



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 applications for funding under the Electronic and Cyber Crime National Training and Technical Assistance (TTA) Program. This program furthers DOJ's mission by supporting and assisting state, local, and tribal jurisdictions in improving the criminal justice system, and enhancing their efforts to prevent, investigate, and respond to electronic, cyber, and high tech crimes.

Electronic and Cyber Crime National Training and Technical Assistance (TTA) Program FY 2011 Competitive Grant Announcement

Eligibility

Applicants are limited to nonprofit or for-profit organizations (including tribal nonprofit and for-profit organizations). For-profit organizations are required to forgo any profit or management fee. Applicants also must possess experience providing training and technical assistance on a national level to state, local, and tribal law enforcement officials, intelligence analysts, prosecutors, staff who work in fusion centers, and other criminal justice entities on preventing, investigating, and responding to electronic, cyber, and high tech crimes. In addition, applicants are required to have the capacity to deliver training and technical assistance in remote locations and to underserved communities throughout the United States. Joint applications are permissible, with one organization serving as the primary applicant.

Because this solicitation focuses on providing training and technical assistance at the national level, the resources associated with it cannot be used to fund:

- The efforts of electronic, cyber, or high tech crimes task forces in state, local, or tribal jurisdictions; or
- New or existing programs in state, local, or tribal jurisdictions.

Deadline

Registration with [Grants.gov](#) is required prior to application submission. (See "How to Apply," page 12). All applications are due by 11:59 p.m. eastern time on June 16, 2011. See "Deadlines: Registration and Application," page 4.)

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, via e-mail to JIC@telesishq.com, or by [live web chat](#). 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.

[Grants.gov](#) number assigned to announcement: BJA-2011-3026

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Electronic and Cyber Crime National Training and Technical Assistance (TTA) Program CFDA #16.752

Overview

The BJA Electronic and Cyber Crime National TTA Program serves the nation's communities by providing training and technical assistance to state, local, and tribal law enforcement officials; intelligence analysts; prosecutors; fusion center staff; and other criminal justice entities on preventing, investigating, and responding to electronic, cyber, and high tech crimes. These crimes are committed using networked computers or Internet technology; examples include various kinds of theft (financial, identify, etc.), selling illegal goods using the Internet, cyber stalking, child grooming and child pornography, hijacking accounts on social networking web sites, and hacking (i.e., reconfiguring or reprogramming a system to function in ways not approved by the owner, administrator, or designer). This program is funded under the Edward Byrne Memorial Competitive Grant Program (Byrne Competitive Program) through the Full-Year Continuing Appropriations Act, 2011 (Public Law 112-10, division B); Department of Justice Appropriations Act, 2010 (Public Law 111-117, 123 Stat. 3034, 3134). The Byrne Competitive Program helps local communities improve the capacity of state and local justice systems and provides for national support efforts including training and technical assistance programs strategically targeted to address local needs.

Deadlines: Registration and Application

Registration with Grants.gov 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 11:59 p.m. eastern time on June 16, 2011. Please see the "How to Apply" section, page 12 for more details. Please note that while the deadline for submission is 11:59 p.m. eastern time on June 16, 2011, staff assistance through the BJA Justice Information Center is only available until 8:00 p.m. eastern time (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.

Electronic and Cyber Crime National TTA Program—Specific Information

The Electronic and Cyber Crime National TTA Program is designed to enhance the capacity of state, local, and tribal criminal justice systems to prevent, investigate, and respond to electronic, cyber, and high tech crimes by delivering training and technical assistance to diverse audiences, including law enforcement officials, intelligence analysts, prosecutors, fusion center staff, and others. In addition, the program is intended to serve as a key resource to identify new and emerging issues in the areas of electronic, cyber, and high tech crimes. Applicants are,

therefore, strongly encouraged to identify and describe new and emerging issues, and explain how their proposed training and technical assistance efforts will help agencies address these issues.

Emerging issues of interest to BJA include, but are not limited to, combating the commission of crimes using social networking web sites and hand-held devices (e.g., cell phones, smart phones, BlackBerries, etc.). According to the Internet Crime Complaint Center (IC3),¹ there have been more than 3,000 reports of hijacked social networking accounts since 2006. In addition, there have been numerous documented cases across the United States of cyberstalking on social networking sites and using hand-held devices for criminal purposes in recent years.

In response to these problems, BJA encourages applicants under this program to include training and technical assistance related to preventing, investigating, and responding to crimes that are committed specifically using social networking web sites and hand-held devices (*in addition to* other kinds of electronic, cyber, and high tech crimes). Specific considerations related to these topics that will be the focus of this training and technical assistance, and that applicants are encouraged to address, include: conducting undercover investigations; collecting, documenting, and maintaining evidence; preparing case materials for testimony; and collaborating between law enforcement and prosecutors to enhance outcomes in these cases.

Applicants also should demonstrate effective collaboration and coordination with other organizations that conduct training and technical assistance related to preventing, investigating, and responding to electronic, cyber, and high tech crimes. Applicants that do not currently have such partnerships in place should clearly and comprehensively describe how they will be developed, so that the work supported under this program extends current national training and technical assistance capacity, and results in the creation of a national, integrated, and collaborative training and technical assistance strategy that targets electronic, cyber, and high tech crimes.

Another related priority for BJA, DOJ, and the Obama Administration is combating intellectual property (IP) crime and the need to provide training and technical assistance in this specialized area. Research has shown that IP crimes are closely related to and often support other crimes, including violent crime. A report by the Rand Corporation found that “Counterfeiting is widely used to generate cash for diverse criminal organizations. In the case of DVD film piracy, criminal groups are moving to control the entire supply chain, from manufacture to distribution to street sales, consolidating power over this lucrative black market and building substantial wealth and influence in virtually every region of the globe. Counterfeiting is a threat not only to the global information economy, but also to public safety and national security.”²

In February 2010, Attorney General Holder announced the formation of a new [Department of Justice Task Force on Intellectual Property](#) as part of a DOJ-wide initiative to confront the

¹ Supported by BJA, the IC3's (www.ic3.org) mission is to serve as a vehicle to receive, develop, and refer criminal complaints regarding the rapidly expanding arena of cyber crime. The IC3 gives the victims of cyber crime a convenient and easy-to-use reporting mechanism that alerts authorities of suspected criminal or civil violations. For law enforcement and regulatory agencies at the federal, state, local, and international level, IC3 provides a central referral mechanism for complaints involving Internet-related crimes.

² Film Piracy, Organized Crime, and Terrorism. The Rand Corporation. 2009. (www.rand.org/pubs/monographs/MG742/)

growing number of domestic and international IP crimes. "The rise in intellectual property crime in the United States and abroad threatens not only our public safety but also our economic wellbeing. The Department of Justice must confront this threat with a strong and coordinated response," said Attorney General Holder. "This Task Force will allow us to identify and implement a multi-faceted strategy with our federal, state and international partners to effectively combat this type of crime."

Given this continuing priority, applications should include training and technical assistance on investigating and prosecuting IP crimes. Specifically, providers funded under this solicitation must be prepared to address, in close coordination with federal law enforcement entities, IP crimes that may be in violation of local laws and ordinances; IP crimes in the areas of or related to theft of trade secrets, health and safety, and commercial online piracy and counterfeiting; and IP crimes linked to international organized crime operating in the United States.

Goals, Objectives, and Deliverables

Because this national program leverages and builds upon existing training and technical assistance, applicants must clearly articulate how they will expand and/or enhance existing efforts. (For more information regarding existing efforts, go to: www.nw3c.org and www.search.org.) In addition, applicants must explain how they will provide training and technical assistance to small and underserved agencies in rural and remote jurisdictions across the United States.

During the 18-month program period, applicants will receive continuous oversight and guidance from BJA, and will be required to achieve the following goals and objectives, and produce the following deliverables, including but not limited to:

Goal 1: Provide high quality, cost-effective training to the field that targets preventing, investigating, and responding to electronic, cyber, and high tech crimes. Applicants should propose the use of innovative, cost-effective delivery methods, such as webinars, law enforcement roll call, and academy training (for both new recruits and experienced officers), and clearly explain how they will address the training needs of different agencies and disciplines (e.g., law enforcement, intelligence, prosecution, etc.). In addition, applicants should describe how they will expand, update, and improve existing training initiatives that focus on preventing, investigating, and responding to electronic, cyber, and high tech crimes. Applicants also are encouraged to propose training strategies that better equip professionals to educate their communities and build awareness among the general public about electronic, cyber, and high tech crimes.

- Objective: Increase the knowledge of criminal justice practitioners through in-person training.
 - Deliverables: Classroom-style trainings on electronic, cyber, and high tech crimes will be provided at locations and times approved by BJA. Each must include pre- and post-event participant evaluations that assess the quality of the faculty members and the information provided, and evaluate impact on the participants' knowledge. Applicants will summarize the results of these evaluations and share them with BJA in order to inform and enhance future events. Applicants should propose specific topics that will be the focus of these classroom-style trainings, justify why the field should receive live, "face-to-face" training on these topics, and propose the number of events to be conducted (based on the needs of the field and available resources) and the number of students

who will participate in each. In addition, applicants should recommend locations for these trainings, and include a corresponding rationale for proposing each location.

- Objective: Increase the knowledge of criminal justice practitioners through web-based learning.
 - Deliverables: An expanded, updated, and improved online training program will be developed under the guidance of BJA that focuses on electronic, cyber, and high tech crimes. Applicants should articulate the specific topics related to electronic, cyber, and high tech crimes that will be addressed via online training through this program, and explain why it is important that the field receive training on these topics using online methods.

- Objective: Complete a “train-the-trainer” initiative that leverages past and current training activities related to electronic, cyber, and high tech crimes, and enhances the training capacity that exists in the field.
 - Deliverables: “Train-the-trainer” curricula will be developed, pilot tested, and finalized under the guidance of BJA. These curricula will integrate presentation materials, discussion exercises designed to promote exchanges among the participants and faculty about the information presented, and other resources. This “train-the-trainer” initiative will result in a select group of qualified experts from across the nation equipped to deliver effective training related to electronic, cyber, and/or high tech crimes. Applicants should articulate the specific topics that will be the focus of the “train-the-trainer” curricula, and explain why it is important that the training capacity in the field related to these topics is enhanced. In addition, applicants should explain who will be selected to participate in this “train-the-trainer” initiative, provide a rationale regarding why these individuals will be included, and propose a specific number of curricula to be developed.

- Objective: Update and enhance existing material and develop new written resources and educational deliverables to support the achievement of Goal 1 (provide high quality, cost-effective training to the field on preventing, investigating, and responding to electronic, cyber, and high tech crimes).
 - Deliverables: Instructional aides such as PowerPoint presentations, issue papers, policy and practice briefs, and handbooks which assist agencies or jurisdictions to examine and improve their own policies and practices related to preventing, investigating, and/or responding to electronic, cyber, and high tech crimes are examples of the kinds of resources and materials that may be updated, enhanced, or developed under the guidance of BJA. These resources and materials should target agency administrators and policymakers, mid-level supervisors, and line staff. In addition, resources should be made available using cost-effective methods (e.g., on CDs, on the web) that reach large numbers of professionals. Although the primary target audience for these materials is criminal justice system stakeholders, the products developed will, ideally, be adaptable for use with the general public to build community members’ awareness regarding electronic, cyber, and high tech crimes. Applicants should identify the specific resources and materials that will be updated, enhanced, or developed, as well as the specific topics they will cover, and explain how they will support the achievement of Goal 1.

- Objective: Address the training needs of small and underserved agencies in rural and remote jurisdictions across the United States that are responsible for preventing, investigating, and responding to electronic, cyber, and high tech crimes.

- Deliverables: Under the guidance of BJA, a training curriculum will be developed, pilot tested, finalized, and made available online. The target audience for this curriculum will be law enforcement officials, prosecutors, and other relevant parties from small, underserved agencies in rural and remote jurisdictions. Its purposes will be to raise awareness regarding electronic, cyber, and high tech crimes, and to enhance the investigative and other skills of participants related to addressing these crimes. This curriculum will integrate presentation materials, discussion exercises designed to promote exchanges among the participants and faculty about the information presented, and other key resources. It will be piloted under the direction of BJA and then made available online. Applicants should clearly and comprehensively outline a strategy to develop, pilot test, and finalize the curriculum, and explain how the strategy will address the specific training needs of the target audience.

Goal 2: Provide, under continuous oversight and guidance from BJA, high quality, cost-effective technical assistance to state, local, and tribal jurisdictions/agencies on preventing, investigating, and responding to electronic, cyber, and high tech crimes. Applicants should propose the use of onsite and offsite technical assistance, and describe how they will expand, update, and improve existing technical assistance initiatives that focus on preventing, investigating, and responding to electronic, cyber, and high tech crimes.

- Objective: Increase the ability of criminal justice agencies to solve problems and/or modify policies or practices related to preventing, investigating, and responding to electronic, cyber, and high tech crimes.
 - Deliverables: Customized technical assistance (onsite and offsite) that is designed to address the specific need(s) of each requesting jurisdiction/agency. Applicants should outline the elements of an effective technical assistance process, including the specific steps associated with selecting jurisdictions/agencies to receive assistance. In addition, applicants should propose a specific number of onsite and offsite instances of assistance (based on resources that may be available under this program and the needs of the field that the applicant anticipates). Applicants also should describe a strategy that includes provision of assistance to underserved agencies in rural and remote jurisdictions across the United States, and outline how all recipients of technical assistance will provide feedback regarding the effectiveness of the assistance that is delivered.

Applicants should outline in their proposals a strategic and comprehensive process to achieve the goals and objectives, and to generate the deliverables that are described above.

Amount and Length of Awards

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

It is anticipated that:

- One award of \$12.5 million will be made to build upon current efforts to deliver training and technical assistance nationwide related to electronic, high tech, and cyber crimes.
- One award of \$1 million will be made to continue initiatives to educate relevant stakeholders about crimes committed using hand-held devices.

- One award of \$226,126 will be made to address the training needs of small and underserved agencies.

Applicants may apply for up to the anticipated amount available in each program area. The project period for all awards is 18 months.

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 2011 salary table for SES employees is available at www.opm.gov/oca/11tables/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 electronic and cyber crime knowledge of criminal justice practitioners through in-person training.	<p>Percentage of participants who successfully completed the program.</p> <p>Percentage of participants who rated the training as satisfactory or better.</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

	<p>Percentage of participants reporting an improved ability to perform their duties as a result of training.</p> <p>Percent of participants exhibiting increased knowledge of the program area.</p>	<p>the conclusion of the training.</p> <ul style="list-style-type: none"> Rated the training as satisfactory or better. Reported an improved ability to perform their duties as a result of training. Completed a pre- and post-test. Had a post-test that indicated an improved score over their pre-test.
<p>Increase the electronic and cyber crime knowledge of criminal justice practitioners through web-based learning.</p>	<p>Percentage of participants who successfully completed the program.</p> <p>Percentage of participants who rated the training as satisfactory or better.</p> <p>Percentage of participants reporting an improved ability to perform their duties as a result of training.</p> <p>Percent of participants exhibiting increased knowledge of the program area.</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. Reported an improved ability to perform their duties as a result of training. Completed a pre- and post-test. Had a post-test that indicated an improved score over their pre-test.
<p>Provide TTA support that will increase a criminal justice agency's ability to solve problems and/or modify policies or practices.</p>	<p>Percentage of agencies that rated onsite TTA services provided as satisfactory or better.</p> <p>Percentage of agencies reporting an improved ability to solve problems as a result of TTA provided.</p> <p>Number of program policies changed, improved or rescinded as a result of TTA provided.</p>	<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 that rated services as satisfactory or better. Number that reported an improved ability to solve problems. Number program policies changed, improved or rescinded.

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" for purposes of applicable DOJ human subjects protections. 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

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likely do not constitute “research.” 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 human subjects protections for 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 Other Requirements for OJP Applications” web page (www.ojp.usdoj.gov/funding/other_requirements.htm). Applicants whose proposals may involve a research or statistical component also should review the “Confidentiality” section on that web page.

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. Reports regarding subawards will be made through the FFATA Subaward Reporting System (FSRS), found at www.fsr.gov/.

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

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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 16.752, titled "Economic High-Tech and Cyber Crime Prevention," and the funding opportunity number is BJA-2011-3026.
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.

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 below. The narrative should be double-spaced, using a standard 12-point font (Times New Roman preferred) with 1-inch margins, and should not 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 15.

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

The following five selection criteria will be used to evaluate each application, with the different weight given to each based on the percentage value listed after each individual criteria. For example, the first criteria, "Statement of the Problem," is worth 15 percent of the entire score in the application review process.

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 preventing, investigating, and responding to electronic, cyber, and high tech crimes. This statement should highlight the applicant's specialized expertise regarding issues related to electronic, cyber, and high tech crimes, and experience providing training and technical assistance on a national level that focuses on preventing, investigation, and responding to these kinds of crimes.

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

Provide a description of how the national training and technical assistance program on electronic, cyber, and high tech crimes 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 6-8. 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 addressing issues related electronic, cyber, and high tech crimes and successfully delivering training and technical assistance nationally. Describe the relevant experience of proposed staff members, trainers, and technical assistance providers, and explain how these individuals will be involved in carrying out the proposed program.

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 14 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 DOJ 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 Electronic and Cyber Crime National Training and Technical Assistance (TTA) Program

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

Eligibility Requirements:

- _____ Applicants are limited to nonprofit or for-profit organizations (including tribal nonprofit and for-profit organizations).
- _____ The resources associated with this grant announcement cannot be used to fund the efforts of electronic, cyber, or high tech crimes task forces in state, local, or tribal jurisdictions, or to fund new or existing programs in state, local, or tribal jurisdictions.
- _____ The federal amount requested is within the allowable limit (see pages 8-9)

What an Application Should Include:

- _____ Application for Federal Assistance (SF-424) (see page 13)
- _____ Program Narrative* (see page 13)
- _____ Budget Detail Worksheet* (see page 14)
- _____ Budget Narrative* (see page 14)
- _____ Indirect Cost Rate Agreement (if applicable) (see page 14)
- _____ Additional Attachments (see page 14)
- _____ Other Standard Forms (as applicable) (see page 15)
 - _____ 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.