



Competitive Grant Announcement

**Award for Cultural Awareness and Diversity Training:
Establishing a Model Curriculum and Practices
for Law Enforcement**

Submission Deadline: August 25, 2000

Administered by:

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

About BJA

The Bureau of Justice Assistance (BJA), a component of the Office of Justice Programs, U.S. Department of Justice, supports innovative programs that strengthen the nation's criminal justice system. Its primary mission is to provide leadership and a wide range of assistance to local criminal justice strategies to make America's communities safer.

BJA accomplishes this mission by providing funding, training, technical assistance, and information to state and community criminal justice programs and by emphasizing the coordination of federal, state, and local efforts. BJA's specific goals are to help communities reduce and prevent crime, violence, and drug abuse and to improve the functioning of the criminal justice system.

Background

As our nation's demographics change, so too must our public safety agencies evolve to meet the expectations of those they serve. One such expectation is that public safety officials will serve all the ethnic and racial groups within their jurisdiction, equally, so that all residents have the opportunity for a safer, better place to live and work.

Public safety officials have little control over the social, economic, educational, and other characteristics that shape the communities in which they work. Yet, they have the inherent responsibilities of protecting the rights, property, and physical safety of all persons and of upholding the law. When a community's demographics change, it inevitably creates a challenge for public safety officials to communicate and coordinate with the new residents. A healthy working relationship between public safety agencies and the people is crucial to reduce and prevent crime. For those unable to meet this challenge, the results have included a rise in crime, distrust of government authority, and the polarization of different ethnic and racial groups.

One way to strengthen the bond between public safety officers and those residents of ethnically or

racially diverse backgrounds is to provide law enforcement agencies with a model training curriculum on cultural awareness and diversity.

What This Solicitation Seeks

This solicitation seeks to develop and test a comprehensive cultural awareness and diversity model training curriculum, with an accompanying Participant Guide, that can be used nationwide by law enforcement. Funding for the program was established through the Conference Report on H.R. 3194, Consolidated Appropriations Act, 2000 (P.L. 106-113).

The applicant is responsible for establishing a collaborative program development process involving BJA with law enforcement agencies representing Los Angeles, California; Atlanta, Georgia; Chicago, Illinois; New York, New York; and Houston, Texas. The program's design should allow for the development of "jurisdictional teams" comprising four to six members each that will be responsible for partnering/working with BJA and the applicant.

It is important that the applicant take into consideration lessons learned from agencies and organizations that have implemented cultural awareness and diversity training programs. These lessons include the awareness that:

- C Key support from the mayor/city manager, lead law enforcement officer/administrator, and command staff is critical to developing, implementing, and sustaining a departmentwide cultural diversity policy.
- C An agency should support efforts to eliminate "stereotyping" by public safety officers.
- C Cultural awareness and diversity training should be regularly reviewed and revised.

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- C An agency can promote diversity by expanding its recruitment practices to reflect the population of the jurisdiction that it serves.

The award recipient will serve as the project's national technical assistance (TA) provider. The TA provider's responsibilities will include, but will not be limited to, the following elements:

(1) Conducting a national literature search to recommend best practices, policies, and procedures.

(2) Meeting with BJA officials and project site managers regularly to review the program's strategy and ongoing development.

(3) Establishing a consortium of relevant individuals and organizations to provide oversight and advice throughout the development of the project.

(4) Planning, coordinating, and conducting cluster meetings at each of the project sites, with the initial meeting to be held in November 2000 in Washington, D.C.

(5) Working with BJA and the project sites to develop and test a comprehensive cultural awareness and diversity model training curriculum.

(6) Preparing a final draft model training curriculum for BJA, with an accompanying Participant Guide for publication.

(7) Conducting a "train-the-trainer" seminar to certify a cadre of trainers from each jurisdiction to deliver the curriculum, thereby, allowing them the opportunity not only to work within their communities, but to share the curriculum with other interested cities and towns throughout their respective regions.

Amount and Length of Award

The proposal should include a request for funding within the following guidelines:

- C Only one (1) award will be provided.
- C The award will not exceed \$450,000.
- C The grant/project period is 18 months.

Who Is Eligible

This competitive solicitation is targeted to national and/or regional agencies, institutions, and organizations that have demonstrated expertise in cultural awareness and diversity training. This should include developing curriculum, field-testing programs, conducting impact assessments, and authoring relevant publications. Applicants are expected to provide supporting documentation regarding their organization's capability to achieve the level of work to be accomplished under this program.

Administrative Requirements

The **Application Kit** for this solicitation can be found on BJA's World Wide Web home page at www.ojp.usdoj.gov/BJA under *What's New*. It contains all forms, assurances, and lists that are needed to complete the application. To be considered for funding, applicants must:

- C Submit an application, not to exceed *twenty-five* (25) pages, that consists of: (1) a completed and signed **Standard Form for Federal Assistance (SF-424)**; (2) signed Assurances; (3) a completed and signed Certifications Regarding Lobbying; Debarment, Suspension, etc. and Drug Free Workplace Requirements; (4) a letter indicating federal funds will supplement, not supplant, applicant resources; (5) a detailed program and budget narrative; and (6) attachments (optional).
 - C Provide their submission on 8½- by 11-inch paper, double spaced on one side, in standard 12-point font.
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- C Submit the completed grant application with original signatures and *two* copies.

Selection and Review Process

BJA will establish peer review teams. These teams will review and score applications and make an award recommendation to the Director of BJA. The award will be made by the Assistant Attorney General, Office of Justice Programs, in consultation with the Director of BJA, on the basis of peer review results, as well as other considerations.

Application Checklist and Scoring

It is critical that the application explicitly describes the goals, objectives, and the level of work to be accomplished under this program. Submissions shall adhere to the **SF-424 (Application Kit) format**, providing: (1) a clear and concise problem statement and background information; (2) goals and objectives that are both measurable and achievable; (3) information detailing the project's design/strategy and intended outcomes; (4) a time task plan; (5) additional resource commitments; (6) an evaluation plan that determines if the project achieved its goals and objectives; (7) information on how the project will be structured, organized, and managed; and (8) documentation regarding the applicant's programmatic and fiscal capacity to administer the grant.

Applications will be scored using the following criteria:

- C **What is the problem? (100 points)**
Describe the problem/issue clearly and succinctly. You may include data supporting the problem/issue you have described along with information explaining the impact on communities that have experienced problems.

- C **What are you proposing to do (goals, objectives, project timeframe) and how do you intend to do it? (300 points)**

Provide an overview of your strategy. Make certain there is a clear and strong link between what you are proposing and how it will address the problem you describe. Once the strategy is fully developed, describe what tasks will occur and when. Include all elements needed to make your application work.

- C **What resources do you have to support your strategy? (300 points)**

Describe your organization, the experience of its people, any similar projects, and the partnerships you will develop to implement your strategy. The commitment and support you describe will be verified prior to final award.

- C **How will you know if your strategy works? (200 points)**

Address the measurements you will put in place to determine your strategy's effectiveness. A clear connection should be maintained with the problem you identified. Explain what will be measured, who will measure it, and how the information will be used.

- C **What are the costs and cost benefits of implementing the strategy? (100 points)**

Describe not only the cost, but the cost benefits of your strategy. Also, provide a detailed budget and budget narrative that clearly provide information regarding how federal funds will be expended.

Deadline and Submission

Your application and two copies must be **received** at the address below no later than 5 p.m. Eastern Daylight Savings Time, August 25, 2000.

Applications delivered after the deadline **will not** be considered. BJA **will not** grant extensions of the deadline or accept faxed submissions.

Applications should be mailed or delivered to:

Bureau of Justice Assistance

Attn: Cultural Awareness/Diversity Program
Program Development Division
810 Seventh Street NW.
Fourth Floor
Washington, DC 20531

For More Information

The staff of the Department of Justice Response Center is available at 1-800-421-6770 to answer questions about this solicitation. Applicants will receive notification acknowledging BJA's receipt of their application within 2 weeks of the submission deadline.

For general information about BJA programs and technical assistance, contact BJA's Clearinghouse. Administered by the National Criminal Justice Reference Service (NCJRS), information specialists are available to provide reference and referral services, publication distribution, participation and support for conferences, and other networking and activities. The Clearinghouse can be reached by BJA's World Wide Web home page at www.ojp.usdoj.gov/BJA, by telephone at 1-800-688-4252, by fax at 301-519-5212, or by E-mail at askncjrs@ncjrs.org.

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Office of Justice Programs
Bureau of Justice Assistance

Washington, DC 20531

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