

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



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## **BJA STOP School Violence Prevention and Mental Health Training Program FY 2019 Competitive Grant Solicitation**

**CFDA #16.839**

**Grants.gov Solicitation Number:** BJA-2019-15117

**Solicitation Release Date:** April 17, 2019

**Application Deadline:** 11:59 p.m. eastern time on June 18, 2019

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The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), [Bureau of Justice Assistance](#) (BJA) is seeking applications for funding under the Student, Teachers, and Officers Preventing (STOP) School Violence Act Program. This program furthers the Department's mission by supporting state, local, and tribal jurisdictions in improving efforts to reduce violent crime through the creation of school safety training and mental health programs for school personnel and students which address violence in schools.

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

**Eligibility** (Who may apply):

Eligible applicants for this solicitation are limited to states, units of local government, and federally recognized Indian tribes, and public agencies as defined in 34 U.S.C. 10251(a)(6). (For the purposes of this solicitation, a "federally recognized Indian tribe" is defined as any Indian tribe, band, nation, or other organized group or community, including any Alaska Native village or regional or village corporation as defined in or established pursuant to the Alaska Native Claims Settlement Act, which is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.) The STOP School Violence Act requires the BJA Director to ensure, to the extent practicable, an equitable geographic distribution among regions of the United States and among urban, suburban, and rural areas. To fulfill this requirement, specific categories have been established for applicants applying for this training program. For information on the categories and additional information on eligibility, see "[Section C. Eligibility 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, at <https://www.grants.gov/web/grants/support.html>, or at [support@grants.gov](mailto:support@grants.gov). The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

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

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

## Post-Award Legal Requirements Notice

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

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

## Deadline Details

Applicants must register with Grants.gov at <https://www.grants.gov/web/grants/register.html> prior to submitting an application. All applications are due by 11:59 p.m. eastern time on June 18, 2019.

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

An applicant must use the **Add Attachment** button to attach a file to its application. Do not click the paperclip icon to attach files. This action will not attach the files to the application. After

adding an attachment, select the **View Attachment** button to confirm you attached the correct file. To remove the file, select the **Delete Attachment** button.

OJP encourages all applicants to read this Important Notice: Applying for Grants in Grants.gov.

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

# Contents

<b>A. Program Description</b> .....	5
Overview .....	5
Program-Specific Information .....	5
Objectives and Deliverables.....	6
Evidence-Based Programs or Practices .....	7
Information Regarding Potential Evaluation of Programs and Activities .....	8
<b>B. Federal Award Information</b> .....	8
Type of Award .....	9
Financial Management and System of Internal Controls .....	9
Budget Information.....	9
Cost Sharing or Matching Requirement.....	9
Pre-greement Costs (also known as Pre-award Costs).....	9
Limitation on Use of Award Funds for Employee Compensation; Waiver .....	9
Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs.....	10
Costs Associated With Language Assistance (if applicable) .....	10
<b>C. Eligibility Information</b> .....	10
<b>D. Application and Submission Information</b> .....	11
What an Application Should Include .....	11
How To Apply (Grants.gov).....	17
Registration and Submission Steps .....	17
<b>E. Application Review Information</b> .....	18
Review Criteria .....	18
Review Process .....	19
<b>F. Federal Award Administration Information</b> .....	20
Federal Award Notices.....	20
Administrative, National Policy, and Other Legal Requirements .....	20
Information Technology (IT) Security Clauses.....	20
General Information About Post-Federal Award Reporting Requirements.....	20
<b>G. Federal Awarding Agency Contact(s)</b> .....	20
<b>H. Other Information</b> .....	20
Freedom of Information and Privacy Act (5 U.S.C. 552 and U.S.C. 552a).....	20
Provide Feedback to OJP .....	21
Appendix A: Performance Measures Table .....	<b>Error! Bookmark not defined.</b>
Appendix B: Application Checklist .....	24

# STOP School Violence Prevention and Mental Health Training Program

## CFDA # 16.839

### A. Program Description

#### Overview

Among its provisions, the Student, Teachers, and Officers Preventing (STOP) School Violence Act of 2018 authorized BJA to manage a grant program that would support efforts by state and local units of government and federally recognized Indian tribes to prevent and reduce school violence. Specifically, the BJA program will address: (1) training school personnel and educating students to prevent student violence; (2) development and operation of anonymous reporting systems concerning threats of school violence, including mobile telephone applications, hotlines, and websites; and (3) development and operation of school threat assessment and mental health intervention teams that may include coordination with law enforcement agencies and school personnel. In addition, the program may fund specialized training for school officials in intervening and responding to individuals with mental health issues who may threaten school safety.

**NOTE: Under the STOP School Act, funds awarded by BJA may not be used for purchase or provision of a firearm or of equipment to secure buildings, or to pay for armed security or School Safety/Resource Officers. Applicants interested in obtaining federal funding for these things should see the [COPS School Violence Prevention Program \(SVPP\)](#). (Nothing herein should be understood to prohibit applicants from using their own funds for such things.)**

This solicitation specifically seeks applications that address training school personnel and educating students to prevent student violence and training school officials in responding to related mental health crises.

A separate BJA solicitation will address school threat assessment and mental health intervention teams and the development of technology for local or regional anonymous reporting systems.

**Statutory Authority:** The Department of Justice Appropriations Act, 2019, Pub. L. 116-6, 133 Stat 13, 114.

#### Program Specific Information

The STOP School Violence Act is designed to improve school security by providing students and teachers with the tools they need to quickly recognize and respond to violent attacks, mitigate risk exposure, and prevent acts of violence. It provides funding to state, local, and Indian tribal governments to develop threat assessment and crisis intervention teams and anonymous reporting systems designed to identify threats before they materialize, including those that originate from individuals with mental health issues; and for educating students, and

training school personnel, and local law enforcement officers so that they can partner in preventing violent events from happening.

This solicitation seeks applications that: (a) address the training of school personnel and the education of students to prevent student violence; and/or (b) fund specialized training for school officials responding to related mental health crises. Applicants may focus on either (a) or (b) separately OR they may address both issues. Applicants are encouraged to design applications to meet local needs regarding the prevention of school violence and response(s) to related mental health crises. Applicants should develop a strong and compelling proposal that details how they will address improving staff/student violence prevention efforts and respond to related mental health concerns.

**The applicant shall, at the top of the Narrative portion of the application, state the following:**

- The category for which it is applying.
- Eligibility for that category, by providing the population of the area for which it is applying.

Category 1 - A **state** with a population of greater than 5,000,000, for an award of up to \$1,000,000

Category 2 - A **state** with a population of fewer than 5,000,000, for an award of up to \$500,000

Category 3 – An **urban area or large county** with a population of greater than 500,000, for an award of up to \$500,000

Category 4 – A **suburban area or medium-sized county** with a population of between 100,000 and 500,000, for an award of up to \$250,000

Category 5 – A **rural area or small county** with a population of fewer than 100,000, for an award of up to \$150,000

Category 6 – A **federally recognized Indian tribe**, for an award of up to \$100,000

### **Objectives and Deliverables**

The purpose of this program is to support efforts by states, units of local governments, and federally recognized Indian tribes to prevent school violence, specifically by the training of school personnel and the education of students. Any application not meeting the eligibility requirements will not be considered for funding.

**Objectives:** to provide training to teachers and education to students with the intent to prevent student violence and/or to provide specialized training for school officials in responding to related mental health crises that may precipitate violent attacks on school grounds.

### **Deliverables:**

- Creation and delivery of a multi-disciplinary training program for school personnel (to include volunteers, counselors, coaches, school resource officers, and other

individuals working in and around schools) that results in policies and programs that promote successful, safe learning environments. The training should be based on an evidence-based curriculum and adult learning principles, and address critical issues such as mental health, bullying, addiction, and interpersonal violence. Training should be developed in accordance with STOP site grantees' current legal frameworks and governing policies of grantee.

- Creation and delivery of education sessions for students, with the intent to prevent violence against others. Sessions should include best practices for recognizing and responding to potential signs of violence. Note: Scenario training directed at students that incorporates volatile role playing is prohibited. Sessions should be thought-based and not risk traumatizing students with role players assuming violent roles.
- Creation and delivery of evidence-based, comprehensive, multi-disciplinary training for school personnel enabling them to respond to mental health crises that may precipitate violent attacks on school grounds. Training should be conducted in consultation with experts such as school violence researchers, licensed mental health professionals, social workers, teachers, principals, public safety and other school personnel
- Document all training and education sessions conducted under the award
- Work in close coordination with the BJA STOP Training and Technical Assistance provider throughout the life of the grant project, to meet project goals, including sharing materials, resources, data, and best practices.

**Applicants should outline in their proposals a strategic and comprehensive process to design, implement, monitor, track, and review the objectives and deliverables described above.**

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

### **Evidence-Based Programs or Practices**

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

Under the STOP School Violence Act, the term “evidence-based” means a program, practice, technology, or equipment that:

- Demonstrates a statistically significant effect on relevant outcomes based on:
  - Strong evidence from one well-designed and well-implemented experimental study;
  - Moderate evidence from one well-designed and well-implemented quasi-experimental study; or

- Promising evidence from one well-designed and well-implemented correlational study with statistical controls for selection bias.
- Is consistent with best practices for school security, including:
  - Applicable standards for school security established by a federal or state government agency;
  - Findings and recommendations of public commissions and task forces established to make recommendations or set standards for school security; and is
  - Compliant with all applicable codes, including building and life safety codes.

The OJP [NIJ's Comprehensive School Safety Initiative](#) and the OJP [CrimeSolutions.gov](#) websites are resources applicants may use to obtain more information about evidence-based programs.

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

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

## **B. Federal Award Information**

BJA expects to make the following number of awards by category under this solicitation:

- Category 1: 11 awards of up to \$1,000,000 each. Competition ID: BJA-2019-16269
- Category 2: 12 awards of up to \$500,000 each. Competition ID: BJA-2019-16270
- Category 3: 15 awards of up to \$500,000 each. Competition ID: BJA-2019-16271
- Category 4: 21 awards of up to \$250,000 each. Competition ID: BJA-2019-16272
- Category 5: 25 awards of up to \$150,000 each. Competition ID: BJA-2019-16273
- Category 6: 6 awards of up to \$100,000 each. Competition ID: BJA-2019-16274

Period of performance start date October 1, 2019

Period of performance duration 36 months

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



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

### **Type of Award**

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

### **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<sup>1</sup> as set out at 2 C.F.R. 200.303, comply with standards for financial and program management. See the [OJP Grant Application Resource Guide](#) for additional information.

### **Budget Information**

#### **Cost Sharing or Match Requirement**

This solicitation does not require a match. However, if a successful application proposes a voluntary match amount, and OJP approves the budget, the total match amount incorporated into the approved budget becomes mandatory and subject to audit.

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

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

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

#### **Limitation on Use of Award Funds for Employee Compensation; Waiver**

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

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<sup>1</sup> The "Part 200 Uniform Requirements" means the DOJ regulation at 2 C.F.R Part 2800, which adopts (with certain modifications) the provisions of 2 C.F.R. Part 200.

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

OJP strongly encourages every applicant that proposes to use award funds for any conference-, meeting-, or training-related activity (or similar event) to review carefully—before submitting an application—the OJP and DOJ policy and guidance on approval, planning, and reporting of such events. See the [OJP Grant Application Resource Guide](#) for information.

### **Costs Associated With Language Assistance (if applicable)**

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

## **C. Eligibility Information**

Eligible applicants for this solicitation are limited to states, units of local government, and federally recognized Indian tribes, and public agencies as defined in 34 U.S.C. 10251(a)(6)). (For the purposes of this solicitation, a “federally recognized Indian tribe” is defined as any Indian tribe, band, nation, or other organized group or community, including any Alaska Native village or regional or village corporation as defined in or established pursuant to the Alaska Native Claims Settlement Act, which is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.) The STOP School Violence Act requires the BJA Director to ensure, to the extent practicable, an equitable geographic distribution among regions of the United States and among urban, suburban, and rural areas. To fulfill this requirement, the following categories have been established for applicants applying for this training program:

Category 1 - A **state** with a population of greater than 5,000,000

Category 2 - A **state** with a population of fewer than 5,000,000

Category 3 - An **urban area or large county** with a population of greater than 500,000

Category 4 - A **suburban area or medium-sized county** with a population of between 100,000 and 500,000

Category 5 - A **rural area or small county** with a population of fewer than 100,000

Category 6 - A **federally recognized Indian tribe**

Applicants may use the grant to contract with or make one or more subawards to one or more:

- Local educational agencies
- Nonprofit organizations, excluding schools
- Units of local government or tribal organizations (“tribal organizations” has the same meaning as the term in section 4(l) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 5304(l))

**NOTE: Those identified as sub-grantees or sub-contracts cannot submit an application for funding on their own. As stated in the eligibility section, only states, local units of government, and federal recognized Indian tribes may apply directly. Should any applications not meet the eligibility requirement the application will not be considered for funding.**

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

BJA will consider applications under which two or more entities would carry out the federal award; however, only one entity may be the applicant. Any others must be proposed as subrecipients (subgrantees).<sup>2</sup> The applicant must be the entity that would have primary responsibility for carrying out the award, including administering the funding and managing the entire program. Under this solicitation, only one application by any particular applicant entity will be considered. An entity may, however, be proposed as a subrecipient (subgrantee) in more than one application. For additional information on subawards, see the [OJP Grant Application Resource Guide](#).

Because the FY 2018 awards were designated for a 36-month period, no funds will be provided to successful FY 2018 to perform the same work stated in the original application. New applications with new work to be completed may be considered for FY 2019 funding.

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

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

## **D. Application and Submission Information**

### **What an Application Should Include**

For this solicitation, BJA has designated the following application elements as critical: Program Abstract, Program Narrative, Budget Detail Worksheet and Budget Narrative.

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

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

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

**Intergovernmental Review:** This solicitation ("funding opportunity") is subject to [Executive Order 12372](#). An applicant may find the names and addresses of State Single Points of Contact (SPOCs) at the following website: [https://www.whitehouse.gov/wp-content/uploads/2017/11/Intergovernmental\\_-Review-\\_SPOC\\_01\\_2018\\_OFFM.pdf](https://www.whitehouse.gov/wp-content/uploads/2017/11/Intergovernmental_-Review-_SPOC_01_2018_OFFM.pdf). If the applicant's State appears on the SPOC list, the applicant must contact the State SPOC to

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<sup>2</sup> For additional information on subawards, see "Budget and Associated Documentation" under [Section D. Application and Submission Information](#).

find obtain information about and comply with the State's process under E.O. 12372. In completing the SF-424, an applicant whose State appears on the SPOC list is to make the appropriate selection in response to question 19 once the applicant has complied with its State E.O. 12372 process. (An applicant whose State does not appear on the SPOC list should answer question 19 by selecting the response that the: "Program is subject to E.O. 12372, but has not been selected by the State for review.").

## 2. Project Abstract

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

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

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

## 3. Program Narrative

The Program Narrative must respond to the objectives and deliverables stated in this solicitation and the Selection Criteria (described below) in the order given. The Program Narrative should be double-spaced, using a standard 12-point font (Times New Roman is preferred) with 1-inch margins, and should not exceed 10 pages. Number pages "1 of 10," "2 of 10," etc.

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

**If the Program Narrative is not submitted as part of the application, the application will not be considered for funding.**

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

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

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

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

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

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

Please note that applicants are **not** required to submit performance data with the application. Performance measures information is included as an alert that successful applicants will be required to submit performance data as part of the reporting requirements under an award. For the application, applicants should indicate an understanding of these requirements and discuss how they will gather the required data, should they receive funding.

Award recipients will be required to provide the relevant data by submitting bi-annual performance metrics as part of their progress reports in GMS.

To assist applicants in developing their plans for collecting and reporting performance measurement data that will meaningfully evaluate progress, sample core performance measures can be viewed in Appendix A.

### **Statutory Requirements**

Each application must:

- (1) Include a detailed explanation of:
  - (a) The intended uses of funds provided under the grant; and
  - (b) How the activities funded under the grant will meet the purpose of this subchapter.
- (2) Be accompanied by an assurance that the application was prepared after consultation with individuals not limited to law enforcement officers (such as school violence researchers, licensed mental health professionals, social workers, teachers, principals, and other school personnel) to ensure that the improvements to be funded under the grant are:
  - (a) Consistent with a comprehensive approach to preventing school violence; and
  - (b) Individualized to the needs of each school at which those improvements are to be made.
- (3) Include an assurance that the applicant will maintain and report such data, records, and information (programmatic and financial) as the BJA Director may reasonably require.
- (4) Include a certification that:
  - (a) The programs to be funded by the grant meet all the requirements of this part;
  - (b) All the information contained in the application is correct; and
  - (c) The applicant will comply with all provisions of this part and all other applicable federal laws.

### **Note on Project Evaluations**

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

#### **4. Budget Information and Associated Documentation**

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

#### **5. Indirect Cost Rate Agreement**

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

#### **6. Tribal Authorizing Resolution (if applicable)**

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

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

An applicant unable to submit an application that includes a fully executed (i.e., signed) copy of legal appropriate documentation, as described above, consistent with the applicable tribe’s governance structure, should submit an unsigned, draft version of such legal documentation as part of its application (except for cases in which, with respect to a tribal consortium applicant, consortium bylaws allow action without the support of all consortium member tribes). If selected for funding, OJP will make use of and access to award funds contingent on receipt of the fully executed legal documentation.

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

Every OJP applicant (other than an individual applying in his or her personal capacity) is required to download, complete, and submit the OJP Financial Management and System of Internal Controls Questionnaire (Questionnaire) at <https://ojp.gov/funding/Apply/Resources/FinancialCapability.pdf> as part of its application. See the [OJP Grant Application Resource Guide](#) for additional information and submission instructions for this Questionnaire.

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

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

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

Each applicant is required to disclose whether it has (or is proposed as a subrecipient under) any pending applications for federally funded grants or cooperative agreements that (1) include requests for funding to support the same project being proposed in the application under this solicitation and (2) would cover any identical cost items outlined in the budget submitted to OJP as part of the application under this solicitation. For additional information on the submission requirements for this disclosure, see the [OJP Grant Application Resource Guide](#).

## **10. Applicant Disclosure and Justification – DOJ High Risk Grantees<sup>3</sup> (if applicable)**

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

## **11. Research and Evaluation Independence and Integrity**

If an application proposes research (including research and development) and/or evaluation, the applicant must demonstrate research/evaluation independence and integrity, including appropriate safeguards, before it may receive award funds. For additional information regarding demonstrating research/evaluation independence and integrity, including appropriate safeguards, see the [OJP Grant Application Resource Guide](#).

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



## 12. Disclosure of Process Related to Executive Compensation

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

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

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

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

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

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

Applicant nonprofit organizations should note that following receipt of an appropriate request, OJP may be authorized or required by law to make information submitted to satisfy this requirement available for public inspection. Also, a recipient may be required to make a



supplemental disclosure promptly after the award in certain circumstances (e.g., changes in the way the organization determines compensation).

### **13. Additional Attachments**

#### **a. Program Timeline**

Applicants should attach a program timeline with each program objective, related activities, expected completion dates, and responsible person(s) or organization(s).

#### **b. Position Descriptions/Résumés**

Applicants should attach position descriptions for the key positions and résumés for current staff.

#### **c. Sustainability Plan**

Applicants should attach a sustainability plan that addresses how the programs or technology will continue to operate and be maintained once the award funding is exhausted. The plan should not assume additional funding will be available after the award period. It should identify state, local, or possibly private funding to ensure the program or technology continues.

### **How To Apply (Grants.gov)**

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

### **Registration and Submission Steps**

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

1. CFDA #16.839, STOP School Violence
2. Select the correct Competition ID. Some OJP solicitations posted to Grants.gov contain multiple purpose areas, denoted by the individual Competition ID. If applying to a solicitation with multiple Competition IDs, select the appropriate Competition ID for the intended purpose area of the application.
  - Category 1 - A state with a population of greater than 5,000,000, for an award of up to \$1,000,000; Competition ID: BJA-2019-16269
  - Category 2 - A state with a population of fewer than 5,000,000, for an award of up to \$500,000; Competition ID: BJA-2019-16270
  - Category 3 – An urban area or large county with a population of greater than 500,000, for an award of up to \$500,000; Competition ID BJA-2019-16271
  - Category 4 – A suburban area or medium-sized county with a population of between 100,000 and 500,000, for an award of up to \$250,000; Competition ID: BJA-2019-16272
  - Category 5 – A rural area or small county with a population of fewer than 100,000, for an award of up to \$150,000; Competition ID: BJA-2019-16273

- Category 6 – A federally recognized Indian tribe, for an award of up to \$100,000;  
Competition ID: BJA-2019-16274

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

## **E. Application Review Information**

### **Review Criteria**

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

- 1. Statement of the Problem(20 percent)**

Describe the specific problem of school violence, or threats of school violence, in the applicant’s geographic area. Include data and information that have been used to identify and assess the problem, which demonstrate that the applicant understands the nature and dimension of the problem. Any statistics or references used in this section should be those gathered and documented for the applicant’s specific geographic area. No national statistics or references should be used unless they specifically reference the applicant. Also identify current vulnerabilities resulting from an absence of training school personnel or educating students.
- 2. Project Design and Implementation (30 percent)**

Describe how the project will address the description in the “Program-specific Information” section. The project must demonstrate relevance, innovation, and timeliness, not only to the topics and need to stop school violence, but also innovative delivery mechanisms and products. The applicant must tie project activities and deliverables to the objectives in the program design. In addition, the required project timeline should clearly identify each project activity (all required deliverables must be addressed), expected completion date, and the responsible person or organization. Applicants may choose to include other items or deliverables in addition to the ones listed in this announcement, about which they should provide detailed information.
- 3. Capabilities and Competencies (20 percent)**

Fully describe the capabilities of the applicant, the subrecipients, or contractors to implement the project successfully. This section should also state the competencies of the staff assigned to the project. In addition, as a part of sharing information, the applicant should demonstrate sound knowledge of the [Global Standards Package](#) (GSP) and describe any experience using GSP. If the applicant has no experience with GSP, technical support can be provided.
- 4. Plan for Collecting the Data Required for this Solicitation’s Performance Measures (5 percent)**

Describe the process for measuring program performance. Identify who will collect the data, who is responsible for performance measurement, and how the information will be used to guide and evaluate the impact of the program. Describe the process to accurately report implementation findings and, specifically, the impact of the solution on

criminal justice operational practices. Applicants should identify and describe both the outputs and outcomes they anticipate as a result of their proposed implementation strategy and a process for measuring them.

**5. Budget (15 percent)**

Provide a proposed budget that is complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for program activities). Budget narratives should demonstrate generally how applicants will maximize cost effectiveness of grant expenditures. Budget narratives should demonstrate cost effectiveness in relation to potential alternatives and the objectives of the project.<sup>4</sup> The budget should also reflect the funds provided to any subrecipient, or contractor.

In the narrative, applicants must fully explain why the proposed expenditures are necessary to support implementation of the technical solution described in the Program Narrative.

Applicants should also budget travel/lodging expenses for one visit to the Washington, DC area to meet with federal officials and/or take part in BJA-sponsored grantee meeting as directed. It is expected that this meeting would be for a minimum of 2 days and 1 night, for at least one representative from the project. Additional attendees may attend, with a maximum of three.

**6. Sustainability Plan (10 percent)**

Provide a sustainability plan to address how the programs or technology will continue to operate and be maintained once the funding provided in the award is exhausted. This plan should not assume that additional funding under this program is available after the award period, but identify state, local, or possibly private funding to ensure the program or technology continues.

**Review Process**

OJP is committed to ensuring a fair and open process for making awards. BJA reviews an application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation requirements. See the [OJP Grant Application Resource Guide](#) for information on the application review process for this solicitation.

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

**Important note on FAPIIS:** An applicant, at its option, may review and comment on any information about itself that currently appears in FAPIIS and was entered by a federal awarding

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<sup>4</sup> Generally speaking, a reasonable cost is a cost that, in its nature or amount, does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs.

agency. OJP will consider any such comments by the applicant, in addition to the other information in FAPIIS, in its assessment of the risk posed by the applicant.

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

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

### **Federal Award Notices**

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

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

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

### **Information Technology (IT) Security Clauses**

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

### **General Information About Post-Federal Award Reporting Requirements**

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

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

See the [OJP Grant Application Resource Guide](#) for additional information on specific post-award reporting requirements, including performance measures data. Performance measures for this program are included as [Appendix A](#).

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

For OJP contact(s), see page 2.

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

## **H. Other Information**

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

All applications submitted to OJP (including all attachments to applications) are subject to the federal Freedom of Information Act (FOIA) and to the Privacy Act. See the [OJP Grant](#)

[Application Resource Guide](#) for information on DOJ and OJP processes with regard to application information requested pursuant to FOIA.

**Provide Feedback to OJP**

To assist OJP in improving its application and award processes, OJP encourages applicants to provide feedback on this solicitation, the application submission process, and/or the application review process. See the [OJP Grant Application Resource Guide](#) for information on providing solicitation feedback to OJP.

## A. Appendix A: Performance Measures Table

Purpose	To provide training and awareness to school administrators, school personnel, and students about school violence prevention and mental health crises.
Objective 1.1	To provide training sessions to teachers and school personnel designed to respond to threats of violence and prevent violence on campus
Objective 1.2	To provide specialized training sessions for school officials designed to respond to on campus mental health crises
Performance Measures	<ul style="list-style-type: none"> <li>• Number of trainings completed</li> <li>• Number of specialized trainings for school administration officials about campus mental health crises responses</li> <li>• Number of school staff trained</li> <li>• Average number of training hours per person trained</li> </ul>
Questionnaire Questions [data grantee provides]	<p><i>Only report after a training or awareness campaign has been completed, and in the same reporting period</i></p> <p>For each training completed during the reporting period, please report the following information:</p> <ul style="list-style-type: none"> <li>• Training name</li> <li>• Indicate if the training is specific to responding to on-campus mental health crises (Y/N)</li> <li>• Number of training sessions completed</li> <li>• Duration of course (in hours)</li> <li>• Name of training provider</li> <li>• Number of people trained by (by type) <ul style="list-style-type: none"> <li>○ School administrators</li> <li>○ Teachers</li> <li>○ Counselors</li> <li>○ Health department staff (e.g., school psychologist, nurse, etc.)</li> <li>○ School Resource Officers</li> <li>○ Other Law Enforcement Personnel</li> <li>○ Other</li> </ul> </li> </ul>
Objective 1.3	To provide education sessions and awareness campaigns to students with the intent to prevent violence against others or self
Performance Measures	<ul style="list-style-type: none"> <li>• Number of training or awareness campaigns completed</li> <li>• Number of individuals who received the training/awareness campaign</li> <li>• Percent of students receiving the training in person</li> </ul>
Questionnaire Questions [data grantee provides]	<p><i>Only report after an education session, training, or awareness campaign has been completed, and in the same reporting period.</i></p> <p>For each training or awareness campaign completed during the reporting period, please report the following information:</p> <ul style="list-style-type: none"> <li>• Name or brief description of the training or awareness campaign</li> <li>• Number of individuals receiving the training or awareness campaign by type</li> </ul>

	<ul style="list-style-type: none"><li>• Number of students trained (by type)<ul style="list-style-type: none"><li>○ Grade school students</li><li>○ Middle school students</li><li>○ High school students</li><li>○ College Students</li><li>○ All students (general)</li><li>○ Parents/family members of students</li><li>○ Other (describe)</li></ul></li><li>• Method of delivery<ul style="list-style-type: none"><li>○ In-person training/meeting/talk</li><li>○ Online training</li><li>○ Advertisements (e.g. PSAs, posters, billboards, radio/TV advertisements, etc.)</li></ul></li><li>• Other (please describe)</li></ul>
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**Appendix B: Application Checklist**  
**BJA STOP School Violence Prevention and Mental Health Training Program**

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

**What an Applicant Should Do:**

*Prior to Registering in Grants.gov:*

- Acquire a DUNS Number (see the [OJP Grant Application Resource Guide](#))
- Acquire or renew registration with SAM (see the [OJP Grant Application Resource Guide](#))

*To Register with Grants.gov:*

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

*To Find Funding Opportunity:*

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

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

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

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

- Contact BJA regarding experiencing technical difficulties (see page 2)

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

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



**Scope Requirement:**

\_\_\_\_\_ The federal amount requested is within the allowable limits:

- Category 1 up to \$1,000,000
- Category 2 up to \$500,000
- Category 3 up to \$500,000
- Category 4 up to \$250,000
- Category 5 up to \$150,000
- Category 6 up to \$100,000

**Eligibility Requirement:**

\_\_\_\_\_ Applicants are limited to states, units of local government, and Indian tribal governments (as determined by the Secretary of the Interior).

**What an Application Should Include:**

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

- Project Abstract (see page 12)
- Project Narrative (see page 12)
- Budget Detail Worksheet (including Narrative) (see page 12)

- Application for Federal Assistance (SF-424) (see page 11)
- Intergovernmental Review (see page 11)
- Project Abstract (see page 12)
- Program Narrative (see page 12)
- Budget Detail Worksheet (including Narrative) (see page 14)
- Indirect Cost Rate Agreement (if applicable) (see page 14)
- Tribal Authorizing Resolution (if applicable) (see page 14)
- Financial Management and System of Internal Controls Questionnaire (see page 15)
- Disclosure of Lobbying Activities (SF-LLL) (see page 15)
- Applicant Disclosure of Pending Applications (see page 15)

- Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable)  
(see page 15)

Additional Attachments

- Disclosure of Process Related to Executive Compensation (see page 16)
- Request and Justification for Employee Compensation; Waiver (if applicable)  
(see page 9)