

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



An Academic-based Training Initiative to Improve Police Responses for People with Mental Illness and Intellectual and Developmental Disabilities

FY 2019 Competitive Grant Solicitation

CFDA: #16.738

Grants.gov Solicitation Number: BJA-2019-16850

Solicitation Release Date: August 5, 2019

Application Deadline: 11:59 p.m. eastern time on October 4, 2019

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP) [Bureau of Justice Assistance](#) (BJA) is seeking applications for funding An Academic-based Training Initiative to Improve Police Responses for People with Mental Illness and Intellectual and Developmental Disabilities. This program furthers the Department's mission by providing training and technical assistance (TTA) to law enforcement and other criminal justice agencies and their behavioral health service partners to improve responses and reduce crime and recidivism associated with people who have mental illnesses and intellectual and developmental disabilities.

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 public or private academic organizations, nonprofit academic organizations (including tribal nonprofit organizations), and public universities and colleges (including tribal institutions of higher education).

Academic-based applicants must demonstrate experience working in a law enforcement training environment and with local governments, law enforcement agencies, state and county mental and behavioral health systems, organizations serving people with mental illness and intellectual and developmental disabilities, and criminal justice systems. Applicants must exhibit an understanding of such systems and organizations, their operation, organizational structure, culture, and environment.

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 on 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. 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; 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 October 4, 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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An Academic-based Training Initiative to Improve Police Responses for People with Mental Illness and Intellectual and Developmental Disabilities

CFDA # 16.738

A. Program Description

Overview

Law enforcement officers routinely are the first responders to incidents involving people with mental illness (MI)¹ and, notably, up to 10 percent of calls for service involve someone with a severe mental illness.² Additionally, it is estimated that 87 percent more resources are used for calls for service involving a person with MI.³ It is also estimated that 1 in 4 jail inmates and 1 in 7 state and federal prisoners met the threshold for serious psychological distress (SPD) compared to 1 in 19 persons in the general U.S. general population, and females held in prisons or jails were more likely than males to have met the threshold for SPD or to have a history of mental health problems.⁴

People with intellectual and developmental disabilities (IDD) can present to law enforcement officers as people with signs and symptoms of MI, but may be more accurately described as people who have IDD or both MI and IDD. People who have IDD may require different responses by law enforcement officers and may have different service needs, and they can be both perpetrators and victims. The rate of violent victimization against people with disabilities was 2.5 times higher than those without disabilities.⁵ Therefore, increasing and enhancing law enforcement capacity to appropriately respond to incidents involving people with MI and IDD can reduce the frequency of officer and subject injury. As such, BJA seeks to provide grant funding to create An Academic-based Training Initiative to Improve Police-Based Responses to People with Mental Illness and Intellectual and Developmental Disabilities.

Statutory Authority: Funding is authorized under the Consolidated Appropriations Act, 2019, Pub. L. No. 116-6, 133 Stat 13, 112.

Program-specific Information

This initiative focuses on developing academic-based, transdisciplinary crisis intervention training to educate, train, and prepare law enforcement officers so that they are equipped to appropriately interact with people who have MI and IDD in the course of completing their job responsibilities. This training should be developed by an institution of higher education, in conjunction with health care professionals, to provide crisis intervention training that will focus

¹ D. Chappell (Ed.). (2013). Policing and the mentally ill: International perspectives. Boca Raton, FL: CRC Press.

² Franz S., Borum R. (2011). Crisis intervention teams may prevent arrests of people with mental illnesses. *Police practice and research: An international journal*;12(3):265–272.

³ Yanick Charette, Anne G. Crocker, and Isabelle Billette. (2014). "Police Encounters Involving Citizens with Mental Illness: Use of Resources and Outcomes," *Psychiatric Services* 65(4) 511-16.

⁴ Jennifer Bronson and , Marcus Berzofsky. "Indicators of Mental health Problems Reported by Prisoners and Jail Inmates, 2011-2012." <http://www.bjs.gov/index.cfm?ty=pbdetail&iid=5946>.

⁵Harrell, Erika and Catalano, Shannon "Crime Against Persons with Disabilities, 2009-2015-Statistical Tables." <https://www.bjs.gov/content/pub/pdf/capd0915st.pdf>.

on understanding mental and behavioral health, developing empathy, navigating community resources, and de-escalation skills and practical application training of those skills for all first responders. This grant program will serve as a pilot program, establishing best practices for law enforcement agencies.

Note: Applicants must collaborate with other BJA cooperative agreement recipients in order to better service the training needs of local communities; they are expected to coordinate and collaborate only after awards have been made.

Objectives and Deliverables

The overall purpose of the academic-based training initiative is to enhance and increase crisis training and support to states, tribes, and county and local jurisdictions through a pilot program.

Applicants must describe how they will build upon and enhance BJA's existing resource, *Effective Community Responses to Mental Health Crises: A National Curriculum for Law Enforcement Based on Best Practices from CIT Programs Nationwide*, and its companion *Instructor Guide*.⁶ This curriculum for law enforcement provides trainees with a 5-day, 40-hour training that covers 26 modules of varying lengths for a variety of learning styles. It is modeled after the academic-based Memphis Model Crisis Intervention Team (CIT) approach, with the expanded capability to be customizable to local community resources and needs.

Objective: Develop, enhance, and implement crisis intervention team/crisis response training for law enforcement and first responders that is based in academia and transdisciplinary.

Deliverables and Activities:

1. Gather best practices available in coordinated crisis response and identify areas of further development to grow the number of available tools and products for criminal justice agencies and their mental and behavioral health provider partners.
2. Convene law enforcement stakeholder organizations to explore best practices in co-responder and multilayered approaches that build on CIT.
3. Build academic-based training options for police/mental health collaboration strategies. Expand and gather best practices in crisis response that include: CIT, Co-response Models, Mobile Crisis Team, Case Management, and multilayered strategies.
4. Ensure the enhanced curriculum and its companion instructor guide are designed to prepare law enforcement officers and other first responders so that they are equipped to appropriately interact with people with MI and IDD in the course of completing their job responsibilities.
5. The curriculum should be developed in conjunction with health care professionals and, at a minimum, should focus on the following elements: understanding mental and behavioral health, developing empathy, navigating community resources, and de-escalation skills and practical application of those skills.
6. Work with BJA to select law enforcement agencies to receive this academic-based training.

⁶ https://www.bja.gov/Programs/CIT-Curriculum-Participant-Guide_4.2.18.pdf and <https://www.bja.gov/Programs/CIT-Curriculum-Instructor-Guide.pdf>

7. Conduct significant strategic planning with participating law enforcement agencies to assist them in planning, developing, and implementing academic-based, comprehensive CIT training and associated policies and practices. Additionally, provide assistance to these agencies to identify and secure the participation of collaborating partners such as mental and behavioral health providers, housing, and wraparound service agencies to ensure that multiagency, existing policies and procedures are reviewed and modified as appropriate.
8. Leverage state and local academic partnerships to further increase the availability and accessibility of training, including distance learning, adult learning, and technology solutions, to reach rural areas
9. Should the provider develop a website or webpage for the training program, it will ensure the website/page is regularly updated and managed. The provider will ensure that the website/page meets all necessary parameters to allow it to be migrated over to BJA or another entity, per BJA's instructions, should this become necessary. Additionally, the provider will be required to provide webpage content for use on BJA's National Training and Technical Assistance Center (NTTAC)'s website. For existing program page examples, visit NTTAC's website at: www.bjatrainning.org/justice-topics/overview.
10. Conduct evaluations of all trainings and technical assistance prior to delivery (pre-tests) and immediately following delivery, to gauge their impact, as well as 90 days after TTA delivery. The evaluations must be analyzed, and major findings must be discussed with BJA to inform the program of any needed modifications.
11. Provide monthly written updates to BJA on the following, in addition to the required performance measures in [Appendix A](#):
 - Number of trainings held
 - Number of law enforcement officers trained
 - Number, type, and names of agencies represented in training
 - Number of future trainings scheduled and locations
 - Number of pending requests for trainings
 - Number of hits on the program's website
 - Quotes and testimonials from class evaluations and 90-day surveys
 - List of completed trainings with date, location, type of training, and number of attendees
 - List of agencies requesting training, and type of training requested
 - Written analysis of geographic locations that should be targeted for possible training, with justification/explanation
12. Include activities to market and increase awareness about the BJA Police-Mental Health Collaboration Toolkit and other BJA products for law enforcement agencies that advance crisis response. See <https://pmhctoolkit.bja.gov/> to learn about the toolkit.
13. Complete any additional ad hoc tasks/deliverables requested or deemed necessary by BJA to address topics related to law enforcement/mental and behavioral health safety strategies. The applicant may set aside a conservative amount in its budget to be used for these activities, or it may be required to coordinate with BJA and receive approval to re-allocate its funding.

14. The provider will be required to work closely with BJA and request approval of milestone activities prior to the development of publications, materials, guides, etc. The provider will also be required to participate in scheduled conference calls (twice monthly) with BJA to coordinate all activities being performed under the program.
15. Additionally, applicants must address the following requirements:
 - (a) The selected applicant must have the capacity and resources to perform at a national level.
 - (b) The selected applicant will be responsible for managing and supporting training with law enforcement and county organizations to implement the above-listed deliverables. Additionally, the training provider should factor in that approval requests for each training must be submitted 120 days prior to the proposed training delivery date.
 - (c) All developed training and resources will be subject to BJA review, and possible peer review, prior to being approved for delivery.

The objective and deliverables are directly related to the performance measures that demonstrate the results of the work completed, as set out 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. 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

BJA expects that it will make one award of up to \$2,254,000. BJA expects to make the award for a 36-month period of performance, to begin on January 1, 2020.

Maximum number of awards BJA expects to make	1
Estimated maximum dollar amount for each award	up to \$2,254,000
Total amount anticipated to be awarded under solicitation	\$ 2,254,000
Period of performance start date	January 1, 2020
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 Requirements⁷ 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

For questions pertaining to budget and examples of allowable and unallowable costs, see the DOJ Grants Financial Guide at <https://ojp.gov/financialguide/DOJ/index.htm>.

Cost Sharing or Matching 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

⁷ 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 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 (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 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 pre-applications, 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 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.
- The abstract must include the names of the lead applicant and the partners (law enforcement organization/associations, states, mental and behavioral health organizations), a brief description of how the applicant plans to address the problem, and the amount of federal funding requested.

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

3. Program Narrative

The program narrative must respond to the solicitation and the Review Criteria (1–5) in the order given. The program narrative must be double-spaced, using a standard 12-point font (Times New Roman is preferred) with 1-inch margins, and must not exceed **20** pages. Please number pages “1 of 20,” “2 of 20,” 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 narrative:

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

OJP will require each successful applicant to submit 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 "Objective and Deliverables" in [Section A. Program Description](#).

Applicants should visit OJP’s performance measurement page at 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 should it receive funding.

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, 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.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 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 (if applicable)

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 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 Grantees⁸

An applicant that is designated as a DOJ High Risk Grantee is to submit, 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](#).

12. Additional Required Attachments

a. Project Task Timeline

Attach a Project Task Timeline broken out by year (with an estimated start date of January 1, 2020) with each project objective, activity, expected completion date, and responsible person or organization.

a. Résumés and Position Descriptions

Attach staff résumés and/or position descriptions and qualifications relative to their job roles. Identify which staff are considered key project staff.

b. Memoranda of Understanding/Letters of Support

If applicable, attach memoranda of understanding or letters of support from co-applicants and collaborative partners (signed copies should be scanned and submitted with the electronic submission of the application).

c. Supporting Documentation of Past Training Delivery Experience

Attach documentation of prior experience delivering training, including: URL of website built and maintained, example of individualized technical assistance work plan, sample policy documents, fact sheets, sample curriculum.

d. Applicant Disclosure of Proposed Subrecipients

Attach a list of proposed subrecipients of grant funding, if applicable, that includes the name, organizational affiliation, and location of the proposed subrecipient entity.

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 information on how to apply in response to this solicitation in the [OJP Grant Application Resource Guide](#).

⁸ 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.

Registration and Submission Steps

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

1. **CDFA #16.738 Edward Byrne Memorial Justice Assistance Grant Program**
2. **Funding opportunity #BJA-2019-16850**

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)

- a) Describe the need for training as well as the challenges local, state, and tribal law enforcement agencies face in planning, implementing, or expanding comprehensive efforts to respond to people with mental illnesses and intellectual and developmental disabilities subject matter area
- b) Provide a clear and concise statement that provides a thorough understanding of why the development, enhancement, and implementation of crisis intervention team/crisis response training and police/mental and behavior health service provider collaboration are important, and describe the scope of their potential contributions to criminal justice agencies and their mental and behavioral health service partners .

2. Project Design and Implementation (40 percent)

- a) Describe how the applicant will identify, assess, and deliver the proposed assistance to the local level through national, state, tribal, and local partnerships. Detail how effective training and technical assistance will be delivered as **outlined in the Program-specific Information section on pages 5-8**.
- b) Provide specific information on any materials to be developed.
- c) Provide a complete description of all the requested deliverables, the methods for their delivery, and how they will be implemented (e.g., adult learning principles, development sources, distance learning, process for information assessment, and revision), including coordination of deliverable timelines for training approval.
- d) Demonstrate a well-thought-out plan for transferring knowledge, best practices, and assistance to the overall law enforcement and mental and behavioral health fields, including a description of how the applicant envisions working on behalf of BJA and other partners in providing these services.
- e) Provide a timeline (as an attachment) for completing the deliverables and identify the percentage of time to be dedicated by the individuals responsible for each task.

3. Capabilities and Competencies (30 percent)

- a) Clearly articulate the applicant institution's history of involvement with implementation and technical assistance coordination of a national scope. Illustrate its ability to effectively manage complex training, technical assistance, and national programs and projects.
- b) Describe the management structure, staffing, and in-house or contracted capacity to complete the objective and associated deliverables.
- c) Attach three examples of relevant products the institution 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.).
- d) Include résumé(s)/curriculum vitae of key project staff demonstrating law enforcement and MI and IDD service delivery-related experience that is specific to the scope of the initiative's purpose and objective (see pages 6, 13).
- e) Include letters of support/memoranda of understanding to demonstrate partnerships as part of the project design (see page 13).
- f) Describe in detail staff competency and work experience within a law enforcement agency or as having a work history within a law enforcement organization/association. The applicant should describe its plans to include a significant law enforcement presence within the applicant agency that mirrors the target audience within states, counties, and local law enforcement organizations.
- g) Describe the representation, experience, and expertise of the applicant and proposed contractors/consultants/subrecipients/partners in the following areas: law enforcement, MI and IDD service provider delivery systems, advocacy groups, consumers, and family members.
- h) Ensure the academic institution has on staff, or under contract experienced individuals to organize and deliver training with skills and expertise and the ability to plan and implement collaborative response strategies between law enforcement and their mental health/IDD service delivery system partners (e.g. co-responder teams, crisis intervention team, disability response teams), as developed within a law enforcement organization/operations.
- i) Describe how the proposed management structure and staffing of the project will facilitate the delivery of the TTA services. The management and organizational structure should match the staffing needs necessary to accomplish the tasks outlined in the Project Task Timeline. Information regarding the personnel assigned to these tasks and whether their résumés and role descriptions are included (see page 13) will contribute to the assignment of points relative to this criterion.

4. Plan for Collecting the Data required for this Solicitation's Performance Measures (5 percent)

- a) Describe the process the applicant will use to measure project performance. This should include measures for adhering to project timelines, meeting deliverable schedules, obtaining input from customers, and seeking feedback from stakeholders.
- b) Identify what data will be collected, who will be responsible for collecting and reporting the data, who is responsible for performance measurement, how the data will be stored, how any personally identifiable information will be protected, and how the information will be used to guide the program.

5. Budget (10 percent)

- a) Submit a budget that is complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities).
- b) Budget narratives should demonstrate generally how the applicant will maximize cost effectiveness of grant expenditures. Budget narratives should demonstrate cost effectiveness in relation to potential alternatives and the objectives of the project.⁹
- c) Applicants must set aside an adequate amount of funding to implement a data collection plan to complete the performance measures.

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. See the [OJP Grant Application Resource Guide](#) for information on the application review process for this solicitation.

In addition, if OJP expects that any award under the solicitation will exceed \$250,000 over the life of the award, 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, (FAPIS)).

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

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

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.

⁹ 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.

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 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.)

See the [OJP Grant Application Resource Guide](#) for additional information on specific post-award reporting requirements, including performance measures data. Performance measures for this program are listed as [Appendix B](#).

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 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. 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

Objectives	Performance Measure	Data Grantee Provides
Objective 1.1: Develop, enhance, and implement crisis intervention team/crisis response training for law enforcement and first responders which is academically based and transdisciplinary.	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
	Number of participants who attended the training	Number of individuals who: <ul style="list-style-type: none"> • Attended the training (in-person) or started the training (web-based) • Completed the training • Completed an evaluation at the conclusion of the training • Completed an evaluation and rated the training as satisfactory or better • Completed the post-test with an improved score over their pre-test
	Percentage of participants who successfully completed the training	
	Percentage of participants who rated the training as satisfactory or better	
	Percentage of participants trained who subsequently demonstrated performance improvement	
	Percentage of scholarship recipients surveyed who reported that the training provided information that could be used in their job	Number of individuals who: <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 used in their job
	Number of curricula developed	Number of training curricula:
	Number of curricula that were pilot tested	

Objectives	Performance Measure	Data Grantee Provides
	Percentage of curricula that were revised after pilot testing	<ul style="list-style-type: none"> • Developed • Pilot tested • Revised after being pilot tested
Objective 1.2: Develop, enhance, and implement crisis intervention team/crisis response technical assistance for law enforcement and first responders which is academically based and transdisciplinary.	Percentage of requesting agencies that 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 that completed an evaluation of services • Number of agencies that rated the services as satisfactory or better (in terms of timeliness and quality) • 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
	Percentage of requesting agencies that were planning to implement one or more recommendations	
	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 • Number of follow-ups with the requesting peer visitor completed 6 months after the peer-to-peer visit
	Percentage of peer visitors who were planning to implement one or more policies or practices 6 months after they were observed at the visited site	

Objectives	Performance Measure	Data Grantee Provides
		<ul style="list-style-type: none"> • Number of peer visitors who were planning to implement at least one or more recommendations 6 months after the onsite visit
	Percentage of requesting agencies of other onsite services that rated the services provided as satisfactory or better	<ul style="list-style-type: none"> • Number of other onsite services provided • Number of requesting agencies that completed an evaluation of other onsite services • Number of agencies that rated the services as satisfactory or better
Objective 1.3: Increase information provided to BJA and the criminal justice community about enhancing and implementing crisis intervention teams/crisis response.	Number of conferences or advisory/focus groups held	<ul style="list-style-type: none"> • Number of conferences or advisory/focus groups held
	Percentage of advisory/focus groups evaluated as satisfactory or better	<ul style="list-style-type: none"> • Number of conference or advisory/focus group attendees who completed an evaluation • Number of conference or advisory/focus group attendees who rated the advisory/focus group as satisfactory or better
	Number of publications developed	<ul style="list-style-type: none"> • Number of publications/resources developed
	Number of publications disseminated	<ul style="list-style-type: none"> • Number of publications/resources disseminated
	Percentage of websites developed and maintained	<ul style="list-style-type: none"> • Number of websites developed

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

Appendix B: Application Checklist
An Academic-Based Training Initiative to Improve Police Responses for People with Mental Illness 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 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 1)

_____ 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 (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 2019 Awards](#)" in the OJP Funding Resource Center at <https://ojp.gov/funding/Explore/LegalOverview2019/index.htm>.

Scope Requirement:

_____ The federal amount requested is within the allowable limit(s) of \$2,254,000.

Eligibility Requirement:

Eligible applicants are public or private academic organizations, nonprofit academic organizations (including tribal nonprofit organizations), and public universities and colleges (including tribal institutions of higher education).

What an Application Should Include:

- Project Task Timeline (see page 13)
- Position Descriptions/ Résumés (see page 13)
- Letters of Support/Memoranda of Understanding (see page 13)
- Application for Federal Assistance (SF-424) (see page 10)
- Project Abstract (see page 11)
- Program Narrative (see page 11)
- Budget Detail Worksheet (including Narrative) (see page 12)
- Indirect Cost Rate Agreement (if applicable) (see page 12)
- Financial Management and System of Internal Controls Questionnaire (see page 12)
- Disclosure of Lobbying Activities (SF-LLL) (see page 12)
- Applicant Disclosure of Pending Applications (see page 12)
- Applicant Disclosure and Justification – DOJ High-Risk Grantees (if applicable) (see page 13)
- Research and Evaluation Independence and Integrity (see page 13)
- Request and Justification for Employee Compensation; Waiver (if applicable) (see page 10)