

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



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance \(BJA\)](#) is seeking applications for the FY 2017 National Initiatives: Preventing Violence Against Law Enforcement Officers and Ensuring Officer Resilience and Survivability (VALOR) Initiative. This national initiative furthers the Department's mission by improving the criminal justice system; enhancing law enforcement safety, wellness, resilience, and survivability; and providing support to efforts including training and technical assistance programs strategically targeted to address law enforcement safety and wellness needs.

FY 2017 National Initiatives: Preventing Violence Against Law Enforcement Officers and Ensuring Officer Resilience and Survivability (VALOR) Initiative

Applications Due: March 7, 2017

Eligibility

Eligible applicants are not-for-profit and for-profit organizations (including tribal nonprofit and for-profit organizations); state and local governments; federally recognized Indian tribal governments (as determined by the Secretary of the Interior); and institutions of higher education (including tribal institutions of higher education). Applicants must have extensive experience in providing national training and technical assistance as well as extensive experience and knowledge of the officer safety and wellness field. For-profit organizations (as well as other recipients) must forgo any profit or management fee.

BJA welcomes applications under which two or more entities would carry out the federal award; however, only one entity may be the applicant. Any others must be proposed as subrecipients ("subgrantees").¹ The applicant must be the entity that would have primary responsibility for carrying out the award, including administering the funding and managing the entire program. 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.

¹ For additional information on subawards, see "Budget and Associated Documentation" under [Section D. Application and Submission Information](#).

BJA may elect to fund applications submitted under this FY 2017 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and on the availability of appropriations.

Deadline

Applicants must register with [Grants.gov](https://www.grants.gov) prior to submitting an application. All applications are due by 8:00 p.m. eastern time on March 7, 2017.

To be considered timely, 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, in order 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.

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

For additional information, see [How to Apply](#) in Section D. Application and Submission Information.

Contact Information

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726 or 606-545-5035, or via email to 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 Policy Advisor contact identified below **within 24 hours after the application deadline** in order 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](#) section.

For assistance with any other requirements 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; 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.

Grants.gov number assigned to this solicitation: BJA-2017-11406

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FY 2017 National Initiatives: Preventing Violence Against Law Enforcement Officers and Ensuring Officer Resilience and Survivability (VALOR) Initiative

CFDA #16.738

A. Program Description

Overview

BJA is seeking applications under three distinct categories for the FY 2017 National Initiatives: Preventing Violence Against Law Enforcement Officers and Ensuring Officer Resilience and Survivability (VALOR) Initiative:

1. Law Enforcement and Community: Crisis Intervention Training Model – A national training and technical assistance (TTA) provider to further develop and enrich BJA's justice and mental health portfolio specific to law enforcement's response and interaction with individuals with mental illness.
2. Law Enforcement Agency and Officer Resilience Training Program – A national TTA organization to identify, develop, implement, and analyze the effectiveness of resiliency concepts and skills within a law enforcement agency; serving as the foundation of a nationally delivered resiliency training.
3. Specialized Officer Safety and Wellness Topics – Training and Technical Assistance National Provider – A national TTA provider to develop and deliver specialized one-day and half-day state, local, and tribal law enforcement trainings across the nation specifically related to officer safety, wellness, and preparedness.

VALOR is critical to educating and providing resources to law enforcement professionals on officer safety- and wellness-related issues, techniques, and considerations so that they can be better prepared to serve the communities that rely on them.

Statutory Authority: Any awards under this solicitation would be made under statutory authority provided by a full-year appropriations act for FY 2017. As of the writing of this solicitation, the Department of Justice is operating under a short-term "Continuing Resolution;" no full-year appropriation for the Department has been enacted for FY 2017.

Program-Specific Information

BJA's Preventing Violence Against Law Enforcement Officers and Ensuring Officer Resilience and Survivability (VALOR) Initiative is an overarching program that addresses officer safety, wellness, resilience, and survival through multifaceted training, technical assistance, and specialized programs. Since its inception, VALOR has provided critical education and resources to law enforcement professionals on officer safety and wellness topics that have a direct impact on officers' safety. The current VALOR Program is a tactical-, skill-, and awareness-building TTA program, which is delivered throughout the nation to law enforcement professionals and aimed at improving officer safety, resilience, and wellness.

Since its inception, VALOR has undergone continuous evolution to ensure that it addresses current topics and integrates the latest research and practices to address all aspects of officer safety and wellness that have a direct impact on job safety and performance. These varied emerging issues can have a direct effect on an officer's ability to prevent or survive the rigorous challenges and threats she or he may face.

Along with training and technical assistance, the VALOR Initiative currently makes a variety of other resources available to law enforcement, including web-based resources on emerging threats, officer safety awareness messages/campaigns, and online training modules and webinars.

To further the VALOR Initiative, the FY 2017 VALOR solicitation will focus on funding efforts in three new major national categories:

1. Law Enforcement and Community: Crisis Intervention Training Model
2. Law Enforcement Agency and Officer Resilience Training Program
3. Specialized Officer Safety and Wellness Topics – Training and Technical Assistance National Provider

This FY 2017 program may require close collaboration among the awardees of each of the categories, among the existing VALOR awardees, and will require close collaboration between the awardees and BJA.

Goals, Objectives, and Deliverables

Under this solicitation, BJA seeks to improve the functioning of the criminal justice system; improve law enforcement safety, wellness, and resilience practices and strategies that have a direct impact on officers' safety; assist in improving and building stronger community relationships; and assist in building safer communities. This is achieved by focusing on TTA and other programs for sworn law enforcement professionals and their agencies.

Note: Applicants should note that deliverables listed under the category(ies) state that applicants must collaborate with awardees under other categories or existing VALOR awardees; they are expected to coordinate and collaborate only after the awarding process. Applicants are not expected to coordinate and collaborate during the application phase of this solicitation. Collaboration and coordination of those deliverables is required only after awards are made. Additionally, awardees may be required to work with BJA's National Training and Technical Assistance Center (NTTAC). NTTAC provides TTA to state, local, and tribal justice agencies and requests TTA delivery from existing BJA awardees and a cadre of other subject matter experts.

CATEGORY 1: LAW ENFORCEMENT AND COMMUNITY: CRISIS INTERVENTION TRAINING MODEL. COMPETITION ID: BJA-2017-12423.

BJA expects to make one award under Category 1 for up to \$2,500,000. The period of performance is 24 months, and the project start date should be on or after October 1, 2017.

The goal of this category is to deliver the already-developed BJA crisis intervention training (CIT) model to law enforcement agencies, as well as the below listed additional deliverables through a single national provider. A single TTA national provider/coordinator will be competitively selected to further improve law enforcement's response to and interaction with individuals with mental illness, thereby increasing officer and community safety. Enhanced

knowledge and skills in responding to community members suffering from mental illness have a direct impact on officer safety, building positive community relations and trust, and building safer and healthier communities.²

BJA's existing CIT training (Effective Community Responses to Mental Health Crisis) is a national curriculum for law enforcement, which provides trainees with a 5-day, 40-hour training that covers 26 modules of varying lengths for a variety of learning styles. It is a curriculum developed by CNA, Institute for Public Research, Safety and Security, and supported by BJA. It is developed after the Memphis Model Crisis Intervention Team (CIT) approach, with the expanded capability to be customizable to local community resources and needs. The curriculum is informed by CIT ideals and approaches such as improved officer and community response to people with mental illness. Training helps responding officers to build community and mental health partnerships, recognize and de-escalate people with mental illness in crisis, and redirect people with mental illness from the justice system to a health care setting. The initial pilot for this new curriculum was completed with the assistance of experienced CIT subject matter experts (SMEs). It is currently receiving revisions based on the recent pilot launch. The revised training will be used by the awarded TTA provider/coordinator.

Law enforcement agencies that will receive this training and technical assistance will ultimately be chosen by the selected TTA partner in consultation with BJA based on a competitive process managed by the TTA partner. Sites will be chosen based on several factors, including data-driven analysis of need and agency agreement to full participation. Applicants should provide an estimate on how many sites are proposed for training. Chosen sites will receive all of the below-listed deliverables. The coordinator will lead and manage the program and will be responsible for developing and delivering all listed deliverables as well as providing research and evaluation of the sites in an effort to measure the true effectiveness of BJA mental health strategies in improving law enforcement safety and wellness.

Any new training developed (see Train-the-Trainer deliverable below) must use evidence-based principles and techniques that have demonstrated success and are directly connected to BJA's existing CIT training. Trainings must be developed in conjunction with SMEs experienced in fields directly related to crisis intervention and must be identified within the application.

Additionally, applicants must demonstrate within the application their ability to provide a sufficient pool of SMEs that will support this program as well as demonstrate established relationships with SME stakeholder associations that will also support this effort—this should include identifying those SMEs and associations and providing detailed descriptions as to how they will assist in providing the training and assessing the training's impact.

Applicants are required to provide, **at a minimum, all** of the following deliverables:

1. Assist with the identification and selection of agencies to receive this TTA, in close consultation with BJA.
2. Conduct significant pre-work and strategic planning directly with participating agencies to assist those agencies in planning, developing, and implementing comprehensive CIT strategies. This includes working with each agency to ensure CIT is the model that will work best for the agency, developing a CIT implementation strategy for the agency, and

²Police Executive Research Forum, *Guiding Principles on Use of Force*, obtained January 10, 2017, from www.policeforum.org/assets/guidingprinciples1.pdf

assisting in determining the number of CIT-trained officers needed. Additionally, assistance will be provided to the agencies to identify and secure the participation of collaborating partners such as the mental health authority, housing, and other wrap-around service agencies to ensure that existing policies and procedures are reviewed and modified as appropriate, and to secure acceptance from all participants of the concepts, mission, and goals of this project. Agencies that are selected must show executive-level buy-in to this effort and agree to re-examine their current policies and procedures.

3. Conduct a kick-off meeting with each site. The meeting should include the coordinator (awardee) and appropriate representatives from the selected sites.
4. Develop and deliver a Train-the-Trainer (TtT) course for the already-developed BJA CIT model (see <https://pmhctoolkit.bja.gov/home>). This TtT course must include detailed instruction on pre-planning steps/requirements needed in order to deliver and implement the crisis intervention training model in a community. This training course will require that all necessary stakeholders – including non-law enforcement stakeholders – attend the training together. TtT should be delivered to each participating site as part of the strategic CIT implementation plan.
5. Deliver, and further develop (if appropriate), the newly developed BJA crisis intervention training model in each site. The number of trainings will depend on agency size and the agency's plan for CIT deployment.
6. Provide follow-up technical assistance in the delivery and implementation of the crisis intervention training model.
7. Should the provider develop a website or webpage for the TTA program, it will ensure the site/page is updated and managed. The provider will ensure that the website/page meets all necessary parameter to allow it to be migrated over to BJA or another entity, per BJA's instructions, should this become necessary. Additionally, the provider will be required to provide webpage content for use on NTTAC's website. See www.bjatrainng.org/justice-topics/overview for existing program page examples on NTTAC's site.
8. Conduct evaluations of all trainings and technical assistance prior to delivery (pre-tests) and immediately following delivery, to gauge training and technical assistance impact, as well as 90 days after the TTA. Analysis of the evaluations should be conducted, and major findings should be discussed with BJA and should inform the program of any needed modifications to the program.
9. Provide monthly written updates to BJA on the following information. This is in addition to the required performance measures. At a minimum:
 - a. Number of trainings held
 - b. Number of law enforcement officers trained
 - c. Number, type, and names of agencies represented in training
 - d. Number of future trainings scheduled and locations
 - e. Number of pending requests for trainings
 - f. Web hits on the program's website
 - g. Quotes and testimonials from class evaluations and 90-day surveys

- h. List of completed trainings with date, location, type of training, and number of attendees
 - i. List of agencies requesting training, and type of training requested
 - j. Written analysis of geographic locations that should be targeted for possible training, with justification/explanation
10. The coordinator, in collaboration with the researcher, will deliver the following to BJA:
 - a. A copy of each site's implementation plan
 - b. Quarterly status reports on training, technical assistance, resources, etc.
 - c. Identification of challenges encountered and solutions developed
 - d. A comprehensive sustainment plan to allow the sites to continue to use the trainings and programs implemented through this pilot project
 - e. A written report from the researcher detailing each site's implementation design and the outcomes of the efforts at each site
 - f. One comprehensive final report fully describing the research (methodology, data, results, etc.), the TTA used, etc. for the project
 11. The coordinator will conduct one to two national meetings—or participate at existing regional meetings—that convene surrounding state agencies to present on the CIT program work (implementation, challenges, solutions, outcomes). The coordinator should include the site(s) in the presentation.
 12. Include activities to market and increase awareness about the BJA Police-Mental Health Collaboration Toolkit for law enforcement agencies. See https://pmhctoolkit.bja.gov/?utm_source=redirect&utm_medium=web&utm_campaign=PMHC to learn about the Toolkit.
 13. Provide any additional ad hoc tasks/deliverables requested or deemed necessary by BJA to address topics related to law enforcement mental health safety strategies work/field and officer safety. The awardee may set aside a conservative funding amount to be used for these activities or may be required to coordinate with BJA and receive approval to re-allocate funding/deliverables.

The coordinator will be required to work closely with BJA and request approval of milestone activities prior to the development of publications, materials, guides, etc. The coordinator will also be required to participate in scheduled conference calls (twice monthly) with BJA to coordinate all activities being performed under the program.

Additionally, Category 1 applicants must keep in mind and address the following requirements:

1. The coordinator (awardee) must have the capacity and resources to perform at a national level.
2. The coordinator will be responsible for managing and supporting the sites to implement the above-listed deliverables. Additionally, the training provider should factor in an approximate 120-day approval time period for training delivery; approval requests for each training should be submitted 120 days prior to the proposed training delivery date.
3. All developed training and resources will be subject to BJA review, and possible peer review, prior to being approved for delivery.

4. Selected pilot sites may possibly receive funding after the period of performance to establish the site as a peer-to-peer learning site. Future funding to establish pilot sites as learning sites is contingent upon the availability of future funding, as appropriated.

CATEGORY 2: LAW ENFORCEMENT AGENCY AND OFFICER RESILIENCE TRAINING PROGRAM. COMPETITION ID: BJA-2017-12424.

BJA expects to make one award under Category 2 for up to \$2,500,000. The period of performance is 24 months, and the project start date should be on or after October 1, 2017.

The goal of this category is to develop and deliver a national law enforcement resilience training. A training provider will be competitively selected to develop and deliver this training with the focus of building more resilient officers and a more resilient police agency. The training should enhance knowledge and skills in resiliency concepts that can be applied to law enforcement to assist officers and agencies in strengthening their resilience during and in the aftermath of events and situations such as traumatic calls for service, critical incidents (both natural and manmade disasters), terrorist incidents, active shooter events, officer-involved shootings, line of duty deaths, unexpected officer deaths, etc. Lessons learned and research based on work and studies related to resiliency in various different fields (for example, law enforcement, military, victim services, medical) should be applied during the development of this innovative law enforcement training.

Upon development and BJA approval of the training, the training provider will deliver the innovative training in up to four pilot deliveries and will evaluate the training with an approved researcher. The pilot delivery locations will be chosen in close consultation with BJA and will receive the below-listed deliverables. The training provider will lead and manage the training and will also ensure that the researcher has access to program data in order to complete evaluation activities in each of the sites in an effort to measure the effectiveness of the resiliency concepts/strategies in improving law enforcement safety and wellness. Results from the research should be used to modify and improve the final training product.

Applicants must include in the application a complete and well-defined training development and training evaluation plan/design model to be used in this project. The design model will illustrate how the evaluation will be performed.

The training developed (see deliverables) must use evidence-based principles and techniques that have demonstrated success, using existing and emerging research-based resiliency skills and concepts that can be applied and taught to law enforcement. These may be based on research and evidence from other disciplines and fields that have done work in resilience. Trainings must be developed in conjunction with subject matter experts (SMEs) experienced in fields directly related to resilience and must be identified within the application. Additionally, the researcher will work with the awardee and the SMEs in curriculum development to ensure meeting expected goals that are appropriate for the intended impact of the trainings and project. It is expected that the training material will continue to evolve as new research, information, and data emerge from the project.

Applicants are required to provide, **at a minimum, all** of the following deliverables:

1. Develop an evidence-based BJA resiliency/survival/wellness training that can be delivered to law enforcement and up to four locations. The developed training may be used by BJA as a model resiliency training. Location selection will be done in close consultation with BJA.

2. Assist with the identification and selection of one researcher to work with all four of the selected sites, in close consultation with BJA. The researcher will work with each site for the duration of the period of performance to assist in setting measurable goals and objectives to be obtained and will collaborate closely with the site to gather data and measures to analyze and evaluate success.
3. Conduct a kick-off meeting with each site. The meeting should include the coordinator (awardee), the researcher, and appropriate representatives from the selected sites.
4. Develop and deliver a Train-the-Trainer course for the BJA resiliency training.
5. Provide technical assistance and resources to assist an agency in developing a more resilient law enforcement organization and culture. This should include more direct follow-up technical assistance in the delivery and implementation of the resiliency concepts and training to agencies that received the pilot training.
6. Create a small advisory board to assist the provider (awardee) in identifying needs and gaps within the trainings and resources, guiding what should be included in those items, and reviewing the created products before they are finalized. The board should also observe in-person trainings. BJA strongly encourages applicants to identify proposed board members within the application.
7. Should the provider develop a website or webpage for the TTA program, it will ensure the site/page is updated and managed. The provider will ensure that the website/page meets all necessary parameter to allow it to be migrated over to BJA or another entity, per BJA's instructions, should this become necessary. Additionally, the provider will be required to provide webpage content for use on NTTAC's website. See www.bjatrainning.org/justice-topics/overview for existing program page examples on NTTAC's site.
8. Conduct evaluations of all trainings and technical assistance prior to delivery (pre-tests) and immediately following delivery (post-tests), to gauge training and technical assistance impact, as well as 90 days after the TTA. Analysis of the evaluations should be conducted, and major findings should be discussed with BJA and should inform the program of any needed modifications to the program.
9. Provide monthly written updates to BJA on the following information. This is in addition to the required performance measures. At a minimum:
 - a. Number of trainings held
 - b. Number of law enforcement officers trained
 - c. Number, type, and names of law enforcement agencies represented in training (if other agencies are invited)
 - d. Number of future trainings scheduled and locations
 - e. Number of pending requests for trainings
 - f. Web hits on the program's website
 - g. Quotes and testimonials from class evaluations and 90-day surveys
 - h. List of completed trainings with date, location, type of training, and number of attendees
 - i. List of agencies requesting training, and type of training requested

- j. Written analysis of geographic locations that should be targeted for possible training, with justification/explanation
10. The coordinator, in collaboration with the researcher, will deliver the following to BJA:
 - a. A copy of each site's implementation plan
 - b. Quarterly status reports on training, technical assistance provided, resources accessed, etc.
 - c. Identification of challenges encountered and solutions developed
 - d. A comprehensive sustainment plan to allow the sites to continue to use the trainings and programs implemented through this pilot project
 - e. A written report from the researcher detailing each site's implementation design and the outcomes of the efforts at each site
 - f. One comprehensive final report fully describing the research (methodology, data, results, etc.), the TTA used, etc. for the project
 11. The coordinator and/or researcher will present on the pilot program's work (strategies, implementation, challenges, solutions, outcomes) at conferences and meetings.
 12. Provide any additional ad hoc tasks/deliverables requested or deemed necessary by BJA to address topics related to law enforcement resiliency/survival/wellness and officer safety. The awardee may set aside a conservative funding amount to be used for these activities or may be required to coordinate with BJA and receive approval to re-allocate funding/deliverables.

The coordinator will be required to work closely with BJA and request approval of milestone activities prior to the development of publications, materials, guides, etc. The coordinator will also be required to participate in scheduled conference calls (twice monthly) with BJA to coordinate all activities being performed under the program.

Additionally, Category 2 applicants must keep in mind and address the following requirements:

1. The coordinator (awardee) must have the capacity and resources to perform at a national level.
2. All developed training and resources will be subject to BJA review, and possible peer review, prior to being approved for delivery.
3. The coordinator should include a research and evaluation plan/design model to be used in this project. The design model will illustrate how the evaluation will be performed.
4. The coordinator should allocate funding to allow the researcher and key staff to visit each pilot site. The frequency of the visits should be identified by the coordinator and researcher.
5. The coordinator will be responsible for managing and supporting the researcher and pilot sites to implement the above-listed deliverables. Additionally, the coordinator should, within the application, factor in an approximate 120-day approval time period for training delivery; the approval request should be submitted 120 days prior to the proposed training delivery date.

6. Selected pilot sites may possibly receive funding after the project period to establish the site as a peer-to-peer learning site. Future funding to establish pilot sites as learning sites is contingent upon the availability of future funding, as appropriated.

CATEGORY 3: SPECIALIZED OFFICER SAFETY AND WELLNESS TOPICS – TRAINING AND TECHNICAL ASSISTANCE NATIONAL PROVIDER. COMPETITION ID: BJA-2017-12425.

BJA expects to make one award under Category 3 for up to \$500,000. The period of performance is 24 months, and the project start date should be on or after October 1, 2017.

The goal of this category is to develop and deliver specialized one-day and half-day state, local, and tribal law enforcement trainings across the nation, specifically related to officer safety, wellness, and preparedness. A national training and technical assistance provider will be competitively selected to develop and deliver trainings specifically related to officer safety, wellness, and preparedness. Trainings are meant to provide a timely response to requests for specialized/distinct topics related to officer safety, wellness, preparedness, and resilience. Possible training topics must have a direct connection to officer safety and wellness; must instruct on the connection to officer safety and wellness; and may include, but are not limited to, topics ranging from tactical officer safety (e.g. tactics when responding to and combatting domestic terrorism), to physical wellness as it directly impacts safety (e.g. improving and educating on nutrition, health, and fitness), to emotional wellness (e.g. understanding the impact of trauma on officer wellness and how to mitigate), to organizational officer safety issues (e.g. the importance of interdisciplinary coordination/training among police, fire, EMS and the importance of advanced preparation for addressing the aftermath of an incident). Applicants are strongly encouraged to propose other or additional topics based on their expertise and knowledge of needs from the field, including identified gaps in training topics.

Training topics will be closely coordinated with BJA as well as with the existing FY 2016 VALOR awardees to ensure training topics do not duplicate existing VALOR training topics and that they address identified needs.

Each training should accommodate as many participants as appropriate for the type of training and should represent various law enforcement agencies and ranks unless the training is specific to particular ranks/audiences. Additionally, the TTA provider will cover all meeting and travel costs associated with curriculum development and enhancement to include subject matter experts and instructors. **Each training should require only one to two instructors to deliver the training onsite** and should include, as appropriate to the topic, some level of interactive instruction (e.g., live demonstration/role playing) with participants and audio/visual aids, including videos. Applicants must describe in detail the overall design of the training program and proposed training topics.

Trainings developed under this award (see deliverables) must use evidence-based principles and techniques that have demonstrated success. Trainings must be developed in conjunction with subject matter experts (SMEs) experienced in fields directly related to the particular topic and must be identified within the application.

Applicants are required to provide, **at a minimum, all** of the following deliverables:

1. A menu of developed one-day and half-day onsite trainings available for delivery across the nation. The TTA provider will be responsible for developing and delivering all trainings. The final menu of topics will be finalized in close coordination with BJA.

2. Develop and provide training materials, manuals, related resources, and direct reinforcement resources for use within the TTA program.
3. Develop and maintain a training request database.
4. Should the provider develop a website or webpage for the TTA program, it will ensure the site/page is updated and managed. The provider will ensure that the website/page meets all necessary parameter to allow it to be migrated over to BJA or another entity, per BJA's instructions, should this become necessary. Additionally, the provider will be required to provide webpage content for use on NTTAC's website. See www.bjatrainng.org/justice-topics/overview for existing program page examples on NTTAC's site.
5. Market the TTA program trainings and resources to state, local, and tribal law enforcement through a variety of mechanisms.
6. Conduct training evaluations for all trainings immediately following the training and 90 days after the training to gauge training impact. Analysis and major findings from the evaluations should be conducted and discussed with BJA and should inform the program of any needed training modifications.
7. Provide monthly written updates to BJA on the following information. This is in addition to the required performance measures. At a minimum:
 - a. Number of trainings held
 - b. Number of law enforcement officers trained
 - c. Number, type, and names of law enforcement agencies represented in training
 - d. Number of future trainings scheduled and locations
 - e. Number of pending requests for trainings
 - f. Web hits on the program's website
 - g. Quotes and testimonials from class evaluations and 90-day surveys
 - h. List of completed trainings with date, location, type of training, and number of attendees
 - i. List of agencies requesting training, and type of training requested
 - j. Written analysis of geographic locations that should be targeted for possible training, with justification / explanation
8. Provide any additional ad hoc tasks/deliverables requested or deemed necessary by BJA to address topics related to officer safety and wellness (as they directly affect officer safety). The awardee may set aside a conservative funding amount to be used for these activities or may be required to coordinate with BJA and receive approval to re-allocate funding/deliverables.

The TTA provider will be required to work closely with BJA and request approval of all activities prior to developing and/or enhancing trainings; developing publications, materials, guides, etc.; and finalizing training locations. Training location selection must include analysis and a justification for why that site was selected (analysis of need). The TTA provider will be required to participate in scheduled conference calls (twice monthly) with BJA to coordinate all activities being performed under the program.

Additionally, Category 3 applicants must keep in mind and address the following requirements:

1. The TTA provider must have the capacity and resources to provide this TTA at a national level. Additionally, the training provider should, within the application, factor in an approximate 120-day approval time period for training delivery; the approval request should be submitted 120 days prior to the proposed training delivery date.
2. All developed training and resources will be subject to BJA review, and possible peer review, prior to being approved for delivery.
3. The TTA provider will be responsible for coordinating and supporting the training initiative, to include supplying the appropriate SMEs for each training delivery. The provider must have the ability to arrange travel for the selected and approved trainer(s), conduct registration activities before and during the training, secure training locations, provide onsite set-up and logistical direction, etc.
4. SMEs and trainers must be identified within the application, and their résumés must be included in the application submission.
5. The TTA provider should partner with appropriate and law enforcement-relevant organizations and individuals who are uniquely situated to support the development, enhancement, and direct delivery of this TTA initiative.

The Goals, Objectives, and Deliverables are directly related to the performance measures set out in the table in [Section D. Application and Submission Information](#), under "Program Narrative."

TTA providers may be required to participate in BJA's GrantStat. Through GrantStat, BJA management and staff examine the performance of the grant programs funded by BJA by tracking grantee or program performance along several key indicators. GrantStat calls for the collection and analysis of performance data and other relevant grant-level information that enables BJA as well as our TTA partners to be held accountable for the grantee's and program's performance as measured against the program's goals and objectives. In addition, the TTA provider will be required to assist grantees in the collection of performance measures data, working in collaboration with the local research partners.

Evidence-Based Programs or Practices

OJP strongly emphasizes the use of data and evidence in policy making and program development in criminal justice, juvenile justice, and crime victim services. OJP is committed to:

- Improving the quantity and quality of evidence OJP generates
- Integrating evidence into program, practice, and policy decisions within OJP and the field
- Improving the translation of evidence into practice

OJP considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence, generally obtained through one or more outcome evaluations. Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence,

based on the factors described above, will influence the degree to which OJP considers a program or practice to be evidence-based. The OJP CrimeSolutions.gov website is one resource that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

B. Federal Award Information

BJA expects to make up to three competitive awards for the following maximum award amounts and performance periods:

- Under Category 1, BJA estimates that it will make up to one award of up to \$2,500,000 for a 24-month period of performance, beginning on or after October 1, 2017.
- Under Category 2, BJA estimates that it will make up to one award of up to \$2,500,000 for a 24-month period of performance, beginning on or after October 1, 2017.
- Under Category 3, BJA estimates that it will make up to one award of up to \$500,000 for a 24-month period of performance, beginning on or after October 1, 2017.

BJA may, in certain cases, provide additional funding in future years to awards made under this solicitation, through supplemental awards. In making decisions regarding supplemental awards, OJP will consider, among other factors, the availability of appropriations, OJP's strategic priorities, and OJP's assessment of both the management of the award (for example, timeliness and quality of progress reports), and the progress of the work funded under the award.

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

Type of Award

BJA expects that any award under this solicitation will be made in the form of a cooperative agreement, which is a type of award that provides for OJP to have substantial involvement in carrying out award activities. See [Administrative, National Policy, and Other Legal Requirements](#), under [Section F. Federal Award Administration Information](#), for a brief discussion of what may constitute substantial federal involvement.

Financial Management and System of Internal Controls

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities³) must, as described in the Part 200 Uniform Requirements⁴ as set out at 2 C.F.R. 200.303:

- (a) Establish and maintain effective internal control over the Federal award that provides reasonable assurance that [the recipient (and any subrecipient)] is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. These internal controls should be in compliance with guidance in "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States and

³ For purposes of this solicitation, the phrase "pass-through entity" includes any recipient or subrecipient that provides a subaward ("subgrant") to a subrecipient ("subgrantee") to carry out part of the funded award or program.

⁴ 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.

the “Internal Control Integrated Framework”, issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

(b) Comply with Federal statutes, regulations, and the terms and conditions of the Federal awards.

(c) Evaluate and monitor [the recipient’s (and any subrecipient’s)] compliance with statutes, regulations, and the terms and conditions of Federal awards.

(d) Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.

(e) Take reasonable measures to safeguard protected personally identifiable information and other information the Federal awarding agency or pass-through entity designates as sensitive or [the recipient (or any subrecipient)] considers sensitive consistent with applicable Federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.

To help ensure that applicants understand applicable administrative requirements and cost principles, OJP encourages prospective applicants to enroll, at no charge, in the DOJ Grants Financial Management Online Training, available [here](#).

Budget Information

Cost Sharing or Match Requirement

This solicitation does not require a match. However, if a successful application proposes a voluntary match amount, and OJP approves the budget, the total match amount incorporated into the approved budget becomes mandatory and subject to audit.

Pre-Agreement Costs (also known as Pre-award Costs)

Pre-agreement costs are costs incurred by the applicant prior to the start date of the period of performance of the federal award.

OJP does **not** typically approve pre-agreement costs; an applicant must request and obtain the prior written approval of OJP for all such costs. All such costs incurred prior to award and prior to approval of the costs are incurred at the sole risk of the applicant. (Generally, no applicant should incur project costs *before* submitting an application requesting federal funding for those costs.) Should there be extenuating circumstances that make it appropriate for OJP to consider approving pre-agreement costs, the applicant may contact the point of contact listed on the title page of this solicitation for the requirements concerning written requests for approval. If approved in advance by OJP, award funds may be used for pre-agreement costs, consistent with the recipient’s approved budget and applicable cost principles. See the section on Costs Requiring Prior Approval in the [DOJ Grants Financial Guide](#) for more information.

Limitation on Use of Award Funds for Employee Compensation; Waiver

With respect to any award of more than \$250,000 made under this solicitation, a recipient may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the recipient at a rate that exceeds 110% of the maximum annual salary payable to a member of the federal government’s Senior Executive Service (SES) at an agency with a

Certified SES Performance Appraisal System for that year.⁵ The 2017 salary table for SES employees is available at the Office of Personnel Management [website](#). Note: A recipient may compensate an employee at a greater rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Non-federal funds used for any such additional compensation will not be considered matching funds, where match requirements apply.) If only a portion of an employee's time is charged to an OJP award, the maximum allowable compensation is equal to the percentage of time worked times the maximum salary limitation.

The Assistant Attorney General for OJP may exercise discretion to waive, on an individual basis, this limitation on compensation rates allowable under an award. An applicant that requests a waiver should include a detailed justification in the budget narrative of its application. An applicant that does not submit a waiver request and justification with its application should anticipate that OJP will require the applicant to adjust and resubmit the budget.

The justification should address—in the context of the work the individual would do under the award—the particular qualifications and expertise of the individual, the uniqueness of a service the individual will provide, the individual's specific knowledge of the proposed program or project, and a statement that explains whether and how the individual's salary under the award would be commensurate with the regular and customary rate for an individual with his/her qualifications and expertise, and for the work he/she would do under the award.

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

OJP strongly encourages every applicant that proposes to use award funds for any conference-, meeting-, or training-related activity (or similar event) to review carefully—before submitting an application—the OJP and DOJ policy and guidance on approval, planning, and reporting of such events, available at

www.ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm. OJP policy and guidance (1) encourage minimization of conference, meeting, and training costs; (2) require prior written approval (which may affect project timelines) of most conference, meeting, and training costs for cooperative agreement recipients, as well as some conference, meeting, and training costs for grant recipients; and (3) set cost limits, which include a general prohibition of all food and beverage costs.

Costs Associated with Language Assistance (if applicable)

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

For additional information, see the "Civil Rights Compliance" section under "Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2017 Awards" in the [OJP Funding Resource Center](#).

⁵ OJP does not apply this limitation on the use of award funds to the nonprofit organizations listed in Appendix VIII to 2 C.F.R. Part 200.

C. Eligibility Information

For eligibility information, see the 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

This section describes in detail what an application should include. An applicant should anticipate that if it fails to submit an application that contains all of the specified elements, it may negatively affect the review of its application; and, should a decision be made to make an award, it may result in the inclusion of award conditions that preclude the recipient from accessing or using award funds until the recipient satisfies the conditions and OJP makes the funds available.

Moreover, an applicant should anticipate that an application that OJP determines is nonresponsive to the scope of the solicitation, or that OJP determines does not include the application elements that BJA has designated to be critical, will neither proceed to peer review, nor receive further consideration. For this solicitation, BJA has designated the following application elements as critical: Program Narrative, Budget Detail Worksheet, Budget Narrative, Timeline, and résumés/curriculum vitae of identified key personnel. An applicant may combine the Budget Narrative and the Budget Detail Worksheet in one document. However, if an applicant submits only one budget document, it must contain **both** narrative and detail information. Please review the “Note on File Names and File Types” under [How to Apply](#) (below) to be sure applications are submitted in permitted formats.

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

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

The SF-424 is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov and the OJP Grants Management System (GMS) take information from the applicant’s profile to populate the fields on this form. When selecting “type of applicant,” if the applicant is a for-profit entity, select “For-Profit Organization” or “Small Business” (as applicable).

To avoid processing delays, an applicant must include an accurate legal name on its SF-424. Current OJP award recipients, when completing the field for “Legal Name,” should use the same legal name that appears on the prior year award document which is also the legal name stored in OJP’s financial system. On the SF-424, enter the Legal Name in box 5 and Employer Identification Number (EIN) in box 6 exactly as it appears on the prior year award document. An applicant with a current active award(s) must ensure that its GMS profile is current. If the profile is not current, the applicant should submit a Grant Adjustment Notice updating the information on its GMS profile prior to applying under this solicitation.

A new applicant entity should enter the Official Legal Name and address of the applicant entity in box 5 and the EIN in box 6 of the SF-424. Applicants must attach official legal documents to its application (e.g., articles of incorporation, 501C3, etc.) to confirm the legal name, address, and EIN entered into 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

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

- Written for a general public audience
- Submitted as a separate attachment with "Project Abstract" as part of its file name
- Single-spaced, using a standard 12-point font (such as Times New Roman) with 1-inch margins

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

All project abstracts should follow the detailed template available at ojp.gov/funding/Apply/Resources/ProjectAbstractTemplate.pdf.

Permission to Share Project Abstract with the Public: It is unlikely that OJP will be able to fund all applications submitted under this solicitation, but it may have the opportunity to share information with the public regarding unfunded applications, for example, through a listing on a web page available to the public. The intent of this public posting would be to allow other possible funders to become aware of such applications.

In the project abstract template, each applicant is asked to indicate whether it gives OJP permission to share the applicant's project abstract (including contact information for individuals) with the public. Granting (or failing to grant) this permission will not affect OJP's funding decisions. Moreover, if the application is not funded, providing permission will not ensure that OJP will share the abstract information, nor will it assure funding from any other source.

Note: OJP may choose not to list a project that otherwise would have been included in a listing of unfunded applications, should the abstract fail to meet the format and content requirements noted above and outlined in the project abstract template.

3. Program Narrative

The Program Narrative should be double-spaced, using a standard 12-point font (Times New Roman is preferred) with 1-inch margins, and should not exceed 12 pages. Pages should be numbered "1 of 12," "2 of 12," etc.

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

The following sections should be included as part of the program narrative⁶:

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

OJP will require each successful applicant to submit specific performance measures data as part of its reporting under the award (see “[General Information about Post-Federal Award Reporting Requirements](#)” in [Section F. Federal Award Administration Information](#)). The performance measures correlate to the goals, objectives, and deliverables identified under "Goals, Objectives, and Deliverables" in [Section A. Program Description](#).

The application should describe the applicant's plan for collection of all of the performance measures data listed in the table below under “Data Recipient Provides,” should it receive funding.

Post Award, recipients will be required to submit performance metric data semi-annually through BJA’s online Training and Technical Assistance Reporting Portal. More information on reporting requirements can be found at: <https://www.bjatrainiq.org/working-with-nttac/providers>.

Objectives	Catalog ID	Performance Measure	Data Grantee Provides
Objective 1 Improve the knowledge and capacity of state, local, and tribal law enforcement on: identifying potentially deadly encounters before they occur and prevent them, or survive them; increasing officer and agency resilience by training law enforcement throughout the nation; increasing the knowledge of the criminal justice community on law	458	Number of Trainings conducted	Number of trainings (by type): <ul style="list-style-type: none"> • In-person, • Web-based, • CD/DVD, • Peer to Peer, • Workshop
	228	Number of participants who attend the training	Number of individuals who: <ul style="list-style-type: none"> • Attend the training (in-person) or started the training (web-based); • Completed the training;
	239	Percentage of participants who successfully completed the training	

⁶ For information on subawards (including the details on proposed subawards that should be included in the application), see "Budget and Associated Documentation" under [Section D. Application and Submission Information](#).

enforcement safety and wellness issues.	235	Percentage of participants who rated the training as satisfactory or better	<ul style="list-style-type: none"> Completed an evaluation at the conclusion of the training; Completed an evaluation and rated the training as satisfactory or better; Completed the post-test with an improved score over their pre-test
	215	Percentage of participants trained and subsequently demonstrated performance improvement	
	237	Percentage of scholarship recipients surveyed who reported that the training provided information that could be utilized in their job	<p>Number of Individuals who:</p> <ul style="list-style-type: none"> Received a scholarship; Completed the training; Completed a survey at the conclusion of the training; Reported the training provided information that could be utilized in their job.
	144	Number of curricula developed	<p>Number of training curricula:</p> <ul style="list-style-type: none"> Developed; Pilot tested; Revised after being pilot tested.
	520	Number of curricula that were pilot tested	
	521	Percentage of curricula that were revised after pilot testing	
Objective 2 Increase the criminal justice agency's ability to solve problems and/or modify policies or practices as a result of training and technical assistance interventions.	12	Percentage of requesting agencies who rated services as satisfactory or better	<ul style="list-style-type: none"> Number of onsite visits completed; Number of reports submitted to requesting agencies after onsite visits; Number of requesting agencies who completed an evaluation of services; Number of agencies who rated the services a satisfactory or better (in terms of timeliness and quality); Number of follow-ups with requesting agencies
	11	Percentage of requesting agencies that were planning to implement one or more recommendations	

			<p>completed 6 months after onsite visit;</p> <ul style="list-style-type: none"> Number of agencies that were planning to implement at least one or more recommendations 6 months after the onsite visit
	247	Percentage of peer visitors who reported that the visit to the other agency was useful in providing information on policies or practices	<ul style="list-style-type: none"> Number of peer-to-peer visits completed; Number of peer visitors who completed an evaluation; Number of peer visitors who reported that the visit was useful in providing information on policies or practices;
	246	Percentage of peer visitors that were planning to implement one or more policies or practices 6 months after they were observed at the visited site	<ul style="list-style-type: none"> Number of follow-ups with the requesting peer visitor completed 6 months after the peer-to-peer visit; Number of peer visitors who were planning to implement at least one or more recommendations 6 months after the onsite visit
	526	Percentage of requesting agencies of other onsite services who rated the services provided as satisfactory or better	<ul style="list-style-type: none"> Number of other onsite services provided; Number of requesting agencies who completed an evaluation of other onsite services; Number of agencies who rated the services a satisfactory or better
Objective 3 Increase information provided to BJA and the criminal justice community.	147	Number of conferences or advisory/focus groups held	<ul style="list-style-type: none"> Number of conferences or advisory/focus groups held; Number of conference or advisory/focus group attendees who completed an evaluation;

	493	Percentage of advisory/focus groups evaluated as satisfactory or better	<ul style="list-style-type: none"> Number of conference or advisory/focus group attendees who rated the advisory/focus group as satisfactory or better
	144	Number of publications developed	<ul style="list-style-type: none"> Number of publications/resources developed; Number of publications/ resources disseminated
	145	Number of publications disseminated	
	491	Number of web sites developed	<ul style="list-style-type: none"> Number of web sites developed; Number of web sites maintained; Number of visits to web sites during the current reporting period; Number of visits to web sites during the previous reporting period
	492	Percent of web sites maintained	
	486	Percent of increase in the number of visits to web sites	
	354	Percentage of information requests responded to	<ul style="list-style-type: none"> Number of information requests; Number of information requests responded to

Note on Project Evaluations

An applicant that proposes to use award funds through this solicitation to conduct project evaluations should be aware that certain project evaluations (such as systematic investigations designed to develop or contribute to generalizable knowledge) may constitute “research” for purposes of applicable DOJ human subjects protection regulations. However, project evaluations that are intended only to generate internal improvements to a program or service, or are conducted only to meet OJP’s performance measure data reporting requirements, likely do not constitute “research.” Each applicant should provide sufficient information for OJP to determine whether the particular project it proposes would either intentionally or unintentionally collect and/or use information in such a way that it meets the DOJ definition of research that appears at 28 C.F.R. Part 46 (“Protection of Human Subjects”).

Research, for purposes of human subjects protection for OJP-funded programs, is defined as “a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge.” 28 C.F.R. 46.102(d).

For additional information on determining whether a proposed activity would constitute research for purposes of human subjects protection, applicants should consult the decision tree in the “Research and the protection of human subjects” section of the [“Requirements related to Research”](#) web page of the “Overview of Legal Requirements Generally Applicable to OJP

Grants and Cooperative Agreements - FY 2017," available through the [OJP Funding Resource Center](#). Every prospective applicant whose application may propose a research or statistical component also should review the "Data Privacy and Confidentiality Requirements" section on that web page.

4. Budget and Associated Documentation

a. Budget Detail Worksheet

A sample Budget Detail Worksheet can be found at www.ojp.gov/funding/Apply/Resources/BudgetDetailWorksheet.pdf. An applicant that submits its budget in a different format should use the budget categories listed in the sample budget worksheet. The Budget Detail Worksheet should break out costs by year.

For questions pertaining to budget and examples of allowable and unallowable costs, see the [DOJ Grants Financial Guide](#).

b. Budget Narrative

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

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

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

c. Information on Proposed Subawards (if any), as well as on Proposed Procurement Contracts (if any)

Applicants for OJP awards typically may propose to make "subawards." Applicants also may propose to enter into procurement "contracts" under the award.

Whether—for purposes of federal grants administrative requirements—a particular agreement between a recipient and a third party will be considered a "subaward" or instead considered a procurement "contract" under the award is determined by federal rules and applicable OJP guidance. It is an important distinction, in part because the federal administrative rules and requirements that apply to "subawards" and to procurement "contracts" under awards differ markedly.

In general, the central question is the relationship between what the third-party will do under its agreement with the recipient and what the recipient has committed (to OJP) to do under its award to further a public purpose (e.g., services the recipient will provide,

products it will develop or modify, research or evaluation it will conduct). If a third party will provide some of the services the recipient has committed (to OJP) to provide, will develop or modify all or part of a product the recipient has committed (to OJP) to develop or modify, or will conduct part of the research or evaluation the recipient has committed (to OJP) to conduct, OJP will consider the agreement with the third party a subaward for purposes of federal grants administrative requirements.

This will be true **even if** the recipient, for internal or other non-federal purposes, labels or treats its agreement as a procurement, a contract, or a procurement contract. Neither the title nor the structure of an agreement determines whether the agreement—for purposes of federal grants administrative requirements—is a “subaward” or is instead a procurement “contract” under an award.

Additional guidance on the circumstances under which (for purposes of federal grants administrative requirements) an agreement constitutes a subaward as opposed to a procurement contract under an award, is available (along with other resources) on the [OJP Part 200 Uniform Requirements](#) web page.

1. Information on proposed subawards

A recipient of an OJP award may not make subawards ("subgrants") unless the recipient has specific federal authorization to do so. Unless an applicable statute or DOJ regulation specifically authorizes (or requires) subawards, a recipient must have authorization from OJP before it may make a subaward.

A particular subaward may be authorized by OJP because the recipient included a sufficiently-detailed description and justification of the proposed subaward in the application as approved by OJP. If, however, a particular subaward is not authorized by federal statute or regulation, and is not sufficiently described and justified in the application as approved by OJP, the recipient will be required, post-award, to request and obtain written authorization from OJP before it may make the subaward.

If an applicant proposes to make one or more subawards to carry out the federal award and program, the applicant should (1) identify (if known) the proposed subrecipient(s), (2) describe in detail what each subrecipient will do to carry out the federal award and federal program, and (3) provide a justification for the subaward(s), with details on pertinent matters such as special qualifications and areas of expertise. Pertinent information on subawards should appear not only in the Program Narrative, but also in the Budget Detail Worksheet and budget narrative.

2. Information on proposed procurement contracts (with specific justification for proposed noncompetitive contracts over \$150,000)

Unlike a recipient contemplating a subaward, a recipient of an OJP award generally does not need specific prior federal authorization to enter into an agreement that—for purposes of federal grants administrative requirements—is considered a procurement contract, **provided that** (1) the recipient uses its own documented procurement procedures and (2) those procedures conform to applicable federal law, including the Procurement Standards of the (DOJ) Part 200 Uniform Requirements (as set out at 2 C.F.R. 200.317 - 200.326). The Budget Detail Worksheet and budget narrative should identify proposed procurement contracts. (As discussed above, subawards must be identified and described separately from procurement contracts.)

The Procurement Standards in the Part 200 Uniform Requirements, however, reflect a general expectation that agreements that (for purposes of federal grants administrative requirements) constitute procurement “contracts” under awards will be entered into on the basis of full and open competition. If a proposed procurement contract would exceed the simplified acquisition threshold — currently, \$150,000 — a recipient of an OJP award may not proceed without competition unless and until the recipient receives specific advance authorization from OJP to use a non-competitive approach for the procurement.

An applicant that (at the time of its application) intends — without competition — to enter into a procurement “contract” that would exceed \$150,000 should include a detailed justification that explains to OJP why, in the particular circumstances, it is appropriate to proceed without competition. Various considerations that may be pertinent to the justification are outlined in the [DOJ Grants Financial Guide](#).

d. Pre-Agreement Costs

For information on pre-agreement costs, see [Section B. Federal Award Information](#).

5. Indirect Cost Rate Agreement (if applicable)

Indirect costs may be charged to an award only if:

- (a) The recipient has a current (that is, unexpired), federally-approved indirect cost rate; or
- (b) The recipient is eligible to use, and elects to use, the “de minimis” indirect cost rate described in the Part 200 Uniform Requirements, as set out at 2 C.F.R. 200.414(f).

An applicant with a current (that is, unexpired) federally-approved indirect cost rate is to attach a copy of the indirect cost rate agreement to the application. An applicant that does not have a current federally-approved rate may request one through its cognizant federal agency, which will review all documentation and approve a rate for the applicant entity, or, if the applicant’s accounting system permits, applicants may propose to allocate costs in the direct cost categories.

For assistance with identifying the appropriate cognizant federal agency for indirect costs, please contact the OCFO Customer Service Center at 1-800-458-0786 or at ask.ocfo@usdoj.gov. If DOJ is the cognizant federal agency, applicants may obtain information needed to submit an indirect cost rate proposal at <http://www.ojp.gov/funding/Apply/Resources/IndirectCosts.pdf>.

Certain OJP recipients have the option of electing to use the “de minimis” indirect cost rate. An applicant that is eligible to use the “de minimis” rate that wishes to use the “de minimis” rate should attach written documentation to the application that advises OJP of both— (1) the applicant’s eligibility to use the “de minimis” rate, and (2) its election to do so. If an eligible applicant elects the “de minimis” rate, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. The “de minimis” rate may no longer be used once an approved federally-negotiated indirect cost rate is in place. (No entity that ever has had a federally-approved negotiated indirect cost rate is eligible to use the “de minimis” rate.)

6. Financial Management and System of Internal Controls Questionnaire (including applicant disclosure of high-risk status)

Every applicant (other than an individual applying in his/her personal capacity) is to download, complete, and submit the [OJP Financial Management and System of Internal Controls Questionnaire](#), as part of its application.

Among other things, the form requires each applicant to disclose whether it currently is designated “high risk” by a federal grant-making agency outside of DOJ. For purposes of this disclosure, high risk includes any status under which a federal awarding agency provides additional oversight due to the applicant’s past performance, or other programmatic or financial concerns with the applicant. If an applicant is designated high risk by another federal awarding agency, the applicant must provide the following information:

- The federal awarding agency that currently designates the applicant high risk
- The date the applicant was designated high risk
- The high-risk point of contact at that federal awarding agency (name, phone number, and email address)
- The reasons for the high-risk status, as set out by the federal awarding agency

OJP seeks this information to help ensure appropriate federal oversight of OJP awards. An applicant that is considered “high risk” by another federal awarding agency is not automatically disqualified from receiving an OJP award. OJP may, however, consider the information in award decisions, and may impose additional OJP oversight of any award under this solicitation (including through the conditions that accompany the award document).

7. Disclosure of Lobbying Activities

Each applicant must complete and submit this information. An applicant that expends any funds for lobbying activities is to provide all of the information requested on the form [Disclosure of Lobbying Activities \(SF-LLL\)](#). An applicant that does not expend any funds for lobbying activities is to enter “N/A” in the text boxes for item 10 (“a. Name and Address of Lobbying Registrant” and “b. Individuals Performing Services”).

8. Additional Attachments

a. Applicant Disclosure of Pending Applications

Each applicant is to disclose whether it has (or is proposed as a subrecipient under) any pending applications for federally-funded grants or cooperative agreements that (1) include requests for funding to support the same project being proposed in the application under this solicitation, and (2) would cover any identical cost items outlined in the budget submitted to OJP as part of the application under this solicitation. The applicant is to disclose applications made directly to federal awarding agencies, and also applications for subawards of federal funds (e.g., applications to State agencies that will subaward (“subgrant”) federal funds).

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

Each applicant that has one or more pending applications as described above is to provide the following information about pending applications submitted within the last 12 months:

- The federal or State funding agency
- The solicitation name/project name
- The point of contact information at the applicable federal or State funding agency

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

Each applicant should include the table as a separate attachment to its application. The file should be named “Disclosure of Pending Applications.” The applicant Legal Name on the application must match the entity named on the disclosure of pending applications statement.

Any applicant that does not have any pending applications as described above is to submit, as a separate attachment, a statement to this effect: “[Applicant Name on SF-424] does not have (and is not proposed as a subrecipient under) any pending applications submitted within the last 12 months for federally-funded grants or cooperative agreements (or for subawards under federal grants or cooperative agreements) that request funding to support the same project being proposed in this application to OJP and that would cover any identical cost items outlined in the budget submitted as part of in this application.”

b. Research and Evaluation Independence and Integrity

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 must demonstrate independence and integrity regarding both this proposed research and/or evaluation, and any current or prior related projects.

Each application should include an attachment that addresses **both** i. and ii. below.

- i. For purposes of this solicitation, each applicant is to document research and evaluation independence and integrity by including one of the following two items:

- a. A specific assurance that the applicant has reviewed its application to identify any actual or potential apparent conflicts of interest (including through review of pertinent information on the principal investigator, any co-principal investigators, and any subrecipients), and that the applicant has identified no such conflicts of interest – whether personal or financial or organizational (including on the part of the applicant entity or on the part of staff, investigators, or subrecipients) – that could affect the independence or integrity of the research, including the design, conduct, and reporting of the research.

OR

- b. A specific description of actual or potential apparent conflicts of interest that the applicant has identified – including through review of pertinent information on the principal investigator, any co-principal investigators, and any subrecipients – that could affect the independence or integrity of the research, including the design, conduct, or reporting of the research. These conflicts may be personal (e.g., on the part of investigators or other staff), financial, or organizational (related to the applicant or any subrecipient entity). Some examples of potential investigator (or other personal) conflict situations are those in which an investigator would be in a position to evaluate a spouse's work product (actual conflict), or an investigator would be in a position to evaluate the work of a former or current colleague (potential apparent conflict). With regard to potential organizational conflicts of interest, as one example, generally an organization would not be given an award to evaluate a project, if that organization had itself provided substantial prior technical assistance to that specific project or a location implementing the project (whether funded by OJP or other sources), because the organization in such an instance might appear to be evaluating the effectiveness of its own prior work. The key is whether a reasonable person understanding all of the facts would be able to have confidence that the results of any research or evaluation project are objective and reliable. Any outside personal or financial interest that casts doubt on that objectivity and reliability of an evaluation or research product is a problem and must be disclosed.
- ii. In addition, for purposes of this solicitation, each applicant is to address possible mitigation of research integrity concerns by including, at a minimum, one of the following two items:
 - a. If an applicant reasonably believes that no actual or potential apparent conflicts of interest (personal, financial, or organizational) exist, then the applicant should provide a brief narrative explanation of how and why it reached that conclusion. The applicant also is to include an explanation of the specific processes and procedures that the applicant has in place, or will put in place, to identify and prevent (or, at the very least, mitigate) any such conflicts of interest pertinent to the funded project during the period of performance. Documentation that may be helpful in this regard may include organizational codes of ethics/conduct and policies regarding organizational, personal, and financial conflicts of interest. There is no guarantee that the plan, if any, will be accepted as proposed.

OR

- b. If the applicant has identified actual or potential apparent conflicts of interest (personal, financial, or organizational) that could affect the independence and integrity of the research, including the design, conduct, or reporting of the research, the applicant must provide a specific and robust mitigation plan to address each of those conflicts. At a minimum, the applicant is expected to explain the specific processes and procedures that the applicant has in place, or will put in place, to identify and eliminate (or, at the very least, mitigate) any such conflicts of interest pertinent to the funded project during the period of performance. Documentation that may be helpful in this regard may include organizational codes of ethics/conduct and policies regarding organizational, personal, and financial conflicts of interest. There is no guarantee that the plan, if any, will be accepted as proposed.

OJP will assess research and evaluation independence and integrity based on considerations such as the adequacy of the applicant's efforts to identify factors that could affect the objectivity or integrity of the proposed staff and/or the applicant entity (and any subrecipients) in carrying out the research, development, or evaluation activity; and the adequacy of the applicant's existing or proposed remedies to control any such factors.

c. Disclosure of Process Related to Executive Compensation

An applicant that is a nonprofit organization may be required to make certain disclosures relating to the processes it uses to determine the compensation of its officers, directors, trustees, and key employees.

Under certain circumstances, a nonprofit organization that provides unreasonably high compensation to certain persons may subject both the organization's managers and those who receive the compensation to additional federal taxes. A rebuttable presumption of the reasonableness of a nonprofit organization's compensation arrangements, however, may be available if the nonprofit organization satisfied certain rules set out in Internal Revenue Service regulations with regard to its compensation decisions.

Each applicant nonprofit organization must state at the time of its application (in the "OJP Financial Management and System of Internal Controls Questionnaire" mentioned earlier) whether or not the applicant entity believes (or asserts) that it currently satisfies the requirements of 26 C.F.R. 53.4958-6 (which relate to establishing or invoking a rebuttable presumption of reasonableness of compensation of certain individuals and entities).

A nonprofit organization that states in the questionnaire that it believes (or asserts) that it has satisfied the requirements of 26 C.F.R. 53.4958-6 must then disclose, in an attachment to its application (to be titled "Disclosure of Process related to Executive Compensation"), the process used by the applicant nonprofit organization to determine the compensation of its officers, directors, trustees, and key employees (together, "covered persons").

At a minimum, the disclosure must describe in pertinent detail: (1) the composition of the body that reviews and approves compensation arrangements for covered

persons; (2) the methods and practices used by the applicant nonprofit organization to ensure that no individual with a conflict of interest participates as a member of the body that reviews and approves a compensation arrangement for a covered person; (3) the appropriate data as to comparability of compensation that is obtained in advance and relied upon by the body that reviews and approves compensation arrangements for covered persons; and (4) the written or electronic records that the applicant organization maintains as concurrent documentation of the decisions with respect to compensation of covered persons made by the body that reviews and approves such compensation arrangements, including records of deliberations and of the basis for decisions.

For purposes of the required disclosure, the following terms and phrases have the meanings set out by the Internal Revenue Service for use in connection with 26 C.F.R. 53.4958-6: officers, directors, trustees, key employees, compensation, conflict of interest, appropriate data as to comparability, adequate documentation, and concurrent documentation.

Applicant nonprofit organizations should note that following receipt of an appropriate request, OJP may be authorized or required by law to make information submitted to satisfy this requirement available for public inspection. Also, a recipient may be required to make a prompt supplemental disclosure after the award in certain circumstances (e.g., changes in the way the organization determines compensation).

d. Timeline

Each applicant must provide a timeline for major milestones and deliverables.

e. Résumés

Each applicant must provide resumes for all identified key personnel and SMEs.

How to Apply

Applicants must register in, and submit applications through Grants.gov, a primary source to find federal funding opportunities and apply for funding. Find complete instructions on how to register and submit an application at www.Grants.gov. Applicants that experience technical difficulties during this process should call the Grants.gov Customer Support Hotline at **800-518-4726** or **606-545-5035**, which operates 24 hours a day, 7 days a week, except on federal holidays.

Registering with Grants.gov is a one-time process; however, **processing delays may occur, and it can take several weeks** for first-time registrants to receive confirmation of registration and a user password. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications at least 72 hours prior to the application due date, in order 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.

OJP strongly encourages all prospective applicants to sign up for Grants.gov email [notifications](#) regarding this solicitation. If this solicitation is cancelled or modified, individuals who sign up with Grants.gov for updates will be automatically notified.

Browser Information: Grants.gov was built to be compatible with Internet Explorer. For technical assistance with Google Chrome, or another browser, contact Grants.gov Customer Support.

Note on Attachments: Grants.gov has two categories of files for attachments: “mandatory” and “optional.” OJP receives all files attached in both categories. Please ensure that all required documents are attached in either Grants.gov category.

Note on File Names and File Types: Grants.gov only permits the use of certain specific characters in the file names of attachments. Valid file names may include only the characters shown in the table below. Grants.gov rejects any application that includes an attachment(s) with a file name that contains any characters not shown in the table below. Grants.gov forwards successfully-submitted applications to the OJP Grants Management System (GMS).

Characters	Special Characters		
Upper case (A – Z)	Parenthesis ()	Curly braces { }	Square brackets []
Lower case (a – z)	Ampersand (&)	Tilde (~)	Exclamation point (!)
Underscore (_)	Comma (,)	Semicolon (;)	Apostrophe (‘)
Hyphen (-)	At sign (@)	Number sign (#)	Dollar sign (\$)
Space	Percent sign (%)	Plus sign (+)	Equal sign (=)
Period (.)	Applicants must use the “&” format in place of the ampersand (&) when using XML format for documents.		

GMS does not accept executable file types as application attachments. These disallowed file types include, but are not limited to, the following extensions: “.com,” “.bat,” “.exe,” “.vbs,” “.cfg,” “.dat,” “.db,” “.dbf,” “.dll,” “.ini,” “.log,” “.ora,” “.sys,” and “.zip.” GMS may reject applications with files that use these extensions. It is important to allow time to change the type of file(s) if the application is rejected.

All applicants are required to complete the following steps:

Every applicant entity must comply with all applicable System for Award Management (SAM) and unique entity identifier (currently, a Data Universal Numbering System [DUNS] number) requirements. If an applicant entity has not fully complied with applicable SAM and unique identifier requirements by the time OJP makes award decisions, OJP may determine that the applicant is not qualified to receive an award and may use that determination as a basis for making the award to a different applicant.

An individual who wishes to apply in his/her personal capacity should search Grants.gov for funding opportunities for which individuals are eligible to apply. Use the Funding Opportunity Number (FON) to register. (An applicant applying as an individual must comply with all applicable Grants.gov individual registration requirements.)

Complete the registration form at <https://apply07.grants.gov/apply/IndCPRegister> to create a username and password for Grants.gov. (An applicant applying as an individual should complete all steps except 1, 2 and 4.)

- 1. Acquire a unique entity identifier (currently, a DUNS number).** In general, the Office of Management and Budget requires every applicant for a federal award (other than an individual) to include a "unique entity identifier" in each application, including an application for a supplemental award. Currently, a DUNS number is the required unique entity identifier.

A DUNS number is a unique nine-digit identification number provided by the commercial company Dun and Bradstreet. This unique entity identifier is used for tracking purposes, and to validate address and point of contact information for applicants, recipients, and subrecipients. It will be used throughout the life cycle of an OJP award. Obtaining a DUNS number is a free, one-time activity. Call Dun and Bradstreet at 866–705–5711 to obtain a DUNS number or apply online at www.dnb.com. A DUNS number is usually received within 1-2 business days.

- 2. Acquire registration with the System for Award Management (SAM).** SAM is the repository for certain standard information about federal financial assistance applicants, recipients, and subrecipients. All applicants for OJP awards (other than individuals) must maintain current registrations in the SAM database. An applicant must be registered in SAM to successfully register in Grants.gov. Each applicant must **update or renew its SAM registration at least annually** to maintain an active status. SAM registration and renewal can take as long as 10 business days to complete.

An application cannot be successfully submitted in Grants.gov until Grants.gov receives the SAM registration information. Once the SAM registration/renewal is complete, **the information transfer from SAM to Grants.gov can take as long as 48 hours**. OJP recommends that the applicant register or renew registration with SAM as early as possible.

Information about SAM registration procedures can be accessed at www.sam.gov.

- 3. Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.** Complete the AOR profile on Grants.gov and create a username and password. An applicant entity's "unique entity identifier" (DUNS number) must be used to complete this step. For more information about the registration process for organizations and other entities, go to <https://apply07.grants.gov/apply/OrcRegister>. Individuals registering with Grants.gov should go to <http://www.grants.gov/web/grants/applicants/individual-registration.html>.
- 4. Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization's AOR. The E-Biz POC will need the Marketing Partner Identification Number (MPIN) password obtained when registering with SAM to complete this step. Note that an organization can have more than one AOR.
- 5. Search for the funding opportunity on Grants.gov.** Use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance ("CFDA") number for this solicitation is 16.738, titled "Edward Byrne Memorial Justice Assistance Grant Program," and the funding opportunity number is BJA-2017-11406.
- 6. Select the correct Competition ID.** Some OJP solicitations posted to Grants.gov contain multiple purpose areas, denoted by the individual Competition ID. If applying to a solicitation with multiple Competition IDs, select the appropriate Competition ID for the intended purpose area of the application.

7. **Submit a valid application consistent with this solicitation by following the directions in Grants.gov.** Within 24–48 hours after submitting the electronic application, the applicant should receive two notifications from Grants.gov. The first will confirm the receipt of the application. The second will state whether the application has been validated and successfully submitted, or whether it has been rejected due to errors, with an explanation. It is possible to first receive a message indicating that the application is received, and then receive a rejection notice a few minutes or hours later. Submitting an application well ahead of the deadline provides time to correct the problem(s) that caused the rejection. **Important:** OJP urges each applicant to submit its application **at least 72 hours prior** to the application due date, to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification. Applications must be successfully submitted through Grants.gov by 8:00 p.m. eastern time on March 7, 2017.

Click [here](#) for further details on DUNS numbers, SAM, and Grants.gov registration steps and timeframes.

Note: Application Versions

If an applicant submits multiple versions of the same application, OJP will review only the most recent system-validated version submitted.

Experiencing Unforeseen Grants.gov Technical Issues

An applicant that experiences unforeseen Grants.gov technical issues beyond its control that prevent it from submitting its application by the deadline must contact the Grants.gov [Customer Support Hotline](#) or the [SAM Help Desk](#) (Federal Service Desk) to report the technical issue and receive a tracking number. The applicant must email the NCJRS Response Center identified in the Contact Information section on the title page **within 24 hours after the application deadline** to request approval to submit its application after the deadline. The applicant's email must describe the technical difficulties, and must include a timeline of the applicant's submission efforts, the complete grant application, the applicant's DUNS number, and any Grants.gov Help Desk or SAM tracking number(s).

Note: OJP does not automatically approve requests to submit a late application. After OJP reviews the applicant's request, and contacts the Grants.gov or SAM Help Desks to verify the reported technical issues, OJP will inform the applicant whether the request to submit a late application has been approved or denied. If OJP determines that the untimely application submission was due to the applicant's failure to follow all required procedures, OJP will deny the applicant's request to submit its application.

The following conditions generally are insufficient to justify late submissions:

- Failure to register in SAM or Grants.gov in sufficient time (SAM registration and renewal can take as long as 10 business days to complete. The information transfer from SAM to Grants.gov can take up to 48 hours.)
- Failure to follow Grants.gov instructions on how to register and apply as posted on its website
- Failure to follow each instruction in the OJP solicitation
- Technical issues with the applicant's computer or information technology environment, such as issues with firewalls or browser incompatibility.

Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP [Funding Resource Center](#) web page.

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/Description of the Issue (10%)

Specify the category for which the application is submitted. Describe and demonstrate knowledge and understanding of the nature of and need for the program under that category.

2. Project Design and Implementation (35%)

Describe how the project will address the category-specific description listed under the “Program-Specific Information” section. Clearly provide its design and proposed implementation that will result in the category-specific deliverables. The applicant must tie project activities/deliverables to goals and objectives in the program design. In addition, the required project timeline should clearly identify each project activity (all category-specific deliverables must be included), expected completion date, and responsible person or organization. Applicants may choose to include other items/deliverables in addition to the ones listed in this announcement and should provide detailed information on those items as well.

3. Capabilities and Competencies (35%)

Fully describe the applicant’s capabilities to implement the project and the competencies of the staff assigned to the project. Résumés for key personnel (to include SMEs) must be included in the application package. The applicant must also provide evidence of extensive experience in successfully providing the following:

Category 1: Law Enforcement and Community: Crisis Intervention Training Model

Category 1 applicants must demonstrate a history of successfully managing site programs/TTA, to include knowledge and experience in: designing and implementing a program strategy, troubleshooting challenges, and creating and delivering reports detailing projects and outcomes. Applicants should have additional demonstrated experience in collaborative partnerships, management and coordination of multiple programs/sites, and development and management of events/strategic meetings.

Category 2: Law Enforcement Agency and Officer Resilience Training Program

Category 2 applicants must demonstrate a history of successfully providing complex national-level science based training and technical programs related to resilience and wellness. The applicant must demonstrate experience in—and the availability of sufficient resources to provide—the successful delivery of training and technical assistance throughout the country, which may use a range of training modalities such as online and in-person training to a variety of professionals, leaders, and organizations/agencies. Applicants should mention if this experience is in training resilience to law enforcement or another discipline. Should an applicant’s experience be in providing training and technical assistance within other disciplines, the applicant must

demonstrate the capability, knowledge, and capacity to apply resilience training and technical assistance to law enforcement.

In addition, the applicant must demonstrate knowledge and experience in: curriculum development, research and analysis, publications and multimedia material development, collaborative partnerships, piloting developed training, and experience in recruitment and maintenance of subject matter experts/instructors.

Category 3: Specialized Officer Safety and Wellness Topics – Training and Technical Assistance National Provider

Category 3 applicants must demonstrate a history of successfully providing complex national-level law enforcement training and the ability to develop and deliver, with subject matter experts, training curriculum on a multitude of officer safety and wellness topics. The applicant must demonstrate experience in—and the availability of sufficient resources to provide—the successful delivery of training throughout the country to a variety of law enforcement professionals, leaders, and organizations/agencies.

In addition, the applicant must demonstrate knowledge and experience in: research and analysis, publications and multimedia material development, collaborative partnerships, piloting developed training, and experience in recruitment and maintenance of subject matter experts/instructors.

4. Plan for Collecting the Data Required for this Solicitation’s Performance Measures (10%)

Applicants are not required to submit performance measures data with their applications. Instead, applicants should discuss in their application their proposed methods for collecting data for performance measures. Refer to the section “What an Application Should Include” for additional information. Applicants should explain how the program’s effectiveness will be demonstrated.

5. Budget (10%)

Applicants should submit a budget that is 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 goals of the project.⁷

Review Process

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

Peer reviewers will 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:

⁷ 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.

- 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 designated as “critical elements.”
- The applicant must not be identified in SAM as excluded from receiving federal awards.

For a list of the critical elements for this solicitation, 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 matter of this solicitation. Peer reviewers’ ratings and any resulting recommendations are advisory only, although reviewer views are considered carefully. Other important considerations for OJP include underserved populations, geographic diversity, strategic priorities, and 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.

Pursuant to the Part 200 Uniform Requirements, before award decisions are made, OJP also reviews information related to the degree of risk posed by applicants. 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. If OJP anticipates that an award will exceed \$150,000 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, 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 applicants.

The evaluation of risks goes beyond information in SAM, however. OJP itself has in place a framework for evaluating risks posed by applicants for competitive awards. OJP takes into account information pertinent to matters such as—

1. Applicant financial stability and fiscal integrity
2. Quality of the management systems of the applicant, and the applicant’s ability to meet prescribed management standards, including those outlined in the DOJ Grants Financial Guide
3. Applicant’s history of performance under OJP and other DOJ awards (including compliance with reporting requirements and award conditions), as well as awards from other federal agencies

4. Reports and findings from audits of the applicant, including audits under the Part 200 Uniform Requirements
5. Applicant's ability to comply with statutory and regulatory requirements, and to effectively implement other award requirements

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 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

Federal Award Notices

Award notifications will be made by September 30, 2017. OJP sends award notifications by email through GMS to the individuals listed in the application as the point of contact and the authorizing official (E-Biz POC and AOR). The email notification includes detailed instructions on how to access and view the award documents, and steps to take in GMS to start the award acceptance process. GMS automatically issues the notifications at 9:00 p.m. eastern time on the award date.

For each successful applicant, an individual with the necessary authority to bind the applicant will be required to log in; execute a set of legal certifications and a set of legal assurances; designate a financial point of contact; thoroughly review the award, including all award conditions; and sign and accept the award. The award acceptance process requires physical signature of the award document by the authorized representative and the scanning of the fully-executed award document to OJP.

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, as well as all applicable requirements of federal statutes, regulations, and executive orders (including applicable requirements referred to in the assurances and certifications executed in connection with award acceptance). OJP strongly encourages prospective applicants to review information on post-award legal requirements and common OJP award conditions **prior** to submitting an application.

Applicants should consult the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2017 Awards](#)," available in the [OJP Funding Resource Center](#). In addition, applicants should examine the following two legal documents, as each successful applicant must execute both documents before it may receive any award funds.

- [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#)
- [Standard Assurances](#)

Applicants may view these documents in the Apply section of the [OJP Funding Resource Center](#).

The web pages accessible through the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2017 Awards](#)" are intended to give applicants for OJP awards a general overview of important statutes, regulations, and award conditions that apply to many (or in some cases, all) OJP grants and cooperative agreements awarded in FY 2017. Individual OJP awards typically also will include additional award conditions. Those additional conditions may relate to the particular statute or program, or solicitation under which the award is made; to the substance of the funded application; to the recipient's performance under other federal awards; to the recipient's legal status (e.g., as a for-profit entity); or to other pertinent considerations.

As stated above, BJA expects that any award under this solicitation to be a cooperative agreement. A cooperative agreement will include a condition in the award document that sets out the "substantial federal involvement" in carrying out the award and program. Generally speaking, under cooperative agreements with OJP, responsibility for the day-to-day conduct of the funded project rests with the recipient. OJP, however, may have substantial involvement in matters such as coordination efforts and site selection, as well as review and approval of work plans, research designs, data collection instruments, and major project-generated materials. In addition, OJP often indicates in the award condition that it may redirect the project if necessary.

In addition to a condition that sets out the "substantial federal involvement" in the award, cooperative agreements awarded by OJP include a condition that requires specific reporting in connection with conferences, meetings, retreats, seminars, symposia, training activities, or similar events funded under the award.

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 the following 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.)

Awards that exceed \$500,000 will include an additional condition that, under specific circumstances, will require the recipient to report (to FAPIIS) information on civil, criminal, and administrative proceedings connected with (or connected to the performance of) either the OJP award or any other grant, cooperative agreement, or procurement contract from the federal government. Additional information on this reporting requirement appears in the text of the award condition posted on the OJP web site at <http://ojp.gov/funding/FAPIIS.htm>.

Data on performance measures. In addition to required reports, an award recipient also must provide data that measure the results of the work done under the award. To demonstrate program progress and success, as well as to assist DOJ in fulfilling its responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103-62, and the GPRA Modernization Act of 2010, Public Law 111-352, OJP will require any recipient, post award, to provide the data listed as "Data Recipient Provides" in the performance measures table in [Section D. Application and Submission Information](#), under "Program Narrative," so that OJP can calculate values for this solicitation's performance measures.

G. Federal Awarding Agency Contact(s)

For OJP contact(s), see the title page.

For contact information for Grants.gov, see the title page.

H. Other Information

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

All applications submitted to OJP (including all attachments to applications) are subject to the federal Freedom of Information Act (FOIA) and to the Privacy Act. By law, DOJ may withhold information that is responsive to a request pursuant to FOIA if DOJ determines that the responsive information either is protected under the Privacy Act or falls within the scope of one of nine statutory exemptions under FOIA. DOJ cannot agree in advance of a request pursuant to FOIA not to release some or all portions of an application.

In its review of records that are responsive to a FOIA request, OJP will withhold information in those records that plainly falls within the scope of the Privacy Act or one of the statutory exemptions under FOIA. (Some examples include certain types of information in budgets, and names and contact information for project staff other than certain key personnel.) In appropriate circumstances, OJP will request the views of the applicant/recipient that submitted a responsive document.

For example, if OJP receives a request pursuant to FOIA for an application submitted by a nonprofit or for-profit organization or an institution of higher education, or for an application that involves research, OJP typically will contact the applicant/recipient that submitted the application and ask it to identify—quite precisely—any particular information in the application that applicant/recipient believes falls under a FOIA exemption, the specific exemption it believes applies, and why. After considering the submission by the applicant/recipient, OJP makes an independent assessment regarding withholding information. OJP generally follows a similar process for requests pursuant to FOIA for applications that may contain law-enforcement sensitive information.

Provide Feedback to OJP

To assist OJP in improving its application and award processes, OJP encourages applicants to provide feedback on this solicitation, the application submission process, and/or the application review process. Provide feedback to OJPSolicitationFeedback@usdoj.gov.

IMPORTANT: This email is for feedback and suggestions only. OJP does **not** reply from this mailbox to messages it receives in this mailbox. Any prospective applicant that has specific questions on any program or technical aspect of the solicitation **must** use the appropriate telephone number or email listed on the front of this document to obtain information. These contacts are provided to help ensure that prospective applicants can directly reach an individual who can address specific questions in a timely manner.

If you are interested in being a reviewer for other OJP grant applications, please email your résumé to ojppeerreview@lmsolas.com. (Do not send your résumé to the OJP Solicitation Feedback email account.) **Note:** Neither you nor anyone else from your organization or entity can be a peer reviewer in a competition in which you or your organization/entity has submitted an application.

Application Checklist
FY 2017 National Initiatives: Preventing Violence Against Law Enforcement Officers and Ensuring Officer Resilience and Survivability (VALOR) Initiative

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 page 32)
- _____ Acquire or renew registration with SAM (see page 33)

To Register with Grants.gov:

- _____ Acquire AOR and Grants.gov username/password (see page 33)
- _____ Acquire AOR confirmation from the E-Biz POC (see page 33)

To Find Funding Opportunity:

- _____ Search for the Funding Opportunity on Grants.gov (see page 33)
- _____ Select the correct Competition ID (see page 33)
 - Category 1: BJA-2017-12423
 - Category 2: BJA-2017-12424
 - Category 3: BJA-2017-12425
- _____ Download Funding Opportunity and Application Package (see page 34)
- _____ Sign up for Grants.gov email [notifications](#) (optional) (see page 31)
- _____ 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 page 17)

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 page 34)

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

- _____ contact BJA regarding experiencing technical difficulties (see page 34)

Overview of Post-Award Legal Requirements:

- _____ Review the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2017 Awards](#)" in the OJP Funding Resource Center.

Scope Requirement:

- _____ The federal amount requested is within the allowable limit(s) of:
 - Category 1: \$2,500,000.
 - Category 2: \$2,500,000.
 - Category 3: \$500,000.

Eligibility Requirement: See the title page.

What an Application Should Include:

_____	Application for Federal Assistance (SF-424)	(see page 18)	
_____	Project Abstract	(see page 19)	
_____	Program Narrative	(see page 19)	
_____	Budget Detail Worksheet	(see page 24)	
_____	Budget Narrative	(see page 24)	
_____	Indirect Cost Rate Agreement (if applicable)	(see page 26)	
_____	Financial Management and System of Internal Controls Questionnaire		(see page 27)
_____	Disclosure of Lobbying Activities (SF-LLL)	(see page 27)	
_____	Additional Attachments		
_____	Applicant Disclosure of Pending Applications	(see page 27)	
_____	Research and Evaluation Independence and Integrity		(see page 28)
_____	Disclosure of Process related to Executive Compensation		(see page 30)
_____	Timeline	(see page 31)	
_____	Résumés	(see page 31)	
_____	Request and Justification for Employee Compensation; Waiver (if applicable)		(see page 16)