

**The Department of Homeland Security (DHS)
Notice of Funding Opportunity (NOFO)
2023 CyberTipline®¹**

¹ CyberTipline® is a registered service mark of the National Center for Missing & Exploited Children.

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All entities wishing to do business with the federal government must have a unique entity identifier (UEI). The UEI number is issued by the SAM system. Requesting a UEI (Sam.gov information can be found at: <https://sam.gov/content/entity-registration>).

Grants.gov registration information can be found at:
<https://www.grants.gov/web/grants/register.html>.

A. Program Description

1. Issued By

U.S. Department of Homeland Security (DHS), U.S. Immigration and Customs Enforcement (ICE), Homeland Security Investigations (HSI), Cyber Crimes Center (C3)

2. Assistance Listings Number

97.076

3. Assistance Listings Title

CyberTipline®

4. Funding Opportunity Title

2023 CyberTipline® Program

5. Funding Opportunity Number

DHS-23-CE-076-001

6. Authorizing Authority for Program

6 U.S.C. § 473 Cyber Crimes Center, Child Exploitation Investigations Unit, Computer Forensics Unit, and Cyber Crimes Unit.

7. Appropriation Authority for Program

Consolidated Appropriations Act, 2023, Division F, Title II, U.S. Immigration and Customs Enforcement, Public Law 117-328.

8. Announcement Type

Initial (Year 1 of 5)

9. Program Overview, Objectives, and Priorities

a. Program Overview:

This is a funding opportunity to fund the promotion of public awareness of the CyberTipline®, formerly known as the National Child Pornography Tip Line. The CyberTipline® is a registered trademark of the National Center for Missing and Exploited Children (NCMEC) and is a law enforcement priority tool. This funding

opportunity is intended to support promotional global activities to educate law enforcement, the public, electronic service providers (ESPs), and other entities of the benefits of using the CyberTipline® to make reports of abduction, abuse, and sexual exploitation of children, and to assist law enforcement globally in their investigations and recovery of those children.

This program directly supports two of the goals listed in the 2020-2024 DHS Strategic Plan. Objective 1.2 of Goal 1, “Counter Terrorism and Homeland Security Threats,” aims to detect and disrupt threats, with specific emphasis on preventing, identifying, investigating, disrupting, and dismantling human trafficking, child sexual exploitation, and other exploitation-based crimes through a law enforcement and victim-centered approach. Objective 3.4 of Goal 3, “Secure Cyberspace and Critical Infrastructure,” seeks to combat cybercrimes, including child exploitation.

<https://www.dhs.gov/publication/department-homeland-securitys-strategic-plan-fiscal-years-2020-2024>

b. Objectives:

- To cultivate effective reporting by disseminating information to the general public, online users, Electronic Service Providers (ESPs) and domestic/international Law Enforcement, regarding the use of the CyberTipline® to report child exploitation.
- To make known, both domestically and internationally, there is an established avenue, the CyberTipline®, for reporting child sexual exploitation.
- To encourage members of the public to use the CyberTipline® for reporting child sexual exploitation and prevent further victimization.

c. Priorities:

The program directly supports Homeland Security Investigation’s (HSI) FY 2023 Priority targeting crimes of human exploitation and victimization. The goal is to leverage resources across all HSI to enhance investigative strategies through intelligence-driven enforcement, outreach programs, and public/private partnerships to dismantle transnational human smuggling organizations, and combat human trafficking and child exploitation using a victim-centered approach.

The FY 2023 funding is provided to DHS/ICE/HSI/Cyber Crimes Center through the Consolidated Appropriations Act, 2023; (Pub. L. No. 117-328). The functions of the CyberTipline® program directly relate to the law enforcement mission of the DHS/ICE/HSI/Cyber Crimes Center.

10. Performance Measures

Below is a list of the performance measures for this program, measured on a quarterly reporting basis.

- Number of promotions of the CyberTipline®.
- Percent increase in number of reports submitted to the CyberTipline® by the public.
- Percent increase in number of reports submitted to the CyberTipline® by Electronic Service Providers (ESPs).
- Percent increase of Electronic Service Providers (ESPs) registered to report to the CyberTipline®.
- Percent increase in number of formally recognized countries, dependencies, and areas of special sovereignty in the world with direct access to the CyberTipline®.

B. Federal Award Information

1. **Available Funding for the NOFO:** **\$305,000.00**
2. **Projected number of Awards:**
1
3. **Period of Performance:**
60 months
4. **Projected Period of Performance Start Date(s):**
09/30/2023
5. **Projected Period of Performance End Date(s):**
08/31/2028
6. **Funding Instrument Type:**
Grant

C. Eligibility Information

1. **Eligible Applicants**
 - Nonprofits with 501(c)(3) IRS status, other than institutions of higher education
 - Nonprofits without 501(c)(3) IRS status, other than institutions of higher education
 - For-profit organizations other than small businesses
 - Small businesses

2. Applicant Eligibility Criteria

- Only one application per organization may be submitted
- Person(s) of an organization cannot submit a separate application for consideration

3. Other Eligibility Criteria/Restrictions

DHS will not consider applications that do not adhere to one or more of the following requirements:

- **Deadlines.** DHS will not accept late applications. Without exception, applications must be received by Grants.gov on or before the deadline in this announcement or they will not be considered.
- **Application relevance.** Applications that do not address the purpose of this announcement will not be considered.
- **Compliance and completeness.** Applications must comply with the application submission instructions and requirements in this announcement, or they will not be considered.
- **Application limitation.** Only one application per entity will be accepted.

4. Cost Share or Match

There is no cost share or match requirement for this program.

D. Application and Submission Information

1. Key Dates and Times

- a. **Application Start Date:** 06/22/2023
- b. **Application Submission Deadline:** 08/11/2023 at 11:59:59PM [ET]
All applications must be received by the established deadline.
- c. **Anticipated Funding Selection Date:** No later than 09/05/2023
- d. **Anticipated Award Date:** No later than 09/15/2023

Late applications will not be reviewed nor considered.

e. Other Key Dates

Event	Suggested Deadline for Completion
Initial Registration at SAM.gov (includes UEI issuance)	Four weeks before actual submission deadline
Obtaining a valid EIN	Four weeks before actual submission deadline
Updating SAM registration	Four weeks before actual submission deadline
Starting application in Grants.gov	Two weeks before actual submission deadline

2. Agreeing to Terms and Conditions of the Award

By submitting an application, applicants agree to comply with the requirements of this NOFO and the terms and conditions of the award, should they receive an award.

3. Address to Request Application Package

Application forms and instructions are available at Grants.gov. To access these materials, go to <http://www.grants.gov>, select “Applicants” then “Apply for Grants.” In order to obtain the application package, select “Download a Grant Application Package.” Enter the CFDA and/or the funding opportunity number located on the cover of this NOFO, select “Download Package,” and then follow the prompts to download the application package.

For a hardcopy of the full NOFO, please write or fax a request to:

Shareef Prater
Grants Officer
Grants and Financial Assistance Division
245 Murray Lane, SW, Mail Stop 0115
Washington, D.C. 20528-0115
Office: 202-447-5903
Email: Shareef.Prater@HQ.DHS.GOV

Applications will be processed through the Grants.gov portal.

4. Unique entity identifier and System for Award Management (SAM)

Each applicant, unless they have a valid exception under 2 C.F.R. §25.110, must:

- 1) Be registered in Sam.Gov before application submission.
- 2) Provide a valid unique entity identifier in its application.
- 3) Continue to always maintain an active SAM registration with current information during the Federal Award process.

5. Steps Required to Submit an Application, Unique Entity Identifier, and System for Award Management (SAM)

To apply for an award under this program, all applicants must:

- a. Have an account with <https://login.gov/>
- b. Register for, update, or verify their SAM account and ensure the account is active and Employer ID Number (EIN) before submitting the application.
- c. Create a Grants.gov account.
- d. Add a profile to a Grants.gov account.
- e. Establish an Authorized Organizational Representative (AOR) in Grants.gov.
- f. Submit the final application in Grants.gov.
- g. Continue to maintain an active SAM registration with current information, including information on a recipient’s immediate and highest-level owner and subsidiaries, as

well as on all predecessors that have been awarded a federal contract or grant within the last 3 years, if applicable, at all times during which it has an active federal award or an application or plan under consideration by a federal awarding agency.

Applicants are advised that DHS may not make a federal award until the applicant has complied with all applicable SAM requirements. Therefore, an applicant's SAM registration must be active not only at the time of application, but also during the application review period and when DHS is ready to make a federal award. Further, as noted above, an applicant's or recipient's SAM registration must remain active for the duration of an active federal award. If an applicant's SAM registration is expired at the time of application, expires during application review, or expires any other time before award, DHS may determine that the applicant is not qualified to receive a federal award and use that determination as a basis for making a federal award to another applicant.

The Standard Language for Using Grants.gov to Apply is provided to aid in fulfilling these requirements (if applicable), based off of <https://www.grants.gov/web/grants/grantors/grantor-standard-language.html>.

6. Electronic Delivery

DHS is participating in the Grants.gov initiative to provide the grant community with a single site to find and apply for grant funding opportunities. DHS encourages or requires applicants to submit their applications online through Grants.gov, depending on the funding opportunity. For this funding opportunity, the DHS Grants and Financial Assistance Division (GFAD) requires applicants to submit applications through Grants.gov.

7. How to Register to Apply through Grants.gov

- a. Instructions: Registering in Grants.gov is a multi-step process. Read the instructions below about registering to apply for DHS funds. Applicants should read the registration instructions carefully and prepare the information requested before beginning the registration process. Reviewing and assembling the required information before beginning the registration process will alleviate last-minute searches for required information.

The registration process can take up to four weeks to complete. Therefore, registration should be done in sufficient time to ensure it does not impact your ability to meet required application submission deadlines.

Organizations must have a Unique Entity Identifier (UEI) Number with an active System for Award Management (SAM) registration, and Grants.gov account to apply for grants. If individual applicants are eligible to apply for this grant funding opportunity, then you may begin with step 3, Create a Grants.gov account, listed below.

Creating a Grants.gov account can be completed online in minutes, but SAM registration may take several weeks. Therefore, an organization's registration should be done in sufficient time to ensure it does not impact the entity's ability to meet required application submission deadlines. Complete organization instructions can be found on Grants.gov here:

<https://www.grants.gov/web/grants/applicants/organization-registration.html>.

- 1) Register with SAM: All organizations applying online through Grants.gov must register with the System for Award Management (SAM). Failure to register with SAM will prevent your organization from applying through Grants.gov. SAM registration must be renewed annually. Organizations will be issued a UEI number with the completed SAM registration.

For more detailed instructions for registering with SAM, refer to:

<https://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html>.

- 2) Create a Grants.gov Account: The next step is to register an account with Grants.gov. Follow the on-screen instructions or refer to the detailed instructions here: <https://www.grants.gov/web/grants/applicants/registration.html>.
- 3) Add a Profile to a Grants.gov Account: A profile in Grants.gov corresponds to a single applicant organization the user represents (i.e., an applicant) or an individual applicant. If you work for or consult with multiple organizations and have a profile for each, you may log in to one Grants.gov account to access all of your grant applications. To add an organizational profile to your Grants.gov account, enter the UEI Number for the organization in the UEI field while adding a profile.

For more detailed instructions about creating a profile on Grants.gov, refer to:

<https://www.grants.gov/web/grants/applicants/registration/add-profile.html>.

- 4) EBiz POC Authorized Profile Roles: After you register with Grants.gov and create an Organization Applicant Profile, the organization applicant's request for Grants.gov roles and access is sent to the EBiz POC. The EBiz POC will then log in to Grants.gov and authorize the appropriate roles, which may include the AOR role, thereby giving you permission to complete and submit applications on behalf of the organization. You will be able to submit your application online any time after you have been assigned the AOR role.

For more detailed instructions about creating a profile on Grants.gov, refer to:

<https://www.grants.gov/web/grants/applicants/registration/authorize-roles.html>.

- 5) Track Role Status: To track your role request, refer to: <https://www.grants.gov/web/grants/applicants/registration/track-role-status.html>.

- 6) Electronic Signature: When applications are submitted through Grants.gov, the name of the organization applicant with the AOR role that submitted the application is inserted into the signature line of the application, serving as the electronic signature. The EBiz POC **must** authorize people who are able to make legally binding commitments on behalf of the organization as a user with the AOR role; **this step is often missed, and it is crucial for valid and timely submissions.**

8. How to submit an Application to DHS via Grants.gov

Grants.gov applicants can apply online using Workspace. Workspace is a shared, online environment where members of a grant team may simultaneously access and edit different webforms within an application. For each NOFO, you can create individual instances of a workspace.

Below is an overview of applying on Grants.gov. For access to complete instructions on how to apply for opportunities using Workspace, refer to:

<https://www.grants.gov/web/grants/applicants/workspace-overview.html>.

- a. Create a Workspace: Creating a workspace allows you to complete it online and route it through your organization for review before submitting.
- b. Complete a Workspace: Add participants to the workspace to work on the application together, complete all the required forms online or by downloading PDF versions, and check for errors before submission. The Workspace progress bar will display the state of your application process as you apply. As you apply using Workspace, you may click the blue question mark icon near the upper-right corner of each page to access context-sensitive help.
- c. Adobe Reader: If you decide not to apply by filling out webforms you can download individual PDF forms in Workspace. The individual PDF forms can be downloaded and saved to your local device storage, network drive(s), or external drives, then accessed through Adobe Reader.

NOTE: Visit the Adobe Software Compatibility page on Grants.gov to download the appropriate version of the software at:

<https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html>.

- d. Mandatory Fields in Forms: In the forms, you will note fields marked with an asterisk and a different background color. These fields are mandatory fields that must be completed to successfully submit your application.
- e. Complete SF-424 Fields First: The forms are designed to fill in common required fields across other forms, such as the applicant name, address, and UEI number. To trigger this feature, an applicant must complete the SF-424 information first. Once it is completed, the information will transfer to the other forms.

- f. **Submit a Workspace:** An application may be submitted through workspace by clicking the Sign and Submit button on the Manage Workspace page, under the Forms tab. Grants.gov recommends submitting your application package at least 24-48 hours prior to the close date to provide you with time to correct any potential technical issues that may disrupt the application submission.
- g. **Track a Workspace Submission:** After successfully submitting a workspace application, a Grants.gov Tracking Number (GRANTXXXXXXXX) is automatically assigned to the application. The number will be listed on the Confirmation page that is generated after submission. Using the tracking number, access the Track My Application page under the Applicants tab or the Details tab in the submitted workspace.

For additional training resources, including video tutorials, refer to:
<https://www.grants.gov/web/grants/applicants/applicant-training.html>.

Applicant Support: Grants.gov provides applicants 24/7 support via the toll-free number 1-800-518-4726 and email at support@grants.gov. For questions related to the specific grant opportunity, contact the number listed in the application package of the grant to which you are applying.

If you are experiencing difficulties with your submission, it is best to call the Grants.gov Support Center and get a ticket number. The Support Center ticket number will assist DHS with tracking your issue and understanding background information on the issue.

9. Timely Receipt Requirements and Proof of Timely Submission

- a. **Online Submission.** All applications must be received by Midnight Eastern time on the due date established for each program. Proof of timely submission is automatically recorded by Grants.gov. An electronic date/time stamp is generated within the system when the application is successfully received by Grants.gov. The applicant with the AOR role who submitted the application will receive an acknowledgement of receipt and a tracking number (GRANTXXXXXXXX) from Grants.gov with the successful transmission of their application. This applicant with the AOR role will also receive the official date/time stamp and Grants.gov Tracking number in an email serving as proof of their timely submission.

When DHS successfully retrieves the application from Grants.gov, and acknowledges the download of submissions, Grants.gov will provide an electronic acknowledgment of receipt of the application to the email address of the applicant with the AOR role who submitted the application. Again, proof of timely submission shall be the official date and time that Grants.gov receives your application. Applications received by Grants.gov after the established due date for the program will be considered late and will not be considered for funding by DHS.

Applicants using slow internet, such as dial-up connections, should be aware that transmission can take some time before Grants.gov receives your application. Again, Grants.gov will provide either an error or a successfully received transmission in the form of an email sent to the applicant with the AOR role attempting to submit the application. The Grants.gov Support Center reports that some applicants end the transmission because they think that nothing is occurring during the transmission process. Please be patient and give the system time to process the application.

10. Content and Form of Application Submission

All applications must submit all required forms and required documents listed in this section. Applications missing any of the required forms or documents listed in this section will be deemed non-responsive and will not be considered for review.

REQUIRED FORMS:

Complete the required forms in accordance with the application instructions on Grants.gov. If submitting any information that is deemed proprietary, privileged or confidential commercial or financial, please denote the beginning and ending of such information with asterisks (***)).

1. Form SF-424 – Application for Federal Assistance

Complete the SF-424 application form. This form may be completed on the Grants.gov website or it can be completed offline in its entirety.

NOTE: Applications submitted through Grants.gov must use the SF-424 provided by Grants.gov. The SF-424 application forms can only be viewed and downloaded once Adobe Reader has been installed. The SF-424 application form on Grants.gov is formatted so applicants are only required to complete fields which are indicated with an asterisk (*) and color coded. Once the application is complete, close the document (you will then be prompted to save changes or not).

2. Form SF-424A – Budget

Complete the budget in its entirety. Provide budget amounts by object class (salaries, fringe, travel, indirect, etc.). Funds may be requested as long as the item and amount are necessary to perform the proposed work and are not precluded by the cost principles or program funding restrictions. Additional guidance on how to complete the Form SF-424A can be found at: <http://www.grants.gov/web/grants/forms.html>.

3. Certifications/Assurances

Applicants must submit:

- a. **Form SF-424B – Assurances – Non-Construction Programs;** and

- b. **Certification Regarding Lobbying.** If paragraph two of the certification applies, then complete and submit the SF-LLL Disclosure of Lobbying which is provided as an optional form in the application package.

By signing and submitting an application under this announcement, the applicant is providing: Certification Regarding Drug-Free Workplace Requirements; Certification Regarding Debarment, Suspension, and Other Responsibility Matters – Primary Covered Transactions; and Certification that the applicant is not delinquent on any federal debt. See the following link: <http://csrc.nist.gov/grants/cd511.pdf>

REQUIRED DOCUMENTS

4. Budget Narrative (Double-spaced, no page limit)

Attach your budget narrative (including separate budget narratives for each proposed sub-awardee) to the form named “Budget Narrative” in the application package. If you need to add more documents than this form will allow (i.e., sub-awardee budgets), please use the “Other Attachments” form to attach the additional files (see below).

Applicants must complete the budget in its entirety. Applicants must provide budgets by object class (salaries, fringe, travel, indirect, etc.). **Funds may be requested as long as the item and amount are necessary to perform the proposed work and are not precluded by the cost principles or program funding restrictions (see Funding Restrictions paragraph).**

If a **sub-awardee** is proposed, applicants **must provide a separate sub-awardee budget narrative** following the same format and with the same level of detail as that of the applicant (i.e., by Object Class Category/Cost Classification). Each sub-awardee budget and supporting detail should be separate from the applicant’s budget narrative.

Include costs for the entire performance period. Show a total of all requested federal grant funds. This total should match the total listed on the project abstract. Budget categories **b-i** below should add up to this total. This total should **not** include any in-kind costs. The in-kind contribution total should be listed separately.

Provide budget information in the order listed below. Budget detail is required for:

- a. **In-Kind Costs:** The dollar value of non-cash donations to the project. These donations may be in the form of space, supplies, salaries, etc. The costs should be calculated at the verifiable fair-market value.
- b. **Personnel:** Costs of employee salaries and wages. Identify the project director, if known. For each staff person, provide the title, time commitment to the project as a percentage of a full-time equivalent (FTE), annual salary, grant funded salary, wage rates, etc. Do not include the costs of consultants. Consultants are to be included under Contractual.
- c. **Fringe Benefits:** Costs of employee fringe benefits unless treated as part of an approved indirect cost rate. Provide the method used to calculate the proposed rate amount. If a fringe benefit has been negotiated with, or approved by, a cognizant federal agency, provide a copy of the agreement. If no rate agreement exists, provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, FICA, retirement insurance, taxes, etc. Identify the base for allocating these fringe benefit expenses.
- d. **Travel:** Costs of project-related travel by employees of the applicant organization (do not include costs of sub-contractor or consultant travel). For each proposed trip, provide the purpose, number of travelers, travel origin and destination, number of days, and a breakdown of costs for airfare, lodging, meals, car rental, and incidentals. The basis for the airfare, lodging, meals, car rental, and incidentals must be provided, such as past trips, current quotations, Federal Travel Regulations, etc. Foreign travel is not permitted.
- e. **Equipment:** Any article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost which equals or exceeds the lesser of (a) the capitalization level established by the organization for financial statement purposes, or (b) \$5,000. For each type of equipment requested, provide a description of the equipment, the cost per unit, the number of units, the total cost, and a plan for use on the project, as well as use or disposal of the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy or section of its policy which includes the equipment definition.

NOTE 1: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, calibration and maintenance services, or auxiliary apparatus necessary to make it usable for the purpose of which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation shall be included in or excluded

from acquisition cost in accordance with the organization's regular written accounting practices.

NOTE 2: Prior to the purchase of equipment in the amount of \$5,000 or more per unit cost, the Recipient must obtain the written approval from DHS. The Recipient shall maintain an annual inventory which will include a brief description of the item, serial number and amount of purchase for equipment purchased with grant funds, or received under a grant, and having a \$5,000 or more per unit cost. The inventory must also identify the sub-award under which the equipment was purchased. Maintenance and insurance will be the responsibility of the Recipient. Title of equipment will remain with the recipient until closeout when disposition will be provided in writing by DHS within 120 days of submission of final reports.

- f. **Supplies:** Costs of all tangible personal property other than that included in the equipment category. Specify general categories of supplies and their costs. Show computations and provide other information which supports the amount requested.
- g. **Contractual:** Costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc. Include third party evaluation contracts (if applicable) and contracts with secondary recipient organizations. Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open and free competition. Identify proposed sub-contractor work and the cost of each sub-contractor. Provide a detailed budget for each sub-contractor that is expected to perform work.
 - Identify each planned subcontractor and its total proposed budget. Each subcontractor's budget and supporting detail should be included as part of the applicant's budget narrative.
 - Provide the following information for each planned subcontract: a brief description of the work to be subcontracted; the number of quotes solicited and received, if applicable; the cost or price analysis performed by the applicant; names and addresses of the subcontractors tentatively selected and the basis for their selection; e.g., unique capabilities (for sole source subcontracts), low bidder, delivery schedule, technical competence; type of contract and estimated cost and fee or profit; and, affiliation with the applicant, if any.
 - Recipient may be required to make pre-award review and procurement documents available to DHS, including request for proposals or invitations for bids, independent cost estimates, etc. This may include procurements expected to

exceed the simplified acquisition threshold fixed at 41 USC 403(11) (currently set at \$100,000) and expected to be awarded without competition or only one bid or offer is received in response to a solicitation.

- All required flow down provisions in the award must be included in any subcontract.

- h. **Other Direct Costs:** Any other items proposed as direct costs. Provide an itemized list with costs, and state the basis for each proposed item.
- i. **Indirect Costs:** Provide a copy of the latest rate agreement negotiated with a cognizant federal agency. If the applicant is in the process of initially developing or renegotiating a rate, upon notification that an award will be made, it should immediately develop a tentative indirect cost rate proposal based on its most recently completed fiscal year, in accordance with the cognizant agency's guidelines for establishing indirect cost rates, and submit it to the cognizant agency. Applicants awaiting approval of their indirect cost proposals may also request indirect costs. When an indirect cost rate is requested, those costs included in the indirect cost pool should not also be charged as direct costs to the award. If the applicant is requesting a rate which is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

NOTE: If no indirect cost rate agreement is included, no indirect costs should be listed in the proposed budget.

5. Project Narrative (10 double-spaced pages maximum)

Narrative consisting of the following items:

- The organization's ability and experience providing promotional services, including the type(s) of methods/formats used and number of years providing these promotions globally;
- A description of the public and those that will be reached through the promotions; and
- Proposed grant project activities and outcomes.

6. Management Plan (10 double-spaced pages maximum)

Narrative consisting of the following items:

- Demonstration of effective and appropriate financial controls, budget processes, administrative oversight, and personnel management;
- How the project will be coordinated;

- How decisions will be made regarding the conduct of the project; and
- How the effectiveness of the global promotion will be evaluated.

11. Other Submission Requirements

Applications must be submitted in electronic format only.

Application forms and instructions are available at <http://www.grants.gov>. Applicants must have a compatible version of Adobe Reader. Adobe Reader is available from Grants.gov at no charge.

If you experience difficulties accessing information or have any questions, please call Grants.gov customer support at 1-800-518-4726.

12. Funding Restrictions and Allowable Costs

DHS grant funds may only be used for the purpose set forth in the Congressional Record and must be consistent with the statutory authority for the award. Grant or cooperative agreement funds may not be used for matching funds for other Federal grants, lobbying, or intervention in Federal regulatory or adjudicatory proceedings, or for support allocation for other Federal awards. In addition, Federal funds may not be used to sue the Federal government or any other government entity.

The grant from ICE/HSI Cyber Crimes Center is a small grant and concentrates on the promotion of the CyberTipline®, formerly known as the National Child Pornography Tipline. The CyberTipline® is a critical tool not only domestically, but internationally as well and benefits ICE HSI globally in their law enforcement mission with regard to child exploitation. The promotion for public awareness of the CyberTipline® is the sole purpose for the grant award funding; the grant may not be used for other purposes.

13. Allowable Costs

a. Management and Administration (M&A) Costs

Management and Administration Costs are allowable for the grantee and any proposed sub-awardee (if applicable). M&A costs are not operational costs but are necessary costs incurred in direct support of the grant or cooperative agreement or as a consequence of it, such as travel, meeting-related expenses, and salaries or full/part-time staff in direct support of the program. As such these can be itemized in financial reports.

b. Indirect Facilities and Administrative (F&A) Costs

Indirect Costs are allowable by the grantee and sub-grantee. Since Indirect Costs are based on a federally negotiated and approved rate, the applicant must provide the most recent copy of the federally approved rate agreement confirming the negotiated rate at the time of application.

E. Application Review Information

1. Application Evaluation Criteria

a. Programmatic Criteria

Evaluation Criteria I: The Ability to Provide A Concise, Factual Promotion

The applicant must provide information that clearly demonstrates its ability to satisfactorily promote the CyberTipline® with concise and factual information/promotion to the audiences targeted.

- The applicant knows and understands who the promotion needs to be directed to;
- The applicant markets to target audiences globally to include underrepresented individuals or groups;
- The applicant's proposed marketing offers the target audiences a quality promotion with information that will direct them to the CyberTipline® and its intended use.

Evaluation Criteria II: The Ability to Provide Multiple Methods/Formats for Promotion Globally

The applicant must demonstrate its ability to satisfactorily and effectively promote the CyberTipline® globally using multiple methods/formats.

- The applicant demonstrates the ability to provide effective promotion of the CyberTipline® globally in multiple methods/formats and clearly outlines what those methods/formats are;
- The applicant demonstrates what promotion methods/formats are the most effective with each targeted audience;
- The applicant demonstrates how each method/format works and how it will enhance the public's knowledge of the CyberTipline® and effective reporting within the CyberTipline®

The applicant provides information of prior use of such methods/formats and the documented success rates for each.

Evaluation Criteria III: The Ability to Manage the Promotion of the CyberTipline® Globally

The applicant must provide a narrative that states how it plans to market the CyberTipline®, who its plans to market to, and its knowledge, expertise and experience in marketing globally.

- The applicant provides a full and concise Management Plan which outlines the promotion's administration, coordination and processes to accomplish an effective promotion of the CyberTipline® globally.

Evaluation Criterion IV: Cost Effectiveness

- The extent to which the applicant's proposed budget shows an effective use of the grant funds.

b. Financial Integrity Criteria

Prior to making a federal award, the DHS FAO is required by The Payment Integrity Act of 2019, 41 U.S.C. §2313 – Database for federal agency contract and grant officers and suspension and debarment officials, and 2 C.F.R. §200.206, to review information available through any OMB-designated repositories of government wide eligibility qualification or financial integrity information. Therefore, application evaluation criteria may include the following risk-based considerations of the applicant:

- 1) Financial stability.
- 2) Quality of management systems and ability to meet management standards.
- 3) History of performance in managing federal award.
- 4) Reports and findings from audits.
- 5) Ability to effectively implement statutory, regulatory, or other requirements.

c. Supplemental Financial Integrity Criteria and Review

Prior to making a federal award where the anticipated total federal share will be greater than the simplified acquisition threshold, currently \$250,000 (see Section 805 of the National Defense Authorization Act for Fiscal Year 2018, Pub. L. No. 115-91, OMB Memorandum M-18-18 at <https://www.whitehouse.gov/wp-content/uploads/2018/06/M-18-18.pdf>):

- 1) DHS FAO is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM, which is currently the [Federal Awardee Performance and Integrity Information System](#) (FAPIIS) and is accessible through the sam.gov website.
- 2) An applicant, at its option, may review information in FAPIIS and comment on any information about itself that a federal awarding agency previously entered.
- 3) DHS FAO will consider any comments by the applicant, in addition to the other information in FAPIIS, in making a judgment about the applicant's integrity, business ethics, and record of performance under federal awards when completing the review of risk posed by applicants as described in 2 C.F.R. §200.206.

2. Review and Selection Process

Application Receipt: All timely, completed applications submitted through Grants.gov in response to this NOFO will be subjected to a technical evaluation by a panel review.

Application Handling: Completed applications will be handled following DHS safeguarding procedure. All application materials will be treated as confidential.

Panel Review and Reviewers: Each application will be reviewed by at least three (3) panelists. The panelists will be selected by the Program Office, which will also facilitate the review.

Selection Process

Evaluation: Reviewers will conduct their individual evaluation for each assigned application and rate each Criteria numerically from 1 – 5 with 1 being Unsatisfactory and 5 being Excellent. Following the individual evaluation, a consensus review will be held to formulate a recommendation for each application. The rating of recommendations for each application will follow:

Recommended (R) – Applications have met or exceed the requirements/objectives.

Selectable (S) – Applications will likely satisfy the requirements/objectives and has a likelihood of successful promotion.

Not Recommended (NR) – Applications that are non-responsive to the requirements/objectives or do not satisfy the evaluation criteria.

A summary of the recommendation and accompanying narrative will be completed by each reviewer. The Program Office will make the selection based on the consensus evaluation. Please note that only one application will be eligible for this funding opportunity.

Anticipated Announcement and Federal Award Dates

Refer to Section D

F. Federal Award Administration Information

1. Notice of Award

The successful applicant will receive a grant executed by a DHS Grants Officer authorized to obligate DHS funding. The award notices will be sent via email. By submitting an application, applicants agree to comply with the requirements of this NOFO and the terms and conditions of the award, should they receive an award.

Notice of Not Selection for Award

Applications that were not selected for award will be notified by a Grants Officer in the Grants and Financial Assistance Division via email in a timely manner.

2. Administrative and National Policy Requirements

All successful applicants for DHS grant and cooperative agreements are required to comply with DHS Standard Terms and Conditions, which are available online at:

[DHS Standard Terms and Conditions](#)

The applicable DHS Standard Terms and Conditions will be for the last year specified at that URL, unless the application is for a continuation award. In that event, the terms and conditions in effect for the fiscal year that award was originally made will apply.

Before accepting the award, the AOR should carefully read the award package for instructions on administering the grant award and the terms and conditions associated with responsibilities under federal awards. Recipients must accept all conditions in this NOFO as well as any special terms and conditions in the Notice of Award to receive an award under this program.

3. Reporting

1) Federal Financial Reporting Requirements

The Federal Financial Report (FFR) form is available online at: [SF-425 OMB #4040-0014](#)

a. Annual Federal Financial Reports – The Recipient shall submit a Federal Financial Report (SF-425) into the GrantSolutions system no later than thirty (30) days after the end of the budget period end date.

2) Programmatic Performance Reporting Requirements

The Recipient shall submit performance reports to the DHS Grants Officer. Reports may be emailed to DHS-GrantReports@hq.dhs.gov.

a. Quarterly Performance Reports – The Recipient shall submit performance reports into the GrantSolutions system no later than thirty (30) days after the end of the reporting period end date.

b. An annual performance report is due within 30 days of the end of the reporting period.

c. Annual Performance reports must provide information on the overall progress. These reports shall provide any changes from the initially approved work plan, budget expenditures and changes, and unanticipated problems. Additional reporting guidance can be found in 2 C.F.R. §200.328.

d. Final Performance Report. Recipient shall submit the Final Performance Report into the GrantSolutions system no later than 120 days after the expiration of the Project Period. The Final Performance Report shall be submitted via www.GrantSolutions.gov using the help/support guidance materials entitled, "Grant Recipient Report and Reference: Performance Progress Report."

3) Closeout Reporting Requirements

Within 120 days after the end of the period of performance, or after an amendment has been issued to close out a grant, recipients must submit the following:

a. The final request for payment, if applicable.

b. The final FFR (SF-425).

c. The final progress report detailing all accomplishments.

- d. A qualitative narrative summary of the impact of those accomplishments throughout the period of performance.
- e. Other documents required by this NOFO, terms and conditions of the award, or other DHS FAO guidance.

If applicable, an inventory of all construction projects that used funds from this program must be reported with the final progress report.

After these reports have been reviewed and approved by the DHS FAO, a closeout notice will be completed to close out the grant. The notice will indicate the period of performance as closed, list any remaining funds that will be de-obligated, and address the requirement of maintaining the grant records for three years from the date of the final FFR, unless a longer period applies, such as due to an audit or litigation, for equipment or real property used beyond the period of performance, or due to other circumstances outlined in 2 C.F.R. §200.334, Retention Requirements for Records.

In addition, any recipient that issues subawards to any subrecipient is responsible for closing out those subawards as described in 2 C.F.R. §200.344, Closeout. Recipients acting as pass-through entities must ensure that they complete the closeout of their subawards in time to submit all necessary documentation and information to the DHS FAO during the closeout of their prime grant award.

The recipient is responsible for returning any funds that have been drawn down but remain as unliquidated on recipient financial records.

4) Disclosing Information per 2 C.F.R. §180.335

This reporting requirement pertains to disclosing information related to government-wide suspension and debarment requirements. Before a recipient enters a grant award with the DHS FAO, the recipient must notify the DHS FAO if it knows if it or any of the recipient's principals under the award fall under one or more of the four criteria listed at 2 C.F.R. § 180.335:

- a. Are presently excluded or disqualified.
- b. Have been convicted within the preceding three years of any of the offenses listed in 2 C.F.R. § 180.800(a) or had a civil judgment rendered against it or any of the recipient's principals for one of those offenses within that time period.
- c. Are presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses listed in 2 C.F.R. § 180.800(a).
- d. Have had one or more public transactions (federal, state, or local) terminated within the preceding three years for cause or default.

At any time after accepting the award, if the recipient learns that it or any of its principals falls under one or more of the criteria listed at 2 C.F.R. § 180.335, the recipient must provide immediate written notice to DHS FAO in accordance with 2 C.F.R. § 180.350.

5) Monitoring and Oversight

Per 2 C.F.R. §200.329, DHS, through its authorized representatives, has the right, at all reasonable times, to conduct desk reviews, make site visits to review project accomplishments and management control systems to review project accomplishments and to provide any required technical assistance. During site visits, DHS will review grant recipients' files related to the grant award. As part of any monitoring and program evaluation activities, grant recipients must permit DHS, upon reasonable notice, to review grant-related records and to interview the organization's staff and contractors regarding the program. Recipients must respond in a timely and accurate manner to DHS requests for information relating to the grant program.

6) Program Evaluation

Recipients and subrecipients are encouraged to incorporate program evaluation activities from the outset of their program design and implementation to meaningfully document and measure their progress towards the outcomes proposed. Title I of the Foundations for Evidence-Based Policymaking Act of 2018 (Evidence Act), Pub. L. No. 115-435 (2019) defines evaluation as "an assessment using systematic data collection and analysis of one or more programs, policies, and organizations intended to assess their effectiveness and efficiency." Evidence Act § 101 (codified at 5 U.S.C. § 311). Credible program evaluation activities are implemented with relevance and utility, rigor, independence and objectivity, transparency, and ethics (OMB Circular A-11, Part 6 Section 290).

Evaluation costs are allowable costs (either as direct or indirect), unless prohibited by statute or regulation, and such costs may include the personnel and equipment needed for data infrastructure and expertise in data analysis, performance, and evaluation. (2 C.F.R. §200).

In addition, recipients are required to participate in a DHS-led evaluation if selected, which may be carried out by a third-party on behalf of the Program Office or DHS. By accepting grant funds, recipients agree to participate in the evaluation, which may include analysis of individuals who benefit from the grant, and provide access to program operating personnel and participants, as specified by the evaluator(s) during the award.

G. DHS Awarding Agency Contact Information

Contact and Resource Information

The Program Officer shall be the DHS staff member responsible for monitoring the completion of work and technical performance of the projects or activities described in the Program Narrative Statement.

Sara Tahbaz
Program Officer
Department of Homeland Security
ICE/HSI/Cyber Crimes Center
11320 Random Hills Rd., Suite 400
Fairfax, VA 22030
USPS Mail – Use Zip Code 20598
Mail Stop 5117
9:30 am – 4:00 pm (Eastern)
Phone: 703-403-1150
Email: Sara.Tahbaz@hsi.dhs.gov

The Grants Officer is the DHS official that has the full authority to negotiate, administer and execute all terms and conditions of this Award in concurrence with the Program Officer.

Shareef Prater
Grants Officer
Grants and Financial Assistance Division
245 Murray Lane, SW, Mail Stop 0115
Washington, D.C. 20528-0115
Office: 202-770-4776
Email: Shareef.Prater@HQ.DHS.GOV

H. Other Information

Period of Performance Extensions

Extensions to this program are allowed.

1. Extensions to the Period of Performance can only be authorized in writing by the DHS Grants Officer.
2. The extension request shall be submitted to the DHS Grants Officer sixty (60) days prior to the expiration date of the performance period.
3. Requests for time extensions to the Period of Performance will be considered, but will not be granted automatically, and must be supported by adequate justification to be processed. The justification is a written explanation of the reason or reasons for the delay; an outline of remaining resources/funds available to support the extended period of performance; and a description of performance measures necessary to complete the project. Without performance and financial status reports current and justification submitted, extension requests shall not be processed.
4. DHS has no obligation to provide additional resources/funding as a result of an extension.