



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#) (BJA) is seeking applications for funding under the Economic, Cyber, and High-Tech Crimes National Training and Technical Assistance (TTA) Program. This program furthers the Department's mission by supporting and assisting state, local, and tribal jurisdictions in improving the criminal justice system, and enhancing their efforts to prevent, investigate, and respond to economic, cyber, and high-tech crimes.

Economic, Cyber, and High-Tech Crimes National Training and Technical Assistance (TTA) Program FY 2015 Competitive Grant Announcement

Eligibility

Eligible applicants are limited to nonprofit or for-profit organizations (including tribal nonprofit and for-profit organizations) and institutions of higher education (including tribal institutions of higher education). For-profit organizations must agree to forgo any profit or management fee. Applicants must possess experience providing training and technical assistance on a national level to state, local, and tribal law enforcement officials, intelligence analysts, prosecutors, judges, staff who work in fusion centers, and other criminal justice entities on preventing, investigating, and responding to economic, cyber, and high-tech crimes. In addition, applicants are required to have the capacity to deliver training and technical assistance nationally to include remote locations and to underserved communities throughout the United States.

BJA welcomes applications that involve two or more entities; however, one eligible entity must be the applicant and the others must be proposed as subrecipients. The applicant must be the entity with primary responsibility for administering the funding and managing the entire program. Only one application per lead applicant will be considered; however, subrecipients may be part of multiple proposals.

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

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

For additional eligibility information, see Section [C. Eligibility Information](#).

Deadline

Applicants must register with [Grants.gov](#) prior to submitting an application. All applications are due to be submitted and in receipt of a successful validation message in Grants.gov by 11:59 p.m. eastern time on May 18, 2015.

All applicants are encouraged to read this [Important Notice: Applying for Grants in Grants.gov](#).

For additional information, see [How to Apply](#) in Section [D. Application and Submission Information](#).

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

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 below **within 24 hours after the application deadline** and request approval to submit their application. Additional information on reporting technical issues is found under "Experiencing Unforeseen Grants.gov Technical Issues" in the [How to Apply](#) section.

For assistance with any other requirements of this solicitation, contact the National Criminal Justice Reference Service (NCJRS) Response Center: toll-free at 1-800-851-3420; via TTY at 301-240-6310 (hearing impaired only); email responsecenter@ncjrs.gov; fax to 301-240-5830; or web chat at <https://webcontact.ncjrs.gov/ncjchat/chat.jsp>. The NCJRS Response Center hours of operation are 10:00 a.m. to 6:00 p.m. eastern time, Monday through Friday, and 10:00 a.m. to 8:00 p.m. eastern time on the solicitation close date.

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Economic, Cyber, and High-Tech Crimes National Training and Technical Assistance (TTA) Program

CFDA #16.752

A. Program Description

Overview

The BJA Economic, Cyber, and High-Tech Crimes National TTA Program serves the nation's communities by providing TTA to state, local, and tribal law enforcement officials; intelligence analysts; prosecutors; judges; fusion center staff; and other criminal justice entities on preventing, investigating, and responding to economic, cyber, and high-tech crimes. These crimes are committed using networked computers, handheld devices, and Internet technology; examples include various kinds of theft (financial, identify, etc.), selling illegal goods using the Internet, cyber stalking, hijacking accounts on social networking web sites, infrastructure intrusions, and hacking (i.e., reconfiguring or reprogramming a system to function in ways not approved by the owner, administrator, or designer). This program is funded under the Consolidated and Further Continuing Appropriations Act, 2015 (P.L. 113-235).

Program-Specific Information

The Economic, Cyber, High-Tech Crimes National TTA Program is designed to enhance the capacity of state, local, and tribal criminal justice systems to prevent, investigate, and respond to economic, cyber, and high-tech crimes by delivering TTA to diverse audiences as described in the Overview. In addition, the program is intended to serve as a key resource to identify new and emerging issues in the areas of economic, cyber, and high-tech crimes. Applicants are, therefore, strongly encouraged to identify and describe new and emerging issues, and explain how their proposed TTA efforts will help agencies address these issues.

One particular emerging issue and area of emphasis for this solicitation is the joint delivery of TTA to prosecutors and law enforcement. The objectives of the TTA will detail how law enforcement and prosecutors can work more closely together to address specific areas of need like collecting and preserving evidence of economic, cyber, or high-tech crimes; documenting the chain of custody of such evidence; presenting that evidence in court; and maintaining digital evidence.. As the amount of digital evidence continues to grow exponentially, it is a priority for the successful applicant to provide guidance and protocols for coordination between law enforcement and prosecutors addressing the growing use of technology needed for collecting or producing such evidence in connection with preventing economic, high-tech, or internet crime. Delivery of TTA must address ethical and statutory requirements for collection of digital evidence, preparation of case materials for testimony, and proper format and evidence authenticated for introduction in court. It is also important that law enforcement and prosecutors understand and meet the legal obligations of providing digital evidence to defense counsel; have the ability to obtain digital evidence and redact them for witness safety; have the necessary resources to review the evidence; and have protocols in place guiding the timing and release of digital evidence. The successful applicant is also expected to work with BJA partners to make appropriate digital evidence resources available to help educate judges and work with federal agencies to enhance outcomes in these cases.

Emerging issues of interest to BJA also include, but are not limited to, combating the commission of crimes using social networking web sites, hand-held devices (e.g., cell phones, smart phones, etc.), proactive efforts to support infrastructure protection, and responses should an intrusion occur. According to the Internet Crime Complaint Center (IC3), there have been

more than 262,000 reports filed by victims to IC3 regarding some type of Internet crime in 2013, and 45.5 percent involved some financial loss. In addition, there have been numerous documented cases across the United States of cyberstalking on social networking sites, using hand-held devices for criminal purposes, and specific attacks on government-hosted networks in recent years. In response to these problems, BJA encourages applicants under this program to include TTA related to preventing, investigating, and responding to crimes that are committed using social networking web sites, hand-held devices, and evaluating and strengthening public safety infrastructures.

Applicants are expected to demonstrate effective collaboration and coordination with other organizations that conduct TTA related to preventing, investigating, and responding to economic, cyber, and high-tech crimes. These collaborations should include working with not only professional organizations, but also federal agencies, educational institutions, and the private sector working in the areas of development of tools to assist in the investigations of these types of crimes. Applicants that do not currently have such partnerships in place should clearly and comprehensively describe how they will be developed, so that the work supported under this program extends current national TTA capacity, and results in the creation of a national, integrated, and collaborative TTA strategy that targets economic, cyber, and high-tech crimes. In addition, the successful applicant will work closely with BJA to identify and apply resources to address other emerging cyber threats and evolving criminal behavior from economic and high-tech crime trends.

Funding under this solicitation is specifically to provide TTA to state, local, tribal, and territorial public safety entities to include law enforcement, prosecutors, probation/parole, and judges. Funds may not be used to provide TTA to federal agencies. However, to ensure the most cost-effective programs are delivered to the field, attendance of federal officials is allowed at no charge if vacancies exist that cannot be filled by state, local, tribal, and territorial participants.

Goals, Objectives, and Deliverables

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

During the 12-month program period, applicants will receive continuous oversight and guidance from BJA, and will be required to achieve the following goals and objectives, and produce the following deliverables, including but not limited to:

- 1. Goal 1:** Provide high quality, cost-effective training to the field that targets preventing, investigating, prosecuting, and responding to economic, cyber, and high-tech crimes.

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

among the general public about economic, cyber, and high-tech crimes.

- **Objective:** Increase the knowledge of criminal justice practitioners through in-person training.

Deliverables: Classroom-style trainings on economic, cyber, and high-tech crimes will be provided at locations and times approved by BJA. Each must include pre- and post-event participant evaluations that assess the quality of the faculty members and the information provided, and evaluate impact on the participants' knowledge. Applicants will summarize the results of these evaluations and share them with BJA in order to inform and enhance future events. Applicants should propose specific topics that will be the focus of these classroom-style trainings, justify why the field should receive live, "face-to-face" training on these topics, and propose the number of events to be conducted (based on the needs of the field and available resources) and the number of students who will participate in each. In addition, applicants should recommend locations for these trainings, and include a corresponding rationale for proposing each location while coordinating with other federal agencies who may be providing similar training.

- **Objective:** Increase the knowledge of criminal justice practitioners through web-based learning.

Deliverables: An expanded, updated, and improved online training program will be maintained under the guidance of BJA that focuses on economic, cyber, and high-tech crimes. Applicants should articulate the specific topics related to economic, cyber, and high-tech crimes that will be addressed via online training through this program, and explain why it is important that the field receive training on these topics using online methods. It is important to show how traditional in-person classes can be modified and presented in an online format to ensure this type of training is available to law enforcement, intelligence analysts, prosecutors, and judges at any time from any location through a secure internet connection. These classes should be coordinated with those provided by other federal agencies and educational institutions.

- **Objective:** Complete a "train-the-trainer" initiative that leverages training activities related to economic, cyber, and high-tech crimes, and enhances the training capacity that exists in the field.

Deliverables: "Train-the-trainer" curricula will be developed, pilot tested, and finalized or maintained as previously developed curricula with all activities occurring under the guidance of BJA. These curricula will integrate presentation materials, discussion exercises designed to promote exchanges among the participants and faculty about the information presented, and other resources. This "train-the-trainer" initiative will result in a select group of qualified experts from across the nation equipped to deliver effective training related to economic, cyber, and/or high-tech crimes. Applicants should articulate the specific topics that will be the focus of the "train-the-trainer" curricula, and explain why it is important that the field's training capacity be enhanced related to the identified topics. In addition, applicants should explain who will be selected to participate in this "train-the-trainer" initiative, provide a rationale regarding why these individuals will be included, and propose a specific number of curricula to be developed. It is important the applicant provide documentation of any train-the-trainer classes which currently exist and how applicant will update existing material to address the ever evolving criminal profile in these areas. Any new classes under this objective must be justified if another class of this nature already exists and is available to the field.

- **Objective:** Update and enhance existing material and develop new written resources and educational deliverables to support the achievement of Goal 1.

Deliverables: Instructional aides such as PowerPoint presentations, issue papers, policy and practice briefs, and handbooks which assist agencies or jurisdictions examine and improve their own policies and practices related to preventing, investigating, and/or responding to economic, cyber, and high-tech crimes are examples of the kinds of resources and materials that may require updating, enhancement, or development under the guidance of BJA. These resources and materials should target agency administrators and policymakers, mid-level supervisors, and line staff. In addition, resources should be made available using cost-effective methods (e.g., on CDs, downloads from the web) that reach large numbers of professionals. Although the primary target audience for these materials is criminal justice system stakeholders, the products developed will, ideally, be adaptable for use with the general public to build community members' awareness regarding economic, cyber, and high-tech crimes. Applicants should identify the specific resources and materials that will be updated, enhanced, or developed, as well as the specific topics they will cover, and explain how they will support the achievement of Goal 1. The items identified, updated, and/or enhanced under this objective shall be made available to the BJA-supported Law Enforcement Cyber Resource Center, hosted by the International Association of Chiefs of Police in conjunction with the RAND Corporation and the Police Executive Research Forum..

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

- **Objective:** Increase the ability of criminal justice agencies to solve problems and/or modify policies or practices related to preventing, investigating, and responding to economic, cyber, and high-tech crimes.

Deliverables: Customized technical assistance (onsite and offsite) that is designed to address the specific need(s) of each requesting jurisdiction/agency. Applicants should outline the elements of an effective technical assistance process, including the specific steps associated with selecting jurisdictions/agencies to receive assistance. In addition, applicants should propose a specific number of onsite and offsite instances of assistance (based on resources that may be available under this program and the needs of the field that the applicant anticipates). Applicants also should describe a strategy that includes provision of assistance to underserved agencies in rural and remote jurisdictions across the United States, and outline how all recipients of technical assistance will provide feedback regarding the effectiveness of the assistance that is delivered.

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

The TTA provider also will be required to participate in BJA's GrantStat for specified grantees. Through GrantStat, BJA management and staff examine the performance of the grant programs funded by BJA by tracking grantee or program performance along several key indicators.

GrantStat calls for the collection and analysis of performance data and other relevant grant-level information that enables BJA as well as our partners to be held accountable for the grantees and programs performance as measured against the program's goals and objectives.

Evidence-Based Programs or Practices

OJP strongly emphasizes the use of data and evidence in policy making and program development in criminal justice, juvenile justice, and crime victim services. OJP is committed to:

- Improving the quantity and quality of evidence OJP generates
- Integrating evidence into program, practice, and policy decisions within OJP and the field
- Improving the translation of evidence into practice

OJP considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence, generally obtained through one or more outcome evaluations. Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which OJP considers a program or practice to be evidence-based. The [OJP CrimeSolutions.gov](http://OJP.CrimeSolutions.gov) web site is one resource that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

B. Federal Award Information

BJA estimates that it will make one award of up to \$6 million for a 12-month project period, beginning on October 1, 2015.

BJA may, in certain cases, provide supplemental funding in future years to awards under this solicitation. BJA may also, in certain cases, make awards in future years to applicants who apply for funding under this solicitation but may not receive funding during the original year of the solicitation. Important considerations in decisions regarding supplemental funding include, among other factors, the availability of funding, strategic priorities, assessment of the quality of the management of the award (for example, timeliness and quality of progress reports), and assessment of the progress of the work funded under the award.

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

Type of Award ¹

BJA expects that it will make any award from this solicitation in the form of a grant.

Financial Management and System of Internal Controls

If selected for funding, the award recipient must:

(a) Establish and maintain effective internal control over the federal award that provides reasonable assurance that the non-federal entity is managing the federal award in compliance

¹ See generally 31 U.S.C. §§ 6301-6305 (defines and describes various forms of federal assistance relationships, including grants and cooperative agreements (a type of grant)).

with federal statutes, regulations, and the terms and conditions of the federal award. These internal controls should be in compliance with guidance in “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States and the “Internal Control Integrated Framework,” issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

(b) Comply with federal statutes, regulations, and the terms and conditions of the federal awards.

(c) Evaluate and monitor the non-federal entity's compliance with statute, regulations, and the terms and conditions of Federal awards.

(d) Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.

(e) Take reasonable measures to safeguard protected personally identifiable information and other information the federal awarding agency or pass-through entity designates as sensitive or the non-federal entity considers sensitive consistent with applicable Federal, state and local laws regarding privacy and obligations of confidentiality.

In order to better understand administrative requirements and cost principles, award applicants are encouraged to enroll, at no charge, in the Department of Justice Grants Financial Management Online Training available [here](#).

Budget Information

Cost Sharing or 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.

Pre-Agreement Cost Approvals

OJP does not typically approve pre-agreement costs; an applicant must request and obtain the prior written approval of OJP for all such costs. If approved, pre-agreement costs could be paid from grant funds consistent with a grantee's approved budget, and under applicable cost standards. However, all such costs prior to award and prior to approval of the costs are incurred at the sole risk of an applicant. Generally, no applicant should incur project costs *before* submitting an application requesting federal funding for those costs. Should there be extenuating circumstances that appear to be appropriate for OJP's consideration as pre-agreement costs, the applicant should contact the point of contact listed on the title page of this announcement for details on the requirements for submitting a written request for approval. See the section on Costs Requiring Prior Approval in the [Financial Guide](#), for more 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.² The 2015 salary table for SES employees is available on the Office of Personnel Management [web site](#). Note: A

² This limitation on use of award funds does not apply to the non-profit organizations specifically named at Appendix VIII to 2 C.F.R. part 200.

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 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.

Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs

OJP strongly encourages applicants that propose to use award funds for any conference-, meeting-, or training-related activity to review carefully – before submitting an application – the OJP policy and guidance on conference approval, planning, and reporting available at www.ojp.gov/financialguide/PostawardRequirements/chapter15page1.htm. OJP policy and guidance (1) encourage minimization of conference, meeting, and training costs; (2) require prior written approval (which may affect project timelines) of such costs for cooperative agreement recipients and of such costs for their sub recipients; and (3) set cost limits, including a general prohibition of all food and beverage costs.

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 under "Solicitation Requirements" in the [OJP Funding Resource Center](#).

C. Eligibility Information

For additional eligibility information, see Title page.

Cost Sharing or Match Requirement

For additional information on cost sharing and match requirement, see Section [B. Federal Award Information](#).

Limit on Number of Application Submissions

If an applicant submits multiple versions of the same application, BJA will review only the most recent system-validated version submitted. For more information on system-validated versions, see [How to Apply](#).

D. Application and Submission Information

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 budget document, it must contain **both** narrative and detail information. Please review the "Note on File Names and File Types" under [How to Apply](#) to be sure applications are submitted in permitted formats.

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 OJP's Grants Management System (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).

Intergovernmental Review: This funding opportunity is subject to [Executive Order 12372](#). Applicants may find the names and addresses of their state's Single Point of Contact (SPOC) at the following website: www.whitehouse.gov/omb/grants_spoc/. Applicants whose state appears on the SPOC list must contact their state's SPOC to find out about, and comply with, the state's process under Executive Order 12372. In completing the SF-424, applicants whose state appears on the SPOC list are to make the appropriate selection in response to question 19 once the applicant has complied with their state's E.O. 12372 process. (Applicants whose state does not appear on the SPOC list are to make the appropriate selection in response to question 19 to indicate that the "Program is subject to E.O. 12372 but has not been selected by the State for review.")

2. Program Narrative

Applicants must submit a program narrative that describes the proposed activities under the "Program-Specific Information" section relating to the goals, objectives, and deliverables outlined, and that responds to the Selection Criteria 1-5 below. The narrative should be double-spaced, using a standard 12-point font (Times New Roman preferred) with 1-inch margins, and should not exceed 10 pages. Please number pages "1 of 10," "2 of 10," 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

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. Post award, recipients will be required to submit performance metric data quarterly through BJA’s online Training and Technical Assistance Reporting Portal located at www.bjatrainng.org. Below are some sample performance measures:

Objectives	Performance Measure	Data Grantee Provides
Enhance the capacity of law enforcement and other criminal justice entities to prevent, investigate, and effectively respond to economic, cyber, and high-tech crimes through training and technical assistance	Number of trainings conducted	For the current reporting period: Number of trainings (by type):
		<ul style="list-style-type: none"> • In-person • Web-based • CD/DVD • Peer-to-peer • Workshop
	Number of participants who attend the training	Number of individuals who:
	Percentage of participants who successfully completed the training	<ul style="list-style-type: none"> • Attended the training (in-person) or started the training (web-based)
	Percentage of participants who rated the training as satisfactory or better	<ul style="list-style-type: none"> • Completed the training
	Percentage of participants trained and subsequently demonstrated performance improvement	<ul style="list-style-type: none"> • Completed an evaluation at the conclusion of the training • Completed an evaluation and rated the training as satisfactory or better • Completed the post-test with an improved score over their pre-test
	Percentage of scholarship recipients surveyed who reported that the training provided information that could be utilized in their job.	For the current reporting period, number of individuals who: <ul style="list-style-type: none"> • Received a scholarship • Completed the training • Completed a survey at the conclusion of the training • Reported the training provided information that could be utilized in their job
	Number of curricula developed	Number of training curricula:
	Number of curricula that were pilot tested	<ul style="list-style-type: none"> • Developed • Pilot tested • Revised after being pilot tested
	Percentage of curricula that were revised after pilot testing	
	Percentage of requesting agencies who rated services as satisfactory or better	For the current reporting period: <ul style="list-style-type: none"> • Number of onsite visits completed

	<p>Percentage of requesting agencies that were planning to implement one or more recommendations</p>	<ul style="list-style-type: none"> • Number of reports submitted to requesting agencies after onsite visits • Number of requesting agencies who completed an evaluation of services • Number of agencies who rated the services a satisfactory or better <ul style="list-style-type: none"> a) in terms of timeliness b) quality • Number of follow-ups with requesting agencies completed 6 months after onsite visit • Number of agencies that were planning to implement at least one or more recommendations 6 months after the onsite visit
	<p>Percentage of peer visitors who reported that the visit to the other agency was useful in providing information on policies or practices</p> <p>Percentage of peer visitors that were planning to implement one or more policies or practices 6 months after they were observed at the visited site</p> <p>Percentage of requesting agencies of other onsite services who rated the services provided as satisfactory or better</p>	<ul style="list-style-type: none"> • Number of peer-to-peer visits completed • Number of peer visitors who completed an evaluation • Number of peer visitors who reported that the visit was useful in providing information on policies or practices • Number of follow-ups with the requesting peer visitor completed 6 months after the peer-to-peer visit • Number of peer visitors who were planning to implement at least one or more recommendations 6 months after the onsite visit • Number of other onsite services provided • Number of requesting agencies who completed an evaluation of other onsite services • Number of agencies who rated the services a satisfactory or better
<p>Increase information provided to BJA and the criminal justice community</p>	<p>Number of conferences or advisory/focus groups held</p> <p>Percentage of advisory/focus groups evaluated as satisfactory or better.</p> <p>Number of publications developed</p> <p>Number of publications disseminated</p> <p>Percent of web sites developed and maintained.</p>	<p>For the current reporting period:</p> <ul style="list-style-type: none"> • Number of conferences or advisory/focus groups held • Number of conference or advisory/focus group attendees who completed an evaluation • Number of conference or advisory/focus group attendees who rated the advisory/focus group as satisfactory or better • Number of publications/resources developed • Number of publications/ resources disseminated • Number of web sites developed. • Number of web sites maintained.

	Percent increase in the number of visits to web sites	<ul style="list-style-type: none"> • Number of visits to web sites during the current reporting period • Number of visits to web sites during the previous reporting period
	Percentage of information requests responded to	<ul style="list-style-type: none"> • Number of information requests • Number of information requests responded to

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.

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 subject’s 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 Funding Resource Center](http://ojp.gov/funding/Explore/SolicitationRequirements/EvidenceResearchEvaluationRequirements.htm) web page (ojp.gov/funding/Explore/SolicitationRequirements/EvidenceResearchEvaluationRequirements.htm). Applicants whose proposals may involve a research or statistical component also should review the “Data Privacy and Confidentiality Requirements” section on that web page.

- e. Partnerships

3. Budget Detail Worksheet and Budget Narrative

a. Budget Detail Worksheet

A sample Budget Detail Worksheet can be found at www.ojp.gov/funding/Apply/Resources/BudgetDetailWorksheet.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 Financial Guide at www.ojp.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.

c. Non-Competitive Procurement Contracts In Excess of Simplified Acquisition Threshold

If an applicant proposes to make one or more non-competitive procurements of products or services, where the non-competitive procurement will exceed the simplified acquisition threshold (also known as the small purchase threshold), which is currently set at \$150,000, the application should address the considerations outlined in the [Financial Guide](#).

d. Pre-Agreement Cost Approvals

For information on pre-agreement costs, see Section [B. Federal Award Information](#).

4. Indirect Cost Rate Agreement (if applicable)

Indirect costs are allowed only if the applicant has a current 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. For the definition of Cognizant Federal Agency, see the "Glossary of Terms" in the [Financial Guide](#). For assistance with identifying your cognizant agency, please contact the Customer Service Center at 1-800-458-0786 or at ask.ocfo@usdoj.gov. If DOJ is the cognizant federal agency, applicants may obtain information needed to submit an indirect cost rate proposal at www.ojp.gov/funding/Apply/Resources/IndirectCosts.pdf.

5. Tribal Authorizing Resolution (if applicable)

Tribes, tribal organizations, or third parties proposing to provide direct services or assistance to residents on tribal lands should include in their applications a resolution, a letter, affidavit, or other documentation, as appropriate, that certifies that the applicant has the legal authority from the tribe(s) to implement the proposed project on tribal lands. In those instances when an organization or consortium of tribes applies for a grant on behalf of a tribe or multiple specific tribes, the application should include appropriate legal documentation, as described above, from all tribes that would receive services or assistance under the grant. A consortium of tribes for which existing consortium bylaws allow action

without support from all tribes in the consortium (i.e., without an authorizing resolution or comparable legal documentation from each tribal governing body) may submit, instead, a copy of its consortium bylaws with the application.

Applicants unable to submit an application that includes a fully-executed (i.e., signed) copy of appropriate legal documentation, as described above, consistent with the applicable tribe's governance structure, should, at a minimum, submit an unsigned, draft version of such legal documentation as part of its application (except for cases in which, 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.

6. Applicant Disclosure of High Risk Status

Applicants are to disclose whether they are currently designated high risk by another federal grant making agency. This includes any status requiring additional oversight by the federal agency due to past programmatic or financial concerns. If an applicant is designated high risk by another federal grant making agency, you must email the following information to OJPComplianceReporting@usdoj.gov at the time of application submission:

- The federal agency that currently designated the applicant as high risk
- Date the applicant was designated high risk
- The high risk point of contact name, phone number, and email address, from that federal agency
- Reasons for the high risk status

OJP seeks this information to ensure appropriate federal oversight of any grant award. Unlike the Excluded Parties List, this high risk information does not disqualify any organization from receiving an OJP award. However, additional grant oversight may be included, if necessary, in award documentation.

7. Additional Attachments

a. Organizational capacity statements.

The applicant should include information on the management structure, including the staffing plan; grant or project experience of key personnel; and the organization's competencies to manage the project, including past experience managing similar projects. This should include who will be ultimately responsible for the conduct of the project and what the protocol will be for project operation if multiple units, divisions, or partners are involved.

b. Resumes of key program staff members, trainers, and technical assistance providers.

c. Program timeline with each project goal, related objective, activity, expected completion date, responsible person, or organization.

d. Memoranda of understanding from all key partners, detailing the commitment to work with the applicant to promote the mission of the project.

Overview of the partnerships established with other federal agencies, educational institutions, professional organizations, and private sector entities. OJP seeks this information to ensure appropriate federal oversight of any grant award. Unlike the Excluded Parties List, this high risk information does not disqualify any organization from receiving an OJP award. However, additional grant oversight may be included, if

necessary, in award documentation.

e. Applicant Disclosure of Pending Applications

Applicants are to disclose whether they have pending applications for federally funded grants or subgrants (including cooperative agreements) 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 subaward 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 on SF-424] does not have pending applications submitted within the last 12 months for federally funded grants or subgrants (including cooperative agreements) 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.”).

f. Research and Evaluation Independence and Integrity

If a proposal involves research and/or evaluation, regardless of the proposal’s other merits, in order to receive funds, the applicant must demonstrate research/evaluation independence, including appropriate safeguards to ensure research/evaluation objectivity and integrity, both in this proposal and as it may relate to the applicant’s other current or prior related projects. This documentation may be included as an attachment to the application which addresses BOTH i. and ii. below.

- i. For purposes of this solicitation, applicants must document research and evaluation independence and integrity by including, at a minimum, one of the following two items:
 - a. A specific assurance that the applicant has reviewed its proposal to identify any research integrity issues (including all principal investigators and sub-recipients) and it has concluded that the design, conduct, or reporting of research and 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 part of its staff, consultants, and/or sub-recipients responsible for the research and evaluation or on the part of the applicant organization;

OR

- b. A specific listing of actual or perceived conflicts of interest that the applicant has identified in relation to this proposal. These conflicts could be either personal (related to specific staff, consultants, and/or sub-recipients) or organizational (related to the applicant or any subgrantee organization). Examples of potential investigator (or other personal) conflict situations may include, but are not limited to, those in which an investigator would be in a position to evaluate a spouse's work product (actual conflict), or an investigator would be in a position to evaluate the work of a former or current colleague (potential 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 specific project or a location implementing the project (whether funded by OJP or other sources), 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 or evaluation project are objective and reliable. Any outside personal or financial interest that casts doubt on that objectivity and reliability of an evaluation or research product is a problem and must be disclosed.
- ii. In addition, for purposes of this solicitation applicants must address the issue of possible mitigation of research integrity concerns by including, at a minimum, one of the following two items:
 - a. If an 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. Applicants **MUST** also include an explanation of the specific processes and procedures that the applicant will 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 sub-recipients for this particular project, should that be necessary during the grant period. Documentation that may be helpful in this regard could include organizational codes of ethics/conduct or policies regarding organizational, personal, and financial conflicts of interest.

OR

- b. If the applicant has identified specific personal or organizational conflicts of interest in its proposal during this review, the applicant must propose a specific

and robust mitigation plan to address conflicts noted above. At a minimum, the plan must include specific processes and procedures that the applicant will put in place to eliminate (or, at the very least, mitigate) potential personal or financial conflicts of interest on the part of its staff, consultants, and/or sub-recipients for this particular project, should that be necessary during the grant period. Documentation that may be helpful in this regard could include organizational codes of ethics/conduct or policies regarding organizational, personal, and financial conflicts of interest. There is no guarantee that the plan, if any, will be accepted as proposed.

Considerations in assessing research and evaluation independence and integrity will include, but are not be limited to, the adequacy of the applicant's efforts to identify factors that could affect the objectivity or 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. Financial Management and System of Internal Controls Questionnaire

In accordance with [2 CFR 200.205](#), federal agencies must have in place a framework for evaluating the risks posed by applicants before they receive a federal award. To facilitate part of this risk evaluation, **all** applicants (other than an individual) are to download, complete, and submit this [form](#).

9. Disclosure of Lobbying Activities

All applicants must complete this information. Applicants that expend any funds for lobbying activities are to provide the detailed information requested on the form Disclosure of Lobbying Activities (SF-LLL). Applicants that do not expend any funds for lobbying activities are to enter "N/A" in the text boxes for item 10 ("a. Name and Address of Lobbying Registrant" and "b. Individuals Performing Services").

How to Apply

Applicants must register in, and submit applications 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. 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.

BJA strongly 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 updates will be automatically notified.

Note on File Names and File Types: Grants.gov only permits the use of certain specific characters in names of attachment files. Valid file names may include only the characters shown in the table below. Grants.gov is designed to reject any application that includes an attachment(s) with a file name that contains any characters not shown in the table below.

Characters	Special Characters		
Upper case (A – Z)	Parenthesis ()	Curly braces { }	Square brackets []
Lower case (a – z)	Ampersand (&)	Tilde (~)	Exclamation point (!)
Underscore (_)	Comma (,)	Semicolon (;)	Apostrophe (')
Hyphen (-)	At sign (@)	Number sign (#)	Dollar sign (\$)
Space	Percent sign (%)	Plus sign (+)	Equal sign (=)
Period (.)	When using the ampersand (&) in XML, applicants must use the “&” format.		

Grants.gov is designed to forward successfully submitted applications 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.” GMS may reject applications with files that use these extensions. It is important to allow time to change the type of file(s) if the application is rejected.

All applicants are required to complete the following steps:

OJP may not make a federal award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements. If an applicant has not fully complied with the requirements by the time the federal awarding agency is ready to make a federal award, the federal awarding agency may determine that the applicant is not qualified to receive a federal award and use that determination as a basis for making a federal award to another applicant.

- 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 is 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. Applicants must **update or renew their SAM registration annually** to maintain an active status.

Applications cannot be successfully submitted in Grants.gov until Grants.gov receives the SAM registration information. **The information transfer from SAM to Grants.gov can take up to 48 hours.** OJP recommends that the applicant register or renew registration with SAM as early as possible.

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/web/grants/register.html.
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 number for this solicitation is 16.752, titled "Economic High-Tech and Cyber Crime Prevention," and the funding opportunity number is BJA-2015-4158.
6. **Submit a valid application consistent with this solicitation by following the directions in Grants.gov.** Within 24–48 hours after submitting the economic application, the applicant should receive two notifications from Grants.gov. The first will confirm the receipt of the application and the second will state whether the application has been successfully validated, or rejected due to errors, with an explanation. It is possible to first receive a message indicating that the application is received and then receive a rejection notice a few minutes or hours later. Submitting well ahead of the deadline provides time to correct the problem(s) that caused the rejection. **Important:** OJP urges applicants to submit applications **at least 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.

Click [here](#) for further details on DUNS, SAM, and Grants.gov registration steps and timeframes.

Note: Duplicate Applications

If an applicant submits multiple versions of the same application, BJA will review only the most recent system-validated version submitted. See Note on File Names and File Types under [How to Apply](#).

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 contact the Grants.gov [Customer Support Hotline](#) or the [SAM Help Desk](#) to report the technical issue and receive a tracking number. Then applicant must e-mail the BJA contact identified in the Contact Information section on page 2 **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 OJP determines that the applicant failed to follow all required procedures, which resulted in an untimely application submission, OJP will deny the applicant's request to submit their application.

The following conditions are generally insufficient to justify late submissions:

- Failure to register in SAM or Grants.gov in sufficient time

- Failure to follow Grants.gov instructions on how to register and apply as posted on its web site
- Failure to follow each instruction in the OJP solicitation
- 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.gov/funding/Explore/CurrentFundingOpportunities.htm.

E. Application Review Information

Selection Criteria

The following six selection criteria will be used to evaluate each application, with the different weight given to each based on the percentage value listed after each individual criteria. For example, the first criteria, "Statement of the Problem," is worth 20 percent of the entire score in the application review process.

1. Statement of the Problem (20 percent)

Provide a detailed background statement describing the need for a national TTA initiative that focuses on preventing, investigating, and responding to electronic, cyber, and high-tech crimes. This statement should highlight the applicant's specialized expertise regarding issues related to economic, cyber, and high-tech crimes, and experience providing TTA on a national level that focuses on preventing, investigation, and responding to these kinds of crimes.

2. Project Design and Implementation (40 percent)

Provide a description of how the national TTA program on economic, cyber, and high-tech crimes will be structured and how TTA requests will be addressed. In describing the project design and implementation, applicants should focus specifically on the goals, objectives, and deliverables that are outlined on pages 6-8. In addition, applicants should discuss the steps to be taken to ensure a successful program that is national in scope and to describe how the TTA to be delivered will be coordinated with other key organizations and how related resources will be leveraged.

3. Capabilities and Competencies (20 percent)

Outline the organization's experience addressing issues related to economic, cyber, and high-tech crimes and successfully delivering TTA nationally. Describe the relevant experience of proposed staff members, trainers, and technical assistance providers, and explain how these individuals will be involved in carrying out the proposed program.

4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (5 percent)

Describe the process for measuring project performance. Identify who will collect the data, who is responsible for performance measurement, and how the information will be used to guide and assess the program.

5. Partnerships (5 percent)

Demonstrate a proven history of successful partnerships with other entities in this field.

6. Budget (10 percent)

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.³

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. For purposes of assessing whether applicants have met basic minimum requirements, OJP screens applications for compliance with specified program requirements to help determine which applications should proceed to further consideration for award. Although program requirements may vary, the following are common requirements applicable to all solicitations for funding under OJP grant programs:

- Applications must be submitted by an eligible type of applicant
- Applications must request funding within programmatic funding constraints (if applicable)
- Applications must be responsive to the scope of the solicitation
- Applications must include all items designated as “critical elements”
- Applicants will be checked against the General Services Administration’s Excluded Parties List

For a list of critical elements, see “What an Application Should Include” under [Section D. Application and Submission Information](#).

BJA may use internal peer reviewers, external peer reviewers, or a combination, to assess applications meeting basic minimum requirements on technical merit using the solicitation’s selection criteria. 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, although their views are considered carefully. 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 under prior BJA and OJP awards, and available funding.

OJP reviews applications for potential discretionary awards to evaluate the risks posed by applicants before they receive an award. This review may include but is not limited to the following:

1. Financial stability and fiscal integrity

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

2. Quality of management systems and ability to meet the management standards prescribed in the Financial Guide
3. History of performance
4. Reports and findings from audits
5. The applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on non-Federal entities
6. Proposed costs to determine if the Budget Detail Worksheet and Budget Narrative accurately explain project costs, and whether those 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, peer review ratings, underserved populations, geographic diversity, strategic priorities, past performance under prior BJA and OJP awards, and available funding when making awards.

F. Federal Award Administration Information

Federal Award Notices

OJP award notification will be sent from GMS. Recipients will be required to log in; accept any outstanding assurances and certifications on the award; designate a financial point of contact; and review, sign, and accept the award. The award acceptance process involves physical signature of the award document by the authorized representative and the scanning of the fully-executed award document to OJP.

Administrative, National Policy, and other Legal Requirements

If selected for funding, in addition to implementing the funded project consistent with the agency-approved project proposal and budget, the recipient must comply with award terms and conditions, and other legal requirements, including but not limited to OMB, DOJ or other federal regulations which will be included in the award, incorporated into the award by reference, or are otherwise applicable to the award. OJP strongly encourages prospective applicants to review the information pertaining to these requirements **prior** to submitting an application. To assist applicants and recipients in accessing and reviewing this information, OJP has placed pertinent information on its [Solicitation Requirements](#) page of the [OJP Funding Resource Center](#).

Please note in particular the following two forms, which applicants must accept in GMS prior to the receipt of any award funds, as each details legal requirements with which applicants must provide specific assurances and certifications of compliance. Applicants may view these forms in the Apply section of the [OJP Funding Resource Center](#) and are strongly encouraged to review and consider them carefully prior to making an application for OJP grant funds.

- [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#)
- [Standard Assurances](#)

Upon grant approval, OJP economically transmits (via GMS) the award document to the prospective award recipient. In addition to other award information, the award document

contains award terms and conditions that specify national policy requirements⁴ with which recipients of federal funding must comply; uniform administrative requirements, cost principles, and audit requirements; and program-specific terms and conditions required based on applicable program (statutory) authority or requirements set forth in OJP solicitations and program announcements, and other requirements which may be attached to appropriated funding. For example, certain efforts may call for special requirements, terms, or conditions relating to intellectual property, data/information-sharing or -access, or information security; or audit requirements, expenditures and milestones, or publications and/or press releases. OJP also may place additional terms and conditions on an award based on its risk assessment of the applicant, or for other reasons it determines necessary to fulfill the goals and objectives of the program.

Prospective applicants may access and review the text of mandatory conditions OJP includes in all OJP awards, as well as the text of certain other conditions, such as administrative conditions, via [Mandatory Award Terms and Conditions](#) page of the [OJP Funding Resource Center](#).

General Information about Post-Federal Award Reporting Requirements

Recipients must submit quarterly financial reports, semi-annual progress reports, final financial and progress reports, and, if applicable, an annual audit report in accordance with 2 CFR Part 200. Future awards and fund drawdowns may be withheld if reports are delinquent.

Special Reporting requirements may be required by OJP depending on the statutory, legislative or administrative obligations of the recipient or the program.

G. Federal Awarding Agency Contact(s)

For additional Federal Awarding Agency Contact(s), see the Title page.

For additional contact information for Grants.gov, see the Title page. **Error! Reference source not found.**

H. Other Information

Provide Feedback to OJP

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. Provide feedback to OJPSolicitationFeedback@usdoj.gov.

IMPORTANT: This e-mail 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 e-mail 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 e-mail your resume to ojpeerreview@lmbps.com. The OJP Solicitation Feedback email account will not

⁴ See generally 2 C.F.R. 200.300 (provides a general description of national policy requirements typically applicable to recipients of federal awards, including the Federal Funding Accountability and Transparency Act of 2006 (FFATA)).

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 2015 Economic, Cyber, and High-Tech Crimes
National Training and Technical Assistance (TTA) Program

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

What an Applicant Should Do:

Prior to Registering in Grants.gov:

- _____ Acquire a DUNS number (see page 20)
- _____ Acquire or renew registration with SAM (see page 20)

To Register with Grants.gov:

- _____ Acquire AOR and Grants.gov username/password (see page 21)
- _____ Acquire AOR confirmation from the E-Biz POC (see page 21)

To Find Funding Opportunity:

- _____ Search for the Funding Opportunity on Grants.gov (see page 21)
- _____ Download Funding Opportunity and Application Package (see page 21)
- _____ Sign up for Grants.gov email [notifications](#) (optional) (see page 19)
- _____ Read [Important Notice: Applying for Grants in Grants.gov](#)

After application submission, receive Grants.gov email notifications that:

- _____ (1) application has been received,
- _____ (2) application has either been successfully validated or rejected with errors (see page 21)

If no Grants.gov receipt, and validation or error notifications are received:

- _____ contact the NCJRS Response Center regarding experiencing technical difficulties (see page 21)

General Requirements:

- _____ Review the [Solicitation Requirements](#) in the OJP Funding Resource Center.

Scope Requirement:

- _____ The federal amount requested is within the allowable limit(s) of \$6 million.

Eligibility Requirement:

- _____ Applicants are limited to nonprofit or for-profit organizations (including tribal nonprofit and for-profit organizations) and institutions of higher education (including tribal institutions of higher education). For-profit organizations are required to forgo any profit or management fee.
- _____ Applicants also must possess experience providing training and technical assistance on a national level to state, local, and tribal law enforcement officials, intelligence analysts, prosecutors, judges, staff who work in fusion centers, and other criminal justice entities on preventing, investigating, and responding to economic, cyber, and high-tech crimes.
- _____ Applicants are required to have the capacity to deliver training and technical assistance nationally to include remote locations and to underserved communities throughout the United States
- _____ The resources associated with this grant announcement cannot be used to fund the

efforts of economic, cyber, or high-tech crimes task forces in state, local, or tribal jurisdictions, or to fund new or existing programs in state, local, or tribal jurisdictions.

What an Application Should Include:

- _____ Application for Federal Assistance (SF-424) (see page 11)
- _____ *Program Narrative (see page 11)
- _____ *Budget Detail Worksheet (see page 14)
- _____ *Budget Narrative (see page 15)
- _____ Employee Compensation Waiver request and justification (if applicable) (see page 9)
- _____ Read OJP policy and guidance on conference approval, planning, and reporting available at ojp.gov/financialguide/PostawardRequirements/chapter15page1.htm (see page 10)
- _____ Disclosure of Lobbying Activities (SF-LLL) (see page 19)
- _____ Indirect Cost Rate Agreement (if applicable) (see page 15)
- _____ Tribal Authorizing Resolution (if applicable) (see page 15)
- _____ Applicant Disclosure of High Risk Status (see page 16)
- _____ Additional Attachments
 - _____ Organizational Capacity Statements (see page 16)
 - _____ Resumes (see page 16)
 - _____ Program Timeline (see page 16)
 - _____ Memoranda of Understanding (see page 16)
 - _____ Applicant Disclosure of Pending Applications (see page 17)
 - _____ Research and Evaluation Independence and Integrity (see page 17)
- _____ Financial Management and System of Internal Controls Questionnaire (if applicable) (see page 19)

*** 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.