



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Statistics](#) (BJS) is pleased to announce that it is seeking applications to administer the 2012 Census of Law Enforcement Training Academies (CLETA). As the principal federal statistical agency in the Department, BJS is responsible for the collection, analysis, publication, and dissemination of statistical information on crime, criminal offenders, victims of crime, and the operations of criminal justice systems at all levels of government. This data collection program furthers the mission of the Department and OJP by working in partnership with the justice community to identify the most pressing challenges confronting the justice system and to provide information in support of innovative strategies and approaches for dealing with these challenges.

## **2012 Census of Law Enforcement Training Academies**

### **Eligibility**

Eligible applicants are limited to for-profit (commercial) organizations, nonprofit organizations, faith-based and community organizations, institutions of higher learning, and consortia with demonstrated organizational and community-based experience working with American Indian and Alaska Native communities, including tribal for-profit (commercial) and nonprofit organizations, tribal colleges and universities, and tribal consortia. For-profit organizations must agree to forgo any profit or management fee.

### **Deadline**

Applicants must register with [Grants.gov](#) prior to submitting an application. (See "How to Apply," page 11.) All applications are due by 11:59 p.m. eastern time on June 22, 2012. (See Deadlines: Registration and Application," page 3.)

### **Contact Information**

For technical assistance with submitting the application, contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, or via e-mail to [support@grants.gov](mailto:support@grants.gov).

**Note:** The [Grants.gov](#) Support Hotline hours of operation are 24 hours a day, 7 days a week, except federal holidays.

For assistance with any other requirement of this solicitation, contact Brian Reaves, BJS Statistician, by telephone at 202-307-0765 or by e-mail at [askbjs@usdoj.gov](mailto:askbjs@usdoj.gov). Include "2012CLETA" in the subject line.

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**Contents**

Overview.....3

Deadlines: Registration and Application.....3

Eligibility.....3

Project-Specific Information.....3

Performance Measures .....9

Notice of New Post-Award FFATA Reporting Requirement.....10

How to Apply.....11

What an Application Should Include .....13

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

    Program Narrative

    Plan for Collecting the Data Required for this Solicitation’s Performance Measures

    Budget Detail Worksheet and Budget Narrative

    Indirect Cost Rate Agreement (if applicable)

    Tribal Authorizing Resolution (if applicable)

Selection Criteria .....15

Review Process .....16

Additional Requirements .....17

Provide Feedback to OJP on This Solicitation.....18

Application Checklist .....19

# 2012 Census of Law Enforcement Training Academies (CFDA # 16.734)

## Overview

The Bureau of Justice Statistics (BJS) is seeking proposals for assistance in administering the 2012 Census of Law Enforcement Training Academies (CLETA). The goal of this survey is to generate accurate, reliable, timely, and relevant national statistics about state, regional, and local law enforcement training academies in the United States. The data collection is scheduled to begin in the first quarter of 2013. It will collect information referencing 2012 on the recruits, staff, curricula, facilities, and policies in all of the approximately 750 academies operating in the United States. A data collection instrument and respondent list will be provided by BJS. The authority for BJS to issue this solicitation is the Omnibus Crime Control and Safe Streets Act of 1968, Section 302, as amended.

## Deadlines: Registration and Application

Applicants must register with Grants.gov prior to submitting an application. OJP encourages applicants to register several weeks before the application submission deadline. The deadline to apply for funding under this announcement is 11:59 p.m. eastern time on June 22, 2012. See the "How to Apply" section on page 11 for details.

## Eligibility

Refer to the title page for eligibility under this program.

## Project-Specific Information

### Goals, Objectives, and Deliverables

**Updated Information on Training Academies:** The primary goal of the 2012 CLETA is to generate national data on the nature and extent of law enforcement training in the United States and the extent of variation by academy type, size, and jurisdictional characteristics. Within the objectives of the larger program of BJS law enforcement surveys, the objective of this solicitation is to obtain the data collection services required to develop a comprehensive database describing the approximately 750 state, regional, and local law enforcement training academies.

The 2012 CLETA is part of a continuing effort by BJS to expand statistical activities related to law enforcement in general, and law enforcement training in particular. Previous training academy censuses, conducted in 2002 and 2006, established historical information on the operations of the nation's law enforcement training academies. The final reports, "State and Local Law Enforcement Training Academies, 2002", and "State and Local Law Enforcement Training Academies, 2006" as well as the final dataset and documentation, may be found on the BJS web-site at: [bjs.ojp.usdoj.gov/index.cfm?ty=dcdetail&iid=280](http://bjs.ojp.usdoj.gov/index.cfm?ty=dcdetail&iid=280).

The 2012 CLETA will update and document any changes since the 2006 CLETA. Information generated by this data collection will help to improve the nation's understanding of law

enforcement training. The information will be useful for federal, state, and local governments to assess the areas in which additional resources for development, improvement, or expansion of law enforcement training capabilities may be necessary.

**Linkage with other BJS Law Enforcement Data:** A secondary goal of this project is to integrate knowledge about law enforcement training academies with what is known from other data sources about law enforcement organizations and with measures of law enforcement performance derived from crime data, surveys (e.g., residents, officers, or arrestees), administrative data, and other sources.

Training effectiveness can potentially be examined by linking 2012 CLETA data with other BJS statistical data sets. Examples of such information include data on citizen complaints, use-of-force incidents, pursuit outcomes, and arrest-related deaths. Data on officer retention rates have also been collected in other BJS surveys and could be linked to the CLETA data. Such data linkages are an important component of the overall BJS program of law enforcement organizational surveys. BJS will use information collected in the CLETA survey that identifies the agencies served by each academy to link the CLETA data with other sources of information about those agencies.

**Importance of Law Enforcement Training:** In 1967, the President's Commission on Law Enforcement and Administration of Justice determined there was a greater need for proper training of peace officers. The commission recommended at least 400 hours of training followed by a 12- to 18-month probationary period. It also recommended no fewer than 8 weeks of field training and college education for some levels of officers.

The recommendations of the commission were followed by the passage of the Safe Streets Act of 1968, which provided substantial financial assistance to law enforcement agencies for the training of basic peace officer recruits. Law enforcement training continues to be a significant and ongoing issue. Over time, the amount of training provided to recruits has increased, in part because of the increased complexities of the job, and also because of heightened awareness and response to societal issues such as racial profiling, cultural diversity, mental health, and domestic violence.

Since the 1980s, training for peace officers has been mandated in every state. This training varies according to the statutes of each state; the type, size, and responsibilities of law enforcement agencies; and the training facilities themselves. For the most part, peace officers provide community services; respond to citizen complaints; and investigate, arrest, and process criminal cases. Other duties include enforcing traffic laws, responding to emergencies, and resolving disturbances. Although there is some consistency across agencies in the basic functions they perform, variation exists across jurisdictions and the problems they face.

A core element of policing is interacting with the public. It follows that peace officers should be trained in professionalism and customer service, while exhibiting proficient problem-solving skills. Beyond these interpersonal skills, officers must be trained extensively in federal and state law, evidence handling, prisoner transport, handcuffing, defensive tactics, firearms, driving, and many other areas, depending on the responsibilities of the employing agency. No matter what the responsibilities and priorities of a particular law enforcement agency, training plays a critical role in officers' performance.

With better trained officers come expectations of better performance and of lower risk of civil or criminal liability against the officer and the employing agency. Agencies can be held liable for

failure to provide proper training and that clear documentation of training must exist. In their role of protecting themselves and others from violence, officers must sometimes use force against an offender. Knowing the amount of force necessary to stop the offender requires extensive training in using a variety of weapons, hand-to-hand combat techniques, chemical agents, conducted energy devices, handcuffing, and deadly force.

**Topics Covered in the CLETA Instrument:** Topics covered in the previous CLETA censuses and expected to be covered in the 2012 CLETA include the following:

- types of recruits trained;
- length of basic recruit training program;
- types of trainers and instructors used;
- sources of funding;
- types of facilities operated;
- number of recruits starting and completing training;
- demographic characteristics of trainees;
- content of the training curriculum offered;
- methods used to develop the training curriculum;
- hours of training required in each subject area; and
- types of testing used to evaluate recruits.

A few selected special topics (to be determined by BJS after consultation with law enforcement training experts) will also be included in the 2012 instrument. (In 2006, the survey asked respondents about training related to community policing, terrorism, human trafficking, and gangs.) The 2012 CLETA will also collect summary information about the eventual place of employment for the recruits trained.

In addition to providing national- and agency-level data that will help define trends in the structure and content of basic law enforcement training, the 2012 CLETA will be used to measure innovations in training methods. Many incoming recruits are now well-versed in distance learning. Although certain training topics such as the use of weapons, defensive tactics, and emergency vehicle operation must be academy-based, other topics can be effectively taught in the digital environment through colleges, DVDs, and online sources. Studies are underway to examine how distance learning innovations can best complement classroom training.

## **Scope of Work**

The timeline for the 2012 CLETA calls for data collection to begin in the first quarter of 2013 following a 3-month period of preparation. There will be approximately 6 months of data collection, with 3 additional months to complete data processing and verification. BJS expects the applicant to complete the following tasks in achieving the objectives of the 2012 CLETA:

1. Develop a detailed timetable for completing the project with a focus on the BJS commitment to improving timeliness of resulting products. The timetable should include all tasks from an initial meeting with BJS to delivery of a final data file within 12 months of the project start date. Provide BJS a revised project timeline within 2 weeks of the initial meeting. After the BJS project manager has agreed to the timetable, complete all work as scheduled. Begin project work around October 1, 2012, and conclude around September 30, 2013.

2. Facilitate monthly conference calls with the BJS project manager and key project staff to review progress on the project and identify tasks or problems for BJS to address. BJS will schedule additional meetings as needed. Such meetings shall take place at a location mutually acceptable to both parties. Submit required financial and progress reports through the Grants Management System in accordance with the OJP Financial Guide.
3. Confirm the information in the respondent list provided by BJS and update, as needed.
4. Format the 2012 CLETA data collection instrument for printing. (The 2012 CLETA instrument is expected to require about 2 hours of respondents' time, a burden similar to the CLETA instrument used in 2006.)
5. Develop and encourage use of an online or web-based reporting system that respondents can use to submit their data. While it is necessary to accept some mailed or faxed responses, present a strategy to encourage respondents to submit their data electronically. The electronic reporting system should provide respondents a secure option for submitting data and should be attentive to the likelihood that larger agencies may have multiple reporters for separate sections of the survey instrument.
6. Develop and implement a formal plan to obtain an academy response rate of 95% while limiting item non-response to an average of no more than 1% per item. Include procedures in the plan for follow-up after initial contact, mechanisms to quickly identify non-respondents, and a focus on survey items that are likely to show a higher level of item non-response.
7. Administer the finalized data collection instrument to approximately 750 state, local, and regional law enforcement training academies.
8. Conduct extensive follow-up as, described in a plan BJS has approved to provide assistance, clarification, or encouragement to agencies completing the survey. This process should include both survey staff and the assistance of law enforcement professionals and professional organizations. Paradata should be collected during the survey process to identify patterns in agency contacts, refusals, early and late completers, problems with item non-response, and other aspects of the data collection that will serve to inform the current and future survey collections.
9. Begin data collection within 3 months of the project start date, and conclude within 9 months of project start date. Check data received from respondents for completeness, internal consistency, consistency with prior CLETA responses, and accuracy.
10. Implement and maintain a tracking system to provide ongoing status of each agency contacted, the nature and extent of the agency responses, and a detailed inventory of follow-up communication and procedures for each case. This automated tracking system should be current and accessible to the BJS program manager on an on-going basis. Submit the data collected by the tracking system to BJS in electronic format along with the final data file.
11. Produce and deliver a preliminary data file to BJS when the overall response rate reaches 50%. Provide summaries of item non-response for all variables by academy type and size in addition to the data file. Also, provide the range of response values for

continuous variables, identifying those that may be out of the acceptable response range. Adjust data collection strategies as needed to address identified limitations in survey coverage, missing data, and out-of-range data.

12. Propose strategies for informing BJS of survey items that could pose reliability problems. Strategies should include comparisons with the 2006 CLETA collection to identify changes over 10% as well as a variety of testing mechanisms of measurement reliability during the implementation of this survey. Such testing mechanisms might include resurveying agencies on certain items, phoning other authorities within an agency to validate a response, and scrutinizing public documents or web pages. BJS envisions no more than 20% of the agencies surveyed being included in these tests of reliability measurement, but the recipient of funds is expected to recommend approaches that are well grounded in current methodological literature on the conduct of establishment surveys. Based on these results, develop a report that contains recommendations for improving measurement reliability in future BJS surveys of law enforcement organizations. Deliver a draft of the report to BJS at least 6 weeks before the end of the project period. BJS will review and comment on the report within 2 weeks, giving the vendor time to revise the report and deliver a final version by the end of the project period.
13. Deliver a final data file and documentation to BJS in accordance with specifications established by the National Archive of Criminal Justice Data within 12 months of the project start date. Electronic data should be in SPSS file format. Documentation should include, but is not limited to, a comprehensive codebook detailing variable and value labels and the relationship of all variables to specific questions on the survey instruments.

BJS will:

1. Meet with officials of the International Association of Directors Law Enforcement Standards and Training and with other relevant groups as needed to obtain input on the project's design, and to encourage participation.
2. Provide the 2012 CLETA survey instrument.
3. Provide a preliminary list of the academies to be included in the 2012 CLETA data collection.
4. Submit all the necessary materials for OMB review and obtain approval in time for the 2012 CLETA data collection to be fielded by early 2013.

### **Amount and Length of Awards**

BJS anticipates making one award of \$250,000 for a 12-month project period. All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.

The task must be successfully performed within a 12-month period, with work beginning approximately October 1, 2012.

## **Budget Information**

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

With respect to any award of more than \$250,000 made under this solicitation, federal funds may not be used to pay total cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that exceeds 110% of the maximum annual salary payable to a member of the Federal Government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. The 2012 salary table for SES employees is available at [www.opm.gov/oca/12tables/indexSES.asp](http://www.opm.gov/oca/12tables/indexSES.asp). Note: A recipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

The limitation on compensation rates allowable under an award may be waived on an individual basis at the discretion of the Director of the Bureau of Justice Statistics. An applicant requesting a waiver should include a detailed justification in the budget narrative of its application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request that the applicant adjust and resubmit their budget.

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

### **Minimization of Conference Costs**

No OJP funding can be used to purchase food and/or beverages for any meeting, conference, training, or other event. Exceptions to this restriction may be made only in cases where such sustenance is not otherwise available (i.e., extremely remote areas), or where a special presentation at a conference requires a plenary address where there is no other time for sustenance to be obtained. Such an exception would require prior approval from OJP. This restriction does not apply to water provided at no cost, but does apply to any and all other refreshments, regardless of the size or nature of the meeting. Additionally, this restriction does not impact direct payment of per diem amounts to individuals in a travel status under your organization's travel policy.

Updated Department of Justice and OJP guidance on conference planning, minimization of costs, and conference cost reporting will be forthcoming and will be accessible on the OJP website at [www.ojp.usdoj.gov/funding/funding.htm](http://www.ojp.usdoj.gov/funding/funding.htm).

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

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

For additional information, see the "Civil Rights Compliance" section of the OJP "Other Requirements for OJP Applications" Web page ([www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm)).

## Match Requirement

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

## Performance Measures

To assist the Department in fulfilling its responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103-62, and the GPRA Modernization Act of 2010, Public Law 111-352, applicants that receive funding under this solicitation must provide data that measure the results of their work done under this solicitation. Any award recipient will be required, post award, to provide the data requested in the “Data Grantee Provides” column so that OJP can calculate values for the “Performance Measures” column. Performance measures for this solicitation are as follows:

Objective	Performance Measure(s)	Data Grantee Provides
<p>To create a comprehensive database describing the approximately 750 state, regional, and local law enforcement training academies operating nationwide.</p>	<p>Development of a web-based reporting system that meets BJS standards for effectiveness and efficiency.</p> <p>Percent of eligible training academies participating in the survey.</p> <p>Percent of respondents using the web-based reporting system.</p> <p>Delivery of a fully-documented data file that meets BJS standards for accuracy and completeness.</p>	<p>Data collection plans, protocols and systems that: (1) are capable of obtaining essential data elements; (2) possess maximum efficiency and clarity; (3) utilize methods that minimize data collection costs by emphasizing a web-based data collection system collection plans, protocols, and systems; (4) encourage interest and support from the law enforcement training community; (5) obtain high response rates; (6) address item and unit non-response; and (7) provide a systematic count of:</p> <ul style="list-style-type: none"> <li>• the final number of training academies identified as eligible to participate in the survey;</li> <li>• the number of training academies that submitted a completed survey;</li> <li>• the mode of survey submission (web, fax, mail)</li> </ul> <p>Administration of the 2012 CLETA data collection instrument to approximately 750 state and local law enforcement training academies. Collection of information pertaining to the recruits, staff, curricula, facilities, and policies of these academies. Data entry validation checks that include following up with respondents in a timely manner.</p>

	<p>Summaries of item non-response for all variables by academy type and size. The range of response values for continuous variables, identifying those that may be out of the acceptable response range.</p> <p>Recommended adjustments to data collection strategies as needed to address identified limitations in survey coverage, missing data, and out-of-range data.</p> <p>Demonstration that data collection protocol and systems have obtained high-quality and comprehensive data with minimal missing or inconsistent data in file, minimal post-validation follow-up needed by BJS, and achievement of all target response rates.</p> <p>When the overall response rate reaches 50%, delivery of a preliminary data file to BJS.</p> <p>Delivery of a fully documented final data set in accordance with BJS specifications and quality standards for reliability and validity within 12 months of the project start date.</p> <p>Completion of project within 12 months of start date with full documentation of meetings, conference calls, progress reports, and respondent contacts. Documentation should provide evidence of consistent advancement toward meeting the project's objectives, and include a report with preliminary data collection results and collection-related issues.</p>
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Submission of performance measures data is not required for application. Instead applicants should discuss in their application their proposed methods for collecting data for performance measures. Refer to the section "What an Application Should Include" on page 13 for additional information.

### **Notice of Post-Award FFATA Reporting Requirement**

Applicants should anticipate that OJP will require all recipients (other than individuals) of awards of \$25,000 or more under this solicitation, consistent with the Federal Funding Accountability and Transparency Act of 2006 (FFATA), to report award information on any first-tier sub-awards totaling \$25,000 or more, and, in certain cases, to report information on the names and total compensation of the five most highly compensated executives of the recipient and first-tier sub-recipients. Each applicant entity must ensure that it has the necessary processes and systems in place to comply with the reporting requirements should it receive funding. Reports regarding sub-awards will be made through the FFATA Subaward Reporting System (FSRS), found at [www.fsrs.gov](http://www.fsrs.gov).

Please note also that applicants should anticipate that no sub-award of an award made under this solicitation may be made to a sub-recipient (other than an individual) unless the potential sub recipient acquires and provides a Data Universal Numbering System (DUNS) number.

## How to Apply

Applications will be submitted through Grants.gov. Grants.gov is a “one-stop storefront” that provides a unified process for all customers of federal grants to find funding opportunities and apply for funding. Complete instructions on how to register and submit an application can be found at [www.Grants.gov](http://www.Grants.gov). If the applicant experiences technical difficulties at any point during this process, call the Grants.gov Customer Support Hotline at **800-518-4726**, or **606-545-5035**, 24 hours a day, 7 days a week, except federal holidays. Registering with Grants.gov is a one-time process; however, **processing delays may occur, and it can take up to several weeks** for first-time registrants to receive confirmation and a user password. OJP highly recommends that applicants start the registration process as early as possible to prevent delays in submitting an application package by the specified application deadline.

All applicants are required to complete the following steps:

- 1. Acquire a Data Universal Numbering System (DUNS) number.** In general, the Office of Management and Budget requires that all applicants (other than individuals) for federal funds include a DUNS number in their applications for a new award or renewal of an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Obtain a DUNS number by calling Dun and Bradstreet at 866-705-5711 or by applying online at [www.dnb.com](http://www.dnb.com). A DUNS number is usually received within 1-2 business days.
- 2. Acquire or renew registration with the Central Contractor Registration (CCR) database.** OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the CCR database. An applicant must be registered in the CCR to successfully register in Grants.gov. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and sub-recipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Note, however, that applicants must **update or renew their CCR registration annually** to maintain an active status. Information about CCR registration procedures can be accessed at [www.ccr.gov](http://www.ccr.gov).
- 3. Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.** Complete your AOR profile on Grants.gov and create username and password. The applicant organization’s DUNS number must be used to complete this step. For more information about the registration process, go to [www.grants.gov/applicants/get\\_registered.jsp](http://www.grants.gov/applicants/get_registered.jsp).
- 4. Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm

the applicant organization's AOR. Note that there can be more than one AOR for your organization.

5. **Search for the funding opportunity on Grants.gov.** Use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.734, titled "Special Data Collections and Statistical Studies," and the funding opportunity number is BJS-2012-3330.
6. **Complete the Disclosure of Lobbying Activities.** All applicants must complete this information. An applicant that expends any funds for lobbying activities must provide the detailed information requested on the form, *Disclosure of Lobbying Activities*, (SF-LLL). An applicant that does not expend any funds for lobbying activities should enter "N/A" in the required highlighted fields.
7. **Submit an application consistent with this solicitation by following the directions in Grants.gov.** Within 24–48 hours after submitting the electronic application, the applicant should receive an e-mail validation message from Grants.gov. The validation message states whether the application has been received and validated or rejected, with an explanation. **Important:** Applicants are urged to submit applications **at least 72 hours prior** to the due date of the application to allow time to receive the validation message and to correct any problems that may have caused a rejection notification.

**Note: Grants.gov will forward the application to OJP's Grants Management System (GMS). GMS does not accept executable file types as application attachments.** These disallowed file types include, but are not limited to, the following extensions: ".com," ".bat," ".exe," ".vbs," ".cfg," ".dat," ".db," ".dbf," ".dll," ".ini," ".log," ".ora," ".sys," and ".zip."

**Note: Duplicate Applications**

If an applicant submits multiple versions of an application, BJS will review the most recent version submitted.

**Experiencing Unforeseen Grants.gov Technical Issues**

If an applicant experiences unforeseen Grants.gov technical issues beyond the applicant's control that prevent submission of an application by the deadline, the applicant must email the Bureau of Justice Statistics contact identified in the Contact Information section on the cover page **within 24 hours after the application deadline** and request approval to submit its application. The applicant must include in the e-mail: a description of the technical difficulties, a timeline of submission efforts, the complete grant application, the applicant DUNS number, and the Grants.gov Help Desk tracking number(s) the applicant has received. **Note: Requests are not automatically approved by the BJS.** After the program office reviews all of the information submitted, and contacts the Grants.gov Help Desk to validate the technical issues reported, OJP will contact the applicant to either approve or deny the request to submit a late application. If the technical issues reported cannot be validated, the application will be rejected as untimely.

The following conditions are not valid reasons to permit late submissions: (1) failure to begin the registration process in sufficient time, (2) failure to follow Grants.gov instructions on how to register and apply as posted on its Web site, (3) failure to follow all of the instructions in the OJP solicitation, and (4) technical issues experienced with the applicant's computer or information technology (IT) environment, including firewalls.

Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP funding Web page at [www.ojp.usdoj.gov/funding/solicitations.htm](http://www.ojp.usdoj.gov/funding/solicitations.htm).

## What an Application Should Include

Applicants should anticipate that failure to submit an application that contains all of the specified elements may negatively affect the review of the application; and, should a decision be made to make an award, it may result in the inclusion of special conditions that preclude access to or use of award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that applications that are unresponsive to the scope of the solicitation, or that do not include application elements designated by BJS to be critical, will neither proceed to peer review nor receive further consideration. Under this solicitation, BJS has designated the following application elements as critical: Program Narrative, Budget Detail Worksheet and Budget Narrative, and resumes/curriculum vitae of key project personnel. The Budget Narrative and the Budget Detail Worksheet may be combined in one document. However, if only one document is submitted, it must contain **both** narrative and detail information.

OJP strongly recommends use of appropriately descriptive file names (e.g., "Program Narrative," "Budget Detail Worksheet and Budget Narrative," "Timelines," "Memoranda of Understanding," "Resumes") for all attachments. OJP recommends that resumes be included in a single file.

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

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

### 2. Program Narrative

The program narrative should not exceed 30 double-spaced pages in 12-point font with 1 inch margins.

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

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

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

Submission of performance measures data is not required for the application. Performance measures are included as an alert that successful applicants will be required to submit specific data to BJS as part of their reporting requirements.

For the application, the applicant should indicate an understanding of these requirements and discuss how the applicant will gather the required data, should the applicant receive funding.

### 3. Budget Detail Worksheet and Budget Narrative

#### a. Budget Detail Worksheet

A sample Budget Detail Worksheet can be found at [www.ojp.gov/funding/forms/budget\\_detail.pdf](http://www.ojp.gov/funding/forms/budget_detail.pdf). If the budget is submitted in a different format, the budget categories listed in the sample budget worksheet should be included.

For questions pertaining to budget and examples of allowable and unallowable costs, see the OJP Financial Guide at [www.ojp.usdoj.gov/financialguide/index.htm](http://www.ojp.usdoj.gov/financialguide/index.htm).

#### b. Budget Narrative

The Budget Narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. Proposed budgets are expected to be complete; reasonable and allowable; cost effective; and necessary for project activities. The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how all costs were estimated and calculated and how they are relevant to the completion of the proposed project. The narrative may include tables for clarification purposes but need not be in a spreadsheet format. As with the Budget Detail Worksheet, the Budget Narrative should be broken down by year.

### 4. Indirect Cost Rate Agreement (if applicable)

Indirect costs are allowed only if the applicant has a federally approved indirect cost rate. (This requirement does not apply to units of local government.) A copy of the rate approval should be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant federal agency, which will review all documentation and approve a rate for the applicant organization or, if the applicant's accounting system permits, costs may be allocated in the direct cost categories. If DOJ is the cognizant federal agency, obtain information needed to submit an indirect cost rate proposal at [www.ojp.usdoj.gov/funding/pdfs/indirect\\_costs.pdf](http://www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf).

### 5. Tribal Authorizing Resolution (if applicable)

If an application is being submitted by either (1) a tribe or tribal organization or (2) a third party proposing to provide direct services or assistance to residents on tribal lands, then a current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal council or comparable governing body authorizing the inclusion of the tribe or tribal organization and its membership should be included with the application. In those instances when an organization or consortium of tribes proposes to apply for a grant on behalf of a tribe or multiple specific tribes, then the application should include a resolution (or comparable legal documentation, as may be applicable) from all tribes that will be included as a part of the services/assistance provided under the grant. A consortium of tribes for which existing consortium bylaws allow action without support from all tribes in the consortium (i.e., without authorizing resolution or other enactment of each tribal governing body) may submit a copy of its consortium

bylaws with the application in lieu of tribal resolutions (or comparable legal documentation).

If an applicant is unable to obtain and submit with its application a fully executed (i.e., signed) copy of a tribal resolution or other, comparable legal documentation as may be consistent with the tribe's governance structure, then, at minimum, the applicant should submit an unsigned, draft version of such legal documentation as part of its application (except in cases where, with respect to a tribal consortium applicant, consortium bylaws allow action without the support of all consortium member tribes). If selected for funding, use of and access to funds will be contingent on receipt of the fully-executed tribal resolution or other, comparable legal documentation.

**6. Additional Attachments**

Resumes/curricula vitae of Key project personnel (not to exceed 4 pages each).

**7. Other Standard Forms**

Additional forms that may be required in connection with an award are available on OJP's funding page at [www.ojp.usdoj.gov/funding/forms.htm](http://www.ojp.usdoj.gov/funding/forms.htm). For successful applicants, receipt of funds may be contingent upon submission of all necessary forms. Note in particular the following forms.

a. [Standard Assurances](#)

Applicants must read, certify, and submit this form in GMS prior to the receipt of any award funds.

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

Applicants must read, certify and submit in GMS prior to the receipt of any award funds.

c. [Accounting System and Financial Capability Questionnaire](#) (required for any applicant other than an individual that is a non-governmental entity and that has not received any award from OJP within the past 3 years; this form must be downloaded, completed, and submitted).

## Selection Criteria

**1. Statement of the Problem (10%)**

Application shows a clear understanding of the project and completely addresses the tasks outlined in the Scope of Work and scheduled time line. Project goals and target dates should be clearly stated.

**2. Project Plan and Implementation (40%)**

Application includes (1) a project plan to complete the data collection within an acceptable time frame while maintaining high response rates and data quality; (2) procedures to finalize the universe list of training academies; (3) the use of multi-modal data collection methods (web, fax, mail, phone) with an emphasis on electronic methods; (4) the use of established methods of data collection that specifically address procedures to enroll respondents in the collection, follow-up contacts, and providing technical assistance as needed to ease respondent burden, with the aim of reducing collection time, reducing time between receipt of data, review of data, and follow-up

contact to clarify discrepancies; (5) the use of currently accepted survey research and social science research methods, with an emphasis on web-based data collection, data coding and cleaning, data verification, response rates, and the production of public-use data files; (6) the ability to create and maintain an efficient and competent system for tracking, monitoring, and documenting the responses, non-response follow-up, data coding, and data verification processes; (7) the capacity to conduct innovative tests of reliability for this and other establishment surveys; and (8) the ability to produce data files for analysis and report production in formats readable by a variety of statistical software, such as SAS and SPSS.

**3. Capabilities and Competencies of the Organization and Project Personnel (35%)**

Demonstrated capacity and experience of the organization and project staff to (1) understand the substance, methods, and processes of law enforcement training programs (2) understand and use currently accepted survey research methods; (3) collect administrative data from a large number of law enforcement training agencies or similar entities; (4) implement multiple modes of data collection; (5) clean and verify data, reconcile data to known totals, and provide files that represent respondent data with maximum accuracy; (6) provide an adequate computing environment that includes data security, an electronic data collection, and the hardware and software for producing public-use files; (7) provide up-to-date tracking of the data collection and report progress regularly; and (8) identify and communicate potential problems needing to be addressed as well as problem-solving techniques.

**4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (5%)**

Degree to which the application demonstrates how success in meeting the project timelines and the data collection goals (e.g., response rates and data quality) detailed in the performance measures will be systematically documented and monitored.

**5. Budget complete; reasonable and allowable; cost effective; and necessary for project activities (10%)**

Reasonableness of the project budget should be demonstrated, including the degree to which the budget demonstrates fiscal, management, staff, and organizational capacities to provide sound management for this project, and the degree to which the budget demonstrates that services and products provided by the contractor are of high quality and reasonable cost. Demonstrated fiscal management on past projects of a similar scale should be demonstrated, including a history of completing past projects on time and within proposed budget. Methods of conserving costs while maximizing use of existing resources should be presented. Applicant should include detailed breakout of staff resources and other costs, by project task. Proposals with approved indirect cost rates should specify the major elements (office space, financial management, computing equipment and services, etc.) covered by indirect costs.

## Review Process

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

Peer reviewers will be reviewing the applications submitted under this solicitation that meet basic minimum requirements. BJS may use either internal peer reviewers, external peer reviewers, or a combination, to review the applications under this solicitation. An external peer reviewer is an expert in the subject matter of a given solicitation who is NOT a current DOJ employee. An internal reviewer is a current DOJ employee who is well-versed or has expertise in the subject matter of this solicitation. Applications that meet basic minimum requirements will be evaluated, scored, and rated by a peer review panel. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations for award recommendations and decisions may include, but are not limited to, underserved populations, strategic priorities, past performance, and available funding.

The Office of the Chief Financial Officer (OCFO), in consultation with BJS, conducts a financial review of applications for potential discretionary awards to evaluate the fiscal integrity and financial capability of applicants; examines proposed costs to determine if the Budget Detail Worksheet and Budget Narrative accurately explain project costs; and determines whether cost are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations.

All final award decisions will be made by the Director of BJS, who may also give consideration to factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding when making awards.

## **Additional Requirements**

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. OJP strongly encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. Additional information for each requirement can be found at:

[www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

- Civil Rights Compliance
- Civil Right Compliance Specific to State Administering Agencies
- Faith-Based and Other Community Organizations
- Confidentiality
- Research and the Protection of Human Subjects
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review

- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with [Office of Justice Programs Financial Guide](#)
- Suspension or Termination of Funding
- Nonprofit Organizations
- For-profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006
- Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement
- Active CCR Registration

### **Provide Feedback to OJP on This Solicitation**

To assist OJP in improving its application and award processes, we encourage applicants to provide feedback on this solicitation, application submission process, and/or the application review/peer review process. Feedback can be e-mailed to [OJPSolicitationFeedback@usdoj.gov](mailto:OJPSolicitationFeedback@usdoj.gov)

## Application Checklist

### 2012 Census of Law Enforcement Training Academies

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

**Eligibility Requirement:** Eligible applicants are limited to for-profit (commercial) organizations, nonprofit organizations, faith-based and community organizations, institutions of higher learning, and consortia with demonstrated organizational and community-based experience working with American Indian and Alaska Native communities, including tribal for-profit (commercial) and nonprofit organizations, tribal colleges and universities, and tribal consortia. For-profit organizations must agree to forgo any profit or management fee.

\_\_\_\_\_ The federal amount requested is within the allowable limit(s) of \$250,000.

#### What an Application Should Include:

- \_\_\_\_\_ Application for Federal Assistance (SF-424) (see page 13)
- \_\_\_\_\_ Program Narrative (see page 13)
  - \_\_\_\_\_ Double-spaced
  - \_\_\_\_\_ 12-point standard font
  - \_\_\_\_\_ 1" standard margins
  - \_\_\_\_\_ Narrative is 30 pages or less
  
- \_\_\_\_\_ Budget Detail Worksheet (see page 14)
- \_\_\_\_\_ Budget Narrative (see page 14)
- \_\_\_\_\_ Disclosure of Lobbying Activities (SF-LLL) (see page 12)
- \_\_\_\_\_ Indirect Cost Rate Agreement (if applicable) (see page 14)
- \_\_\_\_\_ Tribal Authorizing Resolution (if applicable) (see page 14)
- \_\_\_\_\_ Additional Attachments: (see page 15)
  - \_\_\_\_\_ Resumes/Curricula vitae of Key Project Personnel (not to exceed 4 pages each)
  
- \_\_\_\_\_ Other Standard Forms as applicable (see page 15, including):
  - \_\_\_\_\_ Accounting System and Financial Capability Questionnaire (if applicable)