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

State, Local, Tribal, and Territorial Information Sharing Technical Assistance Program
FY 2020 Competitive Grant Solicitation

CFDA #16.614

Grants.gov Solicitation Number: BJA-2020-17372

Solicitation Release Date: July 1, 2020

Application Deadline: 11:59 p.m. eastern time on July 31, 2020

The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Bureau of Justice Assistance (BJA), in partnership with the U.S. Department of Homeland Security (DHS), Office of Intelligence & Analysis (I&A), is seeking applications to support the standardization of information sharing practices; the identification and sharing of state, local, tribal, and territorial (SLTT) information sharing exchange promising practices and lessons learned.

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

Eligibility (Who may apply):
The following entities are eligible to apply:
- For-profit (commercial) and nonprofit organizations (including tribal nonprofit or for-profit organizations),
- Faith-based and community organizations, and
- Institutions of higher education (including tribal institutions of higher education).

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

BJA welcomes 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 subrecipients ("subgrantees"). The applicant must be the entity that would have primary responsibility for carrying out the award, including administering the funding and managing the entire program. For additional information on subawards, see the OJP Grant Application Resource Guide.

Contact information

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800–518–4726 or 606–545–5035, at https://www.grants.gov/web/grants/support.html, or at support@grants.gov. The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

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

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

Deadline Details

Applicants must register with Grants.gov at https://www.grants.gov/web/grants/register.html prior to submitting an application. All applications are due by 11:59 p.m. eastern time on July 31, 2020.

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

An applicant must use the **Add Attachment** button to attach a file to its application. Do not click the paperclip icon to attach files. This action will not attach the files to the application. After adding an attachment, select the **View Attachment** button to confirm you attached the correct file. To remove the file, select the **Delete Attachment** button.

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

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

Contents

State, Local, Tribal, and Territorial Information Sharing
Technical Assistance Program

CFDA #16.614

A. Program Description

Overview
The Bureau of Justice Assistance is seeking applications to support the standardization of information sharing practices; the identification and sharing of state, local, tribal, and territorial (SLTT) information sharing exchange promising practices and lessons learned.

The DHS Office of Intelligence and Analysis (I&A) and the DOJ, in partnership with the Office of the Director of National Intelligence (ODNI); the FBI; and experts from the state and local community—including the Global Justice Information Sharing Initiative (Global) and the Criminal Intelligence Coordinating Council (CICC)—have worked together to facilitate the development of SLTT intelligence and analytic capabilities. Through discrete, targeted activities such as workshops, seminars, exchanges, guidance documents, and technical assistance offerings, this consortium has achieved significant success in providing the support necessary to assist the SLTT partners improve their capability and capacity as required by and in accordance with national policy and doctrine, including the *National Strategy for Information Sharing* (NSIS), the *Fusion Center Guidelines,* and the *Baseline Capabilities for State and Major Urban Area Fusion Centers.*

Statutory Authority:
This solicitation is supported by funds incoming from DHS, pursuant to 6 U.S.C. §§ 121 and 124h, and 31 U.S.C. §§ 1535 and 1536.

Program-specific Information
In order to continue to capitalize on the successes of this consortium to facilitate the development of SLTT intelligence and analytic capabilities, as well as the increased levels of experience and expertise that is being gained from the collaborative efforts of DHS and DOJ, BJA, in collaboration with DHS, will fund this Training and Technical Assistance (TTA) program to support: the standardization and promulgation of information sharing practices, and the identification and sharing of SLTT promising practices and lessons learned.

Goals, Objectives, and Deliverables
The goals of this project include the following:

- **Information Sharing Projects:** In coordination with DOJ, the ODNI, and the FBI and other applicable partners, support to select information sharing projects as prioritized by the CICC and/or the State and Local Intelligence Council (SLIC). The CICC and the SLIC include SLTT and federal law enforcement and homeland security entities and are integral to ensuring the standardization of information sharing practices with a particular focus on safeguarding the privacy, civil rights and civil liberties (P/CRCL) of all citizens.

- **SLTT Partner Operational Information Sharing Exchanges:** Support to SLTT operational information sharing exchanges. Support includes assistance with the identification, documentation, and sharing of recommended practices and lessons

learned, including the provision of travel parameters and program requirements, invitational travel support, tracking metrics, and after action report development following each exchange.

The deliverables for this project include, but are not limited to, the following (as appropriate):

- Development, coordination, and reproduction of materials;

- Assistance with trainer, briefer, subject matter expert and speaker identification and outreach;

- Coordination of all related communications;

- Development and management of registration websites; provision of participant information packets;

- Coordination of facility solicitation and procurement;

- Provision of on-site support; provision of on-site registration and support staff; development of evaluation materials, after action reports, and provision of post activity support; and

- Work with travelers where invitational travel is authorized to complete travel and submit records and receipts as required, and ensure reimbursement to traveler as authorized.

Working through BJA, DHS will provide all policy and substantive programmatic direction to award recipients/grant recipients of these projects.

BJA will provide management and oversight of cooperative agreement tracking and reporting requirements, and work with award recipients/grant recipients to coordinate the execution of all necessary competitive procurement-related activities for support of training and technical assistance services, meetings, and workshops, including management for these activities and any post-event deliverables.

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

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

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

B. Federal Award Information

Maximum number of awards BJA expects to make	1
Total amount anticipated to be awarded under solicitation	$200,000
Period of performance start date	October 1, 2020
Period of performance duration	12 Months

BJA 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.

BJA may elect to fund applications submitted under this FY 2020 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and on the availability of appropriations.

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

Type of Award
BJA expects the award under this solicitation to be made as a cooperative agreement, which provides 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 for additional information.

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[1] as set out at 2 C.F.R. 200.303, comply with standards for financial and program management. See the OJP Grant Application Resource Guide for additional information.

Budget Information

Cost Sharing or Matching Requirement
This solicitation does not require a match.

Please see the OJP Grant Application Resource Guide for information on the following:

> **Pre-agreement Costs (also known as Pre-award Costs)**
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> **Limitation on Use of Award Funds for Employee Compensation; Waiver**
>
> **Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs**
>
> **Costs Associated with Language Assistance (if applicable)**

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[1] 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.

C. Eligibility Information

For eligibility information, see the title page.

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

D. Application and Submission Information

What an Application Should Include
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: Program Narrative, Budget Detail Worksheet, and Budget Narrative.

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

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

   Intergovernmental Review: This solicitation ("funding opportunity") **is 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.")

2. **Project Abstract**
   Include an abstract that summarizes the proposed project in 400 words or fewer. Project abstracts should be:

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

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

3. **Program Narrative**
   The program narrative must respond to the solicitation and the Review Criteria (1–5 on page 9) in the order given. The program narrative must be double-spaced, using a standard 12-point Times New Roman font with 1-inch margins, and must not exceed **20** pages. Please number pages "1 of 20," "2 of 20," etc. If the program narrative fails to comply with these length-related restrictions, BJA may consider such noncompliance in peer review and in final award decisions.

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

   a. Description of the Issue

b. Project Design and Implementation

c. Capabilities and Competencies

d. Plan for Collecting the Data Required for this Solicitation's Performance Measures

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

Applicants should visit OJP's performance measurement page at https://www.ojp.gov/funding/apply/grant-performance-measurement-and-progress-reporting-information for an overview of performance measurement activities at OJP.

Performance measures for this solicitation are listed in Appendix A: Performance Measures Table. The application should describe the applicant's plan for collection of all of the performance measures data listed in the table below under the column "Data Recipient Provides."

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.

Please note that applicants are **not** required to submit performance data with the application. Performance measures information is included as an alert that successful applicants will be required to submit performance data as part of the reporting requirements under an award.

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

Please see the OJP Grant Application Resource Guide for information on the following:

4. **Budget Information and Associated Documentation** in the "Budget Preparation and Submission Information" section.

5. **Indirect Cost Rate Agreement**

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

7. **Disclosure of Lobbying Activities**

8. **Applicant Disclosure of Pending Applications**

9. **Applicant Disclosure and Justification – DOJ High Risk Grantees[2] (if applicable)**

10. **Tribal Authorizing Resolution (if applicable)**

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

12. **Disclosure of Process Related to Executive Compensation**

How to Apply
Applicants must register in, and submit applications through Grants.gov, a primary source to find federal funding opportunities and apply for funding. Find information on how to apply in response to this solicitation in the OJP Grant Application Resource Guide.

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

1. *CFDA* **# 16.614***,* **State and Local Anti-Terrorism Training**

2. **Funding Opportunity #: BJA-2020-17372**

For information on each registration and submission step, see the OJP Grant Application Resource Guide.

E. Application Review Information

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

1. Description of the Issue (20%)
2. Project Design and Implementation (40%)
3. Capabilities and Competencies (20%)
4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (5%)
5. Budget: complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Budget narratives should demonstrate generally how applicants will maximize cost effectiveness of grant expenditures. Budget narratives should demonstrate cost effectiveness in relation to potential alternatives and the goals of the project.[3] (15%)

Review Process
BJA reviews an application to make sure that the information presented is reasonable, understandable, measurable, achievable, and consistent with the solicitation requirements. See the OJP Grant Application Resource Guide for information on the application.

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[2] 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.

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

If OJP anticipates that an award will exceed $200,000 in federal funds, OJP also must review and consider any information about the applicant that appears in the nonpublic segment of the integrity and performance system accessible through SAM (currently, the Federal Awardee Performance and Integrity Information System; "FAPIIS").

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

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

F. Federal Award Administration Information

Please see the OJP Grant Application Resource Guide for information on the following:

Federal Award Notices

Administrative, National Policy, and Other Legal Requirements
OJP strongly encourages prospective applicants to review information on post-award legal requirements and common OJP award conditions **prior** to submitting an application.
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

General Information about Post-federal Award Reporting Requirements
In addition to the deliverables described in Section A. Program Description, any recipient of an award under this solicitation will be required to submit certain reports and data.

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

See the OJP Grant Application Resource Guide for additional information on specific post-award reporting requirements, including performance measures data.

G. Federal Awarding Agency Contact(s)

For OJP Contact(s), see the title page.

For contact information for Grants.gov, see the title page.

H. Other Information

Please see the OJP Grant Application Resource Guide for information on the following:

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

Provide Feedback to OJP

Appendix A: Performance Measures Table

Objectives	Performance Measure	Data Grantee Provides
Objective 1: To support SLTT information sharing exchanges.	Number of Trainings conducted	Number of trainings (by type): • In-person, • Web-based, • CD/DVD, • Peer to Peer, • Workshop
	Number of participants who attend the training	Number of individuals who: • Attend the training (in-person) or started the training (web-based); • Completed the training; • Completed an evaluation at the conclusion of the training; • Completed an evaluation and rated the training as satisfactory or better; • Completed the post-test with an improved score over their pre-test
	Percentage of participants who successfully completed the training.	
	Percentage of participants who rated the training as satisfactory or better.	
	Percentage of participants trained and subsequently demonstrated performance improvement.	
	Percentage of scholarship recipients surveyed who reported that the training provided information that could be utilized in their job.	Number of Individuals who: • Received a scholarship; • Completed the training; • Completed a survey at the conclusion of the training; • Reported the training provided information that could be utilized in their job.
	Number of curricula developed.	Number of training curricula: • Developed; • Pilot tested; • Revised after being pilot tested.
	Number of curricula that were pilot tested.	
	Percentage of curricula that were revised after pilot testing.	

Objectives	Performance Measure	Data Grantee Provides
Objective 2: To support the standardization of information sharing practices with a particular focus on safeguarding the privacy, civil rights and civil liberties of all citizens.	Percentage of requesting agencies who rated services as satisfactory or better.	• Number of onsite visits completed; • Number of reports submitted to requesting agencies after onsite visits; • Number of requesting agencies who completed an evaluation of services; • Number of agencies who rated the services a satisfactory or better (in terms of timeliness and quality);
	Percentage of requesting agencies that were planning to implement one or more recommendations.	• Number of follow-ups with requesting agencies completed 6 months after onsite visit; • Number of agencies that were planning to implement at least one or more recommendations 6 months after the onsite visit
	Percentage of peer visitors who reported that the visit to the other agency was useful in providing information on policies or practices.	• Number of peer-to-peer visits completed; • Number of peer visitors who completed an evaluation; • Number of peer visitors who reported that the visit was useful in providing information on policies or practices;
	Percentage of peer visitors that were planning to implement one or more policies or practices 6 months after they were observed at the visited site.	• Number of follow-ups with the requesting peer visitor completed 6 months after the peer-to-peer visit; • Number of peer visitors who were planning to implement at least one or more recommendations 6 months after the onsite visit
	Percentage of requesting agencies of other onsite services who rated the services provided as satisfactory or better.	• Number of other onsite services provided; • Number of requesting agencies who completed an evaluation of other onsite services; • Number of agencies who rated the services a satisfactory or better

Appendix B: Application Checklist

State, Local, Tribal, and Territorial Information Sharing Technical Assistance Program

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

What an Applicant Should Do:

Prior to Registering in Grants.gov:

☐ Acquire a DUNS Number   (see 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   (see OJP Grant Application Resource Guide)

☐ 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, and reporting available at ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm (see OJP Grant Application Resource Guide)

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

☐ (1) application has been received

☐ (2) application has either been successfully validated or rejected with errors   (see OJP Grant Application Resource Guide)

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

☐ Contact BJA regarding experiencing technical difficulties   (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 2020 Awards" in the OJP Funding Resource Center.

Scope Requirement:

☐ The federal amount requested is within the allowable limit of $200,000

Eligibility Requirement: See the title page.

What an Application Should Include:

> 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.
>
> ☐ Program Narrative   (see page 7)
>
> ☐ Budget Detail Worksheet (including Budget Narrative)   (see OJP Grant Application Resource Guide

☐ Application for Federal Assistance (SF-424)   (see OJP Grant Application Resource Guide)

☐ Intergovernmental Review   (see page 7)

☐ Project Abstract   (see page 7)

☐ Indirect Cost Rate Agreement (if applicable)   (see OJP Grant Application Resource Guide)

☐ Tribal Authorizing Resolution (if applicable)   (see OJP Grant Application Resource Guide)

☐ Financial Management and System of Internal Controls Questionnaire (see OJP Grant Application Resource Guide)

☐ Disclosure of Lobbying Activities (SF-LLL)   (see OJP Grant Application Resource Guide)

☐ Applicant Disclosure of Pending Applications   (see OJP Grant Application Resource Guide)

☐ Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable)   (see OJP Grant Application Resource Guide)

Additional Attachments

☐ Research and Evaluation Independence and Integrity   (see OJP Grant Application Resource Guide)

☐ Disclosure of Process related to Executive Compensation (see OJP Grant Application Resource Guide)

☐ Request and Justification for Employee Compensation; Waiver (if applicable)   (see OJP Grant Application Resource Guide)