

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



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## **BJA FY 2020 Law Enforcement Training & Technical Assistance Response Center FY 2020 Competitive Grant Solicitation**

**CFDA #16.738**

**Grants.gov Solicitation Number:** BJA-2020-18813

**Solicitation Release Date:** July 10, 2020

**Application Deadline:** 11:59 p.m. eastern time on August 10, 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 to fund a training and technical assistance (TTA) provider that will provide law enforcement agencies with information and expertise from multiple organizations or consortia via a one-stop, dedicated response center.

This program furthers the Department's mission by assisting state, local, and tribal jurisdictions in reducing crime and improving the functioning of the criminal justice system, specifically through support for innovative and evidence-based policing practices, more effective information sharing, and multi-agency collaboration.

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:

- For-profit organizations (including tribal for-profit organizations) with experience providing high level TTA to law enforcement agencies
- Nonprofit organizations (including tribal nonprofit organizations) with experience providing high level TTA to law enforcement agencies
- Institutions of higher education (including tribal institutions of higher education) with experience providing high level TTA to law enforcement agencies

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 August 10, 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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# BJA FY 2020 LAW ENFORCEMENT TRAINING & TECHNICAL ASSISTANCE RESPONSE CENTER CFDA # 16.738

## A. Program Description

### Overview

BJA seeks to fund a national training and technical assistance provider to act as a single point of contact for law enforcement agencies at the state, local, and tribal levels to address issues currently affecting the law enforcement community.

**Statutory Authority:** Authority for awards under this solicitation is provided by the Consolidated Appropriations Act of 2020, Public Law 116-93, 133 Stat 2317, 2413. Additional authority for awards under this solicitation is provided by the “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.”

### Program-specific Information

BJA requires the assistance of demonstrated national leaders in the field of law enforcement. Working with a one-stop TTA provider with deep knowledge of the law enforcement profession and constituency groups, acting as the dedicated repository and response center, they will pool their collective knowledge and expertise to provide TTA to state, local, and tribal law enforcement agencies on the day-to-day issues that they face. Leveraging the experience and resources of these national organizations via this response center will increase cooperation and provide real-time support on issues that a single organization may not have had experience with in the past.

### Objectives and Deliverables

**The ability to provide TTA encompasses a host of tools and methods, including training, peer-to-peer consultation, analysis, coaching, and strategic planning.** Specifically, the objectives under this solicitation are to:

- Coordinate TTA provided by the national leaders.
- Develop information and resources for the field.
- Deliver TTA to state, local, and tribal law enforcement agencies.

The required activities and deliverables for this solicitation are:

- Assess TTA requests, matching each request with an appropriate response. Then monitor the delivery of the TTA, assessing the quality of the TTA engagement, and report on the TTA activity and assessment.
- Collect lessons learned and other examples of use for law enforcement and disseminate them via publications, media platforms, and conference presentations.

- In close consultation with BJA, propose and develop a minimum of six original publications or white papers to address current or emerging law enforcement/criminal justice topics.
- Routinely update BJA about TTA requests, TTA responses, and overall progress.
- Toolkits, reports, and publications
- Webinars and live online training
- In-person training
- Virtual mentoring by subject matter experts to share information on promising practices
- Meeting facilitation
- On-line consulting

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

**B. Federal Award Information**

Maximum number of awards BJA expects to make	1
Estimated maximum dollar amount for each award	\$3,000,000
Total amount anticipated to be awarded under solicitation	\$3,000,000
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.

BJA may elect to fund applications submitted under this FY 2020 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and on the availability of appropriations.

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](#) 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 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 the 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 Narrative, Budget Detail Worksheet and Budget Narrative. **This solicitation expressly modifies the OJP Grant Application Resource Guide by not**

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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.

incorporating the “Disclosure of Process Related to Executive Compensation” provisions in the “Application Attachments” section of the OJP Grant Application Resource Guide.

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

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 solicitation and the Review Criteria (1–5 on page 10) in the order given. The program narrative must be double-spaced, using a standard 12-point Times New Roman font with 1-inch margins, and must not exceed **20** pages. Please number pages “1 of 20,” “2 of 20,” etc. If the program narrative fails to comply with these length-related restrictions, BJA may consider such noncompliance in peer review and in final award decisions. The following sections should be included as part of the program narrative:

- a. Description of the Issue
- b. Project Design and Implementation
- c. Capabilities and Competencies
- d. Plan for Collecting 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 grant program and detail how the applicant will gather the required data.

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

Post award, grant recipients will be required to submit performance measures 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>.

#### **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](#)
9. [Applicant Disclosure and Justification – DOJ High Risk Grantees<sup>2</sup>](#)
10. [Research and Evaluation Independence and Integrity](#)
11. **Additional Attachments**
  - a. **Timeline**

Attach a timeline that includes each program objective, related deliverables and activities, expected completion dates, and responsible person(s) or organization(s).

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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.



- b. Résumés and Letters of Support  
Attach the position descriptions, résumés of key program staff and partner(s), if applicable, as well as letters of support.

### **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 - Edward Byrne Memorial Justice Assistance Grant Program**
2. **Funding Opportunity #: BJA-2020-18813**

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 (10 percent)
2. Project Design and Implementation (35 percent)
3. Capabilities and Competencies (35 percent)
4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (10 percent)
3. Budget (10 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.<sup>3</sup>

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

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

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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.

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, the Assistant Attorney General will make all final award decisions and 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**

<b>Objective</b>	<b>Performance Measure(s)</b>	<b>Data Recipient Provides</b>
<p>Objective 1: Support law enforcement through the development and implementation of training</p>	<p>Number of trainings conducted</p> <p>Number of participants who attended 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 who subsequently demonstrated performance improvement</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>Number of Trainings (by type):</p> <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> <p>Number of individuals who:</p> <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> <p>Number of training curricula:</p> <ul style="list-style-type: none"> <li>- Developed</li> <li>- Pilot tested</li> <li>- Revised after being pilot tested</li> </ul>
<p>Objective 2: Support law enforcement through short-term and comprehensive technical assistance</p>	<p>Percentage of requesting agencies that rated services as satisfactory or better</p> <p>Percentage of requesting agencies that were planning to implement one or more recommendations</p>	<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</li> </ul>

<b>Objective</b>	<b>Performance Measure(s)</b>	<b>Data Recipient Provides</b>
Objective 3: Increase information provided to BJA and the criminal justice community	<p>Number of conferences or advisory/focus groups held</p> <p>Number of publications developed</p> <p>Number of publications disseminated</p> <p>Number of websites developed</p> <p>Percentage of information requests responded to</p>	<p>Number of conferences or advisory/focus groups held</p> <p>Number of conference or advisory/focus group attendees who completed and evaluation and number completed satisfactory or better</p> <p>Number of publications developed</p> <p>Number of publications disseminated</p> <p>Number of websites Developed</p> <p>Number of websites Maintained</p> <p>Number of visits to websites during the current reporting period</p> <p>Number of visits to websites during the</p> <p>Number of information requests</p> <p>Number of information requests responded to</p>

**Appendix B: Application Checklist**  
**BJA FY 2020 Law Enforcement Training & Technical Assistance Response Center**

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 \$3,000,000.

**Eligibility Requirement:** Eligible applicants are limited to any national nonprofit organizations, for-profit (commercial) organizations (including tribal nonprofit or for-profit organizations) and Institutions of higher education (including tribal institutions of higher education) with experience providing high level TTA to law enforcement agencies.

**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 7)
- Budget Detail Worksheet (including Budget Narrative) (see [OJP Grant Application Resource Guide](#))
  
- Application for Federal Assistance (SF-424) (see [OJP Grant Application Resource Guide](#))
- Project Abstract (see page 7)
- 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](#))
- Request and Justification for Employee Compensation; Waiver (if applicable) (see [OJP Grant Application Resource Guide](#))

**Additional Attachments**

- Timeline (see page 8)
- Résumés and Letters of Support (see page 9)