

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



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## Northern and Middle States Rural Law Enforcement Training and Technical Assistance Grant Program

### FY 2020 Competitive Grant Solicitation

CFDA: #16.738

Grants.gov Solicitation Number: BJA-2020-17373

Solicitation Release Date: February 12, 2020

Application Deadline: 11:59 p.m. eastern time on April 13, 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 Northern and Middle States Rural Law Enforcement Training and Technical Assistance Grant Program that provides resources, training, and technical assistance (TTA) to smaller, rural and tribal law enforcement agencies located in the northern and middle states of the United States to support their efforts to reduce violent crime.

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:

- Nonprofit or for-profit organizations (including tribal nonprofit and for-profit organizations)

Applicants must possess experience in providing TTA on a national level to state, local, and tribal law enforcement agencies, sheriff's offices, and other criminal justice entities. Applicants' experience should be in organizing and implementing training (both in class and online), regional meetings, and technical assistance engagements. It would be an additional benefit if the applicant's experience was related to providing training in the areas of violent crime reduction, effective awareness and prevention training, information and intelligence sharing, support for real-time crime and regional intelligence centers, the integration of video systems, and providing requested equipment and training as needed. Applicants must have the capacity to deliver these TTA services to remote locations in Northern and Middle states. This would include all states that are both west of the Mississippi River and north of the Southwest Border states, and the States of Illinois, Indiana, Michigan, Minnesota, and Wisconsin. This will not include the State of Hawaii.

The successful applicant will have an established background in supporting police, sheriffs, and tribal law enforcement agencies with TTA, especially rural and smaller agencies. The applicant's skill set should also include knowledge of the information-sharing environment, to include the collection, storage, dissemination, and purging of criminal intelligence; the capability to conduct needs assessments of agencies; and the capacity to address those needs and to provide necessary training as identified by successful field-based programs and other agencies in the Northern and Middle states. It is imperative that the successful applicant have a good working relationship with law enforcement agencies, institutions of higher education, and service providers in the private sector.

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

### **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 April 13, 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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# Northern and Middle States Rural Law Enforcement Training and Technical Assistance Grant Program CFDA # 16.738

## A. Program Description

### Overview

The BJA Northern and Middle States Rural Law Enforcement Training and Technical Assistance Grant Program will provide resources, training and technical assistance to smaller, rural and tribal law enforcement agencies located in the northern and middle states of the United States to support their efforts to reduce violent crime, including drug-related crime and human trafficking.

### Statutory Authority:

Any awards under this solicitation will be made under “reserved funds” section (34 U.S.C. § 10157(b)(1)) of the Edward Byrne Memorial Justice Assistance Grant (JAG) Program. The “reserved funds” section provides that up to 5 percent of the funds available to carry out the JAG Program may be granted for one or more of the purposes specified at 34 USC § 10152 upon a determination that such a grant is necessary “to combat, address, or otherwise respond to precipitous or extraordinary increases in crime, or in a type or types of crime.” Additional authority for awards under this solicitation may be provided by the Consolidated Appropriations Act of 2020, Public Law 116-93, 133 Stat 2317, 2413.

### Program-Specific Information

The Northern and Middle States Rural Law Enforcement Training and Technical Assistance Grant Program will provide resources and TTA to sheriffs, and rural and tribal law enforcement agencies located in northern or middle states, to address precipitous increases of all types of crime unique to this region, including human trafficking and sexual assaults, drug trafficking, and other forms of violent crime.

This program is designed to provide assistance to small, rural, and tribal agencies through services provided by the selected program. The support could enhance information sharing (including investigatory and intelligence data) and dedicated communications capability among federal, state, local, and tribal agencies working throughout these states, and provide previously identified specialized equipment to address crime issues that may be unique to the designated area.

Under this solicitation, the intent is to support agencies in sharing information with other agencies, provide technical assistance so they can participate in projects across the Northern and Middle states, and assist in projects/initiatives that may be unique to their agency or region. This technical assistance may involve the provision of specialized equipment for which the TTA provider must ensure that the proper training is provided.

### Objectives and Deliverables

**Objective:** To assist with the development of an information and intelligence-sharing methodology utilizing existing resources or innovative methods.

**Deliverables:** The applicant will identify existing and emerging resources available to agencies within the Northern and Middle States and educate the agencies on the availability of these resources, and provide assistance in implementation of sharing, integration, and training as needed. These resources should not only assist with sharing but encourage and continue agency interactions in solving violent crime. The applicant should also demonstrate how documentation of successful participation can be replicated across the region.

**Objective:** To develop a program, under BJA guidance, that will enable Northern and Middle States agencies to request specific technical assistance that could include providing hardware/software, specialized equipment, and peer assistance.

**Deliverables:** The applicant will provide a process for the agencies to make a request to address a need of their agency. This will include an application and approval process, assistance in completing the request (including verification of the precipitous or extraordinary increase in crime to be addressed), and ensuring that, should the request include specialized equipment, appropriate training is provided before the equipment can be used.

Applicants must demonstrate how they will be able to provide requested specialized services and equipment and how that will be reported to BJA on a quarterly basis. This data will then be formulated into an annual report summarizing this initiative, highlighting the distribution of funding, accomplishments, lessons learned, and promising practices that could be emulated in the future. The report will be prepared by the selected TTA provider and submitted to BJA.

**Objective:** To support real-time crime centers (RTCCs) or intelligence centers that are either established or proposed for development.

**Deliverables:** The applicant will provide TTA as requested by these agencies which are either expanding an RTCC or intelligence center or are planning to create one. It is preferred that these types of projects be on a regional basis and the proposal clearly show communication and collaboration with existing centers such as fusion centers, the Regional Information Sharing Systems (RISS), the El Paso Intelligence Center (EPIC), and/or the Homeland Security Information Network (HSIN).

Applicants should outline in their proposals a strategic and comprehensive process to achieve the objectives and generate the deliverables that are described above.

The Objectives and Deliverables are directly related to the performance measures that demonstrate the results of the work completed, as discussed under [What an Application Should Include](#).

### **Evidence-Based Programs or Practices**

OJP strongly emphasizes the use of data and evidence in policymaking and program development in criminal justice, juvenile justice, and crime victim services. For additional information and resources on evidence-based programs or practices, see the [OJP Grant Application Resource Guide](#).

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

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

## B. Federal Award Information

Maximum number of awards BJA expects to make	1 award
Estimated maximum dollar amount for that award	\$4,000,000
Total amount anticipated to be awarded	\$4,000,000
Period of performance start date	October 1, 2020
Period of performance duration	24 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.

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 cooperative agreements, which provide 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 more 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 Match Requirement**

This solicitation does not require a match.

Please see the [OJP Grant Application Resource Guide](#) for information on the following:

[Pre-agreement Costs \(also known as Pre-award Costs\)](#)  
[Limitation on Use of Award Funds for Employee Compensation; Waiver](#)  
[Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs](#)  
[Costs Associated with Language Assistance \(if applicable\)](#)

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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.

## 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

This solicitation expressly modifies the OJP Grant Application Resource Guide by not incorporating the “Disclosure of Process Related to Executive Compensation” provisions in the “Application Attachments” section and the “Tribal Authorizing Resolution” provisions in the “Application Elements and Formatting Instructions” section of the OJP Grant Application Resource Guide.

### 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, Timelines, and copies of any memorandum of understanding or cooperative agreement for agencies working as part of the task force identified in the application.

See the Application Elements and Formatting Instructions section of the [OJP Grant Application Resource Guide](#) for information on 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

Include an abstract that summarizes the proposed project (including primary activities, products and deliverables, the service area, and who will benefit) 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.

### 3. Program Narrative

The program narrative must respond to the Review Criteria in the order given. Applications are peer reviewed and scored on answers to the Review Criteria. The program narrative should be double-spaced, using a standard 12-point Times New Roman font 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 length restrictions, BJA may negatively 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 Project/Initiative and Issues To Be Addressed
- b. Project/Initiative 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 "Objectives and Deliverables" in [Section A. Program Description](#).

Applicants should visit OJP's performance measurement page at <https://www.ojp.gov/funding/apply/grant-performance-measurement-and-progress-reporting-information> 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 program and detail how the applicant will gather the required data.

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

Post-award recipients will be required to submit performance metric data semiannually through BJA's online Training and Technical Assistance Reporting Portal. More information on reporting requirements can be found at: <https://www.bjatraininq.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](#).

**Please see the [OJP Grant Application Resource Guide](#) for information on the following:**

4. [Budget Information and Associated Documentation](#) in the Budget Preparation and Submission Information section.
5. [Indirect Cost Rate Agreement](#)
6. [Financial Management and System of Internal Controls Questionnaire \(including applicant disclosure of high-risk status\)](#)

7. [Disclosure of Lobbying Activities](#)
8. [Applicant Disclosure of Pending Applications](#)
10. [Applicant Disclosure and Justification – DOJ High Risk Grantees](#)<sup>2</sup> (if applicable)
11. [Research and Evaluation Independence and Integrity](#)
12. **Additional Attachments**

- a. **Timeline**

Include a comprehensive timeline that identifies milestones, numerically listed deliverables, and who is responsible for each activity (provide title and agency). The task force's regularly scheduled quarterly meeting must be reflected on the timeline.

- b. **Letters of Support or Collaboration**

***Any letters of support or collaboration must be part of the application package, no independent letters will be accepted after the application has been submitted.***

### **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 #16.738 Northern and Middle States Rural Law Enforcement Training and Technical Assistance Grant Program**
2. **Funding opportunity # BJA-2020-17373**

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

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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.

## 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 Project/Initiative (10 percent)**

Applicants will identify how the TTA initiative will address the proposed needs of the Northern and Middle states, to include both TTA and any evaluations or assessments that may need to be completed.

**2. Project/Initiative Design and Implementation (30 percent)**

Fully describe how the initiative will assist Northern and Middle states with increased information and intelligence sharing and improve cooperation and collaboration in dealing with crime trends and issues in the region.

**3. Capabilities and Competencies (30 percent)**

Fully describe the applicant's capabilities to implement the project/initiative submitted and the competencies of the staff assigned to it or who oversee the project. Identify personnel who are critical to the project's successful implementation and discuss their roles, responsibilities, and qualifications. Discuss organizational capabilities or competencies that will directly impact the ability to successfully implement the proposed enforcement project.

**4. Impact/Outcomes – Plan for Collecting the Data Required for this Solicitation's Performance Measures (15 percent)**

Explain how this project's effectiveness will be demonstrated. Describe how performance measure data will be collected, who will collect and report the data, how the data will be stored, and how they will be assessed to measure the impact of proposed efforts. Describe how performance data will be shared with customers and stakeholders.

**5. Budget (15 percent)**

Provide a proposed budget for the entire project period that is complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Budget narratives should demonstrate generally how applicants will maximize cost effectiveness of grant expenditures. Budget narratives should demonstrate cost effectiveness in relation to potential alternatives and the objectives of the project.<sup>3</sup> The funds awarded under this solicitation may not be used for land acquisition or construction projects, and may not be used to provide any security enhancements or any equipment to any non-governmental entity that is not engaged in law enforcement or law enforcement support, criminal or juvenile justice, or delinquency prevention.

### Review Process

BJA reviews an application to make sure that the information presented is reasonable, understandable, measurable, achievable, and consistent with the solicitation requirements. See

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

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

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

Please see the [OJP Grant Application Resource Guide](#) for information on the following:

### [Federal Award Notices](#)

#### [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](#)

#### **General Information About [Post-Federal Award Reporting Requirements](#)**

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

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

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**

Please see the [OJP Grant Application Resource Guide](#) for information on the following:

[Freedom of Information and Privacy Act \(5 U.S.C. § 552 and 5 U.S.C. § 552a\)](#)

[Provide Feedback to OJP](#)

## Appendix A: Performance Measures Table

Objectives	Performance Measure	Data Program Provides
Objective 1: Support law enforcement agencies in the Northern and Middle states to reduce violent crime, drugs, and traffickers through training.	Number of trainings conducted	Number of trainings (by type): <ul style="list-style-type: none"> <li>• In-person</li> <li>• Web-based</li> <li>• CD/DVD</li> <li>• Peer-to-peer</li> <li>• Workshop</li> </ul>
	Number of participants who attended the training	Number of individuals who: <ul style="list-style-type: none"> <li>• Attended the training (in-person) or started the training (web-based)</li> <li>• Completed the training</li> <li>• Completed an evaluation at the conclusion of the training</li> <li>• Completed an evaluation and rated the training as satisfactory or better</li> <li>• Completed the post-test with an improved score over their pre-test</li> </ul>
	Percentage of participants who successfully completed the training	
	Percentage of participants who rated the training as satisfactory or better	
	Percentage of participants trained who subsequently demonstrated performance improvement	
	Percentage of scholarship recipients surveyed who reported that the training provided information that could be utilized in their job	Number of individuals who: <ul style="list-style-type: none"> <li>• Received a scholarship</li> <li>• Completed the training</li> <li>• Completed a survey at the conclusion of the training</li> <li>• Reported the training provided information that could be utilized in their job</li> </ul>
	Number of curricula developed	Number of training curricula: <ul style="list-style-type: none"> <li>• Developed</li> <li>• Pilot tested</li> <li>• Revised after being pilot tested</li> </ul>
	Number of curricula that were pilot tested	
Percentage of curricula that were revised after pilot testing		

Objectives	Performance Measure	Data Program Provides
Objective 2: Provide assistance to law enforcement agencies in the Northern and Middle states to reduce violent crime, drugs, and traffickers through short-term and comprehensive technical assistance.	Percentage of requesting agencies that rated services as satisfactory or better	<ul style="list-style-type: none"> <li>• Number of onsite visits completed</li> <li>• Number of reports submitted to requesting agencies after onsite visits</li> <li>• Number of requesting agencies that completed an evaluation of services</li> <li>• Number of agencies that rated the services as satisfactory or better (in terms of timeliness and quality)</li> <li>• Number of follow-ups with requesting agencies completed 6 months after onsite visit</li> <li>• Number of agencies that were planning to implement at least one or more recommendations 6 months after the onsite visit</li> </ul>
	Percentage of requesting agencies 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"> <li>• Number of peer-to-peer visits completed</li> <li>• Number of peer visitors who completed an evaluation</li> <li>• Number of peer visitors who reported that the visit was useful in providing information on policies or practices</li> <li>• Number of follow-ups with the requesting peer visitor completed 6 months after the peer-to-peer visit</li> <li>• Number of peer visitors who were planning to implement at least one or more recommendations 6 months after the onsite visit</li> </ul>
	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	
	Percentage of requesting agencies of other onsite services that rated the services provided as satisfactory or better	<ul style="list-style-type: none"> <li>• Number of other onsite services provided</li> <li>• Number of requesting agencies that completed an evaluation of other onsite services</li> <li>• Number of agencies that rated the services as satisfactory or better</li> </ul>
Objective 3: Increase information provided to BJA and the criminal justice community.	Number of conferences or advisory/focus groups held	<ul style="list-style-type: none"> <li>• Number of conferences or advisory/focus groups held</li> <li>• Number of conference or advisory/focus group attendees who completed an evaluation</li> </ul>
	Percentage of advisory/focus groups	

Objectives	Performance Measure	Data Program Provides
	evaluated as satisfactory or better	<ul style="list-style-type: none"> <li>• Number of conference or advisory/focus group attendees who rated the advisory/focus group as satisfactory or better</li> </ul>
	Number of publications developed	<ul style="list-style-type: none"> <li>• Number of publications/resources developed</li> </ul>
	Number of publications disseminated	<ul style="list-style-type: none"> <li>• Number of publications/ resources disseminated</li> </ul>
	Percentage of websites developed and maintained	<ul style="list-style-type: none"> <li>• Number of websites developed</li> <li>• Number of websites maintained</li> </ul>
	Percentage increase in the number of visits to websites	<ul style="list-style-type: none"> <li>• Number of visits to websites during the current reporting period</li> <li>• Number of visits to websites during the previous reporting period</li> </ul>
	Percentage of information requests responded to	<ul style="list-style-type: none"> <li>• Number of information requests</li> <li>• Number of information requests responded to</li> </ul>



## Appendix B: Application Checklist

### FY 2020 Northern and Middle States Rural Law Enforcement Training and Technical Assistance Grant Program

This application checklist has been created as an aid in developing an application.

#### What an Applicant Should Do:

##### *Prior to Registering in Grants.gov:*

- Acquire a DUNS Number (see [OJP Grant Application Resource Guide](#))
- Acquire or renew registration with SAM (see [OJP Grant Application Resource Guide](#))

##### *To Register with Grants.gov:*

- Acquire AOR and Grants.gov username/password (see [OJP Grant Application Resource Guide](#))
- Acquire AOR confirmation from the E-Biz POC (see [OJP Grant Application Resource Guide](#))

##### *To Find Funding Opportunity:*

- Search for the Funding Opportunity on Grants.gov (see [OJP Grant Application Resource Guide](#))
- Access Funding Opportunity and Application Package (see [OJP Grant Application Resource Guide](#))
- Sign up for Grants.gov email [notifications](#) (optional) (see [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 [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 [OJP Grant Application Resource Guide](#))

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

- Contact NCJRS regarding experiencing technical difficulties (see [OJP Grant Application Resource Guide](#))

#### Overview of Post-Award Legal Requirements:

- Review the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2020 Awards](#)" in the [OJP Funding Resource Center](#).

#### Scope Requirement:

- The federal amount requested is within the allowable limit(s) of \$4,000,000.

### Eligibility Requirement:

Eligible applicants are limited to limited to nonprofit or for-profit organizations (including tribal nonprofit and for-profit organizations). Applicants must possess experience in providing TTA on a national level to state, local, and tribal law enforcement agencies, sheriff's offices, and other criminal justice entities. The applicant's experience should be in organizing and implementing training (both in class and online), regional meetings, and technical assistance engagements. It would be an additional benefit if the applicant's experience was related to providing training in the area of violent crime reduction, effective awareness and prevention training, information and intelligence sharing, support for real time crime and regional intelligence centers, and providing requested equipment and training as needed. The applicant must have the capacity to deliver these TTA services to remote locations in the Northern and Middle states.

### What an Application Should Include:

The following items are critical application elements required to pass Basic Minimum Requirements review. An application that OJP determines does not include the application elements that must be included in the application submission in order for the application to meet the basic minimum requirements, will neither proceed to peer review, nor receive further consideration.

- Program Abstract (see page 8)
  - Program Narrative (see page 8)
  - Budget Detail Worksheet and Narrative (see [OJP Grant Application Resource Guide](#))
  - Timeline (see page 10)
  - MOU/coop agreement (see page 10)
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- Application for Federal Assistance (SF-424) (see [OJP Grant Application Resource Guide](#))
  - Indirect Cost Rate Agreement (if applicable) (see [OJP Grant Application Resource Guide](#))
  - Financial Management and System of Internal Controls Questionnaire (see [OJP Grant Application Resource Guide](#))
  - [Disclosure of Lobbying Activities \(SF-LLL\)](#) (see [OJP Grant Application Resource Guide](#))
  - Applicant Disclosure of Pending Applications (see [OJP Grant Application Resource Guide](#))
  - Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable) (see [OJP Grant Application Resource Guide](#))
  - Research and Evaluation Independence and Integrity (see [OJP Grant Application Resource Guide](#))

### Additional Attachments

- Request and Justification for Employee Compensation; Waiver (if applicable) (see page 7)
- Letters of Support, MOUs, etc. (see page 10)

(Note: Any letters of support must be part of the application package; no independent letters will be accepted after the application has been submitted.)