

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**HIGH TECHNOLOGY THEFT APPREHENSION and PROSECUTION PROGRAM
CALIFORNIA DISTRICT ATTORNEY'S ASSOCIATION – EDUCATION PROJECT**

REQUEST FOR APPLICATION

PART I – INFORMATION

A. INTRODUCTION

This Request for Application (RFA) provides all of the information and forms necessary to prepare an application for the Governor's Office of Emergency Services (OES) grant funds. The terms and conditions described in this RFA supersede all previous RFAs and any conflicting provisions stated in the *Recipient Handbook*. The *Recipient Handbook* provides helpful information for developing the application and can be accessed at the website www.oes.ca.gov by selecting "Plans and Publications, *Recipient Handbook*".

B. CONTACT INFORMATION

Questions concerning this RFA, the application process, or programmatic issues should be submitted to the below contact person by telephone, fax or e-mail.

Sally Hencken, Program Specialist
Phone: (916) 322-0217
Fax: (916) 323-1756
E-mail: sally.hencken@oes.ca.gov

C. APPLICATION DUE DATE AND SUBMISSION OPTIONS

One original and one copy of the application must be delivered to OES' Law Enforcement and Victim Services Division by the date and time indicated below. Submission options are:

1. Regular and Overnight mail, **postmarked by Monday, May 22, 2006**, to:

Governor's Office of Emergency Services
Law Enforcement and Victim Services Division
3650 Schriever Avenue
Mather, CA 95655
Attn: HIGH TECH CRIME, CALIFORNIA DISTRICT ATTORNEY'S ASSOCIATION –
EDUCATION PROJECT RFA – CRIME SUPPRESSION SECTION

2. Hand delivered by **5:00 p.m. on Monday, May 22, 2006** to:

Governor's Office of Emergency Services
Law Enforcement and Victim Services Division
3650 Schriever Avenue
Mather, CA 95655
Attn: HIGH TECH CRIME, CALIFORNIA DISTRICT ATTORNEY'S ASSOCIATION –
EDUCATION PROJECT RFA – CRIME SUPPRESSION SECTION

D. ELIGIBILITY

The California District Attorney's Association (CDAA) is eligible to submit an application for this project in accordance with the HTTAP program.

The CDAA, having been awarded funds authorized under the High Technology Theft Apprehension and Prosecution Program during the previous grant-funding cycle, upon reapplication for funds to the High Tech Crime Advisory Committee, shall submit specific accounting with defining criteria to include, but not be limited to the following outlined items:

- The funds received and expended in the prior year.
- The use, to which those funds were put, including payment of salaries and expenses, purchases of equipment and supplies, and other expenditures by type.

E. FUNDS

The funding cycle for this award will be for 12 months starting on July 1, 2006 and ending June 30, 2007.

California Penal Code §13848.2 authorizes the establishment of the High Technology Theft Apprehension and Prosecution Program (HTTAP). State General Funds comprise the available funds of the High Technology Theft Apprehension and Prosecution Program Trust Fund, which funds all HTTAP projects.

F. PROGRAM INFORMATION

The purpose of this RFA is to provide funding for statewide programs of education, training, and research for public prosecutors, investigators, and law enforcement officers relating to the deterrence, investigation, and prosecution high technology and identity theft related crimes.

G. PREPARING AN APPLICATION

For clarity, the forms in Part III include an Application Cover Sheet. Please complete the Application Cover Sheet and attach it to the front of the application.

The following components are required for a complete application:

- Application Cover Sheet;
- Grant Award Face Sheet (OES A301);
- Project Narrative;
- Project Budget (OES A303a-c); and
- Application Appendix (if applicable).

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**HIGH TECHNOLOGY THEFT APPREHENSION and PROSECUTION PROGRAM
CALIFORNIA DISTRICT ATTORNEY'S ASSOCIATION – EDUCATION PROJECT**

REQUEST FOR APPLICATION

PART II – INSTRUCTIONS

The instructions in this section correspond to each of the application components, as well as to the forms provided in Part III.

The applicant must use the forms provided or computer-generated forms, and plain 8½" x 11" white paper for the project narrative sections. The included Project and Budget Narrative sections have been pre-formatted to OES standards. If you create your own computer-generated forms they must duplicate the OES forms.

Copies of the application must be assembled separately and individually fastened in the upper left corner. **Do not bind application.**

A. PROJECT NARRATIVE

The project narrative is the main body of information describing the problem to be addressed, the plan to address that problem through appropriate and achievable objectives and activities, and the ability of the applicant to implement the plan.

1. Problem Statement

The problem statement was identified in the previous year funding application. The problem statement can be summarized in one to two sentences. If necessary update the target area, populations, or crime trend statistics.

2. Plan and Implementation

Plan: The plan was presented in the previous funding year. The applicant will carry over the goals, objectives, and activities from last years plan and as listed below.

Implementation: The applicant's ability to implement the plan was presented in the previous year of funding. No additional information is required with this application.

Objectives and Activities: Project Objectives and Activities (limit to 2 pages per objective).

This section of the application describes the goals for each component of the HTTAP program. Under each objective, describe the activities that will be implemented by the project and predicted results that will be achieved during the 12-month grant award period. Projects funded under this program must implement objectives 1 and 2 at a minimum. Objectives and activities implemented for this grant award period must be comprehensive, measurable, and realistic.

Objective #1: To provide education, training, and research support to the California High Tech Crimes Task Force and Identity Theft Units of the HTTAP Program.

- Activities: (List activities in narrative or bullet format)
- Projected Goals: (List projected goal results in narrative or bullet format)

Objective #2: The project will provide representatives with sufficient working knowledge and authority to attend and participate in the quarterly High Technology Crime Advisory Committee meetings.

- Activities: (List activities in narrative or bullet format)
- Projected Goals: (List projected goal results in narrative or bullet format)

B. PROJECT BUDGET

The purpose of the project budget is to demonstrate how the applicant will implement the proposed plan with the funds available through this program. Project costs must be directly related to the objectives and activities of the project. The budget must cover the entire grant period. In the budget, include **only** those items covered by grant funds, including match funds when applicable. The applicant may supplement grant funds with funds from other sources. However, since approved line items are subject to audit, the applicant should not include in the project budget matching funds (if applicable) in excess of the required match. Budgets are subject to OES modifications and approval.

OES requires the applicant to develop a **line item** budget which will enable the project to meet the intent and requirements of the program, ensure the successful implementation of the project, and be cost-effective. Failure of the applicant to include required items in the budget does not exclude responsibility to comply with those requirements during the implementation of the project. The applicant should refer to the *Recipient Handbook* at www.oes.ca.gov. The applicant can select "Plans and Publications, *Recipient Handbook*" for additional information concerning OES budget policy or to determine if specific proposed expenses are allowable. Contact the person listed on page 1; subsection B of this RFA if you have additional budget questions.

1. Specific Budget Categories

There is a separate form in the Forms Section (Part III) for each of the following three budget categories:

- Personal Services – Salaries/Employee Benefits;
- Operating Expenses; and
- Equipment.

Each budget category requires line item detail including the method of calculation and justification for the expense. Enter the amount of each line item in the right hand column of the Budget Category form. Charges must be clearly documented **and rounded off to the nearest whole dollar**. Enter the total amount of the budget category at the bottom of the form. If additional pages are needed, total only the last page of each budget category. The total of the budget including each funding source and/ or match amount must correspond to the amount of the Total Project Cost (block 10G) on the Grant Award Face Sheet. Additionally, the totals from each funding source or match must correspond to the Grant Award Face sheet.

The bottom of the Equipment Category form contains a format for identifying the project total and fund distribution. This section must be completed and submitted even if there are no line items identified in the equipment category.

a. Personal Services – Salaries/Employee Benefits (OES A303a):

1) Salaries

Personal services include all services performed by project staff directly employed by the applicant and must be identified by position and percentage of salaries. These may be salaried or hourly, full-time or part-time positions. Sick leave, vacation, holidays, overtime, and shift differentials must be budgeted as salaries. If the applicant's personnel have accrued sick leave or vacation time prior to the approval of grant funding, they may not take that time off using project funds. **Salaries for staff not directly employed by the applicant must be shown as consultant costs under the Operational Expenses category.**

2) Benefits

Employee benefits must be identified by type and percentage of salaries. The applicant may use fixed percentages of salaries to calculate benefits. Budgeted benefits cannot exceed those already established by the applicant.

Employer contributions or expenses for social security, employee life and health insurance plans, unemployment insurance, and/or pension plans are allowable budget items. Benefits, such as uniforms or California Bar Association dues are allowable budget items if negotiated as a part of an employee benefit package.

A line item is required for each different position/classification, but not for each individual employee. If several people will be employed full-time or part-time in the same position/classification, provide the number of full-time equivalents (e.g., three half-time clerical personnel should be itemized as 1.5 clerical positions).

b. Operating Expenses (OES A303b):

Operating expenses are defined as necessary expenditures exclusive of personal salaries, benefits, and equipment. Such expenses may include specific items directly charged to the project, and in some cases, when permitted by the funding source, an indirect cost allowance. The expenses must be grant-related (e.g., to further the program objectives as defined in the grant award), and be encumbered during the grant period.

The following items fall within this category: consultant services such as subcontractors who are not employed by the applicant, travel, office supplies, training materials, research forms, equipment maintenance, software equipment rental/lease, telephone, postage, printing, facility rental, vehicle maintenance, answering service fees, and other consumable items. Furniture and office equipment with an acquisition cost of less than \$1,000 per unit (including tax, installation, and freight) **and/or with a useful life of less than one year fall within this category.**

Salaries for staff not directly employed by the applicant must be shown as Participating Staff or consultant costs under the Operating Expenses category. These costs must be supported by a Memorandum of Understanding (MOU) or Operational Agreement (OA),

which must be kept on file by the recipient and made available for review during an OES site visit, monitoring visit, or audit. In the case of grants being passed through a recipient to be operated by another agency, the staff from the second agency will be shown in the Operating Expenses category.

c. Equipment (OES A303c):

Equipment is defined as nonexpendable tangible personal property having **a useful life of more than one year** and an acquisition cost of \$ 1,000 or more per unit (including tax, installation, and freight).

A line item is required for each different type of equipment, but not for each specific piece of equipment (e.g., three laser jet printers must be one line item, not three).

3. HTTAP Allowable and Non-Allowable Costs

Please refer to the *Recipient Handbook* §2170 for Allowable and Non-allowable Costs for Personnel, §2230 for Allowable Expense Items, and §2240 for Prohibited Expense Items. Exceptions to the allowed and prohibited grant costs have been outlined below:

Match – All projects funded under the HTTAP program are required to include a 25% cash or in-kind match, based on funds allocated to project cost method. (Please see § 6650.2 of the *Recipient Handbook* for the formula for funds allocated to project.) Allowable cash match may include any project income including registration fees that are directly returned to further grant operations.

Match funds or services must be listed on the appropriate Budget Line-Item Detail Form (A303a, b, or c), annotated under a heading of “MATCH”, and preferably listed in a consolidated grouping at the end of the appropriate category. Funds must come from a source other than state or federal funds that are budgeted for the project.

Non-Supplanting Policy - Grant funds must be used to supplement existing funds for program activities and not replace those funds, which have been appropriated for the same purpose. Supplanting is strictly prohibited for all grant funds.

Supplanting means to deliberately reduce federal, state, or local funds because of the existence of grant funds. For example, when non-grant funds are appropriated for a stated purpose and grant funds are awarded for that same purpose, the grantee replaces its non-grant funds with grant funds, thereby reducing the total amount available for the stated grant purpose.

Other Allowable Expenditures - HTTAP grant recipients may also use a portion of their funding for the following services or expenditures: equipment, state of the art equipment, training, annual membership dues for the High Technology Crime Investigation Association (HTCIA), and indirect costs for administrative support services, etc.

Facility Rental Space – Projects must provide documentation with the application to show the necessity to exceed the *Recipient Handbook* §2232 – 2232.2 in relation to the allowable square foot per full-time employee and allowable cost per square foot. Documentation will include the necessity for additional space for training room, hallways, break room, restrooms, general office space; etc., above the allowed 125 square foot per employee guideline as outlined in the *Recipient Handbook*. This documentation should include the need for the space and the relation to grant goals and objectives. Projects should also

provide information as to the cost comparison for the prevailing rate in the regional area and any costs that would be associated should a move be required.

Real Property and Improvements - Real property, including land, land improvements, structures and their attachments, structural improvements, and alterations are not allowable expenditures.

Travel and Per Diem for Training and Investigation Activities - All travel and per diem is defined as an operating expense and formulas will include categories of tuition, lodging, travel, and meals as applicable. Every effort should be made to project training and travel as accurately as possible at the time the application is submitted. Changes or additions to training and travel may be requested after the grant is awarded through submission of a Form 223, Grant Award Modification, with an amended budget narrative and line-item budget.

Out-of-State Travel Requests – Out-of-state travel for training activities may be required. Any known out of state travel will be included in the line item detail on Form A303b, explained in the budget narrative, and justified on a Form 700, Out-of-State Travel Request/Travel Request Worksheet. In addition to known training travel, additional out-of-state travel may be required due to a training opportunity not recognized at the time of submission of the application.

If out-of-state travel is not previously approved within the application or modification process, an Out-of-State Travel Request will be e-mailed to the grant specialist for review and approval. The approval or denial of the proposed travel will be faxed to the requesting party by OES. Any travel approved under this procedure must be included in the next modification and line item budget submitted or the travel and related expenses will be the responsibility of the grantee. The implementing agency may be held financially responsible for travel that is not deemed appropriate or necessary.

Computers and Automated Systems - Computer and automated systems purchased as operating expenses or equipment will be in compliance with all applicable standards, policies, and procedures for automated systems as contained in the agency's local policies and operating procedures and should be compatible with other agency systems.

The purchase of computers and automated systems may require additional justification. Justification may be submitted on a separate sheet or included in the budget narrative. See §2340-2342, and Appendix E, Computers And Automated Systems Purchase Justification Guidelines, *Recipient Handbook*.

C. APPLICATION APPENDIX

The Application Appendix provides OES with additional information from the applicant to support components of the application. The following must be included:

- Operational Agreements: OAs must be dated and contain original signatures, titles, and agency names for both parties. The OA must demonstrate a formal system of networking and coordination between other agencies and the applicant. Those OAs submitted with the application must be effective for the proposed grant year. For the purpose of this RFA, the terms OA and MOU are synonymous. A sample OA is provided in the Forms Section of this RFA.
- Project Contact Information;
- Project Summary;
- Additional Signature Authorization;

- Computers and Automated Systems Purchase Justification Guidelines;
- Noncompetitive Bid Request; and
- Project Service Area Information.