

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



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## **BJA STOP School Violence Training and Technical Assistance (STOP TTA) Program FY 2019 Competitive Grant Solicitation**

**CFDA #16.839**

**Grants.gov Solicitation Number:** BJA-2019-16252

**Solicitation Release Date:** April 16, 2019

**Application Deadline:** 11:59 p.m. eastern time on June 18, 2019

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The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), [Bureau of Justice Assistance](#) (BJA) is seeking applications for funding under the Student, Teachers, and Officers Preventing (STOP) School Violence Act Program. This program furthers the Department's mission by supporting and assisting state, local, territorial, and tribal jurisdictions in improving efforts to reduce violent crime by creating a training and technical assistance (TTA) program that assesses and confronts violence in schools, and by providing assistance to awardees under the BJA STOP School Violence Program.

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

### **Eligibility (Who may apply):**

Eligible applicants are limited to any national nonprofit organization, for-profit (commercial) organization (including tribal nonprofit or for-profit organizations), or institution of higher education (including tribal institutions of higher education) that have expertise and experience in managing TTA for evidence-based school safety programs that are national in scope. Applicants must also articulate a plan for ensuring sustainability of state and local STOP School Violence sites.

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

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

entire project. 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. For additional information on subawards, see the [OJP Grant Application Resource Guide](#).

BJA may elect to fund applications submitted under this FY 2019 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and the availability of appropriations.

### **Contact information**

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

An applicant that experiences unforeseen Grants.gov technical issues beyond its control that prevent it from submitting its application by the deadline must email the contact identified below **within 24 hours after the application deadline** to request approval to submit its application after the deadline. Additional information on reporting technical issues appears under “Experiencing Unforeseen Grants.gov Technical Issues” in the How To Apply (Grants.gov) section in the [OJP Grant Application Resource Guide](#).

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

### **Post-Award Legal Requirements Notice**

If selected for funding, in addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with all award conditions and all applicable requirements of federal statutes and regulations, including applicable requirements referred to in the assurances and certifications executed in connection with award acceptance. OJP strongly encourages applicants to review information on post-award legal requirements and common OJP award conditions **prior** to submitting an application.

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

### **Deadline Details**

Applicants must register with Grants.gov at <https://www.grants.gov/web/grants/register.html> prior to submitting an application. All applications are due by 11:59 p.m. eastern time on June 18, 2019.

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, to allow time for the applicant to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

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

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

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

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# STOP SCHOOL VIOLENCE TRAINING AND TECHNICAL ASSISTANCE (STOP TTA) PROGRAM CFDA #16.839

## A. Program Description

### Overview

Among its provisions, the STOP School Violence Act of 2018 authorized BJA to manage a grant program that would support efforts by states, local units of government, and federally-recognized Indian tribes to prevent and reduce school violence.

This solicitation specifically seeks applicants to serve as a training and technical assistance (TTA) provider, on BJA's behalf, to provide TTA and other support to awardees under the BJA STOP Prevention Training and Response to Mental Health Crisis Program, the BJA STOP Technology and Threat Assessment Solutions for Safer Schools Program, and the COPS Office STOP School Violence Prevention Program, in order to develop a knowledge base and technical assistance delivery model for communities seeking to improve school safety.

**Statutory Authority:** The Department of Justice Appropriations Act, 2019, Pub. L. No. 116-6, 133 Stat 13, 114.34 USC 10551-54

### Program-Specific Information

The STOP School Violence Act is designed to improve school security and prevent acts of violence by students against themselves and others. BJA and the Office of Community Oriented Policing Services (COPS Office) have the following responsibilities under the Act:

1. Creation and delivery of training for school personnel and the education of students to prevent student violence against others and themselves.
2. The development, operation, and evaluation of anonymous reporting systems including mobile telephone applications, hotlines and web sites designed to identify threats of school violence.
3. The development and operation of:
  - a. school threat assessment and crisis intervention teams that may involve coordination between law enforcement agencies and school personnel.
  - b. specialized behavioral health training for school officials to help them distinguish dangerous behavior from signs of mental illness in children.
4. Improving schools' coordination with local law enforcement agencies.

- 5 Delivery of training for local law enforcement officers designed to prevent student violence against others and themselves.
- 6 Placement and use of metal detectors, locks, lighting, and other measures intended to deter student violence.
- 7 Acquisition and installation of technology for expedited notification of local law enforcement during an emergency.

An important goal for this program is to provide nationwide simultaneous TTA to school districts, public safety agencies, and communities, in an effort to prevent school violence as prescribed in the responsibilities required of BJA and the COPS Office under the STOP School Violence Act.

Because this is a new national TTA program, it is important that applicants leverage and build upon existing school safety TTA services readily available through BJA, COPS Office, and other agencies. Applicants should clearly articulate how they will establish and expand TTA efforts based on the requirements set forth under the STOP School Violence Act and BJA and COPS Office guidance. Applicants should address all of the aspects of the program listed above in their applications. In addition, applicants must explain how they will provide TTA to small agencies in rural, and tribal jurisdictions across the United States and how this will be accomplished in partnership with federal agencies, educational institutions, professional organizations, and the private sector. As of FY 2019, there are a combined 242 active BJA and COPS STOP School Violence sites. An additional 265 sites are expected to be awarded in both FY2019 and FY2020, depending on appropriations.

### **Objectives and Deliverables**

During the 36-month program period, the award recipient will receive oversight and guidance from BJA and the COPS Office, and will be required to achieve the following objectives and produce the following deliverables, including, but not limited to:

- **Objectives:**

Increase the knowledge and capacity of STOP School Violence Program awardees to prevent school violence, through the provision of ongoing technical assistance (both remote and onsite) to existing and future STOP grantees throughout the duration of their STOP grant award.

Increase the amount of information provided to BJA, COPS Office, and the criminal justice community on the subject of school violence and school safety.

Serve as a resource and training center for information and research about national and statewide school safety initiatives, and collect and disseminate information on school safety initiatives and school safety data.

- **Deliverables:**

Create a comprehensive TTA program, primarily but not exclusively for STOP grantees, which identifies core capacities for creating safe and secure educational environments.

Establish a multidisciplinary TTA delivery team that includes subject matter experts from across the continuum of STOP grantee activities. These experts and their qualifications must be identified in the grant application.

Applicants must describe a plan to assess and support new STOP grantee projects, core capacities, and their TTA needs. The plan shall ensure that follow-up intensive assistance is available to grantees related to application of promising and evidence-based practices; and planning for STOP project implementation and sustainment. The plan should also discuss how the TTA provider will evaluate the TTA provided and its impacts, how peer-to-peer learning opportunities will be encouraged across sites, and how specialized assistance will be provided, where applicable.

Applicants must have the expertise to be able to assist STOP grantees in developing evidence-based school threat assessment processes and plans, and assist with their implementation. The TTA provider should assist sites in creating regular reviews and exercises of the assessments; validating school threat assessments; or provide additional on-going assistance as needed. Elements of the threat assessment process by the site should include activities such as:

- Developing basic procedures and guidelines for the assessment
- Conducting threat assessment training, to include table top exercises
- Consulting with relevant legal counsel
- Keeping records and appropriate data
- Communicating with parents and the community
- Creating partnerships with mental health and community support services

Applicants will be expected to:

- Assist BJA and the COPS Office in identifying promising projects, practices, and deliverables for all aspects of the STOP School Violence Act Program; develop toolkits, model policies, practices, templates, curricula, and other grantee-related deliverables to ensure consistency across the STOP program, and provide actionable resources for the field; maintain an online clearinghouse of these resources and coordinate with the Department of Education in their dissemination.
- Provide training and educational materials in all areas of the STOP program, to include, but not limited to, areas of threat assessment, development of crisis intervention teams, mental health educational resources, violence prevention, violence reduction, law enforcement coordination and training, and implementation of deterrent measures and notification technology.
- Assist grantees with site and risk assessments and determine the most efficient and effective uses of target-hardening deterrent measures and technology, including those related to expedited law enforcement notification.
- Assist STOP grantees in developing and implementing technological and school culture solutions for an anonymous reporting system, to include a plan for acquiring and implementing the technology, based on best practices, and developing marketing and educational programs for students to encourage its use.
- Coordinate TTA delivery for grantees that are providing training for school officials responding to mental health issues, which could include crisis intervention team (CIT)

training and multidisciplinary team development and deployment. Activities pertaining to CIT TTA should be coordinated with existing BJA CIT efforts to ensure consistency of content across programs.

- Coordinate TTA delivery with local law enforcement agencies to ensure effective coordination between schools and law enforcement agencies.
- Document work being done under the STOP School Violence Act Program, highlight successful strategies and programs, and develop an annual report to be submitted to the BJA Director for approval.
- Plan, support, and manage national or regional meetings of awardees and numerous peer-to-peer site visits, focus groups, and site meetings as directed by BJA and COPS Office.
- Describe a plan to assist individual STOP grantee organizations in disseminating updates about STOP goals, practices and project progress. Such plans should address how the TTA provider will facilitate consistent sharing of project information with key agency components throughout the life of individual STOP projects, with the objective of increasing understanding of the value of evidenced-based practices.
- Regularly check in with STOP grantees to increase the likelihood of the success of their individual programs, and assist BJA and COPS Office in collecting, reviewing, and analyzing STOP-related grantee data and performance measures.
- Provide technical assistance as requested by the field and/or BJA and COPS Office that may not come from STOP grantees.

Applicants should outline in their proposals a strategic and comprehensive process to achieve the objectives and deliverables described above. Proposals should also clearly state how this project will be sustained beyond the end of the funding period of any issued award.

The Objectives and Deliverables are directly related to the performance measures that demonstrate the results of the work completed, as discussed 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 policymaking and program development in criminal justice, juvenile justice, and crime victim services. For additional information and resources on evidence-based programs or practices, see the [OJP Grant Application Resource Guide](#).

Under the STOP School Violence Act, the term “evidence-based” means a program, practice, technology, or equipment that:

- Demonstrates a statistically significant effect on relevant outcomes based on:
  - strong evidence from not fewer than one well-designed and well-implemented experimental study;
  - moderate evidence from not fewer than one well-designed and well-implemented quasi-experimental study; or



- promising evidence from not fewer than one well-designed and well-implemented correlational study with statistical controls for selection bias;
- Is consistent with best practices for school security, including:
  - applicable standards for school security established by a federal or state government agency;
  - findings and recommendations of public commissions and task forces established to make recommendations or set standards for school security; and is
  - compliant with all applicable codes, including building and life safety codes.

The [NIJ Comprehensive School Safety Initiative](#) and the OJP CrimeSolutions.gov (<https://www.crimesolutions.gov>) websites are resources applicants may use to obtain more information about evidence-based programs. For additional information and resources on evidence-based programs or practices, see the [OJP Grant Application Resource Guide](#).

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

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

**B. Federal Award Information**

Maximum number of awards BJA expects to make	1
Estimated maximum dollar amount for each award	\$6,000,000
Total amount anticipated to be awarded under solicitation	\$6,000,000
Period of performance start date	October 1, 2019
Period of performance duration	36 months

BJA may, in certain cases, provide additional funding in future years to awards made under this solicitation, through continuation awards. In making decisions regarding continuation awards, OJP will consider, among other factors, the availability of appropriations, when the program or project was last competed, 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 to make any award under this solicitation 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 the “Administrative, National Policy, and Other Legal Requirements” section

of the [OJP Grant Application Resource Guide](#) for important statutes, regulations, and award conditions that apply to many (or in some cases, all) OJP grants (and cooperative agreements).

Cooperative agreements include a condition in the award document that sets out the nature of the “substantial federal involvement” in carrying out the award and program. Generally stated, under OJP cooperative agreement awards, 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 substantive coordination of technical efforts and site selection as well as review and approval of project work plans, research designs, data collection instruments, and major project-generated materials. In addition, OJP often indicates in the award terms and conditions that it may redirect the project if necessary.

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

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

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

### **Budget Information**

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

This solicitation does not require a match. 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 the 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 titled Costs Requiring

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

Prior Approval in the DOJ Grants Financial Guide (Post-award Requirements) at <https://ojp.gov/financialguide/DOJ/index.htm> for more information.

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

For applicants seeking the waiver, see the [OJP Grant Application Resource Guide](#) for information.

#### **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. See the [OJP Grant Application Resource Guide](#) for information.

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

See the [OJP Grant Application Resource Guide](#) for information on costs associated with language assistance that may be allowable.

### **C. Eligibility Information**

For eligibility information, see title page.

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

### **D. Application and Submission Information**

#### **What an Application Should Include**

For this solicitation, BJA has designated the following application elements as critical: Program Abstract, Program Narrative, Budget Detail Worksheet and Budget Narrative.

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

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

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

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

## 2. Project Abstract

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

- Written for a general public audience.
- Submitted as a separate attachment with “Project Abstract” as part of its file name.
- Single-spaced, using a standard 12-point 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.

**If the Program Abstract is not submitted as part of the application, the application will not be considered for funding.**

## 3. Program Narrative

The Program Narrative must respond to the objectives and deliverables stated in this solicitation and the Selection Criteria (described below) in the order given. 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 format and length-related restrictions, BJA may consider such noncompliance in peer review and in final award decisions.

**If the Program Narrative is not submitted as part of the application, the application will not be considered for funding.**

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

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

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

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

Performance measures for this solicitation are listed in [Appendix A: Performance Measures Table](#).

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

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

Post-award recipients will be required to submit performance metric data semiannually through BJA's online Training and Technical Assistance Reporting Portal. More information on reporting requirements can be found at:

<https://www.bjatrainng.org/working-with-nttac/providers>.

#### **Note on Project Evaluations**

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

#### **4. Budget Information and Associated Documentation**

See the Budget Preparation and Submission Information section of the [OJP Grant Application Resource Guide](#) for details on the Budget Detail Worksheet, and on budget information and associated documentation, such as information on proposed subawards, proposed procurement contracts under awards, and preagreement costs.

#### **5. Indirect Cost Rate Agreement**

See the Budget Preparation and Submission Information section of the [OJP Grant Application Resource Guide](#) for information.

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

Every OJP applicant (other than an individual applying in his or her personal capacity) is required to download, complete, and submit the OJP Financial Management and System of Internal Controls Questionnaire (Questionnaire) at <https://ojp.gov/funding/Apply/Resources/FinancialCapability.pdf> as part of its application. See the [OJP Grant Application Resource Guide](#) for additional information and submission instructions for this Questionnaire.

#### **7. Disclosure of Lobbying Activities**

Each applicant must complete and submit this information. See the [OJP Grant Application Resource Guide](#) for additional information and submission instructions for this disclosure.

#### **8. Applicant Disclosure of Pending Applications**

Each applicant is required 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. For additional information on the submission requirements for this disclosure, see the [OJP Grant Application Resource Guide](#).

#### **9. Applicant Disclosure and Justification – DOJ High Risk Grantees<sup>2</sup> (if applicable)**

An applicant that is designated as a DOJ High Risk Grantee is to submit in GMS, as a separate attachment to its application, information that OJP will use, among other pertinent information, to determine whether it will consider or select the application for an award under this solicitation. The file should be named “DOJ High Risk Grantee Applicant Disclosure and Justification.” (See, also, “Review Process,” below, under Section E. Application Review Information, for a brief discussion of how such information may be considered in the application review process.) See the [OJP Grant Application Resource Guide](#) for additional information and submission instructions for this disclosure.

#### **10. 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. For additional information regarding demonstrating research/evaluation independence and integrity, including appropriate safeguards, see the [OJP Grant Application Resource Guide](#).

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

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

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

Each applicant nonprofit organization must state at the time of its application (question 9c in the "OJP Financial Management and System of Internal Controls Questionnaire" located at <https://ojp.gov/funding/Apply/Resources/FinancialCapability.pdf> and mentioned earlier) whether or not the applicant entity believes (or asserts) that it currently satisfies the requirements of 26 C.F.R. 53.4958-6 (which relate to establishing or invoking a rebuttable presumption of reasonableness of compensation of certain individuals and entities).

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

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

At a minimum, the disclosure must describe in pertinent detail: (1) the composition of the body that reviews and approves compensation arrangements for covered persons; (2) the methods and practices used by the applicant nonprofit organization to ensure that no individual with a conflict of interest participates as a member of the body that reviews and approves a compensation arrangement for a covered person; (3) the appropriate data as to comparability of compensation that are obtained in advance and relied upon by the body that reviews and approves compensation arrangements for covered persons; and (4) the written or electronic records that the applicant organization maintains as concurrent documentation of the decisions with respect to compensation of covered persons made by the body that reviews and approves such compensation arrangements, including records of deliberations and of the basis for decisions.

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

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

## **12. Additional Attachments**

### **a. Program Timeline**

Applicants should attach a program timeline that identifies each program objective, related activities, expected completion dates, and responsible person(s) or organization(s).

### **b. Position Descriptions/Résumés**

Applicants should attach position descriptions for the key positions and résumés for current staff. Please provide current position descriptions for any and all key positions and/or résumés for the staff members who will be principals participating in this project. This should include a list of proposed Subject Matter Experts pertaining to the range of topics and activities outlined in the STOP program.

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

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



## **Registration and Submission Steps**

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

- 1. CFDA #16.839, STOP School Violence**
- 2. BJA-2019-16252**

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

## **E. Application Review Information**

### **Review Criteria**

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

- 1. Description of the Issue (15 percent)**

Describe the need for TTA as well as the challenges grantees face in planning, implementing, or expanding programs that make schools safe and secure. Provide a clear and concise statement that provides a thorough demonstration of why TTA is important, if applicable, as well as the scope of its potential resource contributions to the field.
- 2. Project Design and Implementation (35 percent)**

Describe the specific services that the applicants and its sub-awardees, if applicable, can provide to successful BJA and COPS Office grantees under the STOP School Violence Act Program solicitation as it relates to school violence on a nationwide scale. Include previous work performed as a TTA provider and information that demonstrates that the applicant understands the nature and dimension of the services needed under this program. Given the number of local awards already made and that are expected to be made during the course of this award, applicants should provide information on the number of grantees they plan to serve during the life of the award. Any statistics or references used in this section should be those gathered and documented for the area by the applicant. National statistics or references should be used especially if they specifically reference work done by the applicant.
- 3. Capabilities and Competencies (25 percent)**

Fully describe the capabilities of the applicant, the sub-recipients, and contractors (if applicable) to implement the project successfully. Applicants should also describe the competencies of the staff assigned to the project. In addition, the applicant should demonstrate sound knowledge of the [Global Standards Package](#) (GSP) and describe any current or previous experiences using the GSP. If the applicant has no experience with GSP, technical support can be provided.
- 4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (5 percent)**

Describe the process for measuring program performance. Identify who will collect the data, who is responsible for performance measurement, and how the information will be used to guide and evaluate the impact of the program. Describe the process to accurately



report implementation findings and, specifically, the impact of the solution on criminal justice operational practices. Applicants should identify and describe both the outputs and outcomes they anticipate as a result of their proposed implementation strategy, and a process for measuring them.

**5. Budget (20 percent):**

Provide a proposed budget that is complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for program activities). Budget narratives should detail how applicants will maximize cost effectiveness of grant expenditures to reach the largest number of grantees possible as it related to enhancing core capabilities. Budget narratives should demonstrate cost effectiveness in relation to potential alternatives and the objectives of the program<sup>3</sup>. The budget should also reflect the funds provided to any sub-recipient, or contractor.

In the narrative, applicants must fully explain why the proposed expenditures are necessary to support implementation of the technical solution described in the Program Narrative.

Applicants should also budget travel/lodging expenses for numerous visits to the Washington, DC area to meet with federal officials as directed and/or to host BJA-sponsored grantee meetings. It is anticipated that at least one grantee meeting will be held annually. Additional travel considerations should be budgeted and accounted for relative to the applicant's proposed TTA delivery plan.

**Review Process**

OJP is committed to ensuring a fair and open process for making awards. BJA reviews an application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation requirements. See the [OJP Grant Application Resource Guide](#) for information on the application review process for this solicitation.

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

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

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Assistant Attorney General, who may take into account not

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

only peer review ratings and BJA recommendations, but also other factors as indicated in this section.

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

### **Federal Award Notices**

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

### **Administrative, National Policy, and Other Legal Requirements**

OJP strongly encourages prospective applicants to review information on post-award legal requirements and common OJP award conditions **prior** to submitting an application. See the [OJP Grant Application Resource Guide](#) for additional information on administrative, national policy, and other legal requirements.

### **Information Technology (IT) Security Clauses**

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

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

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

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

Post-award, recipients will be required to provide the relevant data by submitting bi-annual performance metrics as part of their progress reports in GMS. Additionally, grant recipients will be required to submit performance metric data semi-annually through BJA's online Training and Technical Assistance Reporting Portal. More information on the reporting requirements can be found at: <https://www.bjatrain.org/working-with-nttac/providers>.

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

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

For OJP contact(s), see page 2.

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

## **H. Other Information**

### **Freedom of Information and Privacy Act (5 U.S.C. 552 and 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. See the [OJP Grant Application Resource Guide](#) for information on DOJ and OJP processes with regard to application information requested pursuant to FOIA.

### **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. See the [OJP Grant Application Resource Guide](#) for information on providing solicitation feedback to OJP.

## Appendix A: Performance Measures Table

Objectives	Performance Measure	Data Grantee Provides
Objective 1: Increase the knowledge and capacity of states, units of local governments, and federally recognized Indian tribes to prevent school violence, through training, to awardees under the COPS Office STOP School Violence solicitation, and the two BJA STOP School Violence solicitations throughout the duration of their STOP School Violence grant award.	Number of trainings conducted	Number of trainings (by type): <ul style="list-style-type: none"> <li>• In-person</li> <li>• Web-based</li> <li>• CD/DVD</li> <li>• Peer-to-peer</li> <li>• Workshop</li> </ul>
	Number of participants who attend the training	Number of individuals who: <ul style="list-style-type: none"> <li>• Attend the training (in-person) or started the training (web-based)</li> <li>• Completed the training</li> <li>• Completed an evaluation at the conclusion of the training</li> <li>• Completed an evaluation and rated the training as satisfactory or better</li> <li>• Completed the post-test with an improved score over their pre-test</li> </ul>
	Percentage of participants who successfully completed the training	
	Percentage of participants who rated the training as satisfactory or better	
	Percentage of participants trained and subsequently demonstrated performance improvement	
	Number of curricula developed	Number of training curricula: <ul style="list-style-type: none"> <li>• Developed</li> <li>• Pilot tested</li> <li>• Revised after being pilot tested</li> </ul>
	Number of curricula that were pilot tested	
	Percentage of curricula that were revised after pilot testing	

Objectives	Performance Measure	Data Grantee Provides
Objective 2: Increase the ability and capacity of states, units of local governments, and federally recognized Indian tribes to prevent school violence over the short term, and to provide comprehensive technical assistance.	Percentage of requesting agencies who rated services as satisfactory or better	<ul style="list-style-type: none"> <li>• Number of onsite visits completed</li> <li>• Number of reports submitted to requesting agencies after onsite visits</li> <li>• Number of requesting agencies that completed an evaluation of services</li> <li>• Number of agencies that rated the services as satisfactory or better (in terms of timeliness and quality)</li> <li>• Number of follow-ups with requesting agencies completed 6 months after onsite visit</li> </ul>
	Percentage of requesting agencies that were planning to implement one or more recommendation(s)	<ul style="list-style-type: none"> <li>• Number of agencies that were planning to implement at least one or more recommendations 6 months after the onsite visit</li> </ul>
	Percentage of requesting agencies of other onsite services that rated the services provided as satisfactory or better	<ul style="list-style-type: none"> <li>• Number of other onsite services provided</li> <li>• Number of requesting agencies that completed an evaluation of other onsite services</li> <li>• Number of agencies that rated the services as satisfactory or better</li> </ul>
Objective 3: Increase the amount of information provided to BJA, COPS Office, and the criminal justice community on the subject of school violence and school safety.	Number of conferences or advisory/focus groups held	<ul style="list-style-type: none"> <li>• Number of conferences or advisory/focus groups held</li> <li>• Number of conference or advisory/focus group attendees who completed an evaluation</li> <li>• Number of conference or advisory/focus group attendees who rated the advisory/focus group as satisfactory or better</li> </ul>
	Percentage of advisory/focus groups evaluated as satisfactory or better	
	Number of publications developed	<ul style="list-style-type: none"> <li>• Number of publications/resources developed</li> <li>• Number of publications/ resources disseminated</li> </ul>
	Number of publications disseminated	

Objectives	Performance Measure	Data Grantee Provides
	Percent of websites developed and maintained	<ul style="list-style-type: none"> <li>• Number of websites developed</li> <li>• Number of websites maintained</li> <li>• Number of visits to websites during the current reporting period</li> <li>• Number of visits to websites during the previous reporting period</li> </ul>
	Percent of increase in the number of visits to websites	
	Percentage of information requests responded to	<ul style="list-style-type: none"> <li>• Number of information requests</li> <li>• Number of information requests responded to</li> </ul>

**Appendix B: Application Checklist**  
**STOP SCHOOL VIOLENCE TRAINING AND TECHNICAL ASSISTANCE**  
**(STOP TTA) PROGRAM**

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 the [OJP Grant Application Resource Guide](#))

\_\_\_\_\_ Acquire or renew registration with SAM (see the [OJP Grant Application Resource Guide](#))

*To Register with Grants.gov:*

\_\_\_\_\_ Acquire AOR and Grants.gov username/password (see the [OJP Grant Application Resource Guide](#))

\_\_\_\_\_ Acquire AOR confirmation from the E-Biz POC (see the [OJP Grant Application Resource Guide](#))

*To Find Funding Opportunity:*

\_\_\_\_\_ Search for the Funding Opportunity on Grants.gov (see page 16)

\_\_\_\_\_ Access Funding Opportunity and Application Package (see the [OJP Grant Application Resource Guide](#))

\_\_\_\_\_ Sign up for Grants.gov email [notifications](#) (optional) (see the [OJP Grant Application Resource Guide](#))

\_\_\_\_\_ Read [Important Notice: Applying for Grants in Grants.gov](#)

\_\_\_\_\_ Read OJP policy and guidance on conference approval, planning, and reporting available at [ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm](http://ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm) (see the [OJP Grant Application Resource Guide](#))

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

\_\_\_\_\_ (1) Application has been received

\_\_\_\_\_ (2) Application has either been successfully validated or rejected with errors

(see the [OJP Grant Application Resource Guide](#))

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

\_\_\_\_\_ Contact NCJRS 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 2018 Awards](#)" in the OJP Funding Resource Center at <https://ojp.gov/funding/Explore/LegalOverview/index.htm>.

**Scope Requirement:**

\_\_\_\_\_ The federal amount requested is within the allowable limit of \$6,000,000.

**Eligibility Requirement: [Include eligibility requirements as stated in the solicitation.]**

**What an Application Should Include:**

The following items are critical application elements required to meet the basic minimum requirements. An application that OJP determines does not include the application elements designated to be critical will neither proceed to peer review nor receive further consideration.

- Project Abstract (see page 12)
- Project Narrative (see page 12)
- Budget Detail Worksheet (including Narrative) (see page 13)

- Application for Federal Assistance (SF-424) (see page 11)
- Indirect Cost Rate Agreement (if applicable) (see page 13)
- Financial Management and System of Internal Controls Questionnaire (see page 13)
- Disclosure of Lobbying Activities (SF-LLL) (see page 13)
- Applicant Disclosure of Pending Applications (see page 13)
- Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable) (see page 14)

**Additional Attachments**

- Project Timeline and Resumes (see page 15)
- Research and Evaluation Independence and Integrity (see page 14)
- Disclosure of Process Related to Executive Compensation (see page 14)
- Request and Justification for Employee Compensation; Waiver (if applicable) (see page 11)