



The [U.S. Department of Justice, Office of Justice Programs' Bureau of Justice Assistance](#) is pleased to announce that it is seeking applications for the State and Local Terrorism Prevention Training and Technical Assistance National Initiative Program, funded through the Department of Justice Appropriations Act, 2010 (Pub. L. No. 111-117). This training and technical assistance program will further the Department's counter-terror efforts and assist state, local, and tribal law enforcement agencies to prevent acts of terror in their jurisdictions. This training will emphasize that constitutional rights, civil liberties, civil rights, and privacy interests must be protected throughout the intelligence process.

## State, Local, and Tribal Terrorism Prevention Training and Technical Assistance National Initiative Program FY 2010 Competitive Grant Announcement

### Eligibility

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

### Deadline

Registration with OJP's Grants Management System (GMS) is required prior to application submission. (See "How to Apply," page 5)

All applications are due by 8:00 p.m. eastern time on March 18, 2010.  
(See "Deadlines: Registration and Applications," page 1)

### Contact Information

For technical assistance with submitting the application, call the Grants Management System Support Hotline at 1-888-549-9901, option 3, or via e-mail to [GMSHelpDesk@usdoj.gov](mailto:GMSHelpDesk@usdoj.gov).

**Note:** The GMS Support Hotline hours of operation are Monday-Friday from 6:00 a.m. to 12:00 midnight eastern time.

For assistance with other requirements of this solicitation, contact: Deborah Meader, BJA Policy Advisor, at 202-305-2601 or by e-mail at [Deborah.Meader@usdoj.gov](mailto:Deborah.Meader@usdoj.gov).

BJA encourages stakeholder feedback on its solicitations and award processes. Send feedback on this solicitation to [AskBJA@usdoj.gov](mailto:AskBJA@usdoj.gov).

**Release Date: January 26, 2010**

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

## **Overview**

The U.S. Department of Justice's (DOJ) *Strategic Plan for Fiscal Years 2007-2012* identifies as *Goal One: Prevent Terrorism and Promote the Nation's Security*. Under the Department's Strategic Objective 1.1 of *Prevent, disrupt, and defeat terrorist operations before they occur*, the Bureau of Justice Assistance (BJA), Office of Justice Programs (OJP) provides terrorism prevention training and technical assistance. The purpose of this solicitation is to select an organization(s) to continue to provide training, including anti-terrorism training, and technical assistance in FY 2010 through funding from the Department of Justice Appropriations Act, 2010 (Pub. L. No. 111-117).

In addition, all training and technical assistance conducted under this initiative must emphasize that constitutional rights, civil liberties, civil rights and privacy interests are protected throughout the intelligence process,

## **Deadlines: Registration and Application**

Registration is required prior to submission. The deadline to register in GMS is 8:00 p.m. eastern time on March 18, 2010, and the deadline for applying for funding under this announcement is 8:00 p.m. eastern time on March 18, 2010. Please see the "How to Apply" section, page 5 for more details.

## **Eligibility**

Please refer to the cover page of this solicitation for eligibility under this program.

## **State and Local Terrorism Prevention Training and Technical Assistance National Initiative Program—Specific Information**

*This award is subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law.*

The training and technical assistance provider will be required to:

- Update and deliver terror prevention curricula for state, local, and tribal law enforcement. Such curricula must be customizable to specific jurisdictional or regional needs and include research- and experienced-based modules pertaining to foreign and domestic terror groups, terror precursors, disruption and prevention strategies, and other topics deemed relevant by BJA. At least four 4-day regionally-equitable (i.e., rural, tribal, regional, and metropolitan jurisdictions) sessions are required. Training must be delivered to law enforcement of various types and levels (e.g., command staff, patrol, investigators, etc.) and must be available for delivery in multiple formats (e.g., train-the-trainer, specialized workshops, etc.).
- Provide logistical support for at least two BJA events related to counter-terror topics. Logistical support includes agenda production, meeting facilitation, and travel reimbursement for non-federal participants. Non-federal participants that will require

reimbursement will not exceed 50 individuals per project period. Events will be held in the Washington, D.C. area.

- Develop and maintain a distance-learning, restricted-access online resource to complement classroom training.
- Update and maintain a public web site.
- Develop and deliver 30-40 terrorism training/briefing sessions on an *ad hoc*, BJA-assigned basis. Training/briefing session includes presentations at national, regional, and state conferences.
- Develop and deliver at least four train-the-trainer program to groups totaling 30-50 trainees each. Sessions will be held throughout the United States.
- Develop and disseminate written materials that support and complement the training sessions or clarify various elements of successful terror prevention. Written materials include in-house production of CD/DVD products. At least three new publications that are timely and relevant, as determined by BJA, must be produced and disseminated during the project period.
- Develop and maintain terror prevention technical assistance capacity to respond to requests from federal, state, local, and tribal law enforcement agencies as well as national and regional law enforcement policy organizations. This also includes responding to requests from universities and colleges with law enforcement training responsibilities and municipal or regional training academies.
- Develop and maintain an analytic capacity to monitor (using open-source material) terror activity to validate and modify training delivery and publication development. Identify emerging groups as well as changes in the tactics and strategies of previously known organizations intent on committing acts of terror within the United States.
- Continue the BJA Communities Against Terror (CAT) program. Based on deconstruction of previous acts of terror, the CAT program consists of outreach materials and publications that are designed to engage the business and service sectors in terror prevention. The successful applicant will receive the current edition of the CAT program to continue work in this area.

### **Priority Consideration**

DOJ recognizes the critical, integral terror prevention role of state, local, and tribal law enforcement agencies. Because the threat of terror is persistent and immediate and the need for collaborative partnerships among federal, state, local, and tribal authorities is essential, priority consideration will be given to applicants that:

- Demonstrate significant experience in providing counter-terror training and technical assistance nationwide to federal, state, local, and tribal law enforcement.
- Document a thorough understanding of the state, local, and tribal law enforcement terror prevention role.
- Demonstrate an understanding of the pre-operational cycle of an act of terror and its relevance to state and local law enforcement prevention efforts.

- Demonstrate an ability to develop and support the analytic capability necessary to support the cadre of trainers and trainees successfully completing the program.
- Demonstrate a history of working effectively with U.S. Attorneys' Offices and other federal law enforcement agencies.
- Document an established cadre of criminal justice researchers, experienced investigators, and law enforcement managers and executives with experience at the federal, state and local level.
- Demonstrate an ability to develop and maintain a proven distance-learning capacity. Applicants should provide examples of previous or current distance-learning methodology.
- Demonstrate an ability to deliver training to multiple audience types (e.g., investigators, patrol officers, etc.) and in multiple formats or delivery methods.
- Document an ability to modify training and technical assistance delivery to specific needs of jurisdictions.
- Demonstrate an operational readiness within 60 days of the award.

In meeting these priority considerations, the successful applicant should provide curricula, cadre lists, letters of support (for joint applications), and other indicia that meet the specifications.

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

One cooperative agreement for up to \$3 million will be awarded for a project period of at least 12 months.

### ***Budget Information***

**Limitation on Use of Award Funds for Employee Compensation; Waiver:** No portion of any award of more than \$250,000 made under this solicitation may be used to pay total cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that exceeds 110% of the maximum annual salary payable to a member of the Federal government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. (The 2009 salary table for SES employees is available at <http://www.opm.gov/oca/09tables/indexSES.asp>.) Note: A recipient may compensate an employee at a higher 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 limitation on compensation rates allowable under an award may be waived on an individual basis at the discretion of the Assistant Attorney General (AAG) for the Office of Justice Programs. An applicant that wishes to request a waiver must include a detailed justification in the budget narrative of its application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request that the applicant adjust and resubmit their budget. The justification should include: the particular qualifications and expertise of the individual, the uniqueness of the service being provided, 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 that is to be done.

## Performance Measures

To assist in fulfilling the Department’s responsibilities under the Government Performance and Results Act (GPRA), P.L. 103-62, applicants who receive funding under this solicitation must provide data that measures the results of their work. **Additionally, applicants must discuss in their application their methods for collecting data for performance measures. Please refer to “What an Application Must Include” (below), for additional information on applicant responsibilities for collecting and reporting data.** Performance measures for this solicitation are as follows:

Program Goals	Catalog ID	Performance Measures	Data Grantee Provides
<p>Increase the knowledge of criminal justice practitioners through in-person training.</p>		<p>Percentage of trainees who successfully completed the program.</p> <p>Percentage of in-person trainees who completed the training who rated the training as satisfactory or better.</p> <p>Number of state, local, and tribal law enforcement agencies receiving technical assistance through the program.</p> <p>Percentage of trainees completing the training whose post- test indicated an improved score over their pre-test.</p> <p>Percentage of TA recipients who rated the TA as satisfactory or better.</p>	<p>For the current reporting period: Number of individuals who:</p> <ul style="list-style-type: none"> <li>• Attended each training.</li> <li>• Completed each training.</li> <li>• Completed an evaluation at the conclusion of the training.</li> <li>• Rated the training as satisfactory or better.</li> </ul> <p>During the current reporting period:</p> <ul style="list-style-type: none"> <li>• Number of technical assistance events.</li> <li>• Number of individuals receiving technical assistance.</li> </ul> <p>During the current reporting period:</p> <ul style="list-style-type: none"> <li>• Number of trainees whose post-test indicated an improved score over their pre-test.</li> <li>• Number of trainees completing both a pre- and post-test.</li> </ul> <p>For the current reporting period:</p> <ul style="list-style-type: none"> <li>• Number of TA recipients.</li> <li>• Completed an evaluation at the conclusion of the TA event.</li> <li>• Rated the TA as satisfactory or better.</li> </ul>

## How To Apply

Applications will be submitted through OJP's Grants Management System ([GMS](#)). [GMS](#) is a web-based, data-driven computer application that provides cradle to grave support for the application, award and management of grants at OJP. Applicants should begin the process immediately to meet the GMS registration deadline, especially if this is the first time they have used the system. Complete instructions on how to register and submit an application in GMS can be found at [www.ojp.usdoj.gov/gmscbt/](http://www.ojp.usdoj.gov/gmscbt/). If you experience technical difficulties at any point during this process, please e-mail [GMSHelpDesk@usdoj.gov](mailto:GMSHelpDesk@usdoj.gov) or call 1-888-549-9901 (option 3), Monday-Friday from 6:00 a.m.-12:00 midnight eastern time. The Office of Justice Programs highly recommends starting the registration process as early as possible to prevent delays in the application submission by the specified deadline.

All applicants are required to complete the following six steps:

- 1. Acquire a DUNS Number.** A DUNS number is required to submit an application in GMS. The Office of Management and Budget requires that all businesses and nonprofit applicants for Federal funds include a DUNS (Data Universal Numbering System) number in their application for a new award or renewal of an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of 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. Obtain a DUNS number by calling 1-866-705-5711 or by applying online at [www.dunandbradstreet.com](http://www.dunandbradstreet.com). Individuals are exempt from this requirement.
- 2. Acquire or Renew Registration with the Central Contractor Registration (CCR) Database.** CCR registration is required to receive funding. OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the Central Contractor Registration (CCR) database. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Please note, however, that applicants must update or renew their CCR registration at least once per year to maintain an active status. Information about CCR registration procedures can be accessed at [www.ccr.gov](http://www.ccr.gov).
- 3. Acquire a GMS Username and Password.** If you are a new user, please create a GMS profile by selecting the first time user link under the sign-in box of the [GMS](#) home page. For more information on how to register in GMS, go to [www.ojp.usdoj.gov/gmscbt/](http://www.ojp.usdoj.gov/gmscbt/).
- 4. Search for the Funding Opportunity on GMS.** After you log-in to GMS or complete your GMS profile for your username and password, go to the Funding Opportunities link on the left hand side of the page. Please select BJA and the State, Local, and Tribal Terrorism Prevention Training and Technical Assistance National Initiative Program
- 5. Select the Apply On-line Button Associated with the Solicitation Title.** The search results from step 4 will display the solicitation title along with the Registration and Application Deadlines for this funding opportunity. Please select the Apply On-line button in the Action Column to create an application in the system.

6. **Submit an Application Addressing All of the Requirements Outlined in this Solicitation by Following the Directions in GMS.** Once submitted, GMS will display a confirmation screen stating your submission was successful. **Important:** You are urged to submit your application at least 72 hours prior to the due date of the application.

**Note: OJP's Grants Management System (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."

### **Experiencing Unforeseen GMS Technical Issues**

If you experience unforeseen GMS technical issues beyond your control which prevent you from submitting your application by the deadline, you must contact BJA staff **within 24 hours after the deadline** and request approval to submit your application. At that time, BJA staff will require you to email the complete grant application, your DUNS number, and provide a GMS Help Desk tracking number(s). After the program office reviews all of the information submitted as well as contacts the GMS Helpdesk to validate the technical issues you reported, OJP will contact you to either approve or deny your request to submit a late application. If the technical issues you reported cannot be validated, your application will be rejected as untimely.

To ensure a fair competition for limited discretionary funds, the following conditions are not valid reasons to permit late submissions: (1) failure to begin the registration process in sufficient time; (2) failure to follow GMS instructions on how to register and apply as posted on its web site; (3) failure to follow all of the instructions in the OJP solicitation; and (4) technical issues experienced with the applicant's computer or information technology (IT) environment.

Notifications regarding known technical problems with GMS are posted on the OJP funding web page, [www.ojp.usdoj.gov/funding/solicitations.htm](http://www.ojp.usdoj.gov/funding/solicitations.htm).

## **What an Application Must Include**

OJP strongly recommends use of appropriately descriptive file names (e.g., "Program Narrative," "Budget and Budget Narrative," "Timelines," "Memoranda of Understanding," "Resumes") for all required attachments. Where resumes are required, OJP recommends that all resumes be included in a single file.

### **Standard Form 424**

Please see [www07.grants.gov/assets/SF424Instructions.pdf](http://www07.grants.gov/assets/SF424Instructions.pdf) for instructions on how to complete your SF-424.

### **Program Narrative (Attachment 1)**

Applicants must submit a Program Narrative that describes the proposed activities for the grant period and responds to the below Selection Criteria (1-3, 5). The narrative should be double-spaced, using a standard 12-point font (Times New Roman preferred) with 1-inch margins, and must not exceed 30 pages. Please number pages "1 of 30," "2 of 30," etc.

### **Budget and Budget Narrative (Attachment 2)**

Applicants must provide a budget and budget narrative in response to the Selection Criteria 4. A sample budget worksheet can be found at [www.ojp.gov/funding/forms/budget\\_detail.pdf](http://www.ojp.gov/funding/forms/budget_detail.pdf). If you submit a different format, you must include the budget categories as listed in the sample budget worksheet. When using this form, you must also include a budget narrative, in MS Word or PDF format, as a separate attachment. Both the budget detail worksheet and narrative explanation of

costs can be provided in a single document using this acceptable MS Word Budget template, available at [www.ojp.usdoj.gov/BJA/funding/Budget\\_Worksheet\\_Narrative\\_Template.doc](http://www.ojp.usdoj.gov/BJA/funding/Budget_Worksheet_Narrative_Template.doc). Applicants may submit the budget and budget narrative in a different format (i.e., Excel spreadsheet), but it must contain all categories listed within the budget detail worksheet.

Please see the OJP Financial Guide for questions pertaining to budget including allowable and unallowable costs at [www.ojp.gov/financialguide/index.htm](http://www.ojp.gov/financialguide/index.htm).

### **Project Timeline, Resumes, Letters of Support, and Curricula (Attachment 3)**

Attach a project timeline that includes each task, expected completion date, and responsible person or organization. Applicants may also include resumes for key positions; letters of support that outline the partners' responsibilities (for joint applications); and curricula.

## **Selection Criteria**

### **1. Statement of the Problem (10 percent of 100)**

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

### **2. Program Design and Implementation (15 percent of 100)**

Describe the structure and implementation of the training and technical assistance activities requested in this solicitation (see p. 1-3).

### **3. Capabilities/Competencies (50 percent of 100)**

Describe the management structure, staffing, and in-house or contracted capacity to complete each of the tasks outlined. Provide resumes for project personnel and consultants (Attachment 3). Provide information that illustrates the ability to manage complex activities effectively. Clearly outline the organization's ability to conduct the individual activities and the organization's and staff's experience in developing and providing terror prevention training and technical assistance. As appropriate, describe co-applicants' roles and responsibilities, which should mirror the information provided in the letters of support (Attachment 3).

### **4. Budget (10 percent of 100)**

Provide a budget that is complete, allowable, and cost effective (Attachment 2).

### **5. Impact/Outcomes and Evaluation (15 percent of 100)**

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

## **Review Process**

OJP is committed to ensuring a fair and open process for awarding grants. The Bureau of Justice Assistance reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with basic

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

minimum program or legislative requirements as stated in the solicitation (including, but not limited to, requirements as to timeliness, proper format, and responsiveness to the scope of the solicitation).

Peer reviewers will be reviewing the applications submitted under this solicitation that meet basic minimum requirements. The Bureau of Justice Assistance may use either internal peer reviewers, external peer reviewers or a combination to review the applications under this solicitation. An external peer reviewer is an expert in the field of the subject matter of a given solicitation who is NOT a current U.S. Department of Justice employee. An internal reviewer is a current U.S. Department of Justice employee who is well-versed or has expertise in the subject matter of this solicitation. Eligible applications will be evaluated, scored, and rated by a peer review panel. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations for award recommendations and decisions may include, but are not limited to, underserved populations, strategic priorities, past performance, and available funding.

The Office of the Chief Financial Officer (OCFO), in consultation with the Bureau of Justice Assistance, conducts a financial review of applications for potential discretionary awards and cooperative agreements to evaluate the fiscal integrity and financial capability of applicants; examines proposed costs to determine if the budget and budget narrative accurately explain project costs; and determines whether costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final grant award decisions will be made by the Assistant Attorney General (AAG), who may also give consideration to factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding when making awards.

## **Additional Requirements**

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. We strongly encourage you to review the information pertaining to these additional requirements prior to submitting your application. Additional information for each can be found at [www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

- [Civil Rights Compliance](#)
- Faith-Based and Other Community Organizations
- Confidentiality and Human Subjects Protection (if applicable)
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) (if applicable)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds

- Criminal Penalty for False Statements
- Compliance with [Office of Justice Programs Financial Guide](#)
- Suspension or Termination of Funding
- Non-Profit Organizations
- For-Profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006
- Awards in excess of \$5,000,000 – federal taxes certification requirement

**Application Checklist**  
**FY 2010 State, Local, and Tribal Terrorism Prevention Training and Technical Assistance National Initiative Program**

This application checklist has been created to aid you in developing your application.

**Eligibility**

- For-profit (commercial) organizations; nonprofit organizations; faith-based and community organizations; institutions of higher education; and consortiums
- The federal request is within allowable limits (\$3 million)

**The application contains:**

- Program Narrative
- Budget Detail Worksheet
- Budget Narrative

**Program Narrative Format:**

- Double-spaced
- 12-point standard font
- 1" standard margins
- Narrative is 30 pages or less

**Other Required Components:**

- Standard 424 Form
- DUNS number
- Central Contractor Registration (CCR)
- Project Timeline
- Resumes
- Letters of Support
- Curricula