

Public Safety Officers' Benefits (PSOB) National Law Enforcement Survivor Support and National Firefighter and First Responder Survivor Support Program

March 17, 2020

The due date has been extended by two weeks to March 31, 2020. OJP is actively assessing the potential impacts that COVID-19 may have on the FY 2020 grant application process and will continue to monitor the situation and determine if additional adjustments to closing dates will be needed. Thank you for your attention to this update.

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



Public Safety Officers' Benefits (PSOB) National Law Enforcement Survivor Support and National Firefighter and First Responder Survivor Support Program FY 2020 Competitive Grant Solicitation

CFDA #16.571

Grants.gov Solicitation Number: BJA-2020-17374

Solicitation Release Date: January 28, 2020

Application Deadline: 11:59 p.m. eastern time on March 31, 2020

The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), [Bureau of Justice Assistance](#) (BJA) is seeking applications for funding for the Public Safety Officers' Benefits (PSOB) National Law Enforcement Survivor Support and National Firefighter and First Responder Survivor Support Program. The PSOB Program furthers the Department's mission by supporting law enforcement and other public safety officers and their families through providing federal benefits for line-of-duty deaths and catastrophic injuries. This program also provides survivor peer support and counseling services and resources to survivors of fallen law enforcement officers, firefighters, and other first responders nationwide.

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

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. The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

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

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

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 31, 2020.

To be considered timely, an application must be submitted by the application deadline using Grants.gov, and the applicant must have received a validation message from Grants.gov that indicates successful and timely submission. OJP urges applicants to submit applications at least 72 hours prior to the application due date, to allow time for the applicant to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

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

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

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

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PUBLIC SAFETY OFFICERS' BENEFITS (PSOB) NATIONAL LAW ENFORCEMENT SURVIVOR SUPPORT AND NATIONAL FIREFIGHTER AND FIRST RESPONDER SURVIVOR SUPPORT PROGRAM CFDA # 16.571

A. Program Description

Overview

Enacted in 1976, the Public Safety Officers' Benefits Program is a unique effort of the Bureau of Justice Assistance; the PSOB Office; local, state, tribal, and federal public safety agencies; and national organizations to provide death, disability, and education benefits to those eligible for the program. This collaboration relies heavily on the ability of the PSOB Office to work with national stakeholders to maintain and enhance a wide range of effective survivor resources, including national peer support and counseling programs, which assist the families of public safety officers who have fallen in the line of duty.

Statutory Authority: 34 U.S.C. § 10281(a) (Death Benefits); 34 U.S.C. § 10281(b) (Disability Benefits); 34 U.S.C. § 10302 (Education Benefits); 34 U.S.C. § 10283 (National programs for families of public safety officers who have sustained fatal or catastrophic injury in the line of duty)

Program-Specific Information

In FY 2019, the PSOB Office determined 417 death claims, 79 disability claims, and 608 education claims. The PSOB Office requires the assistance of demonstrated national leaders in the field of peer support and counseling services to provide vital and expert resources to survivors of fallen law enforcement officers, firefighters, and other first responders. Leveraging the experience and resources of national organizations will serve to increase awareness of PSOB benefits, and the submission of PSOB application and claim documentation. Additional information regarding the PSOB Death, Disability, and Education Programs and the PSOB Act and regulations can be found at www.psob.gov.

Goal and Deliverables

The goal of this initiative is to provide survivor peer support and counseling services and resources to survivors of fallen law enforcement officers, firefighters, and other first responders nationwide. Deliverables are described below.

Law Enforcement Survivor Support

Minimum deliverables will include the design, development, and sustainment of a wide range of peer support and counseling services and related resources to assist families of law enforcement officers from federal, state, local, and tribal departments in every state and territory

who have died in the line of duty. These programs should be based on recognized practices and models for support and counseling programs, while also identifying new ways to enhance services to families of America's fallen and catastrophically injured law enforcement officers. Key deliverables will include, but are not limited to, the following:

- Development, enhancement, and expansion of training and ongoing technical assistance to increase awareness of PSOB and support law enforcement agencies as they file for PSOB benefits on behalf of survivors of fallen law enforcement officers and catastrophically injured officers, including training and technical assistance to support departments in filing all PSOB applications and related documentation online.
- Development and implementation of a memorial event to honor the nation's fallen law enforcement officers and recognize and support their surviving families, friends, and co-workers.
- Development, enhancement, and maintenance of a secure research database for fallen law enforcement officers, including survivors' contact information, to assist in honoring law enforcement officers at the memorial event, and tracking and providing notification to spouses and children who may be eligible for PSOB educational assistance benefits in future years.

Firefighter and First Responder Survivor Support

Minimum deliverables will include the design, development, and sustainment of a wide range of peer support and counseling services and related resources to assist families of career and volunteer firefighters and first responders from federal, state, local, and tribal departments in every state and territory who have died in the line of duty. These programs should be based on recognized practices and models for support and counseling programs, while also identifying new ways to enhance services to families of America's fallen and catastrophically injured firefighters and first responders. Key deliverables will include, but are not limited to, the following:

- Development, enhancement, and expansion of training and ongoing technical assistance to increase awareness of PSOB and support career and volunteer fire departments and first responder agencies as they file for PSOB benefits on behalf of survivors of fallen firefighters and first responders or firefighters and first responders catastrophically injured in the line of duty, including training and technical assistance to support departments in filing all PSOB applications and related documentation online.
- Development and implementation of a memorial event to honor the nation's fallen firefighters and recognize and support their surviving families, friends, and co-workers.
- Development, enhancement, and maintenance of a secure research database for fallen career and volunteer firefighters, including survivors' contact information, to assist in honoring firefighters at the memorial event, and tracking and providing notification to spouses and children who may be eligible for PSOB educational assistance benefits in future years.

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

B. Federal Award Information

Maximum number of awards BJA expects to make	2
Estimated maximum dollar amount for each award	
- Law Enforcement Award:	\$5,500,000
- Firefighter and First Responder Award:	\$5,500,000
Total amount anticipated to be awarded under solicitation	\$11,000,000
Period of performance start date	May 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.

All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.

Type of Award

BJA expects to make any award under this solicitation as a cooperative agreement, which provides for OJP to have substantial involvement in carrying out award activities. See the "Administrative, National Policy, and Other Legal Requirements" section of the [OJP Grant Application Resource Guide](#) for 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 Requirements¹ as set out at 2 C.F.R.

¹ 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.

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)

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 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 Narrative, Budget Detail Worksheet (including Budget Narrative).

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

Applications should include a project abstract (no more than 400 words) that summarizes the proposed project including primary activities, products and deliverables, the service area, and who will benefit. 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 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 for an overview of performance measurement activities at OJP.

Post award, grant recipients will be required to submit performance metric data semi-annually through BJA’s online Training and Technical Assistance Reporting Portal. More information on the reporting requirements can be found at: <https://bjatta.bja.ojp.gov/working-with-nttac/providers>.

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

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

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

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:

- [Budget Information and Associated Documentation](#) in the “Budget Preparation and Submission Information” section.
- [Indirect Cost Rate Agreement](#)
- [Financial Management and System of Internal Controls Questionnaire \(including applicant disclosure of high-risk status\)](#)
- [Disclosure of Lobbying Activities](#)
- [Applicant Disclosure of Pending Applications](#)
- [Research and Evaluation Independence and Integrity](#)

How To Apply (Grants.gov)

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

Registration and Submission Steps

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

1. **CFDA Number: 16.571**
2. **Grants.gov Solicitation Number: BJA-2020-17374**

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

E. Application Review Information

Review Criteria

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

1. Description of the Issue (15 percent)

Demonstrate significant knowledge and experience regarding PSOB Programs and the use of training, technical assistance, and related resources to initiate and enhance national peer support and counseling programs to assist families of law enforcement officers, firefighters, and other first responders who have died in the line of duty, and to provide PSOB death claim assistance to families of fallen law enforcement officers, firefighters, and other first responders. Knowledge and experience must include the delivery of public safety information and assistance on a national scale. Significant knowledge, skills, and abilities of public safety and survivor communities are required.

2. Project Design and Implementation (30 percent)

Describe the design, development, and implementation of practical and innovative initiatives to respond to the need(s) outlined in the Program-Specific Information section on page 4. Provide a realistic timeline of key activities related to the project design, and describe how the project will be frequently monitored to address and resolve design defects to reduce and prevent delays. List short- and long-term outcomes that will result from the project's implementation.

3. Capabilities and Competencies (25 percent)

Describe the applicant's management structure, staffing, and in-house or contracted capacity to complete the deliverables outlined on pages 4–5. Provide evidence that the key project individuals anticipated to work on the project and the organization itself are clearly ahead of the curve on the expertise required to provide national peer support and counseling programs to assist survivors and law enforcement agencies, and career and volunteer fire department and first responder agencies, nationwide, in turn allowing the BJA/PSOB Office to determine death claims as effectively and efficiently as possible.

4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (15 percent)

Describe how the applicant will measure project performance and success, including adherence to the timelines, completion of deliverables, and the collection and use of feedback from public safety agencies and survivors. Detail who is responsible for measuring performance, and how the information will be used to guide the project.

5. Budget (15 percent): 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.²

Provide a proposed budget that is complete and allowable according to the OJP Financial Guide (www.ojp.usdoj.gov/financialguide/index.htm) and cost effective. Budget Narratives should demonstrate how applicants will maximize cost effectiveness of grant expenditures. Budget Narratives should demonstrate cost effectiveness in relation to potential alternatives and the goals of the project.

Review Process

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

² 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.

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 1.

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 I: Performance Measures Table

Objectives	Performance Measure	Data Grantee Provides
<p>Support the development, implementation, and sustainment of comprehensive, evidence- based, survivor services through training and technical assistance, and peer support and counseling services.</p>	<p>Number of trainings conducted</p> <p>Number of participants who attend the training</p> <p>Percentage of participants who successfully completed the training</p> <p>Percentage of participants who rated the training as satisfactory or better</p> <p>Percentage of participants trained and subsequently demonstrated performance improvement</p> <p>Percentage of scholarship recipients surveyed who reported that the training provided information that could be utilized in their job.</p> <p>Number of curricula developed</p> <p>Number of curricula that were pilot tested</p> <p>Percentage of curricula that were revised after pilot testing</p>	<p>For the current reporting period:</p> <p>Number of trainings (by type):</p> <ul style="list-style-type: none"> • In-person • Web-based • CD/DVD/USB flash drive • Peer-to-peer • Workshop <p>Number of individuals who:</p> <ul style="list-style-type: none"> • Attended the training (in-person) or started the training (web-based) • Completed the training • Completed an evaluation at the conclusion of the training • Completed an evaluation and rated the training as satisfactory or better • Completed the post-test with an improved score over their pre-test <p>For the current reporting period, number of individuals who:</p> <ul style="list-style-type: none"> • Received a scholarship • Completed the training • Completed a survey at the conclusion of the training • Reported the training provided information that could be utilized in their job <p>Number of training curricula:</p> <ul style="list-style-type: none"> • Developed • Pilot tested • Revised after being pilot tested
	<p>Percentage of requesting agencies who rated services as satisfactory or better</p> <p>Percentage of requesting agencies that were planning to</p>	<p>For the current reporting period:</p> <ul style="list-style-type: none"> • Number of onsite visits completed

Objectives	Performance Measure	Data Grantee Provides
	implement one or more recommendations	<ul style="list-style-type: none"> • Number of reports submitted to requesting agencies after onsite visits • Number of requesting agencies who completed an evaluation of services • Number of agencies who rated the services a satisfactory or better <ul style="list-style-type: none"> ○ a) in terms of timeliness ○ b) quality • Number of follow-ups with requesting agencies completed 6 months after onsite visit • Number of agencies that were planning to implement at least one or more recommendations 6 months after the onsite visit

	<p>Percentage of peer visitors who reported that the visit to the other agency was useful in providing information on policies or practices</p> <p>Percentage of peer visitors that were planning to implement one or more policies or practices 6 months after they were observed at the visited site</p> <p>Percentage of requesting agencies of other onsite services who rated the services provided as satisfactory or better</p>	<ul style="list-style-type: none"> • Number of peer-to-peer visits completed • Number of peer visitors who completed an evaluation • Number of peer visitors who reported that the visit was useful in providing information on policies or practices • Number of follow-ups with the requesting peer visitor completed 6 months after the peer-to-peer visit • Number of peer visitors who were planning to implement at least one or more recommendations 6 months after the onsite visit • Number of other onsite services provided • Number of requesting agencies who completed an evaluation of other onsite services • Number of agencies who rated the services a satisfactory or better
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<p>Increase survivor-focused information provided to BJA and the law enforcement, fire service, and first responder communities</p>	<p>Number of conferences or advisory/focus groups held</p> <p>Percentage of advisory/focus groups evaluated as satisfactory or better.</p> <p>Number of publications developed</p> <p>Number of publications disseminated</p> <p>Percent of web sites developed and maintained.</p> <p>Percent increase in the number of visits to web sites</p> <p>Percentage of information requests responded to</p>	<p>For the current reporting period:</p> <ul style="list-style-type: none"> • Number of conferences or advisory/focus groups held • Number of conference or advisory/focus group attendees who completed an evaluation • Number of conference or advisory/focus group attendees who rated the advisory/focus group as satisfactory or better • Number of publications/resources developed • Number of publications/resources disseminated <ul style="list-style-type: none"> ○ Number of web sites developed. ○ Number of web sites maintained. • Number of visits to web sites during the current reporting period • Number of visits to web sites during the previous reporting period • Number of information requests • Number of information requests responded to
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Appendix II: Checklist

Public Safety Officers' Benefits (PSOB) National Law Enforcement Survivor Support and National Firefighter and First Responder Survivor Support Program

FY 2020 Competitive Grant Announcement

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 BJA 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 of \$7,400,000.

Eligibility Requirement:

- The following entities are eligible to apply: nonprofit and for-profit organizations (including tribal nonprofit and for-profit organizations).

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 Narrative (see page 8)
- Budget Detail worksheet (including narrative) (see [OJP Grant Application Resource Guide](#))
- Application for Federal Assistance (SF-424) (see [OJP Grant Application Resource Guide](#))
- Project Abstract (see page 8)
- 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 of High Risk Status (see [OJP Grant Application Resource Guide](#))

Additional Attachments:

- Research and Evaluation Independence and Integrity (see [OJP Grant Application Resource Guide](#))
- Request and Justification for Employee Compensation; Waiver (if applicable) (see page 7)