



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#)' (OJP) [Bureau of Justice Assistance](#) (BJA) is seeking applications for the State, Local, and Tribal Terrorism Prevention Training and Technical Assistance Program. This program will further the Department's counter-terror efforts and assist state, local, and tribal law enforcement agencies to prevent acts of terror in their jurisdictions. This training will emphasize that constitutional rights, civil liberties, civil rights, and privacy interests must be protected throughout the intelligence process.

## State, Local, and Tribal Terrorism Prevention Training and Technical Assistance Program FY 2013 Competitive Grant Announcement

### Eligibility

Eligible applicants are for-profit (commercial) organizations; nonprofit organizations; faith-based and community organizations; institutions of higher education (including tribal institutions of higher education); and consortiums (including tribal nonprofit or for-profit organizations) with significant and demonstrated experience in terror prevention strategies and in delivering training and technical assistance to law enforcement and tribal communities nationwide are eligible to apply. For-profit organizations must agree to forgo any profit or management fee. Joint applications from a consortium must identify the primary applicant and co-applicant(s), and letters of support that outline the partners' responsibilities must be provided.

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 17. All applications are due by 11:59 p.m. eastern time on July 15, 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](mailto: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 other requirements of this solicitation, contact: David P. Lewis, BJA Senior Policy Advisor, at 202-616-7829 or by e-mail at [David.P.Lewis@usdoj.gov](mailto:David.P.Lewis@usdoj.gov).

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# State, Local, and Tribal Terrorism Prevention Training and Technical Assistance Program CFDA #16.614

## Overview

DOJ's *Strategic Plan for Fiscal Years 2012-2016* identifies as Goal II: Prevent crime, protect the rights of American People, and enforce Federal law, and as Strategic Objective 2.1: combat the threat, incidence, and prevalence of violent crime, which coincides with OJP's Strategic Goal 1: Enhance state, local, and tribal efforts to prevent and respond to violent crimes and acts of terrorism. BJA will continue support training, technical assistance, and related services dedicated to equip state, local, and tribal law enforcement officers to support specialized multiagency terrorism detection, investigation, and interdiction. The purpose of this solicitation is to select an organization(s) to continue providing these critical training and technical assistance services to law enforcement officers who face the challenges presented by the criminal extremist/terrorist threat. This program is funded through the Department of Justice, Consolidated & Further Continuing Appropriations Act, 2013 (Pub. L No 113-6, 127 Stat. 198,253.).

All training, technical assistance, and related services supported under this initiative must emphasize the protection of individual privacy, civil rights, and civil liberties throughout the intelligence process whereas all materials and trainings must be ethnically and culturally accurate, and delivered in a manner that helps law enforcement officers fully understand their constitutional responsibilities.

## 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 15, 2013. See "How To Apply" on page 17 for details.

## Eligibility

Refer to the title page for eligibility under this program.

## State, Local, and Tribal Terrorism Prevention Training and Technical Assistance Program—Specific Information

The State and Local Anti-Terrorism Training (SLATT) program is widely accepted as a key resource to ensuring the protection of individual privacy, civil rights, and civil liberties through the process of improving the nation's intelligence capabilities in the fight against violent extremists and terrorism. SLATT training, technical assistance, and related services are regularly requested by federal, state, local, and tribal law enforcement agencies across the nation.

## Goals, Objectives, and Deliverables

The selected applicant will work with BJA and BJA partners in the Department of Homeland Security and the Federal Bureau of Investigation (FBI) to continue and further enhance current SLATT program training, technical assistance, and related activities. The selected applicant will (1) develop, customize, and deliver onsite curricula; (2) coordinate and manage program advancement and outreach; (3) develop, publish, and disseminate materials and maintain an online presence; and (4) develop and maintain technical assistance and analytic capabilities in a manner that advances the local, state, and tribal agency capacity to detect, investigate, and interdict violent extremist/terrorist acts. It is imperative that the curricula, training, and related products are designed and presented to protect and respect civil rights and civil liberties as stated in the National Strategy for Information Sharing and Safeguarding, the White House Strategy on Empowering Local Partners to Prevent Violent Extremism in the U.S., and the Nationwide Suspicious Activity Reporting (SAR) Initiative (NSI). For current SLATT program information, activities, and publications, visit [www.slatt.org](http://www.slatt.org).

### 1. Develop, customize, and deliver onsite curricula

- a. Update and develop terror prevention curricula for state, local, and tribal law enforcement. Such curricula must be customizable to specific jurisdictional or regional needs and include research and experience-based modules pertaining to foreign and domestic terror groups, terror precursor behaviors, disruption and prevention strategies, and other topics deemed relevant by BJA to include reinforcing the tenets of NSI. Training must be delivered to law enforcement of various types and levels (e.g., command staff, patrol, investigators, etc.) and must be available for delivery in multiple formats (e.g., train-the-trainer, specialized workshops, etc.). The training shall be reviewed annually or more frequently if warranted to address new and emerging threats.
- b. Deliver at least four 4-day regionally-equitable (i.e., rural, tribal, regional, and metropolitan jurisdictions) in-person training sessions.
- c. Deliver at least four train-the-trainer programs to groups totaling 30-50 trainees each. Sessions will be held throughout the United States.
- d. Provide training that empowers law enforcement officials to better identify, prevent, and respond to acts of violent extremism and terrorism and more fully understand their constitutional responsibilities.
- e. Ensure the foundational importance of enabling law enforcement and communities to recognize and take appropriate steps to report behavior which may have a potential nexus to terrorism.

### 2. Coordinate and manage program advancement and outreach

- a. Provide logistical support for at least two BJA events related to counter-terror topics. Logistical support includes agenda production, meeting facilitation, and travel reimbursement for non-federal participants. Non-federal participants that will require reimbursement will not exceed 50 individuals per project period. Events will be held in the Washington, D.C. area.
- b. Develop and deliver 30-40 terrorism training/briefing sessions on an *ad hoc*, BJA-assigned basis. Training/briefing session includes presentations at national, regional, and state conferences.

- c. Continue the BJA Communities Against Terrorism (CAT) program. Based on deconstruction of previous acts of terror, the CAT program consists of outreach materials and publications which are designed to engage the business and service sectors in terror prevention. The successful applicant will receive the current edition of the CAT program to continue work in this area. Information about CAT can be found at [www.slatt.org](http://www.slatt.org).

**3. Develop, publish, and disseminate materials and maintain an online presence**

- a. Develop and disseminate written materials that support and complement the training sessions or clarify various elements of successful terror prevention. Written materials include in-house production of CD/DVD products. At least three new publications that are timely and relevant, as determined by BJA, must be produced and disseminated during the project period.
- b. Develop and maintain a distance-learning, restricted-access online resource to complement classroom training.
- c. Update and maintain a SLATT public web site. The current web site can be found at [www.slatt.org](http://www.slatt.org).

**4. Develop and maintain technical assistance and analytic capabilities**

- a. Develop and maintain terror prevention technical assistance capacity to respond to requests from federal, state, local, and tribal law enforcement agencies as well as national and regional law enforcement policy organizations. This also includes responding to requests from universities and colleges with law enforcement training responsibilities and municipal or regional training academies.
- b. Develop and maintain an analytic capacity to monitor (using open-source material) terror activity to validate and modify training delivery and publication development. Identify emerging groups as well as changes in the tactics and strategies of previously known organizations intent on committing acts of terror within the United States.

**Priority Consideration**

DOJ recognizes the critical and integral role state, local, and tribal law enforcement plays in the prevention of terrorist and violent extremist acts. Because the threat of terror and violence is persistent and immediate and the need for collaborative partnerships among federal, state, local, and tribal authorities is essential, priority consideration will be given to applicants that can demonstrate possessing:

1. Significant experience in providing counter-terror training and technical assistance nationwide to federal, state, local, and tribal law enforcement.
2. Thorough understanding of the state, local, and tribal law enforcement terror prevention role.
3. Understanding of the pre-operational cycle of an act of terror and its relevance to state and local law enforcement prevention efforts.
4. Ability to develop and support the analytic capability necessary to support the cadre of trainers and trainees successfully completing the program.

5. History of working effectively with U.S. Attorneys' Offices and other federal law enforcement agencies.
6. Established cadre of criminal justice researchers, experienced investigators, and law enforcement managers and executives with experience at the federal, state, and local level.
7. Ability to develop and maintain a proven distance-learning capacity. Applicants should provide examples of previous or current distance-learning methodology.
8. Ability to deliver training to multiple audience types (e.g., investigators, patrol officers, etc.) and in multiple formats or delivery methods.
9. Ability to deliver training and technical assistance to meet specific needs of jurisdictions with an emphasis on reinforcing training components of NSI.
10. Operational readiness within 90 days of the award.

To document how these priority considerations are met, the applicants should provide resumes, letters of support (for joint applications), and other indicia that meet the specifications.

### **Amount and Length of Award**

BJA anticipates that it will award one cooperative agreement for up to \$1,566,464 for a 12-month project period.

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

### **Budget Information**

#### **Limitation on Use of Award Funds for Employee Compensation; Waiver**

With respect to any award of more than \$250,000, 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/policy-data-oversight/pay-leave/salaries-wages/2013/executive-senior-level](http://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2013/executive-senior-level). 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](http://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.

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](http://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:

Objective	Performance Measure(s)	Data Grantee Provides
<p>Increase the knowledge and capacity of local, state, and tribal criminal justice practitioners to detect, investigate, and interdict violent extremist/terrorist acts through training and technical assistance</p>	<p>Number of terror prevention curricula developed</p> <p>Number of terror prevention curricula revised</p> <p>Number of trainings held</p> <p>Number of participants who attend the training</p> <p>Percentage of participants who rated the training as satisfactory or better</p> <p>Percentage of participants trained whose post-test indicated an improved score over their pre-test</p> <p>Number of technical assistance events conducted</p> <p>Number of state, local, and tribal law enforcement agencies receiving technical assistance</p> <p>Percent of requesting agency attendees who rated services as satisfactory or better</p>	<p>A. Number of modules pertaining to foreign and domestic terror groups developed or revised</p> <p>B. Number of modules pertaining to terror precursor behaviors developed or revised</p> <p>C. Number of modules pertaining to disruption and prevention strategies developed or revised</p> <p>D. Number of modules pertaining to other topics deemed relevant by BJA developed or revised.</p> <p>A. Number of trainings held by type (regional, train-the-trainer, other (specify))</p> <p>B. Number of participants (Trainees/TA recipients) who:</p> <ul style="list-style-type: none"> <li>• Attended the training</li> <li>• Completed the training</li> <li>• Completed an evaluation at the conclusion of the training</li> <li>• Completed an evaluation and rated it as satisfactory or better</li> <li>• Completed a pre- and post-test</li> <li>• Completed the post-test with an improved score over their pre-test</li> </ul> <p>A. Number of technical assistance events</p> <p>B. Number of agencies receiving technical assistance</p> <ul style="list-style-type: none"> <li>• Number of agency attendees participating in the technical assistance event</li> </ul> <p>C. Number of agency attendees who completed an evaluation</p> <p>D. Number of agency attendees that rated the technical assistance as satisfactory or better</p>

Enhance and promote counter-terrorism strategies and practices by maintaining a web-based resource with the functionality to deliver training through distance learning and the development and dissemination of educational materials and resources.	Number of publications developed	A. Number of written materials developed on terror prevention
	Number of publications disseminated	B. Number of written materials disseminated on terror prevention
	Number of hours spent developing web site	A. Number of hours spent developing
	Number of hours spent maintaining web site	B. Number of hours spent maintaining the web site
	Percent increase in internet traffic to web site	C. Number of web pages developed
	Percent increase in resources available on the web site	A. Number of visits to web site during reporting period
		B. Number of visits/hits to web site during previous reporting period
		C. Number of unique visitors to web site
		A. Number of resources posted on web site during the current reporting period
		B. Number of resources available on web site during the previous reporting period

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 11 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](http://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 sub-awards 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 sub-recipients. 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 sub-awards will be made through the FFATA Sub-award Reporting System (FSRS), found at [www.fsrs.gov](http://www.fsrs.gov).

Note also that applicants should anticipate that no sub-award of an award made under this solicitation may be made to a sub-recipient (other than an individual) unless the potential sub-recipient 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 or receive further consideration.

Under this solicitation, BJA has designated the following application elements as critical and should be submitted as individual attachments (except as indicated for the budget items) and should conform to the attachment naming configurations presented in the following paragraph: 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 takes information from the applicant's profile to populate the fields on this form. When identifying the "type of applicant," if the applicant is a for-profit entity, the "For-Profit Organization" or "Small Business" shall be selected 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](http://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 must respond to the solicitation and the Selection Criteria (1-4) in the order given. The program narrative must be double-spaced, using a standard 12-point font (Times New Roman is preferred) with no less than 1-inch margins, and must not exceed 30 pages. Number pages "1 of 30," "2 of 30," 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 (highlight priority considerations)
- 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](http://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](http://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](http://www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf).

#### 6. **Additional Attachments**

- a. Provide resumes for project personnel and consultants.
- b. Include a time/task plan that identifies the major tasks and deliverables of the proposed project.

c. Provide letters of support that describe co-applicants' roles and responsibilities (if applicable).

d. 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 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.").

**7. 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](http://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](#)<sup>\*</sup>  
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](#)<sup>\*</sup>  
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 (10 percent)

Discuss and demonstrate a thorough understanding of: (1) state, local, and tribal law enforcement's role in preventing acts of terror; (2) ideology and motivation of groups and organizations likely to commit acts of terror within the United States<sup>1</sup>; (3) effective prevention and disruption strategies for counter-terror law enforcement activities; and (4) the role of intelligence-led policing in terror prevention.

### 2. Program Design and Implementation (15 percent)

Describe the structure and implementation of the training and technical assistance activities requested in this solicitation (see pages 5-6).

### 3. Capabilities and Competencies (50 percent)

Describe the management structure, staffing, and in-house or contracted capacity to complete each of the tasks outlined. Provide resumes for project personnel and consultants and a time/task plan (as attachments). Provide information that illustrates the ability to manage complex activities effectively. Clearly outline the organization's ability to conduct the individual activities and the organization's and staff's experience in developing and providing terror prevention training and technical assistance. As appropriate, describe co-applicants' roles and responsibilities, which should mirror the information provided in the letters of support (as an attachment, if applicable).

### 4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (15 percent)

Describe the process for measuring project performance, including meeting timelines and deliverables, as well as obtaining input and feedback from customers and stakeholders. Detail what will be measured (see Performance Measures), who is responsible for performance measurement, and how the information will be used to guide the program.

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<sup>1</sup> This request does not solicit nor will it consider submission of classified material.

## 5. Budget (10 percent)

Applicants should submit 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.<sup>2</sup>

## 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 AAG for OJP, 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](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

- [Civil Rights Compliance](#)
- Civil Rights Compliance Specific to State Administering Agencies

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<sup>2</sup> 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.

- 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 Sub-grantees

## 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](http://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. 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](http://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](http://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](http://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.
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 16.614, titled "State and Local Anti-Terrorism Training" and the funding opportunity number is BJA-2013-3663.
6. **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.
7. **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 David P. Lewis, BJA Senior Policy Advisor, by e-mail at [David.P.Lewis@usdoj.gov](mailto:David.P.Lewis@usdoj.gov) **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](http://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](mailto: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](mailto: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 State, Local, and Tribal Terrorism Prevention Training and Technical Assistance Program

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

### Eligibility

- For-profit (commercial) organizations; nonprofit organizations; faith-based and community organizations; institutions of higher education; and consortiums
- The federal request is within allowable limits (\$1,566,464)

### What an Application Should Include:

- Application for Federal Assistance (SF-424) (see page 11)
- Abstract (see page 12)
- \*Program Narrative (see page 12)
- \*Budget Detail Worksheet (see page 13)
- \*Budget Narrative (see page 13)
- Disclosure of Lobbying Activities (SF-LLL) (see page 19)
- Indirect Cost Rate Agreement (if applicable) (see page 13)
- Additional Attachments
  - Resumes (see page 13)
  - Time/task plan (see page 14)
  - Letters of Support (see page 14)
  - Disclosure of Pending Applications (see page 14)
- Other Standard Forms as applicable (see page 14), including:
  - Accounting System and Financial Capability Questionnaire (if applicable)

\*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.