



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 delivery of training and technical assistance to state and local law enforcement on the Criminal Intelligence System Operating Policies (28 CFR Part 23). This program furthers the Department's mission by assisting state, local, and tribal law enforcement and criminal intelligence efforts.

Criminal Intelligence System Operating Policies (28 CFR Part 23) Training and Technical Assistance Program FY 2007 Competitive Grant Announcement

Eligibility

Applicants are limited to organizations that are national, regional, or local; nonprofit; or for-profit and have demonstrated experience in working with and training on 28 CFR Part 23, Criminal Intelligence System Operating Policies, as well as the capability to conduct training and technical assistance on a national level.

(See "Eligibility," page 1)

Deadline

All applications are due by 8:00 p.m. e.t. on January 8, 2007.

(See "Deadline: Applications," page 1)

Contact Information

For assistance with the requirements of this solicitation, contact: Christopher Traver, BJA Senior Policy Advisor, at 202-307-2963 or christopher.traver@usdoj.gov.

This application must be submitted through Grants.gov. For technical assistance with submitting the application, call the Grants.gov Customer Support Hotline at 1-800-518-4726.

Grants.Gov number assigned to announcement: BJA-2007-1511

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Criminal Intelligence System Operating Policies (28 CFR Part 23) Training and Technical Assistance Program CDFA #16.738

Overview of the Criminal Intelligence System Operating Policies (28 CFR Part 23) Training and Technical Assistance Program

The Criminal Intelligence System Operating Policies ([28 CFR Part 23](#)) Training and Technical Assistance Program (Part 23 TTAP) provides training and technical assistance, including onsite intelligence system compliance reviews, for state and local law enforcement agencies across the United States. The Part 23 TTAP has been in existence since 1999. To date, hundreds of local law enforcement agencies have received training or technical assistance through this program, which assists these agencies with maintaining criminal intelligence systems while safeguarding civil liberties by following the policies established in 28 CFR Part 23. This program is funded through the Edward Byrne Memorial Justice Assistance Grant (JAG) Program (42 U.S.C. 3750).

Deadline: Registration

Registering with Grants.gov is a one-time process; however, if you are a first-time registrant, it could take up to several weeks to have your registration validated and confirmed and to receive your user password. It is highly recommended you start the registration process as early as possible to prevent delays in submitting your application package to our agency by the deadline specified. There are three steps that you must complete before you are able to register: 1) register with Central Contractor Registry (CCR), 2) register yourself as an Authorized Organization Representative (AOR), and 3) be authorized as an AOR in your organization. For more information, go to www.grants.gov/. **Note: Your CCR registration must be renewed once a year. Failure to renew your CCR registration will prohibit submission of a grant application through Grants.gov.**

Deadline: Applications

The due date for applying for funding under this announcement is 8:00 p.m. e.t. on January 8, 2007.

Eligibility

Applicants are limited to organizations that are national, regional, or local; nonprofit; or for-profit and have demonstrated experience in working with and training on 28 CFR Part 23, Criminal Intelligence System Operating Policies, as well as the capability to conduct training and technical assistance on a national level. For-profit organizations must agree to waive any profit or fees for services.

Part 23 TTAP-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 Criminal Intelligence Systems Operating Policies ([28 CFR Part 23](#)) were first developed and implemented in 1980 to ensure the protection of the privacy rights of individuals during the collection and exchange of intelligence information. The standards in 28 CFR Part 23 apply to all criminal intelligence systems operating under funding from the Omnibus Crime Control and Safe Streets Act of 1968, as amended.

To aid law enforcement in facilitating effective information and intelligence sharing, the [National Criminal Intelligence Sharing Plan](#) (Plan) was developed. The Plan serves as a model intelligence sharing plan to assist law enforcement agencies in implementing better methods for developing and sharing critical data. The Plan formally recommends the adoption of 28 CFR Part 23 as the minimum standard for the operation of all criminal intelligence systems, regardless of funding sources.

Training provided through the Part 23 TTAP includes training to policymakers, managers, intelligence analysts, and related professionals, and training diverse national, regional, state, tribal, and local audiences. Training currently is provided as an overview in half-day segments, and in various lengths up to 2 days. Technical assistance provided through Part 23 TTAP consists of telephone and e-mail consultations, provision of background materials related to the regulation, onsite visits and discussions, and onsite system compliance reviews. Compliance reviews require the training and technical assistance (TTA) provider to visit the site, review policies and procedures related to the intelligence system(s), review audit logs, observe system structures and functions, and sample intelligence files. The TTA provider prepares a report of findings to the requesting agency. Certification of compliance can be based on these compliance reviews, with certification granted by the Bureau of Justice Assistance (BJA).

Requirements and Deliverables

During the 12-month project period, the grantee, in coordination with BJA, will be required, at a minimum, to:

- Deliver 14 customized trainings on 28 CFR Part 23, made available upon request.
- Respond to all requests for technical assistance in the implementation of and compliance with 28 CFR Part 23, including onsite technical assistance such as compliance reviews.
- Develop and implement multi-media resources related to Part 23 TTAP, including instructional aids, training formats, and delivery mechanisms.
- Develop and pilot test a “train-the-trainer” curriculum for Part 23 TTAP, which will allow a select group of qualified trainers to become a resource in addressing basic training requests.

Amount and Length of Award

Up to \$250,000 will be awarded for a 12-month project period.

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. Performance measures for this solicitation are as follows:

Program Goals	Performance Measures	Data Grantee Provides
<p>Assist law enforcement agencies in understanding the provisions of 28 CFR Part 23 and how criminal intelligence systems can be effectively implemented while safeguarding civil liberties.</p>	<p>Number of law enforcement agency representatives trained through the program.</p> <p>Percent of pre- and post-course evaluations demonstrating self-reported improvement in understanding of 28 CFR Part 23.</p>	<p>Number of law enforcement agency representatives who completed a course of training conducted through the program during the current reporting period.</p> <p>During the current reporting period, the number of individuals completing both pre- and post-course evaluations that demonstrate improved understanding of 28 CFR Part 23.</p> <p>During the current reporting period, the number of individuals completing both pre- and post-course evaluations that did <u>NOT</u> demonstrate improved understanding of 28 CFR Part 23.</p>

How To Apply

DOJ is participating in the e-Government initiative, one of 25 initiatives included in the President's Management Agenda. Part of this initiative—Grants.gov—is a “one-stop storefront” that provides a unified process for all customers of federal grants to find funding opportunities and apply for funding.

Grants.gov Instructions: Complete instructions can be found at www.grants.gov. If you experience difficulties at any point during this process, please call the Grants.gov Customer Support Hotline at **1-800-518-4726**.

CFDA Number: The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.738, titled “Edward Byrne Memorial Justice Assistance Grant Program,” and the funding opportunity number is BJA-2007-1511.

A DUNS number is required: The Office of Management and Budget requires that all businesses and nonprofit applicants for federal funds include a DUNS (Data Universal Numeric System) number in their application for a new award or renewal of an award. Applications without a DUNS number are incomplete. 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. The DUNS number will be used throughout the grant life cycle. Obtaining a

DUNS number is a free, simple, one-time activity. Obtain one by calling 1–866–705–5711 or by applying online at www.dunandbradstreet.com. Individuals are exempt from this requirement.

What an Application Must Include

Standard Form 424

Program Narrative (Attachment 1)

Applicants must submit a Program Narrative that describes the proposed activities for the grant period and responds to the Selection Criteria in the order given. The narrative should be double-spaced, using a standard 12-point font (Times New Roman preferred) with 1-inch margins, and must not exceed 15 pages. Please number pages “1 of 15,” “2 of 15,” etc.

Budget and Budget Narrative (Attachment 2)

Applicants must provide a budget that is complete and allowable. Applicants must submit a budget worksheet and budget narrative in one file. A fillable budget detail worksheet form is available on OJP’s web site at www.ojp.usdoj.gov/Forms/budget_fillable.pdf.

Other Supporting Materials (Attachment 3)

Applicants may submit *Organizational Capability Statements*, *Resumes* of key staff/trainers, or other relevant materials.

Selection Criteria

1. Statement of the Problem (15 points)

Provide a detailed background statement describing the applicant’s understanding of 28 CFR Part 23, its relevance to criminal intelligence and law enforcement operations, and related issues surrounding the regulation.

2. Program Design and Implementation (30 points)

Provide a description of how the Part 23 TTAP will be structured, how training and technical assistance requests will be addressed, and a description of the training and technical assistance content to be provided. Discuss how the training and technical assistance will be coordinated with other key organizations and how related resources will be leveraged.

3. Capabilities/Competencies (30 points)

Describe the organization’s experience with 28 CFR Part 23, criminal intelligence policy and operational issues within local law enforcement, and experience in training law enforcement policymakers and practitioners on complex intelligence system issues such as Part 23. Describe the experience of the proposed staff and trainers (see Attachment 3).

4. Budget (15 points)

Provide a proposed budget that is complete and allowable (see Attachment 2).

5. Impact/Outcomes and Evaluation (10 points)

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

All applications will be peer reviewed. The BJA Director will then make award recommendations to OJP’s Assistant Attorney General, who will make final determinations.

Additional Requirements

- Civil Rights compliance.
- Confidentiality and Human Subjects Protections regulations.
- Anti-Lobbying Act.
- Financial and Government Audit requirements.
- National Environmental Policy Act (NEPA) compliance.
- DOJ Information Technology Standards.
- Single Point of Contact Review.
- Non-Supplanting of State or Local Funds.
- Criminal Penalty for False Statements.
- Compliance with Office of the Comptroller *Financial Guide*.
- Suspension or Termination of Funding.

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/otherrequirements.htm.