

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 to provide training and technical assistance to state and local governments through a National Training and Technical Assistance Initiative to Improve Police-Based Responses to People with Mental Health Disorders and Intellectual and Developmental Disabilities. This program furthers the Department's mission to increase officer and public safety through support to state, local, and tribal police and law enforcement as first responders to calls for service and incidents involving people with mental health disorders as well as intellectual and developmental disabilities.

FY 2017 BJA: A National Training and Technical Assistance Initiative to Improve Police-Based Responses to People with Mental Health Disorders and Intellectual and Developmental Disabilities

Applications Due: August 22, 2017

Eligibility

Eligible applicants are public or private organizations, nonprofit and for-profit organizations (including tribal nonprofit and for-profit organizations), and public universities and colleges (including tribal institutions of higher education). For-profit organizations (as well as other recipients) must forgo any profit or management fee.

Competitive applicants will demonstrate experience with providing training and technical assistance (TTA) to police/law enforcement agencies and organizations that serve people with mental health disorders, co-occurring mental health and substance use disorders, and people with intellectual and developmental disabilities.

This demonstrated expertise should include delivering and managing strategic planning services and training to police agencies, as well as experience funding and delivering services to people with mental health disorders, co-occurring substance use and mental health disorders, and intellectual and developmental disabilities. In particular, the applicant must have demonstrated past experience in working with state and or local governments, police and mental health systems, organizations for people with intellectual disabilities/developmental disabilities, criminal justice systems and an understanding of such systems and organizations, their operation, organizational structure, culture, and environment.

All of this expertise should be demonstrated through a collaborative application. Due to the multi-faceted issues that must be covered under this solicitation, BJA welcomes applications under which two or more entities would carry out the federal award, such as to construct a consortium; 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. See page 23 for the rules on “subawards.”

Deadline

Applicants must register with [Grants.gov](https://www.grants.gov) prior to submitting an application. All applications are due by 11:59 p.m. eastern time on August 22, 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 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 unforeseen Grants.gov technical issues beyond an applicant’s control that prevent it from submitting its application by the deadline, or any other requirement of this solicitation, contact the National Criminal Justice Reference Service (NCJRS) Response Center: toll-free at 800-851-3420; via TTY at 301-240-6310 (hearing impaired only); email grants@ncjrs.gov; fax to 301-240-5830; or web chat at

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

<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-2017-13103

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A National Training and Technical Assistance Initiative to Improve Police-Based Responses to People with Mental Health Disorders and Intellectual and Developmental Disabilities

CFDA # 16.738

A. Program Description

Overview

The Problem: Police officers routinely are the first responders to people with mental health disorders² and, notably, up to 10 percent of calls for service involve someone with a severe mental illness.³ Additionally, it is estimated that 87 percent more resources are used for calls for service involving mental illness.⁴ There are also a disproportionate number of people with mental illness in jails and prisons. In fact, it is estimated that approximately two million adults with serious mental illnesses are admitted into jails each year, about three-quarters of whom have co-occurring substance use disorders.⁵ “Jails spend two to three times more money on adults with mental illnesses that require intervention than on those without those needs, yet often do not see improvements to public safety or these individuals’ health.”⁶ “People with intellectual and developmental disabilities are also overrepresented in the criminal justice system and people with disabilities are twice as likely to be victims of violent crime.”⁷ Intellectual and developmental disabilities are not the same as mental illness and require different responses by police and law enforcement officers.

According to information received in a 2016 42-state survey conducted by the Council of State Governments Justice Center, in partnership with the International Association of Directors of Law Enforcement Standards and Training, despite consistent recognition of the value of training on mental health and crisis de-escalation, there is tremendous variability in standards among states and, even then, the focus is mostly on entry-level training.⁸ Although training is the most tangible solution, the complexity of calls involving people with mental health disorders (MHD) and intellectual and development disabilities (IDD) requires comprehensive strategies that exceed law enforcement training alone to create systemic change and improvements.

² Chappell, D. (Ed.). (2013). Policing and the mentally ill: International perspectives. Boca Raton, FL: CRC Press.

³ Martha Williams Deane, Henry J. Steadman, Randy Borum, Bonita M. Veysey, and Joseph Morrissey, "Emerging Partnerships Between Mental Health and Law Enforcement," *Psychiatric Services*, 50, no. 1 (1999)

⁴ Yanick Charette, Anne G. Crocker and Isabelle Billette, "Police Encounters Involving Citizens with Mental Illness: Use of Resources and Outcomes," *Psychiatric Services* 65(4) (2014): 511-16.

⁵ Henry J. Steadman et al., "Revalidating the Brief Jail Mental Health Screen to Increase Accuracy for Women." *Psychiatric Services* 58, no. 12 (2007): 1,598–1,601.

⁶ <https://stepuptogether.org/the-problem>

⁷ http://www.thearc.org/file/documents_initiatives_nccjd/NCCJDTipSheet_LE-FINAL.pdf

⁸ Martha Plotkin and Talia Peckerman, *The Variability in Law Enforcement State Standards: A 42-State Survey on Mental Health and Crisis De-escalation Training*, (New York: CSG Justice Center 2017).

Existing BJA Resources: BJA supports a number of programs and resources to assist communities to improve responses to individuals with MHD and IDD. Applicants should become familiar with these programs and resources and develop a proposal that acknowledges and proposes a comprehensive TTA strategy that builds upon these existing efforts.

Programs such as the [Justice and Mental Health Collaboration Program](#) (JMCHCP) support innovative cross-system collaboration for individuals with mental illnesses or co-occurring mental health and substance use disorders who are involved in the justice system. In FY 2017 the [JMCHP solicitation](#) included a new category to provide small strategic planning grants for law enforcement and mental health collaboration. In 2013, BJA funded the [National Center on Criminal Justice and Disability](#) to build a national clearinghouse of information and training on the topic of people with IDD as victims, witnesses, and suspects or offenders of crime.

Law enforcement agencies have relied upon police-mental health collaboration (PMHC) for 30 years to safely and effectively respond to people with mental illnesses. Although there has been positive change, responses have varied throughout the years and the ability to collect data and grow the body of knowledge on what works has been limited. In an effort to consolidate and create a centralized online learning site for law enforcement, in 2016 BJA developed and launched the [PMHC Toolkit](#). This resource gives agencies the “how to” in planning, implementing, sustaining, and evaluating police-based responses to people with mental illness. BJA has also supported six [Law Enforcement Mental Health Learning Sites](#), highlighted throughout the PMHC Toolkit, which share their policies and practices with peers and host site visits for police and mental health partners who want to learn more.

The Crisis Intervention Team (CIT) model is one of several recognized strategies highlighted in the toolkit. To improve uptake of this model, BJA is currently completing a **National CIT Curriculum** to be made publicly available in the fall of 2017, and through the FY 2017 National Initiatives: Preventing Violence Against Law Enforcement Officers and Ensuring Officer Resilience and Survivability (VALOR) Initiative has competed resources to deliver the curriculum nationwide.⁹

BJA also supports the [Stepping Up Initiative](#) to reduce the number and prevalence of people with mental illness in jails. This initiative, in partnership with the Council of State Governments Justice Center, the National Association of Counties, and the American Psychiatric Association Foundation, has resulted in 363 counties to date passing resolutions to develop action plans to achieve county system changes to reduce the number of people with mental illness in their jails. Other police-focused initiatives such as BJA’s [Smart Policing](#) and [VALOR](#) have recognized the importance of partnering with researchers to assist police with data and the importance of officer health and wellness for safer responses.

At the core of all of these existing resources and initiatives is the acknowledgement that no one agency alone within a jurisdiction can lessen or improve police and law enforcement encounters with people with MHD and IDD. Through cross training, formal partnerships, and shared resources, these criminal justice entities together with their MHD and IDD service delivery system partners can develop policies and protocols and change business practices to improve

⁹ See Category 1 of BJA’s FY 2017 National Initiatives: Preventing Violence Against Law Enforcement Officers and Ensuring Officer Resilience and Survivability (VALOR) Initiative (<https://www.bja.gov/funding/VALOR17.pdf>)

community responses, the safety of people with MHD and IDD, and the safety of police and law enforcement officers.

Overview of New Initiative:

To support police and law enforcement agencies and their MHD and IDD service delivery partners to build capacity to improve their collaborative responses, BJA will support a National Training and Technical Assistance Center to Improve Police-Based Responses to People with MHD and IDD (National Center). The National Center will assist BJA to coordinate and build upon existing assets and resources described above to serve police agencies and their mental health and social service partners. Many of the resources that BJA offers can be adapted and maximized with specific training and technical assistance for implementation. Without TTA, agencies must implement resources in the community without specific guidance, planning, assessment, contextualization, and knowledge about best practices for implementation.

Statutory Authority:

Funding for this initiative is provided through the Consolidated Appropriations Act, 2017 (P.L. 115-31), 131 Stat 135, 203.

Program-Specific Information

Goals, Objectives, and Deliverables

The goal of the National Center is to build state, local, and tribal governments' capacity to develop, implement, sustain, track, and assist police and law enforcement in having effective responses to people with MHD and IDD. In addition to fostering more effective collaboration, the Centers work will support public and officer safety.

It is expected that the successful applicant will have significant experience with collaboration between police/law enforcement and MHD and IDD service delivery systems, either through demonstrated experience and expertise of existing or proposed staff or through proposed partnership(s) between organizations. A competitive application must also include representation from groups representing consumers of MHD and IDD services as well as their family members.

(Please see page 23 for rules regarding "Subawards.")

BJA is seeking to fund a national TTA provider with demonstrated ability to build and enhance police and mental health system and responder capacity to improve law enforcement responses and outcomes for people with MHD and IDD.

This provider must demonstrate the ability to work swiftly, at a high level, and strategically to address the needs of the field. A successful applicant will provide a robust list of subject matter experts and demonstrate the ability to locate other subject matter experts as the need arises. In addition to general law enforcement expertise, the applicant should ensure that it has or can access prosecutorial expertise to support a truly collaborative approach to this problem.

With guidance from BJA the provider will:

Objective 1: Develop and manage a TTA delivery system to build capacity among police and partner MHD and IDD service delivery systems to improve responses to and outcomes for people with MHD and IDD. Based on a robust assessment phase, assist departments in

identifying strengths and opportunities that will create the foundation of a program implementation strategy.

Deliverables:

- Develop and execute a protocol to assess a jurisdiction's current police response to people with MHD and IDD, including strength of existing partnership with MHD and IDD service delivery systems. The grantee will be expected to incorporate and build upon existing BJA tools to determine the current strength and capacity of the existing police/MHD and IDD strategies to include: review of existing policy and practice, documentation of collaboration, strength of information sharing and data collection, and ability to track outcomes.
- Use the PMHC Toolkit to market and receive requests for services.
- Develop a process to triage jurisdictions and provide appropriate resources to meet their needs based on the result of assessment outcomes, including swift, customized, and strategic technical assistance, to include onsite support when appropriate.
- Assist communities to identify gaps in MHD and IDD service availability and treatment capacity to meet the needs of the subset of this population that comes into contact with police and law enforcement agencies.
- Identify and expose TTA sites to best practices and provide technical expertise to plan and map a strategy; determine prerequisite steps and prioritize needs and strategies to overcome challenges as identified together by the local/state/tribal partner's police, MHD and IDD partners.
- Establish goals and evaluate performance of comprehensive response plans, including follow-up with jurisdictions on progress toward implementing TTA recommendations.

Objective 2: Develop Police/Law Enforcement/Prosecutor MHD and IDD champions to serve as TTA consultants to triaged jurisdictions, and to provide accurate and comprehensive information in response to state, local, and tribal requests. This "on demand" service will ensure BJA has the requisite expertise on hand to respond to field requests for the best information and strategies surrounding Police/Law Enforcement MHD-IDD initiatives.

Deliverables:

- Provide on-demand TTA for agencies contacting the National Center for specific TTA needs related to improving police-based responses to people with MHD and IDD.
- Meet and collaborate with BJA and others to enhance resources and knowledge, and leverage the respective expertise of partners in responding to the needs of the field.
- Engage and broker nationally recognized speakers with expert knowledge as it relates to responding to people with MHD and IDD.
- Upon BJA's recommendation and approval, the TTA provider will meet with or coordinate with nationally recognized authors, academics, police executives, MHD and IDD professionals, advocacy professionals, and people with MHD/IDD, their family members, and others to form an expert and deployable speakers' bureau.

Objective 3: Develop and pilot a Police/Law Enforcement Executives Curriculum that increases executive leadership's involvement to apply their knowledge and understanding of responding to people with MHD/IDD and administrating agency impact with and without a PMHC.

Deliverables:

- Create and execute a leadership training and problem-solving curriculum for police executive leadership that promotes evidence-based practice, skill development, and improved management of comprehensive community strategies to respond to people with MHD and IDD. Address topic areas specific to police executive leadership such as how to:
 - Plan for a problem-solving discussion with police leadership that considers challenges external to the agency and administrative challenges that are internal to the agency. Through leadership input, develop outcomes to address identified challenges.
 - Plan for ongoing leadership commitment and sustainment of a comprehensive strategy to respond to people with MHD and IDD.
 - Develop lasting partnerships with leadership and MHD and IDD service delivery systems.
 - Plan a process to routinely track agency performance using data on key measures.
 - Design policies and procedures that incorporate warm hand offs to MHD and IDD service delivery systems and alternatives to arrest when appropriate.
 - Identify, develop, and sustain the most appropriate training and education for all relevant personnel.
 - Gather and maintain inventories of behavioral health resources, processes utilized across law enforcement and behavioral health agencies, and needs assessments.
 - Plan for prioritizing funding to address identified needs, reducing treatment gaps, and improving coordination between community partners.
- Develop specific tools and reference material for supervisors, middle management officers, and other community leaders that act as co-responders in crisis situations such as behavioral health, fire departments, and emergency management services.

Objective 4: Plan and host a national convening of innovators and leaders in the field to share and build knowledge about what is promising and working to lessen and improve police/law enforcement/prosecutor contact with people with MHD and IDD and develop a communications strategy for information sharing between justice leaders/practitioners and MHD and IDD service delivery partners at the state, local, and tribal level.

Deliverables:

- Convene a meeting of leaders and innovators, including representatives from jurisdictions with unique technology solutions to identify multisystem frequent users, match available services to people in need, and appropriate for assessment/diversion.
- Develop a mechanism to identify innovations, and where appropriate educate about and scale up promising approaches to improved safety, increased access to MHD and IDD services, decreased repeat encounters with police/law enforcement, reduced costs, and improved community relations.

- Drive technology solutions for information sharing between MHD and IDD service delivery system providers, police/law enforcement, emergency services, and jails to better communicate important real time data.

Objective 5: Develop, in partnership with BJA and other federal agencies as relevant, a research agenda that considers the current research base, identifies gaps in knowledge, and lays out and prioritizes scalable research/evaluation options. The plan should consider what works to solidify partnerships between police/law enforcement and MHD and IDD service delivery systems, PMHC training programs (considerations should include who gets trained, when they are trained, how training is delivered, length of training, and necessity/frequency of booster training), officer peer supports, implementation science, and information/data sharing.

Deliverables:

- Convene multidisciplinary researchers and practitioners to consider and design a research agenda.
- Identify research gaps and data that is needed to make informed decisions at the state, county, and local level.
- Build researcher capacity to serve as partners in action research models that assess and provide collaborative police/law enforcement and MHD and IDD service delivery system partners with close to real time feedback on implementation and results and drive solutions for course corrections when necessary.
- Consult with researchers to use evidence-based strategies, collect data, and assess needs in order to provide fidelity to strategic plans for improving the collaboration of the criminal justice system with local, county, and state health systems in response to people with MHD and IDD.
- Complete a research agenda that examines model approaches to responding to people with MHD and IDD such as CIT, Co-responder teams, Mobile Crisis teams, and Tailored/Customized approaches. Develop a research proposal that considers as goals:
 - Improved Safety
 - Increased Access to Behavioral Healthcare
 - Decreased Repeat Encounters with the Criminal Justice System
 - Reduced Costs
 - Improved Community Relations

Objective 6: Coordinate, market, and deliver BJA products and tools as well as other vetted products, tools, methods, and models relative to police-based responses to MHD and IDD. Oversee the content development, production, and maintenance of online media products and tools such as the PMHC Toolkit.

Deliverables:

- Develop a process to gather and keep current content and information available through the PMHC Toolkit. Identify, curate, and maintain on the PMHC Toolkit: relevant policy papers, publications, articles, and reports or other data from local, state, national, and federal sources for the field at large that highlight/demonstrate research and innovative, promising, and evidence-based approaches to

respond/divert/treat people with MHDs and IDD who are involved in the justice system.

- Gather existing BJA assets pertinent to police responses to people with MHDs and IDDs and adapt to the existing modular PMHC Toolkit format.
- Standardize products for online and mobile environments and ensure excellence in their delivery.
- Develop communication strategies to improve national awareness and knowledge of best practices in police mental health collaboration, information sharing, data capacity, and connections to treatment. This communication strategy is key to ensuring all of the above referenced work is offered regularly and routinely to the field. It will ensure a constant online and in-person presence for BJA to support the field.

Objective 7: Assist in professionalizing, marketing, facilitating, and tracking BJA's expanded law enforcement-mental health learning sites and manage the demand for onsite visits.

Deliverables:

- Work with BJA and an existing TTA provider to expand and market the number and geographic diversity of mental health/law enforcement learning sites, which currently are select sites that serve as models to other jurisdictions around the country of effective, specialized police-based responses.
- Expand the scope of the learning sites to include peer-to-peer learning through Police-Disability Response Teams as developed by the National Arc's Pathways to Justice Program.
- Develop and disseminate articles, publications, materials, webinars, and guides as needed to reinforce information exchange between learning sites.
- Create a professional business process to manage agency visits through planning for and development of learning objectives, agenda development, 90-day follow up on agency implementation of learning objectives, and pre- and post-learning assessments to gauge change regarding material learned.
- Add to and grow a standardized information packet to make available to interested agencies regarding the learning sites.

Objective 8: Coordinate with BJA's existing TTA providers to ensure consistency, knowledge, awareness and best use of existing resources and assets. This objective ensures swift responses to requests for technical assistance and develops a coordination capacity so that BJA can ensure the most applicable TTA available nationally is appropriately offered to the field.

Deliverables:

- Collaborate with all BJA TTA providers that contribute to improving police and law enforcement responses to people with MHD and IDD. Upon BJA's recommendation and approval, the grantee will meet with or coordinate with other BJA programs, federal agencies, and TTA providers in an effort to collaborate and coordinate services and technical support across offices and departments.
- Connect interested jurisdictions to BJA resources and relevant providers.

- Engage proactively with current and future BJA grantees and TTA providers to assess progress, address challenges, and identify lessons learned to share with the field.
- Collect, maintain, and disseminate information about effective policies, programmatic practices, and trends relevant to police and MHD and IDD service delivery system collaboration.

Overall TTA Provider Requirements

BJA TTA providers are required to coordinate all TTA activities with BJA's National Training and Technical Assistance Initiative (NTTAC). The successful applicant will be required to comply with NTTAC protocols in order to ensure coordinated delivery of services among TTA providers and effective use of BJA TTA grant funding. BJA reserves the right to reasonably modify these protocols at any time at its discretion.

TTA providers may be required to participate in BJA's Grant Stat. Through Grant Stat, BJA management and staff examine the performance of the grant programs funded by BJA by tracking grantee or program performance along several key indicators. Grant Stat 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 measure data, working in collaboration with the local research partners.

In addition, BJA will also require the selected providers to coordinate with other BJA TTA partners that are engaged in strategic planning activities at the state or local levels where the issues and activities could be related, including the required strategic planning of State Administering Agencies to inform their plans for BJA's Justice Assistance Grant formula funding as well as BJA's Justice Reinvestment 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."

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 one award with an estimated total amount awarded of up to \$2.5 million for a 12-month period of performance, to begin on 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 entities¹⁰) must, as described in the Part 200 Uniform Requirements¹¹ 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 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.

¹⁰ 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.

¹¹ 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.

- (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 percent 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.¹² 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

¹² 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.

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](#).

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, Time and Task Plan, and Examples of Work Products. 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. An applicant must attach official legal documents to its application (e.g., articles of incorporation, 501(c)(3), 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 15 pages. Number pages “1 of 15,” “2 of 15,” 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 narrative¹³:

- a. Statement of the Problem
- b. Project Design and Implementation

¹³ 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](#).

- c. Capabilities and Competencies
- d. Plan for Collecting the Data Required for this Solicitation’s Performance Measures

BJA does not require applicants to submit performance measures data with their applications. Performance measures are included as an alert that BJA will require successful applicants to submit specific data as part of their reporting requirements. For the application, applicants should indicate an understanding of these requirements and discuss how they will gather the required data, should they receive funding.

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 Recipient Provides
Objective 1: Develop outward-facing TTA for police and their partners to improve responses to people with MHD and IIDD	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 • Completed an evaluation at the
	239	Percentage of participants who successfully completed the training	
	235	Percentage of participants who rated the training	

		as satisfactory or better	<p>conclusion of the training</p> <ul style="list-style-type: none"> 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	

<p>Objective 2:</p> <p>Develop and Pilot a Law Enforcement Executives Conference/Summit to Increase leadership knowledge and agency impact and understanding of a PMHC, including an executive leadership conference related to MHD and IDD.</p>	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 as satisfactory or better (in terms of timeliness and quality)
	11	Percentage of requesting agencies that were planning to implement one or more recommendations	<ul style="list-style-type: none"> • Number of follow-ups with requesting agencies completed 6 months after onsite visit • 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 as satisfactory or better
Objective 3: Plan and deliver a national convening of champions, innovators, state leaders for building a community strategy for information sharing between justice, MHD and IDD agencies and service providers, and municipal partners at the state and local level.	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 • Number of conference or advisory/focus group attendees who rated the advisory/focus group as satisfactory or better
	493	Percentage of advisory/focus groups evaluated as satisfactory or better	
Objective 4: Develop, in partnership with BJA, a research agenda to build the knowledge in what works to improve police and law enforcement responses to people with MHD and IDD.	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	
Objective 5: Increase information provided to BJA and the	491	Number of websites developed	<ul style="list-style-type: none"> • Number of websites developed • Number of websites maintained
	492	Percent of websites maintained	

police, law enforcement, MHD and IDD communities	486	Percent of increase in the number of visits to websites	<ul style="list-style-type: none"> • Number of visits to websites during the current reporting period • Number of visits to websites during the previous reporting period
	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 Awards](#),” 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. Project Timeline and Task Plan, Résumés and MOUs (if applicable), and Letters of Support

Attach a project timeline and task plan with each category of task, expected completion date, and responsible person or organization and identify the percentage of time that will be dedicated by the individuals responsible for the tasks; résumés for key positions; any MOUs with any partner applicant entities, and letters of support that outline the partners’ responsibilities (if applicable).

b. Work Product Examples

Attach two to three examples of relevant products the organization has produced that exemplify high quality product and the ability to communicate effectively with stakeholders (e.g., website, fact sheet, research brief, link to archived webinar, TA final report with recommendations, infographics, etc.).

c. 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 & Human Services/ Substance Abuse and 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 this application.”

d. 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 is to 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.

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-2017-11620.
- 6. 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 11:59 p.m. eastern time on August 22, 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 contact 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 (10%)

- Demonstrate a thorough understanding of the need for gathering and transferring knowledge, best practices, and information to communities interested in replicating successful police/law enforcement and MHD and IDD service provider partnerships.
- Describe the need and challenges of developing and communicating a research agenda.
- Describe the challenges practitioners face in accessing information and resources and the need to have a TTA coordination function.

2. Project Design and Implementation (40%)

- Address each objective and deliverable on pages 7-12. Identify specific strategies and approaches for designing and implementing the deliverables.
- Provide a timeline for completing the tasks and identify the percentage of time that will be dedicated by the individuals responsible for the tasks.

3. Capabilities/Competencies (30%)

- Clearly articulate the organization's history of involvement with implementation and technical assistance coordination of a national scope. Illustrate the ability to manage complex training/technical assistance/national center programs and projects effectively.
- Describe the management structure, staffing, and in-house or contracted capacity to complete each of the objectives and deliverables.
- Describe the capacity to complete each of the objectives and deliverables as outlined.
- Describe the representation, experience, and expertise of the applicant and proposed contractors/consultants/subrecipients in the following areas: police/law enforcement, MHD and IDD service provider delivery system, advocacy groups, consumers and family members.
- Describe how the applicant will coordinate with other BJA TTA providers throughout the project.
- Attach three examples of relevant products the organization has produced that exemplify high-quality products to communicate effectively with stakeholders (e.g., website, fact sheet, research brief, link to archived webinar, TA final report with recommendations, infographics, etc.).
- Include résumé(s)/curriculum vitae(s) of key project staff demonstrating police/law enforcement and MHD and IDD service delivery-related experience that is specific to the scope of the goal and objectives proposed.

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

- Describe the process the applicant will use to measure the performance of the project. This should include measures of adhering to project timelines, meeting deliverables schedules, obtaining input from customers, and seeking feedback from stakeholders.
- Identify the person or group who will be responsible for collecting and reporting the required performance measurement data outlined in the Performance Measures section.

- Describe any baseline data that will be used, the method the applicant will use to store data, and any safeguards the applicant will put in place to protect personally identifiable information (PII). Describe how the applicant will use the findings to improve its program, and finally, describe how the applicant will share the measureable results of its program with its customers and stakeholders.

5. Budget and Budget Narrative (10%):

- Provide a proposed 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.¹⁴

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:

- 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.

¹⁴ 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.

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; "FAPPIIS").

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 will be made as 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.

These awards will be made via cooperative agreements, and the awardees will be working closely with BJA staff in the management of this project and deliverables. Since this is a new area of work for BJA, it is expected that BJA will be especially involved in the scoping and initiation of this work.

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 website 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 BJA: A National Training and Technical Assistance Initiative to Improve Police-Based Responses to People with Mental Health Disorders and Intellectual and Developmental Disabilities

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 30)

_____ Acquire or renew registration with SAM (see page 31)

To Register with Grants.gov:

_____ Acquire AOR and Grants.gov username/password (see page 31)

_____ Acquire AOR confirmation from the E-Biz POC (see page 31)

To Find Funding Opportunity:

_____ Search for the Funding Opportunity on Grants.gov (see page 31)

_____ Download Funding Opportunity and Application Package (see page 31)

_____ Sign up for Grants.gov email [notifications](#) (optional) (see page 29)

_____ 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 15)

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 31)

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

_____ Contact the NCJRS Response Center regarding experiencing technical difficulties

(see page 2)

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 limits of \$2.5 million for 1 year

Eligibility Requirement: See the title page.

What an Application Should Include:

***These elements are the basic minimum requirements for applications, Applications that do not include these elements shall neither proceed to peer review nor receive further consideration by BJA.**

_____	Application for Federal Assistance (SF-424)	(see page 16)
_____	Intergovernmental Review	(see page 16)
_____	Project Abstract	(see page 17)
_____	*Program Narrative	(see page 17)
_____	*Budget Detail Worksheet	(see page 22)
_____	*Budget Narrative	(see page 23)
_____	Indirect Cost Rate Agreement (if applicable)	(see page 25)
_____	Financial Management and System of Internal Controls Questionnaire	(see page 25)
_____	Disclosure of Lobbying Activities (SF-LLL)	(see page 26)
_____	Additional Attachments	
_____	*Project Timeline and Taskplan	
_____	*Work Product Examples	
_____	Résumés	
_____	Letters of Support and MOUs (if applicable)	
_____	Applicant Disclosure of Pending Applications	(see page 26)
_____	Research and Evaluation Independence and Integrity	(see page 27)
_____	Disclosure of Process related to Executive Compensation	(see page 31)
_____	Request and Justification for Employee Compensation; Waiver (if applicable)	(see page 14)