

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



FY2021 Census of Law Enforcement Training Academies

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Grants.gov Deadline: Application	March 29, 2021 11:59 PM
JustGrants Deadline:	April 12, 2021 11:59 PM

Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Statistics](#) (BJS) is seeking applications for funding for the Census of Law Enforcement Training Academies (CLETA). This program furthers the Department's mission by promoting cooperative law enforcement partnerships and advancing effective criminal justice programs using rigorous research and statistics.

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

Solicitation Categories

This solicitation does not include Solicitation Categories.

Eligible Applicants:

For profit organizations other than small businesses, Native American tribal governments (federally recognized), Native American tribal organizations (other than federally recognized tribal governments), Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher

education, Nonprofits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education, Private institutions of higher education, Public and State controlled institutions of higher education.

BJS 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). For additional information on subawards, see the [OJP Grant Application Resource Guide](#).

Contact Information

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

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

An applicant that experiences unforeseen Grants.gov or JustGrants technical issues beyond its control that prevent it from submitting its application by the deadline must email the BJS contact identified below **within 24 hours after the application deadline** to request approval to submit its application after the deadline.

For assistance with any other requirements of this solicitation, contact Emily Buehler, Statistician, by telephone at 202-307-0765, or by email at AskBJS@usdoj.gov. Include "CLETA21" in the subject line.

Submission Information

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

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

Step 2: Applicants will submit the **full application** including attachments in JustGrants at JustGrants.usdoj.gov.

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

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

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Program Description

Overview

BJS has conducted four waves of data collection with law enforcement training academies and will update that collection with this solicitation. The Census of Law Enforcement Training Academies (CLETA) will provide accurate and timely national statistics about law enforcement academies' recruits, curricula, staff, and resources. This 36-month program includes (1) questionnaire development, (2) frame development, (3) fielding the CLETA in 2023 and (4) data cleaning, analysis, and delivery of raw and final datasets.

Statutory Authority

34 U.S.C. § 10132

Specific Information

State and local law enforcement training academies are responsible for administering mandatory basic training for newly appointed or elected law enforcement officers as required by federal or state law, depending upon the agency hiring the new officer. These academies are operated by state, county, and municipal agencies as well as universities, colleges, and technical schools. According to the 2013 CLETA, there were 664 academies that provided instruction to 45,000 recruits a year. BJS conducted its first CLETA in 2002 and administered three more waves in 2006, 2013, and 2018.

The 2018 CLETA was administered as part of the Law Enforcement Core Statistics cooperative agreement. The 2018 survey instrument had questions about the program content of basic training, including curricula areas, teaching methods, equipment, and facilities. It also asked about recruits starting and completing basic training and instructors employed by academies. The 2018 CLETA had an overall response rate of 90%. The survey was administered through the web and on paper. More information on the CLETA can be found at: <https://www.bjs.gov/index.cfm?ty=dcdetail&iid=280>

Goals, Objectives, Deliverables, and Timeline

Goals

The CLETA is a 36-month program with the goal of providing accurate and timely national statistics about the recruits, instructors, training subject areas and methods, facilities, and the resources of state and local law enforcement training academies.

Objectives

The CLETA is a 36-month program with the goal of providing accurate and timely national statistics. The primary objectives are to (1) develop and test a questionnaire, (2) update the

existing frame of training academies, (3) field the CLETA in 2023, and (4) conduct data cleaning, analysis, and delivery of raw and final datasets.

Deliverables

Consistent with the use of a cooperative agreement, BJS will be substantially involved in the program. This includes direct oversight and involvement in implementing the program, but does not involve day-to-day program management. The following statement of work describes the scope of work necessary for the successful applicant to prepare, design, and carry out the CLETA, and includes the main program deliverables with target end dates.

Applicants should briefly describe how they would accomplish each deliverable in the time frame specified and estimate the costs associated with each deliverable. This should include (1) a description of the specific strategies and/or approaches the applicant would employ to meet each outcome, (2) a description of the capabilities and demonstration of the expertise that will enable the applicant to successfully meet each outcome, and (3) cost estimates for performing the work. The application should describe the applicant's knowledge of the challenges and complexities associated with developing the survey instrumentation, achieving adequate response rates to minimize bias, and describe the proposed approaches to collecting data, developing and testing the survey instrument, administering the survey, and ensuring data quality.

The recipient of funds will complete all work associated with successfully fielding and delivering data for this collection according to the timeframes BJS establishes. The specific tasks for this collection are described below. Tasks include instrument design, development, and testing; frame development; Office of Management and Budget (OMB) clearances (generic clearance for design and testing work and full clearance for a survey); survey administration procedures, including mixed mode as necessary; data collection and verification; sample maintenance and assessments of bias in responses; weighting and imputation; and data-set preparation and delivery, including codebooks and documentation.

The key target dates are—

- Stakeholder engagement and development of the instrument by April 2022.
- Begin frame development by August 2022.
- Complete questionnaire testing and cognitive interviewing by October 2022.
- Begin data collection by March 2023.
- Conclude data collection by October 2023.
- Final data received by September 2024.

Task 1: Program management (all years)

A. **Program timeline:** Within 2 weeks of the award start date, the recipient of funds

will meet with BJS to discuss the proposed tasks. The recipient of funds will then develop and propose, for BJS approval, a detailed timetable outlining the completion dates for each task, delivery date for each deliverable and status report, and dates for scheduled meetings.

- B. **Communications strategy:** Applications should include a communications strategy that addresses how the recipient of funds will keep BJS informed about program planning, development, and management.
- C. **Meetings:** Applicants should plan for travel for meetings, including—
 - a. A kickoff meeting at BJS to discuss plans and schedule activities for the project period.
 - b. A wrap-up meeting at the end of the project period to present findings and recommendations to BJS.
- D. **Progress reports:**
 - a. Provide semi-annual reports on the status of the award, deliverables, and expenditures uploaded into the Department of Justice (DOJ) JustGrants system.
 - b. Provide quarterly financial reports uploaded into JustGrants.
 - c. Provide monthly written reports that update the status on areas such as tasks, timeline, and expenditures.
 - d. During data collection, provide reports on the status of sample collection and paradata, such as the number of interviews completed per reporting period, response rates, field costs, etc.
- E. **Data management plan:** The recipient of funds is required to develop and maintain a data management plan (DMP) that describes how the data collected under BJS's authority for the program will be handled, processed, maintained, and disposed. The DMP should provide general program information and describe the specific procedures that will be used to handle and process the data during the award period. For programs including information identifiable to a private person or personally identifiable information (PII), the DMP should complement the information provided in the Privacy Certificate (28 C.F.R. 22.23) to describe controls in place to protect data confidentiality. The DMP must provide, at a minimum, information about the following categories:
 - a. *Program team:* List the program team members (including the individuals tasked with drafting and overseeing the DMP), identify their roles, and provide their contact information.
 - b. *Data elements and characteristics:* Provide a list of the specific data variables that will be collected, data type (e.g., survey or administrative data), and data sources. Identify whether data formats adhere to standard data documentation formats, list associated metadata as applicable, and specify the standards and data naming conventions used.
 - c. *Record lifecycle:* describe the physical and technical pathways and requirements for data that are collected or maintained for the program(s), including the data destination(s), transport method(s)

from the data provider and to BJS, storage site(s) and method(s), file format(s), file sizes, file categories (e.g., PII, public data, etc.), sensitivity categorization(s), file path location(s), backup procedures, and data destruction method(s).

- d. *Incident response plan*: describe the procedures the award recipient will follow in the event of a real or suspected breach of data including PII that are collected or maintained in conjunction with the program.
- e. *Data use agreements*: as applicable, for each data use agreement that is executed with an external data provider for the program, summarize the terms and requirements that the award recipient will be responsible for fulfilling and describe what steps will be completed to ensure all applicable terms and requirements are complied with (e.g., Institutional Review Board approval process, encrypting data in transit and at rest, limiting access to PII, and ensuring the technical and physical security of data, including data access protocols). Where applicable, summarize mitigations for data security, ethical, intellectual property, and privacy issues.
- f. *Data archiving*: describe the data elements, how the data will be prepared for archiving, and what level of access will be assigned (e.g., as public use files, restricted access, or other).
- g. *Staff training*: list the specific training courses program staff are required to complete as a condition of funding and the completion dates.
- h. *Resources*: identify and describe the equipment, expertise, and software tools used to complete program activities, including data curation, data exchange, and access between parties.

The recipient of funds will complete the DMP in collaboration with the BJS Program Manager and submit it to BJS for review and approval no later than 60 days after the award start date. The award recipient will maintain an updated version of its DMP throughout the program period and receive written BJS approval prior to making changes to the approved plan. The award recipient must submit an updated copy of the DMP for review with its semi-annual progress reports and at any time upon the request of BJS.

Required deliverables: (1) A written timeline for the entire program (all tasks) with the design and program tasks more fully specified, (2) biweekly program meetings, (3) semi-annual reports as required by OJP, (4) quarterly financial reports as required by OJP, (5) progress reports due within 15 business days after the end of each month or at a time determined mutually between BJS and the successful applicant, and (6) a DMP due within 60 days of the award start date.

Task 2: Instrumentation and stakeholder engagement

The recipient of funds will work with BJS to finalize the CLETA instrument so that data collection may begin in early 2023. The recipient of funds will be expected to evaluate item nonresponse from the 2018 CLETA to inform recommendations on the retention of past survey items. In conjunction with BJS, the recipient of funds will conduct 10 individual consultations with experts/stakeholders to review the draft instrument/record collection plan and to discuss the current needs and priorities of law enforcement training academies, evaluate past survey items, and make suggestions for new items that should be included to

better understand law enforcement basic training policies and practices. The recipient will then develop draft instrumentation.

The recipient of funds should prepare an OMB generic clearance for the cognitive testing and frame development work. Once draft instrumentation is developed, the recipient will cognitively test the survey(s) to refine the survey content and assess the feasibility of the items and the wording of questions. BJS will provide key indicators for the questionnaire development and work with the recipient to ensure that the final survey items are constructed so that estimates can be compared to those from past CLETA questionnaires. The recipient will work with BJS to evaluate the results of the cognitive testing and adjust the instrument as necessary. The final questionnaire(s) will be approved by BJS prior to administration. Applicants should recommend the survey's primary mode of administration and the backup mode.

BJS provides: universe of survey items and key indicators for core questionnaire development.

Required deliverables: (1) conducting 10 individual consultations with experts/stakeholders to discuss priorities for the CLETA; (2) draft instrument(s); (3) draft OMB generic clearance materials; (4) cognitive testing of the CLETA questionnaire, including detailed report of the results and recommendations for modifications; and (5) final survey(s), including screenshots if a web-based data collection is proposed.

Task 3: Frame development

As this is a nationwide census of law enforcement training academies, development of the frame is critical for meeting the goals of the project. The recipient of funds should plan for any adjustments that may be necessary to produce reliable national estimates given the unit and item response rates. The recipient of funds should also plan to evaluate the types of academies that will be considered in scope.

The recipient of funds will update the frame for the CLETA. BJS will provide the recipient of funds with the development materials and dataset from the 2018 CLETA. BJS expects the recipient of funds to consult a series of sources for valid lists of basic training academies, including existing BJS data sources, state POST lists, and other data sources. The recipient must also ensure that point-of-contact (POC) information is current. Applicants should document how the frame update can be achieved.

Required deliverables: (1) documentation on frame development, including data sources, case inclusion and exclusion, and (2) final 2023 CLETA frame.

Task 4: OMB clearance

The recipient of funds will provide BJS draft materials for OMB clearance for the CLETA. Materials for the full data collection include the 30- and 60-day notices, Form 83-1, the supporting statement, and copies of all survey documents, including but not limited to questionnaires, all instructions and follow-up documents, and any telephone scripts. BJS will provide sample documents as needed. Applicants should plan on a period of 6 months to obtain clearance, which includes BJS internal review. Full OMB clearance must be obtained by February 2023.

Required deliverables: draft materials for OMB clearance for the information collection.

Task 5: Census administration and data collection procedures

Applicants should provide a detailed plan on the census protocols to be implemented, including quality control procedures, administration techniques to ensure data quality and

completeness to minimize bias in the estimates, and recommended mode(s). The plan should anticipate a data collection period of up to 8 months in length. Applicants should also describe the methods used to ensure high response rates, including nonresponse follow-up procedures and marketing plans. The recipient of funds will develop the proposed data edits, data conversion, nonresponse adjustment procedures, and data documentation for BJS review. Data edits and processing must be documented thoroughly for verification.

The recipient of funds must have a system in place to verify the consistency, accuracy, and nonresponse of completed surveys and should conduct verification throughout the process to minimize nonresponse bias. The recipient should present a plan to describe nonresponse bias and data quality procedures. The recipient must provide summary reports about the status of the collection, including the overall response rate, response rate for selected subsets (such as types of academies) assessment of nonresponse bias, and other information to be determined in conjunction with the BJS Program Manager. Past CLETAs have achieved at least an 84% response rate. BJS aims to achieve a high response rate and to minimize bias in attaining national representation. The recipient must minimize bias in unit- and item-response rates, subject to cost and time constraints. Applicants should provide a statement of the approach(es) to identify and minimize bias, including a discussion of nonresponse bias analysis plans if unit-nonresponse rates fall below 80% and imputation procedures for items that are missing.

Required deliverables: (1) operational electronic data collection method; (2) written documentation of data processing procedures and data cleaning; (3) field progress reports of any problems with data collection activities and the corresponding remedial action, along with a written report of findings from the survey administration, including unweighted counts, based on the data; (4) weekly reports to assess response rates, data quality, and nonresponse bias; (5) a marketing plan and materials; (6) preliminary raw data in SPSS when 50% and 75% response rates are reached; and (7) detailed documentation of all modifications to the raw data file.

Task 6: Final verification and dataset

The recipient of funds must conduct final verification procedures before delivering a final dataset to BJS. Data issues must be reported to BJS for resolution. The recipient of funds must provide a well-developed and justified approach to addressing item-specific missing or incomplete data, including any proposed data allocation, imputations, or nonresponse adjustments. The recipient of funds will produce a final data file following BJS specifications. The recipient will also provide supporting documentation, including a final report, analysis file, and codebook documentation. Documentation should also describe the frame development, ineligible academies, description of weighting procedures if applicable, and codes that identify aspects of data quality from the collection (such as missing data and imputed values) that allow users to appropriately analyze the data. Final dataset delivery should occur by September 2024.

Required deliverables: (1) documentation of any data challenges, (2) raw file and final cleaned dataset, and (3) final study report and codebook documentation.

BJS award recipients that serve as data collection agents may need to pass an OJP background check. They may also be required to complete some of their work on the OJP network using OJP-hosted applications. OJP may request copies of the codebook, database, and related documentation for any applications developed using BJS funds. Required documentation includes functional specifications and installation instructions.

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

Evidence-Based Programs or Practices

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

Information Regarding Potential Evaluation of Programs and Activities

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

Federal Award Information

Awards, Amounts and Durations

Anticipated Number of Awards

1

Anticipated Maximum Dollar Amount of Awards

\$750,000.00

Period of Performance Start Date

10/1/21 12:00 AM

Period of Performance Duration (Months)

36

Anticipated Total Amount to be Awarded Under Solicitation

\$750,000.00

Continuation Funding Intent

BJS may, in certain cases, provide additional funding in future years to awards made under

this solicitation, through continuation awards. OJP will consider, among other factors, OJP's strategic priorities, a recipient's overall management of the award, and progress of award funded work, when making continuation award decisions.

Availability of Funds

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

Types of Awards

BJS expects to make awards under this solicitation as cooperative agreements, which provide for OJP to have substantial involvement in carrying out award activities. See the "Administrative, National Policy, and Other Legal Requirements" section of the [OJP Grant Application Resource Guide](#).

Financial Management and System of Internal Controls

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

Cost Sharing or Matching Requirement

This solicitation does not require a match.

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

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

Limitation on Use of Award Funds for Employee Compensation: Waiver

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

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

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

Costs Associated with Language Assistance (if applicable)

See the [OJP Grant Application Resource Guide](#) for information on Costs Associated with Language Assistance.

Information System Security and Privacy Requirements

Award recipients and subrecipients that serve as BJS data collection agents to collect, receive, handle, maintain, transfer, process, store, or disseminate PII (e.g., names, Social Security numbers, last-known addresses, or FBI, state, or Department of Correction ID numbers) under BJS's authority in conjunction with the funded activities must maintain the appropriate administrative, physical, and technical safeguards to ensure that information systems are adequately secured and protected against unauthorized disclosure, in accordance with applicable federal laws, regulations, and other authorities.

Specifically, BJS award recipients and subrecipients are required to, as applicable—

- follow the [DOJ Cybersecurity and Privacy Rules of Behavior for General Users](#), which pertain to the use, security, and acceptable level of risk for DOJ systems and applications
- assess and secure information systems in accordance with the [Federal Information System Modernization Act](#) (FISMA) (P.L. No. 107-347), which appears as Title III of the [E-Government Act of 2002](#) (P.L. No. 107-347)
- adhere to National Institute of Standards and Technology ([NIST](#)) guidelines to categorize the sensitivity of all data collected or maintained on behalf of BJS
- once the system has been categorized, secure data in accordance with the Risk Management Framework specified in [NIST SP 800-37 rev. 1](#)
- employ adequate controls to ensure data are not comingled with any other data set or product without the express written consent of BJS
- reduce the volume of PII collected, used, or retained to the minimum necessary
- limit access to identifiable data to only those individuals who must have such access
- limit use of identifiable data to only the purposes for which it was approved
- notify BJS, within one hour of discovery, of all security incidents involving a FISMA-defined information system used to support award activities
- log all computer-readable data extracts from databases holding sensitive information and ensure that each extract including sensitive data has been erased within 90 days or that its use is still required
- ensure all contracts involving the processing and storage of PII comply with DOJ policies on remote access and security incident reporting
- complete data security and confidentiality trainings
- employ formal sanctions for anyone failing to comply with DOJ policy and procedures, in accordance with applicable laws and regulations.

Further, BJS award recipients that receive funding for projects that involve collecting, acquiring, receiving, or transferring data under BJS's authority are required to develop and maintain a DMP that describes how the data collected or maintained in conjunction with the project(s) will be handled, processed, maintained, delivered, and disposed. The DMP should provide general project information and describe the specific procedures that will be used to handle and process the data during the award period. For projects including information identifiable to a private person or PII, the DMP should complement the information provided in the Privacy Certificate (28 CFR § 22.23) to describe procedures and controls in place to protect data confidentiality.

Applicants are advised that OJP may audit the FISMA-defined information systems that are used by award recipients during the performance period, to assess compliance with federal laws and regulations related to data management and security.

To ensure that applicants understand the applicable information system security and privacy requirements, BJS encourages prospective applicants to review the relevant provisions of the BJS Data Protection Guidelines, which summarize the federal statutes, regulations, and other authorities that govern data collected and maintained under BJS's authority. The guidelines are available at https://www.bjs.gov/content/pub/pdf/BJS_Data_Protection_Guidelines.pdf.

Eligibility Information

For eligibility information, see the title page.

Application and Submission Information

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

- Proposal Abstract,
- Proposal Narrative,
- Budget Worksheet and Budget Narrative (web-based form).

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

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

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

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

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

Standard Applicant Information (JustGrants 424 and General Agency Information)

The Standard Applicant Information section of the JustGrants application is pre-populated with the SF-424 data submitted in Grants.gov. Applicants will need to review the Standard Applicant Information in JustGrants and make edits as needed. Within this section, applicants will need to: add zip codes for areas affected by the project; confirm their Authorized Representative; and verify the organization's legal name and address.

Proposal Abstract

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

Proposal Narrative

The proposal narrative should be submitted as an attachment in JustGrants. The attached document should be double-spaced, using a standard 12-point Times New Roman font; have no less than 1-inch margins; and should not exceed 25 pages. Pages should be numbered and submitted as an attachment. If the proposal narrative fails to comply with these length restrictions, BJS may negatively consider such noncompliance in peer review and in final award decisions.

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

- a. **Title Page** (not counted against the 25-page program narrative limit).

The title page should include the title of the project, submission date, funding opportunity number, and the name and complete contact information (that is, address, telephone number, and email address) for both the applicant organization and the principal investigator.

- b. **Table of Contents and Figures** (not counted against the 25-page program narrative limit).
- c. **Main Body**

The main body of the program narrative should describe the proposed project in depth. The following sections should be included as part of the main body of the program narrative:

1. Statement of the Problem, including—
 - a. purpose, goals, and objectives
 - b. review of relevant literature. This section does not need to include a history of the CLETA data collection, unless relevant to the overall literature review.

2. Project Design and Implementation, including detailed description of research design and methods, including innovative approaches to address all deliverables outlined in the statement of work. This should include a discussion of (1) the design of the data collection, (2) the survey administration protocols developed to implement the collection, (3) the types of paradata needed to track the implementation of the collection and provide meaningful information to BJS about the fielding of the survey, and (4) the administrative costs associated with the collection.
3. Capabilities and Competencies, including management plan and organization
4. Plan for Collecting the Data Required for this Solicitation's Performance Measures.

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.

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

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

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

Award recipients will be required to submit performance measure data and performance reports in JustGrants. Further guidance on the post-award submission process will be provided, if selected for award.

Performance measures for this solicitation are listed in the Performance Measures table found in the Performance Measures section near the end of this document.

Note on Project Evaluations

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

Goals, Objectives, Deliverables, and Timeline

Applicants will submit the FY21 CLETA's goals, objectives, deliverables, and timelines in the

JustGrants Web-based form. See the [OJP Grant Application Resource Guide](#) for additional information.

Budget and Associated Documentation

Budget Worksheet and Budget Narrative (Web-based Form)

Applicants will complete the JustGrants web-based budget form. See the [OJP Grant Application Resource Guide](#) for additional information.

Indirect Cost Rate Agreement (if applicable)

Applicants will submit their indirect cost rate agreement by uploading the agreement as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

Financial Management Questionnaire (including applicant disclosure of high-risk status)

Applicants will download the questionnaire in JustGrants and submit by uploading the completed questionnaire as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

Disclosure of Process Related to Executive Compensation

If applicable, applicants will submit a description of the process used to determine compensation by uploading the document as an attachment in JustGrants. See the “Application Attachments” section of the [OJP Grant Application Resource Guide](#) for information.

Additional Application Components

Appendices (not counted against the 25-page program narrative limit) including—

1. Bibliography or references.
2. Any tools, instruments, tables, charts, or graphs pertaining to the proposed project that are supplemental to such items included in the main body of the narrative.
3. Curriculum vitae or résumés of the principal investigator and any and all co-principal investigators. In addition, curriculum vitae, résumés, or biographical sketches of individuals (regardless of investigator status) who will be significantly involved in substantive aspects of the proposal (including individuals such as research methodologists serving as consultants and data experts familiar with data linkage).
4. A detailed proposed project timeline with expected milestones and level of staff

- effort for each phase of work.
5. List of any previous and current BJS awards to the applicant organization and investigator(s), including the BJS-assigned award numbers and a brief description of any scholarly products that resulted in whole or in part from work funded under the BJS award(s).
 6. Letters of cooperation/support or administrative agreements from organizations collaborating in the project, such as universities, lawyers, justice agency personnel, or other membership groups.
 7. List of other agencies, organizations, or funding sources to which this proposal has been submitted (if applicable).
 8. A Privacy Certificate and Human Subjects Protection Certification of Compliance must be completed for each project proposed in an application.

Applicants will attach the additional requested documentation in JustGrants.

Tribal Authorizing Resolution

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

Human Subjects Protection

BJS requires the funding recipient to submit proper documentation certifying that the research project meets the federal requirements for human subjects protections set forth in 28 CFR Part 46. Applicants should complete the Human Subjects Protection Certification of Compliance form, available at www.bjs.gov/content/hscr.cfm. Applicants should attach the completed certification form in JustGrants.

Privacy Certificate

The Privacy Certificate is a funding recipient's certification of compliance with federal regulations requiring confidentiality of information identifiable to a private person, which is collected, analyzed, or otherwise used in connection with an OJP-funded research or statistical activity. The funding recipient's Privacy Certificate includes a description of its policies and procedures to be followed to protect identifiable information. Applicants must specify in the Privacy Certificate the specific controls used to safeguard directly identifiable information against unauthorized disclosure. All project staff, including information technology personnel, subcontractors, and/or consultants, with access to identifiable data collected in conjunction with the BJS-funded activities are required to sign a Privacy Certificate to affirm their understanding of, and agreement to comply with, the terms of access and privacy requirements. Award recipients are responsible for maintaining an updated list of individuals with access to identifiable information and for ensuring that new staff who gain access to such information during the project period sign a Privacy Certificate. A model certificate is located at www.bjs.gov/content/pub/pdf/bjsmpc.pdf. Applicants should attach the completed Privacy Certificate in JustGrants.

Disclosures and Assurances

Applicants will complete the following disclosures and assurances.

Disclosure of Lobbying Activities

Applicants will complete and submit the SF-LLL in Grants.gov. See the [OJP Grant Application Resource Guide](#) for additional information.

DOJ Certified Standard Assurances

See the DOJ Certified Standard Assurances in the [OJP Grant Application Resource Guide](#).

Applicant Disclosure of Duplication in Cost Items

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

DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements

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

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

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

How to Apply

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

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

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

Submission Dates and Time

The **SF-424** and the **SF-LLL** will be submitted in Grants.gov by 11:59 p.m. eastern time on March 29, 2021. OJP urges applicants to submit applications at least 72 hours prior to the application due date to allow time for the applicant to receive validation messages or rejection notifications from Grants.gov and to correct in a timely fashion any problems that may have caused a rejection notification.

The **full application** will be submitted in JustGrants by 11:59 p.m. eastern time on April 12, 2021.

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

Application Review Information

Review Criteria

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

1. Statement of the Problem/Description of the Issue (10%) - evaluate the applicant's understanding of the program/issue to be addressed.
2. Project Design and Implementation (40%)- evaluate the adequacy of the proposal, including the goals, objectives, timelines, milestones, and deliverables.
3. Capabilities and Competencies (35%) - evaluate administrative and technical capacity of the applicant to successfully accomplish the goals and objectives.
4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (5%) - evaluate the applicant's understanding of the performance data reporting requirements and the plan for collecting the required data.
5. Budget (10%) - evaluate for completeness, cost effectiveness, and allowability (e.g., reasonable, allocable, and necessary for project activities).

Additional Review Criteria

Other important considerations for BJS include geographic diversity, strategic priorities (specifically including, but not limited to, those mentioned above relating to addressing specific challenges that rural communities face, high-poverty areas or persistent-poverty counties, demonstrable potential

enhancement to public safety in one or more federally designated Qualified Opportunity Zones), available funding, past performance, and the extent to which the Budget Worksheet and Budget Narrative (Web-based Form) accurately explain project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles.

Review Process

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

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

- The application must be submitted by an eligible type of applicant.
- The application must request funding within programmatic funding constraints (if applicable).
- The application must be responsive to the scope of the solicitation.
- The application must include all items necessary to meet the basic minimum requirements.

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

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

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

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

Federal Award Administration Information

Federal Award Notices

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

Administrative, National Policy, and Other Legal Requirements

If selected for funding, in addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with all award conditions, and all applicable requirements of

federal statutes and regulations (including applicable requirements referred to in the assurances and certifications executed in connection with award acceptance).

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

Information Technology (IT) Security Clauses

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

General Information about Post-Federal Award Reporting Requirements

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

Required reports. Recipients typically must submit quarterly financial reports, 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.

Federal Awarding Agency Contact(s)

For OJP contact(s), see page 2.

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

Other Information

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

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

See the [OJP Grant Application Resource Guide](#) for information on how to provide feedback to OJP.

Performance Measures

Objective	Performance Measure(s)	Data Recipient Provides
<p>Program management, including the submission of progress reports.</p>	<p>Number of deliverables completed on time, as determined by BJS.</p> <p>Number of deliverables that meet expectations, as defined by BJS.</p>	<p>The applicant should provide timely deliverables that meet the outlined expectations for program management.</p> <p>Deliverables include—</p> <ul style="list-style-type: none"> a. Semi-annual reports reflecting program activities, deliverables met, and expenditures to date uploaded into Just Grants. b. Quarterly financial reports ensuring program funds are being used proportionately uploaded into JustGrants . c. Timeline of all activities. d. Monthly progress reports reflecting activities and expenditures in each area of the program. e. Data Management Plan.

<p>Develop and test survey, contact strategy, and marketing plan.</p>	<p>Number of deliverables completed on time, as determined by BJS.</p> <p>Number of deliverables that meet expectations, as defined by BJS.</p>	<p>The applicant should provide timely deliverables that meet the outlined expectations for survey development and testing, and contact and marketing strategies.</p> <p>Deliverables include—</p> <ul style="list-style-type: none"> a. Stakeholder consultations. b. Draft survey. c. Draft contact and marketing plans. d. Generic OMB clearance request to test survey. e. Cognitive test and report. f. Revised survey, contact, and marketing plan.
<p>Develop frame, conduct data collection, provide raw and final data set, and provide documentation.</p>	<p>Conduct the data collection.</p> <p>Raw data converted to standardized format.</p> <p>Data that is comprehensive and accurate.</p> <p>Final report with a comprehensive overview of the program.</p> <p>Number of deliverables completed on time, as determined by BJS.</p> <p>Number of deliverables that meet expectations as defined by BJS.</p>	<p>Complete frame provided.</p> <p>Conduct the data collection, implementing the contact plan and marketing strategy.</p> <p>Provide raw dataset.</p> <p>Provide final dataset.</p> <p>Complete a final program report.</p> <p>Deliverables include—</p> <ul style="list-style-type: none"> a. Full Paperwork Reduction Act clearance from OMB. b. Data documentation, including an analysis file and codebook documentation. c. A final comprehensive report.

Application Checklist

FY2021 Census of Law Enforcement Training Academies

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

What an Applicant Must Do:

Prior to Registering in Grants.gov:

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

To Register with Grants.gov:

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

To Find Funding Opportunity:

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

Overview of Post-Award Legal Requirements:

- Review the [“Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2021 Awards”](#) in the [OJP Funding Resource Center](#).

Scope Requirement:

- The federal amount requested is within the allowable limit(s) of \$750,000.

Eligibility Requirement:

- Public and state-controlled institutions of higher education
 - Native American tribal organizations (other than federally recognized tribal governments)
 - Native American tribal governments (federally recognized)
 - Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education
 - Nonprofits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education
 - Unrestricted (open to any type of entity above), subject to any clarification in text field entitled "Additional Information on Eligibility"
 - Private institutions of higher education
 - For-profit organizations other than small businesses
-
- Submit **SF-424** and **SF-LLL** in Grants.gov

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

- Submission has been received in Grants.gov
- Submission has either been successfully validated or rejected with errors (see [OJP Grant Application Resource Guide](#))

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

- Contact BJS regarding technical difficulties (see [OJP Grant Application Resource Guide](#))

Receive email notification to complete application in JustGrants:

- Complete Application in JustGrants

Content of Application Submission:

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

- Proposal abstract
- Program narrative
- Budget worksheet and budget narrative (Web-based form)

Content of Application Submission

- Information to Complete the Application for Federal Assistance (SF-424) in Grants.gov
- Intergovernmental Review [insert if applicable]
- Standard Applicant Information (SF-424 info from Grants.gov)
- Proposal Abstract
- Proposal Narrative *[PO may insert any additional requirements outlined in the Program Proposal section, as applicable.]*

Budget and Associated Documentation

- Budget Worksheet and Budget Narrative (Web-based form)
- Indirect Cost Rate Agreement (if applicable) (see [OJP Grant Application Resource Guide](#))
- Financial Management and System of Internal Controls Questionnaire (see [OJP Grant Application Resource Guide](#))
- Disclosure of Process related to Executive Compensation *[insert if applicable, consult with OGC]*

Additional Application Components

- Tribal Authorizing Resolution (if applicable) [insert if applicable] (see [OJP Grant Application Resource Guide](#))
- Certification of Human Subjects Protection (see www.bjs.gov/content/hscr.cfm)
- Privacy Certification form (see www.bjs.gov/content/pub/pdf/bjsmpc.pdf)
- Request and Justification for Employee Compensation; Waiver (if applicable) (see [OJP Grant Application Resource Guide](#))

Disclosures and Assurances

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

Submit Application in JustGrants:

- Application has been successfully submitted in JustGrants

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

- Contact JustGrants.Support@usdoj.gov or 833-872-5175 regarding technical difficulties