

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



---

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP) [Bureau of Justice Assistance](#) (BJA) is seeking applications for the fiscal year (FY) 2018 National Officer Safety Initiatives Program. This program furthers the Department's mission by enhancing law enforcement safety and wellness; and providing support to efforts, including training and technical assistance programs, strategically targeted to address law enforcement safety and wellness needs.

## **FY 2018 National Officer Safety Initiatives Program**

**Applications Due: July 2, 2018**

### **Eligibility**

Eligible applicants are nonprofit and for-profit organizations (including tribal nonprofit and for-profit organizations); state and local governments; federally recognized Indian tribal governments (as determined by the Secretary of the Interior); and institutions of higher education (including tribal institutions of higher education). Applicants must have extensive experience in providing national training and technical assistance (TTA) as well as extensive experience and knowledge of the officer safety and wellness field. All recipients and subrecipients (including any for-profit organization) must forgo any profit or management fee.

BJA welcomes applications under which two or more entities would carry out the federal award; however, only one entity may be the applicant. Any others must be proposed as subrecipients (subgrantees).<sup>1</sup> The applicant must be the entity that would have primary responsibility for carrying out the award, including administering the funding and managing the entire program. 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 2018 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and on the availability of appropriations.

---

<sup>1</sup> For additional information on subawards, see "Budget and Associated Documentation" under [Section D. Application and Submission Information](#).

## Deadline

Applicants must register with Grants.gov at <https://www.grants.gov/web/grants/home.html> prior to submitting an application. All applications are due by 8:00 p.m. eastern time on July 2, 2018.

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.

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

For additional information, see [How To Apply](#) in Section D. Application and Submission Information.

## Contact Information

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726, 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](#) section.

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.

Grants.gov number assigned to this solicitation: BJA-2018-14602

Release date: May 31, 2018

# Contents

A. Program Description.....	4
Overview .....	4
Program-specific Information .....	4
Objectives and Deliverables.....	5
Evidence-based Programs or Practices.....	12
Information Regarding Potential Evaluation of Programs and Activities .....	12
B. Federal Award Information .....	13
Type of Award.....	13
Financial Management and System of Internal Controls .....	13
Budget Information.....	14
Cost Sharing or Matching Requirement.....	14
Pre-agreement Costs (also known as Pre-award Costs).....	14
Limitation on Use of Award Funds for Employee Compensation; Waiver.....	14
Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs .....	15
Costs Associated with Language Assistance (if applicable) .....	15
C. Eligibility Information .....	16
D. Application and Submission Information .....	16
What an Application Should Include .....	16
How To Apply.....	30
E. Application Review Information .....	35
Review Criteria.....	35
Review Process .....	36
F. Federal Award Administration Information.....	38
Federal Award Notices.....	38
Administrative, National Policy, and Other Legal Requirements.....	38
General Information about Post-federal Award Reporting Requirements.....	39
G. Federal Awarding Agency Contact(s) .....	40
H. Other Information .....	40
Freedom of Information Act and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a).....	40
Provide Feedback to OJP .....	40
Appendix A: Application Checklist .....	42

# FY 2018 National Officer Safety Initiatives Program

## CFDA 16.738

### A. Program Description

#### Overview

BJA is seeking applications under three distinct categories for the FY 2018 National Officer Safety Initiatives Program:

1. National Consortium on Preventing Law Enforcement Suicide – A coordinator will organize and facilitate a consortium of national stakeholder organizations and associations with the purpose of examining (at a national level) the threats and issues surrounding law enforcement suicide and designing recommendations and solutions to address them.
2. National Law Enforcement Traffic Safety Program – A training and technical assistance (TTA) provider will develop a multifaceted TTA program to address various issues related to law enforcement traffic safety and the causes of law enforcement injuries and deaths. The program should provide training, technical assistance, equipment recommendations, and awareness and prevention activities.
3. Supporting the Blue Public Awareness and Education Campaign – A coordinator will develop and implement a national campaign using all forms of media to educate the public about law enforcement and promote support and positive messaging about our nation's officers, e.g., educating the public on the stress factors confronting law enforcement when engaging with a combative subject.

**Statutory Authority:** Awards under this solicitation will be made under Public Law No. 115-141, 132 Stat 348, 421.

#### Program-specific Information

Law enforcement officer safety is a Department of Justice priority. In support of the President's February 9, 2017, officer safety-focused Executive Order, this BJA National Officer Safety Initiatives Program is soliciting innovative approaches to augment law enforcement safety in three key areas: law enforcement suicide, traffic safety, and a national public awareness and education campaign.

According to statistics gathered by the National Law Enforcement Officers Memorial Fund's (NLEOMF) *Preliminary 2018 Law Enforcement Officer Fatalities Report*, law enforcement line-of-duty deaths have increased in the first third of 2018 as compared to the same period (January 1–April 29) in 2017. [NLEOMF's Preliminary 2017 Law Enforcement Officer Fatalities Report](#), released on December 28, 2017, reported that there were 128 law enforcement line-of-duty deaths in 2017. Of those deaths, 47 were traffic-related deaths, the leading cause of line-of-duty deaths. Firearms-related fatalities were the second leading cause of death, with 44 officers shot in 2017. Thirty-seven officers died from other causes in 2017.

BJA recognizes that our nation's law enforcement faces a myriad of challenges, threats, and situations every day. They put physical and emotional tolls on officers, requiring constant awareness of the possible risks of (as well as exposure to) volatile, physically dangerous, and sometimes tragic and emotional situations. If left unaddressed, fatalities due to these situations and stressors will continue. Law enforcement officers need to be as prepared as possible with the skills, knowledge, and tools to help them not only better address the emotional and mental aspects of police work but also the strategic and tactical aspects of the profession in order to be safer, healthier, and serve their communities and agencies to the best of their abilities.

To address these concerns, the FY 2018 National Officer Safety Initiatives Program is soliciting applications for the following three new national programs:

1. National Consortium on Preventing Law Enforcement Suicide
2. National Law Enforcement Traffic Safety Program
3. Supporting the Blue Public Awareness and Education Campaign

Awardees under this solicitation will be required to collaborate closely with BJA. Additionally, awardees may be required to work with BJA's National Training and Technical Assistance Center (NTTAC). NTTAC provides TTA to state, local, and tribal justice agencies and requests TTA delivery from existing BJA awardees and a cadre of other relevant experts.

### **Objectives and Deliverables**

Under this solicitation, BJA seeks to improve law enforcement safety, wellness, and preparedness. This is achieved by focusing on the following three areas outlined in this solicitation.

#### **CATEGORY 1: NATIONAL CONSORTIUM ON PREVENTING LAW ENFORCEMENT SUICIDE. COMPETITION ID: BJA-2018-14724.**

BJA expects to make one award under Category 1 for up to \$1,500,000. The period of performance is 24 months, to begin on October 1, 2018.

The purpose of this category is to convene a national consortium of experts and stakeholder organizations and associations in the field of officer safety and wellness with a particular focus on law enforcement suicide. The objectives of the consortium will be to closely examine (at a national level) the threats and issues surrounding law enforcement suicide and provide recommendations and solutions to address those issues. This will include examining the need for policy and protocol changes, including succinct and timely information by peers in the aftermath of an officer suicide; current mythologies and stigmas surrounding the topic of law enforcement suicide; and the challenges and impediments to improving and advancing awareness, the national conversation, and services available to law enforcement and their families (including education and support to families).

The symposium report, *Breaking the Silence on Law Enforcement Suicides: IACP National Symposium on Law Enforcement Officer Suicide and Mental Health*, acknowledges that law enforcement agencies hold officer safety as a top concern and provide tactical training to their officers, but mental and emotional wellness, training, and services do not receive the same level of attention by police agencies and their administration. A Ruderman Foundation study released in April 2018 found that first responders are more likely to die from suicide than in the line of

duty.<sup>2</sup> The study further stated that in 2017 there were at least 140 police officer suicides, more than those killed in the line of duty, and that during each officer's career, they (on average) will witness 188 "critical incidents."<sup>3</sup> Witnessing such incidents can lead to emotional and physical turmoil that if left unaddressed could cause extreme mental and psychological distress affecting the officer, their family, their agency, and could ultimately lead to the officer having suicidal thoughts or self-harm ideation. A 2013 report, titled *Police suicide: prevalence, risk, and protective factors*,<sup>4</sup> found that the interaction of multiple factors had a cumulative effect on the increase in suicide ideation among law enforcement. The study found a total of five different factors associated with the risk of suicide ideation:

- Organizational stress
- Critical incident trauma
- The nature of shift work
- Relationship issues
- Alcohol use and abuse

The national consortium will use a comprehensive approach to examining and recommending solutions and methods of intervention, prevention, and awareness for the individual officer, the family, the agency, and the community by looking at all aspects and factors that play a role in law enforcement suicide.

The consortium will be led by one entity (the coordinator) responsible for the overall management and coordination of the body and the final delivery of the required products listed below. The coordinator will identify and bring together the various appropriate national subject experts, organizations, and associations and will be charged with directing and leading the consortium. All members of the consortium must have knowledge and demonstrated experience in mental health and suicide issues within first responder communities.

In the application, the applicant should identify the proposed consortium members (subject experts, organizations, and associations) for consideration by BJA. BJA may modify the proposed consortium body at any time.

Award recipients will be required to provide, at a minimum, all of the following deliverables:

1. A comprehensive and detailed report outlining the current state of the field regarding law enforcement suicide, identified challenges (problems, concerns, stigmas, mythologies), identified potential successes and failures in addressing officer suicide, identified gaps, a thoughtful analysis of all gathered information, and recommendations and possible solutions to further advance and improve how law enforcement suicide is addressed.
2. Convening of the consortium at various times to undertake this work, assign responsibilities, discuss the current status and progress of work, etc. The consortium should convene in person at least three times and should hold regular meetings by phone or web, as appropriate.

---

<sup>2</sup> Heyman, Miriam, Jeff Dill, and Robert Douglas. "The Ruderman White Paper on Mental Health and Suicide of First Responders." The Ruderman Family Foundation, 2018.

<sup>3</sup> Ibid.

<sup>4</sup> Chae, M. H. and D. J. Boyle (2013). "Police suicide: prevalence, risk, and protective factors." *Policing: An International Journal* 36(1): 91-118.

3. Develop a detailed timeline of all major milestones and deliverables. This timeline should be updated with assignments of the responsible parties once they are determined after the award is made. It is expected that the coordinator will assign activities and responsibilities to consortium members for the research, analysis, and development of the final report (see deliverable 1 above) and all other deliverables.
4. Development of a turnkey national law enforcement suicide prevention and awareness program that can be customized and adopted in a jurisdiction or agency.
5. An executive summary, infographics, and other informational materials discussing the findings and recommendations of the consortium to be distributed to the field.
6. Any additional ad hoc tasks or deliverables requested or deemed necessary by BJA to address law enforcement wellness and safety that are directly related to officer suicide. The award recipient may set aside a conservative funding amount to be used for these activities or it may be required to coordinate with BJA and receive approval to re-allocate funding and/or deliverables.

Category 1 applicants must keep in mind and address the following requirements:

1. The coordinator must have the capacity and resources to provide overall leadership and coordination of the national consortium. Additionally, the applicant should, within the application, factor in an approximate 120-day approval time for an in-person convening of the consortium; the approval request should be submitted to BJA at least 120 days prior to the proposed meeting date.
2. The coordinator must have the ability to organize national meetings of various law enforcement and other relevant stakeholders, provide logistical direction, arrange travel for the consortium members, and reimburse members for travel and work done under this program.
3. Proposed subject experts, associations, and organizations must be identified within the application and will be subject to BJA review and approval.

**CATEGORY 2: NATIONAL LAW ENFORCEMENT TRAFFIC SAFETY PROGRAM.**  
**COMPETITION ID: BJA-2018-14725.**

BJA expects to make one award under Category 2 for up to \$1,300,000. The period of performance is 24 months, to begin on October 1, 2018.

The purpose of this category is to develop and deliver a national training and technical assistance program to state, local, and tribal law enforcement that is focused on providing TTA on the many issues related to law enforcement traffic safety.

Patrol officers spend the majority of their on-duty time on the roadways, driving from one service call to another, investigating motor vehicle collisions, assisting disabled motorists, or initiating traffic stops. They must work in all types of weather—rain, snow, fog, and sleet—which make the roadways more challenging, as well as during daylight and nighttime, making visibility a concern. Law enforcement officers must navigate different terrain, traffic congestion levels, and vehicle emergency operations (high speed driving) while also focusing on surrounding motor and pedestrian traffic as well as information being received from a dispatcher or fellow officer. This requires an extremely high level of driving skill and focus. Additionally, roadside activities

pose a different set of concerns for law enforcement safety, including safe vehicle positioning, officer visibility for oncoming traffic, and working in an environment where an officer may need to maneuver quickly to leave the area, while also navigating oncoming traffic.

NLEOMF's *Preliminary 2017 Law Enforcement Officer Fatalities Report* states that 47 line-of-duty deaths were traffic-related deaths in 2017. Over the last two decades, traffic-related incidents have been the leading cause of law enforcement fatalities. Thirty-three of the 47 fatalities were automobile crashes. Fourteen officers were killed in single-vehicle collisions, accounting for 42 percent of all fatal crashes that year, and nine officers were struck and killed while outside of their vehicles. These statistics do not take into account the number of officers injured (not fatally) in traffic-related incidents.

A National Institute for Occupational Safety and Health (NIOSH) survey released in 2014 attempted to capture some information on motor vehicle injuries and crashes for law enforcement. The survey was conducted in Iowa in 2011 and included a random sample of approximately 1,500 officers in 60 law enforcement agencies. The survey found that only 29 percent of respondents reported receiving any type of motor vehicle in-service training. Of those, only one-third reported receiving hands-on driver training.<sup>5</sup>

Under this category, the TTA provider will develop and deliver training and technical assistance to law enforcement agencies and officers that address traffic-related officer safety topics, taking into account data-driven best practices, policies, and strategies. The TTA should be innovative and use adult learning principles. It should provide training on the threats and concerns currently being faced by law enforcement and should include, but not be limited to, traffic stops, emergency vehicle operations, all-weather driving, and directing traffic. Each training should instruct on the latest tactical safety strategies and maneuvers, based on research and evidence of best practices and results. TTA delivered under this program should include both in-person and online training. The TTA topics should be developed and delivered by experts in law enforcement and traffic safety. Those experts should be identified within the application.

The trainings should accommodate as many participants as appropriate and should represent various ranks and agencies. The TTA provider will cover all meeting and travel costs associated with curriculum development and enhancement, including costs for compensating subject experts and instructors. Each training should require only the staff needed to deliver the training (instructors and an onsite coordinator). Applicants must describe, in detail, the overall design of the training program, including the needed equipment and training location requirements, as well as the proposed training topics. All subject experts and instructors will need to be approved by BJA prior to their participation, once this program is awarded.

Technical assistance (TA) should be provided to agencies requesting assistance in examining existing or developing new training, policies, or protocols in traffic safety. The TTA provider should assist those requesting agencies with customized TA to improve their efforts in law enforcement traffic safety.

Applicants are required to provide, at a minimum, all of the following deliverables:

---

<sup>5</sup> NIOSH [2014]. Law enforcement officer motor vehicle safety: findings from a state-wide survey. By Tiesman HM, Heick RJ. Cincinnati, OH: U.S. Department of Health and Human Services, Centers for Disease Control and Prevention, National Institute for Occupational Safety and Health, DHHS (NIOSH) Publication No. 2015-101.

1. Develop and deliver a training, or suite of trainings, for state, local, and tribal law enforcement that addresses the traffic safety-related threats, issues, and concerns being faced by officers. Topics should include, but not be limited to, those described above. The training(s) should instruct on the latest tactical safety strategies, maneuvers, and policies and procedures based on research and evidence of best practices. The trainings should include both in-person and online deliveries.
2. Develop a train-the-trainer course that will give experienced law enforcement instructors the ability to sustain the traffic safety trainings developed under deliverable 1. This course should include a detailed presentation or curriculum that the instructors can utilize, including instructional videos, instructor notes, and other training material.
3. Develop a liability release agreement for all training participants.
4. Develop robust and detailed safety protocols for securing the safety of the training participants and making the training location safe.
5. Develop an executive and training staff briefing that demonstrates and explains the techniques to be taught and the evidence behind the use of those particular strategies.
6. Develop and provide training materials, manuals, related resources, and direct reinforcement tools for use within the training program.
7. Develop a law enforcement traffic safety awareness and educational campaign using materials to be distributed within law enforcement agencies.
8. Deliver customized technical assistance to agencies to improve their existing training, policies, procedures, and programs related to law enforcement traffic safety.
9. Develop and maintain a request database.
10. Promote the training program and resources to state, local, and tribal law enforcement agencies.
11. Conduct evaluations of all trainings and technical assistance immediately following the training and 90 days after the training and/or technical assistance to gauge impact. The analysis and major findings from the evaluations should be conducted and discussed with BJA and should inform the program of any needed modifications.
12. Provide monthly written updates to BJA on the following information. (This is in addition to the required performance measures on page 18). At a minimum, the information should include:
  - a. Number of trainings held
  - b. Number of law enforcement officers trained
  - c. Number, type, names and locations of law enforcement agencies represented in the trainings
  - d. Number of future trainings scheduled and locations
  - e. Number of pending requests for trainings
  - f. Quotes and testimonials from training evaluations and 90-day surveys

- g. List of completed trainings with date, location, type of training, and number of attendees
  - h. List of agencies requesting training and/or technical assistance and type of training or technical assistance being requested
13. Additional ad hoc tasks or deliverables requested or deemed necessary by BJA to address topics related to law enforcement traffic safety. The awardee may set aside a conservative amount to be used for these activities or may be required to coordinate with BJA to receive approval to re-allocate funding or deliverables.

The TTA provider will be required to work closely with BJA and request approval from BJA for all activities prior to developing and/or enhancing trainings; developing publications, materials, guides, etc.; and finalizing TTA locations. Location selection should include an analysis and justification for why that site was selected (an analysis of need). The TTA provider will be required to participate in regularly occurring conference calls with BJA to coordinate the activities being performed under this program.

Category 2 applicants must keep in mind and address the following requirements:

1. The TTA provider must have the experience, capacity, and resources to provide this TTA at a national level. Additionally, the provider should, within the application's required timeline, factor in an approximate 120-day approval period for TTA delivery; the approval request should be submitted to BJA at least 120 days prior to the proposed TTA date.
2. All subject experts, trainers, developed training, and resources will be subject to BJA review and peer review (for training and resources) prior to being approved.
3. All deliverables, as appropriate, must meet with the Americans with Disabilities Act regulations.
4. The TTA provider will be responsible for coordinating and supporting all activities under this program, to include supplying the appropriate subject experts and instructors for each TTA delivery. The provider must have the ability to arrange travel for the selected and approved instructor(s) and subject experts, conduct registration activities before and during the training, secure training locations, ensure safety protocols of the training location and participants, provide onsite set-up and logistical direction, and provide compensation to instructors.
5. Subject experts and instructors must be identified within the application, and their résumés must be included in the application submission.
6. Inclusion of a completed training data chart demonstrating key data points such as number of proposed deliveries, estimated cost per delivery, proposed number of attendees, etc. See "What an Application Should Include" on page 16 for additional information.
7. The TTA provider should partner with appropriate and law enforcement-relevant organizations and/or individuals who are uniquely situated to support the development and direct delivery of this TTA program. Those organizations and/or individuals must be identified within the application.

CATEGORY 3: SUPPORTING THE BLUE PUBLIC AWARENESS AND EDUCATION CAMPAIGN. COMPETITION ID: BJA-2018-14726.

BJA expects to make one award under Category 3 for up to \$900,000. The period of performance is 18 months, to begin on October 1, 2018.

The purpose of this category is to develop and deliver a national public awareness and education campaign using various media outlets to educate the general public about law enforcement and to promote and support positive messaging about our nation's law enforcement.

A focused messaging and educational campaign on topics such as the challenges faced by law enforcement, instances of true heroism, the noble calling of the profession and the sacrifices made in the profession, the complexities of being and performing as a law enforcement officer, can greatly assist in educating the nation's citizens on what being a law enforcement officer is about and the challenges that officers face. Improving the public's impression about law enforcement and reinforcing a positive perception of law enforcement may improve law enforcement and community relationships, thereby improving officer safety. If communities believe in and support their law enforcement, they likely will work in closer partnership with law enforcement to prevent crime and provide their officers with information that could prevent or interrupt a crime.

The use of public campaigns to improve perceptions is an established method used within various disciplines. It is used as a form of marketing; in this case, it would be a marketing campaign to bring to light the positive nature and aspects of law enforcement professionals, while also educating the public on the challenges that they face each day.

The coordinator for this campaign will be responsible for the objective of developing the national campaign, including the messaging and print, TV, social media, and radio ads. Activities and materials developed under this award must be discussed with and approved by BJA prior to development. The coordinator should partner with subject experts and appropriate organizations and associations in the production and delivery of the campaign. The coordinator will also be responsible for identifying and securing the outlets that will deliver the messaging.

Applicants are required to provide, at a minimum, all of the following deliverables:

1. A comprehensive public awareness and education campaign supporting law enforcement that educates the public about law enforcement. The campaign should include print, TV, and radio messaging. Messaging materials should also be available to stakeholder associations and organizations, as well as law enforcement, for their use.
2. Implementation of the campaign by securing various media outlets and delivering the developed messages.
3. Explore and possibly implement a survey to gauge a change in the public's perception of law enforcement. This could include examining an increase in applications for law enforcement positions (through sources such as Discover Policing at [www.discoverpolicing.org](http://www.discoverpolicing.org)).

Category 3 applicants must keep in mind and address the following requirements:

1. The coordinator must have experience in, the capacity, and resources to develop a public awareness and education campaign.
2. The coordinator will be required to work closely with BJA on all activities, materials, and messages to be developed.
3. The coordinator should work with subject experts, organizations, and associations that are relevant to the field of national marketing and law enforcement.

The Objectives and Deliverables are directly related to the performance measures that demonstrate the results of the work completed, as discussed in [Section D. Application and Submission Information](#), under Program Narrative.

### **Evidence-based Programs or Practices**

OJP strongly emphasizes the use of data and evidence in policy making and program development in criminal justice, juvenile justice, and crime victim services. 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.
- 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.

The OJP CrimeSolutions.gov website at <https://www.crimesolutions.gov> is one resource that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

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

The Department of Justice has prioritized the use of evidence-based programming and deems it critical to continue to build and expand the evidence informing criminal and juvenile justice programs to reach the highest level of rigor possible. Therefore, applicants should note that OJP may conduct or support an evaluation of the programs and activities funded under this solicitation. Recipients and sub-recipients will be expected to cooperate with program-related assessments or evaluation efforts, including through the collection and provision of information or data requested by OJP (or its designee) for the assessment or evaluation of any activities and/or outcomes of those activities funded under this solicitation. The information or data requested may be in addition to any other financial or performance data already required under this program.

## B. Federal Award Information

BJA expects to make up to three awards (one per category) of up to \$1,500,000 for Category 1, up to \$1,300,000 for Category 2, and \$900,000 for Category 3, with an estimated total amount awarded of up to \$3,700,000. BJA expects to make awards for 24-month periods of performance for Categories 1 and 2 and an 18-month period of performance for Category 3, to begin on October 1, 2018.

BJA may, in certain cases, provide additional funding in future years to awards made under this solicitation, through continuation awards. In making decisions regarding continuation awards, OJP will consider, among other factors, the availability of appropriations, when the program or project was last competed, OJP's strategic priorities, and OJP's assessment of both the management of the award (for example, timeliness and quality of progress reports), and the progress of the work funded under the award.

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

### Type of Award

BJA expects to make any awards under this solicitation in the form of a cooperative agreement, which is a type of award that provides for OJP to have substantial involvement in carrying out award activities. See [Administrative, National Policy, and Other Legal Requirements](#), under [Section F. Federal Award Administration Information](#), for a brief discussion of what may constitute substantial federal involvement.

### Financial Management and System of Internal Controls

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities<sup>6</sup>) must, as described in the Part 200 Uniform Requirements<sup>7</sup> as set out at 2 C.F.R. 200.303:

- (a) Establish and maintain effective internal control over the Federal award that provides reasonable assurance that [the recipient (and any subrecipient)] is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. These internal controls should be in compliance with guidance in "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States and the "Internal Control Integrated Framework", issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).
- (b) Comply with Federal statutes, regulations, and the terms and conditions of the Federal awards.
- (c) Evaluate and monitor [the recipient's (and any subrecipient's)] compliance with statutes, regulations, and the terms and conditions of Federal awards.

---

<sup>6</sup> For purposes of this solicitation, the phrase "pass-through entity" includes any recipient or subrecipient that provides a subaward ("subgrant") to a subrecipient (subgrantee) to carry out part of the funded award or program. Additional information on proposed subawards is listed under [What an Application Should Include](#), Section 4c of this solicitation.

<sup>7</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.

- (d) Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.
- (e) Take reasonable measures to safeguard protected personally identifiable information and other information the Federal awarding agency or pass-through entity designates as sensitive or [the recipient (or any subrecipient)] considers sensitive consistent with applicable Federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.

To help ensure that applicants understand the applicable administrative requirements and cost principles, OJP encourages prospective applicants to enroll, at no charge, in the DOJ Grants Financial Management Online Training, available at <https://ojpfgm.webfirst.com/>. (This training is required for all OJP award recipients.)

Also, applicants should be aware that OJP collects information from applicants on their financial management and systems of internal controls (among other information) which is used to make award decisions. Under [Section D. Application and Submission Information](#), applicants may access and review a questionnaire—the [OJP Financial Management and System of Internal Controls Questionnaire](#)—that OJP requires **all** applicants (other than an individual applying in his/her personal capacity) to download, complete, and submit as part of the application.

## **Budget Information**

### **Cost Sharing or Matching 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.

For additional information on cost sharing and match, see the DOJ Grants Financial Guide at <https://ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.3b.htm>.

### **Pre-agreement Costs (also known as Pre-award Costs)**

Pre-agreement costs are costs incurred by the applicant prior to the start date of the period of performance of the federal award.

OJP does **not** typically approve pre-agreement costs; an applicant must request and obtain the prior written approval of OJP for all such costs. All such costs incurred prior to award and prior to approval of the costs are incurred at the sole risk of the applicant. (Generally, no applicant should incur project costs *before* submitting an application requesting federal funding for those costs.) Should there be extenuating circumstances that make it appropriate for OJP to consider approving pre-agreement costs, the applicant may contact the point of contact listed on the title page of this solicitation for the requirements concerning written requests for approval. If approved in advance by OJP, award funds may be used for pre-agreement costs, consistent with the recipient's approved budget and applicable cost principles. See the section on Costs Requiring Prior Approval in the DOJ Grants Financial Guide at <https://ojp.gov/financialguide/DOJ/index.htm> for more 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, a recipient may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any

employee of the 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.<sup>8</sup> The 2018 salary table for SES employees is available on the Office of Personnel Management website at <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/18Tables/exec/html/ES.aspx>. 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. (Non-federal funds used for any such additional compensation will not be considered matching funds, where match requirements apply.) If only a portion of an employee's time is charged to an OJP award, the maximum allowable compensation is equal to the percentage of time worked times the maximum salary limitation.

The Assistant Attorney General for OJP may exercise discretion to waive, on an individual basis, this limitation on compensation rates allowable under an award. An applicant that requests a waiver should include a detailed justification in the Budget Narrative of its application. An applicant that does not submit a waiver request and justification with its application should anticipate that OJP will require the applicant to adjust and resubmit the budget.

The justification should address, in the context of the work the individual would do under the award, the particular qualifications and expertise of the individual, the uniqueness of a service the individual will provide, the individual's specific knowledge of the proposed program or project, and a statement that explains whether and how the individual's salary under the award would be commensurate with the regular and customary rate for an individual with his/her qualifications and expertise, and for the work he/she would do under the award.

### **Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs**

OJP strongly encourages every applicant that proposes to use award funds for any conference-, meeting-, or training-related activity (or similar event) to review carefully—before submitting an application—the OJP and DOJ policy and guidance on approval, planning, and reporting of such events, available at

<https://www.ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm>. OJP policy and guidance (1) encourage minimization of conference, meeting, and training costs; (2) require prior written approval (which may affect program timelines) of most conference, meeting, and training costs for cooperative agreement recipients, as well as some conference, meeting, and training costs for grant recipients; and (3) set cost limits, which include a general prohibition of all food and beverage costs.

### **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 under "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2018 Awards](#)" in the OJP Funding Resource Center at <https://ojp.gov/funding/index.htm>.

---

<sup>8</sup> OJP does not apply this limitation on the use of award funds to the nonprofit organizations listed in Appendix VIII to 2 C.F.R. Part 200.

## C. Eligibility Information

For eligibility information, see title page.

For information on cost sharing or match requirements, see [Section B. Federal Award Information](#).

## D. Application and Submission Information

### What an Application Should Include

This section describes in detail what an application should include. An applicant should anticipate that if it fails to submit an application that contains all of the specified elements, it may negatively affect the review of its application; and, should a decision be made to make an award, it may result in the inclusion of award conditions that preclude the recipient from accessing or using award funds until the recipient satisfies the conditions and OJP makes the funds available.

Moreover, an applicant should anticipate that an application that OJP determines is nonresponsive to the scope of the solicitation, or that OJP determines does not include the application elements that BJA has designated to be critical, will neither proceed to peer review, nor receive further consideration. For this solicitation, BJA has designated the following application elements as critical: Program Narrative, Budget Detail Worksheet and Budget Narrative, résumés of key personnel and subject experts, and Timeline.

**NOTE:** OJP has combined the Budget Detail Worksheet and Budget Narrative in a single document collectively referred to as the Budget Detail Worksheet. See “Budget Information and Associated Documentation” below for more information about the Budget Detail Worksheet and where it can be accessed.

*OJP strongly recommends that applicants use appropriately descriptive file names (e.g., “Program Narrative,” “Budget Detail Worksheet,” “Timelines,” “Memoranda of Understanding,” “Résumés”) for all attachments. Also, OJP recommends that applicants include résumés in a single file.*

Please review the “Note on File Names and File Types” under [How To Apply](#) to be sure applications are submitted in permitted formats.

### 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 the OJP Grants Management System (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).

To avoid processing delays, an applicant must include an accurate legal name on its SF-424. On the SF-424, current OJP award recipients, when completing the field for “Legal Name” (box 8a), should use the same legal name that appears on the prior year award document (which is also the legal name stored in OJP’s financial system.) Also, these recipients should enter the Employer Identification Number (EIN) in box 8b exactly as it

appears on the prior year award document. An applicant with a current, active award(s) must ensure that its GMS profile is current. If the profile is not current, the applicant should submit a Grant Adjustment Notice updating the information on its GMS profile prior to applying under this solicitation.

A new applicant entity should enter its official legal name in box 8a, its address in box 8d, its EIN in box 8b, and its Data Universal Numbering System (DUNS) number in box 8c of the SF-424. A new applicant entity should attach official legal documents to its application (e.g., articles of incorporation, 501(c)(3) status documentation, organizational letterhead, etc.) to confirm the legal name, address, and EIN entered into the SF-424. OJP will use the System for Award Management (SAM) to confirm the legal name and DUNS number entered in the SF-424; therefore, an applicant should ensure that the information entered in the SF-424 matches its current registration in SAM. See the [How To Apply](#) section for more information on SAM and DUNS numbers.

**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. Program Abstract

Applications should include a high quality program abstract that summarizes the proposed program in 400 words or less. Program abstracts should be:

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

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

## 3. Program Narrative

The program narrative should be double-spaced, using a standard 12-point font (Times New Roman preferred); have no less than 1-inch margins; and should not exceed 12 pages. Pages should be numbered.

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<sup>9</sup>:

- a. Description of the Issue
- b. Program Design and Implementation
- c. Capabilities and Competencies

---

<sup>9</sup> For information on subawards (including the details on proposed subawards that should be included in the application), see "Budget and Associated Documentation" under [Section D. Application and Submission Information](#).

d. Plan for Collecting the Data Required for this Solicitation’s Performance Measures

OJP will require each successful applicant to submit regular performance data that demonstrate the results of the work carried out under the award (see “[General Information about Post-Federal Award Reporting Requirements](#)” in [Section F. Federal Award Administration Information](#)). The performance data directly relate to the objectives and deliverables identified under "Objectives and Deliverables" in [Section A. Program Description](#).

Applicants should visit OJP’s performance measurement page at [www.ojp.gov/performance](http://www.ojp.gov/performance) for an overview of performance measurement activities at OJP.

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 should it receive funding.

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

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

Below are the performance measures for this solicitation:

<b>Objectives</b>	<b>Performance Measure</b>	<b>Data Grantee Provides</b>
Objective 1: Improve the knowledge and capacity of state, local, and tribal law enforcement on issues related to law enforcement traffic safety by training law enforcement throughout the nation and increasing the knowledge of the criminal justice community on law enforcement safety and wellness issues.	Number of trainings conducted	Number of trainings (by type): <ul style="list-style-type: none"> <li>• In-person</li> <li>• Web-based</li> <li>• CD/DVD</li> <li>• Peer to peer</li> <li>• Workshop</li> </ul>
	Number of participants who attend the training	Number of individuals who: <ul style="list-style-type: none"> <li>• Attend 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> </ul>
	Percentage of participants who successfully completed the training	
	Percentage of participants who rated the training as satisfactory or better	

Objectives	Performance Measure	Data Grantee Provides
	Percentage of participants trained and subsequently demonstrated performance improvement	<ul style="list-style-type: none"> <li>• Completed an evaluation and rated the training as satisfactory or better</li> <li>• Completed the post-test with an improved score over their pre-test</li> </ul>
	Percentage of scholarship recipients surveyed who reported that the training provided information that could be utilized in their job	Number of individuals who: <ul style="list-style-type: none"> <li>• Received a scholarship</li> <li>• Completed the training</li> <li>• Completed a survey at the conclusion of the training</li> <li>• Reported the training provided information that could be utilized in their job</li> </ul>
	Number of curricula developed	Number of training curricula: <ul style="list-style-type: none"> <li>• Developed</li> <li>• Pilot tested</li> <li>• Revised after being pilot tested</li> </ul>
	Number of curricula that were pilot tested	
	Percentage of curricula that were revised after pilot testing	
Objective 2: Increase the criminal justice agency's ability to solve problems and/or modify policies or practices as a result of training and technical assistance interventions.	Percentage of requesting agencies that rated services as satisfactory or better	<ul style="list-style-type: none"> <li>• Number of onsite visits completed</li> <li>• Number of reports submitted to requesting agencies after onsite visits</li> <li>• Number of requesting agencies that completed an evaluation of services</li> <li>• Number of agencies that rated the services a satisfactory or better (in terms of timeliness and quality)</li> <li>• Number of follow-ups with requesting agencies completed 6 months after onsite visit</li> <li>• Number of agencies that were planning to implement at least one or more recommendations 6 months after the onsite visit</li> </ul>
	Percentage of requesting agencies that were planning to implement one or more recommendations	
	Percentage of peer visitors who reported that the visit to the other agency was useful in	<ul style="list-style-type: none"> <li>• Number of peer-to-peer visits completed</li> </ul>

Objectives	Performance Measure	Data Grantee Provides
	providing information on policies or practices	<ul style="list-style-type: none"> <li>• Number of peer visitors who completed an evaluation</li> <li>• Number of peer visitors who reported that the visit was useful in providing information on policies or practices</li> <li>• Number of follow-ups with the requesting peer visitor completed 6 months after the peer-to-peer visit</li> <li>• Number of peer visitors who were planning to implement at least one or more recommendations 6 months after the onsite visit</li> </ul>
	Percentage of peer visitors that were planning to implement one or more policies or practices 6 months after they were observed at the visited site	
	Percentage of requesting agencies of other onsite services that rated the services provided as satisfactory or better	<ul style="list-style-type: none"> <li>• Number of other onsite services provided</li> <li>• Number of requesting agencies that completed an evaluation of other onsite services</li> <li>• Number of agencies that rated the services a satisfactory or better</li> </ul>
Objective 3: Increase information provided to BJA and the criminal justice community, specifically the law enforcement community, on: law enforcement suicide prevention and traffic safety for law enforcement; increase in educational and awareness information and messaging to the general public and law enforcement about the law enforcement profession.	Number of conferences or advisory/focus groups held	<ul style="list-style-type: none"> <li>• Number of conferences or advisory/focus groups held</li> <li>• Number of conference or advisory/focus group attendees who completed an evaluation</li> <li>• Number of conference or advisory/focus group attendees who rated the advisory/focus group as satisfactory or better</li> </ul>
	Percentage of advisory/focus groups evaluated as satisfactory or better	
	Number of publications developed	<ul style="list-style-type: none"> <li>• Number of publications/resources developed</li> <li>• Number of publications/resources disseminated</li> </ul>
	Number of publications disseminated	
	Percentage of websites developed and maintained	<ul style="list-style-type: none"> <li>• Number of websites developed</li> <li>• Number of websites maintained</li> </ul>

Objectives	Performance Measure	Data Grantee Provides
	Percent increase in the number of visits to websites	<ul style="list-style-type: none"> <li>• Number of visits to websites during the current reporting period</li> <li>• Number of visits to websites during the previous reporting period</li> </ul>
	Percentage of information requests responded to	<ul style="list-style-type: none"> <li>• Number of information requests</li> <li>• Number of information requests responded to</li> </ul>

**Note on Program Evaluations**

An applicant that proposes to use award funds through this solicitation to conduct program evaluations should be aware that certain program 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, program 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.” Each applicant should provide sufficient information for OJP to determine whether the particular program it proposes would either intentionally or unintentionally collect and/or use information in such a way that it meets the DOJ definition of research that appears at 28 C.F.R. Part 46 (“Protection of Human Subjects”).

“Research,” for purposes of human subjects protection 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 for purposes of human subjects protection, applicants should consult the decision tree in the “Research and the protection of human subjects” section of the [“Requirements related to Research”](#) webpage of the [“Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2018 Awards,”](#) available through the OJP Funding Resource Center at <https://ojp.gov/funding/index.htm>.

Every prospective applicant whose application may propose a research or statistical component also should review the “Data Privacy and Confidentiality Requirements” section on that webpage.

**4. Budget and Associated Documentation**

The Budget Detail Worksheet and the Budget Narrative are now combined in a single document collectively referred to as the Budget Detail Worksheet. The Budget Detail Worksheet is a user-friendly, fillable, Microsoft Excel-based document designed to calculate totals. Additionally, the Excel workbook contains worksheets for multiple budget years that can be completed as necessary. **All applicants should use the Excel version when completing the proposed**

**budget in an application, except in cases where the applicant does not have access to Microsoft Excel or experiences technical difficulties.** If an applicant does not have access to Microsoft Excel or experiences technical difficulties with the Excel version, then the applicant should use the 508-compliant accessible Adobe Portable Document Format (PDF) version.

Both versions of the Budget Detail Worksheet can be accessed at <https://ojp.gov/funding/Apply/Forms/BudgetDetailWorksheet.htm>.

**a. Budget Detail Worksheet**

The Budget Detail Worksheet should provide the detailed computation for each budget line item, listing the total cost of each and showing how it was calculated by the applicant. For example, costs for personnel should show the annual salary rate and the percentage of time devoted to the program for each employee paid with grant funds. The Budget Detail Worksheet should present a complete itemization of all proposed costs.

For questions pertaining to budget and examples of allowable and unallowable costs, see the DOJ Grants Financial Guide at <https://ojp.gov/financialguide/DOJ/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 program activities).

An applicant should demonstrate in its budget narrative how it will maximize cost effectiveness of award expenditures. Budget narratives should generally describe cost effectiveness in relation to potential alternatives and the objectives of the program. 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 Budget Narrative should be mathematically sound and correspond clearly 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 those costs are necessary to the completion of the proposed program. 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 describe costs by year.

**c. Information on Proposed Subawards (if any), as well as on Proposed Procurement Contracts (if any)**

Applicants for OJP awards typically may propose to make *subawards*. Applicants also may propose to enter into procurement *contracts* under the award.

Whether an action—for federal grants administrative purposes—is a subaward or procurement contract is a critical distinction as significantly different rules apply to subawards and procurement contracts. If a recipient enters into an agreement that is a subaward of an OJP award, specific rules apply—many of which are set by federal statutes and DOJ regulations; others by award conditions. These rules place particular responsibilities on an OJP recipient for any subawards the OJP recipient may make. The rules determine much of what the written subaward agreement itself must require or provide. The rules also determine much of what an OJP recipient must do both before

and after it makes a subaward. If a recipient enters into an agreement that is a procurement contract under an OJP award, a substantially different set of federal rules applies.

OJP has developed the following guidance documents to help clarify the differences between subawards and procurement contracts under an OJP award and outline the compliance and reporting requirements for each. This information can be accessed online at <https://ojp.gov/training/training.htm>.

- [Subawards under OJP Awards and Procurement Contracts under Awards: A Toolkit for OJP Recipients.](#)
- [Checklist to Determine Subrecipient or Contractor Classification.](#)
- [Sole Source Justification Fact Sheet and Sole Source Review Checklist.](#)

In general, the central question is the relationship between what the third-party will do under its agreement with the recipient and what the recipient has committed (to OJP) to do under its award to further a public purpose (e.g., services the recipient will provide, products it will develop or modify, research or evaluation it will conduct). If a third party will provide some of the services the recipient has committed (to OJP) to provide, will develop or modify all or part of a product the recipient has committed (to OJP) to develop or modify, or will conduct part of the research or evaluation the recipient has committed (to OJP) to conduct, OJP will consider the agreement with the third party a *subaward* for purposes of federal grants administrative requirements.

This will be true **even if** the recipient, for internal or other non-federal purposes, labels or treats its agreement as a procurement, a contract, or a procurement contract. Neither the title nor the structure of an agreement determines whether the agreement—for purposes of federal grants administrative requirements—is a *subaward* or is instead a procurement *contract* under an award. The substance of the relationship should be given greater consideration than the form of agreement between the recipient and the outside entity.

### **1. Information on proposed subawards**

A recipient of an OJP award may not make subawards ("subgrants") unless the recipient has specific federal authorization to do so. Unless an applicable statute or DOJ regulation specifically authorizes (or requires) subawards, a recipient must have authorization from OJP before it may make a subaward.

A particular subaward may be authorized by OJP because the recipient included a sufficiently detailed description and justification of the proposed subaward in the Program Narrative, Budget Detail Worksheet and Budget Narrative as approved by OJP. If, however, a particular subaward is not authorized by federal statute or regulation, and is not approved by OJP, the recipient will be required, post-award, to request and obtain written authorization from OJP before it may make the subaward.

If an applicant proposes to make one or more subawards to carry out the federal award and program, the applicant should: (1) identify (if known) the proposed subrecipient(s), (2) describe in detail what each subrecipient will do to carry out the federal award and federal program, and (3) provide a justification for the subaward(s), with details on pertinent matters such as special qualifications and areas of expertise. Pertinent

information on subawards should appear not only in the Program Narrative, but also in the Budget Detail Worksheet and Budget Narrative.

## **2. Information on proposed procurement contracts (with specific justification for proposed noncompetitive contracts over \$150,000)**

Unlike a recipient contemplating a subaward, a recipient of an OJP award generally does not need specific prior federal authorization to enter into an agreement that—for purposes of federal grants administrative requirements—is considered a procurement contract, **provided that** (1) the recipient uses its own documented procurement procedures and (2) those procedures conform to applicable federal law, including the Procurement Standards of the (DOJ) Part 200 Uniform Requirements (as set out at 2 C.F.R. 200.317 - 200.326). The Budget Detail Worksheet and Budget Narrative should identify proposed procurement contracts. (As discussed above, subawards must be identified and described separately from procurement contracts.)

The Procurement Standards in the Part 200 Uniform Requirements, however, reflect a general expectation that agreements that (for purposes of federal grants administrative requirements) constitute procurement “contracts” under awards will be entered into on the basis of full and open competition. All noncompetitive (sole source) procurement contracts must meet the OJP requirements outlined at <https://ojp.gov/training/subawards-procurement.htm>. If a proposed procurement contract would exceed the simplified acquisition threshold—currently, \$150,000—a recipient of an OJP award may not proceed without competition unless and until the recipient receives specific advance authorization from OJP to use a non-competitive approach for the procurement. An applicant that (at the time of its application) intends—without competition—to enter into a procurement contract that would exceed \$150,000 should include a detailed justification that explains to OJP why, in the particular circumstances, it is appropriate to proceed without competition.

If the applicant receives an award, sole source procurements that do not exceed the Simplified Acquisition Threshold (currently \$150,000) must have written justification for the noncompetitive procurement action maintained in the procurement file. If a procurement file does not have the documentation that meets the criteria outlined in 2 C.F.R. 200, the procurement expenditures may not be allowable. Sole source procurement over the \$150,000 Simplified Acquisition Threshold must have prior approval from OJP using a Sole Source Grant Adjustment Notice (GAN). Written documentation justifying the noncompetitive procurement must be submitted with the GAN and maintained in the procurement file.

### **d. Pre-Agreement Costs**

For information on pre-agreement costs, see [Section B. Federal Award Information](#).

## **5. Training Delivery Data Chart (for Category 2 applicants)**

Category 2 applicants must provide the below completed chart with the listed data points as an appendix to the application. (See page 10.)

<b>Proposed Training Course Title</b>	<b>Total Number of Proposed Deliveries</b>	<b>Number of Proposed Instructors per Delivery</b>	<b>Number of Proposed Training Attendees</b>	<b>Estimated Total Cost per Training Delivery</b>

**6. Indirect Cost Rate Agreement (if applicable)**

Indirect costs may be charged to an award only if:

- (a) The recipient has a current (unexpired), federally approved indirect cost rate; or
- (b) The recipient is eligible to use, and elects to use, the “de minimis” indirect cost rate described in the Part 200 Uniform Requirements, as set out at 2 C.F.R. 200.414(f).

An applicant with a current (unexpired) federally approved indirect cost rate is to attach a copy of the indirect cost rate agreement to the application. An applicant that does not have a current federally approved rate may request one through its cognizant federal agency, which will review all documentation and approve a rate for the applicant entity, or, if the applicant’s accounting system permits, applicants may propose to allocate costs in the direct cost categories.

For assistance with identifying the appropriate cognizant federal agency for indirect costs, please contact the Office of the Chief Financial Officer (OCFO) Customer Service Center at 1–800–458–0786 or at [ask.ocfo@usdoj.gov](mailto:ask.ocfo@usdoj.gov). If DOJ is the cognizant federal agency, applicants may obtain information needed to submit an indirect cost rate proposal at <https://www.ojp.gov/funding/Apply/Resources/IndirectCosts.pdf>.

Certain OJP recipients have the option of electing to use the “de minimis” indirect cost rate. An applicant that is eligible to use the “de minimis” rate that wishes to use the "de minimis" rate should attach written documentation to the application that advises OJP of both—(1) the applicant’s eligibility to use the “de minimis” rate, and (2) its election to do so. If an eligible applicant elects the “de minimis” rate, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. The "de minimis" rate may no longer be used once an approved federally negotiated indirect cost rate is in place. (No entity that ever has had a federally approved negotiated indirect cost rate is eligible to use the "de minimis" rate.) For the “de minimis” rate requirements (including information on eligibility to elect to use the rate), see the Part 200 Uniform Requirements, at 2 C.F.R. 200.414(f).

**7. Financial Management and System of Internal Controls Questionnaire (including applicant disclosure of high risk status)**

Every OJP applicant (other than an individual applying in his or her personal capacity) is required to download, complete, and submit the OJP Financial Management and System of Internal Controls Questionnaire (Questionnaire) at <https://ojp.gov/funding/Apply/Resources/FinancialCapability.pdf> as part of its application. The Questionnaire helps OJP assess the financial management and internal control systems, and the associated potential risks of an applicant as part of the pre-award risk assessment process.

The Questionnaire should only be completed by financial staff most familiar with the applicant's systems, policies, and procedures in order to ensure that the correct responses are recorded and submitted to OJP. The responses on the Questionnaire directly impact the pre-award risk assessment and should accurately reflect the applicant's financial management and internal control system at the time of the application. The pre-award risk assessment is only one of multiple factors and criteria used in determining funding. However, a pre-award risk assessment that indicates that an applicant poses a higher risk to OJP may affect the funding decision and/or result in additional reporting requirements, monitoring, special conditions, withholding of award funds, or other additional award requirements.

Among other things, the form requires each applicant to disclose whether it currently is designated "high risk" by a federal grant-making agency outside of DOJ. For purposes of this disclosure, high risk includes any status under which a federal awarding agency provides additional oversight due to the applicant's past performance, or other programmatic or financial concerns with the applicant. If an applicant is designated high risk by another federal awarding agency, the applicant must provide the following information:

- The federal awarding agency that currently designates the applicant high risk
- The date the applicant was designated high risk
- The high risk point of contact at that federal awarding agency (name, phone number, and email address)
- The reasons for the high risk status, as set out by the federal awarding agency

OJP seeks this information to help ensure appropriate federal oversight of OJP awards. An applicant that is considered "high risk" by another federal awarding agency is not automatically disqualified from receiving an OJP award. OJP may, however, consider the information in award decisions, and may impose additional OJP oversight of any award under this solicitation (including through the conditions that accompany the award document).

## **8. Disclosure of Lobbying Activities**

Each applicant must complete and submit this information. An applicant that expends any funds for lobbying activities is to provide all of the information requested on the form Disclosure of Lobbying Activities (SF-LLL) posted at <https://ojp.gov/funding/Apply/Resources/Disclosure.pdf>. An applicant that does not expend any funds for lobbying activities is to enter "N/A" in the text boxes for item 10 ("a. Name and Address of Lobbying Registrant" and "b. Individuals Performing Services").

## **9. Additional Attachments**

### **a. Applicant Disclosure of Pending Applications**

Each applicant is to disclose whether it has (or is proposed as a subrecipient under) any pending applications for federally funded grants or cooperative agreements that (1) include requests for funding to support the same program being proposed in the application under this solicitation, and (2) would cover any identical cost items outlined in the budget submitted to OJP as part of the application under this solicitation. The applicant is to disclose applications made directly to federal awarding agencies, and also

applications for subawards of federal funds (e.g., applications to state agencies that will subaward (“subgrant”) federal funds).

OJP seeks this information to help avoid 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.

Each applicant that has one or more pending applications as described above is to provide the following information about pending applications submitted within the last 12 months:

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

Federal or State Funding Agency	Solicitation Name/Program Name	Name/Phone/Email for Point of Contact at Federal or State Funding Agency
DOJ/Office of Community Oriented Policing Services (COPS)	COPS Hiring Program	Jane Doe, 202/000-0000; jane.doe@usdoj.gov
Health and Human Services/Substance Abuse and Mental Health Services Administration	Drug-Free Communities Mentoring Program/ North County Youth Mentoring Program	John Doe, 202/000-0000; john.doe@hhs.gov

Each applicant should include the table as a separate attachment to its application. The file should be named “Disclosure of Pending Applications.” The applicant’s Legal Name on the application must match the entity named on the disclosure of pending applications statement.

Any applicant that does not have any pending applications as described above is to submit, as a separate attachment, a statement to this effect: “[Applicant Name on SF-424] does not have (and is not proposed as a subrecipient under) any pending applications submitted within the last 12 months for federally funded grants or cooperative agreements (or for subawards under federal grants or cooperative agreements) that request funding to support the same program being proposed in this application to OJP and that would cover any identical cost items outlined in the budget submitted as part of this application.”

**b. Research and Evaluation Independence and Integrity**

If an application proposes research (including research and development) and/or evaluation, the applicant must demonstrate research/evaluation independence and integrity, including appropriate safeguards, before it may receive award funds. The applicant must demonstrate independence and integrity regarding both this proposed research and/or evaluation, and any current or prior related projects.

Each application should include an attachment that addresses **both** i. and ii. below:

- i. For purposes of this solicitation, each applicant is to document research and evaluation independence and integrity by including one of the following two items:
  - a. A specific assurance that the applicant has reviewed its application to identify any actual or potential apparent conflicts of interest (including through review of pertinent information on the principal investigator, any co-principal investigators, and any subrecipients), and that the applicant has identified no such conflicts of interest—whether personal or financial or organizational (including on the part of the applicant entity or on the part of staff, investigators, or subrecipients)—that could affect the independence or integrity of the research, including the design, conduct, and reporting of the research.

OR

- b. A specific description of actual or potential apparent conflicts of interest that the applicant has identified—including through review of pertinent information on the principal investigator, any co-principal investigators, and any subrecipients—that could affect the independence or integrity of the research, including the design, conduct, or reporting of the research. These conflicts may be personal (e.g., on the part of investigators or other staff), financial, or organizational (related to the applicant or any subrecipient entity). Some examples of potential investigator (or other personal) conflict situations are those in which an investigator would be in a position to evaluate a spouse's work product (actual conflict), or an investigator would be in a position to evaluate the work of a former or current colleague (potential apparent conflict). With regard to potential organizational conflicts of interest, as one example, generally an organization would not be given an award to evaluate a project, if that organization had itself provided substantial prior technical assistance to that specific project or a location implementing the project (whether funded by OJP or other sources), because the organization in such an instance might 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 or evaluation project are objective and reliable. Any outside personal or financial interest that casts doubt on that objectivity and reliability of an evaluation or research product is a problem and must be disclosed.
- ii. In addition, for purposes of this solicitation, each applicant is to address possible mitigation of research integrity concerns by including, at a minimum, one of the following two items:
  - a. If an applicant reasonably believes that no actual or potential apparent conflicts of interest (personal, financial, or organizational) exist, then the applicant should provide a brief narrative explanation of how and why it reached that conclusion. The applicant also is to include an explanation of the specific processes and procedures that the applicant has in place, or will put in place, to identify and prevent (or, at the very least, mitigate) any such

conflicts of interest pertinent to the funded project during the period of performance. Documentation that may be helpful in this regard may include organizational codes of ethics/conduct and policies regarding organizational, personal, and financial conflicts of interest. There is no guarantee that the plan, if any, will be accepted as proposed.

OR

- b. If the applicant has identified actual or potential apparent conflicts of interest (personal, financial, or organizational) that could affect the independence and integrity of the research, including the design, conduct, or reporting of the research, the applicant is to provide a specific and robust mitigation plan to address each of those conflicts. At a minimum, the applicant is expected to explain the specific processes and procedures that the applicant has in place, or will put in place, to identify and eliminate (or, at the very least, mitigate) any such conflicts of interest pertinent to the funded project during the period of performance. Documentation that may be helpful in this regard may include organizational codes of ethics/conduct and policies regarding organizational, personal, and financial conflicts of interest. There is no guarantee that the plan, if any, will be accepted as proposed.

OJP will assess research and evaluation independence and integrity based on considerations such as the adequacy of the applicant's efforts to identify factors that could affect the objectivity or integrity of the proposed staff and/or the applicant entity (and any subrecipients) 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.

**c. Disclosure of Process Related to Executive Compensation**

An applicant that is a nonprofit organization may be required to make certain disclosures relating to the processes it uses to determine the compensation of its officers, directors, trustees, and key employees.

Under certain circumstances, a nonprofit organization that provides unreasonably high compensation to certain persons may subject both the organization's managers and those who receive the compensation to additional federal taxes. A rebuttable presumption of the reasonableness of a nonprofit organization's compensation arrangements, however, may be available if the nonprofit organization satisfied certain rules set out in Internal Revenue Service (IRS) regulations with regard to its compensation decisions.

Each applicant nonprofit organization must state at the time of its application (question 9c in the "OJP Financial Management and System of Internal Controls Questionnaire" located at <http://ojp.gov/funding/Apply/Resources/FinancialCapability.pdf> and mentioned earlier) whether or not the applicant entity believes (or asserts) that it currently satisfies the requirements of 26 C.F.R. 53.4958-6 (which relate to establishing or invoking a rebuttable presumption of reasonableness of compensation of certain individuals and entities).

A nonprofit organization that states in the questionnaire that it believes (or asserts) that it has satisfied the requirements of 26 C.F.R. 53.4958-6 must then disclose, in an attachment to its application (to be titled "Disclosure of Process Related to Executive Compensation"), the process used by the applicant nonprofit organization to determine the compensation of its officers, directors, trustees, and key employees (together, "covered persons").

At a minimum, the disclosure must describe in pertinent detail: (1) the composition of the body that reviews and approves compensation arrangements for covered persons; (2) the methods and practices used by the applicant nonprofit organization to ensure that no individual with a conflict of interest participates as a member of the body that reviews and approves a compensation arrangement for a covered person; (3) the appropriate data as to comparability of compensation that is obtained in advance and relied upon by the body that reviews and approves compensation arrangements for covered persons; and (4) the written or electronic records that the applicant organization maintains as concurrent documentation of the decisions with respect to compensation of covered persons made by the body that reviews and approves such compensation arrangements, including records of deliberations and of the basis for decisions.

For purposes of the required disclosure, the following terms and phrases have the meanings set out by the IRS for use in connection with 26 C.F.R. 53.4958-6: officers, directors, trustees, key employees, compensation, conflict of interest, appropriate data as to comparability, adequate documentation, and concurrent documentation.

Applicant nonprofit organizations should note that following receipt of an appropriate request, OJP may be authorized or required by law to make information submitted to satisfy this requirement available for public inspection. Also, a recipient may be required to make a prompt supplemental disclosure after the award in certain circumstances (e.g., changes in the way the organization determines compensation).

**d. Résumés of Key Personnel and Subject Experts**

Résumés for identified key personnel and subject experts must be included as an appendix.

**e. Timeline**

Each applicant must provide a timeline for major milestones and deliverables.

**How To Apply**

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 complete instructions on how to register and submit an application at <https://www.grants.gov/web/grants/support.html>.

Applicants that experience technical difficulties during this process should call the Grants.gov Customer Support Hotline at **800-518-4726** or **606-545-5035**, which operates 24 hours a day, 7 days a week, except on federal holidays.

**Important Grants.gov update.** Grants.gov has updated its application tool. The legacy PDF application package was retired on December 31, 2017. Grants.gov Workspace is now the standard application method for applying for grants. OJP applicants should familiarize themselves with the Workspace option now. For complete information and instructions on using

Workspace (and other changes), go to the Workspace Overview page at <https://www.grants.gov/web/grants/applicants/workspace-overview.html>.

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 of registration and a user password. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications at least 72 hours prior to the application due date, in order 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.

OJP strongly encourages all prospective applicants to sign up for Grants.gov email notifications regarding this solicitation at <https://www.grants.gov/web/grants/manage-subscriptions.html>. If this solicitation is cancelled or modified, individuals who sign up with Grants.gov for updates will be automatically notified.

**Browser Information:** Grants.gov was built to be compatible with Internet Explorer. For technical assistance with Google Chrome, or another browser, contact Grants.gov Customer Support.

**Note on Attachments:** Grants.gov has two categories of files for attachments: “mandatory” and “optional.” OJP receives all files attached in both categories. Attachments are also labeled to describe the file being attached (e.g., Program Narrative, Budget Narrative, Other). Please ensure that all required documents are attached in the correct Grants.gov category and are labeled correctly. Do not embed “mandatory” attachments within another file.

**Note on File Names and File Types:** Grants.gov only permits the use of certain specific characters in the file names of attachments. Valid file names may include only the characters shown in the table below. Grants.gov rejects any application that includes an attachment(s) with a file name that contains any characters not shown in the table below. Grants.gov forwards successfully submitted applications to the OJP Grants Management System (GMS).

Characters
Upper case (A – Z)
Lower case (a – z)
Underscore ( _ )
Hyphen ( - )
Space
Period ( . )

Special Characters		
Parenthesis ( )	Curly braces { }	Square brackets [ ]
Ampersand (&)*	Tilde (~)	Exclamation point (!)
Comma ( , )	Semicolon ( ; )	Apostrophe ( ‘ )
At sign ( @ )	Number sign ( # )	Dollar sign ( \$ )
Percent sign ( % )	Plus sign ( + )	Equal sign ( = )

**\*When using the ampersand (&) in XML, applicants must use the “&amp;” format.**

**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.” GMS may reject applications with files that use these extensions. It is important to allow time to change the type of file(s) if the application is rejected.

All applicants are required to complete the following steps:

## **Unique Entity Identifier (DUNS Number) and System for Award Management (SAM)**

Every applicant entity must comply with all applicable System for Award Management (SAM) and unique entity identifier (currently, a Data Universal Numbering System [DUNS] number) requirements. SAM is the repository for certain standard information about federal financial assistance applicants, recipients, and subrecipients. A DUNS number is a unique nine-digit identification number provided by the commercial company Dun and Bradstreet. More detailed information about SAM and the DUNS number is in the numbered sections below.

If an applicant entity has not fully complied with the applicable SAM and unique identifier requirements by the time OJP makes award decisions, OJP may determine that the applicant is not qualified to receive an award and may use that determination as a basis for making the award to a different applicant.

### **Applying as an Individual**

An individual who wishes to apply in his/her personal capacity should search Grants.gov for funding opportunities for which individuals are eligible to apply. Use the Funding Opportunity Number (FON) to register. (An applicant applying as an individual must comply with all applicable Grants.gov individual registration requirements.)

Enter the FON at <https://apply07.grants.gov/apply/IndCPRegister> to complete the registration form and create a username and password for Grants.gov. (An applicant applying as an individual should complete all steps below except 1, 2 and 4.)

### **Registration and Submission Steps**

- 1. Acquire a unique entity identifier (currently, a DUNS number).** In general, the Office of Management and Budget requires every applicant for a federal award (other than an individual) to include a "unique entity identifier" in each application, including an application for a supplemental award. Currently, a DUNS number is the required unique entity identifier.

This unique entity identifier is used for tracking purposes, and to validate address and point of contact information for applicants, recipients, and subrecipients. It will be used throughout the life cycle of an OJP award. 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 <https://www.dnb.com/>. A DUNS number is usually received within 2 business days.

- 2. Acquire or maintain registration with SAM.** Any applicant for an OJP award creating a **new** entity registration in SAM.gov must provide an original, signed notarized letter stating that the applicant is the authorized Entity Administrator before the registration will be activated. To learn more about this process change, read the FAQs at <https://www.gsa.gov/about-us/organization/federal-acquisition-service/office-of-systems-management/integrated-award-environment-iae/sam-update>. Information about the notarized letter is posted at [https://www.fsd.gov/fsd.gov/answer.do?sysparm\\_kbid=d2e67885db0d5f00b3257d321f96194b&sysparm\\_search=kb0013183](https://www.fsd.gov/fsd.gov/answer.do?sysparm_kbid=d2e67885db0d5f00b3257d321f96194b&sysparm_search=kb0013183).

All applicants for OJP awards (other than individuals) must maintain current registrations in the SAM database. Applicants will need the authorizing official of the organization and an Employer Identification Number (EIN). An applicant must be registered in SAM to successfully register in Grants.gov. Each applicant must **update or renew its SAM registration at least annually** to maintain an active status. SAM registration and renewal

can take as long as 10 business days to complete (2 more weeks to acquire an EIN).

An application cannot be successfully submitted in Grants.gov until Grants.gov receives the SAM registration information. Once the SAM registration/renewal is complete, **the information transfer from SAM to Grants.gov can take as long as 48 hours**. OJP recommends that the applicant register or renew registration with SAM as early as possible.

Information about SAM registration procedures can be accessed at [www.SAM.gov](http://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. An applicant entity's "unique entity identifier" (DUNS number) must be used to complete this step. For more information about the registration process for organizations and other entities, go to <https://www.grants.gov/web/grants/applicants/organization-registration.html>. Individuals registering with Grants.gov should go to <https://www.grants.gov/web/grants/applicants/registration.html>.
- 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. The E-Biz POC will need the Marketing Partner Identification Number (MPIN) password obtained when registering with SAM to complete this step. 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 Federal Domestic Assistance (CFDA) number for this solicitation is CFDA 16.738, titled "Edward Byrne Memorial Justice Assistance Grant Program," and the funding opportunity number is BJA-2018-14602.
- 6. Select the correct Competition ID.** Some OJP solicitations posted to Grants.gov contain multiple purpose areas, denoted by the individual Competition ID. If applying to a solicitation with multiple Competition IDs, select the appropriate Competition ID for the intended purpose area of the application:  
  
Category 1: National Consortium on Preventing Law Enforcement Suicide, Competition ID: BJA-2018-14602.  
  
Category 2: National Law Enforcement Traffic Safety Program, Competition ID: BJA-2018-14725.  
  
Category 3: Supporting the Blue Public Awareness and Education Campaign, Competition ID: BJA-2018-14726.
- 7. Access Funding Opportunity and Application Package from Grants.gov.** Select "Apply" under the "Actions" column. Enter your email address to be notified of any changes to the opportunity package before the closing date. Click the Workspace icon to use Grants.gov Workspace.
- 8. Submit a valid 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 two notifications from Grants.gov. The first will confirm the receipt of the

application. The second will state whether the application has been validated and successfully submitted, or whether it has been rejected due to errors, with an explanation. It is possible to first receive a message indicating that the application is received, and then receive a rejection notice a few minutes or hours later. Submitting an application well ahead of the deadline provides time to correct the problem(s) that caused the rejection. **Important:** OJP urges each applicant to submit its application **at least 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. Applications must be successfully submitted through Grants.gov by 8:00 p.m. eastern time on July 2, 2018.

Go to <https://www.grants.gov/web/grants/applicants/organization-registration.html> for further details on DUNS numbers, SAM, and Grants.gov registration steps and timeframes.

### **Note: Application Versions**

If an applicant submits multiple versions of the same application, OJP will review only the most recent system-validated version submitted.

### **Experiencing Unforeseen Grants.gov Technical Issues**

An applicant that experiences unforeseen Grants.gov technical issues beyond its control that prevent it from submitting its application by the deadline must contact the Grants.gov Customer Support Hotline at <https://www.grants.gov/web/grants/support.html> or the SAM Help Desk (Federal Service Desk) at <https://www.fsd.gov/fsd-gov/home.do> to report the technical issue and receive a tracking number. The applicant must email the contact identified in the Contact Information section on the title page **within 24 hours after the application deadline** to request approval to submit its application after the deadline. The applicant's email must describe the technical difficulties, and must 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: OJP does not automatically approve requests to submit a late application.** After OJP reviews the applicant's request, and contacts the Grants.gov or SAM Help Desks to verify the reported technical issues, OJP will inform the applicant whether the request to submit a late application has been approved or denied. If OJP determines that the untimely application submission was due to the applicant's failure to follow all required procedures, OJP will deny the applicant's request to submit its application.

The following conditions generally are insufficient to justify late submissions:

- Failure to register in SAM or Grants.gov in sufficient time (SAM registration and renewal can take as long as 10 business days to complete. The information transfer from SAM to Grants.gov can take up to 48 hours.)
- Failure to follow Grants.gov instructions on how to register and apply as posted on its website
- Failure to follow each instruction in the OJP solicitation
- Technical issues with the applicant's computer or information technology environment such as issues with firewalls or browser incompatibility

**Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP Funding Resource Center at <https://ojp.gov/funding/index.htm>.**

## 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)  
Specify the category for which the application is submitted. Describe and demonstrate knowledge and understanding of the nature of and need for the program under that category.
2. Program Design and Implementation (35 percent)  
Describe how the program will address the category-specific description listed under the “Program-specific Information” section. Clearly provide its design and proposed implementation that will result in the category-specific deliverables. The applicant must tie program activities and deliverables to the objectives in the program design. In addition, the required program timeline (see 9e under [What an Application Should Include](#)) should clearly identify each program activity (all category-specific deliverables must be included), expected completion dates, and responsible person or organization. Applicants may choose to include other items or deliverables in addition to the ones listed in this announcement and should provide detailed information on those items.

Additionally, applicants under Category 2 must include a completed training delivery data chart that contains the requested onsite training delivery data points as an appendix. For additional information on the chart see 5 under What an Application Should Include on page 24.

3. Capabilities and Competencies (35 percent)  
Fully describe the applicant’s capabilities to implement the program and the competencies of the staff assigned to the program. Résumés for key personnel (to include subject experts) must be included in the application package. (See 9d under [What an Application Should Include](#).) The applicant must also provide evidence of extensive experience in successfully providing the following:

#### Category 1: National Consortium on Preventing Law Enforcement Suicide

Category 1 applicants must demonstrate a history of successfully coordinating a complex, national-level consortium, including overall management of tasks assigned to consortium members. Applicants must have the capacity to identify and bring together various appropriate national subject experts, organizations, and associations (consortium members). Additionally, applicants must have the capabilities and experience in research and analysis, publications, collaborative partnerships, and developing a national report to provide recommendations based on the research and analysis. Applicants must have the capacity to and experience in organizing and leading in-person meetings with various stakeholders, providing logistical direction, arranging travel for the consortium members, and reimbursing members for travel and work done under this program.

### Category 2: National Law Enforcement Traffic Safety Program

Category 2 applicants must demonstrate a history of successfully providing complex, national-level law enforcement training throughout the country. The applicant must demonstrate the ability to develop training curriculum (both in-person and online) using innovative adult learning principles, with input from subject experts in the area of traffic safety, based on the latest tactical traffic safety strategies and maneuvers. Applicants must also clearly demonstrate knowledge and capabilities in ensuring rigid safety protocols for training participants and training locations.

Applicants must demonstrate a history of providing customized technical assistance to agencies to improve their existing training, policies, procedures, and programs related to law enforcement traffic safety.

In addition, applicants must demonstrate knowledge and experience in research and analysis, publications, multimedia material development, collaborative partnerships, piloting developed training, and experience in recruitment and maintenance of subject experts and/or instructors.

### Category 3: Supporting the Blue Public Awareness and Education Campaign

Category 3 applicants must demonstrate experience in successfully developing, managing, and implementing a national public awareness and education campaign for print, TV, website, social media, and radio. Applicants must also demonstrate experience in collaborative partnerships with appropriate organizations, associations, and subject experts for the production and delivery/implementation of a national public campaign.

#### 4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (10 percent)

Applicants are not required to submit performance measures data with their applications. Instead, applicants should discuss in their applications their proposed methods for collecting data for performance measures. Refer to the section [What an Application Should Include](#) for additional information. Applicants should explain how the program's effectiveness will be demonstrated.

#### 5. Budget (10 percent)

Budgets must be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for program 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 program.<sup>10</sup>

### **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, and achievable, as well as consistent with the solicitation.

---

<sup>10</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.

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

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

For a list of the critical elements for this solicitation, see “What an Application Should Include” under [Section D. Application and Submission Information](#).

Peer review panels will evaluate, score, and rate applications that meet basic minimum requirements. BJA may use internal peer reviewers, external peer reviewers, or a combination, to assess applications on technical merit using the solicitation’s review criteria. An external peer reviewer is an expert in the subject matter of a given solicitation who is not a current DOJ employee. An internal reviewer is a current DOJ employee who is well-versed or has expertise in the subject matter of this solicitation. Peer reviewers’ ratings and any resulting recommendations are advisory only, although reviewer views are considered carefully. Other important considerations for BJA include geographic diversity, strategic priorities, and available funding, as well as the extent to which the Budget Detail Worksheet and Budget Narrative accurately explain program costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles.

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

In addition, if OJP anticipates that an award will exceed \$150,000 in federal funds, OJP also must review and consider any information about the applicant that appears in the non-public 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.

The evaluation of risks goes beyond information in SAM, however. OJP itself has in place a framework for evaluating risks posed by applicants for competitive awards. OJP takes into account information pertinent to matters such as:

1. Applicant financial stability and fiscal integrity

2. Quality of the applicant's management systems, and the applicant's ability to meet prescribed management standards, including those outlined in the DOJ Grants Financial Guide
3. Applicant's history of performance under OJP and other DOJ awards (including compliance with reporting requirements and award conditions), as well as awards from other federal agencies
4. Reports and findings from audits of the applicant, including audits under the Part 200 Uniform Requirements
5. Applicant's ability to comply with statutory and regulatory requirements, and to effectively implement other award requirements.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Assistant Attorney General, who may take into account not only peer review ratings and BJA recommendations, but also other factors as indicated in this section.

## **F. Federal Award Administration Information**

### **Federal Award Notices**

Award notifications will be made by September 30, 2018. OJP sends award notifications by email through GMS to the individuals listed in the application as the point of contact and the authorizing official (E-Biz POC and AOR). The email notification includes detailed instructions on how to access and view the award documents, and steps to take in GMS to start the award acceptance process. GMS automatically issues the notifications at 9:00 p.m. eastern time on the award date.

For each successful applicant, an individual with the necessary authority to bind the applicant will be required to log in; execute a set of legal certifications and a set of legal assurances; designate a financial point of contact; thoroughly review the award, including all award conditions; and sign and accept the award. The award acceptance process requires physical signature of the award document by the authorized representative and the scanning and submission of the fully executed award document to OJP.

### **Administrative, National Policy, and Other Legal Requirements**

If selected for funding, in addition to implementing the funded program consistent with the OJP-approved application, the recipient must comply with all award conditions, as well as all applicable requirements of federal statutes and regulations (including applicable requirements referred to in the assurances and certifications executed in connection with award acceptance). OJP strongly encourages prospective applicants to review information on post-award legal requirements and common OJP award conditions **prior** to submitting an application.

Applicants should consult the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2018 Awards](#)," available in the OJP Funding Resource Center at <https://ojp.gov/funding/index.htm>. In addition, applicants should examine the following two legal documents, as each successful applicant must execute both documents before it may receive any award funds. (An applicant is not required to submit these documents as part of an application.)

- [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#)
- [Certified Standard Assurances](#)

The webpages accessible through the “[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2018 Awards](#)” are intended to give applicants for OJP awards a general overview of important statutes, regulations, and award conditions that apply to many (or in some cases, all) OJP grants and cooperative agreements awarded in FY 2018. Individual OJP awards typically also will include additional award conditions. Those additional conditions may relate to the particular statute, program, or solicitation under which the award is made; to the substance of the funded application; to the recipient's performance under other federal awards; to the recipient's legal status (e.g., as a for-profit entity); or to other pertinent considerations.

As stated above, BJA expects that it will make any award under this solicitation in the form of a cooperative agreement. Cooperative agreements include a condition in the award document that sets out the nature of the “substantial federal involvement” in carrying out the award and program. Generally stated, under OJP cooperative agreement awards, responsibility for the day-to-day conduct of the funded program rests with the recipient. OJP, however, may have substantial involvement in matters such as substantive coordination of technical efforts and site selection, as well as review and approval of program work plans, research designs, data collection instruments, and major program-generated materials. In addition, OJP often indicates in the award terms and conditions that it may redirect the program if necessary.

In addition to an award condition that sets out the nature of the anticipated “substantial federal involvement” in the award, cooperative agreements awarded by OJP include an award condition that requires specific reporting in connection with conferences, meetings, retreats, seminars, symposia, training activities, or similar events funded under the award.

### **General Information about Post-federal Award Reporting Requirements**

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

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

Awards that exceed \$500,000 will include an additional condition that, under specific circumstances, will require the recipient to report (to FAPIIS) information on civil, criminal, and administrative proceedings connected with (or connected to the performance of) either the OJP award or any other grant, cooperative agreement, or procurement contract from the federal government. Additional information on this reporting requirement appears in the text of the award condition posted on the OJP webpage at <https://ojp.gov/funding/FAPIIS.htm>.

Data on performance measures. In addition to required reports, each award recipient also must provide data that measure the results of the work done under the award. To demonstrate program progress and success, as well as to assist DOJ in 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, OJP will require any award recipient, post award, to provide performance data as part of regular progress reporting. Successful applicants will be required to access OJP’s performance measurement page at [www.ojp.gov/performance](http://www.ojp.gov/performance) for an overview of performance measurement activities at OJP.

## **G. Federal Awarding Agency Contact(s)**

For OJP contact(s), see the title page.

For contact information for Grants.gov, see the title page.

## **H. Other Information**

### **Freedom of Information Act and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a)**

All applications submitted to OJP (including all attachments to applications) are subject to the federal Freedom of Information Act (FOIA) and to the Privacy Act. By law, DOJ may withhold information that is responsive to a request pursuant to FOIA if DOJ determines that the responsive information either is protected under the Privacy Act or falls within the scope of one of nine statutory exemptions under FOIA. DOJ cannot agree in advance of a request pursuant to FOIA not to release some or all portions of an application.

In its review of records that are responsive to a FOIA request, OJP will withhold information in those records that plainly falls within the scope of the Privacy Act or one of the statutory exemptions under FOIA. (Some examples include certain types of information in budgets, and names and contact information for program staff other than certain key personnel.) In appropriate circumstances, OJP will request the views of the applicant/recipient that submitted a responsive document.

For example, if OJP receives a request pursuant to FOIA for an application submitted by a nonprofit or for-profit organization or an institution of higher education, or for an application that involves research, OJP typically will contact the applicant/recipient that submitted the application and ask it to identify—quite precisely—any particular information in the application that the applicant/recipient believes falls under a FOIA exemption, the specific exemption it believes applies, and why. After considering the submission by the applicant/recipient, OJP makes an independent assessment regarding withholding information. OJP generally follows a similar process for requests pursuant to FOIA for applications that may contain law-enforcement sensitive information.

### **Provide Feedback to OJP**

To assist OJP in improving its application and award processes, OJP encourages applicants to provide feedback on this solicitation, the application submission process, and/or the application review process. Provide feedback to [OJPSolicitationFeedback@usdoj.gov](mailto:OJPSolicitationFeedback@usdoj.gov).

**IMPORTANT:** This email is for feedback and suggestions only. OJP does **not** reply from this mailbox to messages it receives in this mailbox. Any prospective applicant that has specific questions on any program or technical aspect of the solicitation **must** use the appropriate telephone number or email listed on the front of this document to obtain information. These

contacts are provided to help ensure that prospective applicants can directly reach an individual who can address specific questions in a timely manner.

If you are interested in being a reviewer for other OJP grant applications, please email your résumé to [ojpprsupport@usdoj.gov](mailto:ojpprsupport@usdoj.gov). (Do not send your résumé to the OJP Solicitation Feedback email account.) **Note:** Neither you nor anyone else from your organization or entity can be a peer reviewer in a competition in which you or your organization/entity has submitted an application.

**Appendix A: Application Checklist**  
**FY 2018 National Officer Safety Initiatives Program**

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

**What an Applicant Should Do:**

*Prior to Registering in Grants.gov:*

\_\_\_\_\_ Acquire a DUNS Number (see page 32)

\_\_\_\_\_ Acquire or renew registration with SAM (see page 32)

*To Register with Grants.gov:*

\_\_\_\_\_ Acquire AOR and Grants.gov username/password (see page 33)

\_\_\_\_\_ Acquire AOR confirmation from the E-Biz POC (see page 33)

*To Find Funding Opportunity:*

\_\_\_\_\_ Search for the Funding Opportunity on Grants.gov (see page 33)

\_\_\_\_\_ Select the correct Competition ID (see page 33)

Category 1: BJA-2018-14602

Category 2: BJA-2018- 14725

Category 3: BJA-2018- 14726

\_\_\_\_\_ Access Funding Opportunity and Application Package (see page 33)

\_\_\_\_\_ Sign up for Grants.gov email [notifications](#) (optional) (see page 31)

\_\_\_\_\_ 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 page 15)

*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 page 33)

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

\_\_\_\_\_ contact NCJRS regarding experiencing technical difficulties (see page 2)

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

\_\_\_\_\_ Review the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2018 Awards](#)" in the OJP Funding Resource Center at <https://ojp.gov/funding/index.htm>.

**Scope Requirement:**

\_\_\_\_\_ The federal amount requested is within the allowable limit(s) of \$1,500,000

**Eligibility Requirement:** See title page.

**What an Application Should Include:**

\_\_\_\_\_ Application for Federal Assistance (SF-424) (see page 16)

\_\_\_\_\_ Program Abstract (see page 17)

\_\_\_\_\_ Program Narrative (see page 17)

\_\_\_\_\_ Budget Detail Worksheet (see page 22)

\_\_\_\_\_ Budget Narrative (see page 22)

_____	Indirect Cost Rate Agreement (if applicable)	(see page 25)
_____	Financial Management and System of Internal Controls Questionnaire	(see page 25)
_____	<a href="#">Disclosure of Lobbying Activities (SF-LLL)</a>	(see page 26)
_____	Applicant Disclosure of Pending Applications	(see page 26)
_____	Research and Evaluation Independence and Integrity	(see page 27)
_____	Disclosure of Process Related to Executive Compensation	(see page 29)
_____	Request and Justification for Employee Compensation; Waiver (if applicable)	(see page 14)