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

BJA FY 21 Collaborative Crisis Response Training Program

Assistance Listing Number #	16.745
Grants.gov Opportunity Number:	O-BJA-2021-21003
Solicitation Release Date:	May 21, 2021 5:00 PM
Version:	1
Grants.gov Deadline:	July 06, 2021 11:59 PM
Application JustGrants Deadline:	July 20, 2021 11:59 PM

Overview

The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Bureau of Justice Assistance (BJA) is seeking applications for the Collaborative Crisis Response Training Program. This program furthers the Department's mission by providing support to law enforcement on how to effectively partner with mental health and community service agencies to promote public safety and ensure appropriate responses to individuals who have behavioral health conditions, intellectual disabilities, developmental disabilities, or physical disabilities (disabilities). Note: BJA uses the term "behavioral health" to include mental health, substance use disorder, and co-occurring mental health and substance use disorder. It does not include intellectual, developmental, or physical disabilities, which BJA considers to be a separate category.

This solicitation incorporates the OJP Grant Application Resource Guide by reference. The OJP Grant Application Resource Guide provides guidance to applicants for the preparation and submission to OJP of applications for funding. **If this solicitation expressly modifies any provision in the OJP Grant Application Resource Guide, the applicant is to follow the guidelines in this solicitation as to that provision.**

Solicitation Categories

This solicitation does not include Solicitation Categories.

Eligible Applicants:

City or township governments, County governments, Native American tribal governments (Federally recognized), Native American tribal organizations (other than Federally recognized tribal governments), State governments, Other

Other

- Other—correctional entities

For the purposes of this solicitation, "state" means any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the U.S. Virgin Islands, American Samoa, Guam, and the Commonwealth of the Northern Mariana Islands. (See 34 U.S.C. 10251.)

To advance Executive Order 13929 Safe Policing for Safe Communities, as of October 28, 2020, the Attorney General determined that all state, local, and university or college law enforcement agencies must be certified by an approved independent credentialing body or have started the certification process to be allocated FY 2021 DOJ discretionary grant funding, as either a recipient or a subrecipient. For detailed information on this new certification requirement, please visit https://cops.usdoj.gov/SafePolicingEO.

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

Contact Information

For technical assistance with submitting the **SF-424 and SF- LLL** in Grants.gov, contact the Grants.gov Customer Support Hotline at 800–518–4726, 606–545–5035, at [Grants.gov customer support webpage](#), or email at [support@grants.gov.](#) The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

For technical assistance with submitting the **full application** in DOJ's Justice Grants System (JustGrants), contact the JustGrants Service Desk at 833–872–5175 or [JustGrants.Support@usdoj.gov](#). The JustGrants Service Desk operates 5 a.m. to 9 p.m. eastern time, Monday–Friday, and 9 a.m. to 5 p.m. Saturday, Sunday, and federal holidays.

An applicant that experiences unforeseen Grants.gov or JustGrants technical issues beyond its control that prevent it from submitting its application by the deadline must email the National Criminal Justice Reference Service Response Center (Response Center) at [grants@ncjrs.gov](#) **within 24 hours after the application deadline** to request approval to submit its application after the deadline.

For assistance with any other requirements of this solicitation, contact the Response Center by telephone at 800–851–3420 or TTY: 301–240–6310 (hearing impaired only) or by email at [grants@ncjrs.gov](#). Response Center hours of operation are 10 a.m. to 6 p.m. eastern time Monday through Friday, and 10 a.m. to 8 p.m. eastern time on the solicitation close date.

Submission Information

In FY 2021, applications will be submitted to DOJ in a **NEW** two-step process.

Step 1: Applicants will submit an **SF-424 and an SF-LLL** in Grants.gov at https://www.grants.gov/web/grants/register.html. To register in Grants.gov, applicants will need to obtain a Data Universal Numbering System (DUNS) and System for Award Management (SAM) registration or renewal.

Step 2: Applicants will submit the **full application** including attachments in JustGrants at [JustGrants.usdoj.gov](#).

To be considered timely, the full application must be submitted in JustGrants by the JustGrants application deadline.

OJP encourages applicants to review, the "How to Apply" section in the [OJP Grant Application Resource Guide](#).

Contents

Program Description

Overview

The Department of Justice is committed to advancing work that promotes civil rights, increases access to justice, supports crime victims, protects the public from crime and evolving threats, and builds trust between law enforcement and the community.

This initiative seeks to implement transdisciplinary crisis response training to educate and prepare law enforcement and correctional officers so that they are equipped to appropriately interact with people who have behavioral health conditions or disabilities in the course of completing their job responsibilities

Statutory Authority

This program is authorized by 34 USC 10651; Pub. L. No. 116-260, 134 Stat 1182, 1259.

Specific Information

This program seeks applications for grant funds from state, local, and tribal law enforcement and correctional entities to:

1. Plan, develop, and deploy a best practice training program for officers that includes their community.

2. Develop a strategy for deploying officers trained in crisis response during times of crisis.

3. Evaluate, improve, and sustain community engagement and a best practice program.

Awarded sites will be encouraged to develop programs that incorporate BJA's Crisis Response and Intervention Training Program curriculum and additional best practices that are designed to increase understanding of behavioral health conditions and disabilities, develop empathy, navigate community resources, and increase de-escalation skills within the applicant organization and among staff, and include the community. For information about the curriculum—including a brief description and the curriculum matrix—visit the Academic Training web page.

All applicants should be aware that under federal law, OJP may not award grant funds to procure or obtain any equipment, system, or service that uses "covered telecommunications equipment or services" as a substantial or essential component of any system or as critical technology as part of any system. In general, with limited exceptions, "covered telecommunications equipment or services" includes telecommunications and video surveillance equipment or services produced by a foreign entity that is specifically designated by statute, or designated by the federal government pursuant to statute.

Applicants also should be aware that, in accordance with DOJ and OJP policy, and with few exceptions, OJP will prohibit use of award funds for unmanned aircraft systems (UAS), absent advance submission of specific documentation of protections in place for privacy, civil liberties, and public safety and mitigation of cybersecurity risks. In addition, OJP will bar use of award funds for the purchase or use of UAS made by certain foreign entities as designated by DOJ.

Goals, Objectives, Deliverables, and Timeline

Goal

To support crisis response training for state, local, and tribal law enforcement and correctional entities that will ensure organizational planning, strategically deploy those who have been trained, and ensure sustained best practices.

Objectives

BJA is seeking applicants that will:

- Perform a problem analysis, in collaboration with local stakeholders and agency leadership, using relevant data. Applicants will use this analysis to understand the training, partnership, resource, and deployment needs of the applicant entity and its community.

- Develop a comprehensive training plan that anticipates future deployment models which will determine the training needs of the applicant entity.

- Create, design, and implement a training program. BJA encourages using BJA's Crisis Response and Intervention Training Program curriculum which includes best practices from Memphis Model Crisis Intervention Teams training, Disability Response, Co-Responder, Behavioral Health Mobile Response, Case Management, and other response models. A matrix of the modules can be found here.

- Seek and deploy other best practice training for officers to educate them on behavioral heatlh conditions and disabilities.

- Define and track process measures as well as short-term and long-term program outcome measures. Program measures may include increased knowledge, skills, improved responses, and safer encounters.

- Employ data-driven practices (e.g., report program performance to stakeholders) to improve program implementation.

- Build long-term sustainment through a train-the-trainer component.

- Determine who are the best qualified officers to train and recruit them.

- Improve officer and citizen safety through increased community collaboration, communication, and deployment strategies.

- Build positive community relations and trust through increased outreach to citizens, families, advocates, and stakeholders.

- Enhance officer knowledge of mental health, behavioral health, reentry and wrap around services, disability resources, and diversion opportunities through the delivery of crisis response training which includes service partners and associated community agencies as co-trainers.

- Engage BJA's National Law Enforcement Mental Health Learning Site Program as part of an ongoing training strategy.

- As needed, provide information to and actively collaborate with BJA and BJA's partners on program process and outcome evaluation efforts.

Deliverables

Applicants must submit applications that propose both planning process and implementation phases for the training program for law enforcement or correctional officers.

1. The planning phase is up to 12 months long to design the training program within the applicant entity in coordination with community partners. At the conclusion of the planning phase, grantees will submit their implementation plan to BJA's training and technical assistance (TTA) provider. Specifically, grantees will:

- Develop a coordinated and documented training approach and deployment strategy with BJA's designated TTA provider, as needed.

- Outline a plan for obtaining the necessary support to administrate and sustain the training and continue the proposed collaboration program following the conclusion of federal support.

2. Implement, evaluate, track, and sustain the training program: Deliver crisis response training (preferably BJA's Collaborative Crisis Response curriculum) as outlined in the implementation plan. Grantees can expect to begin implementation once the planning phase is complete and the implementation plan has been reviewed and accepted by BJA's TTA provider.

3. Deliverables should correspond to and incorporate the objectives described above.

4. Provide BJA with regular ongoing data pertaining to the number of officers trained, activities, and the outcome of the trainings.

The Goals, Objectives, and Deliverables are directly related to the performance measures that demonstrate the results of the work completed, as discussed under the Application and Submission Information section.

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

Information Regarding Potential Evaluation of Programs and Activities
OJP may conduct or support an evaluation of the programs and activities funded under this solicitation. For additional information, see the OJP Grant Application Resource Guide section entitled "Information Regarding Potential Evaluation of Programs and Activities."

Priority Areas

The Department of Justice is committed to advancing work that promotes civil rights, increases access to justice, supports crime victims, protects the public from crime and evolving threats, and builds trust between law enforcement and the community. In FY 2021, OJP will give priority consideration in award decisions to applications that demonstrate ways in which their projects will advance one or more of these areas.

To receive priority consideration for advancing one or more of the Department's priorities, the applicant must provide a sufficient narrative explanation as an attachment, that specifies how the project will advance the promotion of civil rights, access to justice, support to crime victims, protecting the public from crime and evolving threats, or building trust between law enforcement and the community.

In addition, OJP will give priority consideration, if applicable, to applicants that demonstrate that the individuals who are intended to benefit from the requested grant reside in high-poverty areas or persistent-poverty counties.

To receive priority consideration under the poverty priority, the applicant must provide information to demonstrate that the individuals who are intended to benefit from the requested grant reside in high-poverty areas or persistent poverty counties. For purposes of this priority consideration, the term ''high-poverty area'' means any census tract with a poverty rate of at least 20 percent as measured by the 2013–2017 5-year data series available from the American Community Survey of the Census Bureau (applicants may search by census tract at https://www.census.gov/acs/www/data/data-tables-and-tools/narrative-profiles/2017/) and the term ''persistent poverty counties'' means any county that has had 20 percent or more of its population living in poverty over the past 30 years, as measured by the 1990 and 2000 decennial censuses and the most recent Small Area Income and Poverty Estimates (applicants may search by county at https://www.census.gov/data/tables/time-series/dec/census-poverty.html and at https://www.census.gov/programs-surveys/saipe.html).

Priority consideration is one of many factors that OJP considers in making funding decisions and is not a guarantee of an award.

Federal Award Information

Awards, Amounts and Durations

Anticipated Number of Awards
46

Anticipated Maximum Dollar Amount of Awards
$150,000.00

Period of Performance Start Date
10/1/21 12:00 AM

Period of Performance Duration (Months)
36

Anticipated Total Amount to be Awarded Under Solicitation
$6,900,000.00

Continuation Funding Intent

BJA may, in certain cases, provide additional funding in future years to awards made under this solicitation, through continuation awards. OJP will consider, among other factors, OJP's strategic priorities, a recipient's overall management of the award, and progress of award-funded work, when making continuation award decisions.

Availability of Funds

This solicitation, and awards (if any are made) under this solicitation, are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by the agency or by law. In addition, nothing in this solicitation is intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the United States, its departments, agencies, or entities, its officers, employees, or agents, or any other person.

Types of Awards

BJA expects to make awards under this solicitation as grants. See the "Administrative, National Policy, and Other Legal Requirements" section of the OJP Grant Application Resource Guide for a brief discussion of important statutes, regulations, and award conditions that apply to many (or in some cases, all) OJP grants (and cooperative agreements).

Financial Management and System of Internal Controls

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) must, as described in the Part 200 Uniform Requirements as set out at 2 C.F.R. 200.303, comply with standards for financial and program management. The "Part 200 Uniform Requirements" means the DOJ regulation at 2 C.F.R. Part 2800, which adopts (with certain modifications) the provisions of 2 C.F.R. Part 200. See the OJP Grant Application Resource Guide for additional information.

Budget Information

While applicants will be required to submit a budget for the entire 36-month project at the time of application submission, they may have the opportunity to revise their budgets based on any outcomes from the planning phase.

Program budget approval and coordination with BJA's TTA provider are required to complete the planning phase before implementation can take place.

Cost Sharing or Matching Requirement

This solicitation does not require a match.

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

See the OJP Grant Application Resource Guide information on Pre-agreement Costs (also known as Pre-award Costs).

Limitation on Use of Award Funds for Employee Compensation: Waiver

See the OJP Grant Application Resource Guide information on Limitation on Use of Award Funds for Employee Compensation; Waiver.

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

See the OJP Grant Application Resource Guide for information on Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs.

Costs Associated with Language Assistance (if applicable)

See the OJP Grant Application Resource Guide for information on Costs Associated with Language Assistance.

Eligibility Information

For eligibility information, see the solicitation cover page.

For information on cost sharing or match requirements, see Federal Award Information.

Application and Submission Information

The following application elements MUST be included in the application submission for an application to meet the basic minimum requirements (BMR) to advance to peer review and receive consideration for funding:

- Proposal Abstract

- Proposal Narrative

- Budget Worksheet and Budget Narrative (web-based form)

See the "Application Elements and Formatting Instructions" section of the OJP Grant Application Resource Guide for information on what happens to an application that does not contain all the specified elements or that is nonresponsive to the scope of the solicitation.

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

The SF-424 will be submitted in Grants.gov. The SF-424 is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. See the OJP Grant Application Resource Guide for additional information on completing the SF-424.

In Section F of the SF-424, please include the name and contact information of the individual **who will complete application materials in JustGrants**. JustGrants will use this information *(email address)* to assign the application to this user in JustGrants.

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

Standard Applicant Information (JustGrants 424 and General Agency Information)

The Standard Applicant Information section of the JustGrants application is pre-populated with the SF-424 data submitted

in Grants.gov. Applicants will need to review the Standard Applicant Information in JustGrants and make edits as needed. Within this section, applicants will need to: add zip codes for areas affected by the project; confirm their Authorized Representative; and verify the organization's legal name and address.

Proposal Abstract

A proposal abstract (no more than 400 words) summarizing the proposed program, including primary activities, products and deliverables, the service area, and who will benefit from the proposed program, will be completed in the JustGrants web-based form.

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

In addition, the abstract must:

- In one sentence, identify the behavioral health conditions or disability response problem to be addressed and the proposed training.
- Include: the names of the lead applicant and partner applicant (justice, mental health, and disability agencies); if applicable, the target population and the proposed number of individuals the applicant plans to serve; the jurisdiction's population and demographic characteristics; a brief description of how the applicant plans to address the problem; and the amount of federal funding requested.
- Indicate whether the applicant is a previous recipient of BJA law enforcement or justice and mental health grant funds and include the award number.
- Include a list of proposed subcontractors with the organization's name, city, and state, if applicable.

Proposal Narrative

The proposal narrative should be submitted as an attachment in JustGrants. The attached document should be double-spaced, using a standard 12-point Times New Roman font; have no less than 1-inch margins; and should not exceed 10 pages. Pages should be numbered and submitted as an attachment. If the program narrative fails to comply with these length restrictions, BJA may negatively consider such noncompliance in peer review and in final award decisions.

The following sections must be included as part of the proposal narrative:

a. Description of the Issue:

- Identify or introduce the issue to be addressed by the grant and why this program/these proposed activities are necessary (significance/value).
- Describe and demonstrate understanding of the nature and scope of the problem to be addressed, using data and research as support.
- Describe successful efforts to date to address the needs identified.
- Describe the need for assistance and resources to address the problem.
- Briefly introduce how the applicant proposes to address the problem.

b. Project Design and Implementation:

- Describe in detail the proposed deliverables for both the planning and implementation phases. Address in detail how the applicant proposes to undertake and accomplish the objectives and deliverables.
- Describe the strategy to address the needs identified in the Description of the Issue.
- Include a timeline/program plan that identifies the major tasks and deliverables of the proposed program and who is responsible for each activity.
- Address whether any of the program-specific priority areas have been met.
- Explain the applicant's inability to fund the collaborative training program adequately without federal assistance.
- Specify how the federal support will be used to supplement, and not supplant, state, local, Indian tribe, or tribal organization sources of funding that would otherwise be available, including billing third-party resources for services already covered under programs such as Medicaid, Medicare, and the State Children's Insurance Program.

c. Capabilities and Competencies:

- Describe the capabilities and competencies of the applicant to manage the award.

- Provide a detailed description of the capacity of the partners and the key personnel to deliver the required training services and perform the key tasks described under Project Design.

- Include a letter(s) of support from the program partners and the applicant's agency executives demonstrating agency commitment to the program. Demonstration of the partners' commitment will contribute to assigning points for this criterion during the application's review.

- Describe how the proposed management structure, scheduling, and staffing of the program will facilitate the delivery of the required services. The management and organizational structure described should match the staffing needs necessary to accomplish the tasks outlined in the timeline/program plan. Information regarding the personnel assigned to these tasks and whether their résumés and role descriptions are included will contribute to the assignment of points relative to this criterion.

- Describe the agency's and community's plans to continue the program and sustain the ongoing support for training with community partners.

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

- Describe the manner in which the data required for this program's performance measures will be collected, including the system(s) used and the person(s) responsible.

- Describe whether and how other relevant performance measures will be documented, monitored, and evaluated.

- Describe the process for measuring program performance. Identify who will collect the data, who is responsible for performance measurements, and how the information will be used to guide and evaluate the impact of the program.

- Describe the process to accurately report data.

Note: Applicants are **not** required to submit performance data with the application. Rather, performance measures information is included as an alert that successful applicants will be required to submit performance data as part of the reporting requirements under an award.

OJP will require each successful applicant to submit regular performance data that demonstrate the results of the work carried out under the award. The performance data directly relate to the goals, objectives, and deliverables identified under "Goals, Objectives, and Deliverables."

Applicants can also visit OJP's performance measurement page at www.ojp.gov/performance for an overview of performance measurement activities at OJP.

Award recipients will be required to submit performance measurement data and performance reports in JustGrants. Examples of the performance measures questionnaire can be found at: Collaborative Crisis Response Training Program Performance Measures (ojp.gov). Further guidance on the post-award submission process will be provided, if selected for award.

Note on Project Evaluations
An applicant that proposes to use award funds through this solicitation to conduct project evaluations must follow the guidance under "Note on Project Evaluations" in the OJP Grant Application Resource Guide.

Note: BJA proposes to provide program and outcome evaluation assistance through a BJA-funded TTA provider.

Goals, Objectives, Deliverables, and Timeline
Applicants will submit their program or project goals, objectives, deliverables, and timelines in the JustGrants web-based form.

Budget and Associated Documentation

- Budget narratives should demonstrate generally how applicants will maximize cost effectiveness of grant expenditures.
- Budget narratives should demonstrate cost effectiveness in relation to potential alternatives and the objectives of the program.
- It is recommended that the budget clearly identify activities proposed in the planning and implementation phases.
- The budget should include costs associated with travel for two persons to a BJA training and technical assistance related event.

Budget Worksheet and Budget Narrative (Web-based Form)
Applicants will complete the JustGrants web-based budget form. See the OJP Grant Application Resource Guide for additional information.

Indirect Cost Rate Agreement (if applicable)
Applicants will submit their indirect cost rate agreement by uploading the agreement as an attachment in JustGrants. See the OJP Grant Application Resource Guide for additional information.

Financial Management Questionnaire (including applicant disclosure of high-risk status)
Applicants will download the questionnaire in JustGrants and submit by uploading the completed questionnaire as an attachment in JustGrants. See the OJP Grant Application Resource Guide for additional information.

Disclosure of Process Related to Executive Compensation
If applicable, applicants will submit a description of the process used to determine compensation by uploading the document as an attachment in JustGrants. See the "Application Attachments" section of the OJP Grant Application Resource Guide for information.

Additional Application Components
Applicants will attach the requested documentation in JustGrants.

Tribal Authorizing Resolution
If applicable, applicants will submit the Tribal Authorizing Resolution by uploading the resolution as an attachment in JustGrants. An application in response to this solicitation may require inclusion of information related to a tribal authorizing resolution as an attachment. See the OJP Grant Application Resource Guide for information on tribal authorizing resolutions.

Research and Evaluation Independence and Integrity Statement
If an application proposes research (including research and development) and/or evaluation, the applicant must demonstrate research/evaluation independence and integrity, including appropriate safeguards, before it may receive award funds. Applicants will submit a description of their research and evaluation independence and integrity by uploading the document as an attachment in JustGrants. For additional information regarding demonstrating research/evaluation independence and integrity, including appropriate safeguards, see the OJP Grant Application Resource Guide.

Documentation of Advancing DOJ Priorities (if applicable)

As is mentioned above, OJP will give priority consideration in award decisions to applications that specify how the project will advance one or more of the following DOJ priorities: the promotion of civil rights, access to justice, support to crime victims, protecting the public from crime and evolving threats, or building trust between law enforcement and the community. Applicants will submit the narrative by uploading the document as an attachment in JustGrants.

Documentation of High-Poverty Areas or Persistent-Poverty Counties (if applicable)

As mentioned above, OJP will give priority consideration in award decisions to applications that demonstrate that the individuals who will benefit from the requested grant reside in high-poverty areas or persistent-poverty counties as defined above. Each applicant proposing to receive consideration under the High-Poverty Areas or Persistent-Poverty Counties priority must provide a sufficient narrative explanation to identify each specific High-Poverty Area (by census tract number (s)) and/or each specific Persistent-Poverty County where individuals are intended to benefit from the requested grant and how the requested grant will address specific challenges in each such identified area and/or county. Applicants will submit

the narrative by uploading the document as an attachment in JustGrants.

Disclosures and Assurances
Applicants will complete the following disclosures and assurances.

Disclosure of Lobbying Activities
Applicants will complete and submit the SF-LLL in Grants.gov. See the OJP Grant Application Resource Guide for additional information.

DOJ Certified Standard Assurances
See the DOJ Certified Standard Assurances in the OJP Grant Application Resource Guide.

Applicant Disclosure of Duplication in Cost Items
Applicants will complete the JustGrants web-based Applicant Disclosure of Duplication in Cost Items form. See the OJP Grant Application Resource Guide for additional information.

DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements
Applicants will review and accept the DOJ Certified Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements. See OJP Grant Application Resource Guide.

Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable)

If applicable, applicants will submit as an attachment in JustGrants. See the OJP Grant Application Resource Guide for additional information. A DOJ High Risk Grantee is a recipient that has received a DOJ High Risk designation based on a documented history of unsatisfactory performance, financial instability, management system or other internal control deficiencies, or noncompliance with award terms and conditions on prior awards, or that is otherwise not responsible.

How to Apply
Applicants will submit an **SF-424** and an **SF-LLL** in Grants.gov at https://www.grants.gov/web/grants/register.html.

Applicants will submit the **full application** including attachments in JustGrants at JustGrants.usdoj.gov.

For additional information, see the "How to Apply" section in the OJP Grant Application Resource Guide and the DOJ Application Submission Checklist.

Submission Dates and Time
The **SF-424** and the **SF-LLL** will be submitted in Grants.gov by11:59 PM ET on July 6, 2021. OJP urges applicants to submit applications at least 72 hours prior to the application due date to allow time for the applicant to receive validation messages or rejection notifications from Grants.gov and to correct in a timely fashion any problems that may have caused a rejection notification.

The **full application** will be submitted in JustGrants by11:59 PM ET on July 20, 2021.

To be considered timely, the full application must be submitted in JustGrants by the JustGrants application deadline.

Application Review Information
Review Criteria
a. Merit Review Criteria

Applications that meet basic minimum requirements will be evaluated by peer reviewers. Applications will be evaluated on how the proposed project/program addresses the following criteria:

1. Statement of the Problem/Description of the Issue (15%) - evaluate the applicant's understanding of the program/issue to be addressed.

2. Project Design and Implementation (40%) - evaluate the adequacy of the proposal, including the goals, objectives, timelines, milestones, and deliverables.

3. Capabilities and Competencies (30%) - evaluate administrative and technical capacity of the applicant to successfully accomplish the goals and objectives.

4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (5%) - evaluate the applicant's understanding of the performance data reporting requirements and the plan for collecting the required data.

5. Budget (10%) - evaluate for completeness, cost effectiveness, and allowability (e.g., reasonable, allocable, and necessary for project activities).

b. Other Review Criteria/Factors

Other important considerations for the Bureau of Justice Assistance include geographic diversity, strategic priorities (specifically including, but not limited to, those mentioned above relating to priority areas), available funding, past performance, plan for sustaining the program after the grant has ended and the extent to which the Budget Worksheet and Budget Narrative (Web-based form) accurately explain project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles.

Review Process

Applications submitted under this solicitation that meet basic minimum requirements, will be evaluated for technical merit by a peer review panel(s) in accordance with OJP peer review policy and procedures using the stated review criteria above.

OJP screens applications to ensure they meet the basic minimum requirements prior to conducting peer review. Although specific requirements may vary, the following are common requirements applicable to all solicitations for funding under OJP programs:

- The application must be submitted by an eligible type of applicant.

- The application must request funding within programmatic funding constraints (if applicable).

- The application must be responsive to the scope of the solicitation.

- The application must include all items necessary to meet the basic minimum requirements.

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

In addition, if OJP anticipates that an award will exceed $250,000 in federal funds, OJP also must review and consider any information about the applicant that appears in the non-public segment of the integrity and performance system accessible through SAM (currently, the Federal Awardee Performance and Integrity Information System, FAPIIS).

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

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

Federal Award Administration Information

Federal Award Notices
See the OJP Grant Application Resource Guide for information on award notifications and instructions.

Administrative, National Policy, and Other Legal Requirements
If selected for funding, in addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with all award conditions, and all applicable requirements of federal statutes and regulations (including applicable requirements referred to in the assurances and certifications executed in connection with award acceptance).

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

Information Technology (IT) Security Clauses
An application in response to this solicitation may require inclusion of information related to information technology security. See the OJP Grant Application Resource Guide for information on information technology security.

General Information about Post-Federal Award Reporting Requirements

In addition to the deliverables described in the Program Description section, any recipient of an award under this solicitation will be required to submit certain reports and data.

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

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

Federal Awarding Agency Contact(s)

For OJP contact(s), see solicitation cover page.

For contact information for Grants.gov and JustGrants, see solicitation cover page.

Other Information

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

See the OJP Grant Application Resource Guide for information on Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a).

Provide Feedback to OJP

See the OJP Grant Application Resource Guide for information on how to provide feedback to OJP.

Application Checklist

Appendix A: Application Checklist

The Collaborative Crisis Response Training Program

This application checklist has been created as an aid in developing an application. The DOJ Application Submission Checklist is another resource.

What an Applicant Must Do:

Prior to Registering in Grants.gov:

- Acquire a DUNS Number   (see OJP Grant Application Resource Guide)

- Acquire or renew registration with SAM   (see OJP Grant Application Resource Guide)

To Register with Grants.gov:

- Acquire AOR and Grants.gov username/password   (see OJP Grant Application Resource Guide)

- Acquire AOR confirmation from the E-Biz POC   (see OJP Grant Application Resource Guide)

To Find Funding Opportunity:

- Search for the Funding Opportunity on Grants.gov

- Access Funding Opportunity and Application Package   (see OJP Grant Application Resource Guide)

- Sign up for Grants.gov email notifications (optional)   (see OJP Grant Application Resource Guide)

- Read Important Notice: Applying for Grants in Grants.gov

- Read OJP policy and guidance on conference approval, planning, and reporting

    available at ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm

Overview of Post-Award Legal Requirements:

- Review the "Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2021 Awards" in the OJP Funding Resource Center.

Scope Requirement:

- The federal amount requested is within the allowable limit of $150,000.

Eligibility Requirement: Eligible applicants are states, units of local government, correctional entities, and federally recognized Indian tribal governments (as determined by the Secretary of the Interior).

- Submit **SF-424** and **SF-LLL** in Grants.gov

*After **SF-424** and **SF-LLL** submission in Grants.gov, Receive Grants.gov Email Notifications That:*

- Submission has been received in Grants.gov

- Submission has either been successfully validated or rejected with errors　　　(see OJP Grant Application Resource Guide)

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

- Contact the Response Center by telephone at 800–851–3420 or TTY: 301–240–6310 (hearing impaired only) or by email at grants@ncjrs.gov. Response Center hours of operation are 10 a.m. to 6 p.m. eastern time Monday through Friday, and 10 a.m. to 8 p.m. eastern time on the solicitation close date.

Receive email notification to complete application in JustGrants.

- *Complete Application Sections Listed Below in JustGrants:*

-

Content of Application Submission:

The following items are critical application elements required to pass Basic Minimum Requirements review. An application that OJP determines does not include the application elements that must be included in the application submission in order for the application to meet the basic minimum requirements will neither proceed to peer review, nor receive further consideration.

- **Proposal Abstract**

- **Proposal Narrative**

  - **Explain the need for federal assistance, how funds will supplement and not supplant, and plans to sustain the collaboration program.**

  - **Description of the problem.**

  - **Project Design.**

  - **Capabilities and Competencies.**

  - **Plan for the Collection of Data.**

- **Budget Worksheet and Budget Narrative (match budget amount with requested amount on 424) (web-based form)**

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- Standard Applicant Information (SF-424 information from Grants.gov

Budget and Associated Documentation

- Indirect Cost Rate Agreement (if applicable) (see OJP Grant Application Resource Guide)
- Financial Management and System of Internal Controls Questionnaire (see OJP Grant Application Resource Guide)
- Disclosure of Process Related to Executive Compensation
- Request and Justification for Employee Compensation; Waiver (if applicable) (see OJP Grant Application Resource Guide)

Additional Application Components

- Tribal Authorizing Resolution (if applicable) (see OJP Grant Application Resource Guide)
- Research and Evaluation Independence and Integrity_[page 13]_(see OJP Grant Application Resource Guide)
- Documentation of Advancing DOJ Priorities (if applicable)
- Subrecipient information
- Documentation of high-poverty areas or persistent poverty counties (if applicable)
- Documentation of Advancing DOJ Priorities (if applicable)

Disclosures and Assurances

- Disclosure of Lobbying Activities (SF-LLL)   (see OJP Grant Application Resource Guide)
- Applicant Disclosure of Duplication in Cost Items   (see OJP Grant Application Resource Guide)
- DOJ Certified Standard Assurance   (see OJP Grant Application Resource Guide)
- DOJ Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (see OJP Grant Application Resource Guide)
- Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable)   (see OJP Grant Application Resource Guide)

Submit Application in JustGrants:

- Application has been successfully submitted in JustGrants

If No JustGrants Application Submission, Validation, or Error Notifications are Received:

- Contact JustGrants Service Desk at JustGrants.Support@usdoj.gov or 833–872–5175 regarding technical difficulties.