



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#) (BJA) is pleased to announce that it is seeking applicants to deliver training and technical assistance to state, local, and tribal law enforcement agencies across the nation on the Criminal Intelligence Systems Operating Policies ([28 CFR Part 23](#)). This national program furthers DOJ's mission by supporting and assisting state, local, and tribal law enforcement and criminal intelligence efforts.

Criminal Intelligence System Operating Policies (28 CFR Part 23) National Training and Technical Assistance Program FY 2011 Competitive Grant Announcement

Eligibility

Applicants are limited to nonprofit or for-profit organizations (including tribal nonprofit and for-profit organizations) who will provide training and technical assistance for the benefit of state, local, and tribal law enforcement. For-profit organizations must agree to forgo any profit or management fee. Applicants should also possess demonstrated experience working with—and providing training and technical assistance on—the Criminal Intelligence System Operating Policies (28 CFR Part 23) and the capacity to conduct training and technical assistance on a national level.

Deadline

Registration with [Grants.gov](#) is required prior to application submission. (See "How to Apply," page 8). All applications are due by 11:59 p.m. eastern time on February 10, 2011. See "Deadlines: Registration and Application," page 3.)

Contact Information

For technical assistance with submitting the application, contact the Grants.gov Customer Support Hotline at 800-518-4726 or via e-mail at support@grants.gov.

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

For assistance with any other requirement of this solicitation, contact the BJA Justice Information Center at 1-877-927-5657. The BJA Justice Information Center hours of operation are 8:30 a.m. to 5:00 p.m. eastern time, Monday through Friday, and 8:30 a.m. to 8:00 p.m. eastern time on the solicitation close date.

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CONTENTS

Overview	3
Deadlines: Registration and Application	3
Eligibility	3
Part 23 TTAP-Specific Information—Specific Information	3
Performance Measures	6
Notice of New Post-Award Reporting Requirements	8
How to Apply	8
What an Application Should Include	10
Information to Complete the Application for Federal Assistance (SF 424)	
Program Narrative	
Budget Detail Worksheet and Budget Narrative	
Indirect Cost Rate Agreement (if applicable)	
Additional Attachments	
Other Standard Forms	
Selection Criteria	12
Review Process	13
Additional Requirements	14
Application Checklist	15

Criminal Intelligence System Operating Policies (28 CFR Part 23) National Training and Technical Assistance Program (CFDA #16.738)

Overview

The Criminal Intelligence System Operating Policies ([28 CFR Part 23](#)) National Training and Technical Assistance Program (Part 23 TTAP) (funding anticipated through the FY 2011 general appropriation and the Edward Byrne Memorial Justice Assistance Grant (JAG) Program (42 U.S.C. 3750, et seq.) provides training and technical assistance—including onsite intelligence system compliance reviews—to state, local, and tribal law enforcement agencies across the United States. The Part 23 TTAP has been in existence since 1999. To date, hundreds of local law enforcement agencies have received training or technical assistance through this national program, which assists these agencies with maintaining criminal intelligence systems while safeguarding civil liberties by following the policies established in 28 CFR Part 23.

Deadlines: Registration and Application

Registration is required prior to submission. OJP strongly encourages registering with Grants.gov several weeks before the deadline for application submission. The deadline for applying for funding under this announcement is 8:00 p.m. eastern time on February 10, 2011. Please see the “How to Apply” section, page 8, for more details. Please note that while the deadline for submission is 11:59 p.m. eastern time on February 10, 2011, staff assistance through the BJA Justice Information Center is only available until 8:00 p.m. eastern time on February 10, 2011 (see “Contact Information” on the title page for more information about BJA’s Justice Information Center).

Eligibility

Please refer to the title page for eligibility under this program.

Part 23 TTAP—Specific Information

The Criminal Intelligence Systems Operating Policies (28 CFR Part 23) were first developed and implemented in 1980 to help ensure the protection of the privacy and civil liberties of individuals during the collection and exchange of intelligence information. The standards in 28 CFR Part 23 apply to all criminal intelligence systems receiving funding from the U.S. Department of Justice.

To aid law enforcement in facilitating effective information and intelligence sharing, the [National Criminal Intelligence Sharing Plan](#) (NCISP) was developed. The NCISP serves as a model to assist law enforcement agencies in implementing more effective methods of sharing critical data. It recognizes and encourages appropriate adoption of 28 CFR Part 23 as the minimum standard for the operation of criminal intelligence systems, regardless of funding sources.

Goals of the Current Part 23 TTAP

The goals of BJA's **current** 28 CFR Part 23 National Training and Technical Assistance Program are to:

- Provide educational events, at BJA direction, designed for policymakers, managers, intelligence analysts, and other related law enforcement professionals focusing on the requirements associated with 28 CFR Part 23.
- Deliver an online (www.ncirc.gov/28cfr/Default.aspx), introductory-level training program that emphasizes the core principles associated with the requirements and promotes an understanding of privacy and civil liberty concerns related to criminal intelligence information sharing.
- Conduct 28 CFR Part 23 compliance reviews that may include offsite assessments of the extent jurisdictions are fulfilling requirements, and onsite visits that include reviews of policies and procedures related to intelligence system(s), examinations of audit logs and sample intelligence files, and observations of system structures and functions. The overall purpose of the review is to support a jurisdiction's efforts to comply with 28 CFR Part 23. After each compliance review, the TTA provider prepares a report that summarizes the findings of the review. Certification of compliance with 28 CFR Part 23 is based on the review. BJA maintains exclusive authority to issue final approval letters. .

Goals, Objectives, and Deliverables for the FY 2011 Part 23 TTAP

During the 18-month program period, the grantee, under the guidance of BJA, will be required, at a minimum, to achieve the following goals and objectives and to produce the following deliverables:

Goal 1: Provide high quality, cost-effective training to the field on 28 CFR Part 23. (Applicants are encouraged to propose the use of innovative, cost-effective delivery methods, such as webinars.) The specific objectives and deliverables associated with this goal include:

- Objective: Increase the knowledge of criminal justice practitioners through in-person training.
 - Deliverables: Up to 16 classroom-style trainings on 28 CFR Part 23 will be provided at a location and time determined by BJA. Each will be conducted for no less than 50 students, and must include pre- and post-event participant evaluations that assess the quality of the faculty members and the information provided, and evaluate the impact of the events on participants' knowledge. The grantee will summarize the results of these evaluations and share them with BJA in order to inform and enhance future events.
- Objective: Increase the knowledge of criminal justice practitioners through web-based learning.
 - Deliverables: An **enhanced and updated** online training program on 28 CFR Part 23 will be produced that includes revised resource materials.
- Objective: Complete a "train-the-trainer" initiative that leverages past and current 28 CFR Part 23 training activities and enhances the training capacity that exists in the field.

- Deliverables: A “train-the-trainer” curriculum will be developed, pilot tested, and finalized. The curriculum will integrate presentation materials, discussion exercises designed to promote exchanges among the participants and faculty about the information presented, and other resources. The “train-the-trainer” initiative will result in a select group of qualified experts from across the nation equipped to deliver 28 CFR Part 23 training successfully. Applicants are encouraged to explain who will be selected to participate in the “train-the-trainer” initiative and provide a rationale regarding why these individuals should be included.
- Objective: Update existing—and develop new—resources and materials to support the achievement of Goal 1 (provide high quality, cost-effective training to the field on 28 CFR Part 23).
 - Deliverables: Instructional aides such as PowerPoint presentations and written summaries of key considerations and issues related to 28 CFR Part 23 are examples of the kinds of resources and materials that may be updated or developed. Applicants are encouraged to identify the specific resources and materials that will be updated or developed and explain how they will support the achievement of Goal 1.

Goal 2: Support the efforts of jurisdictions across the nation to implement or comply with 28 CFR Part 23.

- Objective: Increase criminal justice agencies’ ability to solve problems and/or modify policies or practices by responding successfully and in a cost-effective fashion to all requests for technical assistance related to compliance with—and implementation of—28 CFR Part 23.
 - Deliverables: Customized technical assistance (offsite and onsite) that is designed to address the specific needs of each requesting agency/jurisdiction related to 28 CFR Part 23 will be provided at BJA’s request. Applicants should outline the elements of an effective technical assistance process, including the specific steps associated with certification of compliance with 28 CFR Part 23, and propose a specific number of offsite and onsite instances of assistance (based on resources that may be available under this program and the needs of the field that the applicant anticipates). In addition, applicants should describe a method for recipients of technical assistance to provide feedback regarding the effectiveness of assistance that is delivered.

Applicants should outline in their proposals a detailed plan to achieve the goals and objectives and to generate the deliverables that are described above.

Amount and Length of Awards

It is anticipated that one cooperative agreement of up to \$350,000 will be awarded for an 18-month project period.

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

Budget Information

Limitation on Use of Award Funds for Employee Compensation; Waiver: With respect to any award of more than \$250,000 made under this solicitation, federal funds may not be used to pay total cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that exceeds 110 percent of the maximum annual salary payable to a member of the Federal Government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. (The 2010 salary table for SES employees is available at www.opm.gov/oca/10tables/indexSES.asp.) Note: A recipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

The limitation on compensation rates allowable under an award may be waived on an individual basis at the discretion of the Assistant Attorney General (AAG) for OJP. An applicant that wishes to request a waiver must include a detailed justification in the budget narrative of its application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request the applicant to adjust and resubmit its budget

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

Match Requirement

This solicitation does not require a match.

Performance Measures

To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act (GPRA), Public Law 103-62, the applicant that receives funding under this solicitation must provide data that measure the results of their work. Any award recipient will be required, post-award, to provide the data requested in the "Data Grantee Provides" column, so that OJP can calculate values for the "Performance Measures" column. Performance measures for this solicitation are as follows:

Objectives	Performance Measures	Data Grantee Provides
Increase the knowledge of criminal justice practitioners through in-person training.	<p>Percentage of trainees who successfully completed the in-person training program.</p> <p>Percentage of trainees who completed the in-person training program who rated the training as satisfactory or better.</p> <p>Percentage of trainees who completed the in-person training program whose post-test indicated an improved score over their pre-test.</p>	<p>For the current reporting period, number of individuals who:</p> <ul style="list-style-type: none"> • Attended each training. • Completed the training. • Completed an evaluation at the conclusion of the training. • Rated the training as satisfactory or better. • Completed a pre- and post-test. • Had a post-test score that was improved over their pre-test.
Increase the knowledge of criminal justice practitioners through web-based learning.	<p>Percentage of trainees who successfully completed the web-based learning program.</p> <p>Percentage of trainees who completed the web-based learning program who rated the training as satisfactory or better.</p> <p>Percentage of trainees who completed the web-based learning program whose post-test indicated an improved score over their pre-test.</p>	<p>For the current reporting period, number of individuals who:</p> <ul style="list-style-type: none"> • Started the training. • Completed the training. • Completed an evaluation at the conclusion of the training. • Rated the training as satisfactory or better. • Completed a pre- and post-test. • Had a post-test score that was improved over their pre-test.
Increase a criminal justice agency's ability to solve problems and/or modify policies or practices.	Percentage of requesting agencies who rated services as satisfactory or better in terms of timeliness and quality following completion of an onsite visit.	<p>For the current reporting period:</p> <ul style="list-style-type: none"> • Number of onsite visits completed. • Number of requesting agencies who completed an evaluation of services. • Number who rated services as satisfactory or better.

Submission of performance measures data is not required for the application. Instead, applicants should discuss in their application (please refer to the section "Selection Criteria") their proposed methods for collecting data for the performance measures that are relevant to their project, which will be reported quarterly to BJA in the Training and Technical Assistance Reporting System (TTARS).

Note on project evaluations: Applicants that propose to use funds awarded through this solicitation to conduct project evaluations should be aware that certain project evaluations (such as systematic investigations designed to develop or contribute to generalizable knowledge) may constitute "research." However, project evaluations that are intended only to generate internal improvements to a program or service, or are conducted only to meet OJP's performance measure data reporting requirements likely do not constitute "research." Research is subject to applicable DOJ human subjects protections. Applicants should provide sufficient information for OJP to determine whether the particular project they propose would either intentionally or

unintentionally collect and/or use information in such a way that it meets the DOJ regulatory definition of research.

Research, for the purposes of OJP-funded programs, is defined as, “a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge” (28 C.F.R. § 46.102(d)). For additional information on determining whether a proposed activity would constitute research, see the decision tree to assist applicants on the “Research and the Protection of Human Subjects” section of the OJP Web site (www.ojp.usdoj.gov/funding/other_requirements.htm).

Notice of New Post-Award Reporting Requirements

Applicants should anticipate that all recipients (other than individuals) of awards of \$25,000 or more under this solicitation, consistent with the Federal Funding Accountability and Transparency Act of 2006 (FFATA), will be required to report award information on any first-tier subawards totaling \$25,000 or more, and, in certain cases, to report information on the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients. Each applicant entity must ensure that it has the necessary processes and systems in place to comply with the reporting requirements should it receive funding.

It is expected that reports regarding subawards will be made through the FFATA Subaward Reporting System (FSRS), found at <https://www.fsrs.gov>. Additional guidance on reporting will be provided in the near future by OJP and/or the Office of Management and Budget (OMB).

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

How to Apply

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

All applicants are required to complete the following steps:

1. **Acquire a DUNS number.** A DUNS number is required for [Grants.gov](http://www.Grants.gov) registration. In general, the Office of Management and Budget requires that all applicants (other than individuals) for federal funds include a DUNS (Data Universal Numbering System) number in their applications for a new award or renewal of an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants,

recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Obtain a DUNS number by calling Dun and Bradstreet at 866-705-5711 or by applying online at www.dnb.com. A DUNS number is usually received within 1-2 business days.

2. **Acquire or renew registration with the Central Contractor Registration (CCR) database.** OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the Central Contractor Registration (CCR) database. An applicant must be registered in the CCR to successfully register in Grants.gov. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Please note, however, that applicants must **update or renew their CCR registration annually** to maintain an active status. Information about CCR procedures can be accessed at www.ccr.gov.
3. **Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.** Complete the AOR profile on Grants.gov and create a username and password. The applicant organization's DUNS Number must be used to complete this step. For more information about the registration process, go to www.grants.gov/applicants/get_registered.jsp.
4. **Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization's AOR. Please note that there can be more than one AOR for the organization.
5. **Search for the funding opportunity on Grants.gov.** Please use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.738, titled "Edward Byrne Memorial Justice Assistance Grant Program," and the funding opportunity number is BJA-2011-2866.
6. **Submit an application consistent with this solicitation by following the directions in Grants.gov.** Within 24-48 hours after submitting the electronic application, the applicant should receive an e-mail validation message from Grants.gov. The validation message will state whether the application has been received and validated, or rejected, with an explanation. **Important:** Applicants are urged to submit applications **at least 72 hours prior** to the due date of the application to allow time to receive the validation message and to correct any problems that may have caused a rejection notification.

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

Experiencing Unforeseen Grants.gov Technical Issues

If an applicant experiences unforeseen Grants.gov technical issues beyond the applicant's control that prevent submission of its application by the deadline, the applicant must contact

BJA staff **within 24 hours after the deadline** and request approval to submit its application. At that time, BJA staff will instruct the applicant to submit specific information detailing the technical difficulties. The applicant must e-mail: a description of the technical difficulties, a timeline of submission efforts, the complete grant application, the applicant DUNS number, and Grants.gov Help Desk tracking number(s) received. After the program office reviews all of the information submitted, and contacts the Grants.gov Help Desk to validate the technical issues reported, OJP will contact the applicant to either approve or deny the request to submit a late application. If the technical issues reported cannot be validated, the application will be rejected as untimely.

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

Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP funding web page, www.ojp.usdoj.gov/funding/solicitations.htm.

What an Application Should Include

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

Moreover, applicants should anticipate that some application elements are so critical that applications unresponsive to the scope of the solicitation, or that do not include a program narrative and a budget detail worksheet including a budget narrative will neither proceed to peer review nor receive further consideration.

OJP strongly recommends use of appropriately descriptive file names (e.g., "Program Narrative," "Budget Detail Worksheet and Budget Narrative," "Organizational Capacity," "Resumes," "Timelines," "Memoranda of Understanding") for all attachments.

For examples of successful FY 2010 applications, go to: www.ojp.usdoj.gov/BJA/funding/Example_Applications_2010.html.

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

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

2. Program Narrative

Applicants must submit a program narrative that describes the proposed activities that are related to the goals, objectives, and deliverables outlined above, and that responds to the selection criteria 1-4. The narrative should be double-spaced, using a standard 12-point font

(Times New Roman preferred) with 1-inch margins, not to exceed 15 pages. Please number pages "1 of 15," "2 of 15," etc.

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

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

1. Statement of the Problem
2. Program Design and Implementation
3. Capabilities and Competencies
4. Plan for Collecting the Data Required for This Solicitation's Performance Measures

Further information is available under the Selection Criteria section, page **x**.

3. Budget Detail Worksheet and Budget Narrative

a. Budget Detail Worksheet

A **sample Budget Detail Worksheet** can be found at www.ojp.gov/funding/forms/budget_detail.pdf. If the budget is submitted in a different format, the budget categories listed in the sample budget worksheet should be included.

For questions pertaining to budget and examples of allowable and unallowable costs, please see the OJP Financial Guide at www.ojp.usdoj.gov/financialguide/index.htm.

b. Budget Narrative

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

4. Indirect Cost Rate Agreement (if applicable)

Indirect costs are allowed only if the applicant has a federally approved indirect cost rate. (This requirement does not apply to units of local government.) A copy of the rate approval should be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant federal agency, which will review all documentation and approve a rate for the applicant organization or, if the applicant's accounting system permits, costs may be allocated in the direct cost categories. If DOJ is the cognizant federal agency, obtain information needed to submit an indirect cost rate proposal at www.ojp.usdoj.gov/financialguide/part3/part3chap17.htm.

5. Additional Attachments

BJA recommends that applicants submit other materials that support their applications, such as:

- Organizational capacity statements.
- Resumes of key program staff members, trainers, and technical assistance providers.

- Program timeline with each project goal, related objective, activity, expected completion date, responsible person, or organization.
- Memoranda of understanding from all key partners, detailing the commitment to work with the applicant to promote the mission of the project.

6. Other Standard Forms

Additional forms that may be required in connection with an award are available on OJP's funding page at www.ojp.usdoj.gov/funding/forms.htm. For successful applicants, receipt of funds may be contingent upon submission of all necessary forms. It is the responsibility of applicants to identify the other forms that are required to be submitted. In particular, applicants are encouraged to consider the following forms and the brief descriptions in parentheses which follow them:

- [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#) (required to be submitted in GMS prior to the receipt of any award funds).
- [Disclosure of Lobbying Activities](#) (required for any applicant that expends any funds for lobbying activities; this form must be downloaded, completed, and then uploaded).
- [Accounting System and Financial Capability Questionnaire](#) (required for any applicant other than an individual that is a non-governmental entity and that has not received any award from OJP within the past 3 years; this form must be downloaded, completed, and then uploaded).
- [Standard Assurances](#) (required to be submitted in GMS prior to the receipt of any award funds).

Selection Criteria

1. Statement of the Problem (15 percent of 100)

Provide a detailed background statement describing the need for a national training and technical initiative that focuses on 28 CFR Part 23. This statement should highlight the applicant's expertise regarding issues related to 28 CFR Part 23, experience providing training and technical assistance on a national level that focuses on 28 CFR Part 23, and understanding of the relevance of 28 CFR Part 23 in criminal intelligence and law enforcement operations.

2. Project Design and Implementation (30 percent of 100)

Provide a description of how the national training and technical assistance program on 28 CFR Part 23 will be structured and how training and technical assistance requests will be addressed. In describing the project design and implementation, applicants should focus specifically on the goals, objectives, and deliverables that are outlined on pages 4-5. In addition, applicants should discuss the steps to be taken to ensure a successful program that is national in scope and to describe how the training and technical assistance to be delivered will be coordinated with other key organizations and how related resources will be leveraged.

3. Capabilities and Competencies (30 percent of 100)

Outline the organization's experience at a national level with 28 CFR Part 23, with criminal intelligence policy and operational issues within law enforcement, and with training law enforcement policymakers and practitioners on complex intelligence system issues (such as 28 CFR Part 23). Describe the experience of proposed staff members, trainers, and technical assistance providers.

4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (10 percent of 100)

Submission of performance measures data is not required for the application. Performance measures are included as an alert that the successful applicant will be required to submit specific data to BJA (via TTARS) on a quarterly basis as part of the reporting requirements. For the application, the applicant should indicate an understanding of these requirements and how the required data will be gathered, should the applicant receive funding.

5. Budget (15 percent of 100)

Provide a proposed budget detail worksheet and budget narrative that are cost-effective, complete, and allowable. See page 11 for further details.

Review Process

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

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

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

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Assistant Attorney General (AAG), who also may give consideration to factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding when making awards.

Additional Requirements

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

- Civil Rights Compliance
- Faith-Based and Other Community Organizations
- Confidentiality
- Research and the Protection of Human Subjects
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with [Office of Justice Programs Financial Guide](#)
- Suspension or Termination of Funding
- Nonprofit Organizations
- For-profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006
- Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement
- Active CCR Registration

Application Checklist
FY 2011 Criminal Intelligence System Operating Policies (28 CFR Part 23)
National Training and Technical Assistance Program

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

Eligibility Requirement:

- _____ Applicants can be nonprofit or for-profit organizations (including tribal nonprofit and for-profit organizations). For-profit organizations must agree to forgo any profit or management fee. Applicants should also possess demonstrated experience working with—and training on—the Criminal Intelligence System Operating Policies (28 CFR Part 23) and the capacity to conduct training and technical assistance on a national level.

- _____ The federal amount requested is within the allowable limit of \$350,000.

What an Application Should Include:

- _____ Application for Federal Assistance (SF-424) (see page 10)
- _____ Program Narrative* (see page 10)
 - _____ Statement of the Problem
 - _____ Program Design and Implementation
 - _____ Capabilities and Competencies
 - _____ Plan for Collecting the Data Required for this Solicitation's Performance Measures
- _____ Budget Detail Worksheet* (see page 11)
- _____ Budget Narrative* (see page 11)
- _____ Indirect Cost Rate Agreement (if applicable) (see page 11)
- _____ Additional Attachments (see page 11)
- _____ Other Standard Forms (as applicable) (see page 12)
 - _____ Disclosure of Lobbying Activities
 - _____ Accounting System and Financial Capability Questionnaire

*These elements (Program Narrative, Budget Detail Worksheet, and Budget Narrative) are the three basic minimum requirements for applications. Applications that do not include these elements shall neither proceed to peer review nor receive further consideration by BJA.