



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#) (BJA) is seeking applications for the FY 2016 National Initiatives: Officer Safety and Wellness Initiative—VALOR Program. This national program furthers the Department's mission by improving the criminal justice system, enhancing law enforcement safety and wellness, and providing support to efforts including training and technical assistance programs strategically targeted to address law enforcement safety and wellness needs.

FY 2016 National Initiatives: Officer Safety and Wellness Initiative—VALOR Program

Applications Due: April 21, 2016

Eligibility

Eligible applicants are not-for-profit and for-profit organizations (including tribal nonprofit and for-profit organizations); state and local governments; federally recognized Indian tribal governments (as determined by the Secretary of the Interior); and institutions of higher learning (including tribal institutions of higher education). Applicants must have extensive experience in providing national training and technical assistance as well as extensive experience and knowledge of the officer safety and wellness field. For-profit organizations must agree to forgo any profit or management fee.

BJA welcomes applications that involve two or more entities that will carry out the funded federal award activities; however, one eligible entity must be the applicant and the other(s) must be proposed as subrecipient(s). The applicant must be the entity with primary responsibility for administering the funding and managing the entire project. Only one application per lead applicant will be considered per category; however, subrecipients may be part of multiple proposals.

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

Deadline

Applicants must register with [Grants.gov](#) prior to submitting an application. All applications are due to be submitted and in receipt of a successful validation message in Grants.gov by 8:00 p.m. eastern time on April 21, 2016.

All applicants are encouraged to read this [Important Notice: Applying for Grants in Grants.gov](#).

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

Contact Information

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726 or 606-545-5035, or via email to support@grants.gov. The [Grants.gov](#) Support Hotline hours of operation are 24 hours a day, 7 days a week, except federal holidays.

Applicants that experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must email the BJA contact identified below **within 24 hours after the application deadline** and request approval to submit their application. Additional information on reporting technical issues is found under "Experiencing Unforeseen Grants.gov Technical Issues" in the [How to Apply](#) section.

For assistance with 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.

Grants.gov number assigned to this announcement: BJA-2016-9112

Release date: February 23, 2016

Contents

A. Program Description	4
Overview	4
Program-Specific Information	5
Goals, Objectives, and Deliverables	5
Evidence-Based Programs or Practices	17
B. Federal Award Information	18
Type of Award	18
Financial Management and System of Internal Controls	18
Budget Information	19
Cost Sharing or Matching Requirement	19
Pre-Agreement Cost (also known as Pre-award Cost) Approvals	19
Limitation on Use of Award Funds for Employee Compensation; Waiver	19
Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs	20
Costs Associated with Language Assistance (if applicable)	20
C. Eligibility Information	20
Limit on Number of Application Submissions	21
D. Application and Submission Information	21
What an Application Should Include	21
How to Apply	29
E. Application Review Information	33
Selection Criteria	33
Review Process	35
F. Federal Award Administration Information	36
Federal Award Notices	36
Administrative, National Policy, and other Legal Requirements	36
General Information about Post-Federal Award Reporting Requirements	37
G. Federal Awarding Agency Contact(s)	38
H. Other Information	38
Provide Feedback to OJP	38
Application Checklist	39

FY 2016 National Initiatives: Officer Safety and Wellness Initiative—VALOR Program

(CFDA #16.738)

A. Program Description

Overview

BJA is seeking applications under five distinct categories for the FY16 National Initiatives: Officer Safety and Wellness Initiative—VALOR Program:

1. VALOR Officer Safety and Wellness Training and Technical Assistance National Provider - A national officer safety and wellness training and technical assistance (TTA) provider to continue, and enhance, the Preventing Violence Against Law Enforcement and Ensuring Officer Resilience and Survivability (VALOR) Program.
2. Active Shooter Response Tactical Training and Technical Assistance Provider - A tactical TTA provider to deliver tactical TTA to support, on a national level, state and local law enforcement officers responding to an active shooter event.
3. Officer Safety and Wellness Recognition Program - An organization to identify, recognize, and increase awareness of officer safety and wellness best practices and programs at a national level through an officer safety and wellness recognition program.
4. Officer Safety and Wellness Pilot Research and Evaluation Model - A national director/coordinator to implement and oversee the creation of an officer safety and wellness pilot research and evaluation program that will develop three pilot research and evaluation sites.
5. De-Escalation Training and Technical Assistance Provider - Delivery of evidence-based de-escalation TTA to educate and protect state, local, and tribal law enforcement officers and improve outcomes and relationships between officers and the communities they serve.

Over the past decade, there has been an average of 58,930 assaults a year on law enforcement officers, resulting in 15,404 injuries. Regrettably, on average, one law enforcement death occurs every 60 hours.¹ Additionally, there has been a 6 percent increase in 2015 (52 deaths) in traffic-related law enforcement deaths from 2014 (49 deaths).²

Law enforcement officers continue to face dangerous and volatile situations – for example, the active shooter terrorist event in San Bernardino, California in December 2015 that left 14 dead; the October 2015 shooting death of a New York Police Department officer during a chase; the

¹ National Law Enforcement Officers Memorial Fund, “Law Enforcement Facts,” obtained January 7, 2016, from www.nleomf.org/facts/enforcement/

² National Law Enforcement Officers Memorial Fund, “Preliminary 2015 Law Enforcement Officer Fatalities Report,” obtained January 7, 2016, from <http://www.nleomf.org/assets/pdfs/reports/2015-EOY-Officer-Fatalities-Report.pdf>

October 2015 shooting death of an Aitkin County Sheriff's Office Investigator who was guarding a suspect; or the Philadelphia, Pennsylvania officer ambushed and shot at 13 times as he sat in his vehicle in early January 2016.

This program is funded under H.R. 2029, Consolidated Appropriations Act, 2016.

Program-Specific Information

BJA's VALOR initiative was established in 2010 by the Attorney General to respond to the increase in assaults and violence against law enforcement and to increase officer safety and wellness. The VALOR initiative is an overarching program that addresses officer safety and wellness through multifaceted training, technical assistance, and specialized programs. Since its inception, the VALOR Program has provided critical education and resources to law enforcement professionals on officer safety and wellness topics that have a direct impact on officers' safety. The current VALOR Program is a tactical-, skill-, and awareness-building TTA program, delivered throughout the nation to law enforcement professionals, aimed at improving officer safety, resilience, and wellness.

Since its inception, VALOR has undergone continuous evolution to ensure that it addresses current topics and integrates the latest research and practice to address all aspects of officer safety and wellness that have a direct impact on job safety and performance. These varied emerging issues can have a direct effect on an officer's ability to prevent or survive the rigorous challenges and threats she or he may face.

Along with training and technical assistance, VALOR currently makes a variety of other resources available to law enforcement, including web-based resources on emerging threats, officer safety awareness messages/campaigns, and online training modules and webinars.

To further the VALOR initiative, the FY 2016 VALOR solicitation will focus on funding efforts in five major national categories:

1. VALOR Officer Safety and Wellness Training and Technical Assistance National Provider
2. Active Shooter Response Tactical Training and Technical Assistance Provider
3. Officer Safety and Wellness Recognition Program
4. Officer Safety and Wellness Pilot Research and Evaluation Model
5. De-Escalation Training and Technical Assistance Provider

This FY 2016 program requires close collaboration between the awardees of each of the five categories and between the awardees and BJA. In addition, awardees are required to create material and share information and resources with one another during the project period.

Goals, Objectives, and Deliverables

Under this solicitation, BJA seeks to improve the functioning of the criminal justice system, improve law enforcement safety and wellness practices and strategies that have a direct impact on officers' safety, assist in improving and building stronger community relationships, and assist in building safer communities. This is achieved by focusing on TTA and other programs for sworn law enforcement professionals and their agencies.

Note: Applicants should note that deliverables listed under the category(ies) that state that they must collaborate with awardees under other categories are expected to coordinate and collaborate only after the awarding process. Applicants are not expected

to coordinate and collaborate during the application phase of this solicitation. Collaboration and coordination of those deliverables is required only after awards are made.

All TTA providers may be required to participate in BJA's GrantStat. Through GrantStat, BJA management and staff examine the performance of the grant programs funded by BJA by tracking grantee or program performance along several key indicators. GrantStat calls for the collection and analysis of performance data and other relevant grant-level information that enables BJA, as well as our TTA partners, to be held accountable for the grantee's and program's performance as measured against the program's goals and objectives. In addition, the TTA provider will be required to assist grantees in the collection of performance measure data, working in collaboration with the local research partners.

CATEGORY 1: VALOR OFFICER SAFETY AND WELLNESS TRAINING AND TECHNICAL ASSISTANCE NATIONAL PROVIDER. COMPETITION ID: BJA-2016-9500.

BJA expects to make one award under Category 1 for up to \$4,850,000. The project period is 24 months, and the project start date should be on or after October 1, 2016.

The goal of this category is to select one VALOR Officer Safety and Wellness Training and Technical Assistance National Provider to provide state, local, and tribal law enforcement with TTA on officer safety and wellness topics that have a direct impact on officer safety. It is expected that TTA will be delivered through a variety of traditional and innovative means, including in-person and online training, as well as printed materials and resources. Applicants must have the capacity and resources to provide this TTA at a national level.

BJA is seeking a TTA provider to implement a TTA program (as part of BJA's larger VALOR program/initiative) that delivers critical training and technical assistance to law enforcement that addresses officer safety and wellness. The VALOR TTA program must be a holistic and well-balanced tactical-, skill-, and awareness-building TTA program that is delivered throughout the nation to law enforcement professionals. It must provide training, resources, and information to help officers identify potentially deadly encounters before they occur and to prevent them from occurring (or survive them if they cannot be prevented), in the safest way possible for both officers and community members. The information provided and the resources developed must be based on the latest research and evidence-based practices. Training and technical assistance topics should be directly related to what research indicates are the greatest threats to officer safety and wellness.

Under this Category, applicants are required to produce, *at a minimum*, **all** of the following deliverables. In addition, BJA strongly encourages applicants to identify other innovative training topics, training delivery models, and technical assistance resources and offerings within their application.

It is envisioned that the VALOR TTA Program (Category 1) will consist of the following general framework:

- 1) An overall multi-day introductory VALOR training.
- 2) In-depth topic-based follow-up one-day trainings based on the VALOR training (see Deliverable 1 below).
- 3) Specialized trainings on various topics.
- 4) National conferences on Officer Safety and Wellness Programs.
- 5) Additional non-training related activities.

Please see the numbered items below for specific requirements:

1. In-person, multi-day general officer safety and wellness training based on a study and collection of research and information from the field and existing training programs. It must comprehensively address officer safety and wellness topics that have a direct impact on officers' safety. Each training should accommodate a large number (200 or more) of sworn state, local, and tribal law enforcement representing various law enforcement agencies from a particular geographic region. The TTA provider will cover all meeting and travel costs associated with curriculum enhancement and development. Applicants must describe in detail the overall design of the training, including the training length.

Applicants are required, at a minimum, to address the following training topics:

- Lethal and non-lethal (assaults/injuries) threats and emerging issues.
- Behaviors and signs of a possibly armed individual.
- De-escalation (a basic introductory module, separate from the more extensive training under Category 5. Coordination with the Category 5 awardee is necessary. See Category 5, Deliverable 2.).
- Pre-incident signs/indicators that an assault may occur, to include an examination of the situation/circumstances.
- Active shooter response considerations (introductory awareness training, separate from the more extensive training under Category 2. Coordination with the Category 2 awardee is necessary. See Category 2, Deliverable 3.).
- Casualty care.
- Law enforcement mental health and resilience.
- Law enforcement nobility, guardianship, valuing and safeguarding life, rights and liberty.
- Preparedness and first-hand testimonial from an officer involved in a life-threatening incident.
- New and innovative trainings/workshops/briefings and resources, based on available research.

This training should include, as appropriate to the topic, some level of interactive instruction (e.g., live demonstration/role playing) with participants and audio/visual aids including videos. Applicants may choose and should briefly describe the training model to be used; examples include general sessions, breakout sessions, executive-level breakouts and line officer sessions, etc. Applicants are encouraged to visit www.valorforblue.org to learn more about the current VALOR TTA program.

2. Deliver more extensive follow-up trainings to state, local, and tribal law enforcement on topics covered under the VALOR TTA program. These should be developed for single-day delivery and should provide an in-depth version of the topics addressed in the general training.

In addition to follow-up trainings on the topics covered in the general training the following specialized trainings should also be developed and implemented:

- Executive and mid-level trainings.
- A companion Train-the-Trainer course for the general VALOR training.

- Law enforcement recognition and response to individuals that may be in mental health distress, to include a Train-the-Trainer training and accompanying toolkit (done in collaboration with national experts, advocates, and stakeholders).
 - Online trainings for the VALOR TTA program's website (to be housed on a secure portion of the site) that addresses emerging threats, raises officer safety awareness, etc. They should be developed for possible roll call use.
3. In partnership with appropriate stakeholders, explore the development/modification of VALOR trainings for:
 - Prosecutors, and probation and parole officers.
 - Campus law enforcement.
 4. Develop and host two (one per year) national conferences to highlight all of the program award winners identified under the work performed by the Category 3 - Officer Safety and Wellness Recognition Program awardee. See Category 3, Deliverable 4.
 5. Develop and disseminate publications, materials, and guides to assist the field in improving officer safety and wellness. These should be created from the continual research and analysis performed by the TTA provider on officer safety and wellness (as it directly affects officer safety) issues. Deliverables should include, among other items identified by the applicant:
 - A guide to assist law enforcement training academies in incorporating VALOR core concepts into training academies to promote officer safety and wellness training while also reinforcing VALOR's core concepts within law enforcement training academies throughout the nation.
 - A toolkit on casualty care and rescue training.
 - A monthly or bi-monthly newsletter.
 - Officer safety and wellness awareness (as it directly affects officer safety) campaigns with materials including training reinforcement tools, articles, and public service announcements to be disseminated nationwide through various methods such as email, Twitter, and Facebook. One example would be a month-long campaign focusing on the issue of casualty care.
 - An officer safety and wellness (as it directly affects officer safety) toolkit that provides resources that law enforcement can access. Visit www.valorforblue.org/Home/VALOR-Interest/Officer-Safety-Toolkit to view the current toolkit.
 - Practice briefs reporting on officer safety and wellness issues, and analysis and findings of emerging trends. This information must inform all activity done through the VALOR TTA program to include updating materials and trainings to ensure currency.
 6. Develop, update, and manage a website for the overarching VALOR initiative. The website should include both a public and a secure (law enforcement) site. Visit www.valorforblue.org to review the current VALOR website.
 7. Market VALOR TTA and resources to state, local, and tribal law enforcement agencies.

8. Create a small advisory board to assist the VALOR TTA provider in identifying new training topics and resources. The advisory board should assist in guiding content, and reviewing products before they are finalized (vetting new and existing curriculum). The board should also attend in-person trainings. BJA strongly encourages applicants to identify proposed board members within the application.
9. Conduct training evaluations for all trainings immediately following the training and 90 days after the training to gauge training impact. Analysis and major findings from the evaluations should be conducted and discussed with BJA and should inform the program of any needed training modifications.
10. Provide monthly written updates to BJA on the following information. This is in addition to the required performance measures. At a minimum:
 - Number of trainings held.
 - Number of law enforcement trained.
 - Number of law enforcement agencies represented in training.
 - Number of future trainings scheduled and locations.
 - Number of pending requests for trainings.
 - Number of Officer Safety Toolkits disseminated.
 - Web hits on the program's website.
 - Number of registered users on the secured portion of the website.
 - Quotes and testimonials from class evaluations and 90-day surveys.
 - List of completed trainings with date, location, type of training, and number of attendees.
 - List of agencies requesting training, and type of training requested.
 - Completed analysis on geographic locations that should be targeted for possible VALOR training, to include written analysis and justification explanation.
11. Provide any additional ad hoc tasks/deliverables requested or deemed necessary by BJA to address topics related to officer safety and wellness (as it directly affects officer safety).

The VALOR TTA provider will be required to work closely with BJA and request approval of all activities prior to developing and/or enhancing trainings; developing publications, materials, guides, etc.; and finalizing training locations. Training location selection must include analysis and a justification for why that site was selected (analysis of need). The TTA provider will be required to participate in scheduled conference calls (twice monthly) with BJA to coordinate all activities being performed under the program.

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

1. The awardee must have the capacity and resources to provide this TTA at a national level.
2. If awarded, collaboration with Category 2 through 5 awardees is required to include attending in-person coordination meetings up to once per quarter.

3. Funding should be allocated to allow a representative to attend kick-off meetings for the Officer Safety and Wellness Pilot Research and Evaluation sites. See Category 4 for details.
4. The awardee will be responsible for coordinating and supporting the training initiative, to include supplying the appropriate subject matter experts (SMEs) for each training delivery. The provider must have the ability to arrange travel for the selected and approved trainers, conduct registration activities before and during the training, secure training locations, provide onsite set-up and logistical direction, etc.
5. SMEs and trainers must be identified within the application and their resumes must be included in the application submission.
6. The awardee (TTA provider) should partner with appropriate and law enforcement-relevant organizations and individuals who are uniquely situated to support the development, enhancement, and direct delivery of this TTA initiative.

CATEGORY 2: ACTIVE SHOOTER RESPONSE TACTICAL TRAINING AND TECHNICAL ASSISTANCE PROVIDER. COMPETITION ID: BJA-2016-9501.

BJA expects to make one award under Category 2 for up to \$4,850,000. The project period is 24 months and the project start date should be on or after October 1, 2016.

The goal of the Active Shooter Response Training and Technical Assistance Provider is to provide state, local, and tribal law enforcement throughout the nation with tactical training and technical assistance related to responding to an active shooter event. This training should be provided through a variety of delivery means to include in-person, virtual, and online training, as well as through printed materials and resources. Applicants must have the capacity and resources to provide this TTA at a national level.

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

1. In-person, scenario-based, active shooter response training courses to be expeditiously delivered to state, local, and tribal law enforcement. The following training courses should be delivered:
 - a. A basic active shooter response tactical training based on and supported by data and analysis of past events, research, and existing tactical responses and encompassing both classroom and “real-life scenario” training to provide officers and deputies with tactical skills for use during an active shooter event. This training should also provide information and skill development on counteracting the body’s natural physiological response to stress. The awardee may be asked to participate in a BJA/FBI partnership in delivery of this training. Visit www.bja.gov/Publications/BJA-FBI_ActiveShooterInitiativeFactSheet.pdf to learn more about the current partnership.
 - b. An advanced active shooter response tactical training that incorporates casualty care training to provide law enforcement with strategic tactical skills they can use while providing tactical first aid to wounded fellow law enforcement and other victims during a critical event. This training should also provide information and skill development on counteracting the body’s natural physiological response to stress.
 - c. A Train-the-Trainer training for qualified law enforcement trainers. This training should allow trainers to return to their departments—and surrounding departments—

- to provide an active shooter response training in-house. This training should also provide information and skill development on counteracting the body's natural physiological response to stress.
- d. A training specific to responding to an active shooter event on a school campus to include cross-training and coordination between sworn campus law enforcement and state, local, and tribal law enforcement who would respond to a campus in their jurisdiction.
2. An executive- and mid-level law enforcement TTA offering on the importance of coordinated, multijurisdictional training and the need for an established response plan and training that accounts for other first responders (Fire/EMS). This should also address the management of all available resources.
 3. In collaboration with the Category 1 awardee, an awareness training on responding to a possible active shooter event for inclusion in the VALOR officer safety and wellness TTA program. See Category 1, Deliverable 1.
 4. In partnership with appropriate stakeholders, provide an active shooter response training curriculum that could be used in training academies to promote a more standardized national training on responding to an active shooter event.
 5. Ongoing research and analysis of tactical response methods/models for safely responding to an active shooter event (e.g., exploring new formations and tactics for entry, exploring emerging threats, etc.).
 6. Conduct training evaluations for all trainings immediately following the training and 90 days after the training to gauge training impact. Analysis of the evaluations should be conducted and major findings should be discussed with BJA and should inform the program of any needed training modifications.
 7. Provide monthly written updates to BJA on the following information. This is in addition to the required performance measures. At a minimum:
 - a. Number of trainings held
 - b. Number of law enforcement trained
 - c. Number of law enforcement agencies represented in training
 - d. Number of future trainings scheduled and locations
 - e. Number of pending requests for trainings
 - f. Number of secondary trainings held (Train-the-Trainer trainees)
 - g. Number of secondary training participants trained
 - h. Quotes and testimonials from class evaluations and 90-day surveys
 - i. List of completed trainings with date, location, type of training, and number of attendees
 - j. List of agencies requesting training and type of training requested
 - k. Completed analysis on geographic locations that should be targeted for possible training, to include written analysis and justification explanation
 8. Provide any additional ad hoc tasks/deliverables requested or deemed necessary by BJA to address topics related to active shooter response TTA.

The Active Shooter Response TTA provider will be required to work closely with BJA and request approval of all activities prior to developing and/or enhancing trainings; developing

publications, materials, guides, etc.; and finalizing training locations. Training location selection must include analysis and a justification for why that site was selected (analysis of need). The TTA provider will be required to participate in scheduled conference calls (twice monthly) with BJA to coordinate all activities being performed under the program.

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

1. The awardee must have the capacity and resources to provide this TTA at a national level and with minimum delay once the award is made.
2. If awarded, collaboration with Category 1 and Categories 3 through 5 awardees is required, to include attending in-person coordination meetings up to once per quarter.
3. The awardee (TTA provider) should allocate funding to allow a representative to attend kick-off meetings for the Officer Safety and Wellness Pilot Research and Evaluation sites. See Category 4 for details.
4. The awardee will be responsible for coordinating and supporting the training initiative, to include supplying the appropriate SMEs for each training delivery. The awardee must have the ability to arrange travel for the selected and approved trainers, conduct registration activities before and during the training, secure training locations, provide onsite set-up and logistical direction, etc.
5. SMEs and trainers must be identified within the application and their resumes must be included in the application submission.
6. The training provider should partner with appropriate and law enforcement-relevant organizations and individuals who are uniquely situated to support the TTA provider in development, enhancement, and direct delivery of this TTA initiative.

CATEGORY 3: OFFICER SAFETY AND WELLNESS RECOGNITION PROGRAM.
COMPETITION ID: BJA-2016-9502.

BJA expects to make one award under Category 3 for up to \$400,000. The project period is 24 months and the project start date should be on or after October 1, 2016.

The goal of the Officer Safety and Wellness Recognition Program is to support the identification, recognition, and promotion of officer safety and wellness (as it directly affects officer safety) best practices and programs being conducted by law enforcement agencies throughout the nation in an effort to increase officer safety and wellness. To learn about the current program, visit the [Destination Zero web page](#).

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

1. Develop a recognition program focused on identifying and recognizing promising and innovative law enforcement agency officer safety and wellness programs, to include formal recognition through department awards. This includes researching and collecting information on officer safety and wellness (as it directly affects officer safety) programs that agencies across the U.S. have implemented and identifying promising and innovative programs for possible national replication.

2. Develop, manage, and update a website for the program that will provide information and resources related to the identified best practices, and promising and innovative officer safety and wellness programs.
3. Develop and determine the logistical coordination of the program awards to include establishing a selection board and developing procedures for selection of award winners.
4. Assist in the coordination of two national conferences to highlight all of the recognition program award winners. The conferences will be organized by the Category 1 VALOR Officer Safety and Wellness TTA provider. See Category 1, Deliverable 4.
5. Provide any additional ad hoc tasks/deliverables requested or deemed necessary by BJA to address topics related to officer safety and wellness.

The awardee will be required to work closely with BJA and request approval of all activities; development of publications, materials, guides, etc.; and finalizing award ceremony locations. The awardee will be required to participate in scheduled conference calls (twice monthly) with BJA to coordinate all activities being performed under the program.

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

1. The awardee must have the capacity and resources to perform at a national level.
2. If awarded, collaboration with Category 1, 2, 4, and 5 awardees is required to include attending in-person coordination meetings up to once per quarter.
3. The awardee should allocate funding to allow one of its representatives and a Yolo County Sheriff's Office representative to attend kick-off meetings for the Officer Safety and Wellness Pilot Research and Evaluation sites. The Yolo County Sheriff's Office representative should attend the kick-off meetings as they received the 2015 Destination Zero Traffic Safety award and the pilot sites are due to replicate a similar program to Yolo County Sheriff's Office's traffic safety program. See Category 4, Deliverables 1c and 4.

CATEGORY 4: OFFICER SAFETY AND WELLNESS PILOT RESEARCH AND EVALUATION MODEL. COMPETITION ID: BJA-2016-9503.

BJA expects to make one award under Category 4 for up to \$1.2 million. The project period is 24 months and the project start date should be on or after October 1, 2016.

The Officer Safety and Wellness Pilot Research and Evaluation Model will be led and managed by an entity (awardee) that will be the national director/coordinator in the implementation and management of three officer safety and wellness pilot research and evaluation sites. The pilot law enforcement agency sites will ultimately be chosen in consultation with BJA to implement the suite of TTA and resources under the VALOR suite of offerings in an effort to measure the true effectiveness of the officer safety and wellness trainings, technical assistance, and resources in improving law enforcement safety and wellness.

The pilot model director/coordinator must assist in the identification of a researcher to be assigned to work with each pilot site and with final researcher selection input from BJA and the

sites, and must closely collaborate with the researcher. The researcher will work with each site for the duration of the project period.

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

1. Develop and manage a comprehensive officer safety and wellness (as it directly affects officer safety) program with three selected law enforcement agencies (representing one small, one medium, and one large agency). This will include coordinating delivery of the following to each agency:
 - a. The suite of VALOR TTA and resources as listed in Category 1.
 - b. The suite of active shooter response trainings and resources as listed in Category 2.
 - c. A traffic safety program modeled after the 2015 Destination Zero Traffic Safety award winner, Yolo County Sheriff's Office's traffic safety program. See <http://www.nleomf.org/programs/destination-zero/traffic-safety/winner/dz-traffic-safety-winner.html> for information on their program.
 - d. The suite of de-escalation trainings and resources as listed in Category 5.
2. Deliver and conduct a kick-off meeting with each site. The meeting should include the director/coordinator (awardee), the researcher, a representative from each TTA provider listed above (see 1a-d), and the appropriate key personnel within the law enforcement agency.
3. Develop a customized implementation plan for each pilot site based on goals and objectives identified in collaboration with the site.
4. Implement a comprehensive law enforcement traffic safety program modeling the Yolo County (CA) Sheriff's Office traffic safety program in the three selected pilot sites. The focus of this traffic safety program will be to bring to light the importance of safety to reduce the number of traffic-related injuries and fatalities suffered by law enforcement. The program's goal should be to improve officer traffic-related practices allowing officers to be more resilient and survive their day-to-day traffic encounters (e.g., patrolling, traffic stops, pursuits, seatbelt usage, directing traffic, etc.).
5. The researcher will work with each site to assist the agency in setting measurable goals and objectives to be obtained and will collaborate closely with the agency to gather data and measures to analyze and evaluate success.
6. The director/coordinator, in collaboration with the researcher, will deliver the following to BJA:
 - a. A copy of each site's implementation plan.
 - b. Quarterly status reports on training, technical assistance, resources, etc.
 - c. Identification of challenges encountered and developed solutions.
 - d. A comprehensive sustainment plan to allow the sites to continue to use the trainings and programs implemented through this pilot project.
 - e. A written report from the researcher detailing each site's implementation design and the outcomes of the efforts at each site.
 - f. One comprehensive final report fully describing the research (methodology, data, results, etc.), the TTA used, etc., for the project.

7. Develop and deliver a potential model that may be used for national replication in small-, medium-, and large-sized agencies wanting to infuse their agency with a comprehensive officer safety and wellness suite.
8. Provide any additional ad hoc tasks/deliverables requested or deemed necessary by BJA to address topics related to active shooter response TTA.

The awardee will be required to work closely with BJA and request approval of milestone activities prior to the development of publications, materials, guides, etc. The awardee will be required to participate in scheduled conference calls (twice monthly) with BJA to coordinate all activities being performed under the program.

Additionally, Category 4 applicants must keep in mind and address the following five requirements:

1. The director/coordinator (awardee) must have the capacity and resources to perform at a national level.
2. The awardee should allocate funding to allow the researcher and key staff to visit each pilot site. The frequency of the visits should be identified by the coordinator and researcher.
3. The awardee will be responsible for coordinating and supporting the researcher and pilot sites as well as coordinating with the other category awardees to implement the TTA resources.
4. If awarded, collaboration with Category 1 through 3 and 5 awardees is required, to include attending in-person coordination meetings once every quarter.
5. Selected pilot sites may possibly receive funding after the project period to establish the site as a peer-to-peer learning site. Future funding to establish pilot sites as learning sites is contingent upon the availability of future funding, as appropriated.

CATEGORY 5: DE-ESCALATION TRAINING AND TECHNICAL ASSISTANCE PROVIDER.
COMPETITION ID: BJA-2016-9504.

BJA expects to make one award under Category 5 for up to \$2.1 million. The project period is 24 months and the project start date should be on or after October 1, 2016.

The goal of the De-Escalation Training and Technical Assistance Provider is to support the development and delivery of national de-escalation TTA in the form of trainings, resources, research, technical assistance, etc., to state, local, and tribal law enforcement officers and agencies. This TTA program's focus is on providing knowledge, tools, skills, and techniques to law enforcement on diffusing situations, and understanding the importance and need for addressing incidents using the appropriate and least amount of force necessary to resolve them. Diffusing situations and/or being cognizant to not escalate a situation, if not absolutely necessary, has a direct impact on officer safety and helps build trust and community relations between law enforcement and the communities they serve. Applicants must have the capacity and resources to provide this TTA at a national level.

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

1. Provide an existing, or develop a new de-escalation onsite training – to include different de-escalation training models - that provides instruction on de-escalation/defusing techniques to possibly prevent a situation from escalating, thereby increasing officer safety. The training should be either a 4-hour or 8-hour (max) training with a class size of approximately 20-30 participants to allow for role playing/scenario exercises. The interactive training should include both classroom/lecture training as well as realistic scenario exercises. It should also include focused instruction on law enforcement response to individuals in a mental health crisis. Note: This training is much more extensive than the basic training deliverable listed in Deliverable 2 (see below)
2. Assist the Category 1 VALOR Officer Safety and Wellness TTA provider in developing a basic de-escalation techniques training module to be used and delivered in VALOR's general training. This is intended to be a basic-level course for VALOR training attendees and is different from the more extensive de-escalation training required under Deliverable 1 (see above). This shorter training module will be used in VALOR training only. This training should include some interaction with participants and audio/visual aids including videos. See Category 1, Deliverable 1.
3. Develop an executive briefing for state, local, and tribal law enforcement to address the need for and provide a greater understanding of the importance of de-escalation concepts and skills.
4. Create and deliver a de-escalation Train-the-Trainer training and accompanying toolkit to allow law enforcement agencies to establish an in-house de-escalation training program. Technical assistance to support agencies should be included.
5. Support data gathering and conduct research and analysis of incidents that both used de-escalation techniques and did not use de-escalation techniques to develop curriculum and lessons learned that can be incorporated into training, briefs, etc.
6. Develop resources including curricula, research briefs, publications, guides, etc. for dissemination to the field.
7. Create a small advisory board to assist the provider (awardee) in identifying needs and gaps within the trainings and resources, guiding what should be included in those items, and reviewing the created products before they are finalized (vetting new and existing curriculum). The board should also attend in-person trainings. BJA strongly encourages applicants to identify proposed board members within the application.
8. Coordinate and collaborate with appropriate stakeholders to inform the TTA program.
9. Conduct evaluations of all trainings and technical assistance immediately following delivery to gauge training and technical assistance impact as well as 90 days after the TTA. Analysis of the evaluations should be conducted and major findings should be discussed with BJA and should inform the program of any needed modifications to the program.
10. Provide monthly written updates to BJA on the following information. This is in addition to the required performance measures. At a minimum:
 - a. Number of trainings held
 - b. Number of law enforcement trained
 - c. Number of law enforcement agencies represented in training

- d. Number of future trainings scheduled and locations
- e. Number of pending requests for trainings
- f. Quotes and testimonials from class evaluations and 90-day surveys
- g. List of completed trainings with date, location, type of training, and number of attendees
- h. List of agencies requesting training and type of training requested
- i. Completed analysis on geographic locations that should be targeted for possible de-escalation TTA, to include written analysis and justification explanation

11. Provide any additional ad hoc tasks/deliverables requested or deemed necessary by BJA to address topics related to de-escalation and officer safety and wellness.

The De-escalation TTA provider will be required to work closely with BJA and request approval of all activities prior to developing and/or enhancing trainings; developing publications, materials, guides, etc.; and finalizing training locations. Training location selection must include analysis and a justification for why that site was selected (analysis of need). The TTA provider will be required to participate in scheduled conference calls (twice monthly) with BJA to coordinate all activities being performed under the program.

Additionally, Category 5 applicants must keep in mind and address the following four requirements:

1. The awardee must have the capacity and resources to provide this TTA at a national level.
2. SMEs and trainers must be identified within the application and their resumes must be included in the application submission.
3. If awarded, collaboration with Category 1 through 4 awardees is required, to include attending in-person coordination meetings up to once per quarter.
4. The awardee should allocate funding to allow a representative to attend kick-off meetings for the Officer Safety and Wellness Pilot Research and Evaluation sites. See Category 4 for details.

Evidence-Based Programs or Practices

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

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

OJP considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence, generally obtained through one or more outcome evaluations. Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence,

based on the factors described above, will influence the degree to which OJP considers a program or practice to be evidence-based. The [OJP CrimeSolutions.gov](http://OJP.CrimeSolutions.gov) website is one resource that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

B. Federal Award Information

- Under Category 1, BJA estimates that it will make up to one award of up to \$4,850,000 for a 24 month project period, beginning on or after October 1, 2016.
- Under Category 2, BJA estimates that it will make up to one award of up to \$4,850,000 for a 24 month project period, beginning on or after October 1, 2016.
- Under Category 3, BJA estimates that it will make up to one award of up to \$400,000 for a 24 month project period, beginning on or after October 1, 2016.
- Under Category 4, BJA estimates that it will make up to one award of up to \$1.2 million for a 24 month project period, beginning on or after October 1, 2016.
- Under Category 5, BJA estimates that it will make up to one award of up to \$2.1 million for a 24 month project period, beginning on or after October 1, 2016.

BJA may, in certain cases, provide supplemental funding in future years to awards under this solicitation. Important considerations in decisions regarding supplemental funding include, among other factors, the availability of funding, strategic priorities, assessment of the quality of the management of the award (for example, timeliness and quality of progress reports), and assessment of 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 Award³

BJA expects that it will make any award from this announcement in the form of a cooperative agreement, which is a particular type of grant used if BJA expects to have ongoing substantial involvement in award activities. Substantial involvement includes direct oversight and involvement with the grantee organization in implementation of the grant, but does not involve day-to-day project management. See [Administrative, National Policy, and other Legal Requirements](#), under Section [F. Federal Award Administration Information](#), for details regarding the federal involvement anticipated under an award from this announcement.

Financial Management and System of Internal Controls

Award recipients and subrecipients (including any recipient or subrecipient funded in response to this solicitation that is a pass-through entity⁴) must, as described in the Part 200 Uniform Requirements set out at 2 C.F.R. 200.303:

1. Establish and maintain effective internal control over the federal award that provides reasonable assurance that the recipient (and any subrecipient) is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the

³ See generally 31 U.S.C. §§ 6301-6305 (defines and describes various forms of federal assistance relationships, including grants and cooperative agreements [a type of grant]).

⁴ For purposes of this solicitation (or program announcement), “pass-through entity” includes any entity eligible to receive funding as a recipient or subrecipient under this solicitation (or program announcement) that, if funded, may make a subaward(s) to a subrecipient(s) to carry out part of the funded program.

federal award. These internal controls should be in compliance with guidance in “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States and the “Internal Control Integrated Framework,” issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

2. Comply with federal statutes, regulations, and the terms and conditions of the federal awards.
3. Evaluate and monitor the recipient’s (and any subrecipient’s) compliance with statutes, regulations, and the terms and conditions of federal awards.
4. Take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings.
5. Take reasonable measures to safeguard protected personally identifiable information and other information the federal awarding agency or pass-through entity designates as sensitive or the recipient (or any subrecipient) considers sensitive consistent with applicable federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.

In order to better understand administrative requirements and cost principles, applicants are encouraged to enroll, at no charge, in the Department of Justice Grants Financial Management Online Training available [here](#).

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 Cost (also known as Pre-award Cost) Approvals

Pre-agreement costs are costs incurred by the applicant prior to the start date of the period of performance of the grant 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. If approved, pre-agreement costs could be paid from grant funds consistent with a grantee’s approved budget, and under applicable cost standards. However, all such costs prior to award and prior to approval of the costs are incurred at the sole risk of an applicant. Generally, no applicant should incur project costs *before* submitting an application requesting federal funding for those costs. Should there be extenuating circumstances that appear to be appropriate for OJP’s consideration as pre-agreement costs, the applicant should contact the point of contact listed on the title page of this announcement for details on the requirements for submitting a written request for approval. See the section on Costs Requiring Prior Approval in the [Financial Guide](#), for more information.

Limitation on Use of Award Funds for Employee Compensation; Waiver

With respect to any award of more than \$250,000 made under this solicitation, recipients may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the award recipient at a rate that exceeds 110 percent of the maximum annual salary payable to a member of the Federal Government’s Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year.⁵ The 2016 salary table for SES employees is available at the Office of Personnel Management [website](#). Note: A

⁵ OJP does not apply this limitation on the use of award funds to the nonprofit organizations listed at Appendix VIII to 2 C.F.R. Part 200.

recipient may compensate an employee at a greater rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.) For employees who charge only a portion of their time to an award, the allowable amount to be charged is equal to the percentage of time worked times the maximum salary limitation.

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

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

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

OJP strongly encourages applicants that propose to use award funds for any conference-, meeting-, or training-related activity to review carefully – before submitting an application – the OJP policy and guidance on conference approval, planning, and reporting available at <http://ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm>. OJP policy and guidance (1) encourage minimization of conference, meeting, and training costs; (2) require prior written approval (which may affect project timelines) of most conference, meeting, and training costs for cooperative agreement recipients and of some conference, meeting, and training costs for grant recipients; and (3) set cost limits, including a general prohibition of all food and beverage costs.

Costs Associated with Language Assistance (if applicable)

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

For additional information, see the "Civil Rights Compliance" section under "Solicitation Requirements" in the [OJP Funding Resource Center](#).

C. Eligibility Information

For additional eligibility information, see title page.

For additional information on cost sharing and matching requirements, see Section [B. Federal Award Information](#).

Limit on Number of Application Submissions

If an applicant submits multiple versions of the same application, BJA will review only the most recent system-validated version submitted. For more information on system-validated versions, see [How to Apply](#).

D. Application and Submission Information

What an Application Should Include

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

Moreover, applicants should anticipate that applications that are determined to be nonresponsive to the scope of the solicitation, or that do not include the application elements that BJA has designated to be critical, will neither proceed to peer review nor receive further consideration. Under this solicitation, BJA has designated the following application elements as critical: Program Narrative, Budget Detail Worksheet, Budget Narrative, Timeline, and resumes/curriculum vitae of identified key personnel. Applicants may combine the Budget Narrative and the Budget Detail Worksheet in one document. However, if an applicant submits only one budget document, it must contain **both** narrative and detail information. Please review the "Note on File Names and File Types" under [How to Apply](#) to be sure applications are submitted in permitted formats.

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

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

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

Intergovernmental Review: This funding opportunity (program) is **not** subject to Executive Order 12372. (In completing the SF-424, applicants are to make the appropriate selection in response to question 19 to indicate 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 (Times New Roman) with 1-inch margins.

As a separate attachment, the Project Abstract will **not** count against the page limit for the Program Narrative.

All Project Abstracts should follow the detailed template available at ojp.gov/funding/Apply/Resources/ProjectAbstractTemplate.pdf.

Permission to Share Project Abstract with the Public: It is unlikely that BJA will be able to fund all applications submitted under this solicitation, but it may have the opportunity to share information with the public regarding unfunded applications; for example, through a listing on a web page available to the public. The intent of this public posting would be to allow other possible funders to become aware of such proposals.

In the project abstract template, applicants are asked to indicate whether they give OJP permission to share their project abstract (including contact information) with the public. Granting (or failing to grant) this permission will not affect OJP's funding decisions, and, if the application is not funded, granting permission will not guarantee that abstract information will be shared, nor will it guarantee funding from any other source.

Note: OJP may choose not to list a project that otherwise would have been included in a listing of unfunded applications, should the abstract fail to meet the format and content requirements noted above and outlined in the Project Abstract template.

3. Program Narrative

The Program Narrative must respond to the solicitation and the Selection Criteria (1-5) in the order given. Applicants must meet the requirements of the category under which they are applying as described in the Program-Specific Information section.

The Program Narrative must also address the applicant's ability to collect and report all required performance measurement data.

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. Pages should be numbered "1 of 12," "2 of 12," etc.

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

The following sections should be included as part of the Program Narrative:

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

To demonstrate program progress and success, as well as to assist the Department with fulfilling its responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103-62, and the GPRA Modernization Act of 2010, Public Law 111-352, applicants that receive funding under this solicitation must provide data that measure the results of their work done under this solicitation. OJP will require any award recipient, post award, to provide the data requested in the "Data Grantee Provides" column so that OJP can calculate values for the "Performance Measures" column. 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.bjatraining.org/working-with-nttac/providers>.

Additionally, post-award TTA recipients will be required to submit performance metric data monthly by email to BJA and quarterly through BJA's online Training and Technical Assistance Reporting Portal located at www.bjatraining.org.

Performance measures for this solicitation are as follows:

Objective	Catalog ID	Performance Measure(s)	Data Grantee Provides
Improve the knowledge and capacity of state, local, and tribal law enforcement on: identifying potentially deadly encounters before they occur and prevent them, or survive them; responding to active shooter events by training law enforcement throughout the nation; increasing the knowledge of the criminal justice community on law enforcement safety and wellness issues.	458	Number of trainings conducted	For the current reporting period: Number of trainings (by type): • In-person • Web-based • CD/DVD • Peer-to-peer • Workshop
	228	Number of participants who attend the training	Number of individuals who:
	238	Percentage of participants who successfully completed the training	• 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
	493	Percentage of participants who rated the training as satisfactory or better	
	215	Percentage of participants trained and subsequently demonstrated performance improvement	
	237	Percentage of scholarship recipients surveyed who reported that the training provided information that could be utilized in their job.	For the current reporting period, number of individuals who: • Received a scholarship • Completed the training • Completed a survey at the conclusion of the training • Reported the training provided information that could be utilized in their job
	144	Number of curricula developed	Number of training curricula: • Developed • Pilot tested • Revised after being pilot tested
	520	Number of curricula that were pilot tested	

	521	Percentage of curricula that were revised after pilot testing	
Increase the criminal justice agency's ability to solve problems and/or modify policies or practices as a result of training and technical assistance interventions.	12 11	Percentage of agencies that rated services as satisfactory or better Percentage of agencies that implemented one or more recommendations	Number of other onsite services provided Number of requesting agencies who completed an evaluation of onsite services Number of requesting agencies who rated services as satisfactory or better in terms of timeliness and quality following completion of an onsite visit/training Number of requesting agencies that implemented at least some of the recommendations six months after the onsite visit/training
Increase information provided to BJA and the criminal justice community.	66 493 144 145 491 492 486 354	Number of conferences or advisory/focus groups held Percentage of advisory/focus groups evaluated as satisfactory or better Number of publications developed Number of publications disseminated Percent of websites developed Percent of websites maintained Percent increase in the number of visits to websites Percentage of information requests responded to	For the current reporting period: • 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 • Number of publications/resources developed • Number of publications/ resources disseminated - o Number of websites developed. - o Number of websites maintained. • Number of visits to websites during the current reporting period • Number of visits to websites during the previous reporting period • Number of information requests • Number of information requests responded to

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

Note on Project Evaluations

Applicants that propose to use funds awarded through this solicitation to conduct project evaluations should be aware that certain project evaluations (such as systematic investigations designed to develop or contribute to generalizable knowledge) may constitute “research” for purposes of applicable DOJ human subjects protection regulations. However, project evaluations that are intended only to generate internal improvements to a program or service, or

are conducted only to meet OJP's performance measure data reporting requirements, likely do not constitute "research." Applicants should provide sufficient information for OJP to determine whether the particular project they propose would either intentionally or unintentionally collect and/or use information in such a way that it meets the DOJ regulatory definition of research.

Research, for the purposes of human subjects protections for OJP-funded programs, is defined as, "a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge" 28 C.F.R. § 46.102(d). For additional information on determining whether a proposed activity would constitute research, see the decision tree to assist applicants on the "Research and the Protection of Human Subjects" section of the [OJP Funding Resource Center](http://ojp.gov/funding/Explore/SolicitationRequirements/EvidenceResearchEvaluationRequirements.htm) web page (<http://ojp.gov/funding/Explore/SolicitationRequirements/EvidenceResearchEvaluationRequirements.htm>). Applicants whose proposals may involve a research or statistical component also should review the "Data Privacy and Confidentiality Requirements" section on that web page.

4. Budget Detail Worksheet and Budget Narrative

a. Budget Detail Worksheet

A sample Budget Detail Worksheet can be found at <http://ojp.gov/funding/Apply/Resources/BudgetDetailWorksheet.pdf>. Applicants that submit their budget in a different format should include the budget categories listed in the sample budget worksheet. The Budget Detail Worksheet should be broken down by year.

For questions pertaining to budget and examples of allowable and unallowable costs, see the Financial Guide at <http://ojp.gov/financialguide/DOJ/index.htm>.

b. Budget Narrative

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

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

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

c. Non-Competitive Procurement Contracts In Excess of Simplified Acquisition Threshold

If an applicant proposes to make one or more non-competitive procurements of products or services, where the non-competitive procurement will exceed the simplified

acquisition threshold (also known as the small purchase threshold), which is currently set at \$150,000, the application should address the considerations outlined in the [Financial Guide](#).

d. Pre-Agreement Cost Approvals

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

5. Indirect Cost Rate Agreement (if applicable)

Indirect costs are allowed only under the following circumstances:

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

Attach a copy of the federally approved indirect cost rate agreement to the application. Applicants that do not have an approved rate may request one through their cognizant federal agency, which will review all documentation and approve a rate for the applicant organization, or, if the applicant’s accounting system permits, costs may be allocated in the direct cost categories. For the definition of Cognizant Federal Agency, see the “Glossary of Terms” in the [Financial Guide](#). For assistance with identifying your cognizant agency, please contact the Customer Service Center at 800-458-0786 or at ask.ocfo@usdoj.gov. If DOJ is the cognizant federal agency, applicants may obtain information needed to submit an indirect cost rate proposal at <http://ojp.gov/funding/Apply/Resources/IndirectCosts.pdf>.

In order to use the “de minimis” indirect rate, attach written documentation to the application that advises OJP of both the applicant’s eligibility (to use the “de minimis” rate) and its election. If the applicant elects the “de minimis” method, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. In addition, if this method is chosen then it must be used consistently for all federal awards until such time as you choose to negotiate a federally approved indirect cost rate.⁶

6. Applicant Disclosure of High Risk Status

Applicants are to disclose whether they are currently designated high risk by another federal grant making agency. This includes any status requiring additional oversight by the federal agency due to past programmatic or financial concerns. If an applicant is designated high risk by another federal grant making agency, you must email the following information to OJPComplianceReporting@usdoj.gov at the time of application submission:

- The federal agency that currently designated the applicant as high risk.
- Date the applicant was designated high risk.
- The high risk point of contact name, phone number, and email address, from that federal agency.
- Reasons for the high risk status.

OJP seeks this information to ensure appropriate federal oversight of any grant award. Disclosing this high risk information does not disqualify any organization from receiving an OJP award. However, additional grant oversight may be included, if necessary, in award documentation.

⁶ See 2 C.F.R. § 200.414(f).

7. Additional Attachments

a. Applicant Disclosure of Pending Applications

Applicants are to disclose whether they have pending applications for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the Budget Narrative and Budget Detail Worksheet in the application under this solicitation. The disclosure should include both direct applications for federal funding (e.g., applications to federal agencies) and indirect applications for such funding (e.g., applications to state agencies that will subaward federal funds).

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

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

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

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

Applicants should include the table as a separate attachment to their application. The file should be named "Disclosure of Pending Applications."

Applicants that do not have pending applications as described above are to include a statement to this effect in the separate attachment page (e.g., "[Applicant Name on SF-424] does not have pending applications submitted within the last 12 months for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the Budget Narrative and Budget Detail Worksheet in the application under this solicitation.").

b. Research and Evaluation Independence and Integrity

If a proposal involves research and/or evaluation, regardless of the proposal's other merits, in order to receive funds, the applicant must demonstrate research/evaluation independence, including appropriate safeguards to ensure research/evaluation objectivity and integrity, both in this proposal and as it may relate to the applicant's other current or prior related projects. This documentation may be included as an attachment to the application which addresses BOTH i. and ii. below.

- i. For purposes of this solicitation, applicants must document research and evaluation independence and integrity by including, at a minimum, one of the following two items:

- a. A specific assurance that the applicant has reviewed its proposal to identify any research integrity issues (including all principal investigators and subrecipients) and it has concluded that the design, conduct, or reporting of research and evaluation funded by BJA grants, cooperative agreements, or contracts will not be biased by any personal or financial conflict of interest on the part of part of its staff, consultants, and/or subrecipients responsible for the research and evaluation or on the part of the applicant organization.

OR

- b. A specific listing of actual or perceived conflicts of interest that the applicant has identified in relation to this proposal. These conflicts could be either personal (related to specific staff, consultants, and/or subrecipients) or organizational (related to the applicant or any subgrantee organization). Examples of potential investigator (or other personal) conflict situations may include, but are not limited to, those in which an investigator would be in a position to evaluate a spouse's work product (actual conflict), or an investigator would be in a position to evaluate the work of a former or current colleague (potential apparent conflict). With regard to potential organizational conflicts of interest, as one example, generally an organization could not be given a grant to evaluate a project if that organization had itself provided substantial prior technical assistance to that specific project or a location implementing the project (whether funded by OJP or other sources), as the organization in such an instance would appear to be evaluating the effectiveness of its own prior work. The key is whether a reasonable person understanding all of the facts would be able to have confidence that the results of any research or evaluation project are objective and reliable. Any outside personal or financial interest that casts doubt on that objectivity and reliability of an evaluation or research product is a problem and must be disclosed.

- ii. In addition, for purposes of this solicitation applicants must address the issue of possible mitigation of research integrity concerns by including, at a minimum, one of the following two items:
 - a. If an applicant reasonably believes that no potential personal or organizational conflicts of interest exist, then the applicant should provide a

brief narrative explanation of how and why it reached that conclusion. Applicants **MUST** also include an explanation of the specific processes and procedures that the applicant will put in place to identify and eliminate (or, at the very least, mitigate) potential personal or financial conflicts of interest on the part of its staff, consultants, and/or subrecipients for this particular project, should that be necessary during the grant period. Documentation that may be helpful in this regard could include organizational codes of ethics/conduct or policies regarding organizational, personal, and financial conflicts of interest.

OR

- b. If the applicant has identified specific personal or organizational conflicts of interest in its proposal during this review, the applicant must propose a specific and robust mitigation plan to address conflicts noted above. At a minimum, the plan must include specific processes and procedures that the applicant will put in place to eliminate (or, at the very least, mitigate) potential personal or financial conflicts of interest on the part of its staff, consultants, and/or subrecipients for this particular project, should that be necessary during the grant period. Documentation that may be helpful in this regard could include organizational codes of ethics/conduct or policies regarding organizational, personal, and financial conflicts of interest. There is no guarantee that the plan, if any, will be accepted as proposed.

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

8. Financial Management and System of Internal Controls Questionnaire

In accordance with Part 200 Uniform Requirements as set out at 2 C.F.R. 200.205, federal agencies must have in place a framework for evaluating the risks posed by applicants before they receive a federal award. To facilitate part of this risk evaluation, **all** applicants (other than an individual) are to download, complete, and submit this [form](#).

9. Disclosure of Lobbying Activities

All applicants must complete this information. Applicants that expend any funds for lobbying activities are to provide the detailed information requested on the form Disclosure of Lobbying Activities (SF-LLL). Applicants that do not expend any funds for lobbying activities are to enter "N/A" in the text boxes for item 10 ("a. Name and Address of Lobbying Registrant" and "b. Individuals Performing Services").

How to Apply

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

In addition, OJP urges applicants to submit applications 72 hours prior to the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

BJA strongly encourages all prospective applicants to sign up for Grants.gov email [notifications](#) regarding this solicitation. If this solicitation is cancelled or modified, individuals who sign up with Grants.gov for updates will be automatically notified.

Note on Attachments. Grants.gov has two categories of files for attachments: mandatory and optional. OJP receives all files attached in both categories. Please ensure all required documents are attached in the mandatory category.

Note on File Names and File Types: Grants.gov only permits the use of certain specific characters in names of attachment files. Valid file names may include only the characters shown in the table below. Grants.gov is designed to reject any application that includes an attachment(s) with a file name that contains any characters not shown in the following table.

Characters	Special Characters		
Upper case (A – Z)	Parenthesis ()	Curly braces { }	Square brackets []
Lower case (a – z)	Ampersand (&)	Tilde (~)	Exclamation point (!)
Underscore (_)	Comma (,)	Semicolon (;)	Apostrophe (')
Hyphen (-)	At sign (@)	Number sign (#)	Dollar sign (\$)
Space	Percent sign (%)	Plus sign (+)	Equal sign (=)
Period (.)	When using the ampersand (&) in XML, applicants must use the “&” format.		

Grants.gov is designed to forward successfully submitted applications to OJP’s Grants Management System (GMS).

GMS does not accept executable file types as application attachments. These disallowed file types include, but are not limited to, the following extensions: “.com,” “.bat,” “.exe,” “.vbs,” “.cfg,” “.dat,” “.db,” “.dbf,” “.dll,” “.ini,” “.log,” “.ora,” “.sys,” and “.zip.” GMS may reject applications with files that use these extensions. It is important to allow time to change the type of file(s) if the application is rejected.

All applicants are required to complete the following steps:

OJP may not make a federal award to an applicant organization until the applicant organization has complied with all applicable DUNS and SAM requirements. Individual applicants must comply with all Grants.gov requirements. If an applicant has not fully complied with the requirements by the time the federal awarding agency is ready to make a federal award, the federal awarding agency may determine that the applicant is not qualified to receive a federal award and use that determination as a basis for making a federal award to another applicant.

Individual applicants should search Grants.gov for a funding opportunity for which individuals are eligible to apply. Use the Funding Opportunity Number (FON) to register. Complete the registration form at <https://apply07.grants.gov/apply/IndCPRegister> to create a username and password. Individual applicants should complete all steps except 1, 2, and 4.

1. Acquire a Data Universal Numbering System (DUNS) number. In general, the Office of Management and Budget (OMB) requires that all applicants (other than individuals) for

federal funds include a DUNS number in their applications for a new award or a supplement to an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and differentiating entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Call Dun and Bradstreet at 866-705-5711 to obtain a DUNS number or apply online at www.dnb.com. A DUNS number is usually received within 1–2 business days.

2. **Acquire registration with the System for Award Management (SAM).** SAM is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. OJP requires all applicants (other than individuals) for federal financial assistance to maintain current registrations in the SAM database. Applicants must be registered in SAM to successfully register in Grants.gov. Applicants must **update or renew their SAM registration annually** to maintain an active status. SAM registration and renewal can take as long as 10 business days to complete.

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

Information about SAM registration procedures can be accessed at www.sam.gov.

3. **Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.** Complete the AOR profile on Grants.gov and create a username and password. The applicant organization's DUNS number must be used to complete this step. For more information about the registration process for organizations, go to www.grants.gov/web/grants/register.html. Individuals registering with Grants.gov should go to <https://apply07.grants.gov/apply/IndCPRegister>.
4. **Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization's AOR. The E-Biz POC will need the Marketing Partner Identification Number (MPIN) password obtained when registering with SAM to complete this step. Note that an organization can have more than one AOR.
5. **Search for the funding opportunity on Grants.gov.** Use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance number for this solicitation is 16.738, titled "Edward Byrne Memorial Justice Assistance Grant," and the funding opportunity number is BJA-2016-9112.
6. **Select the correct Competition ID.** Some OJP solicitations posted to Grants.gov contain multiple purpose areas, denoted by the individual Competition ID. If applying to a solicitation with multiple Competition IDs, select the appropriate Competition ID for the intended purpose area of the application.
7. **Submit a valid application consistent with this solicitation by following the directions in Grants.gov.** Within 24–48 hours after submitting the electronic application, the applicant should receive two notifications from Grants.gov. The first will confirm the receipt of the

application and the second will state whether the application has been successfully validated, or rejected due to errors, with an explanation. It is possible to first receive a message indicating that the application is received and then receive a rejection notice a few minutes or hours later. Submitting well ahead of the deadline provides time to correct the problem(s) that caused the rejection. **Important:** OJP urges applicants to submit applications **at least 72 hours prior** to the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification. All applications are due to be submitted and in receipt of a successful validation message in Grants.gov by 8:00 p.m. eastern time on April 21, 2016.

8. Click [here](#) for further details on DUNS, SAM, and Grants.gov registration steps and timeframes.

Note: Duplicate Applications

If an applicant submits multiple versions of the same application, BJA will review only the most recent system-validated version submitted. See Note on File Names and File Types under [How to Apply](#).

Experiencing Unforeseen Grants.gov Technical Issues

Applicants that experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must contact the Grants.gov [Customer Support Hotline](#) or the [SAM Help Desk](#) (Federal Service Desk) to report the technical issue and receive a tracking number. Then applicants must email the BJA contact identified in the Contact Information section on page 2 **within 24 hours after the application deadline** and request approval to submit their application. The email must describe the technical difficulties, and include a timeline of the applicant's submission efforts, the complete grant application, the applicant's DUNS number, and any Grants.gov Help Desk or SAM tracking number(s). **Note: BJA does not automatically approve requests.** After the program office reviews the submission, and contacts the Grants.gov or SAM Help Desks to validate the reported technical issues, OJP will inform the applicant whether the request to submit a late application has been approved or denied. If OJP determines that the applicant failed to follow all required procedures, which resulted in an untimely application submission, OJP will deny the applicant's request to submit their application.

The following conditions are generally insufficient to justify late submissions:

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

Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP funding web page at <http://ojp.gov/funding/index.htm>.

E. Application Review Information

Selection Criteria

1. Statement of the Problem (10%)

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. Project Design and Implementation (35%)

Describe how the project will address the category-specific description listed under the “Program-Specific Information” section. Clearly provide its design and proposed implementation that will result in the category-specific deliverables. The applicant must tie project activities/deliverables to goals and objectives in the program design. In addition, the required project timeline should clearly identify each project activity (all category-specific deliverables must be included), expected completion date, and responsible person or organization. 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.

3. Capabilities and Competencies (35%)

Fully describe the applicant’s capabilities to implement the project and the competencies of the staff assigned to the project. Resumes for key personnel (to include SMEs) must be included in the application package. The applicant must also provide evidence of extensive experience in successfully providing the following:

Category 1: VALOR Officer Safety and Wellness Training and Technical Assistance National Provider

Category 1 applicants must demonstrate a history of successfully providing complex national-level law enforcement training and technical assistance programs related to the subject matter specific to Category 1. The applicant must demonstrate experience in, and the availability of sufficient resources to provide, the successful delivery of training and technical assistance throughout the country, using a range of training modalities, such as online and in-person training, to a variety of law enforcement professionals and leaders.

In addition, the applicant must demonstrate knowledge and experience in: curriculum development (both class lecture style as well as scenario/role playing), research and analysis, publications and multimedia material development, collaborative partnerships, development and management of large training and conference events, and experience in recruitment and maintenance of subject matter experts/instructors.

Category 2: Active Shooter Response Training and Technical Assistance Provider

Category 2 applicants must demonstrate a history of successfully providing complex national-level law enforcement tactical training and technical assistance programs related to the subject matter specific to Category 2. The applicant must demonstrate experience in, and the availability of sufficient resources to provide, the successful delivery of training and technical assistance throughout the country, using a range of training modalities, such as online and in-person training, to a variety of law enforcement professionals and leaders.

In addition, the applicant must demonstrate knowledge and experience in: curriculum development with an emphasis on scenario/role playing curriculum, research and analysis, collaborative partnerships, development and management of training events, and experience in recruitment and maintenance of subject matter experts/tactical instructors.

Category 3: Officer Safety and Wellness Recognition Program

Category 3 applicants must demonstrate a history of successfully developing and managing a complex national-level program. In addition, applicants must demonstrate knowledge and experience in: research and analysis/evaluation, marketing, publications and multimedia material development, collaborative partnerships, development and management of medium to large-sized events, formation and management of an advisory panel to assist in program award selections.

Category 4: Officer Safety and Wellness Pilot Research and Evaluation Model

Category 4 applicants must demonstrate a history of successfully managing pilot site programs, to include knowledge and experience in: recruitment and maintenance of a researcher for the pilot sites that has proven experience in working with a site/organization for an extended period of time to assist in performance measures/goals identification, designing and implementing a program strategy, troubleshooting challenges, collecting research and data, analysis of research and data, and creating and delivering reports detailing the project and its outcomes. Applicants should have additional demonstrated experience in collaborative partnerships, management and coordination of multiple programs/sites, and development and management of events/strategic meetings.

Category 5: De-Escalation Training and Technical Assistance Provider

Category 5 applicants must demonstrate a history of successfully providing complex national-level law enforcement training and technical assistance programs related to the subject matter specific to Category 5. The applicant must demonstrate experience in, and the availability of sufficient resources to provide, the successful delivery of training and technical assistance throughout the country, using a range of training modalities, such as online and in-person training, to a variety of law enforcement professionals and leaders.

In addition, the applicant must demonstrate knowledge and experience in: curriculum development (both class lecture style as well as scenario/role playing), data collection, research and analysis, publications and multimedia material development, collaborative partnerships, development and management of training events, and experience in recruitment and maintenance of subject matter experts/instructors.

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

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

5. Budget (10%)

Applicants should submit a budget that is complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Budget Narratives should generally demonstrate how applicants will maximize cost effectiveness of grant expenditures. Budget Narratives should demonstrate cost effectiveness in relation to potential alternatives and the goals of the project.⁷ The budget must support the strategies and approaches outlined in the project design, and include a narrative to describe the expenditures.

Review Process

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

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. For purposes of assessing whether applicants have met basic minimum requirements, OJP screens applications for compliance with specified program requirements to help determine which applications should proceed to further consideration for award. Although program requirements may vary, the following are common requirements applicable to all solicitations for funding under OJP grant programs:

- Applications must be submitted by an eligible type of applicant.
- Applications must request funding within programmatic funding constraints (if applicable).
- Applications must be responsive to the scope of the solicitation.
- Applications must include all items designated as “critical elements.”
- Applicants will be checked against the System for Award Management (SAM).

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

BJA may use internal peer reviewers, external peer reviewers, or a combination, to assess applications meeting basic minimum requirements on technical merit using the solicitation’s selection criteria. An external peer reviewer is an expert in the subject matter of a given solicitation who is not a current DOJ employee. An internal reviewer is a current DOJ employee who is well-versed or has expertise in the subject matter of this solicitation. A peer review panel will evaluate, score, and rate applications that meet basic minimum requirements. Peer reviewers’ ratings and any resulting recommendations are advisory only, although their views are considered carefully. In addition to peer review ratings, considerations for award recommendations and decisions may include, but are not limited to, underserved populations, geographic diversity, strategic priorities, past performance under prior BJA and OJP awards, and available funding.

OJP reviews applications for potential discretionary awards to evaluate the risks posed by applicants before they receive an award. This review may include but is not limited to the following:

⁷ 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.

1. Financial stability and fiscal integrity
2. Quality of management systems and ability to meet the management standards prescribed in the Financial Guide
3. History of performance
4. Reports and findings from audits
5. The applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on award recipients
6. Proposed costs to determine if the Budget Detail Worksheet and Budget Narrative accurately explain project costs, and whether those costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Assistant Attorney General, who may consider factors including, but not limited to, peer review ratings, underserved populations, geographic diversity, strategic priorities, past performance under prior BJA and OJP awards, and available funding when making awards.

F. Federal Award Administration Information

Federal Award Notices

OJP sends award notification by email through GMS to the individuals listed in the application as the point of contact and the authorizing official (E-Biz POC and AOR). The email notification includes detailed instructions on how to access and view the award documents, and how to accept the award in GMS. GMS automatically issues the notifications at 9:00 p.m. eastern time on the award date (by September 30, 2016). Recipients will be required to log in; accept any outstanding assurances and certifications on the award; designate a financial point of contact; and review, sign, and accept the award. The award acceptance process involves physical signature of the award document by the authorized representative and the scanning of the fully-executed award document to OJP.

Administrative, National Policy, and other Legal Requirements

If selected for funding, in addition to implementing the funded project consistent with the agency-approved project proposal and budget, the recipient must comply with award terms and conditions, and other legal requirements, including but not limited to OMB, DOJ, or other federal regulations which will be included in the award, incorporated into the award by reference, or are otherwise applicable to the award. OJP strongly encourages prospective applicants to review the information pertaining to these requirements **prior** to submitting an application. To assist applicants and recipients in accessing and reviewing this information, OJP has placed pertinent information on its [Solicitation Requirements](#) page of the [OJP Funding Resource Center](#).

Please note in particular the following two forms, which applicants must accept in GMS prior to the receipt of any award funds, as each details legal requirements with which applicants must provide specific assurances and certifications of compliance. Applicants may view these forms in the Apply section of the [OJP Funding Resource Center](#) and are strongly encouraged to review and consider them carefully prior to making an application for OJP grant funds.

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

- [Standard Assurances](#)

Upon grant approval, OJP electronically transmits (via GMS) the award document to the prospective award recipient. In addition to other award information, the award document contains award terms and conditions that specify national policy requirements⁸ with which recipients of federal funding must comply; uniform administrative requirements, cost principles, and audit requirements; and program-specific terms and conditions required based on applicable program (statutory) authority or requirements set forth in OJP solicitations and program announcements, and other requirements which may be attached to appropriated funding. For example, certain efforts may call for special requirements, terms, or conditions relating to intellectual property, data/information-sharing or -access, or information security; or audit requirements, expenditures, and milestones; or publications and/or press releases. OJP also may place additional terms and conditions on an award based on its risk assessment of the applicant, or for other reasons it determines necessary to fulfill the goals and objectives of the program.

Prospective applicants may access and review the text of mandatory conditions OJP includes in all OJP awards, as well as the text of certain other conditions, such as administrative conditions, via the [Mandatory Award Terms and Conditions](#) page of the [OJP Funding Resource Center](#).

As stated above, BJA anticipates that it will make any award from this announcement in the form of a cooperative agreement. Cooperative agreement awards include standard “federal involvement” conditions that describe the general allocation of responsibility for execution of the funded program. Generally stated, under cooperative agreement awards, responsibility for the day-to-day conduct of the funded project rests with the recipient in implementing the funded and approved proposal and budget, and the award terms and conditions. Responsibility for oversight and redirection of the project, if necessary, rests with BJA.

In addition to any “federal involvement” condition(s), OJP cooperative agreement awards include a special condition specifying certain reporting requirements required in connection with conferences, meetings, retreats, seminars, symposium, training activities, or similar events funded under the award, consistent with OJP policy and guidance on conference approval, planning, and reporting.

General Information about Post-Federal Award Reporting Requirements

Recipients 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. Future awards and fund drawdowns may be withheld if reports are delinquent.

Special Reporting requirements may be required by OJP depending on the statutory, legislative, or administrative obligations of the recipient or the program.

⁸ See generally 2 C.F.R. 200.300 (provides a general description of national policy requirements typically applicable to recipients of federal awards, including the Federal Funding Accountability and Transparency Act of 2006 [FFATA]).

G. Federal Awarding Agency Contact(s)

For Federal Awarding Agency Contact(s), see title page.

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

H. Other Information

Provide Feedback to OJP

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

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

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

Application Checklist

FY 2016 National Initiatives: Officer Safety and Wellness Initiative—VALOR Program

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

What an Applicant Should Do:

Prior to Registering in Grants.gov:

_____ Acquire a DUNS Number (see page 30)

_____ Acquire or renew registration with SAM (see page 31)

To Register with Grants.gov:

_____ Acquire AOR and Grants.gov username/password (see page 31)

_____ Acquire AOR confirmation from the E-Biz POC (see page 31)

To Find Funding Opportunity:

_____ Search for the Funding Opportunity on Grants.gov (see page 31)

_____ Select the correct Competition ID (see page 31)

- Category 1: BJA-2016-9500

- Category 2: BJA-2016-9501

- Category 3: BJA-2016-9502

- Category 4: BJA-2016-9503

- Category 5: BJA-2016-9504

_____ Download Funding Opportunity and Application Package (see page 31)

_____ Sign up for Grants.gov email notifications (optional) (see page 30)

_____ Read [Important Notice: Applying for Grants in Grants.gov](#)

_____ Read OJP policy and guidance on conference approval, planning, and reporting available at ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm (see page 20)

After application submission, receive Grants.gov Email Notifications that:

_____ (1) application has been received,

_____ (2) application has either been successfully validated or rejected with errors (see page 32)

If no Grants.gov Receipt, and Validation or Error Notifications are received:

_____ contact BJA regarding experiencing technical difficulties (see page 32)

General Requirements:

_____ Review the [Solicitation Requirements](#) in the OJP Funding Resource Center.

Scope Requirement:

_____ The federal amount requested is within the allowable limit(s) of:

- \$4,850,000 for Category 1,
- \$4,850,000 for Category 2,
- \$400,000 for Category 3,
- \$1.2 million for Category 4, and
- \$2.1 million for Category 5.

Eligibility Requirement: Eligible applicants are not-for-profit and for-profit organizations (including tribal non-profit and for-profit organizations); state, local, and tribal bodies of government (as determined by the Secretary of the Interior); and institutions of higher learning (including tribal institutions of higher education). Applicants must have extensive experience in providing national training and technical assistance as well as extensive experience and knowledge of the officer safety and wellness field. For-profit organizations must agree to forgo any profit or management fee.

What an Application Should Include:

_____ Application for Federal Assistance (SF-424)	(see page 21)
_____ Project Abstract	(see page 21)
_____ Program Narrative	(see page 22)
_____ Budget Detail Worksheet	(see page 25)
_____ Budget Narrative	(see page 25)
_____ Indirect Cost Rate Agreement (if applicable)	(see page 26)
_____ Applicant Disclosure of High Risk Status	(see page 26)
_____ Additional Attachments –	
_____ Timeline	(see page 21)
_____ Résumés	(see page 21)
_____ Applicant Disclosure of Pending Applications	(see page 27)
_____ Research and Evaluation Independence and Integrity	(see page 28)
_____ Financial Management and System of Internal Controls Questionnaire	(see page 29)
_____ Disclosure of Lobbying Activities (SF-LLL)	(see page 29)
_____ Employee Compensation Waiver request and justification (if applicable)	(see page 19)