



U.S. Department of Justice

Office of Justice Programs

Bureau of Justice Statistics

Washington, DC 20531

Chief William P. McManus
214 W. Nueva
San Antonio, TX 78207-4514

SENT VIA EMAIL ONLY

RE: Invitation to Apply for continued funding to support the San Antonio Police Department NIBRS Transition Project begun under award number 2016-FU-CX-K057 for the National Crime Statistics Exchange (NCS-X) Implementation Assistance Program: Phase III - Support for Large Local Agencies

Dear Chief McManus:

The Bureau of Justice Statistics (BJS) is inviting the San Antonio Police Department (SAPD) to submit an application for continued funding to support the National Crime Statistics Exchange (NCS-X) Implementation Assistance Program: Phase III - Support for Large Local Agencies NIBRS Transition Project. The proposed period of performance for the continued funding should be 24 months from November 2019 to October 2021. The amount of federal support requested should not exceed \$500,000.

All awards are subject to the availability of appropriated funds, and to any modifications or additional requirements that may be imposed by law. All recipients and subrecipients (including any for-profit organization) must forgo any profit or management fee for the performance of this award. This letter is only an invitation to submit an application and is not an indication of project approval or an authorization to begin work on the project proposed.

BJS may, in certain cases, provide additional funding in future years to awards made from this National Crime Statistics Exchange (NCS-X) Implementation Assistance Program: Phase III - Support for Large Local Agencies NIBRS Transition Project Invitation to Apply, through continuation awards. In making decisions regarding continuation awards, OJP will consider, among other factors, the availability of appropriations, when the program or project was last completed, OJP's strategic priorities, and OJP's assessment of both the management of the award (for example, timeliness and quality of progress reports), and the progress of the work funded under the award.

BJS expects to make any award from this National Crime Statistics Exchange (NCS-X) Implementation Assistance Program: Phase III - Support for Large Local Agencies NIBRS Transition Project Invitation to Apply in the form of a cooperative agreement, which is a type of award that provides for OJP to have substantial involvement in carrying out award activities. See “Section B. Federal Award Information,” in the attached FY 2019 Guidance for Invited Applications (Application Guidance) for additional information and resources on requirements generally applicable to OJP grants (and cooperative agreements), and on what may constitute substantial federal involvement under this program.

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

The purpose of the additional funds is to support the SAPD in the purchase of a new Record Management System (RMS), in order to transition from their current RMS product. Specifically, funding under this request will be used to accomplish the following tasks:

1. Purchase a NIBRS-compliant RMS and ensure compatibility with field-based reporting and other ancillary systems;
2. Purchase related hardware and software necessary to run the RMS and the new technology;
3. Obtain contract support for procuring necessary servers and related hardware and software to bring those new products online;
4. Implement an effective communications strategy to keep the State of Texas and Texas Department of Public Safety State UCR Program, and BJS up to date on all work related to this award.

Key responsibilities and/or deliverables include—

- Documentation verifying that the state UCR Program has certified the agency to report incident-based crime data to the Texas Department of Public Safety.

Additional related responsibilities and deliverables:

- The grantee will provide a detailed timeline outlining key dates for completion of tasks, the date of delivery for each deliverable and status report, and the dates for scheduled meetings.
- The grantee will oversee a communications strategy that keeps BJS and other partners up to date on all project activities, to include routine management meetings and communications with the BJS grant manager. Communications may be via phone, in-person, email, Internet, or other means.
- The grantee will provide monthly, written progress reports. The reports should include (1) brief summary of all activities performed during the month, (2) problems encountered during the month and proposed or enacted solutions, (3) discussion of the expenditure of funds, and (4) the status of the project relative to the remaining funds. Progress reports will be due within 10 business days after the end of each month or on a date each month as determined jointly by the grantee and the BJS grant manager.

The Goals, Objectives, and Deliverables are directly related to the performance measures that demonstrate the results of the work completed. Applicants should visit OJP's performance measurement page at <http://www.ojp.gov/performance> for an overview of performance measurement activities at OJP. To view information on the specific reporting requirements for this grant program, applicants should see "General Information about Post-Federal Award Reporting Requirements" in Section E., "Federal Award Administration Information," in the attached Application Guidance. For performance measures and the data required of recipients specific to this program, applicants should review "Appendix A" in the attached Application Guidance.

In the application, the applicant should demonstrate its understanding of the performance data reporting requirements for this grant program and detail how it will gather the required data should it receive funding. An invited applicant is **not** required to submit performance data with the application. Performance measures information is included as an alert that successful applicants will be required to submit performance data as part of the reporting requirements under an award.

An applicant must register in the Office of Justice Programs (OJP) electronic Grants Management System (GMS) at <https://grants.ojp.usdoj.gov/> prior to submitting an application for this Invitation to Apply. All applicants must register, even those previously registered in GMS. Select the "Apply Online" button associated with the solicitation title. The deadline to register in GMS is 5:00 pm eastern time on July 30, 2019, and the deadline to apply for funding under this Invitation to Apply is 5:00 pm eastern time on July 30, 2019. See "How to Apply (GMS)" in the attached Application Guidance for more information about applying in GMS.

I hope that this information is helpful in preparing your application for funding. If you have any questions or need further information, please contact Shannan Catalano by telephone at 202-616-3502 or by email at Shannan.Catalano@usdoj.gov.

Sincerely,



Jeffrey H. Anderson
Director
Bureau of Justice Statistics

Enclosure