

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



Enhancing Task Force Leadership, Operations, and Management FY 2019 Competitive Grant Solicitation

CFDA # 16.738

Grants.gov Solicitation Number: BJA-2019-15244

Solicitation Release Date: March 25, 2019

Application Deadline: 11:59 p.m. eastern time on May 28, 2019

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP) [Bureau of Justice Assistance](#) (BJA) is seeking applications for funding to continue the Task Force Training Program. The program provides training and technical assistance nationwide to increase the effectiveness and ensure the success of state and local multijurisdictional, and tribal law enforcement task forces created to address local crime issues. This program furthers the Department's mission by assisting state and local jurisdictions in addressing violent crime.

This solicitation incorporates the [OJP Grant Application Resource Guide](#) by reference. The OJP Grant Application Resource Guide 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)

Eligible applicants are limited to national, regional, state, or local public and private entities, including for-profit (commercial) and nonprofit organizations (including tribal for-profit or nonprofit organizations), faith-based and community organizations, institutions of higher education (including tribal institutions of higher education).

All recipients and subrecipients (including any for-profit organization) must forgo any profit or management fee.

Applicants must also demonstrate experience in delivering criminal justice training and technical assistance nationwide.

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 on 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 program 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 28, 2019.

To be considered punctual, 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](#).

Contents

A. Program Description	5
Overview	5
Program-Specific Information	5
Objectives and Deliverables	6
Evidence-based Programs or Practices	7
Information Regarding Potential Evaluation of Programs and Activities.....	7
B. Federal Award Information.....	7
Type of Award.....	7
Financial Management and System of Internal Controls.....	8
Budget Information.....	8
Cost Sharing or Matching Requirement.....	8
Pre-agreement Costs (also known as Pre-award Costs)	8
Limitation on Use of Award Funds for Employee Compensation; Waiver	9
Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs	9
Costs Associated with Language Assistance (if applicable)	9
C. Eligibility Information.....	9
D. Application and Submission Information	9
What an Application Should Include	9
How To Apply.....	14
E. Application Review Information.....	14
Review Criteria.....	14
Review Process	15
F. Federal Award Administration Information	16
Federal Award Notices	16
Administrative, National Policy, and Other Legal Requirements	16
Information Technology (IT) Security Clauses	16
General Information about Post-Federal Award Reporting Requirements	16
G. Federal Awarding Agency Contact(s)	17
H. Other Information.....	17
Freedom of Information Act and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a)	17
Provide Feedback to OJP	17
Appendix A: Performance Measures.....	18
Appendix B: Application Checklist.....	22

Enhancing Task Force Leadership, Operations, and Management CFDA #16.738

A. Program Description

Overview

Under the Bureau of Justice Assistance (BJA) Task Force Training Program, BJA is seeking applications to provide nationwide training and technical assistance (TTA) to increase the effectiveness and ensure the success of state and local multijurisdictional law enforcement task forces created to address local crime issues.

The Task Force Training Program was developed to increase the effectiveness of local, state, and tribal law enforcement in the management of multijurisdictional task force operations. The program promotes integrity and accountability by emphasizing best practices to reduce liability and enhance officer safety and effectiveness.

The program also supports the Center for Task Force Leadership and Integrity (CTFLI), a restricted-access website that offers specialized online training designed to bolster task force capabilities, promote officer safety, and protect individuals' privacy, civil rights, and civil liberties.

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

Statutory Authority

Awards under this solicitation will be made under statutory authority provided by the Consolidated Appropriations Act, 2019, Public Law No. 116-6, 133 Stat. 13.

Program-Specific Information

Through various programs and initiatives, BJA funds a variety of multijurisdictional task forces focused on providing assistance to and building capacity among state, local, and tribal law enforcement in an effort to reduce crime and enhance public safety. For instance, BJA provides funding for drug task forces, human trafficking task forces, violent crime task forces, gang task forces, and task forces addressing intellectual property crime. In addition, multijurisdictional task forces funded through BJA's Edward Byrne Memorial Justice Assistance Grant (JAG) Program are required to successfully complete task force training that addresses task force effectiveness as well as other key issues, including privacy and civil liberties/rights, task force performance measurement, personnel selection, and task force oversight and accountability.

Task force leadership, operations, and management can be quite complex. As BJA's focus is on fighting crime more effectively, the purpose of this TTA program is to support the needs, increase the effectiveness, and ensure success of BJA-funded and non-BJA-funded state, local, and tribal task forces assembled and designed to address local crime issues, such as those mentioned above.

Objectives and Deliverables

Required objectives:

- Provide nationwide training to increase the effectiveness and ensure the success of state and local multijurisdictional law enforcement and tribal task forces created to address local crime issues.
- Increase information provided to BJA and the criminal justice community.

To achieve these objectives, applicants must describe how they will produce the following deliverables:

- Provide specialized TTA services on task force leadership to local, state, and tribal law enforcement throughout the United States.
- Deliver diverse training modules in person and/or that delineate and clarify the roles and responsibilities for task force executive leadership, task force commanders, and task force members. Modules should include: task force leadership, management, and operations; safeguarding privacy, civil rights, and civil liberties in task force operations; fair and impartial policing; officer safety and deconfliction (in coordination with [BJA's VALOR](#) program); collaboration and effective partnerships; working with research partners and using evidence-based and data-driven strategies; innovative approaches to task force operations, crime analysis; personnel selection; task force oversight and accountability; and adoption of sound business practices as part of the task force's organizational and operational philosophies.
- Provide semiannual reports to BJA listing all graduates from the training, broken out by type of task force and source of BJA funding.
- Ensure training for all task forces focuses on performance and performance measurement. The training should assist task forces with developing and implementing robust performance measures that orient activity toward reducing crime.
- Maintain a restricted-access website that offers the above-described training and additional resources.
- Coordinate peer-to-peer technical assistance, which may include onsite visits or innovative use of technology to connect peer to peer.
- Offer services in accordance with adult learning theory and that use a variety of delivery methods. This includes, but is not limited to, leveraging a variety of online services (i.e., webinars, podcasts, Learning Management Systems (LMS), teleconferencing, and other technologies for delivery of technical assistance.
- Maintain a cadre of subject-matter experts approved by BJA and conduct curricula enhancements to ensure that the training reflects the latest trends and emerging issues, recent case study examples, sophisticated multimedia aids, and relevant data.

BJA's current work in this area can be viewed at <https://www.centf.org/>.

The TTA provider will be required to participate in BJA's GrantStat and associated processes, by which BJA tracks grantee or program performance along several key indicators. GrantStat calls for the collection and analysis of performance data and other relevant information that enable BJA and TTA partners to be held accountable for the program's performance as measured against its goals and objectives. It also provides BJA a means to coordinate with the TTA partner to identify and respond to grantee needs. The TTA provider will be required to assist grantees in the collection of performance measure data, in collaboration with the local research partners.

The Goals, 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 policy making and program development in criminal justice, juvenile justice, and crime victim services. For additional information and resources on evidence-based programs or practices, see the [OJP Grant Application Resource Guide](#).

Information Regarding Potential Evaluation of Programs and Activities

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

B. Federal Award Information

Maximum number of awards BJA expects to make	1
Estimated maximum dollar amount	up to \$500,000
Period of performance start date	October 1, 2019
Period of performance duration	24-month period of performance

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 a discussion of 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 Requirements¹ 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 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.

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

¹ The “Part 200 Uniform Requirements” means the DOJ regulation at 2 C.F.R Part 2800, which adopts (with certain modifications) the provisions of 2 C.F.R. Part 200.

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

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, and résumés or curriculum vitae of research partners (if applicable) and key personnel.

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 (SF-424)

The SF-424 is a required standard form used as a cover sheet for submission of pre-applications, 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 project abstract that summarizes the proposed project in 400 words or less. Project abstracts should be:

- Written for a general public audience.
- Submitted as a separate attachment with “Project Abstract” as part of its file name.
- Single-spaced, using a standard 12-point font (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 must respond to the solicitation (see Program-Specific Information on pages 5-6) and the Review Criteria (see pages 14-15) in the order given. The Program Narrative should be double-spaced, using a standard 12-point font (Times New Roman is preferred) with 1-inch margins, and should not exceed 12 pages. Number pages “1 of 12,” “2 of 12,” etc. Charts and graphs may be included in the narrative, and may be single-spaced and feature smaller fonts as necessary to present the included data.

If the program narrative fails to comply with these length-related restrictions, BJA may consider such noncompliance in peer review and in final award decisions.

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

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

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 semiannually through BJA's online Training and Technical Assistance Reporting Portal. More information on reporting requirements can be found at: <https://www.bjatrain.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 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. Indirect Cost Rate Agreement (if applicable)

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

6. Tribal Authorizing Resolution (if applicable)

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

The following two paragraphs in this solicitation expressly modify the Tribal Authorizing Resolution provisions in the [OJP Grant Application Resource Guide](#). An applicant is to follow the guidance in these two paragraphs instead of the guidance stated under the Tribal Authorizing Resolution heading in the Guide.

An application in response to this solicitation may require inclusion of information related to a tribal authorizing resolution. A tribe, tribal organization, or third party that proposes to provide direct services or assistance to residents on tribal lands should include in its application a resolution, letter, affidavit, or other documentation, as appropriate, that demonstrates (as a legal matter) that the applicant has the requisite authorization from the tribe(s) to implement the proposed project on tribal lands. In those instances when an organization or consortium of tribes applies for an award on behalf of a tribe or multiple specific tribes, the application should include appropriate legal documentation, as described above, from all tribes that would receive services or assistance under the award. A consortium of tribes for which existing consortium bylaws allow action without support from all tribes in the consortium (i.e., without an authorizing resolution or comparable legal documentation from each tribal governing body) may submit, instead, a copy of its consortium bylaws with the application.

An applicant unable to submit an application that includes a fully executed (i.e., signed) copy of legal appropriate documentation, as described above, consistent with the applicable tribe's governance structure, should submit an unsigned, draft version of such legal documentation as part of its application (except for cases in which, with respect to a tribal consortium applicant, consortium bylaws allow action without the support of all consortium

member tribes). If selected for funding, OJP will make use of and access to award funds contingent on receipt of the fully executed legal documentation.

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

8. 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.

9. 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](#).

10. Applicant Disclosure and Justification – DOJ High Risk Grantees² (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.

11. 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](#).

² 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.

12. 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 <https://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 (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 are 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 supplemental disclosure promptly after the award in certain circumstances (e.g., changes in the way the organization determines compensation).

13. Additional Attachments

a. Timeline

Attach a project timeline that includes each program objective, deliverables, expected completion date, and responsible person or organization.

b. Résumés and Curriculum Vitae

Attach the résumés of key program staff and the identified research partner(s), if applicable.

How To Apply (Grants.gov)

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

Registration and Submission Steps

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

- CFDA 16.738 Edward Byrne Memorial Justice Assistance Grant Program
- Funding Opportunity Number (FON): BJA-2019-15244

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 (15 percent)

Applicants should describe and demonstrate understanding of the nature of the problem, describe the need for addressing the problem, and very briefly introduce how the applicant proposes to address the problem.

2. Project Design and Implementation (40 percent)

Applicants should demonstrate how they will design and implement the program. They should address the requirements outlined in this solicitation. Applicants may choose to include other items/deliverables in addition to the ones listed in this announcement and should provide detailed information on those items as well. Should the provider develop a website or webpage for the TTA program, it will ensure the website/webpage is regularly updated and managed. The provider will ensure that the website/page meets all necessary parameters to allow it to be migrated over to BJA or another entity, per BJA's instructions, should this become necessary. Additionally, the provider will be required to provide webpage content for use on BJA's National Training and Technical Assistance Center's (NTTAC) website. See www.bjatrainning.org/justice-topics/overview for existing program page examples on NTTAC's site.

Applicants must include a timeline/task plan that identifies the major tasks and deliverables of the proposed project and who is responsible for each activity. Applicants must describe how the training and technical assistance will encompass data-driven and evidence-based practices. Applicants must describe how they will identify and assess training and technical assistance needs.

3. Capabilities and Competencies (20 percent)

Applicants must demonstrate a history of successfully providing complex national law enforcement programs related to the subject matter. This history should include capabilities and competencies required to successfully complete the project under the specific category for which they are applying. Examples of capabilities/competencies include: curriculum development; recruitment and maintenance of subject experts; nationwide instruction delivery using a range of training modalities, such as online and in-person training, to a variety of law enforcement professionals and leaders; training/meeting logistics planning and implementation; conducting individual course evaluations; and development and publication of well-written reports, presentations, training materials, articles, publications, etc.

4. Plan for Collecting and Analyzing the Data Required for this Solicitation's Performance Measures and Project Evaluation Design (15 percent)

Describe the process and methods for evaluating program performance, to include a description of (1) the outcome evaluation methodology and research design that will provide findings related to the implementation and outcomes of the selected program strategy; and (2) the process and methods for collecting required performance metrics and submission of these metrics to BJA in accordance with the requirements of this solicitation.

For both of the aforementioned data collection and evaluation processes, applicants must identify who will collect the data, who is responsible for performance and outcome measurement, and how the information will be used to guide and evaluate the impact of the program. Describe the process to accurately report implementation and outcome findings.

5. Budget (10 percent)

Provide a proposed budget and budget narrative that are 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.³

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. See the [OJP Grant](#)

³ Generally speaking, a reasonable cost is a cost that, in its nature or amount, does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs.

[Application Resource Guide](#) for information on the application review process for this solicitation.

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 non-public segment of the integrity and performance system accessible through SAM (currently, the Federal Awardee Performance and Integrity Information System, [FAPIS]).

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

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 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. 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

Objectives	Performance Measure	Data Grantee Provides
Objective 1: Provide nationwide training to increase the effectiveness and ensure the success of state and local multijurisdictional law enforcement and tribal task forces created to address local crime issues.	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 who subsequently demonstrated performance improvement	
	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"> • Received a scholarship • Completed the training • Completed a survey at the conclusion of the training • Reported the training provided

Objectives	Performance Measure	Data Grantee Provides
		information that could be utilized in their job
	Number of curricula developed	Number of training curricula:
	Number of curricula that were pilot tested	<ul style="list-style-type: none"> • Developed
	Percentage of curricula that were revised after pilot testing	<ul style="list-style-type: none"> • Pilot tested • Revised after being pilot tested
Objective 2: Provide nationwide technical assistance to increase the effectiveness and ensure the success of state and local multijurisdictional law enforcement task forces created to address local crime issues.	Percentage of requesting agencies that 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 peer visitors who reported that the visit to the other agency was useful in providing information on policies or practices	<ul style="list-style-type: none"> • Number of peer-to-peer visits completed • Number of peer visitors who completed an evaluation

Objectives	Performance Measure	Data Grantee Provides
	<p>Percentage of peer visitors who were planning to implement one or more policies or practices 6 months after they were observed at the visited site</p>	<ul style="list-style-type: none"> • Number of peer visitors who reported that the visit was useful in providing information on policies or practices • Number of follow-ups with the requesting peer visitor completed 6 months after the peer-to-peer visit • Number of peer visitors who were planning to implement at least one or more recommendations 6 months after the onsite visit
	<p>Percentage of requesting agencies of other onsite services that rated the services provided as satisfactory or better</p>	<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
<p>Objective 3: Increase information provided to BJA and the criminal justice community.</p>	<p>Number of conferences or advisory/focus groups held</p>	<ul style="list-style-type: none"> • Number of conferences or advisory/focus groups held • Number of conference or advisory/focus group attendees who completed an evaluation • Number of conference or advisory/focus group attendees who rated the advisory/focus group as satisfactory or better
	<p>Percentage of advisory/focus groups evaluated as satisfactory or better</p>	

Objectives	Performance Measure	Data Grantee Provides
	Number of publications developed	<ul style="list-style-type: none"> • Number of publications/resources developed • Number of publications/ resources disseminated
	Number of publications disseminated	
	Percentage 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
	Percentage 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 Enhancing Task Force Leadership, Operations, and Management**

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 14)
- _____ 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/index.htm>.

Scope Requirement:

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

Eligibility Requirement:

_____ Eligible applicants are limited to national, regional, state, or local public and private entities, including for-profit (commercial) and nonprofit organizations (including tribal for-profit or nonprofit organizations), faith-based and community organizations, institutions of higher education (including tribal institutions of higher education).

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.

- Project Abstract (see page 9)
- Program Narrative (see page 10)
- Budget Detail Worksheet (including Narrative) (see page 11)

- Application for Federal Assistance (SF-424) (see page 9)
- Project Abstract (see page 9)
- Program Narrative (see page 10)
- Budget Detail Worksheet (including Narrative) (see page 11)
- Indirect Cost Rate Agreement (if applicable) (see page 11)
- Tribal Authorizing Resolution (if applicable) (see page 11)
- Financial Management and System of Internal Controls Questionnaire (see page 12)
- Disclosure of Lobbying Activities (SF-LLL) (see page 12)
- Applicant Disclosure of Pending Applications (see page 12)
- Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable) (see page 12)
- Research and Evaluation Independence and Integrity (see page 12)
- Disclosure of Process Related to Executive Compensation (see page 13)

- Request and Justification for Employee Compensation; Waiver (if applicable)
(see page 9)

Additional Attachments

- Timeline (see page 14)
- Résumés and curriculum vitae (see page 14)