



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#) is seeking applications for a national officer safety and wellness training and technical assistance coordinator to continue, and enhance, the Preventing Violence Against Law Enforcement and Ensuring Officer Resilience and Survivability (VALOR) program. This program furthers the Department's mission by improving the criminal justice system, enhancing law enforcement safety and wellness, and providing support efforts including training and technical assistance programs strategically targeted to address law enforcement safety and wellness needs.

National Initiatives: Officer Safety and Wellness Initiative—VALOR FY 2013 Competitive Grant Announcement

Eligibility

Eligible applicants are limited to national, regional, state, or local public and private entities, including nonprofit and for-profit organizations (including tribal nonprofit or for-profit organizations), faith-based and community organizations, institutions of higher education (including tribal institutions of higher education), and units of local government (including federally recognized Indian tribal governments as determined by the Secretary of the Interior) that support national initiatives to improve law enforcement officer safety and wellness. For-profit organizations must agree to forgo any profit or management fee.

BJA may elect to make awards for applications submitted under this solicitation in future fiscal years, dependent on the merit of the applications and on the availability of appropriations.

Deadline

Applicants must register with [Grants.gov](#) prior to submitting an application. (See "How To Apply," page 20.) All applications are due by 8:00 p.m. eastern time on May 2, 2013. (See "Deadlines: Registration and Application," page 4.)

Contact Information

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726 or 606-545-5035, or via e-mail to support@grants.gov.

Note: The [Grants.gov](#) Support Hotline hours of operation are 24 hours a day, 7 days a week, except federal holidays.

For assistance with any other requirements of this solicitation, contact Deborah Meader, Policy Advisor, by telephone at 202-305-2601 or by e-mail at deborah.meader@usdoj.gov.

Grants.gov number assigned to this announcement: BJA-2013-3519

Release date: March 4, 2013

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National Initiatives: Officer Safety and Wellness Initiative— VALOR (CFDA #16.738)

Overview

The BJA Officer Safety and Wellness Initiative focuses on providing a holistic approach to improving and reinforcing law enforcement safety, resilience, health, and wellness. In order for an officer to maximize his or her safety, the officer must have the best tactical training available, the most appropriate equipment, be in the best physical shape possible, be well-rested, be mentally and emotionally well, and have the tools needed to strengthen resiliency—the ability to return to one’s natural and unstressed state, both emotionally and physiologically—and survive performing the duties of a law enforcement officer. Addressing officer safety in this holistic manner provides officers and their agencies the skills needed to perform their duties in the safest manner possible and gives them ways to help identify and regulate their stress, maximizing their overall health and wellness.

Through this current funding opportunity, BJA is seeking to continue and enhance its tactical awareness component through the Preventing Violence Against Law Enforcement and Ensuring Officer Resilience and Survivability (VALOR) program. It also seeks to expand its work in officer health and wellness by creating a training to be used in VALOR to give law enforcement tools they can use to identify and reduce stress brought on in the daily performance of their duties. According to the Mayo Clinic, stress can affect a person’s body, thoughts, behavior, and emotions; and if stress is left unmanaged, it can contribute to health problems as well.¹

This program is funded under the Edward Byrne Memorial Justice Assistance Grant (JAG) Program. The JAG Program (42 U.S.C. 3751(a)) is the primary provider of federal criminal justice funding to state and local jurisdictions, and JAG funds support all components of the criminal justice system. The JAG Program authorization also provides that “the Attorney General may reserve not more than 5 percent, to be granted to 1 or more States or units of local government, for 1 or more of the purposes specified in section 3751 of this title, pursuant to his determination that the same is necessary—(1) to combat, address, or otherwise respond to precipitous or extraordinary increases in crime, or in a type or types of crime” (42 U.S.C. 3756).

Deadlines: Registration and Application

Applicants must register with Grants.gov in order to submit an application. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications 72 hours prior to the application due date. The deadline to apply for funding under this announcement is 8:00 p.m. eastern time on May 2, 2013. See “How to Apply” on page 20 for details.

¹ Mayo Clinic, Diseases and Conditions, Stress Management, In-Depth, Stress symptoms: Effects on your body, feelings and behavior. Accessed March 4, 2013 at www.mayoclinic.com/health/stress-symptoms/SR00008_D.

Eligibility

Refer to the title page for eligibility under this program.

VALOR Program—Specific Information

VALOR is a U.S. Attorney General initiative that directly responds to the increase in assaults and violence against law enforcement. It was created to address the spike in law enforcement fatalities that began in 2009 with several deadly incidents that involved multiple law enforcement fatalities. According to the National Law Enforcement Officers Memorial Fund (NLEOMF), there is an average of 1 law enforcement death every 53 hours, or 164 per year. In 2010, there were 154 fatalities, of which 59 were firearms related. In 2011, law enforcement fatalities grew to 163.² According to preliminary data gathered by the NLEOMF, there was a 23-percent decrease in officer fatalities in 2012 when compared to 2011. During this same time, BJA and VALOR worked tirelessly to disseminate trainings and promote officer safety and increase officer safety awareness with the goal of reducing the number of fatalities from previous years.

VALOR is a tactical awareness training and technical assistance program that is being delivered throughout the nation to state, local, and tribal law enforcement professionals and is designed to help prevent violence against law enforcement and ensure officer survivability following a violent encounter. It provides critical training to help officers identify potentially deadly encounters before they occur and prevent them, or survive them if they cannot be prevented.

In FY 2010 BJA made one cooperative agreement award to an organization for coordination of this BJA-led national officer safety training and technical assistance program. See www.valorforblue.org for more information. In FY 2013, BJA is required to solicit competitive applications for the continued coordination, enhancement, and delivery of the VALOR program and all of its components, as well as enhance its wellness and resilience component through this competitive funding opportunity.

Goals, Objectives, and Deliverables

The goal of this officer safety and wellness program is to improve the immediate and long-term health, wellness, and safety of law enforcement professionals. By providing a holistic approach to officer safety—encompassing not only tactical skills but health and wellness skills as well—law enforcement officers will have the tools needed to address threats in the safest way possible and will be able to use skills to manage their stress and health. BJA seeks to provide these trainings and skills so that officers may lead a safer and healthier professional and personal life.

The VALOR training and technical assistance coordinator will be expected to support the continued development and enhancement of BJA's VALOR initiative. As such, the training and technical assistance coordinator will continue to deliver and further develop the VALOR program and will:

² National Law Enforcement Officers Memorial Fund, Officer Fatality Data, Causes of Law Enforcement Deaths. Accessed on March 4, 2013 at www.nleomf.org/facts/officer-fatalities-data/causes.html.

- Provide an existing, or develop a new, 2-day training curriculum for use in Regional Trainings. Regional Trainings should accommodate 200-400 sworn state, local, and tribal law enforcement officers representing various law enforcement agencies from a particular geographic region. Applicants may include convening focus groups and/or meetings of 8-10 subject matter experts for curriculum development. The coordinator will cover all meeting and travel costs associated with curriculum enhancement and development. The 2-day Regional Training curriculum should cover topics such as:
 - Threats and emerging issues that law enforcement is facing;
 - The circumstances in which assaults on an officer may occur. This training module should look at the situation/circumstances, the offender, and the officer. Each of these “factors” plays a role in whether or not there is an assault on an officer;
 - Behaviors that officers should be aware of to identify a possible armed individual. This module should also teach officers how to effectively write a probable cause statement and how to verbalize their probable cause;
 - Indicators/signs that officers should look for from individuals that may indicate that the individual may be planning to assault the officer;
 - A very basic introduction to some first aid techniques and information on types of first aid materials that they should consider carrying or having available;
 - A discussion meant to re-instill or remind officers about the nobility of and the responsibility that comes with being a law enforcement officer; and
 - Officer safety preparedness and first-hand officer testimonial from a law enforcement officer who has been involved in, and survived, a deadly encounter. Training participants hearing details of the event, how the officer felt and thought, and how the officer coped and recovered are able to see first-hand that a deadly encounter is survivable and that officers must have the will to survive—not give up—and be resilient.

- Support and develop custom 1-day and ½-day specialized trainings for state, local, and tribal law enforcement. These trainings should be tailored to accommodate the needs of the law enforcement audiences. The coordinator will need to work with the requesting and hosting law enforcement agency to identify its needs. Specialized trainings should encompass some of the regional training topics. Each specialized training should accommodate 100-400 sworn law enforcement officers.

- Provide an existing, or develop a new, 2-day Train-the-Trainer workshop for qualified state, local, and tribal law enforcement trainers. This training is intended to assist agencies in developing in-house officer safety training capabilities.

- Provide an existing, or develop a new, 1-day executive briefing to state, local, and tribal law enforcement executives to address officer safety considerations at the executive level. This briefing should advance officer safety strategies by providing an opportunity for law enforcement executives to network and define their agencies’ approach to officer safety issues.

- Provide an existing, or develop a new, response to an active shooter training classroom module to be included in the regional and specialized trainings. This training is intended

to be a basic introductory module for state, local, and tribal law enforcement to introduce them to tactical response considerations for responding to an active shooter situation.

- Provide an existing, or develop a new, resilience skills training classroom module. This training is intended to teach strategies and skills an officer can use to counteract the body's natural physiological response to different situations by using techniques that allow the officer to become aware of the physical (quickened heart rate, perspiration, quickened breathing, and adrenaline surges) and emotional changes that occur in the course of their duties. The goal is for officers to learn to identify physiological changes and practice exercises or methods to self-regulate stress in order to achieve composure and inner-balance, allowing officers to perform their duties and be able to bring themselves back to their regular physical and emotional state.
- Provide existing, or develop new, active shooter response training courses to be expeditiously delivered to state, local, and tribal law enforcement. The awarded grantee will work closely with BJA in training location selection. The following training courses should be available for delivery to the field:
 - Active shooter response tactical training based on and supported by data and analysis of past events, research, and existing tactical responses and encompass both classroom and “real life scenario” training to provide officers and deputies with tactical skills for use during an active shooter event.
 - Train-the-Trainer training for qualified law enforcement trainers. This training should allow trainers to return to their departments—and surrounding departments—to provide an active shooter response training in-house.
 - Active shooter-type event tactical casualty care training to provide law enforcement with strategic tactical skills they can use while providing tactical first aid to wounded fellow law enforcement and other victims during a critical event.
 - Simultaneous coordinated attack training and a model guide for responding to simultaneous coordinated attacks conducted in different locations to provide law enforcement agencies with information and skills to prepare a plan for response to such attacks.

Explore options for studying, over the course of the project period, the use of resilience techniques and skills an officer can use to counteract the body's natural physiological response to different situations. This is intended to teach techniques and skills an officer can use to counteract the body's natural physiological response to different situations by using techniques that allow the officer to become aware of the physical (quickened heart rate, perspiration, quickened breathing, and adrenaline surges) and emotional changes that occur in the course of their duties and when faced with a critical incident.

- Conduct training evaluations for all in-person trainings. The evaluations should collect feedback on the value and usefulness of the training material presented, recommendations, etc.
- Conduct online 90-day surveys of all in-person training participants to gauge the impact of the trainings once the officers returned to their duties. The surveys should also collect

“success stories”/testimonials from officers who used the knowledge they gained from the training.

- Support the data gathering and analysis of incidents related to officer safety, including identifying emerging threats and trends to inform the training sessions, publications, and materials.
- Continue the development and enhancement of the www.valorforblue.org web site, or be able to migrate the web site from the current hosting organization. The web site includes both a public and a secure site. The secure site is for registered confirmed law enforcement users and contains law enforcement sensitive materials including articles, bulletins, and online training.
- Develop and disseminate new online training for the www.valorforblue.org secure site that addresses emerging threats, raises officer safety awareness, etc. Each short training, which should be developed for possible roll call use, must include a one-page poster with the key points of the training. The poster should be appropriate for display in a roll call room and must be downloadable at the end of the online training.
- Develop and disseminate publications, materials, and guides (including possibly updating the Attorney General’s Officer Safety Toolkit; see www.valorforblue.org/Home/Officer_Safety_Toolkit/) to assist the field in improving officer safety.
- Develop—and/or partner with appropriate organizations to develop—an officer safety awareness campaign with materials including training reinforcement tools, articles for publication, and public service announcements to be disseminated nationwide through various methods such as e-mail, Twitter, Facebook, and online.
- Arrange travel for the selected and approved trainers, conducting registration activities before and during the training, securing a training location, providing onsite set-up and logistical direction, etc.
- Work closely with BJA and request approval of all activities prior to developing and/or enhancing trainings; developing publications, materials, guides, etc.; and finalizing training locations.
- Participate in scheduled conference calls (twice monthly) with BJA to coordinate all activities being performed under the VALOR program.
- Provide monthly written updates to BJA on the following information:
 - Number of trainings held
 - Number of people trained
 - Number of future trainings
 - Number of requests for trainings
 - Number of Officer Safety Toolkits disseminated
 - Web hits on www.valorforblue.org site

- Number of registered users on www.valorforblue.org secured site
- Quotes and testimonials from class evaluations and 90-day survey
- List of completed trainings with date, location, type of training, and number of attendees
- List of agencies requesting training and type of training requested

The training coordinator is responsible for coordinating and supporting the training initiative, and *is not* expected to be involved in direct delivery of training content. The training coordinator should partner with appropriate and law enforcement-relevant organizations and individuals who are uniquely situated to support the coordinator in development, enhancement, and direct delivery of the training and technical assistance initiative.

Evidence-Based Programs or Practices

OJP places a strong emphasis on the use of data and evidence in policy making and program development in criminal justice. OJP is committed to:

- Improving the quantity and quality of evidence OJP generates;
- Integrating evidence into program, practice, and policy decisions within OJP and the field; and
- Improving the translation of evidence into practice.

OJP considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence, generally obtained through one or more outcome evaluations. Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which OJP considers a program or practice to be evidence-based. OJP's CrimeSolutions.gov Web site is one resource that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

Amount and Length of Awards

BJA anticipates that it will make one award for a 12-month project period not to exceed \$3,500,000.

This award is subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.

Supplemental funding for this award may be available based on the availability of future appropriated funds and the grantee's history of performance.

Budget Information

Limitation on Use of Award Funds for Employee Compensation; Waiver

With respect to any award of more than \$250,000 made under this solicitation, recipients may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the award recipient at a rate that exceeds 110 percent of the maximum annual salary payable to a member of the Federal Government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. The 2012 salary table for SES employees is available at www.opm.gov/oca/12tables/indexSES.asp. Note: A recipient may compensate an employee at a greater rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

The Assistant Attorney General (AAG) for OJP may exercise discretion to waive, on an individual basis, the limitation on compensation rates allowable under an award. An applicant requesting a waiver should include a detailed justification in the budget narrative of the application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request the applicant to adjust and resubmit the budget.

The justification should include the particular qualifications and expertise of the individual, the uniqueness of the service the individual will provide, the individual's specific knowledge of the program or project being undertaken with award funds, and a statement explaining that the individual's salary is commensurate with the regular and customary rate for an individual with his/her qualifications and expertise, and for the work to be done.

Minimization of Conference Costs

OJP encourages applicants to review the OJP guidance on conference approval, planning, and reporting that is available on the OJP web site at www.ojp.gov/funding/confcost.htm. This guidance sets out the current OJP policy, which requires all funding recipients that propose to hold or sponsor conferences (including meetings, trainings, and other similar events) to minimize costs, requires OJP review and prior written approval of most conference costs for cooperative agreement recipients (and certain costs for grant recipients), and generally prohibits the use of OJP funding to provide food and beverages at conferences. The guidance also sets upper limits on many conference costs, including facility space, audio/visual services, logistical planning services, programmatic planning services, and food and beverages (in the rare cases where food and beverage costs are permitted at all).

Prior review and approval of conference costs can take time (see the guidance for specific deadlines), and applicants should take this into account when submitting proposals. Applicants also should understand that conference cost limits may change and that they should check the guidance for updates before incurring such costs.

Note on food and beverages: OJP may make exceptions to the general prohibition on using OJP funding for food and beverages, but will do so only in rare cases where food and beverages are not otherwise available (e.g., in extremely remote areas); the size of the event and capacity of nearby food and beverage vendors would make it impractical to not provide food and beverages; or a special presentation at a conference requires a plenary address where conference participants have no other time to obtain food and beverages. Any such exception

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requires OJP's prior written approval. The restriction on food and beverages does not apply to water provided at no cost, but does apply to any and all other refreshments, regardless of the size or nature of the meeting. Additionally, this restriction does not affect direct payment of per diem amounts to individuals in a travel status under your organization's travel policy.

Costs Associated with Language Assistance (if applicable)

If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits for individuals with limited English proficiency may be allowable. Reasonable steps to provide meaningful access to services or benefits may include interpretation or translation services where appropriate.

For additional information, see the "Civil Rights Compliance" section of the OJP "Other Requirements for OJP Applications" web page at www.ojp.usdoj.gov/funding/other_requirements.htm.

Match Requirement

This solicitation does not require a match. However, if a successful application proposes a voluntary match amount, and OJP approves the budget, the total match amount incorporated into the approved budget becomes mandatory and subject to audit.

Performance Measures

To assist the Department with fulfilling its responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103-62, and the GPRA Modernization Act of 2010, Public Law 111-352, the applicant that receives funding under this solicitation must provide data that measure the results of their work done under this solicitation. OJP will require any award recipient, post award, to provide the data requested in the "Data Grantee Provides" column so that OJP can calculate values for the "Performance Measures" column. The award recipient will be required to provide the relevant data by submitting quarterly performance metrics through BJA's online Performance Management Tool (PMT) located at www.bjaperformancetools.org. The following measures are some of the core performance measures for this solicitation, but applicants should examine the complete list at www.bja.gov/Funding/BJATTAMeasures.pdf.

Objective	Performance Measure(s)	Data Grantee Provides
Provide law enforcement professionals with training and technical assistance to enhance their ability to safely identify and address threats, and manage stress and health outcomes.	Number of trainings held Percentage of individuals who successfully completed the training Percentage of individuals trained who rated the training as satisfactory or better Percentage of individuals trained whose post-test indicated an improved score over their pre-test	For the current reporting period: <ul style="list-style-type: none"> • Number of trainings held by delivery type: <ul style="list-style-type: none"> ○ In-person ○ Web-based • Number of individuals who (by delivery type): <ul style="list-style-type: none"> ○ Participated in each training ○ Completed each training ○ Completed an evaluation at the conclusion of the training ○ Completed an evaluation and

	<p>Number of requests for training</p> <p>Percentage of requests for training completed</p> <p>Percentage of agencies/organizations that rated the training as satisfactory or better</p>	<p>rated the training as satisfactory or better</p> <ul style="list-style-type: none"> o Completed a pre- and post-test o Completed the post-test with an improved score over their pre-test <p>Number of requests for training received through:</p> <ul style="list-style-type: none"> • Web site • E-mail • Phone calls <p>Number of requests for training completed</p> <p>Number of agencies/organizations that:</p> <ul style="list-style-type: none"> • Requested CD/DVDs • Received/mailed CD/DVDs that responded to the survey • Rated the CD/DVD as satisfactory or that the CD/DVD met their training needs
<p>Enhance the VALOR program by developing and/or revising training materials and expanding awareness of and access to training.</p>	<p>Percentage of curricula that were pilot tested</p> <p>Percentage of curricula that were revised after pilot testing</p> <p>Number of program materials developed</p> <p>Number of Officer Safety Kits disseminated</p> <p>Number of deliverables (e.g., reports, curricula, manuscripts) completed</p> <p>Percentage of deliverables (including Final Reports) that meet expectations for relevance and the depth, breadth, scope and quality of study, as determined by OJP program management</p> <p>Number of inquiries against web-based system</p>	<p>Number of training curricula developed</p> <p>Number of training curricula pilot tested</p> <p>Number of training curricula revised after being pilot tested</p> <p>Number of program materials developed</p> <p>Number of Officer Safety Kits disseminated</p> <p>Number of deliverables (e.g., reports, curricula, manuscripts) completed</p> <p>Number of deliverables (including Final Reports) that meet expectations for relevance and the depth, breadth, scope and quality of study, as determined by OJP program management</p> <p>Number of registered users on valorforblue.org web site</p> <p>Number of hits on valorforblue.org web site</p>

OJP does not require applicants to submit performance measures data with their applications. Instead, applicants should discuss in their application their proposed methods for collecting data for performance measures. Refer to the section “What an Application Should Include” on page 13 for additional information.

Note on Project Evaluations

Applicants that propose to use funds awarded through this solicitation to conduct project evaluations should be aware that certain project evaluations (such as systematic investigations designed to develop or contribute to generalizable knowledge) may constitute “research” for purposes of applicable DOJ human subjects protection regulations. However, project evaluations that are intended only to generate internal improvements to a program or service, or are conducted only to meet OJP’s performance measure data reporting requirements likely do not constitute “research.” Applicants should provide sufficient information for OJP to determine whether the particular project they propose would either intentionally or unintentionally collect and/or use information in such a way that it meets the DOJ regulatory definition of research.

Research, for the purposes of human subjects protections for OJP-funded programs, is defined as, “a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge” 28 C.F.R. § 46.102(d). For additional information on determining whether a proposed activity would constitute research, see the decision tree to assist applicants on the “Research and the Protection of Human Subjects” section of the OJP “Other Requirements for OJP Applications” web page (www.ojp.usdoj.gov/funding/other_requirements.htm). Applicants whose proposals may involve a research or statistical component also should review the “Confidentiality” section on that web page.

Notice of Post-Award FFATA Reporting Requirement

Applicants should anticipate that OJP will require all recipients (other than individuals) of awards of \$25,000 or more under this solicitation, consistent with the Federal Funding Accountability and Transparency Act of 2006 (FFATA), to report award information on any first-tier subawards totaling \$25,000 or more, and, in certain cases, to report information on the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients. Each applicant entity must ensure that it has the necessary processes and systems in place to comply with the reporting requirements should it receive funding. Reports regarding subawards will be made through the FFATA Subaward Reporting System (FSRS), found at www.fsrs.gov.

Note also that applicants should anticipate that no subaward of an award made under this solicitation may be made to a subrecipient (other than an individual) unless the potential subrecipient acquires and provides a Data Universal Numbering System (DUNS) number.

What an Application Should Include

Applicants should anticipate that if they fail to submit an application that contains all of the specified elements, it may negatively affect the review of their application; and, should a decision be made to make an award, it may result in the inclusion of special conditions that preclude the recipient from accessing or using award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that applications that are determined to be nonresponsive to the scope of the solicitation, or that do not include the application elements that BJA has designated to be critical, will neither proceed to peer review nor receive further

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consideration. Under this solicitation, BJA has designated the following application elements as critical: Program Narrative and Budget Detail Worksheet and Budget Narrative. Applicants may combine the Budget Narrative and the Budget Detail Worksheet in one document. However, if an applicant submits only one document, it must contain **both** narrative and detail information.

OJP strongly recommends that applicants use appropriately descriptive file names (e.g., "Program Narrative," "Budget Detail Worksheet and Budget Narrative," "Timelines," "Memoranda of Understanding," "Resumes") for all attachments. Also, OJP recommends that applicants include resumes in a single file.

1. **Information to Complete the Application for Federal Assistance (SF-424)**

The SF-424 is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov and GMS take information from the applicant's profile to populate the fields on this form. When selecting "type of applicant," if the applicant is a for-profit entity, select "For-Profit Organization" or "Small Business" (as applicable).

2. **Abstract**

Applications should include a high-quality "Project Abstract" that summarizes the proposed project in 400 words or less. Project abstracts should be—

- Written for a general public audience.
- Submitted as a separate attachment with <Project Abstract> as part of its file name.
- Single-spaced, using a standard 12-point font (Times New Roman) with 1-inch margins.

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

All project abstracts should follow the detailed template available at www.ojp.usdoj.gov/funding/Project_Abstract_Template.pdf.

3. **Program Narrative**

The program narrative must be double-spaced, using a standard 12-point font (Times New Roman is preferred) with not less than 1-inch margins and must not exceed 20 pages. 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. Statement of the Problem
- b. Project Design and Implementation
- c. Capabilities and Competencies
- d. Plan for Collecting the Data Required for this Solicitation's Performance Measures

BJA does not require applicants to submit performance measures data with their application. Performance measures are included as an alert that BJA will require successful applicants to submit specific data as part of their reporting requirements. For the application, applicants should indicate an understanding of these requirements and discuss how they will gather the required data, should they receive funding.

4. Budget Detail Worksheet and Budget Narrative

a. Budget Detail Worksheet

A sample Budget Detail Worksheet can be found at www.ojp.gov/funding/forms/budget_detail.pdf. Applicants that submit their budget in a different format should include the budget categories listed in the sample budget worksheet.

For questions pertaining to budget and examples of allowable and unallowable costs, see the OJP Financial Guide at www.ojp.usdoj.gov/financialguide/index.htm.

b. Budget Narrative

The Budget Narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. OJP expects proposed budgets to be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities).

Applicants should demonstrate in their budget narratives how they will maximize cost effectiveness of grant expenditures. Budget narratives should generally describe cost effectiveness in relation to potential alternatives and the goals of the project. For example, a budget narrative should detail why planned in-person meetings are necessary, or how technology and collaboration with outside organizations could be used to reduce costs, without compromising quality.

The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how the applicant estimated and calculated all costs, and how they are relevant to the completion of the proposed project. The narrative may include tables for clarification purposes but need not be in a spreadsheet format. As with the Budget Detail Worksheet, the Budget Narrative should be broken down by year.

5. Indirect Cost Rate Agreement (if applicable)

Indirect costs are allowed only if the applicant has a federally approved indirect cost rate. (This requirement does not apply to units of local government.) Attach a copy of the federally approved indirect cost rate agreement to the application. Applicants that do not have an approved rate may request one through their cognizant federal agency, which will review all documentation and approve a rate for the applicant organization, or, if the applicant's accounting system permits, costs may be allocated in the direct cost categories. If DOJ is the cognizant federal agency, obtain information needed to submit an indirect cost rate proposal at www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf.

6. Additional Attachments

a. Applicant disclosure of pending applications

Applicants are to disclose whether they have pending applications for federally funded assistance that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation. The disclosure should include both direct applications for federal funding (e.g., applications to federal agencies) and indirect applications for such funding (e.g., applications to State agencies that will be subawarding federal funds).

OJP seeks this information to help avoid any inappropriate duplication of funding. Leveraging multiple funding sources in a complementary manner to implement comprehensive programs or projects is encouraged and is not seen as inappropriate duplication.

Applicants that have pending applications as described above are to provide the following information about pending applications submitted within the last 12 months:

- the federal or state funding agency
- the solicitation name/project name
- the point of contact information at the applicable funding agency

Federal or State Funding Agency	Solicitation Name/Project Name	Name/Phone/E-mail for Point of Contact at Funding Agency
DOJ/COPS	COPS Hiring Program	Jane Doe, 202/000-0000; jane.doe@usdoj.gov
HHS/ Substance Abuse & Mental Health Services Administration	Drug Free Communities Mentoring Program/ North County Youth Mentoring Program	John Doe, 202/000-0000; john.doe@hhs.gov

Applicants should include the table as a separate attachment, with the file name “Disclosure of Pending Applications,” to their application. Applicants that do not have pending applications as described above are to include a statement to this effect in the separate attachment page. (e.g., “[Applicant Name] does not have pending applications submitted within the last 12 months for federally funded assistance that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.”)

b. Research and Evaluation Independence and Integrity

If a proposal involves research and/or evaluation, regardless of the proposal’s rating under the selection criteria, in order to receive funds, the applicant’s proposal must demonstrate research/evaluation independence, including appropriate safeguards to ensure research/evaluation objectivity and integrity.

For purposes of this solicitation, research and evaluation independence and integrity

pertains to ensuring that the design, conduct, or reporting of research/evaluation funded by BJA grants, cooperative agreements, or contracts will not be biased by any personal or financial conflict of interest on the part of the investigators responsible for the research/evaluation or on the part of the applicant organization. Conflicts can be either actual or apparent. Examples of potential investigator (or other personal) conflict situations may include where an investigator would be in a position to evaluate a spouse's work product (actual conflict), or where an investigator would be in a position to evaluate the work of a former colleague (apparent conflict). With regard to potential organizational conflicts of interest, as one example, generally an organization could not be given a grant to evaluate a project if that organization had itself provided substantial prior technical assistance to that project, as the organization in such an instance would appear to be evaluating the effectiveness of its own prior work. The key is whether a reasonable person understanding all of the facts would be able to have confidence that the results of any research/evaluation project are objective and reliable. Any outside personal or financial interest that casts doubt on that objectivity and reliability is a problem.

In the attachment dealing with research and evaluation independence and integrity, the applicant should explain the process and procedures that the applicant has put in place to identify and eliminate (or, at the very least, mitigate) potential personal or financial conflicts of interest on the part of its staff, consultants, and/or subrecipients. It should also identify any potential organizational conflicts of interest on the part of the applicant with regard to the proposed research/evaluation. If the applicant reasonably believes that no potential personal or organizational conflicts of interest exist, then the applicant should provide a brief narrative explanation of how and why it reached that conclusion.

Where potential personal or organizational conflicts of interest exist, in the attachment, the applicant should identify the safeguards the applicant has or will put in place to eliminate, mitigate, explain, or otherwise address those conflicts of interest.

Considerations in assessing research and evaluation independence and integrity will include, but may not be limited to, the adequacy of the applicant's efforts to identify factors that could affect the objectivity/integrity of the proposed staff and/or the organization in carrying out the research, development, or evaluation activity; and the adequacy of the applicant's existing or proposed remedies to control any such factors.

7. Other Standard Forms

Additional forms that OJP may require in connection with an award are available on OJP's funding page at www.ojp.usdoj.gov/funding/forms.htm. For successful applicants, receipt of funds may be contingent upon submission of all necessary forms. Note in particular the following forms:

- a. [Standard Assurances](#)*
Applicants must read, certify, and submit this form in GMS prior to the receipt of any award funds.
- b. [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#)*
Applicants must read, certify, and submit in GMS prior to the receipt of any award funds.

c. [Accounting System and Financial Capability Questionnaire](#)

Any applicant (other than an individual) that is a non-governmental entity and that has not received any award from OJP within the past 3 years, must download, complete, and submit this form.

*These OJP Standard Assurances and Certifications are forms which applicants accept in GMS. They are not additional forms to be uploaded at the time of application submission.

Selection Criteria

1. Statement of the Problem (20 percent of 100)

Applicants should describe and demonstrate understanding of the nature of and need for training and technical assistance on officer safety and wellness.

2. Project Design and Implementation (45 percent of 100)

All applicants should demonstrate how they will design and implement a training and technical assistance program/strategy outlined in this solicitation. Applicants must clearly show a detailed holistic approach in the design which addresses the requirements and deliverables listed under “VALOR Program—Specific Information” (see pages 5-9). Applicants may choose to include other items/deliverables in addition to the ones listed in this funding announcement and should provide detailed information on those items as well.

3. Capabilities and Competencies (20 percent of 100)

Applicants must demonstrate a history of successfully providing complex national law enforcement training programs related to the subject matter. This history should include curriculum development, recruitment and maintenance of subject matter experts, and instruction delivery using a range of training modalities, such as online and in-person training, to a variety of law enforcement professionals and leaders.

4. Plan for Collecting the Data Required for this Solicitation’s Performance Measures (5 percent of 100)

Applicants are not required to submit performance measures data with their applications. Instead, applicants should discuss in their application their proposed methods for collecting data for performance measures. Refer to the section “What an Application Should Include” on page 13 for additional information.

5. Budget (10 percent of 100)

Applicants should submit a budget that is complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Budget narratives should generally 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.³

³ 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.

Review Process

OJP is committed to ensuring a fair and open process for awarding grants. The Bureau of Justice Assistance reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation.

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. BJA may use either internal peer reviewers, external peer reviewers, or a combination, to review the applications. An external peer reviewer is an expert in the subject matter of a given solicitation who is NOT a current DOJ employee. An internal reviewer is a current DOJ employee who is well-versed or has expertise in the subject matter of this solicitation. A peer review panel will evaluate, score, and rate applications that meet basic minimum requirements. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations for award recommendations and decisions may include, but are not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding.

The Office of the Chief Financial Officer (OCFO), in consultation with BJA, reviews applications for potential discretionary awards to evaluate the fiscal integrity and financial capability of applicants, examines proposed costs to determine if the Budget Detail Worksheet and Budget Narrative accurately explain project costs, and determines whether costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations.

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 consider factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding when making awards.

Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. OJP encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. Additional information for each requirement can be found at www.ojp.usdoj.gov/funding/other_requirements.htm.

- Civil Rights Compliance
- Civil Rights Compliance Specific to State Administering Agencies
- Faith-Based and Other Community Organizations
- Confidentiality
- Research and the Protection of Human Subjects
- Anti-Lobbying Act

- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with [Office of Justice Programs Financial Guide](#)
- Suspension or Termination of Funding
- Nonprofit Organizations
- For-profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act of 2006 (FFATA)
- Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement
- Policy and Guidance for Conference Approval, Planning, and Reporting
- OJP Training Guiding Principles for Grantees and Subgrantees

How To Apply

Applicants must submit applications through Grants.gov. Applicants must first register with Grants.gov in order to submit an application through Grants.gov, a “one-stop storefront” to find federal funding opportunities and apply for funding. Find complete instructions on how to register and submit an application at www.Grants.gov. Applicants that experience technical difficulties during this process should call the Grants.gov Customer Support Hotline at **800-518-4726** or **606-545-5035**, 24 hours a day, 7 days a week, except federal holidays. Registering with Grants.gov is a one-time process; however, **processing delays may occur, and it can take several weeks** for first-time registrants to receive confirmation and a user password. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications 72 hours prior to the application due date to allow time 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.

Note: BJA encourages all prospective applicants to sign up for Grants.gov email notifications regarding this solicitation. If this solicitation is cancelled or modified, individuals who sign up with Grants.gov for email updates will be notified.

All applicants are required to complete the following steps:

1. **Acquire a Data Universal Numbering System (DUNS) number.** In general, the Office of Management and Budget requires that all applicants (other than individuals) for federal funds include a DUNS number in their applications for a new award or a supplement to an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and differentiating entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Call Dun and Bradstreet at 866–705–5711 to obtain a DUNS number or apply online at www.dnb.com. A DUNS number is usually received within 1-2 business days.
2. **Acquire registration with the System for Award Management (SAM). SAM replaces the Central Contractor Registration (CCR) database** as the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. OJP requires all applicants (other than individuals) for federal financial assistance to maintain current registrations in the SAM database. Applicants must be registered in SAM to successfully register in Grants.gov. (Previously, organizations that had submitted applications via Grants.gov were registered with CCR, as it was a requirement for Grants.gov registration. SAM registration replaces CCR as a pre-requisite for Grants.gov registration.) Applicants must **update or renew their SAM registration annually** to maintain an active status.

Applicants that were previously registered in the CCR database must, at a minimum:

- Create a SAM account;
- Log in to SAM and migrate permissions to the SAM account (all the entity registrations and records should already have been migrated).

Applicants that were not previously registered in the CCR database must register in SAM prior to registering in Grants.gov. Information about SAM registration procedures can be accessed at www.sam.gov.

3. **Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.** Complete the AOR profile on Grants.gov and create a username and password. The applicant organization's DUNS number must be used to complete this step. For more information about the registration process, go to www.grants.gov/applicants/get_registered.jsp.
4. **Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization's AOR. Note that an organization can have more than one AOR.
5. **Search for the funding opportunity on Grants.gov.** Use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of

BJA-2013-3519

Federal Domestic Assistance (CFDA) number for this solicitation is 16.738, titled “Edward Byrne Memorial Justice Assistance Grant (JAG) Program,” and the funding opportunity number is BJA-2013-3519.

6. **Complete the Disclosure of Lobbying Activities.** All applicants must complete this information. Applicants that expend any funds for lobbying activities must provide the detailed information requested on the form, *Disclosure of Lobbying Activities* (SF-LLL). Applicants that do not expend any funds for lobbying activities should enter “N/A” in the required highlighted fields.
7. **Submit an application consistent with this solicitation by following the directions in Grants.gov.** Within 24–48 hours after submitting the electronic application, the applicant should receive an e-mail validation message from Grants.gov. The message will state whether the application has been received and validated, or rejected due to errors, with an explanation. **Important:** OJP urges applicants to submit applications **at least 72 hours prior** of the application due date to allow time 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.

Note: Grants.gov only permits the use of specific characters in names of attachment files. Valid file names may only include the following characters: A-Z, a-z, 0-9, underscore (_), hyphen (-), space, and period. Grants.gov will forward the application to OJP’s Grants Management System (GMS). GMS does not accept executable file types as application attachments. These disallowed file types include, but are not limited to, the following extensions: “.com,” “.bat,” “.exe,” “.vbs,” “.cfg,” “.dat,” “.db,” “.dbf,” “.dll,” “.ini,” “.log,” “.ora,” “.sys,” and “.zip.”

Note: Duplicate Applications

If an applicant submits multiple versions of an application, BJA will review the most recent version submitted.

Experiencing Unforeseen Grants.gov Technical Issues

Applicants that experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must e-mail the BJA contact identified in the Contact Information section on page 2 **within 24 hours after the application deadline** and request approval to submit their application. The e-mail must describe the technical difficulties, and include a timeline of the applicant’s submission efforts, the complete grant application, the applicant’s DUNS number, and any Grants.gov Help Desk or SAM tracking number(s). **Note: BJA does not automatically approve requests.** After the program office reviews the submission, and contacts the Grants.gov or SAM Help Desks to validate the reported technical issues, OJP will inform the applicant whether the request to submit a late application has been approved or denied. If the technical issues reported cannot be validated, OJP will reject the application as untimely.

The following conditions are not valid reasons to permit late submissions: (1) failure to register in sufficient time, (2) failure to follow Grants.gov instructions on how to register and apply as posted on its Web site, (3) failure to follow each instruction in the OJP solicitation, and (4)

technical issues with the applicant's computer or information technology environment, including firewalls.

Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP funding Web page at www.ojp.usdoj.gov/funding/solicitations.htm.

Provide Feedback to OJP on This Solicitation

To assist OJP in improving its application and award processes, we encourage applicants to provide feedback on this solicitation, the application submission process, and/or the application review/peer review process. Feedback may be provided to OJPSolicitationFeedback@usdoj.gov.

IMPORTANT: This email is for feedback and suggestions only. Replies are **not** sent from this mailbox. If you have specific questions on any program or technical aspect of the solicitation, **you must** directly contact the appropriate number or email listed on the front of this solicitation document. These contacts are provided to help ensure that you can directly reach an individual who can address your specific questions in a timely manner.

If you are interested in being a reviewer for other OJP grant applications, please email your resume to ojppeerreview@lmbps.com. The OJP Solicitation Feedback email account will not forward your resume. **Note:** Neither you nor anyone else from your organization can be a peer reviewer in a competition in which you or your organization have submitted an application.

Application Checklist

FY 2013 National Initiatives: Officer Safety and Wellness Initiative—VALOR

This application checklist has been created to assist in developing an application.

Eligibility Requirement:

- The federal amount requested is within the allowable limit(s) of \$3,500,000.
- Applicant is:
 - a national, regional, state, or local public and private entities, including nonprofit and for-profit organizations (including tribal nonprofit or for-profit organizations); or
 - a faith-based and community organization; or
 - an institution of higher education (including tribal institutions of higher education); or
 - a unit of local government (including federally recognized Indian tribal governments as determined by the Secretary of the Interior).
- The applicant supports national initiatives to improve law enforcement officer safety and wellness.

What an Application Should Include:

- Application for Federal Assistance (SF-424) (see page 14)
- Abstract (see page 14)
- Program Narrative* (see page 14)
- Budget Detail Worksheet* (see page 15)
- Budget Narrative* (see page 15)
- Disclosure of Lobbying Activities (SF-LLL) (see page 22)
- Indirect Cost Rate Agreement (if applicable) (see page 15)
- Additional Attachments:
 - Disclosure of Pending Applications (see page 16)
 - Research and Evaluation Independence and Integrity (see page 16)
- Other Standard Forms as applicable (see page 17), including:
 - Accounting System and Financial Capability Questionnaire (if applicable)

* These elements are the basic minimum requirements for applications. Applications that do not include these elements shall neither proceed to peer review nor receive further consideration by BJA.