



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#), in partnership with the [U.S. Department of Homeland Security](#) (DHS), [Office of Intelligence & Analysis](#) (I&A), State and Local Program Office (SLPO), is seeking applications for the National Network of Fusion Centers Capability and Capacity Enhancement. This program furthers the Department's mission by facilitating direct services to criminal justice practitioners.

National Network of Fusion Centers Capability and Capacity Enhancement FY 2013 Competitive Grant Announcement

Eligibility

Eligible applicants are national, regional, state, or local public and private entities, including for-profit (commercial) and nonprofit organizations (including tribal nonprofit or for-profit organizations), faith-based and community organizations, institutions of higher education (including tribal institutions of higher education), federally recognized Indian tribal governments as determined by the Secretary of the Interior, and units of local government that support initiatives to improve the functioning of the criminal justice system. For-profit organizations must agree to forgo any profit or management fee.

BJA may elect to make awards for applications submitted under this solicitation in future fiscal years, dependent on the merit of the applications and on the availability of appropriations.

Deadline

Applicants must register with [Grants.gov](#) prior to submitting an application. (See "How To Apply," page 19.) All applications are due by 11:59 p.m. eastern time on July 1, 2013. (See "Deadlines: Registration and Application," page 4.)

Contact Information

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726 or 606-545-5035, or via e-mail to support@grants.gov.

Note: 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 requirements of this solicitation, contact the BJA Justice Information Center at 1-977-927-5657, via email to JIC@telesishq.com, or by [live web chat](#). The

BJA Justice Information Center hours of operation are 8:30 a.m. to 8:00 p.m. eastern time on the solicitation close date.

Grants.gov number assigned to this announcement: BJA-2013-3650

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National Network of Fusion Centers Capability and Capacity Enhancement

CFDA #16.751

Overview

BJA, in partnership with DHS, seeks to enhance the capability and capacity of the National Network of Fusion Centers. [State and major urban area fusion centers \(fusion centers\)](#) serve as focal points within the state and local environment for the receipt, analysis, gathering, and sharing of threat-related information between the federal government and state, local, tribal, territorial, and private sector partners. 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.

Located in states and major urban areas throughout the country, fusion centers are uniquely situated to empower front-line law enforcement, public safety, fire service, emergency response, public health, critical infrastructure protection, and private sector security personnel to understand local implications of national intelligence, thus enabling local officials to better protect their communities. Fusion centers provide interdisciplinary expertise and situational awareness to inform decision-making at all levels of government. They conduct analysis and facilitate information sharing while assisting [law enforcement and homeland security partners](#) in preventing, protecting against, and responding to crime and terrorism.

Fusion centers are owned and operated by state and local entities with support from federal partners in the form of deployed personnel, training, technical assistance, exercise support, security clearances, connectivity to federal systems, technology, and grant funding.

Deadlines: Registration and Application

Applicants must register with Grants.gov in order to submit an application. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications 72 hours prior to the application due date. The deadline to apply for funding under this announcement is 11:59 p.m. eastern time on July 1, 2013. See “How To Apply” on page 19 for details.

Eligibility

Refer to the title page for eligibility under this program.

Program-Specific Information

DHS has expedited the deployment of resources to fusion centers to enhance their ability to perform their mission. DHS I&A, the DHS lead for support to fusion centers, has deployed personnel, including intelligence officers, reports officers, and intelligence analysts, to the field. I&A also worked aggressively to deploy the [Homeland Secure Data Network \(HSDN\)](#) to over 60 fusion centers. HSDN provides secret-level connectivity to enhance the ability of state and local partners to [receive federally generated classified threat information](#).

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Additionally, DHS significantly expanded training and technical assistance opportunities for fusion center personnel. Since 2007, through its partnership with DOJ, DHS has conducted more than 300 training and technical assistance deliveries, workshops, and exchanges on topics including risk analysis, security, and [privacy, civil rights, and civil liberties](#). By providing these resources, DHS helps fusion centers build the capacity to address some of the [nation's most significant homeland security challenges](#).

Award Amount, Length, and Categories

Each application should explicitly state the category number and title being addressed in the abstract and first page of the program narrative (see What an Application Should Include, page 12). A single application may not be intended to address more than one category; however, an organization may submit multiple applications, provided that each application addresses a different category.

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

The deliverables being requested for each category will include, but is not limited to the following (as appropriate):

- Development, coordination, and reproduction of materials.
- Assistance with speaker identification and outreach.
- Coordination of “save the date” e-mails and all related communications.
- Development and management of registration web sites.
- Provision of participant name badges and information packets.
- Coordination of facility solicitation and procurement.
- Provision of onsite support, including onsite registration and support staff.
- Development of evaluation materials and after action reports, and provision of post activity support.

Working through BJA, DHS will provide all policy and substantive programmatic direction to grantees for these projects.

BJA will provide management and oversight of cooperative agreement tracking and reporting requirements and work with the grantees 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.

CATEGORY 1: EXERCISE AND EVALUATION SUPPORT. Competition ID: BJA-2013-3651

BJA anticipates that it will make one award under this category of up to \$300,000 for an 18-month project period.

This category seeks to support the development, planning, and delivery of scenario-based training and exercises designed to assess and evaluate the capabilities and performance of fusion centers. This includes planning and coordinating logistics and planning and hosting coordination meetings. This also includes developing written technical guidance and documentation for exercises, providing subject matter expert support for the overall execution

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and oversight of exercises, supporting participation of state, local, tribal, and territorial partners in planning and exercise activities, and developing exercise after action and corrective action planning documentation.

CATEGORY 2: COORDINATION, WORKSHOPS, AND TECHNICAL ASSISTANCE.

Competition ID: BJA-2013-3652

BJA anticipates that it will make one award under this category of up to \$1,040,000 for an 18-month project period.

Fusion Center Capability and Performance Assessment Support: In an effort to evaluate the capabilities and performance of the National Network and identify strategic areas for improvement and investment in the future, federal, state, and local officials participate in the Fusion Center Assessment. The Fusion Center Assessment is conducted through a multi-faceted approach consisting of a self-assessment and validation with the Fusion Center Directors and the reporting of demographic, performance, and other data. Awardee activities may include the design, refinement, and delivery of the annual assessment and associated data collection tool(s). Awardee activities may also include coordination with state, local, tribal, and territorial fusion center stakeholders as well as the production of corresponding reports.

National/Regional Gap Mitigation Training and Technical Assistance Workshops (5-6 workshops): The awardee will provide a forum where subject-matter experts can provide best practices and lessons learned to assist the National Network achieve the level of maturity and the long term institutionalization of capabilities, consistent with the [Baseline Capabilities for State and Major Urban Area Fusion Centers](#).

Critical Thinking Technical Assistance Seminars (10 deliveries): The awardee will support the delivery of a 2-day onsite Critical Thinking Technical Assistance Seminars to intelligence analysts. This service teaches analysts how to think critically and provides intelligence analysts with a structured, disciplined approach to causal analyses and evidence-based problem solving.

Fusion Center Analytic Exchanges and Joint Product Development Technical Assistance Program: The awardee will sponsor analytic exchanges for fusion center, High Intensity Drug Trafficking Area Investigative Support Centers (HIDTA ISC), intelligence unit, Regional Information Sharing Systems® (RISS), and/or real time crime analysis center personnel to foster opportunities for collaboration and sharing of information and analyses, including state/local products and Requests for Information (RFIs). The awardee will also facilitate the development of joint intelligence products among these partners that address cross-jurisdictional homeland security issues such as border-related crime, transnational organized crime, critical infrastructure assessments, and other strategic issues of concern.

P/CRCL and Security Compliance Exchanges: The awardee will support fusion centers in conducting compliance reviews of their privacy and security protocols via a compliance review exchange between fusion centers to review and document the implementation of the center's privacy and/or security policy in accordance with federal law (i.e., 28 CFR Part 23) and in accordance with the [Privacy, Civil Rights, and Civil Liberties Compliance Verification for the Intelligence Enterprise](#). The awardee will host webinars on security and privacy compliance issues or emerging topics.

Analytic Training and Technical Assistance Workshop: The awardee will support the implementation of fusion center capabilities to assess local implications of threat information,

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including understanding of the current threat environment; discussion on the quality and relevance of federal intelligence products and information; enhancing the understanding of the role and importance of analytic methods and tradecraft to ensure consistency, quality, relevance, and defensibility of analytic products; and the application of all-crimes analysis (predictive analytics, coordination with real time crime analysis centers, etc.). The awardee will bring analysts from all centers together for a robust 2-day training and technical assistance delivery to achieve the above objectives.

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, recipients may not use federal funds to pay total cash compensation (salary plus cash 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 2013 salary table for SES employees is available at www.opm.gov/oca/13tables/indexSES.asp. Note: A recipient may compensate an employee at a greater 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 Assistant Attorney General (AAG) for OJP may exercise discretion to waive, on an individual basis, the limitation on compensation rates allowable under an award. An applicant requesting a waiver should include a detailed justification in the budget narrative of the 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 the budget.

The justification should include the particular qualifications and expertise of the individual, the uniqueness of the service the individual will provide, 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 to be done.

Minimization of Conference Costs

OJP encourages applicants to review the OJP guidance on conference approval, planning, and reporting that is available on the OJP web site at www.ojp.gov/funding/confcost.htm. This guidance sets out the current OJP policy, which requires all funding recipients that propose to hold or sponsor conferences (including meetings, trainings, and other similar events) to minimize costs, requires OJP review and prior written approval of most conference costs for cooperative agreement recipients (and certain costs for grant recipients), and generally prohibits the use of OJP funding to provide food and beverages at conferences. The guidance also sets upper limits on many conference costs, including facility space, audio/visual services, logistical planning services, programmatic planning services, and food and beverages (in the rare cases where food and beverage costs are permitted at all).

Prior review and approval of conference costs can take time (see the guidance for specific deadlines), and applicants should take this into account when submitting proposals. Applicants also should understand that conference cost limits may change and that they should check the guidance for updates before incurring such costs.

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Note on food and beverages: OJP may make exceptions to the general prohibition on using OJP funding for food and beverages, but will do so only in rare cases where food and beverages are not otherwise available (e.g., in extremely remote areas); the size of the event and capacity of nearby food and beverage vendors would make it impractical to not provide food and beverages; or a special presentation at a conference requires a plenary address where conference participants have no other time to obtain food and beverages. Any such exception requires OJP's prior written approval. The restriction on food and beverages does not apply to water provided at no cost, but does apply to any and all other refreshments, regardless of the size or nature of the meeting. Additionally, this restriction does not affect direct payment of per diem amounts to individuals in a travel status under your organization's travel policy.

Costs Associated with Language Assistance (if applicable)

If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits for individuals with limited English proficiency may be allowable. Reasonable steps to provide meaningful access to services or benefits may include interpretation or translation services where appropriate.

For additional information, see the "Civil Rights Compliance" section of the OJP "Other Requirements for OJP Applications" web page at www.ojp.usdoj.gov/funding/other_requirements.htm.

Match Requirement

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

Performance Measures

To assist the Department with fulfilling its responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103-62, and the GPRA Modernization Act of 2010, Public Law 111-352, applicants that receive funding under this solicitation must provide data that measure the results of their work done under this solicitation. OJP will require any award recipient, post award, to provide the relevant data by submitting quarterly performance metrics through BJA's [Training and Technical Assistance Reporting System](#) (TTARS). Performance measures for this solicitation are as follows:

Category 1: Exercise and Evaluation Support

Objective	Performance Measures	Data Grantee Provides
Support the development, planning, and delivery of scenario-based training and exercises designed to assess and evaluate the capabilities and performance of fusion centers	Number of coordination meetings held. Percentage of coordination meetings planned that were hosted. Number of scenario-based trainings developed	A. Number of coordination meetings planned B. Number of coordination meetings hosted A. Number of scenario- based trainings developed B. Number of scenario-based trainings

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	<p>Percentage of scenario-based trainings developed that were conducted</p> <p>Number of scenario-based exercises developed</p> <p>Percentage of scenario-based exercises developed that were conducted</p> <p>Percentage of agencies/organizations that rated the training as satisfactory or better</p> <p>Percent of deliverables that meet expectations</p>	<p>conducted</p> <p>A. Number of scenario- based exercises developed</p> <p>B. Number of scenario-based exercises conducted</p> <p>A. Number of agencies/organizations participating in training</p> <p>B. Number of agencies/organizations completing an evaluation</p> <p>C. Number of agencies/organizations rating the training as satisfactory or better</p> <p>Number of deliverables to include, but not limited to:</p> <p>A. Number of trainings supported by providing logistical support or oversight</p> <p>B. Number of subject matter experts available to assist in overall execution and documentation of exercises</p> <p>C. Registration web site developed and maintained</p> <p>D. Number of exercise after action reports developed</p> <p>E. Number of corrective action planning documents developed</p> <p>F. Number of technical guides developed</p>
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Category 2: Coordination, Workshops, and Technical Assistance

Objective	Performance Measures	Data Grantee Provides
<p>Fusion Center Capability and Performance Assessment Support:</p> <p>Support the assessment of fusion centers in order to evaluate the capabilities and performance of the national network and identify areas for improvement and investment.</p>	<p>Percent of deliverables that increase the ability to evaluate the capabilities of the National Network and areas for improvement</p>	<p>Number of deliverables that increase the ability to evaluate the capabilities of the National Network and areas for improvement, to include but not limited to:</p> <p>A. Number of assessment tools developed or refined</p> <p>B. Number of assessments administered</p> <p>C. Number of reports produced from assessments</p>

	Number of stakeholder coordination opportunities that increase the level of coordination between state, local, tribal, territorial and fusion center stakeholders	A. Number of coordination opportunities facilitated between state, local, tribal, territorial and fusion center stakeholders
<p>National/Regional Gap Mitigation Training and Technical Assistance Workshops:</p> <p>Assist the national network to achieve long term institutionalization of capabilities, consistent with the Baseline Capabilities for State and Major Urban Area Fusion Centers.</p>	<p>Number of trainings conducted that increase the opportunities for subject-matter experts to share best practices and lessons learned to institutionalize capabilities</p> <p>Number of participants who attend the training</p> <p>Percentage of participants who successfully completed the training</p> <p>Percentage of participants who rated the training as satisfactory or better</p>	<p>A. Number of national/regional gap mitigation workshops conducted</p> <p>B. Number of subject matter experts available at regional gap mitigation workshops</p> <p>C. Number of training workshops conducted on institutionalizing capabilities consistent with the Baseline Capabilities for State and Major Urban Area Fusion Centers</p> <p>Number of participants who:</p> <ul style="list-style-type: none"> • Attended the training • Completed the training • Completed and evaluation at the conclusion of the training • Completed an evaluation and rated it as satisfactory or better
<p>Critical Thinking Technical Assistance Seminars:</p> <p>Deliver on-site training to support the development of fusion center intelligence analysts.</p>	<p>Number of trainings conducted</p> <p>Number of participants who attend the training</p> <p>Percentage of participants who successfully completed the training</p> <p>Percentage of participants who rated the training as satisfactory or better</p>	<p>Number of 2-day, onsite critical thinking trainings delivered</p> <p>Number of intelligence analysts who:</p> <ul style="list-style-type: none"> • Attended the training • Completed the training • Completed and evaluation at the conclusion of the training • Completed an evaluation and rated it as satisfactory or better
<p>Fusion Center Analytic Exchanges and Joint Product Development Technical Assistance Program:</p> <p>Provide technical assistance in order to initiate analytical exchanges and the development of intelligence products that address cross-jurisdictional issues.</p>	<p>Number of analytic exchanges sponsored that increased opportunities for collaboration</p> <p>Number homeland security intelligence products produced as a result of cross jurisdictional collaboration</p>	<p>A. Number of analytic exchanges sponsored</p> <p>B. Number of after action reports collected from each exchange</p> <p>A. Number of joint intelligence products resulting from analytic exchanges</p> <p>B. Number of after action reports on products developed and associated threat/topic areas</p>
<p>P/CRCL and Security Compliance Exchanges:</p> <p>Provide fusion centers with support in their goal to meet privacy and security protocols through a</p>	<p>Number of agencies/organizations receiving technical assistance</p> <p>Number of webinars conducted</p>	<p>Number of fusion centers receiving technical assistance supporting compliance reviews</p> <p>Number of exchanges facilitated between fusion centers</p> <p>Number of webinars hosted on security</p>

compliance review exchange.		and privacy compliance issues
Analytic Training and Technical Assistance Workshop: Support the training for fusion centers to increase their capabilities to assess the local threat information.	Number of trainings conducted Number of participants who attend the training Percentage of participants who successfully completed the training Percentage of participants who rated the training as satisfactory or better	Number of 2-day training and technical assistance conferences delivered Number of call center analysts who: <ul style="list-style-type: none"> • Attended the training • Completed the training • Completed and evaluation at the conclusion of the training • Completed an evaluation and rated it as satisfactory or better

OJP does not require applicants to submit performance measures data with their applications. Instead, applicants should discuss in their application their proposed methods for collecting data for performance measures. Refer to the section “What an Application Should Include” on page 12 for additional information.

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 protection regulations. 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.” 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 Post-Award FFATA Reporting Requirement

Applicants should anticipate that OJP will require 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), 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.fsrs.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.

What an Application Should Include

Applicants should anticipate that if they fail to submit an application that contains all of the specified elements, it may negatively affect the review of their application; and, should a decision be made to make an award, it may result in the inclusion of special conditions that preclude the recipient from accessing or using award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that applications that are determined to be nonresponsive to the scope of the solicitation, or that do not include the application elements that BJA has designated to be critical, will neither proceed to peer review nor receive further consideration. Under this solicitation, BJA has designated the following application elements as critical: Program Narrative, Budget Detail Worksheet, and Budget Narrative. Applicants may combine the Budget Narrative and the Budget Detail Worksheet in one document. However, if an applicant submits only one document, it must contain **both** narrative and detail information.

OJP strongly recommends that applicants use appropriately descriptive file names (e.g., "Program Narrative," "Budget Detail Worksheet and Budget Narrative," "Timelines," "Memoranda of Understanding," "Resumes") for all attachments. Also, OJP recommends that applicants include resumes in a single file.

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

The SF-424 is a required standard form used 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, select "For-Profit Organization" or "Small Business" (as applicable).

2. Abstract

Applications should include a high-quality "Project Abstract" that summarizes the proposed project in 400 words or less. 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 font (Times New Roman) with 1-inch margins.

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

All project abstracts should follow the detailed template available at www.ojp.usdoj.gov/funding/Project_Abstract_Template.pdf.

Permission to Share Project Abstract with the Public: It is unlikely that BJA will be able to fund all promising applications submitted under this solicitation, but it may have the opportunity to share information with the public regarding promising but unfunded applications, for example, through a listing on a webpage available to the public. The intent of this public posting would be to allow other possible funders to become aware of such proposals.

In the project abstract template, applicants are asked to indicate whether they give OJP permission to share their project abstract (including contact information) with the public. Granting (or failing to grant) this permission will not affect OJP's funding decisions, and, if the application is not funded, granting permission will not guarantee that abstract information will be shared, nor will it guarantee funding from any other source.

Note: OJP may choose not to list a project that otherwise would have been included in a listing of promising but unfunded applications, should the abstract fail to meet the format and content requirements noted above and outlined in the project abstract template.

3. **Program Narrative**

The program narrative should be double-spaced, using a standard 12-point font (Times New Roman is preferred) with 1-inch margins, and must not exceed 20 pages. 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. Statement of the Problem
- b. Project Design and Implementation
- c. Capabilities and Competencies
- d. Plan for Collecting the Data Required for this Solicitation's Performance Measures
BJA does not require applicants to submit performance measures data with their application. Performance measures are included as an alert that BJA will require successful applicants to submit specific data as part of their reporting requirements. For the application, applicants should indicate an understanding of these requirements and discuss how they will gather the required data, should they receive funding.

4. **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. Applicants that submit their budget in a different format should include the budget categories listed in the sample budget worksheet.

For questions pertaining to budget and examples of allowable and unallowable costs, 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. OJP expects proposed budgets to be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities).

Applicants should demonstrate in their budget narratives how they will maximize cost effectiveness of grant expenditures. Budget narratives should generally describe cost effectiveness in relation to potential alternatives and the goals of the project. For example, a budget narrative should detail why planned in-person meetings are necessary, or how technology and collaboration with outside organizations could be used to reduce costs, without compromising quality.

The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how the applicant estimated and calculated all costs, 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.

5. 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.) Attach a copy of the federally approved indirect cost rate agreement to the application. Applicants that do not have an approved rate may request one through their 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/funding/pdfs/indirect_costs.pdf.

6. Tribal Authorizing Resolution (if applicable)

Applicants that are unable to submit with the application a fully-executed (i.e., signed) copy of appropriate legal documentation, as described above, consistent with the applicable tribe's governance structure, should, at minimum, submit an unsigned, draft version of such legal documentation as part of its application (except in cases where, with respect to a tribal consortium applicant, consortium bylaws allow action without the support of all consortium member tribes). If selected for funding, BJA will make use of and access to funds contingent on receipt of the fully-executed legal documentation.

7. Additional Attachments

a. Applicants should include a time/task plan that identifies the major tasks and deliverables of the proposed project.

b. Applicant disclosure of pending applications

Applicants are to disclose whether they have pending applications for federally funded assistance that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative

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and worksheet in the application under this solicitation. The disclosure should include both direct applications for federal funding (e.g., applications to federal agencies) and indirect applications for such funding (e.g., applications to State agencies that will be subawarding federal funds).

OJP seeks this information to help avoid any inappropriate duplication of funding. Leveraging multiple funding sources in a complementary manner to implement comprehensive programs or projects is encouraged and is not seen as inappropriate duplication.

Applicants that have pending applications as described above are to provide the following information about pending applications submitted within the last 12 months:

- the federal or state funding agency
- the solicitation name/project name
- the point of contact information at the applicable funding agency

Federal or State Funding Agency	Solicitation Name/Project Name	Name/Phone/E-mail for Point of Contact at Funding Agency
DOJ/COPS	COPS Hiring Program	Jane Doe, 202/000-0000; jane.doe@usdoj.gov
HHS/ Substance Abuse & Mental Health Services Administration	Drug Free Communities Mentoring Program/ North County Youth Mentoring Program	John Doe, 202/000-0000; john.doe@hhs.gov

Applicants should include the table as a separate attachment, with the file name “Disclosure of Pending Applications,” to their application. Applicants that do not have pending applications as described above are to include a statement to this effect in the separate attachment page (e.g., “[Applicant Name] does not have pending applications submitted within the last 12 months for federally funded assistance that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.”).

c. Research and Evaluation Independence and Integrity

If a proposal involves research and/or evaluation, regardless of the proposal’s rating under the selection criteria, in order to receive funds, the applicant’s proposal must demonstrate research/evaluation independence, including appropriate safeguards to ensure research/evaluation objectivity and integrity.

For purposes of this solicitation, research and evaluation independence and integrity pertains to ensuring that the design, conduct, or reporting of research/evaluation funded by BJA grants, cooperative agreements, or contracts will not be biased by any personal or financial conflict of interest on the part of the investigators responsible for the research/evaluation or on the part of the applicant organization. Conflicts can be either actual or apparent. Examples of potential investigator (or other personal) conflict situations may include where an investigator would be in a position to evaluate a spouse’s work

product (actual conflict), or where an investigator would be in a position to evaluate the work of a former colleague (apparent conflict). With regard to potential organizational conflicts of interest, as one example, generally an organization could not be given a grant to evaluate a project if that organization had itself provided substantial prior technical assistance to that project, as the organization in such an instance would appear to be evaluating the effectiveness of its own prior work. The key is whether a reasonable person understanding all of the facts would be able to have confidence that the results of any research/evaluation project are objective and reliable. Any outside personal or financial interest that casts doubt on that objectivity and reliability is a problem.

In the attachment dealing with research and evaluation independence and integrity, the applicant should explain the process and procedures that the applicant has put in place to identify and eliminate (or, at the very least, mitigate) potential personal or financial conflicts of interest on the part of its staff, consultants, and/or subrecipients. It should also identify any potential organizational conflicts of interest on the part of the applicant with regard to the proposed research/evaluation. If the applicant reasonably believes that no potential personal or organizational conflicts of interest exist, then the applicant should provide a brief narrative explanation of how and why it reached that conclusion.

Where potential personal or organizational conflicts of interest exist, in the attachment, the applicant should identify the safeguards the applicant has or will put in place to eliminate, mitigate, explain, or otherwise address those conflicts of interest.

Considerations in assessing research and evaluation independence and integrity will include, but may not be limited to, the adequacy of the applicant's efforts to identify factors that could affect the objectivity/integrity of the proposed staff and/or the organization in carrying out the research, development, or evaluation activity; and the adequacy of the applicant's existing or proposed remedies to control any such factors.

8. Other Standard Forms

Additional forms that OJP may require 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. Note in particular the following forms:

- a. [Standard Assurances](#)^{*}
Applicants must read, certify, and submit this form in GMS prior to the receipt of any award funds.
- b. [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#)^{*}
Applicants must read, certify, and submit in GMS prior to the receipt of any award funds.
- c. [Accounting System and Financial Capability Questionnaire](#) 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 must download, complete, and submit this form.

*These OJP Standard Assurances and Certifications are forms which applicants accept in GMS. They are not additional forms to be uploaded at the time of application submission.

Selection Criteria

1. Statement of the Problem (20 percent of 100)

Applicants should describe and demonstrate an understanding of the nature of the problem, describe the need for addressing the problem, and very briefly introduce how the applicant proposes to address the problem specific to the category to which the applicant is applying.

2. Project Design and Implementation (40 percent of 100)

Applicants should demonstrate how they will design and implement a project to address the specific category for which they are applying. Applicants should address the requirements outlined in this solicitation. Applicants may choose to include other items/deliverables in addition to the ones listed in this grant announcement and under the specific category for which they are applying and should provide detailed information on those items as well. Applicants should include a time/task plan that identifies the major tasks and deliverables of the proposed project.

3. Capabilities and Competencies (20 percent of 100)

Applicants must demonstrate a history of successfully providing complex national law enforcement programs related to the subject matter. This history should include capabilities and competencies required to successfully complete the project under the specific category for which they are applying. Examples of capabilities/competencies include: curriculum development; recruitment and maintenance of subjects matter experts; nationwide instruction delivery using a range of training modalities, such as online and in-person training, to a variety of law enforcement professionals and leaders; training/meeting logistics planning and implementation; conducting individual course evaluations; and development and publication of well-written reports, presentations, training materials, articles, publications, etc.

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

Applicants are not required to submit performance measures data with their applications. Instead, applicants should discuss in their application their proposed methods for collecting data for performance measures. Refer to the section "What an Application Should Include" on page 13 for additional information.

5. Budget (10 percent of 100)

Applicants should provide a budget that is complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Budget narratives should generally demonstrate 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.¹

¹ 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.

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 the applications. An external peer reviewer is an expert in the subject matter of a given solicitation who is NOT a current DOJ employee. An internal reviewer is a current DOJ employee who is well-versed or has expertise in the subject matter of this solicitation. A peer review panel will evaluate, score, and rate applications that meet basic minimum requirements. 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 reviews 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, who may consider 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 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
- Civil Rights Compliance Specific to State Administering Agencies
- 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 of 2006 (FFATA)
- Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement
- Policy and Guidance for Conference Approval, Planning, and Reporting
- OJP Training Guiding Principles for Grantees and Subgrantees

How To Apply

Note: Grants.gov limits the use of specific characters in names of attachment files. Valid file names may only include the following characters: A-Z, a-z, 0-9, underscore (_), hyphen (-), space, and period. Grants.gov will forward the application to OJP’s Grants Management System (GMS). GMS does not accept executable file types as application attachments. These 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.”

Applicants must submit applications through Grants.gov. Applicants must first register with Grants.gov in order to submit an application through Grants.gov, a “one-stop storefront” to find federal funding opportunities and apply for funding. Find complete instructions on how to register and submit an application at www.Grants.gov. Applicants that experience technical difficulties during this process should call the Grants.gov Customer Support Hotline at **800-518-4726** or **606-545-5035**, 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 several weeks** for first-time registrants to receive confirmation and a user password. OJP encourages applicants to **register several weeks before** the application submission deadline.

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In addition, OJP urges applicants to submit applications 72 hours prior to the application due date to allow time 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.

Note: BJA encourages all prospective applicants to sign up for Grants.gov email notifications regarding this solicitation. If this solicitation is cancelled or modified, individuals who sign up with Grants.gov for email updates will be notified.

All applicants are required to complete the following steps:

1. **Acquire a Data Universal Numbering System (DUNS) number.** In general, the Office of Management and Budget requires that all applicants (other than individuals) for federal funds include a DUNS number in their applications for a new award or a supplement to an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and differentiating 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. Call Dun and Bradstreet at 866-705-5711 to obtain a DUNS number or apply online at www.dnb.com. A DUNS number is usually received within 1-2 business days.
2. **Acquire registration with the System for Award Management (SAM). SAM replaces the Central Contractor Registration (CCR) database** as the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. OJP requires all applicants (other than individuals) for federal financial assistance to maintain current registrations in the SAM database. Applicants must be registered in SAM to successfully register in Grants.gov. (Previously, organizations that had submitted applications via Grants.gov were registered with CCR, as it was a requirement for Grants.gov registration. SAM registration replaces CCR as a pre-requisite for Grants.gov registration.) Applicants must **update or renew their SAM registration annually** to maintain an active status.

Applicants that were previously registered in the CCR database must, at a minimum:

- Create a SAM account;
- Log in to SAM and migrate permissions to the SAM account (all the entity registrations and records should already have been migrated).

Applicants that were not previously registered in the CCR database must register in SAM prior to registering in Grants.gov. Information about SAM registration procedures can be accessed at www.sam.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. Note that an organization can have more than one AOR.

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5. **Search for the funding opportunity on Grants.gov.** 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 16.751, titled “Edward Byrne Memorial Competitive Grant Program” and the funding opportunity number is BJA-2013-3650.
6. **Select the correct Competition ID.** Some OJP solicitations posted to Grants.gov contain multiple purpose areas, denoted by the individual Competition ID. If applying to a solicitation with multiple Competition IDs, select the appropriate Competition ID for the intended purpose area of the application.
7. **Complete the Disclosure of Lobbying Activities.** All applicants must complete this information. Applicants that expend any funds for lobbying activities must provide the detailed information requested on the form, *Disclosure of Lobbying Activities* (SF-LLL). Applicants that do not expend any funds for lobbying activities should enter “N/A” in the required highlighted fields.
8. **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 message will state whether the application has been received and validated, or rejected due to errors, with an explanation. **Important:** OJP urges applicants to submit applications **at least 72 hours prior** of the application due date to allow time 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.

Note: Duplicate Applications

If an applicant submits multiple versions of an application, BJA will review the most recent version submitted.

Experiencing Unforeseen Grants.gov Technical Issues

Applicants that experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must e-mail the BJA contact identified in the Contact Information section on page 1 **within 24 hours after the application deadline** and request approval to submit their application. The e-mail must describe the technical difficulties, and include a timeline of the applicant’s submission efforts, the complete grant application, the applicant’s DUNS number, and any Grants.gov Help Desk or SAM tracking number(s). **Note: BJA does not automatically approve requests. After the program office reviews the submission, and contacts the Grants.gov or SAM Help Desks to validate the reported technical issues, OJP will inform the applicant whether the request to submit a late application has been approved or denied. If the technical issues reported cannot be validated, OJP will reject the application as untimely.**

The following conditions are not valid reasons to permit late submissions: (1) failure to register 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 each instruction in the OJP solicitation, and (4) technical issues with the applicant’s computer or information technology environment, including firewalls.

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

Provide Feedback to OJP on This Solicitation

To assist OJP in improving its application and award processes, we encourage applicants to provide feedback on this solicitation, the application submission process, and/or the application review/peer review process. Feedback may be provided to OJPSolicitationFeedback@usdoj.gov.

IMPORTANT: This email is for feedback and suggestions only. Replies are **not** sent from this mailbox. If you have specific questions on any program or technical aspect of the solicitation, **you must** directly contact the appropriate number or email listed on the front of this solicitation document. These contacts are provided to help ensure that you can directly reach an individual who can address your specific questions in a timely manner.

If you are interested in being a reviewer for other OJP grant applications, please email your resume to ojppeerreview@lmbps.com. The OJP Solicitation Feedback email account will not forward your resume. **Note:** Neither you nor anyone else from your organization can be a peer reviewer in a competition in which you or your organization have submitted an application.

Application Checklist

FY 2013 National Network of Fusion Centers Capability and Capacity Enhancement

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

Eligibility Requirement:

- _____ National, regional, state, or local public and private entities, including for-profit (commercial) and nonprofit organizations (including tribal nonprofit or for-profit organizations), faith-based and community organizations, institutions of higher education (including tribal institutions of higher education), federally recognized Indian tribal governments as determined by the Secretary of the Interior, and units of local government that support initiatives to improve the functioning of the criminal justice system.
- _____ The federal amount requested is within the allowable limit(s) of \$300,000 for Category 1 and \$1,040,000 for Category 2.

What an Application Should Include:

- _____ Application for Federal Assistance (SF-424) (see page 12)
- _____ Abstract (see page 12)
- _____ *Program Narrative (see page 13)
- _____ *Budget Detail Worksheet (see page 13)
- _____ *Budget Narrative (see page 14)
- _____ Disclosure of Lobbying Activities (SF-LLL) (see page 21)
- _____ Indirect Cost Rate Agreement (if applicable) (see page 14)
- _____ Tribal Authorizing Resolution (if applicable) (see page 14)
- _____ Additional Attachments
 - _____ Time/task plan (see page 14)
 - _____ Disclosure of pending applications (see page 14)
 - _____ Research and evaluation independence and integrity (see page 15)
- _____ Other Standard Forms as applicable (see page 16), including:
 - _____ Accounting System and Financial Capability Questionnaire (if applicable)

***Note:** These elements are the basic minimum requirements for applications. Applications that do not include these elements shall neither proceed to peer review nor receive further consideration by BJA.