

Gulf States Law Enforcement Technology Initiative

FY 2020 Competitive Grant Solicitation

February 28, 2020

This solicitation has been updated to clarify the requirements of the initiative.

Thank you for your attention to this update.



Gulf States Law Enforcement Technology Initiative FY 2020 Competitive Grant Solicitation

CFDA: #16.843

Grants.gov Solicitation Number: BJA-2020-17273

Solicitation Release Date: February 18, 2020

Application Deadline: 11:59 p.m. eastern time on April 28, 2020

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#) (BJA) is seeking applications for funding under the Gulf States Law Enforcement Technology Initiative to provide technology and resources to Gulf State law enforcement agencies to increase information sharing on both a local and regional basis.

This solicitation incorporates the [OJP Grant Application Resource Guide](#) by reference. It provides guidance to applicants on how to prepare and submit applications for funding to OJP. 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.

Eligibility (Who may apply):

Applicants are limited to those in the Gulf States of Alabama, Florida, Louisiana, Mississippi, and Texas.

The following entities are eligible to apply:

- local government entities, including local law enforcement entities
- tribal law enforcement agencies, or governmental non-law enforcement agencies acting as their fiscal agents
- federally recognized Indian tribal governments that perform law enforcement functions
- tribal consortia consisting of two or more federally recognized Indian tribes (including tribal consortia operated as nonprofit organizations) acting as fiscal agent for one or more tribal law enforcement agencies

Applications must focus on a process to share information with local law enforcement entities, tribal law enforcement agencies, or governmental non-law enforcement agencies to enhance information and intelligence sharing in order to reduce crime and drug trafficking.

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

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

subrecipients (“subgrantees”)¹. BJA will not fund separate applications from different agencies within the same jurisdiction under this solicitation (i.e., a law enforcement agency and prosecutor agency within the same jurisdiction). In these cases, BJA encourages these agencies to form task force partnerships and submit one application for the entire jurisdiction. The applicant must be the entity that would have primary responsibility for carrying out the award, including administering the funding and managing the entire project. Under this solicitation, only one application by any particular applicant entity will be considered. An entity may, however, be proposed as a subrecipient (“subgrantee”) in more than one application. For additional information on subawards, see the [OJP Grant Application Resource Guide](#).

Contact information

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800–518–4726 or 606–545–5035, at

<https://www.grants.gov/web/grants/support.html>, or at support@grants.gov. The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

An applicant that experiences unforeseen Grants.gov technical issues beyond its control that prevent it from submitting its application by the deadline must email the contact identified below **within 24 hours after the application deadline** to request approval to submit its application after the deadline. Additional information on reporting technical issues appears under “Experiencing Unforeseen Grants.gov Technical Issues” in the How To Apply (Grants.gov) section in the [OJP Grant Application Resource Guide](#).

For assistance with any unforeseen Grants.gov technical issues beyond an applicant’s control that prevent it from submitting its application by the deadline, or any other requirement of this solicitation, contact the National Criminal Justice Reference Service (NCJRS) Response Center: toll-free at 800–851–3420; via TTY at 301–240–6310 (hearing impaired only); email grants@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.

Deadline Details

Applicants must register with Grants.gov at <https://www.grants.gov/web/grants/register.html> prior to submitting an application. All applications are due by 11:59 p.m. eastern time on April 28, 2020.

To be considered punctual, an application must be submitted by the application deadline using Grants.gov, and the applicant must have received a validation message from Grants.gov that indicates successful and timely submission. 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.

¹ For additional information on subawards, see “Budget and Associated Documentation” under [Section D. Application and Submission Information](#).

An applicant must use the **Add Attachment** button to attach a file to its application. Do not click the paperclip icon to attach files. This action will not attach the files to the application. After adding an attachment, select the **View Attachment** button to confirm you attached the correct file. To remove the file, select the **Delete Attachment** button.

OJP encourages all applicants to read this Important Notice: Applying for Grants in Grants.gov.

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

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Gulf States Law Enforcement Technology Initiative

CFDA #16.843

A. Program Description

Overview

The BJA Gulf States Law Enforcement Technology Initiative provides resources and law enforcement technology to law enforcement jurisdictions within the five Gulf States – Alabama, Florida, Louisiana, Mississippi, and Texas – to enhance information and intelligence sharing among them in order to reduce crime and drug trafficking.

Statutory Authority: FY20 (BJA - Law Enforcement) Pub. L. No. 116-93, 133 Stat 2317, 2407.

Program-Specific Information

The Gulf States Law Enforcement Technology Initiative will select a single local government agency with the capacity to develop local law enforcement projects designed to gather, analyze, and disseminate information critical to investigating, reporting, and responding to crimes and suspicious activity within its jurisdiction.

Through the initiative, the successful local law enforcement agency will be able to deploy or sustain a project within their jurisdiction, and to work in conjunction with adjacent jurisdictions where necessary. As a result, it will enhance information and intelligence sharing between local law enforcement agencies, fusion centers, and federal and state agencies.

Objectives and Deliverables

Objective: Improve information and intelligence sharing with adjacent jurisdictions and those throughout the Gulf Shore states.

Deliverable: Improve/enhance suspicious activity reporting, analytical products, interactions with real-time crime center (RTCC) or intelligence centers, fusion centers, and other law enforcement sharing systems including the Regional Information Sharing Systems (RISS) and FBI's Law Enforcement Enterprise Portal (LEEP).

Deliverable: Improved communications, cooperation, collaboration, and information sharing, including sharing data on current crime trends, analysis of intelligence, and information/intelligence-sharing methods surrounding crime trends and issues that may be unique to the Gulf States.

Objective: Improved law enforcement components and increased participation in this project.

Deliverable: Document existing resources currently available to the jurisdiction(s) within the application area and how they are strategically aligned to support this new initiative. These resources should assist with information sharing and encourage agency interactions in solving crimes. The successful applicant must also document all successful participation projects for possible replication and/or case study.

Objective: Ensure technology is responsibly deployed and maintained properly.

Deliverable: Policies and procedures regarding information sharing, technology and analysis are developed with regard to local, federal and state laws to protect and secure data and the privacy of individuals.

Objective: Utilize technology, lessons learned, and promising practices from BJA FY19 Gulf States Law Enforcement Technology Initiative awards.

Deliverable: Review the projects awarded in FY19 under the BJA Gulf States Law Enforcement Technology Initiative to see if what is being proposed in FY20 can benefit from what is already in place by another grantee. Sharing information and intelligence with existing projects/initiatives should be encouraged.

The Objectives and Deliverables are directly related to the performance measures that demonstrate the results of the work completed, as discussed under [What an Application Should Include](#).

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

Applicants should note that 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.”

B. Federal Award Information

| | |
|--|-----------------|
| Maximum number of awards BJA expects to make | 1 |
| Estimated maximum dollar amount for each award | \$2,700,000 |
| Total amount anticipated to be awarded under this category | \$2,700,000 |
| Period of performance start date | October 1, 2020 |
| Period of performance duration | 24 months |

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.

BJA may elect to fund applications submitted under this FY 2020 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and on the availability of appropriations.

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

BJA expects to make awards under this solicitation as grants. See the Administrative, National Policy, and Other Legal Requirements section of the [OJP Grant Application Resource Guide](#) for additional information.

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 Requirements² as set out at 2 C.F.R. 200.303, comply with standards for financial and program management. See the [OJP Grant Application Resource Guide](#) for additional information.

Budget Information

Cost Sharing or Match Requirement

This solicitation does not require a match.

Please see the [OJP Grant Application Resource Guide](#) for information on the following:

[Pre-agreement Costs \(also known as Pre-award Costs\)](#)

[Limitation on Use of Award Funds for Employee Compensation; Waiver](#)

[Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs](#)

[Costs Associated with Language Assistance \(if applicable\)](#)

C. Eligibility Information

For eligibility information, see [title page](#).

For information on cost sharing or match requirements, see [Section B. Federal Award Information](#).

D. Application and Submission Information

What an Application Should Include

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: Program Abstract, Program Narrative, Budget Detail Worksheet and Budget Narrative, Timelines, and copies of any memorandum of understanding or cooperative agreement for agencies working as part of the task force identified in the application.

² 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 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 of the specified elements or that is nonresponsive to the scope of the solicitation.

1. Application for Federal Assistance (Standard Form (SF)-424)

The SF-424 is a required standard form used as a cover sheet for submission of preapplications, 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.")

2. Project Abstract

Applications should include an abstract that summarizes the proposed project in 400 words or fewer. Project abstracts should be:

- Written for a general public audience.
- Submitted as a separate attachment with "Project Abstract" as part of its file name.
- Single-spaced, using a standard 12-point Times New Roman font with 1-inch margins.

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

3. Program Narrative

The program narrative must respond to the Review Criteria in the order given. Applications are peer reviewed and scored on answers to the Review Criteria. The program narrative should be double-spaced, using standard 12-point Times New Roman font with 1-inch margins, and should not exceed 10 pages. Number pages "1 of 10," "2 of 10," etc.

If the program 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 should be included as part of the program narrative:

- a. Description of the Initiative and Issues to be Addressed
- b. Initiative Design and Implementation
- c. Capabilities and Competencies
- d. Plan for Collecting the Data Required for this Solicitation's Performance Measures

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 objectives and deliverables identified under "Objectives and Deliverables" in [Section A. Program Description](#).

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

Performance measures for this category are listed in [Appendix A: Performance Measures Table.](#)

The application should demonstrate the applicant's understanding of the performance data reporting requirements for this grant program and detail how the applicant will gather the required data.

Please note that applicants are **not** required to submit performance data with the application. 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.

Post-award recipients will be required to submit performance metric data semiannually through BJA's [Grants](#) Management System.

Note on Project Evaluations

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

Please see the [OJP Grant Application Resource Guide](#) for information on the following:

4. [Budget Information and Associated Documentation](#) in the Budget Preparation and Submission Information section.
 5. [Indirect Cost Rate Agreement](#)
 6. [Tribal Authorizing Resolution \(if applicable\)](#)
 7. [Financial Management and System of Internal Controls Questionnaire \(including applicant disclosure of high-risk status\)](#)
 8. [Disclosure of Lobbying Activities](#)
 9. [Applicant Disclosure of Pending Applications](#)
 10. [Applicant Disclosure and Justification – DOJ High Risk Grantees³ \(if applicable\)](#)
 11. [Research and Evaluation Independence and Integrity](#)
 12. [Disclosure of Process Related to Executive Compensation](#)
-

³ 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.

13. Additional Attachments

a. Memorandums of Understanding or Inter-Agency Local Agreement (if applicable)

Applicants must include any Memorandums of Understanding (MOUs) or Inter-Local Agreements that spell out the roles, responsibilities, and commitments of each jurisdiction. Should additional agencies join a grantee agency's project over the course of the project period, new MOUs, or addenda to the original MOU that identify these additional agencies, must be immediately provided to BJA upon execution of these documents.

b. Timeline

Include a comprehensive timeline that identifies milestones, numerically listed deliverables, and who is responsible for each activity (provide title and agency). The task forces' regularly scheduled quarterly meeting must be reflected on the timeline.

c. Letters of Support

Include letters of support from relevant state and local law enforcement agencies, federal agencies, or other government entities. **Any letters of support must be part of the application package; no independent letters will be accepted after the application has been submitted.**

d. List of Subrecipients and Procurement Contracts

Include a list of subrecipients and contracted services, based on the example below, which will be part of the project and will receive funding if the application is selected:

| Applicant Legal Name | Application Number | First Name, Last Name | Sub-recipient Organization Name | Sub-recipient Organization City/State |
|----------------------|--------------------|-----------------------|---------------------------------|---------------------------------------|
| | | SAMPLE | | |
| | | | | |

How To Apply (Grants.gov)

Applicants must register in and submit applications through [Grants.gov](#), a primary source to find federal funding opportunities and apply for funding. Find information on how to apply in response to this solicitation in the [OJP Grant Application Resource Guide](#).

Registration and Submission Steps

Applicants will need the following identifying information when searching for the funding opportunity on Grants.gov.

- 1. CFDA #16.843 Gulf States Law Enforcement Technology Initiative**
- 2. Funding opportunity BJA-2020-17273**

For information on each registration and submission step, see the [OJP Grant Application Resource Guide](#).

E. Application Review Information

Review Criteria

Applications that meet basic minimum requirements will be evaluated by peer reviewers using the following review criteria.

1. Description of the Project/Initiative and the Issues to be Addressed (10 percent)

Describe how the proposed initiative will improve information and intelligence sharing, investigation of crimes, and impact levels of local and violent crime in the Gulf States.

2. Project/Initiative Design and Implementation (30 percent)

Fully describe how the initiative will be designed and implemented to assist Gulf States jurisdictions with increased information and intelligence sharing and improve cooperation and collaboration in dealing with crime trends and issues in this region.

3. Capabilities and Competencies (25 percent)

Fully describe the applicant's capabilities to implement the project/initiative and the competencies of staff assigned to the project. Identify personnel who are critical to the project's implementation and discuss their roles, responsibilities, and qualifications. Discuss organizational capabilities or competencies that will directly impact the ability to successfully implement the proposed project.

4. Impact/Outcomes – Plan for Collecting the Data Required for this Solicitation’s Performance Measures (10 percent)

Explain how this project's effectiveness will be demonstrated. Describe how performance measure data will be collected, who will collect and report the data, how the data will be stored, and how it will be assessed to measure the impact of the proposed project/initiative. Describe how your program's performance data will be shared with BJA and the agencies in the field.

5. Sustainment (15 percent)

Outline a strategy for sustaining the work of the project/initiative beyond the conclusion of the federal grant. This would include enforcement initiatives, continued training, and public awareness efforts.

6. Budget (10 percent)

Provide a proposed budget for the entire project period that is complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Budget narratives should demonstrate generally how applicants will maximize cost effectiveness of grant expenditures. Budget narratives should demonstrate cost effectiveness in relation to potential alternatives and the objectives of the project.⁴

Note: The funds awarded under this solicitation may not be used for land acquisition or construction projects, and may not be used to provide any security enhancements or any equipment to any non-governmental entity that is not engaged in law enforcement or law enforcement support, criminal or juvenile justice, or delinquency prevention.

⁴ Generally speaking, a reasonable cost is a cost that, in its nature or amount, does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs.

Review Process

BJA reviews an application to make sure that the information presented is reasonable, understandable, measurable, achievable, and consistent with the solicitation requirements. See the [OJP Grant Application Resource Guide](#) for information on the application review process for this solicitation.

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 nonpublic 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, at its option, 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 recommendations, but also other factors as indicated in this section.

F. Federal Award Administration Information

Please see the [OJP Grant Application Resource Guide](#) for information on the following:

Federal Award Notices

Administrative, National Policy, and Other Legal Requirements

OJP strongly encourages prospective applicants to review information on post-award legal requirements and common OJP award conditions **prior** to submitting an application.

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

General Information About Post-Federal Award Reporting Requirements

In addition to the deliverables described in [Section A. Program Description](#), 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.

G. Federal Awarding Agency Contact(s)

For contact information for Grants.gov, see [page 2](#).

H. Other Information

Please see the [OJP Grant Application Resource Guide](#) for information on the following:

[Freedom of Information and Privacy Act \(5 U.S.C. 552 and 5 U.S.C. 552a\)](#)

[Provide Feedback to OJP](#)

Appendix A: Performance Measures Table

| Objectives | Performance Measure(s) | Data Grantee Provides |
|---|--|--|
| <p>Identify and promote information-sharing technology solutions that will help local and regional law enforcement agencies respond to, prevent, investigate, and/or prosecute crimes and suspicious activity in the Gulf States.</p> | <p>Number of technology solutions implemented (by purpose)</p> | <p><i>Report one time only unless the data-sharing technology you plan to implement changes:</i></p> <p>List the type of technology being implemented as a result of this grant program. Report each technology solution separately.</p> <p>Provide a description of how the technology functions will be used.</p> <p>Explain how this technology will benefit the organization or program.</p> <p>What general purpose does the technology serve? Choose from the following:</p> <ul style="list-style-type: none"> A. Monitoring/surveillance B. Crime analysis C. Forensics/investigations D. Case management/evidence tracking E. Information sharing F. Improving decision-making G. Data analysis H. Automating administrative processes I. Communications systems/hotlines <p><i>Reported Quarterly:</i></p> <p>What is the current status of deploying the technology that is being implemented as a result of the grant?</p> <ul style="list-style-type: none"> A. Not yet started B. In progress C. Delayed D. Completed E. Not applicable <p>During the last reporting period, please describe any progress you made or barriers you encountered related to deployment or use of technology as you intended.</p> |

| Objectives | Performance Measure(s) | Data Grantee Provides |
|--|--|--|
| <p>Improve information and intelligence sharing with adjacent jurisdictions throughout the Gulf States.</p> | <p>Percentage of agencies that increased the number of partners that are actively engaged in the initiative compared to the pre- grant period</p> <p>Percentage of agencies that newly gained access to local, state, or federal databases resulting from this initiative</p> <p>Percentage of agencies that achieved new formal partnership agreements or MOUs</p> <p>Percentage of agencies that achieved new data-sharing agreements with local, state, or federal partners</p> | <p><i>Reported at the beginning of grant activity (one time only):</i></p> <p>Number of distinct agency partners actively engaged in the grant initiative through formal partnership agreements or MOUs</p> <p>Number of data-sharing agreements with local, state, or federal partners</p> <p>Number of local, state, or federal databases this program plans to gain access to as a result of this initiative</p> <p><i>During the reporting period:</i></p> <p>Number of NEW formal partnership agreements or MOUs</p> <p>Number of NEW data-sharing agreements with local, state, or federal partners</p> <p>Number of local, state, or federal databases where NEW access was granted to as a result of this initiative</p> <p><i>To be reported prior to the closeout of the award (one time only):</i></p> <p>Number of distinct agency partners actively engaged in the grant initiative through formal partnership agreements or MOUs</p> <p>Number of data-sharing agreements with local, state, or federal partners.</p> |
| <p>Develop and implement policies and practices around the use of the information-sharing or other technology solution improves decision-making in the Gulf States region.</p> | <p>Number of agencies with new or revised policy and/or procedural documents</p> | <p>Number of agency partners with standard operating procedures incorporating the use of the new information-sharing technology solution</p> |

| Objectives | Performance Measure(s) | Data Grantee Provides |
|---|--|---|
| <p>Leverage the information-sharing technology solution and data-sharing partnerships to reduce targeted crimes in local jurisdictions.</p> | <p>Percentage of suspicious activity reports/tips/incidents resulting in an investigation resulting from this grant initiative</p> <p>Number of investigations resulting in an arrest resulting from this grant initiative</p> <p>Percent decrease in the number of targeted crimes that occurred in the target area when compared to the baseline</p> | <p><i>During the reporting period:</i> Number of tips or leads generated resulting from this grant initiative Of those, number of tip or leads resulting in further investigation Of those, number of investigations that lead to an arrest</p> <p><i>Reported at the beginning of grant activity (one time only):</i> Baseline statistical data reflecting number of incidents of the specific targeted crime (by type) reported in the target area</p> <p><i>To be reported prior to the closeout of the award (one time only):</i> Number of incidents of the specific targeted crime (by type) reported in the target area</p> |

Appendix B: Application Checklist

FY 2020 Gulf States Law Enforcement Technology Initiative

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

What an Applicant Should Do: See [OJP Grant Application Resource Guide](#)

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 (see [OJP Grant Application Resource Guide](#))
- 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, and reporting available at ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm (see [OJP Grant Application Resource Guide](#))

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 [OJP Grant Application Resource Guide](#))

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

- contact NCJRS regarding experiencing technical difficulties (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 2020 Awards](#)” in the [OJP Funding Resource Center](#).

Scope Requirement:

- The federal amount requested is within the allowable limit of \$3,000,000.

Eligibility Requirement:

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). Applicants must possess experience in providing technical on a national level to state, regional, county, local, and tribal law enforcement agencies and other criminal justice entities. This assistance should include information and intelligence sharing, law enforcement technology, interaction with fusion centers, responding to crimes and suspicious activities in local communities, and providing requested training both in-person and online.

What an Application Should Include:

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.

- | | |
|---|----------------------------|
| <input type="checkbox"/> Project Abstract | (see page 8) |
| <input type="checkbox"/> Project Narrative | (see page 8) |
| <input type="checkbox"/> Budget Detail Worksheet and Narrative Resource Guide) | (see OJP Grant Application |
| <input type="checkbox"/> Timeline | (see page 10) |
| <input type="checkbox"/> Copies of any Memorandums of Understanding or Cooperation Agreements | (see page 10) |

- | | |
|---|---|
| <input type="checkbox"/> Application for Federal Assistance (SF-424) (see OJP Grant Application Resource Guide) | (see OJP Grant Application Resource Guide) |
| <input type="checkbox"/> Indirect Cost Rate Agreement (if applicable) (see OJP Grant Application Resource Guide) | (see OJP Grant Application Resource Guide) |
| <input type="checkbox"/> Tribal Authorizing Resolution (if applicable) (see OJP Grant Application Resource Guide) | (see OJP Grant Application Resource Guide) |
| <input type="checkbox"/> Financial Management and System of Internal Controls Questionnaire (see OJP Grant Application Resource Guide) | (see OJP Grant Application Resource Guide) |
| <input type="checkbox"/> Disclosure of Lobbying Activities (SF-LLL) (see OJP Grant Application Resource Guide) | (see OJP Grant Application Resource Guide) |
| <input type="checkbox"/> Applicant Disclosure of Pending Applications (see OJP Grant Application Resource Guide) | (see OJP Grant Application Resource Guide) |
| <input type="checkbox"/> Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable) (see OJP Grant Application Resource Guide) | (see OJP Grant Application Resource Guide) |
| <input type="checkbox"/> Research and Evaluation Independence and Integrity (see OJP Grant Application Resource Guide) | (see OJP Grant Application Resource Guide) |
| <input type="checkbox"/> Disclosure of Process related to Executive Compensation (see OJP Grant Application Resource Guide) | (see OJP Grant Application Resource Guide) |
| <input type="checkbox"/> Request and Justification for Employee Compensation; Waiver (if applicable) (see OJP Grant Application Resource Guide) | (see OJP Grant Application Resource Guide) |

Additional Attachments

- Memorandums of Understanding or Inter-Agency Local Agreements (if applicable)
(see page 10)
- Letters of Support, MOUs, etc.
(see page 10)
(Note: any letters of support must be part of the application package, no
Independent letters will be accepted after the application has been submitted)