

## **BJA's STOP School Violence Grant Program**

### **FY 2019 Competitive Grant Solicitation**

January 30, 2020

Applicants may apply under both purpose areas in this solicitation. Applicants must submit an application for each individual purpose area to which they are applying.

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



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## **BJA's STOP School Violence Grant Program FY 2019 Competitive Grant Solicitation**

**CFDA # 16.839**

**Grants.gov Solicitation Number:** BJA-2020-17313

**Solicitation Release Date:** December 31, 2019

**Application Deadline:** 11:59 p.m. eastern time on March 3, 2020

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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 Grant Program. This program furthers the Department's mission by supporting and assisting county, local, territorial, and tribal jurisdictions in improving efforts to reduce violent crime in and around schools.

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):

The following entities are eligible to apply:

- Public agencies – e.g. school districts, towns, cities and municipalities, individual schools, police departments, sheriff's departments, mental health service providers, health departments
- Federally recognized Indian tribes
- Nonprofit entities to include private schools

For the purposes of this solicitation, a "federally recognized Indian tribe" means any Indian tribe, band, nation, or other organized group or community, including any Alaska Native village or regional or village corporation as defined in or established pursuant to the Alaska Native Claims Settlement Act, which is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

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

All applications must include in their application materials a memorandum of understanding (MOU) between the lead law enforcement agency and the corresponding lead school official.

This MOU will outline roles and responsibilities of all parties, as well any specific funding amounts (if applicable). Additional details regarding the MOU can be found on page 12.

### **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.

### **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 March 3, 2020.

To be considered punctual, 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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# BJA's STOP School Violence Grant Program

## CFDA # 16.839

### A. Program Description

#### Overview

Any awards under this solicitation will be made under the authority provided by the Consolidated Appropriations Act, 2019, Public Law No. 116-6, 133 Stat. 13, 119 for the purposes of the STOP School Violence Act of 2018.

Pursuant to the Student, Teachers, and Officers Preventing School Violence Act of 2018 (or STOP School Violence Act), BJA funds for school safety projects that provide:

- Training to prevent student violence against others and self, including training for local law enforcement officers, school personnel, and students
- The development and operation of anonymous reporting systems for threats of school violence, including mobile telephone applications, hotlines, and internet websites
- The development and deployment of--
  - School threat assessment and intervention teams that include coordination with law enforcement agencies and school personnel
  - Specialized training for school officials in responding to mental health crises

#### Program-specific Information

BJA's STOP School Violence Grant Program is designed to improve school security by providing students and teachers with the tools they need to recognize, respond quickly to, and help prevent acts of violence.

Eligible applicants may apply under one or more of the following purpose areas:

- (1) Train school personnel and educate students on preventing student violence against others and themselves to include anti-bullying training. This can also include specialized training for school officials to respond to mental health crises.
- (2) Develop and implement threat assessment and/or intervention teams to operate technology solutions such as anonymous reporting systems for threats of school violence, including mobile telephone applications, hotlines, and websites. These teams must coordinate with law enforcement agencies and school personnel.

#### Goals, Objectives, and Deliverables

The goal of this program is to address specific areas of concern related to preventing and reducing school violence.

The program's objective is to increase school safety by implementing training and school threat assessments and/or intervention teams to identify school violence risks among students; technological solutions such as anonymous reporting technology that can be implemented as a mobile phone-based app, a hotline, or a website in the applicant's geographic area to enable

students, teachers, faculty, and community members to anonymously identify threats of school violence; or other school safety strategies that assist in preventing violence.

Applicants will be required to document all training and education sessions conducted under the award, as applicable.

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](#).

The National Institute of Justice's Comprehensive School Safety Initiative (<https://nij.gov/topics/crime/school-crime/Pages/school-safety-initiative.aspx>) and OJP's CrimeSolutions.gov (<https://www.crimesolutions.gov>) are resources that applicants may use to obtain more information about evidence-based programs.

### **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.

### **OJP Priority Areas**

OJP is interested in supporting the priority areas identified below. Applications proposing activities in the following areas will be given priority consideration:

- Addresses the specific challenges that rural communities face.
- Encouraging program investments in economically distressed communities (Qualified Opportunity Zones).

To receive priority consideration under the rural priority, applicants must describe what makes the geographic service area rural (using U.S. Census or other appropriate government data), how isolated the area is from needed services, and how they will address specific challenges in rural communities.

To receive priority consideration under the Qualified Opportunity Zones priority, applicants must include information and specify how the project will enhance public safety in the specified QOZs. For resources on QOZs, and for a current list of designated QOZs, see the U.S. Department of the Treasury's resource webpage, accessible at <https://www.cdfifund.gov/pages/opportunity-zones.aspx>.

## **B. Federal Award Information**

Maximum number of awards BJA expects to make	up to 20 awards
Estimated maximum dollar amount for each award	up to \$500,000 each for Purpose Area 1, training, and up to \$750,000 each for Purpose Area 2, threat assessment and/or intervention teams
Total amount anticipated to be awarded under solicitation	up to \$10,000,000
Period of performance start date	October 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. OJP will consider, among other factors, OJP's strategic priorities, a recipient's overall management of the award, and progress of award-funded work, when making continuation-award decisions.

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.

Additional funding will only be provided for work that is different from that stated in an award received by the grantee in FY 2019. No funds will be provided to complete work that should have been completed in a previous 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 awards under this solicitation as grants. See the Administrative, National Policy, and Other Legal Requirements section of the [OJP Grant Application Resource Guide](#) for additional information.

### **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 Matching Requirement**

This solicitation does not require a match.

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

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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.

### **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**

The following application elements **MUST** be included in the application submission for an application to meet the basic minimum requirements (BMR) to advance to peer review and receive consideration for funding: Program Abstract, Program Narrative, Budget Detail Worksheet and Budget Narrative, and Statutory Requirements Assurances.

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 must include an 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 Times New Roman font with 1-inch margins.



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 objectives and deliverables stated in this solicitation and the Review Criteria (described below) in the order given. The Program Narrative should be double-spaced, using a standard 12-point Times New Roman font is preferred) with 1-inch margins, and should not exceed 10 pages. Number pages "1 of 10," "2 of 10," 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.

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](#). **BJA is currently developing the performance measures for this program and will be shared with grantees upon acceptance of their awards. Examples of the types of performance and accountability data that will be required can be found in Appendix A.**

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. Applicants should also demonstrate that they have the capacity to administer and implement federal grant funded projects.

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.

Award recipients will be required to provide the relevant data by submitting bi-annual performance metrics as part of their progress reports in the Grants Management System.

### **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. Statutory Requirements**

According to the STOP School Violence Act, each application shall--

(1) include a detailed explanation of--

(A) the intended uses of funds provided under the grant; and

(B) how the activities funded under the grant will meet the purpose of this subchapter;

(2) be accompanied by an assurance that the application was prepared after consultation with individuals not limited to law enforcement officers (such as school violence researchers, licensed mental health professionals, social workers, teachers, principals, and other school personnel) to ensure that the improvements to be funded under the grant are--

(A) consistent with a comprehensive approach to preventing school violence; and

(B) individualized to the needs of each school at which those improvements are to be made;

(3) include an assurance that the applicant shall maintain and report such data, records, and information (programmatic and financial) as the BJA Director may reasonably require;

#### **5. 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.

#### **6. Indirect Cost Rate Agreement**

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

#### **7. Tribal Authorizing Resolution (if applicable)**

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

#### **8. 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.

## **9. 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.

## **10. 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](#).

## **11. 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.

## **12. 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](#).

## **13. 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

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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.

requirements of 26 C.F.R. 53.4958-6 (which relate to establishing or invoking a rebuttable presumption of reasonableness of compensation of certain individuals and entities).

A nonprofit organization that states in the questionnaire that it believes (or asserts) that it has satisfied the requirements of 26 C.F.R. 53.4958-6 must then disclose, in an attachment to its application (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).

#### **14. Additional Attachments**

- a. Documentation of Anticipated Benefit to Qualified Opportunity Zones (if applicable).** As is mentioned above, OJP will, as appropriate, give priority consideration in award decisions to applications that propose projects that will likely enhance public safety in federally designated Qualified Opportunity Zones (QOZs). Each applicant proposing a project it anticipates will likely enhance public safety in one or more QOZs should provide a sufficient narrative explanation in order for OJP to identify clearly the public safety benefit the applicant anticipates that its project will have on a specified QOZ(s). The narrative and the list of impacted QOZs (by census tract number) must be included as an attachment that is clearly labeled as addressing QOZs. The applicant may also include tables, charts, graphs, or other relevant illustrations that may be useful in comprehending the manner in which the proposed project is anticipated to benefit a QOZ(s).
- b. Documentation of Rural Challenges (if applicable).** As is mentioned above, OJP will, as appropriate, give priority consideration in award decisions to applications that address the specific challenges that rural communities face. Each applicant proposing a project to receive priority consideration under the rural priority, should provide a sufficient narrative to include what makes the

geographic service area rural (using U.S. Census or other appropriate government data), how isolated the area is from needed services, and how they will address specific challenges in rural communities. The narrative must be included as an attachment that is clearly labeled as addressing rural challenges.

- a. **Timeline/Project Plan** outlining key tasks, benchmarks, and persons or entities responsible.
- b. **Memorandum of Understanding (MOU)** should contain the following elements:
  - **Purpose of the MOU.** The statement of purpose should describe the agencies or organizations that are entering into the partnership, the purpose of the partnership, and the effective date of the agreement. The effective date of the agreement must cover the term of the award or contain language regarding the annual renewal of the agreement through the term of the award.
  - **Description of partner roles and responsibilities.** This description must include the roles and responsibilities of the school, the school district, and the law enforcement agency, and each partner should be specifically listed within the document. This document should also include any budget information, such as specific funds allocated to other partners, and for the stated purpose.
  - **Signatures.** The MOU must be signed and dated by both the lead law enforcement agency leadership (i.e., police chief or sheriff ) and the school official(s) who will have general educational oversight and decision-making authority (i.e., board of education chairperson, superintendent, or school principal) regarding this project.

### **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. **Select the correct Competition ID.** Some OJP solicitations posted to Grants.gov contain multiple purpose areas, denoted by the individual Competition ID. If applying to a solicitation with multiple Competition IDs, select the appropriate Competition ID for the intended purpose area of the application.

Purpose Area 1 – Train school personnel and educate students on preventing student violence. Competition ID: BJA-2020-17314

Purpose Area 2 – Develop and implement threat assessment and/or intervention teams. Competition ID: BJA-2020-17315

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 (20 percent)**

Describe the specific problem of school violence as it relates to the applicant's locality. Include data and information that have been used to identify and assess the problem and that demonstrate that the applicant understands the nature and dimension of the problem. Any statistics or references used in this section should be those gathered and documented for the applicant's area. No national statistics or references should be used unless they specifically reference the applicant.

**2. Project Design and Implementation (40 percent)**

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

**3. Capabilities and Competencies (20 percent)**

Fully describe the capabilities of the applicant, the subrecipients, and contractors to successfully implement the project. This section should also state the competencies of the staff assigned to the project. In addition, as a part of sharing information, the applicant should demonstrate sound knowledge of the [Global Standards Package](#) (GSP) and describe any current or previous experience 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 project 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 project's impact. Describe the process to accurately report implementation findings and, specifically, the solution's impact on criminal justice and or school 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 (15 percent)**

Provide a 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. Budget narratives should demonstrate cost effectiveness in relation to potential alternatives and the

objectives of the program.<sup>4</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 one visit to the Washington, DC area to meet with federal officials and/or take part in BJA-sponsored grantee meeting as directed. It is expected that this meeting would be for a minimum of 2 days and 1 night, for at least one representative from the project. Additional attendees may attend, with a maximum of three.

### **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.

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. For purposes of assessing whether an application meets basic minimum requirements and should proceed to further consideration, OJP screens applications for compliance with those requirements. Although specific requirements may vary, the following are common requirements applicable to all solicitations for funding under OJP programs:

- The application must be submitted by an eligible type of applicant
- The application must request funding within programmatic funding constraints (if applicable).
- The application must be responsive to the scope of the solicitation.
- The application must include all items designated as basic minimum requirements.
- The applicant must not be identified in SAM as excluded from receiving federal awards.

For a list of basic minimum requirements to advance to peer review and receive consideration for funding, see “What an Application Should Include” under Section D. Application and Submission Information.

Peer review panels will evaluate, score, and rate applications that meet basic minimum requirements. BJA may use internal peer reviewers, external peer reviewers, or a combination, to assess applications on technical merit using the solicitation’s review criteria. An external peer reviewer is an expert in the subject matter of a given solicitation who is not a current DOJ employee. An internal reviewer is a current DOJ employee who is well versed or has expertise in the subject of this solicitation. Peer reviewers’ ratings and any resulting recommendations are advisory only, although reviewer views are considered carefully.

Other important considerations for BJA include geographic diversity, strategic priorities (specifically including, but not limited to, addressing challenges that rural communities face and/or federally designated Qualified Opportunity Zones), and available funding, as well as the extent to which the Budget Detail Worksheet and Budget Narrative accurately explain project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles.



Pursuant to the Part 200 Uniform Requirements, before award decisions are made, OJP also reviews information related to the degree of risk posed by the applicant. Among other things to help assess whether an applicant that has one or more prior federal awards has a satisfactory record with respect to performance, integrity, and business ethics, OJP checks whether the applicant is listed in SAM as excluded from receiving a federal award.

In addition, if OJP anticipates that an award will exceed \$250,000 in federal funds, OJP also must review and consider any information about the applicant that appears in the 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 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.

If selected for funding, in addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with all award conditions, and all applicable requirements of federal statutes and regulations (including applicable requirements referred to in the assurances and certifications executed in connection with award acceptance).

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

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

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

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

In addition to the deliverables described in [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.

### **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

<b>Objective 1. Threat Assessments &amp; Development of Intervention Teams</b>	
Objective A	Implementation of evidence based school safety plan
Performance Measures	<ul style="list-style-type: none"> <li>• Percentage of schools using a evidence based safety school plan</li> </ul>
Questionnaire Questions [data grantee provides]	<ul style="list-style-type: none"> <li>• Have you implemented an evidence based practice for the prevention of school violence for a school safety plan               <ul style="list-style-type: none"> <li>○ Date the school safety plan was implemented</li> </ul> </li> </ul>
Objective B	Conduct assessments of schools and individuals to identify safety risks and individuals determined to be a potential threat to themselves or others receive a school threat assessment and are referred for services.
Performance Measures	<ul style="list-style-type: none"> <li>• Percentage of schools that received a security survey (assessment)</li> <li>• Percentage of school security survey findings that the school commits to addressing</li> <li>• Percentage of individuals determined by a school counselor as needing a threat assessment who were assessed by a clinical professional</li> <li>• Percentage of individuals determined by a school counselor as needing a threat assessment</li> <li>• Percentage of individuals determined to be a threat to themselves or others who are referred to a program</li> </ul>
Questionnaire Questions [data grantee provides]	<ul style="list-style-type: none"> <li>• Number of schools determined to need a security survey (assessment)               <ul style="list-style-type: none"> <li>○ Of those, the number of schools that completed a security survey (assessment)</li> </ul> </li> <li>• Number of recommendations identified during the security survey               <ul style="list-style-type: none"> <li>○ Number of recommendations that the school commits to addressing</li> </ul> </li> <li>• Number of individuals determined by a school counselor as needing an assessment (e.g., threat assessment)               <ul style="list-style-type: none"> <li>○ Identify the threat assessment tool used</li> </ul> </li> <li>• Number of individuals receiving a clinical assessment (e.g., threat assessment) by a licensed professional               <ul style="list-style-type: none"> <li>○ Of those, what number of individuals are determined to be a threat to themselves or others</li> <li>○ Of those, what number of individuals are referred to a program</li> </ul> </li> <li>• Number of individuals who have received a clinical assessment (e.g., threat assessment) more than once in the last 90 days</li> </ul>
Objective C	Establish or enhance multidisciplinary teams that identify school violence threats and mitigate those risks.
Performance Measures	<ul style="list-style-type: none"> <li>• Number of schools that started a multidisciplinary team</li> <li>• Number of schools that enhanced or expanded their multidisciplinary team</li> <li>• Percentage of issues or crises responded to by the multidisciplinary team that involved violence or threats of violence</li> <li>• Percentage of issues or crises responded to by the multidisciplinary team that involved suicidal threats or attempts</li> </ul>

<p>Questionnaire Questions [data grantee provides]</p>	<ul style="list-style-type: none"> <li>• [If grantee did not already have a multidisciplinary team] Indicate the date the intervention team was established</li> <li>• Indicate the number of schools with a newly formed intervention team (report this only once)</li> <li>• [If grantee already had a multidisciplinary team] Did the grantee use grant funds to expand or enhance its intervention team (e.g., through training, membership increase, or access to programming)? <ul style="list-style-type: none"> <li>○ Provided training to intervention team members</li> <li>○ Enhanced intervention team by implementing a new model (e.g., CARE, BIT, etc.)</li> <li>○ Increased access to student programming</li> </ul> </li> <li>• Please indicate the number of schools that enhanced their intervention teams (report this only once)</li> <li>• Number of issues or crises the intervention team responded to <ul style="list-style-type: none"> <li>○ Of those, how many issue/crises fell into the following categories: <ul style="list-style-type: none"> <li>▪ Violence</li> <li>▪ Threat of violence</li> <li>▪ Suicidal threat or attempt</li> <li>▪ Other</li> </ul> </li> <li>○ Of those, how many students were directly involved in the issue/crisis?</li> </ul> </li> <li>• Indicate the positions that are represented on the multidisciplinary team: <ul style="list-style-type: none"> <li>○ Case Manager</li> <li>○ Local service provider</li> <li>○ Superintendent/assistant superintendent</li> <li>○ Guidance counselor(s)</li> <li>○ School psychologist (or other clinically licensed professional)</li> <li>○ School health professional (e.g., school nurse)</li> <li>○ School principal/assistant principal</li> <li>○ Legal counsel</li> <li>○ Faculty representative(s)</li> <li>○ Public relations/media relations coordinator</li> <li>○ PTA representative(s)</li> <li>○ Academic affairs faculty</li> <li>○ School resource officer (SRO)</li> <li>○ Law enforcement (except SRO)</li> <li>○ Other (describe)</li> </ul> </li> </ul>
<p><b>Objective 2. Train School Personnel and Educate Students to Respond to Mental Health Crises</b></p>	
<p>Objective A</p>	<p>To provide training sessions to teachers and school personnel designed to respond to threats of violence and prevent violence on campus</p>
<p>Objective B</p>	<p>To provide specialized training sessions for school officials designed to respond to on-campus mental health crises</p>
<p>Performance Measures</p>	<ul style="list-style-type: none"> <li>• Number of trainings completed</li> <li>• Number of specialized trainings for school administration officials about responses to on campus mental health crises</li> <li>• Number of school staff trained</li> <li>• Average number of training hours per person trained</li> </ul>

<p>Questionnaire Questions [data grantee provides]</p>	<p><i>Only report after a training or awareness campaign has been completed, and in the same reporting period</i></p> <p>For each training completed during the reporting period, please report the following information:</p> <ul style="list-style-type: none"> <li>○ Training name</li> <li>○ Indicate if the training is specific to responding to on-campus mental health crises (Y/N)</li> <li>○ Number of training sessions completed</li> <li>○ Duration of course (in hours)</li> <li>○ Name of training provider</li> <li>○ Number of people trained by type <ul style="list-style-type: none"> <li>○ School administrators</li> <li>○ Teachers</li> <li>○ Counselors</li> <li>○ Health department staff (e.g., school psychologist, nurse, etc.)</li> <li>○ SROs</li> <li>○ Other law enforcement personnel</li> </ul> </li> <li>○ Other</li> </ul>
<p>Performance Measures</p>	<ul style="list-style-type: none"> <li>● Number of training or awareness campaigns completed</li> <li>● Number of individuals who received the training/awareness campaign</li> <li>● Percent of students receiving the training in person</li> </ul>
<p>Questionnaire Questions [data grantee provides]</p>	<p><i>Only report after an education session, training, or awareness campaign has been completed, and in the same reporting period.</i></p> <p>For each training or awareness campaign completed during the reporting period, please report the following information:</p> <ul style="list-style-type: none"> <li>● Name or brief description of the training or awareness campaign</li> <li>● Number of individuals receiving the training or awareness campaign by type</li> <li>● Number of students trained (by type) <ul style="list-style-type: none"> <li>○ Grade school students</li> <li>○ Middle school students</li> <li>○ High school students</li> <li>○ College students</li> <li>○ All students (general)</li> <li>○ Parents/family members of students</li> <li>○ Other (describe)</li> </ul> </li> <li>● Method of delivery <ul style="list-style-type: none"> <li>○ In-person training/meeting/talk</li> <li>○ Online training</li> <li>○ Advertisements (e.g. public service announcements, posters, billboards, radio/TV advertisements, etc.)</li> <li>○ Other (please describe)</li> </ul> </li> </ul>
<p><b>Objective 3. Technology and Anonymous Reporting</b></p>	
<p>Objective A</p>	<p>To implement a technology solution such as an anonymous reporting technology that can be implemented as a smartphone app, a hotline, or a website in the applicant's</p>

Objective B	<p>geographic area to provide a way for students, teachers, faculty, and community members to anonymously identify school violence threats.</p> <p>Implement a technology capable to share information in active situations</p>
Performance Measure	<ul style="list-style-type: none"> <li>• Percentage of anonymous reporting solutions completed</li> <li>• Number of anonymous tips received</li> <li>• Percentage of anonymous tips determined to be credible resulting in a formal response by the intervention team, school resource officer, school counselor, or school psychologist (or other license clinical professional)</li> <li>• Percentage of technology capable of sharing active situations</li> </ul>
Questionnaire Questions [data grantee provides]	<ul style="list-style-type: none"> <li>• Please indicate the proposed anonymous reporting solution to be implemented (by type) <ul style="list-style-type: none"> <li>○ Smartphone application</li> <li>○ Anonymous hotline</li> <li>○ Website</li> <li>○ Drop box</li> <li>○ Other</li> </ul> </li> <li>• Please indicate the date the proposed anonymous reporting solution was completed and available to users (by type) <ul style="list-style-type: none"> <li>○ Smartphone application</li> <li>○ Anonymous hotline</li> <li>○ Website</li> <li>○ Drop box</li> <li>○ Other</li> </ul> </li> <li>• As a result of feedback or web analytics, were enhancements made to the reporting solution during the reporting period?</li> <li>• [Report after anonymous reporting solution is completed and available to users] Number of anonymous tips received</li> <li>• For smartphone applications <ul style="list-style-type: none"> <li>○ Number of downloads/users</li> </ul> </li> <li>• For website <ul style="list-style-type: none"> <li>○ Number of website visits/hits</li> </ul> </li> <li>• Number of anonymous tips determined to be credible resulting in a formal response by: <ul style="list-style-type: none"> <li>○ The multidisciplinary intervention team</li> <li>○ SRO</li> <li>○ School counselor</li> <li>○ School psychologist (or other license clinical professional)</li> </ul> </li> </ul>
Performance Measure	<ul style="list-style-type: none"> <li>• Percentage of schools with technology that is capable of sharing active situations</li> </ul>
Questionnaire Questions [data grantee provides]	<ul style="list-style-type: none"> <li>• Name of technology capable of sharing active situations with law enforcement and emergency providers</li> </ul>

**Appendix B: Application Checklist**  
**Promising Solutions for Preventing School Violence**

**FY 2019 Competitive Grant Solicitation**

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 12)

\_\_\_\_\_ 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 2018 Awards](https://ojp.gov/funding/Explore/LegalOverview/index.htm)" 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(s): up to the limits established under each purpose area.

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 7)
- Project Narrative (see page 8)
- Budget Detail Worksheet (including Narrative) (see page 9)
- Statutory Assurances (see page 9)
- Memorandum of Understanding (see page 12)

**Eligibility Requirement:** See title page.

### What an Application Should Include:

- Application for Federal Assistance (SF-424) (see page 7)
- Intergovernmental Review (see page 7)
- Indirect Cost Rate Agreement (if applicable) (see page 9)
- Tribal Authorizing Resolution (if applicable) (see page 9)
- Financial Management and System of Internal Controls Questionnaire (see page 9)
- Disclosure of Lobbying Activities (SF-LLL) (see page 10)
- Applicant Disclosure of Pending Applications (see page 10)
- Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable) (see page 10)
- Research and Evaluation Independence and Integrity (see page 10)
- Disclosure of Process Related to Executive Compensation (see page 10)
- Request and Justification for Employee Compensation; Waiver (if applicable) (see page 7)
- Documentation of Rural Challenges (if applicable) (see page 11)
- Documentation of Anticipated Benefit to federally designated Qualified Opportunity Zones (if applicable) (see page 11)