

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



National Officer Safety Initiatives Program FY 2019 Competitive Grant Solicitation

CFDA # 16.738

Grants.gov Solicitation Number: BJA-2019-15343

Solicitation Release Date: March 22, 2019

Application Deadline: 11:59 p.m. eastern time on May 21, 2019

The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), [Bureau of Justice Assistance](#) (BJA) seeks applications for funding to improve law enforcement safety, wellness, and preparedness throughout the United States. This program furthers the Department's mission by enhancing law enforcement safety and wellness and by providing support to efforts, including training and technical assistance, strategically focused on officer safety and wellness needs.

This solicitation incorporates the [OJP Grant Application Resource Guide](#) by reference. It provides guidance to applicants on how to prepare and submit applications for funding to OJP. If this solicitation expressly modifies any provision in the OJP Grant Application Resource Guide, the applicant is to follow the guidelines in this solicitation as to that provision.

Eligibility (Who may apply): Applicants must have experience working with law enforcement or be a law enforcement agency. Nonprofit and for-profit national 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; a determination by the Secretary of the Interior is not required for tribes to which federal recognition was extended by virtue of Public Law 115-121, the Thomasina E. Jordan Indian Tribes of Virginia Federal Recognition Act of 2017); and institutions of higher education (including tribal institutions of higher education). All recipients and subrecipients (including for-profit national organizations) must forgo any profit or management fee.

BJA will consider 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). 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. For additional information on subawards, see the [OJP Grant Application Resource Guide](#).

BJA may elect to fund applications submitted under this FY 2019 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and the availability of appropriations.

Contact information

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726 or 606-545-5035, at <https://www.grants.gov/web/grants/support.html>, or at support@grants.gov. The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

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

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

Post-Award Legal Requirements Notice

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

For additional information on these legal requirements, see the Administrative, National Policy, and Other Legal Requirements section in the [OJP Grant Application Resource Guide](#).

Deadline Details

Applicants must register with Grants.gov at <https://www.grants.gov/web/grants/register.html> prior to submitting an application. All applications are due by 11:59 p.m. eastern time on May 21, 2019.

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

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

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

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

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FY 2019 NATIONAL OFFICER SAFETY INITIATIVES PROGRAM

CFDA # 16.738

A. Program Description

Overview

To support the [Presidential Executive Order on Preventing Violence Against Federal, State, Tribal, and Local Law Enforcement Officers](#) issued on February 9, 2017, the National Officer Safety Initiatives (NOSI) Program for fiscal year (FY) 2019 seeks innovative approaches to augment officer safety in three areas: strengthening officer wellness, establishing partnerships to reduce violent crime and increase officer safety, and enhancing defensive tactics training.

Law enforcement safety remains a significant focus of the Department of Justice. According to the National Law Enforcement Officers Memorial Fund's (NLEOMF) [2018 End of Year Preliminary Law Enforcement Officers Fatalities Report](#), law enforcement line-of-duty deaths increased by 12 percent compared to 2017. Their preliminary fatalities facts show a 15 percent increase from 2017 in firearms-related fatalities and a nine percent increase in traffic-related fatalities. Law enforcement suicides continue to outnumber line-of-duty-deaths. 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. The study also stated that in 2017 there were at least 140 police officer suicides, more than those killed in the line of duty (129 officers according to the NLEOMF), and that during each officer's career, they (on average) will witness 188 "critical incidents."¹

Statutory Authority: Any awards under this solicitation will be made under statutory authority provided by the Consolidated Appropriations Act of 2019, Public Law 116-6, 113 Stat 13, 118.

Program-Specific Information

Our nation's law enforcement officers face challenges and threats every day. The 12 percent rise in line-of-duty fatalities is a stark reminder that officers continue to be killed and injured as they perform their duties to protect and serve our communities. According to the Federal Bureau of Investigation's (FBI) Law Enforcement Officers Killed and Assaulted (LEOKA), in 2017, the rate of officers assaulted was 10.1 per 100 sworn officers, an increase from 2016's rate of 9.8 per 100 sworn officers. Officers need to have the skills and knowledge necessary, as well as be tactically prepared, to perform those duties safely. They also need to be physically, emotionally, and mentally well and prepared for a career that can take a heavy toll on their lives, and those of their families.

Protecting our communities from crime, including violent crime, is the responsibility of every member of our society. To more effectively combat and reduce violent crime, communities must

¹ Heyman, Miriam, Jeff Dill, and Robert Douglas. "The Ruderman White Paper on Mental Health and Suicide of First Responders." The Ruderman Family Foundation, 2018.

partner with their law enforcement officers so that each may assist the other in achieving the goal of making everyone safer.

To support our nation's officers, the FY 2019 NOSI program is soliciting applications for three new national programs:

1. Innovative Approaches for Strengthening Officer Wellness
2. Partnering to Reduce Violent Crime and Increase Safety
3. Dynamic Defensive Tactics Training

Applicants under this solicitation must have extensive experience and knowledge of the officer safety, officer wellness, and crime reduction fields and demonstrated capacity to develop and implement a nationwide program.

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 training and technical assistance (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 and wellness, and assist in the reduction of violent crime. The objectives and deliverables, as described below, are meant to provide a general overview and guidance on what BJA is seeking under this solicitation.

Applicants are strongly encouraged to propose additional deliverables and may also expand upon the required deliverables listed for the category being applied under.

Applicants should provide detailed information for each deliverable within the application (for example, listing specific trainings and/or resources to be developed).

Overall Objectives:

- Improve the wellness and safety of the nation's state, local, tribal, and territorial law enforcement officers.
- Increase understanding of the shared responsibility of community members and law enforcement to reduce violent crime and enhance officer and community safety.

CATEGORY 1: INNOVATIVE APPROACHES FOR STRENGTHENING OFFICER WELLNESS. COMPETITION ID: BJA-2019-16471

BJA expects to make one award under Category 1 for up to \$1,500,000. The project period is 24 months, and the project start date should be on or after October 1, 2019.

The goal of this category is to select one TTA provider to develop and deliver evidence-based training, resources, and technical assistance to state, local, tribal, and territorial law enforcement agencies that enable them to develop and adopt health and wellness programs and/or centers. Applicants must have the capacity and resources to provide the TTA throughout the country and possibly in a simultaneous manner.

Law enforcement is a challenging and dangerous profession that is both physically and emotionally demanding. This can have a negative effect on officers and if left unaddressed, could lead to health issues, emotional turmoil, behavioral concerns, familial disruptions, and possibly suicide. Providing officers with multi-faceted resources that address issues such as

physical health, mental and emotional wellness, stress management, work/life balance and related issues, etc. can provide officers with the knowledge and tools they need to be healthier and safer officers.

Delivery of TTA must be innovative, interactive, and use adult-learning concepts. All deliverables must be based on the latest research, data, and best practices. **Additionally, the selected TTA provider under this category will coordinate use of resources under existing BJA programs – specifically, the VALOR and NOSI suicide prevention programs, the VALOR Program, VALOR’s Resilience program, and VALOR’s Destination Zero program.** For more information visit <https://www.bja.gov/programs/valor.html>.

Deliverables under this category must include but not be limited to:

1. Development and delivery of innovative and interactive in-person and online trainings for all staff levels within a law enforcement agency on topics related to law enforcement health and wellness (examples include stress reduction, fitness, nutrition, peer support, family and financial education).
2. Development and delivery of resources and trainings for stakeholders (for example, officer’s family members, counselors, clergy, and national law enforcement organizations).
3. Technical assistance for law enforcement agencies with the design and implementation or the enhancement of a health and wellness program or center within the agency.
4. Development and dissemination of hard copy and digital resources and materials.
5. Development of one or more toolkits to assist agencies in the development of health and wellness programs, including a self-assessment checklist, sample policies, a guide for implementation of a structured on-duty fitness program, and guidance on how to implement a wellness program or center.
6. Development and dissemination of safety and wellness reports to inform the field of the program and available resources.
7. Evaluations of TTA events. Major findings should inform the program and the field of any needed TTA modifications.
8. Monthly written updates to BJA on the following information. This is in addition to the required performance measures. At a minimum:
 - Number of trainings and technical assistance events held.
 - Number of law enforcement officers trained.
 - Number of law enforcement agencies represented in training.
 - Number of law enforcement agencies assisted.
 - Number of future trainings and technical assistance scheduled and their locations.
 - Number of pending requests for trainings and technical assistance.
 - Web hits on the program’s website, if applicable.
 - Quotes and testimonials from class evaluations, TTA events, and 90-day surveys.
 - List of completed trainings, with date, location, type of training, and number of attendees.

- List of agencies requesting training and or technical assistance, and type requested.
- Completed analysis of geographic locations recommended for possible TTA, to include justification.

9. Additional tasks or deliverables requested or deemed necessary by BJA to address topics related to law enforcement safety and wellness.

CATEGORY 2: PARTNERING TO REDUCE VIOLENT CRIME AND INCREASE SAFETY.
COMPETITION ID: BJA-2019-16472

BJA expects to make up to two awards under Category 2 for up to \$1,000,000 for each award. The project period is 24 months, and the project start date should be on or after October 1, 2019.

The goal of this category is to select two providers to design and implement a messaging, education, and community engagement program around the theme that driving down violent crime is a shared responsibility between communities and law enforcement that will result in safety for all. Applicants must have the capacity, experience, and resources to design and implement this program on a national scale.

According to the FBI's *2017 Uniform Crime Report*, 1,247,321 violent crimes occurred in the U.S. in 2017. These crimes affect our communities and our nation in many ways – economically, physically, and emotionally. An inability to feel safe and secure can have a detrimental effect on the health of our communities and our law enforcement.

Applicants under this program must demonstrate how their messaging, education, and community engagement program will be designed and implemented nationally. The program may propose activities such as (but not limited to) community engagement events, use of media, or a spokesperson/character. Activities must advance the premise that reducing violent crime is a shared responsibility among all -- community members, law enforcement, and others; and that reducing violent crime increases everyone's safety. Activities and messaging should be tailored to every type of community – urban, rural, tribal, and territorial.

Applicants are strongly encouraged to focus community engagement activities and communications within communities identified as Qualified Opportunity Zones (QOZs).^[1] Applicants should include information in the application that specifies how the project will enhance public safety in the proposed communities. For resources on QOZs, and for a current list of designated QOZs, see the U.S. Department of the Treasury's resource webpage, accessible at <https://www.cdfifund.gov/pages/opportunity-zones.aspx>.

General deliverables under this category must include but not be limited to:

1. Development and dissemination of innovative hardcopy and social media driven digital educational resources addressing violent crime in both English and Spanish.
2. Various types of activities – including strong community engagement – to deliver messaging and education on reducing violent crime as a shared effort.

^[1] See Public Law 115-97, Title I, Subtitle C, Part IX, Subpart B, Sec. 13823.

3. Additional tasks or deliverables requested or deemed necessary by BJA to address and promote topics related to law enforcement and community safety.

CATEGORY 3: DYNAMIC DEFENSIVE TACTICS TRAINING. COMPETITION ID: BJA-2019-16473

BJA expects to make up to one award under Category 3 for up to \$750,000. The project period is 24 months, and the project start date should be on or after October 1, 2019.

The goal of this category is to select one TTA provider to evaluate existing and update and improve defensive tactics trainings for state, local, tribal, and territorial law enforcement agencies and training academies. The TTA provider will not be expected to deliver widespread training under this program but instead to work closely with selected agencies and academies to evaluate existing defensive tactics trainings and subsequently develop a model defensive tactics training program that law enforcement agencies and academies can implement.

Applicants must have the capacity and resources to evaluate and develop enhanced training that can be used throughout the country.

According to the FBI's LEOKA data collected from 12,198 agencies employing 596,604 officers in 2017, 60,211 law enforcement officers were assaulted while performing their duties. Of those, 29 percent sustained injuries during a confrontation. Additionally, 32 percent of the injured officers were attacked with bodily weapons – hands, fists, feet, etc. Of all the officers assaulted, including those not injured, 76.8 percent were attacked by unarmed individuals using bodily weapons.

This program seeks to enable law enforcement agencies and training academies to evaluate and improve the basic defensive tactics being taught to new officers and officers through in-service training. The program will evaluate, update and institute new defensive tactics training for all levels of law enforcement, while paying special attention to training academy recruits. The program should identify commonly taught techniques that appear to be ineffective or don't allow for the practical building of muscle memory. The TTA provider will establish collaborative partnerships with training academies, defensive tactic professionals, evaluation specialists, and law enforcement/public safety administrators.

Development of this dynamic, hands-on TTA must be evidence-based, innovative, interactive, and use adult learning concepts. All deliverables must be based on the latest research, data, and best practices.

Deliverables under this category must include but not be limited to:

1. Rigorous evaluation and recommended modifications of existing close-quarter defensive tactics. Evaluation of actual known events and outcomes is encouraged. These modifications will inform trainings developed under this program.
2. Development of innovative and interactive (scenario-based) training (including train-the-trainer training) for all levels of law enforcement on skills necessary to handle close-quarter encounters (to include control techniques, handcuffing resistance, weapon retention, defensive strikes, how to properly document encounters, etc.) as well as

multiple-individual encounters. Trainings will be based on the recommended modifications identified during the evaluation phase.

3. Development of a liability release agreement for all training participants, agencies, and academies, as well as robust and detailed safety protocols for securing the safety of the training participants and making the training location safe.
4. Delivery of technical assistance to agencies and academies in the evaluation of their existing defensive tactics trainings and policies while also informing the development of new trainings. Agencies and academies that receive and test the updated training under this program should also receive this technical assistance as a precursor to the training.
5. Development and dissemination of guidance resource(s) for agencies and training academies to assist them with evaluating policy considerations and the need for modifications to their existing defensive tactics training.
6. Development and dissemination of promotional material to inform the field of the program and available resources.
7. Evaluations of the TTA events. Major findings should inform the program and the field of any needed TTA modifications.
8. Additional tasks or deliverables requested or deemed necessary by BJA to address topics related to law enforcement safety and defensive tactics training.

Awarded program providers under this solicitation will be required to work closely with BJA and request approval of all activities (and training locations, as applicable) prior to development and/or enhancement. Program providers will be required to participate in regularly scheduled conference calls with BJA to coordinate all activities, as well as in-person officer safety and wellness program provider meetings held three times per year in Washington, DC.

All applicants under this solicitation must address the following:

1. The provider must have the capacity and resources to perform activities at a national level. Additionally, the provider should, within the application, factor in an approximate 120-day approval period for event delivery (as appropriate per the program design).
2. All subject experts, partners (subawardees), trainers, developed materials/trainings and activities, and resources will be subject to BJA review, and possible peer review, prior to being approved.
3. All deliverables, as appropriate, must comply with the Americans with Disabilities Act regulations.
4. Subject experts, partners, and trainers must be identified within the application, and their résumés must be included in the application submission.
5. A timeline of proposed activities and deliverables must be included in the application submission.
6. The provider will be responsible for coordinating and supporting any event under this program, to include supplying the appropriate subject experts and staff for each event. All logistics are the responsibility of the provider.

7. *For Category 1:* Inclusion of a completed training delivery chart demonstrating key data points such as number of proposed deliveries, estimated cost per delivery, and proposed number of attendees or law enforcement agencies. See “What an Application Should Include” on page 13 for additional information.

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

Evidence-Based Programs or Practices

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

Information Regarding Potential Evaluation of Programs and Activities

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

B. Federal Award Information

Maximum number of awards BJA expects to make	4; 1 each under Categories 1 and 3, and 2 under Category 2
Estimated maximum dollar amount for each award	Category 1: up to \$1,500,000 Category 2: up to \$1,000,000 each Category 3: up to \$750,000
Total amount anticipated to be awarded under solicitation	\$4,250,000
Period of performance start date	October 1, 2019
Period of performance duration	24 months

BJA may, in certain cases, provide additional funding in future years to awards made under this solicitation, through continuation awards. 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 award 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 the “Administrative, National Policy, and Other Legal Requirements” section of the [OJP Grant Application Resource Guide](#) for important statutes, regulations, and

award conditions that apply to many (or in some cases, all) OJP grants (and cooperative agreements).

- 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 project 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 project work plans, research designs, data collection instruments, and major project-generated materials. In addition, OJP often indicates in the award terms and conditions that it may redirect the project 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.

Financial Management and System of Internal Controls

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) must, as described in the Part 200 Uniform Requirements² as set out at 2 C.F.R. 200.303, comply with standards for financial and program management. See the [OJP Grant Application Resource Guide](#) for additional information.

Budget Information

Cost Sharing or Match Requirement

This solicitation does not require a match. 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.

Preagreement Costs (also known as Preaward Costs)

Preagreement 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 preagreement 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 preagreement costs, the applicant may contact the point of contact listed on the title page of the solicitation for the requirements concerning written requests for approval. If approved in advance by OJP, award funds may be used for preagreement costs, consistent with the recipient’s approved budget and applicable cost principles. See the section titled Costs

² 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.

Requiring Prior Approval in the DOJ Grants Financial Guide (Postaward Requirements) at <https://ojp.gov/financialguide/DOJ/index.htm> for more information.

Limitation on Use of Award Funds for Employee Compensation; Waiver

For applicants seeking the waiver, see the [OJP Grant Application Resource Guide](#) for information.

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. See the [OJP Grant Application Resource Guide](#) for information.

Costs Associated With Language Assistance (if applicable)

See the [OJP Grant Application Resource Guide](#) for information on costs associated with language assistance that may be allowable.

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

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/trainers, and Timeline.

See the Application Elements and Formatting Instructions section of the [OJP Grant Application Resource Guide](#) for information on, among other things, what happens to an application that does not contain all of the specified elements or that is nonresponsive to the scope of the solicitation.

1. Application for Federal Assistance (Standard Form (SF)-424)

The SF-424 is a required standard form used as a cover sheet for submission of preapplications, applications, and related information. See the [OJP Grant Application Resource Guide](#) for additional information on completing the SF-424.

Intergovernmental Review: This solicitation ("funding opportunity") **is not** subject to [Executive Order 12372](#). (In completing the SF-424, an applicant is to answer question 19 by selecting the response that the "Program is not covered by E.O. 12372.")

2. Project Abstract

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

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

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

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 restrictions, BJA may consider such noncompliance in peer review and in final award decisions.

The following sections should be included as part of the program narrative:

- a. Statement of the Problem
- b. Project Design and Implementation
- c. Capabilities and Competencies
- d. Plan for Collecting Data Required for this Solicitation’s Performance Measures

OJP will require each successful applicant to submit regular performance data that demonstrate the results of the work carried out under the award. The performance data directly relate to the objectives and deliverables identified under "Objectives and Deliverables" in [Section A. Program Description](#).

Applicants should visit OJP’s performance measurement page at www.ojp.gov/performance for an overview of performance measurement activities at OJP.

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

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

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

Post award 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>.

Note on Project Evaluations

An applicant that proposes to use award funds through this solicitation to conduct project evaluations should follow the guidance under Note on Project Evaluations in the [OJP Grant Application Resource Guide](#).

4. Budget Information and Associated Documentation

See the Budget Preparation and Submission Information section of the [OJP Grant Application Resource Guide](#) for details on the Budget Detail Worksheet, and on budget information and associated documentation, such as information on proposed subawards, proposed procurement contracts under awards, and preagreement costs.

5. Training Delivery Data Chart (for Category 1 applicants)

Category 1 applicants must complete the chart below and submit it as an appendix to the application. (See page 7.)

Proposed Training Course Title	Total Number of Proposed Deliveries	Number of Proposed Instructors per Delivery	Number of Proposed Training Attendees (or Law Enforcement Agencies)	Estimated Total Cost per Training Delivery

6. Résumés of Key Personnel, Subject Experts, and Trainers

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

7. Timeline

Each applicant must provide a timeline (as an appendix) for major activities, milestones, and deliverables.

8. Indirect Cost Rate Agreement

See the Budget Preparation and Submission Information section of the [OJP Grant Application Resource Guide](#) for information.

9. 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. See

the [OJP Grant Application Resource Guide](#) for additional information and submission instructions for this Questionnaire.

10. Disclosure of Lobbying Activities

Each applicant must complete and submit this information. See the [OJP Grant Application Resource Guide](#) for additional information and submission instructions for this disclosure.

11. Applicant Disclosure of Pending Applications

Each applicant is required 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 project 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. For additional information on the submission requirements for this disclosure, see the [OJP Grant Application Resource Guide](#).

12. Applicant Disclosure and Justification – DOJ High Risk Grantees³ (if applicable)

An applicant that is designated as a DOJ High Risk Grantee is to submit in GMS, as a separate attachment to its application, information that OJP will use, among other pertinent information, to determine whether it will consider or select the application for an award under this solicitation. The file should be named “DOJ High Risk Grantee Applicant Disclosure and Justification.” (See, also, “Review Process,” below, under Section E. Application Review Information, for a brief discussion of how such information may be considered in the application review process.) See the [OJP Grant Application Resource Guide](#) for additional information and submission instructions for this disclosure.

13. 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. For additional information regarding demonstrating research/evaluation independence and integrity, including appropriate safeguards, see the [OJP Grant Application Resource Guide](#).

How To Apply (Grants.gov)

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

Registration and Submission Steps

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

³ A “DOJ High Risk Grantee” is a recipient that has received a DOJ High-Risk designation based on a documented history of unsatisfactory performance, financial instability, management system or other internal control deficiencies, or noncompliance with award terms and conditions on prior awards, or that is otherwise not responsible.

- CFDA 16.738, Edward Byrne Memorial Justice Assistance Grant Program
- BJA-2019-15343

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

E. Application Review Information

Review Criteria

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

1. Statement of the Problem (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 the program’s design and proposed implementation that will result in accomplishing the category-specific deliverables and activities. The applicant must tie program activities and deliverables to the objectives in the program design. In addition, the required program timeline (see 7 under “What an Application Should Include”) should clearly identify each program activity/deliverable, expected completion dates, and responsible person(s) or organization(s).

Additionally, applicants under Category 1 must include a completed training delivery data chart as an appendix. For additional information, see 5 under “What an Application Should Include” on page 15.

3. Capabilities and Competencies (35 percent)
Fully describe the applicant’s capabilities and resources to implement the program nationally, and the competencies of the staff assigned to the program. Résumés for key personnel (to include subject experts and trainers) must be included in the application package. (See 6 under “What an Application Should Include” on page 15.) The applicant must also provide evidence of experience in working with law enforcement (if not a law enforcement agency) and evidence of extensive experience in successfully providing the following:

Category 1: Innovative Approaches for Strengthening Officer Wellness

Complex national-level law enforcement training and customized technical assistance programs related to officer health and wellness. The applicant must demonstrate the capacity to provide this program throughout the country and online to state, local, tribal, and territorial law enforcement agencies.

In addition, the applicant must demonstrate knowledge and experience in curriculum development, publications and multimedia material development, collaborative

partnerships, development and delivery of training events, and recruitment and management of subject experts/instructors.

Category 2: Partnering to Reduce Violent Crime and Increase Safety

Successful messaging, education, and promotion activities on a national scale using innovative approaches for information and activity delivery. The applicant must also demonstrate the capacity to bring together key partners, as needed, for the development and roll-out of a national messaging campaign.

Category 3: Dynamic Defensive Tactics Training

Development of innovative national-level law enforcement training and customized technical assistance program related to officer safety -- specifically, defensive tactics. The applicant must demonstrate the capacity to complete the activities under this program throughout the country and online to state, local, tribal, and territorial law enforcement.

The applicant must also demonstrate extensive experience in bringing together and collaborating with necessary experts in the field and evaluating trainings for needed modifications based on evidence and best practices. In addition, the applicant must demonstrate experience in curriculum development, document/resource development, recruitment and management of subject experts/instructors, and management of TTA events.

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 project activities). Budget narratives should demonstrate generally how applicants will maximize cost effectiveness of grant expenditures. Budget narratives should demonstrate cost effectiveness in relation to potential alternatives and the objectives of the project.⁴

Review Process

OJP is committed to ensuring a fair and open process for making awards. BJA reviews an application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation requirements.

⁴ 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.”

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 internal reviewer is a current DOJ employee who is well versed or has expertise in the subject of this solicitation. An external peer reviewer is an expert in the subject matter of a given solicitation who is not a current DOJ employee. 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 (specifically including, but not limited to, demonstrable potential enhancement to public safety in one or more federally designated Qualified Opportunity Zones), and available funding, as well as the extent to which the Budget Detail Worksheet and Budget Narrative accurately explain project 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 \$250,000 in federal funds, OJP also must review and consider any information about the applicant that appears in the nonpublic segment of the integrity and performance system accessible through SAM (currently, the Federal Awardee Performance and Integrity Information System, FAPIIS).

Important note on FAPIIS: An applicant, at its option, may review and comment on any information about itself that currently appears in FAPIIS and was entered by a federal awarding agency. OJP will consider any such comments by the applicant, in addition to the other information in FAPIIS, in its assessment of the risk posed by the applicant.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Assistant Attorney General, who may take into account not

only peer review ratings and BJA recommendations, but also other factors as indicated in this section.

F. Federal Award Administration Information

Federal Award Notices

See the [OJP Grant Application Resource Guide](#) for information on award notifications and instructions.

Administrative, National Policy, and Other Legal Requirements

OJP strongly encourages prospective applicants to review information on post-award legal requirements and common OJP award conditions **prior** to submitting an application. See the [OJP Grant Application Resource Guide](#) for additional information on administrative, national policy, and other legal requirements.

Information Technology (IT) Security Clauses

An application in response to this solicitation may require inclusion of information related to information technology security. See the [OJP Grant Application Resource Guide](#) for information on information technology security.

General Information About Post-Federal Award Reporting Requirements

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

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

See the [OJP Grant Application Resource Guide](#) for additional information on specific post-award reporting requirements, including performance measures data.

G. Federal Awarding Agency Contact(s)

For OJP contact(s), see page 2.

For contact information for Grants.gov, see page 2.

H. Other Information

Freedom of Information and Privacy Act (5 U.S.C. 552 and 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. See the [OJP Grant Application Resource Guide](#) for information on DOJ and OJP processes with regard to application information requested pursuant to FOIA.

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. See the [OJP Grant Application Resource Guide](#) for information on providing solicitation feedback to OJP.

Appendix A: Performance Measures Table

Objectives	Performance Measure	Data Grantee Provides
Objective 1: Increase the knowledge and capacity of local, state, tribal, and territorial law enforcement to augment officer safety and wellness through training and events.	Number of trainings conducted	Number of trainings (by type): <ul style="list-style-type: none"> • In-person • Web-based • CD/DVD • Peer-to-peer • Workshop
	Number of participants who attended the training	Number of individuals who: <ul style="list-style-type: none"> • Attended the training (in-person) or started the training (web-based) • Completed the training • Completed an evaluation at the conclusion of the training • Completed an evaluation and rated the training as satisfactory or better • Completed the post-test with an improved score over their pre-test
	Percentage of participants who successfully completed the training	
	Percentage of participants who rated the training as satisfactory or better	
	Percentage of participants trained and subsequently demonstrated performance improvement	
	Number of curricula developed	Number of training curricula: <ul style="list-style-type: none"> • Developed • Pilot tested • Revised after being pilot tested
	Number of curricula that were pilot tested	
	Percentage of curricula that were revised after pilot testing	

Objectives	Performance Measure	Data Grantee Provides
Objective 2: Increase the ability and capacity of criminal justice practitioners to solve problems and improve policies/practices related to officer safety, wellness, resilience and survivability through short-term and comprehensive technical assistance.	Percentage of requesting agencies who rated services as satisfactory or better	<ul style="list-style-type: none"> • Number of onsite visits completed • Number of reports submitted to requesting agencies after onsite visits • Number of requesting agencies that completed an evaluation of services • Number of agencies that rated the services as satisfactory or better (in terms of timeliness and quality) • Number of follow-ups with requesting agencies completed 6 months after onsite visit • Number of agencies that were planning to implement at least one or more recommendations 6 months after the onsite visit
	Percentage of requesting agencies that were planning to implement one or more recommendations	
	Percentage of requesting agencies of other onsite services that rated the services provided as satisfactory or better	<ul style="list-style-type: none"> • Number of other onsite services provided • Number of requesting agencies that completed an evaluation of other onsite services • Number of agencies that rated the services as satisfactory or better
Objective 3: Increase information provided to BJA and the criminal justice community.	Number of conferences or advisory/focus groups held	<ul style="list-style-type: none"> • Number of conferences or advisory/focus groups held • Number of conference or advisory/focus group attendees who

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

Appendix B: Application Checklist
FY 2019 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 the [OJP Grant Application Resource Guide](#))
- Acquire or renew registration with SAM (see the [OJP Grant Application Resource Guide](#))

To Register with Grants.gov:

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

To Find Funding Opportunity:

- Search for the Funding Opportunity on Grants.gov (see page 17)
- Select the correct Competition ID
 - Category 1: BJA-2019-16471
 - Category 2: BJA-2019-16472
 - Category 3: BJA-2019-16473
- Access Funding Opportunity and Application Package (see the [OJP Grant Application Resource Guide](#))
- Sign up for Grants.gov email [notifications](#) (optional) (see the [OJP Grant Application Resource Guide](#))
- Read [Important Notice: Applying for Grants in Grants.gov](#)
- Read OJP policy and guidance on conference approval, planning, and reporting available at ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm (see the [OJP Grant Application Resource Guide](#))

After Application Submission, Receive Grants.gov Email Notifications That:

- (1) Application has been received
- (2) Application has either been successfully validated or rejected with errors (see the [OJP Grant Application Resource Guide](#))

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

- Contact BJA 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/Explore/LegalOverview/index.htm>.

Scope Requirement:

- _____ The federal amount requested is within the allowable limit(s) of:
 - Category 1: \$1,500,000
 - Category 2: \$1,000,000
 - Category 3: \$750,000

Eligibility Requirement:

Applicants must have experience working with law enforcement or be a law enforcement agency. Nonprofit and for-profit national 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; a determination by the Secretary of the Interior is not required for tribes to which federal recognition was extended by virtue of Public Law 115-121, the Thomasina E. Jordan Indian Tribes of Virginia Federal Recognition Act of 2017); and institutions of higher education (including tribal institutions of higher education). All recipients and subrecipients (including for-profit national organizations) must forgo any profit or management fee.

What an Application Should Include:

The following items are critical application elements required to meet the basic minimum requirements. An application that OJP determines does not include the application elements designated to be critical will neither proceed to peer review nor receive further consideration.

- Program Narrative (see page 14)
- Budget Detail Worksheet and Narrative (see page 15)

- Application for Federal Assistance (SF-424) (see page 13)
- Project Abstract (see page 13)
- Program Narrative (see page 14)
- Budget Detail Worksheet (including Narrative) (see page 15)
- Indirect Cost Rate Agreement (if applicable) (see page 15)
- Financial Management and System of Internal Controls Questionnaire (see page 15)
- Disclosure of Lobbying Activities (SF-LLL) (see page 16)
- Applicant Disclosure of Pending Applications (see page 16)
- Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable) (see page 16)
- Research and Evaluation Independence and Integrity (see page 16)
- Request and Justification for Employee Compensation; Waiver (if applicable) (see page 13)