

U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Assistance



BJA FY 21 Economic, High-Technology, White Collar, and Internet Crime Prevention National Training and Technical Assistance Program

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Overview

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, High-Technology, White Collar, and Internet Crime Prevention National Training and Technical Assistance Program. This program furthers the Department's mission by supporting and assisting state, local, territorial, and tribal jurisdictions in improving the criminal justice system and enhancing its efforts to prevent, investigate, and respond to economic, high-technology, white collar crimes, and preventing internet crimes.

This solicitation incorporates the [OJP Grant Application Resource Guide](#) by reference. The OJP Grant Application Resource Guide provides guidance to applicants for the preparation and submission to OJP of applications for funding. **If this solicitation expressly modifies any provision in the OJP Grant Application Resource Guide, the applicant is to follow the guidelines in this solicitation as to that provision.**

Solicitation Categories

This solicitation does not include Solicitation Categories.

Eligible Applicants:

Other

Other

See Eligibility Section

BJA will consider applications under which two or more entities would carry out the federal award; however, only one entity may be the applicant. Any others must be proposed as subrecipients (subgrantees). For additional information on subawards, see the [OJP Grant Application Resource Guide](#).

BJA may elect to fund applications submitted under this FY 2021 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and on the availability of appropriations.

Contact Information

For technical assistance with submitting the **SF-424** and **SF- LLL** in Grants.gov, contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, at [Grants.gov customer support webpage](#), or email at support@grants.gov. The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays

For technical assistance with submitting the **full application** in DOJ's Justice Grants System (JustGrants), contact the JustGrants Service Desk at 833-872-5175 or JustGrants.Support@usdoj.gov. The JustGrants Service Desk operates 5 a.m. to 9 p.m. eastern time, Monday-Friday, and 9 a.m. to 5 p.m. Saturday, Sunday, and federal holidays.

An applicant that experiences unforeseen Grants.gov or JustGrants technical issues beyond its control that prevent it from submitting its application by the deadline must email the National Criminal Justice Reference Service Response Center (Response Center) at grants@ncjrs.gov **within 24 hours after the application deadline** to request approval to submit its application after the deadline.

For assistance with any other requirements of this solicitation, contact the Response Center by telephone at 800-851-3420 or TTY: 301-240-6310 (hearing impaired only) or by email at grants@ncjrs.gov. Response Center hours of operation are 10 a.m. to 6 p.m. eastern time Monday through Friday, and 10 a.m. to 8 p.m. eastern time on the solicitation close date.

Submission Information

In FY 2021, applications will be submitted to DOJ in a **NEW** two-step process.

Step 1: Applicants will submit an **SF-424 and an SF-LLL** in Grants.gov at <https://www.grants.gov/web/grants/register.html>. To register in Grants.gov, applicants will need to obtain a Data Universal Numbering System (DUNS) and System for Award Management (SAM) registration or renewal.

Step 2: Applicants will submit the **full application** including attachments in JustGrants at [JustGrants.usdoj.gov](https://www.justgrants.usdoj.gov).

To be considered timely, the full application must be submitted in JustGrants by the JustGrants application deadline.

OJP encourages applicants to review, the "How to Apply" section in the [OJP Grant Application Resource Guide](#).

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Program Description

Overview

The Department of Justice is committed to advancing work that promotes civil rights, increases access to justice, supports crime victims, protects the public from crime and evolving threats, and builds trust between law enforcement and the community. The Economic, High-Technology, White Collar, and Internet Crime Prevention National Training and Technical Assistance (TTA) Program is designed to enhance the capacities of state, local, territorial, and tribal criminal justice systems to prevent, investigate, and respond to economic, high-tech, white collar, and internet crimes by delivering TTA to diverse audiences. In addition, the program is intended to serve as a key resource to identify new and emerging issues in economic, high-technology, white collar, and internet crime.

Statutory Authority

Awards under this solicitation will be made under statutory authority provided by the Consolidated Appropriations Act, 2021 (Public Law 116-260).

Specific Information

The Economic, High-Technology, White Collar, and Internet Crime Prevention National TTA Program will enhance the capacities of state, local, territorial, and tribal criminal justice systems to prevent, investigate, and respond to economic, cyber, and high-technology crimes by delivering TTA to diverse audiences. In addition, the program is intended to serve as a key resource to identify new and emerging issues in the areas of economic, high-technology, white collar, and internet crime.

An important area of emphasis for this program is the joint delivery of TTA to prosecutors, judges, 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 digital evidence associated with these types of crimes, documenting the chain of custody, presenting that evidence in court, and maintaining evidence over a period of time. With the growing prevalence of digital evidence, it is also a priority to provide educational material to both prosecutors and judges regarding evidence associated with these types of crimes. It will be important to leverage appropriate content and delivery mechanisms that meet the demanding schedules of prosecutors and judges.

Applicants should propose specific topics that will be the focus of 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, available resources, and geographic location) and the number of students who will participate in each. In addition, applicants should recommend locations for these trainings, include a corresponding rationale for proposing each location, and coordinate with other federal agencies that may be providing similar training for that particular subject or in the same proposed geographic location of the class.

Goals, Objectives, Deliverables, and Timeline

Because this national program leverages and builds upon existing TTA, applicants must clearly articulate how they will expand and/or enhance existing efforts. The 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 in partnership with federal agencies, educational institutions, professional organizations, and the private sector. During the 12-month program period, applicants will receive oversight and guidance from BJA, will be required to achieve the following goals and objectives, and produce the following deliverables, including but not limited to:

Goals

- Provide high-quality, cost-effective training to the field that targets preventing, investigating, prosecuting, and responding to economic, high-technology, white collar, and internet-based crimes.
- Provide, under oversight and guidance from BJA, high-quality, cost-effective technical assistance to state, local, territorial, and tribal jurisdictions or agencies on preventing, investigating, and responding to economic, high-technology, white collar, and internet 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 these types of crimes.
- Through guidance from BJA, provide training and technical assistance to funded state and local task forces to enhance and/or improve criminal investigation, prosecution, prevention, and education as they relate to IP theft. Also, support IP task forces in developing ways to conduct proactive investigations of IP crimes within each task force location in coordination and collaboration with local, state, tribal, regional, and federal law enforcement and regulatory agencies.

Objectives

- Increase the knowledge of criminal justice practitioners through in-person and online training.
- Provide a “train-the-trainer” training (where possible) based on identified and verified needs, utilizing class content, other resources, and subject matter experts maintained by the applicant. This will use local, state, and federal partners, educational institutions, and private sector entities in an effort to minimize cost, reach larger audiences, and maximize the educational value to the field.
- Update and enhance existing materials and develop new resources to include educational deliverables both in written and electronic forms.
- Increase the ability of criminal justice agencies to solve problems and/or modify policies or practices related to preventing, investigating, and responding to economic, high-technology, white collar, and internet crimes.
- The TTA provider shall communicate regularly with BJA to assess the impact of TTA services on Intellectual Property Theft Enforcement Program (IPEP) goals and individual site progress with a concentrated focus on counterfeit goods that pose a threat to human health and safety, which are committed by organized crime, gang, and/or drug trafficking organizations.

Deliverables

- Classroom-style trainings on economic, high-technology, white collar, and internet 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 the impact on the participants’ knowledge. Award recipients will summarize the results of these evaluations and share them with BJA in order to inform and enhance future TTA activities.
- An expanded, updated, and improved online training program will be maintained under the guidance of BJA that focuses on economic, high-technology, white collar, and internet crimes. Applicants should explain how online training will result in savings to participating agencies and BJA and traditional in-person classes can be modified and presented in an online format.
- Any “train-the-trainer” curricula must first be approved by BJA and then developed, pilot tested, finalized, and maintained. 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. This should articulate the specific topics that will be the focus of the “train-the-trainer” curricula and provide documentation of any train-the-trainer classes that currently exist and how the applicant will update existing materials to address the ever-evolving criminal activities in the areas of focus.
- Instructional aides such as PowerPoint presentations, issue papers, policy and practice briefs, and handbooks — which will assist agencies or jurisdictions in examining and improving their own policies and practices related to preventing, investigating, and/or responding to economic, high-technology, white collar, and internet 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 law enforcement administrators and policymakers, mid-level supervisors, and line staff. Materials should also be developed specifically for prosecutors and judges. These resources should be made available using cost-effective methods (e.g., on CDs, thumb drives, or downloads from the internet) with the intent to 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 of prevention methods utilized by state and local agencies.
- The TTA provider will provide content and manage these items for the BJA-supported Law Enforcement Cyber Resource Center (LECC), hosted by the International Association of Chiefs of Police (IACP) in conjunction with the Police Executive Research Forum (PERF). The applicant should also allocate a portion of the funding in its budget to continue the support of the LECC and its partners.

Customized technical assistance (onsite and offsite) that is designed to address the specific need(s) of each requesting jurisdiction or agency. This would include stating the elements of an effective technical assistance

process, including the specific steps associated with selecting jurisdictions or agencies to receive assistance to include assistance to underserved agencies in rural and remote jurisdictions across the United States and the territories.

- The TTA provider will provide the following deliverables for IPEP:
 - Provide ongoing TTA (both remote and onsite) to IPEP grantees throughout the duration of their BJA grant awards.
 - Provide targeted outreach and onsite TTA to law enforcement and prosecution agencies within a jurisdiction that receives IPEP funding to ensure that they are collaborating effectively.
 - Develop and deliver content for IP-specific law enforcement training for the IPEP grantee community, as well as the general law enforcement community, and employ a variety of training delivery mechanisms such as regional trainings, online trainings, and other electronic or distance-learning formats, including podcasts, webinars, etc.
 - Recruit, maintain, and use a cadre of subject matter experts (SMEs) to assist agencies with technical assistance needs; schedule and organize training venues; market trainings and recruit participants; administer and oversee implementation of the trainings; and coordinate TTA and SME activities with BJA's National Training and Technical Assistance Center.
 - Maintain a website where TTA services and other relevant resources are made available to IPEP sites and the law enforcement community.
 - Provide technical assistance in implementing and disseminating evidence-based practices in IP theft prevention, investigation, and prosecution.

The Goals, Objectives, and Deliverables are directly related to the performance measures that demonstrate the results of the work completed, as discussed under the Application and Submission Information section.

Evidence-Based Programs or Practices

OJP strongly emphasizes the use of data and evidence in policymaking and program development in criminal justice, juvenile justice, and crime victim services. For additional information and resources on evidence-based programs or practices, see the [OJP Grant Application Resource Guide](#).

Information Regarding Potential Evaluation of Programs and Activities

OJP may conduct or support an evaluation of the programs and activities funded under this solicitation. For additional information, see the [OJP Grant Application Resource Guide](#) section entitled "Information Regarding Potential Evaluation of Programs and Activities."

Federal Award Information

Awards, Amounts and Durations

Anticipated Number of Awards

1

Anticipated Maximum Dollar Amount of Awards

\$11,000,000.00

Period of Performance Start Date

10/1/21 12:00 AM

Period of Performance Duration (Months)

12

Anticipated Total Amount to be Awarded Under Solicitation

\$11,000,000.00

Continuation Funding Intent

BJA may, in certain cases, provide additional funding in future years to awards made under this solicitation, through continuation awards. OJP will consider, among other factors, OJP's strategic priorities, a recipient's overall management of the award, and progress of award funded work, when making continuation award decisions.

Availability of Funds

This solicitation, and awards (if any are made) under this solicitation, are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by the agency or by law. In addition, nothing in this solicitation is intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the United States, its departments, agencies, or entities, its officers, employees, or agents, or any other person.

Types of Awards

BJA expects to make awards under this solicitation as cooperative agreements, which provide for OJP to have substantial involvement in carrying out award activities. See the “Administrative, National Policy, and Other Legal Requirements” section of the [OJP Grant Application Resource Guide](#).

Financial Management and System of Internal Controls

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) must, as described in the Part 200 Uniform Requirements as set out at 2 C.F.R. 200.303, comply with standards for financial and program management. The “Part 200 Uniform Requirements” means the DOJ regulation at 2 C.F.R. Part 2800, which adopts (with certain modifications) the provisions of 2 C.F.R. Part 200. See [OJP Grant Application Resource Guide](#) for additional information.

Budget Information

Since this solicitation is specifically to provide training and technical assistance and select a TTA provider at a national level, these funds cannot be used to fund the efforts of economic, high-technology, or white collar crime task forces, as well as new or existing programs for agencies or institutions of higher learning in state, local, territorial, or tribal jurisdictions.

Cost Sharing or Matching Requirement

This solicitation does not require a match.

Pre-agreement Costs (also known as Pre-award Costs)

See the [OJP Grant Application Resource Guide](#) information on Pre-agreement Costs (also known as Pre-award Costs).

Limitation on Use of Award Funds for Employee Compensation: Waiver

See the [OJP Grant Application Resource Guide](#) information on Limitation on Use of Award Funds for Employee Compensation; Waiver.

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

See the [OJP Grant Application Resource Guide](#) for information on Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs.

Costs Associated with Language Assistance (if applicable)

See the [OJP Grant Application Resource Guide](#) for information on Costs Associated with Language Assistance.

Eligibility Information

- Nonprofit organizations having a 501(c)(3) status with the IRS, other than institutions of higher education
- Nonprofit organizations that do not have a 501(c)(3) status with the IRS, other than institutions of higher education
- Private institutions of higher education
- Public and state controlled institutions of higher education
- For-profit organizations other than small businesses

Eligible applicants do include tribal nonprofit organizations, for-profit organizations, and institutions of higher education.

Applicants must possess experience in 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 who prevent, investigate, and respond to economic, high-technology, white collar, or internet crimes. In addition, applicants are required to have the capacity to deliver training and technical assistance nationally to

include remote locations and underserved communities throughout the United States and its territories, as needed. 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, high-technology, or white collar crimes task forces in state, local, territorial, or tribal jurisdictions.
- New or existing programs in state, local, territorial, or tribal jurisdictions.

To advance Executive Order 13929 Safe Policing for Safe Communities, as of October 28, 2020, the Attorney General determined that all state, local, and university or college law enforcement agencies must be certified by an approved independent credentialing body or have started the certification process to be allocated FY 2021 DOJ discretionary grant funding, as either a recipient or a subrecipient. For detailed information on this new certification requirement, please visit <https://cops.usdoj.gov/SafePolicingEO>.

All recipients and subrecipients (including any for-profit organization) must forgo any profit or management fee.

Application and Submission Information

The following application elements **MUST** be included in the application submission for an application to meet the basic minimum requirements (BMR) to advance to peer review and receive consideration for funding:

- Proposal Abstract,
- Proposal Narrative,
- Budget Worksheet and Budget Narrative (web-based form)

See the “Application Elements and Formatting Instructions” section of the [OJP Grant Application Resource Guide](#) for information on what happens to an application that does not contain all the specified elements or that is nonresponsive to the scope of the solicitation.

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

The SF-424 will be submitted in Grants.gov. The SF-424 is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. See the [OJP Grant Application Resource Guide](#) for additional information on completing the SF-424.

Intergovernmental Review: This solicitation (“funding opportunity”) **is not** subject to [Executive Order 12372](#). (In completing the SF-424, an applicant is to answer question 19 by selecting the response that the “Program is not covered by E.O. 12372.”)

Standard Applicant Information (JustGrants 424 and General Agency Information)

The Standard Applicant Information section of the JustGrants application is pre-populated with the SF-424 data submitted in Grants.gov. Applicants will need to review the Standard Applicant Information in JustGrants and make edits as needed. Within this section, applicants will need to: add zip codes for areas affected by the project; confirm their Authorized Representative; and verify the organization's legal name and address.

Proposal Abstract

A proposal abstract (no more than 400 words) summarizing the proposed project including primary activities, products and deliverables, the service area, and who will benefit from the proposed project, will be completed in the JustGrants Web-based form.

Proposal Narrative

The proposal narrative should be submitted as an attachment in JustGrants. The attached document should be double-spaced, using a standard 12-point Times New Roman font; have no less than 1-inch margins; and should not exceed 10 pages. Pages should be numbered and submitted as an attachment. If the proposal narrative fails to comply with these length restrictions, BJA may negatively consider such noncompliance in peer review and in final award decisions. The following sections must be included as part of the proposal narrative:

a. Description of the Issue

Describe the specific issues that will be address through this program. Describe the process used to assess or determine what these issues are and include data and information that have been used to identify and assess these issues. These statements should demonstrate that the applicant understands the nature and dimension of the issues.

b. Project Design and Implementation

- Describe the proposed TTA approach to address the identified problem and how positive outcomes will be evaluated.
- Explain the criminal justice context in which the problem exists and how the applicant is suited to address the problem within the context of the grant program.
- Describe the current level of readiness to implement the proposed solution. Identify any issues or challenges related to implementation readiness and explain how these will be addressed through this program.
- Explain how identified evidence-based practices (or those practices requiring further study) will be identified and explored in partnership with BJA and other federal partners to encourage broader adoption of proven strategies.
- Identify additional resources necessary for successful program completion, such as outside organizational partners, state or local practitioner groups, etc.

c. Capabilities and Competencies

Fully describe the capabilities of the applying entity to maintain this program successfully and the ability to implement new elements of the program. This applicant should also provide the competencies of the staff assigned to the program and their specific role(s) in this TTA program.

d. Plan for Collecting the Data Required for this Solicitation's Performance Measures

Describe the process for measuring program performance. Identify who will collect the data, who is responsible for performance measurement, and how the information will be used to guide and evaluate the impact of the program. Describe the process to accurately report implementation findings and, specifically, the impact of the solution on criminal justice operational practices. Applicants should identify and describe both the outputs and outcomes they anticipate as a result of their proposed implementation strategy and a process for measuring them.

Note: Applicants are **not** required to submit performance data with the application. Rather, performance measures information is included as an alert that successful applicants will be required to submit performance data as part of the reporting requirements under an award.

OJP will require each successful applicant to submit regular performance data that demonstrate the results of the work carried out under the award. The performance data directly relate to the goals, objectives, and deliverables identified under "Goals, Objectives, and Deliverables."

A list of performance measure questions for this program can be found in that section.

Applicants can also visit OJP's performance measurement page at www.ojp.gov/performance for an overview of performance measurement activities at OJP.

Award recipients will be required to submit performance measure data in the BJA TTA Reporting Portal and/or JustGrants. Examples of the performance measures questionnaire can be found at: https://bjatta.bja.ojp.gov/sites/default/files/interest_groups/TTA%20Reporting%20Portal%20Data%20Dictionary_0.pdf. Further guidance on the post-award submission process will be provided, if selected for award.

Note on Project Evaluations

An applicant that proposes to use award funds through this solicitation to conduct project evaluations must follow the guidance under "Note on Project Evaluations" in the [OJP Grant Application Resource Guide](#).

Goals, Objectives, Deliverables, and Timeline

Applicants will submit the Economic, High-Technology, White Collar, and Internet Crime Prevention National Training and Technical Assistance Program (Ecrime) goals, objectives, deliverables, and timelines in the JustGrants web-based form.

Budget and Associated Documentation

Applicants will complete the JustGrants web-based budget form. See the [OJP Grant Application Resource Guide for additional information](#).

Budget Worksheet and Budget Narrative (Web-based Form)

Applicants will complete the JustGrants web-based budget form. See the [OJP Grant Application Resource Guide](#) for additional information.

Indirect Cost Rate Agreement (if applicable)

Applicants will submit their indirect cost rate agreement by uploading the agreement as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

Financial Management Questionnaire (including applicant disclosure of high-risk status)

Applicants will download the questionnaire in JustGrants and submit by uploading the completed questionnaire as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

Disclosure of Process Related to Executive Compensation

If applicable, applicants will submit a description of the process used to determine compensation by uploading the document as an attachment in JustGrants. See the "Application Attachments" section of the [OJP Grant Application Resource Guide](#) for information.

Additional Application Components

Applicants will attach the additional requested documentation in JustGrants.

Tribal Authorizing Resolution

If applicable, applicants will submit the Tribal Authorizing Resolution by uploading the resolution as an attachment in JustGrants. An application in response to this solicitation may require inclusion of information related to a tribal authorizing resolution as an attachment. See the [OJP Grant Application Resource Guide](#) for information on tribal authorizing resolutions.

Research and Evaluation Independence and Integrity Statement

If an application proposes research (including research and development) and/or evaluation, the applicant must demonstrate research/evaluation independence and integrity, including appropriate safeguards, before it may receive award funds. Applicants will submit a description of their research and evaluation independence and integrity by uploading the document as an attachment in JustGrants. For additional information regarding demonstrating research/evaluation independence and integrity, including appropriate safeguards, see the [OJP Grant Application Resource Guide](#).

Disclosures and Assurances

Applicants will complete the following disclosures and assurances.

Disclosure of Lobbying Activities

Applicants will complete and submit the SF-LLL in Grants.gov. See the [OJP Grant Application Resource Guide](#) for additional information.

DOJ Certified Standard Assurances

See the DOJ Certified Standard Assurances in the [OJP Grant Application Resource Guide](#).

Applicant Disclosure of Duplication in Cost Items

Applicants will complete the JustGrants web-based Applicant Disclosure of Duplication in Cost Items form. See the [OJP Grant Application Resource Guide](#) for additional information.

DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements

Applicants will review and accept the DOJ Certified Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements. See [OJP Grant Application Resource Guide](#).

Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable)

If applicable, applicants will submit as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information. A DOJ High Risk Grantee is a recipient that has received a DOJ High Risk designation based on a

documented history of unsatisfactory performance, financial instability, management system or other internal control deficiencies, or noncompliance with award terms and conditions on prior awards, or that is otherwise not responsible.

How to Apply

Applicants will submit an **SF-424** and an **SF-LLL** in Grants.gov at <https://www.grants.gov/web/grants/register.html>.

Applicants will submit the **full application** including attachments in JustGrants at [JustGrants.usdoj.gov](https://www.justgrants.usdoj.gov).

For additional information, see the “How to Apply” section in the [OJP Grant Application Resource Guide](#).

Submission Dates and Time

The **SF-424** and the **SF-LLL** will be submitted in Grants.gov by June 15, 2021 at 11:59 pm EST. OJP urges applicants to submit applications at least 72 hours prior to the application due date to allow time for the applicant 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.

The **full application** will be submitted in JustGrants on June 29, 2021 at 11:59 pm EST.

To be considered timely, the full application must be submitted in JustGrants by the JustGrants application deadline.

Application Review Information

Review Criteria

Merit Review Criteria

Applications that meet basic minimum requirements will be evaluated by peer reviewers. Applications will be evaluated on how the proposed project/program addresses the following criteria:

1. Statement of the Problem/Description of the Issue (20%) - evaluate the applicant's understanding of the program/issue to be addressed.
2. Project Design and Implementation (40%) - evaluate the adequacy of the proposal, including the goals, objectives, timelines, milestones, and deliverables.
3. Capabilities and Competencies (20%) - evaluate administrative and technical capacity of the applicant to successfully accomplish the goals and objectives.
4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (5%) - evaluate the applicant's understanding of the performance data reporting requirements and the plan for collecting the required data.
5. Budget (15%) - evaluate for completeness, cost effectiveness, and allowability (e.g., reasonable, allocable, and necessary for project activities).

Other Review Criteria/Factors

Other important considerations for BJA include geographic diversity, strategic priorities, available funding, past performance, ability to work with other entities in this field, cooperation with federal agencies, partnerships with institutions of higher learning, ability to provide TTA services both in person and online on a nationwide basis, ability to serve all agencies no matter size or locations, and the extent to which the Budget Worksheet and Budget Narrative (web-based form) accurately explain project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles.

- 1.

Review Process

Applications submitted under this solicitation that meet basic minimum requirements, will be evaluated for technical merit by a peer review panel(s) in accordance with OJP peer review policy and procedures using the stated review criteria above.

OJP screens applications to ensure they meet the basic minimum requirements prior to conducting peer review. Although specific requirements may vary, the following are common requirements applicable to all solicitations for funding under OJP programs:

- The application must be submitted by an eligible type of applicant.
- The application must request funding within programmatic funding constraints (if applicable).

- The application must be responsive to the scope of the solicitation.
- The application must include all items necessary to meet the basic minimum requirements.

Pursuant to the Part 200 Uniform Requirements, before award decisions are made, OJP also reviews information related to the degree of risk posed by the applicant. Among other things to help assess whether an applicant that has one or more prior federal awards has a satisfactory record with respect to performance, integrity, and business ethics, OJP checks whether the applicant is listed in SAM as excluded from receiving a federal award.

In addition, if OJP anticipates that an award will exceed \$250,000 in federal funds, OJP also must review and consider any information about the applicant that appears in the non-public segment of the integrity and performance system accessible through SAM (currently, the Federal Awardee Performance and Integrity Information System, FAPIIS).

Important note on FAPIIS: An applicant, may review and comment on any information about itself that currently appears in FAPIIS and was entered by a federal awarding agency. OJP will consider any such comments by the applicant, in addition to the other information in FAPIIS, in its assessment of the risk posed by the applicant.

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 take into account not only peer review ratings and BJA's recommendations, but also other factors as indicated in this section.

Federal Award Administration Information

Federal Award Notices

See the [OJP Grant Application Resource Guide](#) for information on award notifications and instructions.

Administrative, National Policy, and Other Legal Requirements

If selected for funding, in addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with all award conditions, and all applicable requirements of federal statutes and regulations (including applicable requirements referred to in the assurances and certifications executed in connection with award acceptance).

For additional information on these legal requirements, see the "Administrative, National Policy, and Other Legal Requirements" section in the [OJP Grant Application Resource Guide](#).

Information Technology (IT) Security Clauses

An application in response to this solicitation may require inclusion of information related to information technology security. See the [OJP Grant Application Resource Guide](#) for information on information technology security.

General Information about Post-Federal Award Reporting Requirements

In addition to the deliverables described in the Program Description section, any recipient of an award under this solicitation will be required to submit certain reports and data.

Required reports. Recipients typically must submit quarterly financial reports, semi-annual progress reports, final financial and progress reports, and, if applicable, an annual audit report in accordance with the Part 200 Uniform Requirements or specific award conditions. Future awards and fund drawdowns may be withheld if reports are delinquent. (In appropriate cases, OJP may require additional reports.)

See the [OJP Grant Application Resource Guide](#) for additional information on specific post-award reporting requirements, including performance measures data.

Federal Awarding Agency Contact(s)

For OJP contact(s), see solicitation cover page.

For contact information for Grants.gov and JustGrants, see solicitation cover page.

Other Information

Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a)

See the [OJP Grant Application Resource Guide](#) for information on Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a).

Provide Feedback to OJP

See the [OJP Grant Application Resource Guide](#) for information on how to provide feedback to OJP.

Performance Measures

Award recipients will be required to submit performance measure data in the BJA TTA Reporting Portal and/or JustGrants. Examples of the performance measures questionnaire can be found at: https://bjatta.bja.ojp.gov/sites/default/files/interest_groups/TTA%20Reporting%20Portal%20Data%20Dictionary_0.pdf. Further guidance on the post-award submission process will be provided, if selected for award.

Application Checklist

Economic, High-Technology, White Collar, and Internet Crime Prevention National Training and Technical Assistance Program

This application checklist has been created as an aid in developing an application.

What an Applicant Must Do:

Prior to Registering in Grants.gov:

- Acquire a DUNS Number (see [OJP Grant Application Resource Guide](#))
- Acquire or renew registration with SAM (see [OJP Grant Application Resource Guide](#))

To Register with Grants.gov:

- Acquire AOR and Grants.gov username/password (see [OJP Grant Application Resource Guide](#))
- Acquire AOR confirmation from the E-Biz POC (see [OJP Grant Application Resource Guide](#))

To Find Funding Opportunity:

- Search for the Funding Opportunity on Grants.gov
- Access Funding Opportunity and Application Package (see [OJP Grant Application Resource Guide](#))
- Sign up for Grants.gov email [notifications](#) (optional) (see [OJP Grant Application Resource Guide](#))
- Read [Important Notice: Applying for Grants in Grants.gov](#)
- Read OJP policy and guidance on conference approval, planning, reporting available at ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm (see [OJP Grant Application Resource Guide](#))

Overview of Post-Award Legal Requirements:

- Review the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2021 Awards](#)" in the [OJP Funding Resource Center](#).

Scope Requirement:

- The federal amount requested is within the allowable limit(s) of \$11,000,000

Eligibility Requirement: See Eligibility section

- Submit **SF-424** and **SF-LLL** in Grants.gov

After SF-424 and SF-LLL Submission in Grants.gov, Receive Grants.gov Email Notifications That:

- Submission has been received in Grants.gov

- Submission has either been successfully validated or rejected with errors (see [OJP Grant Application Resource Guide](#))

If No Grants.gov Receipt, and Validation or Error Notifications are Received:

- Contact the Response Center by telephone at 800–851–3420 or TTY: 301–240–6310 (hearing impaired only) or by email at grants@ncjrs.gov. Response Center hours of operation are 10 a.m. to 6 p.m. eastern time Monday through Friday, and 10 a.m. to 8 p.m. eastern time on the solicitation close date.

Receive email notification to complete application in JustGrants:

- Complete Application in JustGrants

Content of Application Submission:

The following items are critical application elements required to pass Basic Minimum Requirements review. An application that OJP determines does not include the application elements that must be included in the application submission in order for the application to meet the basic minimum requirements, will neither proceed to peer review, nor receive further consideration.

- **Proposal Abstract**
- **Proposal Narrative**
- **Budget Worksheet and Budget Narrative (web-based form)**
- Information to Complete the Application for Federal Assistance (SF-424) in Grants.gov
- Standard Applicant Information (SF-424 info from Grants.gov)

Budget and Associated Documentation

- Budget Worksheet and Budget Narrative (Web-based form)
- Indirect Cost Rate Agreement (if applicable) (see [OJP Grant Application Resource Guide](#))
- Financial Management and System of Internal Controls Questionnaire (see [OJP Grant Application Resource Guide](#))
- Disclosure of Process related to Executive Compensation

Additional Application Components

- Tribal Authorizing Resolution (if applicable) (see [OJP Grant Application Resource Guide](#))
- Research and Evaluation Independence and Integrity (see [OJP Grant Application Resource Guide](#))
- Request and Justification for Employee Compensation; Waiver (if applicable) (see [OJP Grant Application Resource Guide](#))

Disclosures and Assurances

- [Disclosure of Lobbying Activities \(SF-LLL\)](#) (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure of Duplication in Cost Items (Pending Applications) (see [OJP Grant Application Resource Guide](#))
- DOJ Certified Standard Assurance (see [OJP Grant Application Resource Guide](#))
- DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure and Justification - DOJ High Risk Grantees (if applicable) (see [OJP Grant Application Resource Guide](#))

Submit Application in JustGrants:

- Application has been successfully submitted in JustGrants

If No JustGrants Application Submission, Validation, or Error Notifications are Received:

- Contact JustGrants.Support@usdoj.gov or 833-872-5175 regarding technical difficulties