



U.S. Department of Justice
Office of Justice Programs
Office of Juvenile Justice and Delinquency Prevention



The U.S. Department of Justice, *Office of Juvenile Justice and Delinquency Prevention (OJJDP)* is pleased to announce that it is seeking applications for funding under OJJDP FY 09 Recovery Act Internet Crimes Against Children Task Force Grants Program.

On February 17, 2009, President Obama signed into law the landmark American Recovery and Reinvestment Act of 2009 (the "Recovery Act"). As one of its many elements, the Recovery Act provides the U.S. Department of Justice (DOJ) with funding for grants to assist State, local, and tribal law enforcement (including support for hiring), to combat violence against women, to fight internet crimes against children, to improve the functioning of the criminal justice system, to assist victims of crime, and to support youth mentoring. DOJ is committed to working with our national, State, local and tribal partnerships to ensure this funding invests in the American workforce.

Specifically, under this solicitation, OJJDP will be making awards to further DOJ's mission to help State and local law enforcement agencies develop effective responses to online enticement of children by sexual predators, child exploitation, and child obscenity and pornography cases. This program furthers the purpose of the Recovery Act by providing funding to States and localities for salaries and employment costs of law enforcement officers, prosecutors, forensic analysts, and other related professionals.

OJJDP FY 09 Recovery Act Internet Crimes Against Children Task Force Program Grants

Eligibility

Applicants are limited to only those States and local law enforcement and prosecutorial agencies who are currently receiving funds under the ICAC Task Force Program.
(See "Eligibility," page 5)

Deadline

Registration with [GMS](#) is required prior to application submission.
Applicants must obtain a DUNS number from Dun and Bradstreet prior to application submission.
Applicants must register with the Central Contractor Registration (CCR) database. (See "Deadline: Registration," page 5)

All applications are due by 12:00 p.m. Eastern Time on April 8, 2009
(See "Deadline: Application", page 5)



Important Note to Prospective Applicants

This solicitation is issued pursuant to the American Recovery and Reinvestment Act of 2009 (Public Law 111-5), which was signed into law by President Obama on February 17, 2009. As of the date this solicitation is issued, government-wide guidance is still forthcoming on various aspects of the Act.

Applicants are strongly advised to check the appropriate website and the www.ojp.usdoj.gov/recovery/solicitationrequirements.htm periodically (including before submitting an application) for updates to this solicitation and its associated requirements. Additional information may become available that could affect project proposal narratives, timelines, budget requests, certifications, and other matters related to applications.

Award recipients will be required to follow any applicable provisions of government-wide guidance that may be issued pursuant to the Recovery Act.

Contact Information

For assistance with the programmatic requirements of this solicitation, contact Christopher Holloway at 202-305-9838 or Christopher.Holloway@usdoj.gov; Jeffrey Gersh at 202-514-5535 or Jeffrey.Gersh@usdoj.gov; or Amy Staubs 202-307-5762 or Amy.Staub@usdoj.gov.

This application must be submitted through *OJP's Grants Management System (GMS)*. For technical assistance relating to the on-line application system, call – The Grants Management System Support Hotline at 1-888-549-9901, option 3.

Note: The *GMS* Support Hotline hours of operation are Monday-Friday from 7:00 a.m. to 9:00 p.m. Eastern Time.



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OJJDP FY 09 Recovery Act Internet Crimes Against Children Task Force Program Grants (CFDA # 16.800)

Overview

This grant program is authorized by the American Recovery and Reinvestment Act of 2009 (Public Law 111-5) (the "Recovery Act") and by the Providing Resources, Officers, and Technology to Eradicate Cyber Threats to Our Children Act of 2008, (P.L. 110-401, codified at 42 USC 17601 - 17616) ("the PROTECT Act").

The stated purposes of the Recovery Act are: to preserve and create jobs and promote economic recovery; to assist those most impacted by the recession; to provide investments needed to increase economic efficiency by spurring technological advances in science and health; to invest in transportation, environmental protection, and other infrastructure that will provide long-term economic benefits; and to stabilize State and local government budgets, in order to minimize and avoid reductions in essential services and counterproductive State and local tax increases.

The Recovery Act places great emphasis on accountability and transparency in the use of taxpayer dollars. Among other things, it creates a new Recovery Accountability and Transparency Board and a new website – Recovery.gov – to provide information to the public, including access to detailed information on grants and contracts made with Recovery Act funds.

The Office of Juvenile Justice and Delinquency Prevention (OJJDP) provides national leadership, coordination, and resources to prevent and respond to juvenile delinquency and juvenile victimization. OJJDP supports States and communities in their efforts to develop and implement effective and coordinated prevention and intervention programs and to improve the juvenile and criminal justice systems so that they protect public safety, hold offenders accountable, and provide treatment and rehabilitative services tailored to the needs of juveniles and their families.

The Internet Crimes Against Children (ICAC) Task Force Program seeks to maintain and expand State and regional ICAC task forces to address technology-facilitated child exploitation. These task forces work collaboratively as a national network of law enforcement and prosecutorial agencies that prevent, interdict, and investigate Internet crimes against children. The program requires existing task forces to develop multijurisdictional, multiagency responses to such offenses by providing funding and other support to State and local law enforcement agencies as a means to help them acquire the necessary knowledge, personnel, and equipment. This program furthers the purpose of the Recovery Act by providing funding to States and localities for salaries and employment costs of law enforcement officers, prosecutors, forensic analysts, and other related professionals.



Deadline: Registration

Applications must be submitted through OJP's online Grants Management System (GMS). To access the system, go to <https://grants.ojp.usdoj.gov>. Applicants should begin the process immediately to meet the GMS registration deadline, especially if this is the first time they have used the system. Each application requires a separate GMS registration. The registration process for organizations includes: (1) Obtaining a Data Universal Numbering System (DUNS) number; (2) Registering your organization with the Central Contractor Registration (CCR) database; and (3) Registering with GMS prior to applying.

The deadline to register is 12:00 p.m. Eastern Time on **March 16, 2009**.

A DUNS number is required. All applicants under this solicitation must include a DUNS (Data Universal Numbering System) number in their application. 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 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, simple, one-time activity. Obtain one by calling 1-866-705-5711 or by applying online at <http://www.dnb.com/us/>. Individuals are exempt from this requirement.

Central Contractor Registration (CCR) is required. In addition to the DUNS number requirement, 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 registration procedures can be accessed at www.ccr.gov.

Deadline: Application

The due date for applying for funding under this announcement is 12:00 p.m. Eastern Time on **April 8, 2009**.

Eligibility

Applicants are limited to only those State and local law enforcement and prosecutorial agencies who are currently receiving funds under the ICAC Task Force Program.



Additional Requirements related to the Recovery Act (including certification requirements):

Reporting on the Use of Funds. In order to be eligible to receive funds under this solicitation, applicants must certify that they will satisfy the reporting requirements of Section 1512(c) of the Recovery Act, which requires detailed reporting (including reporting on subawards) not later than **ten calendar days after the end of each calendar quarter**. Detailed information on Section 1512(c) appears below, under “Accountability and Transparency under the Recovery Act.” A template for the certification is included in the appendix. Applicants may expect that a standard form and/or standard reporting mechanism will be made available at a future date.

Program Specific Information

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. Applicants also should anticipate that awards under the Recovery Act will be one-time awards and accordingly should propose project activities and deliverables that can be accomplished without additional DOJ funding.

Definitions

For the purpose of this solicitation the term technology-facilitated child sexual exploitation includes all forms of sexual exploitation of children (SEC) and commercial sexual exploitation of children (CSEC) facilitated by technology. These offenses include, but are not limited to, trafficking of children for sexual purposes, such as prostitution, sex tourism, mail-order-bride trade and early marriage, stripping, performing in sexual venues (e.g., peep shows), the manufacture, distribution, and possession of child pornography; and online enticement of children by sexual predators.

Purpose

The ICAC Task Force Program supports a national network of 59 multiagency, multijurisdictional task forces engaged in investigations, forensic examinations, and prosecutions related to Internet crimes against children and technology-facilitated child sexual exploitation. Additionally, the task forces provide forensic and investigative technical assistance to law enforcement and prosecutorial officials, as well as community education information to parents, educators, prosecutors, law enforcement, and others concerned with child victimization.

As provided for in Section 103 of the PROTECT Act, the purpose of the ICAC task forces is the following:

- Increasing the investigative capabilities of State and local law enforcement officers in the detection, investigation, and apprehension of Internet crimes



against children offenses or offenders, including technology-facilitated child exploitation offenses.

- Conducting proactive and reactive Internet crimes against children investigations.
- Providing training and technical assistance to ICAC task forces and other Federal, State, and local law enforcement agencies in the areas of investigations, forensics, prosecution, community outreach, and capacity-building, using recognized experts to assist in the development and delivery of training programs.
- Increasing the number of Internet crimes against children offenses being investigated and prosecuted in both Federal and State courts.
- Creating a multiagency task force response to Internet crimes against children offenses within each State.
- Participating in the Department of Justice's Project Safe Childhood initiative, the purpose of which is to combat technology-facilitated sexual exploitation crimes against children.
- Enhancing nationwide responses to Internet crimes against children offenses, including assisting other ICAC task forces, as well as other Federal, tribal, State, and local agencies with Internet crimes against children investigations and prosecutions.
- Developing and delivering Internet crimes against children public awareness and prevention programs.
- Participating in such other activities, both proactive and reactive, that will enhance investigations and prosecutions of Internet crimes against children.

Goals, Objectives, and Deliverables

Applicants must explain how they will help State and local law enforcement agencies improve effectiveness in responding to online enticement of children by sexual predators, child exploitation, and child obscenity and pornography cases. Specifically, applicants must explain how they will address the following goals and objectives:

- Maintaining and expanding State and regional ICAC task forces in order to prevent, interdict, investigate, and prosecute technology-facilitated child exploitation and Internet crimes against children.



- Improving task force effectiveness in order to prevent, interdict, investigate, and prosecute technology-facilitated child exploitation and Internet crimes against children.
- Budgeting these award funds to pay full or part-time salaries, as appropriate, for law enforcement officers, prosecutors, forensic analysts, administrative support, and other related professionals.

Applicants must further explain how they will address the following functions as stipulated in the PROTECT Act:

- Working consistently toward achieving the purposes described in Section 103 of the PROTECT Act, *and listed above*.
- Engaging in proactive investigations, forensic examinations, and effective prosecutions of Internet crimes against children.
- Providing forensic, preventive, and investigative assistance to parents, educators, prosecutors, law enforcement, and others concerned with Internet crimes against children.
- Developing multijurisdictional, multiagency responses and partnerships to Internet crimes against children offenses through ongoing informational, administrative, and technological support to other State and local law enforcement agencies, as a means for such agencies to acquire the necessary knowledge, personnel, and specialized equipment to investigate and prosecute such offenses.
- Participating in nationally coordinated investigations in any case in which the Attorney General determines such participation to be necessary, as permitted by the available resources of such task force.
- Establishing or adopting investigative and prosecution standards, consistent with established norms, to which such task force shall comply.
- Investigating tips related to Internet crimes against children, and seeking prosecution, as appropriate, including tips from Operation Fairplay, the National Internet Crimes Against Children Data System (established in Section 105 of the Act), the National Center for Missing and Exploited Children's CyberTipline, ICAC task forces, and other Federal, State, and local agencies, with priority to investigative leads that indicate the possibility of identifying or rescuing child victims, including investigative leads that indicate a likelihood of a serious offense or danger to the community.



- Developing procedures for handling seized evidence.
- Maintaining such reports and records as are required by the Attorney General.
- Complying with national standards regarding the investigation and prosecution of Internet crimes against children, as set forth by the Attorney General, to the extent such standards are consistent with the law of the State where the task force is located.

Grant recipients may be selected to participate in an evaluation of projects supported through this solicitation. This evaluation will be managed by the National Institute of Justice. Each applicant must verify their willingness and capacity to participate in an evaluation, and to provide data and supporting documentation if selected.

Award Information

OJJDP intends to award 59 cooperative agreements under OJJDP FY 09 Recovery Act Internet Crimes Against Children Task Force Program Grants. Notice of funding eligibility will be provided to each agency eligible to apply. Pursuant to the authority provided in Section 106 of the PROTECT Act, OJJDP will award continuation funding based on a formula which considers the factors set forth in Section 106(a)(2)(B)(ii) of the PROTECT Act developed by OJJDP. Funding levels will vary among the recipient agencies and will typically be based on program and budget periods of 12 to 24 months. However, applicants may request project and budget periods of up to 48 months if this longer project period will enable the task force to create and sustain new jobs.

OJJDP will enter into a cooperative agreement with each ICAC task force. In furtherance of the goals and objectives described above, OJJDP's role will include the following:

- Reviewing and approving major work plans, including changes to such plans, and key decisions pertaining to project operations.
- Reviewing and approving major project-generated documents and materials used in the provision of project services.
- Providing guidance in significant project planning meetings, and participating in project sponsored training events or conferences.

Non-supplanting: For purposes of this Recovery Act solicitation, the general non-supplanting requirement of the [OJP Financial Guide](#) (Part II, Chapter 3) [www.ojp.usdoj.gov/recovery/solicitationrequirements.htm] does not apply.



Recovery Act: Contracts

Generally speaking, the Recovery Act places special emphasis on the use of fixed-price contracts awarded through competitive procedures. As information becomes available, OJP will provide guidance to applicants as to what, if any, particular procurement requirements or procedures may apply to contracts awarded with Recovery Act grant funds, apart from those that appear in 28 C.F.R. Part 66 and 28 C.F.R. Part 70.

Recovery Act: Limit on Funds

The Recovery Act specifically provides that funds may not be used by any State or local government, or any private entity, for any casino or other gambling establishment, aquarium, zoo, golf course, or swimming pool.

Recovery Act: Use of Funds in Conjunction with Funds from Other Sources.

Recovery Act funds may be used in conjunction with other funding as necessary to complete projects, but tracking and reporting of Recovery Act funds must be separate, to meet the reporting and other requirements of the Recovery Act and other applicable law. There can be no commingling of funds. (See "Accountability and Transparency under the Recovery Act," below.)

Accountability and Transparency under the Recovery Act

Separate Tracking and Reporting of Recovery Act Funds and Outcomes

Consistent with the special purposes and goals of the Recovery Act, and its strong emphasis on accountability and transparency, it is essential that all funds from a Recovery Act grant be tracked, accounted for, and reported on separately from all other funds (including DOJ grant funds from non-Recovery Act grants awarded for the same or similar purposes or programs). Recipients must also be prepared to track and report on the specific outcomes and benefits attributable to use of Recovery Act funds.

The accounting systems of all recipients and subrecipients must ensure that funds from any award under this Recovery Act solicitation are not commingled with funds from any other source.

Misuse of grant funds may result in a range of penalties, including suspension of current and future funds, suspension or debarment from federal grants, recoupment of monies provided under a grant, and civil and/or criminal penalties.

Quarterly Financial and Programmatic Reporting

Consistent with the Recovery Act emphasis on accountability and transparency, reporting requirements under Recovery Act grant programs will differ from and expand upon OJP's standard reporting requirements for grants. In particular, Section 1512(c) of the Recovery Act sets out detailed requirements for quarterly reports that must be submitted within 10 days of the end of each calendar quarter. Receipt of funds will be contingent on meeting the Recovery Act reporting requirements.



Under this Recovery Act program, quarterly financial and programmatic reporting will be required, and will be due within 10 calendar days after the end of each calendar quarter, starting July 10, 2009.

Programmatic and Financial Reporting Periods	Due Dates
October- December	January 10
January- March	April 10
April-June	July 10
July-September	October 10

The information from grantee reports will be posted on a public website. To the extent that grant funds are available to pay a grantee's administrative expenses, those funds may be used to assist the grantee in meeting the accelerated time-frame and extensive reporting requirements of the Recovery Act.

Recovery Act grant recipients may expect that the information posted by OJP will identify grantees that are delinquent in their reporting. In addition, in keeping with standard OJP practice, grant recipients who do not submit required reports by the due date will not be permitted to draw down funds thereafter, during the pendency of the delinquency, and may be subject to other appropriate actions by OJP, including, but not limited to, restrictions on eligibility for future OJP awards, restrictions on draw-down on other OJP awards, and suspension or termination of the Recovery Act award.

Funding recipients may expect that a standard form and/or reporting mechanism may be available. Additional instructions and guidance regarding the required reporting will be provided as they become available. For planning purposes, however, all applicants should be aware that the Recovery Act Section 1512(c) provides as follows:

Recipient Reports- Not later than 10 days after the end of each calendar quarter, each recipient that received recovery funds from a Federal agency shall submit a report to that agency that contains--

- (1) the total amount of recovery funds received from that agency;
- (2) the amount of recovery funds received that were expended or obligated to projects or activities; and
- (3) a detailed list of all projects or activities for which recovery funds were expended or obligated, including--
 - (A) the name of the project or activity;
 - (B) a description of the project or activity;
 - (C) an evaluation of the completion status of the project or activity;
 - (D) an estimate of the number of jobs created and the number of jobs retained by the project or activity; and
 - (E) for infrastructure investments made by State and local governments, the purpose, total cost, and rationale of the agency for funding the



infrastructure investment with funds made available under this Act, and name of the person to contact at the agency if there are concerns with the infrastructure investment.

(4) detailed information on any subcontracts or subgrants awarded by the recipient to include the data elements required to comply with the Federal Funding Accountability and Transparency Act of 2006 (Public Law 109-282), allowing aggregate reporting on awards below \$25,000 or to individuals, as prescribed by the Director of the Office of Management and Budget.

Subawards under Recovery Act Grants

Reporting; DUNS and CCR. As indicated above, quarterly reporting requirements for Recovery Act awards include reporting with respect to subawards. In order to facilitate that reporting, award recipients must work with their first-tier subawardees (if any) to ensure that, no later than the due date of the award recipient's first quarterly report after a subaward is made, the subawardee has a DUNS numbers and is registered with the Central Contractor Registration (CCR) database. See "Deadline: Registration," above, for more information on CCR and DUNS numbers.

Monitoring of subawards. All applicants should bear in mind that any recipient of an award under this solicitation will be responsible for monitoring of subawards under the grant in accordance with all applicable statutes, regulations, OMB circulars, and guidelines, including the OJP Financial Guide. Primary recipients will be responsible for oversight of subawardee spending and monitoring of specific outcomes and benefits attributable to use of Recovery Act funds.

Reporting Fraud, Waste, Error, and Abuse

Each grantee or subgrantee awarded funds made available under the Recovery Act is to promptly refer to an appropriate inspector general any credible evidence that a principal, employee, agent, contractor, subgrantee, subcontractor, or other person has submitted a false claim under the False Claims Act or has committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving Recovery Act funds.

You may report potential fraud, waste, abuse, or misconduct to the U.S. Department of Justice, Office of the Inspector General (OIG) by –

mail: Office of the Inspector General
U.S. Department of Justice
Investigations Division
950 Pennsylvania Avenue, N.W.
Room 4706
Washington, DC 20530



e-mail: oig.hotline@usdoj.gov

hotline: (contact information in English and Spanish): (800) 869-4499

or hotline fax: (202) 616-9881

Additional information is available from the DOJ OIG website at <http://www.usdoj.gov/oig/>.

The Recovery Act provides certain protections against reprisals for employees of non-Federal employers who disclose information reasonably believed to be evidence of gross mismanagement, gross waste, substantial and specific danger to public health or safety, abuse of authority, or violations of law related to contracts or grants using Recovery Act funds. For additional information, refer to Section 1553 of the Recovery Act.

Performance Measures

To assist in fulfilling the accountability objectives of the Recovery Act, as well as the Department's responsibilities under the Government Performance and Results Act (GPRA), Public Law 103-62, applicants who receive funding under this solicitation must provide data that measure the results of their work, and report on progress toward the economic stimulus goals of the ARRA. Additionally, applicants must discuss their data collection methods in the application. There are two sets of performance measures for this solicitation: performance measures associated with the ARRA, and performance measures for the ICAC program. Both sets of measures are mandatory for all ICAC Formula ARRA grant recipients and must be reported to OJJDP within 10 days after the end of each reporting quarter. The mandatory measures are outlined in the tables below:

ARRA Performance Measures:

OBJECTIVE	PERFORMANCE MEASURES	DATA THE GRANTEE PROVIDES – PER 3-MONTH REPORTING PERIOD	DESCRIPTION (PLAIN LANGUAGE EXPLANATION OF WHAT EXACTLY IS BEING PROVIDED)
Recovery Act: Preserving and creating jobs and promoting economic recovery	Number of jobs retained due to Recovery Act funding.	Number of jobs that were prevented from being eliminated as a result of receiving the ARRA funding during the reporting period. Number of jobs that were eliminated within	An unduplicated count of the number of jobs dedicated to investigating and prosecuting technology-facilitated child sexual exploitation and Internet crimes against children that were <u>retained</u> using funds provided by the ARRA.



OBJECTIVE	PERFORMANCE MEASURES	DATA THE GRANTEE PROVIDES – PER 3-MONTH REPORTING PERIOD	DESCRIPTION (PLAIN LANGUAGE EXPLANATION OF WHAT EXACTLY IS BEING PROVIDED)
		the last 12 months that were reinstated with ARRA funding.	These are positions that would have been eliminated had ARRA funding not been received. Report these data for each position only once during the grant period. A job can include full-time, part-time, contractual, or other employment relationship.
Recovery Act: Preserving and creating jobs and promoting economic recovery	Number of jobs created due to Recovery Act funding.	The number of new jobs funded by ARRA.	An unduplicated count of the number of NEW jobs dedicated to investigating and prosecuting technology-facilitated child sexual exploitation and Internet crimes against children that were <u>created</u> as a result of the provided by the ARRA. Report these data for each position only once during the grant period. A job can include full time, part time, contractual, or other employment relationship.

ICAC Program Performance Measures:

OBJECTIVE	PERFORMANCE MEASURES	DATA THE GRANTEE PROVIDES
Maintaining and expanding State and regional ICAC task forces in order to prevent, interdict, investigate, and prosecute technology-facilitated child exploitation and Internet crimes against children.	Percent increase in arrests related to technology-facilitated child sexual exploitation and Internet Crimes Against Children.	Number of technology-facilitated child sexual exploitation and ICAC-related arrests.



OBJECTIVE	PERFORMANCE MEASURES	DATA THE GRANTEE PROVIDES
<p>Improving task force effectiveness in order to prevent, interdict, investigate, and prosecute technology-facilitated child exploitation and Internet crimes against children.</p>	<p>Number of investigations initiated related to technology-facilitated child sexual exploitation and Internet crimes against children.</p> <p>Number of prosecutions for technology-facilitated child sexual exploitation and Internet crimes against children.</p> <p>Percent increase in computer forensic examinations completed by ICAC task forces.</p>	<p>Number of investigations initiated related to technology-facilitated child sexual exploitation and Internet crimes against children.</p> <p>Number of prosecutions for technology-facilitated child sexual exploitation and Internet crimes against children.</p> <p>Number of computer forensic examinations completed by ICAC task forces.</p>
	<p>Percent increase in investigative technical assistance sessions provided by ICAC task forces to nonmember law enforcement agencies.</p>	<p>Number of investigative technical assistance sessions provided by ICAC task forces to nonmember law enforcement agencies.</p>
	<p>Number of law enforcement agencies participating in the ICAC program operational and investigative standards established by the task force.</p>	<p>Number of agencies that sign a memorandum certifying compliance with ICAC program standards</p>

How to Apply

Applications must be submitted through OJP’s online Grants Management System (GMS). To access the system, go to <https://grants.ojp.usdoj.gov>. Applicants should begin the process a few weeks prior to the GMS registration deadline, especially if this is the first time they have used the system. Each application requires a separate GMS registration. For a step-by-step guide, visit <http://www.ojp.gov/gmscbt/> and refer to the



section entitled "External Overview: Locating & Applying for Funding Opportunities." For additional assistance, call the GMS Help Desk at 1-888-549-9901 from 7:00 a.m. to 9:00 p.m. Eastern Time Monday to Friday.

Note: OJP will not review any application whose attachments are in Microsoft Vista or Microsoft 2007 format. Applications submitted via GMS must be in the following formats: Microsoft Word (*.doc), Word Perfect (*.wpd), Microsoft Excel (*.xls), PDF files (*.pdf), or Text Documents (*.txt). GMS is not yet compatible with Vista and cannot yet process Microsoft Word 2007 documents saved in the new default format with the extension ".docx." Please ensure that any Word documents you are submitting are saved using "Word 97-2003 Document (*.doc)" format. Additionally, 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."

Recovery Act CFDA Number: The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.800, titled "Recovery Act – Internet Crimes Against Children (ICAC) Initiatives."

What an Application Must Include

Standard Form–424

Applicants must complete the Application for Federal Assistance (SF–424), a standard form used by most federal agencies, following the instructions it provides.

The project title used in box 11 of the form SF 424 must be: ICAC Task Force-[2 letter State abbreviation]. For example:

ICAC Task Force-HI

For regional task forces, the title should identify the city where the task force is headquartered. For example:

ICAC Task Force: Broward County- FL

Or

ICAC Task Force: Los Angeles-CA

Program Narrative

Applicants must submit a program narrative that presents a detailed description of the purpose, goals, objectives, strategies, design, and management of the proposed program. The program narrative must be double-spaced with 1-inch margins, not



exceeding 30 pages of 8½ by 11-inches, and use a standard 12-point font, preferably Times New Roman. Pages must be numbered “1 of 30,” etc. Material required under the “Budget and Budget Narrative” and “Other Attachments” sections will not count toward the program narrative page count. OJJDP may reject applications that are incomplete, do not respond to the scope of the solicitation, or fail to comply with format requirements.

The program narrative must address the following selection criteria: (1) statement of the problem/program narrative, (2) impact/outcomes and evaluation/performance measure data collection plan, (3) project/program design and implementation, and (4) capabilities/competencies. The connections between and among each of these sections must be clearly delineated. For example, the goals and objectives must derive directly from the problems to be addressed. Similarly, the project design section must clearly explain how the program’s structure and activities will accomplish the goals and objectives identified in the previous section.

Statement of the Problem

Applicants must briefly describe the nature and scope of the problem that the program will address (e.g., online enticement of children by sexual predators, child exploitation, and child obscenity and pornography cases). Local data should be used to provide evidence that the problem exists, demonstrate the size and scope of the problem, and document the effects of the problem on the target population and the larger community. Applicants should describe any previous or current attempts to address the problem.

Applicants should describe any research or evaluation studies that relate to the problem and contribute to the applicant’s understanding of its causes and potential solutions. While applicants are expected to review the research literature for relevant studies, they should also explore whether unpublished local sources of research or evaluation data are available.

Project Abstract. A project abstract must be included as the first page of the Program Narrative, and is included in the page limitation specified above. It must not exceed 200 words and briefly describe the project’s purpose, identify the population to be served, and summarize the activities that will be implemented to achieve the project’s goals and objectives. These goals and objectives must focus on short-term and intermediate outcomes (see “Impact/Outcomes and Evaluation/Performance Measures,” page 17). The abstract must describe how progress towards these goals will be measured.

Impact/Outcomes and Evaluation/Performance Measure Data Collection Plan

Applicants must describe the goals of the proposed program and identify its objectives. When formulating the program’s goals and objectives, applicants must be cognizant of the performance measures that will be required of successful applicants.



Goals. Applicants must describe the program’s intent to change, reduce, or eliminate the problem noted in the previous section and outline the project’s goals.

Program Objectives. Applicants must explain how the program will accomplish its goals. Objectives are specific, quantifiable statements of the project’s desired results. They must be clearly linked to the problem identified in the preceding section and measurable. (Examples of measurable objectives include the following: to provide school-based and community services for 40 youth returning from commitment, to increase the percent of youth who successfully complete their current academic grade, to expand counseling services to cover an additional 50 at-risk youth.)

Performance Measures. Award recipients are required to collect and report data in support of performance measures (see "Performance Measures," page 13.)

Project/Program Design and Implementation

Applicants must detail how the project will operate throughout the funding period and describe the strategies that will be used to achieve the goals and objectives identified in the previous section. Applicants are encouraged to select evidence-based practices for their programs and adopt a project design that will facilitate the gathering of data on the required performance measures.

Applicants should detail any leveraged resources from local sources, cash or in-kind, to support the project and discuss plans for sustainability beyond the grant period.

Applicants should identify any other federal, State, or private foundation grants that serve the same local area and target population.

Logic Model. Applicants must include a logic model that graphically illustrates how the performance measures are related to the project’s problems, goals, objectives, and design. Sample logic models are available at ojjdp.ncjrs.gov/grantees/performance.html. The logic model must be submitted as a separate attachment, as stipulated in “Other Attachments,” page 20.

Timeline. Applicants must submit a timeline or milestone chart that indicates major tasks, assigns responsibility for each, and plots completion of each task by month or quarter for the duration of the award, using “Year 1,” “Month 1,” “Quarter 1,” etc., not calendar dates (see “Sample Project Timelines” at ojjdp.ncjrs.gov/grantees/timelines.html). The timeline must be submitted as a separate attachment, as stipulated in “Other Attachments,” page 20. On receipt of an award, the timeline may be revised based on training and technical assistance provided by OJJDP.



Capabilities/Competencies

Applicants must describe the roles and responsibilities of project staff and explain the program's organizational structure and operations. Management and staffing patterns must be clearly and evidently connected to the project design described in the previous section. Applicants must describe the experience and capability of the applicant's organization and any contractors that will be used to effectively implement and manage this effort and its associated federal funding, highlighting any previous experience implementing projects of similar design or magnitude. Memoranda of Understanding from partner organizations describing their roles in the project and any resources, tangible or intangible, that they will contribute should be attached to the application.

Budget and Budget Narrative

Applicants must provide a budget that: (1) is complete, allowable, and cost-effective in relation to the proposed activities; (2) shows the cost calculations demonstrating how the applicant arrived at the total amount requested; (3) provides a brief supporting narrative to link costs with project activities. Applicants must submit a budget that includes a detailed worksheet itemizing all costs and a narrative explaining and justifying each budget item, as described below. Total costs that the applicant specifies in its budget must match the amount it provides in the Estimated Funding section of the Project Information screen in GMS. All funds listed in the budget will be subject to audit.

Applicants should include in the budget narrative information on any intended subgrant awards, including:

- How the subgrant recipients will be identified.
- How much funding will be made available to each subgrant recipient and what mechanism will be utilized to award the subgrant funds.
- A plan of how the subgrant recipient will expend the funds in furtherance of the stated ICAC program goals, objectives, and deliverables as stated in this program announcement.
- How the subgrant recipients will be monitored for performance and adherence to ICAC Operational and Investigative Standards.
- Whether the subgrantee qualifies as a tribal law enforcement agency or is located in a non metropolitan statistical area as defined by the Bureau of the Census.

Pursuant to Section 106(c) of the PROTECT Act, funds may be used to support the following activities:

- Hiring personnel, investigators, prosecutors, education specialists, forensic specialists, and administrative support staff.



- Establishing and supporting forensic laboratories used in technology-facilitated child sexual exploitation and internet crimes against children investigations.
- Supporting investigations and prosecutions of technology-facilitated child sexual exploitation and Internet crimes against children.
- Conducting and assisting with education programs to help children and parents protect themselves from internet predators.
- Conducting and attending training sessions related to effective investigations and prosecutions of technology-facilitated child sexual exploitation and internet crimes against children.
- Funding any other activities directly related to preventing, investigating, or prosecuting technology facilitated child sexual exploitation and Internet crimes against children.

Budget Detail Worksheet

The worksheet must provide the detailed computation for each budget line item, listing the cost of each item and showing how it was calculated. For example, costs for personnel must show the annual salary rate and the percent of time devoted to the project for each employee paid through grant funds. The budget detail worksheet must present a complete and detailed itemization of all proposed costs. A budget detail worksheet template is available at http://www.ojp.usdoj.gov/funding/forms/budget_detail.pdf.

Budget Narrative

The budget narrative must describe each budget item and relate it to the appropriate project activity. It must closely follow the content of the budget detail worksheet and provide justification for all proposed costs listed in the budget worksheet (particularly, supplies, travel, and equipment) and demonstrate that they are reasonable. In the budget narrative, the applicant must explain how fringe benefits were calculated, how travel costs were estimated, why particular items of equipment or supplies must be purchased, and how overhead or indirect costs, if applicable, were calculated.

Indirect Cost Rate Agreement

Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval, (a fully-executed, negotiated agreement), must be attached.

Applicants that would like to establish a federally negotiated indirect cost rate must submit a proposal to their cognizant federal agency. Generally, the cognizant federal agency is the agency that provides the preponderance of direct federal funding. This



can be determined by reviewing an organization's schedule of federal financial assistance. If DOJ is your cognizant federal agency, obtain information needed to submit an indirect cost rate proposal at http://www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf

Other Attachments

Applicants must submit the following information, as stipulated in the cited pages, as attachments to their application.

- logic model (see "Logic Model," page 18).
- timeline or milestone chart (see "Timeline," page 18).
- résumés of all key personnel.
- job descriptions outlining roles and responsibilities for all key positions.
- letters of support/commitment and Memoranda of Understanding, if applicable, (see "understanding (MOUs) from partner organizations.")

Additional Requirements

Successful applicants selected for an award must agree to comply with additional applicable requirements prior to receiving grant funding. OJJDP strongly encourages applicants to review the information pertaining to these additional requirements prior to submitting their applications. Additional information for each is available at www.ojp.usdoj.gov/funding/other_requirements.htm.

- [Civil Rights Compliance](#)
- Funding to Faith-Based Organizations
- Confidentiality and Human Subjects Protection
- 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 and 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
- Recovery Act Reporting Requirements; Section 1512(c) of the Recovery Act
- Section 1511 of the Recovery Act: Certifications
- Section 1602 of the Recovery Act: Preference for Quick-Start Activities
- Section 1604 of the Recovery Act: Limit on Funds
- Section 1605 of the Recovery Act: Buy American
- Section 1606 of the Recovery Act: Wage Rate Requirements
- Section 1607 of the Recovery Act: Additional Funding Distribution and Assurance of Appropriate Use of Funds
- Section 1609 of the Recovery Act: Relating to National Environmental Policy Act



Appendix. Template(s) for Certification(s)

(Instructions: Scan signed certification(s) and submit image files electronically as part of your application package.)



U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS

**Recovery Act - OJJDP FY 09 Recovery Act Internet Crimes Against Children Task
Force Program Grants**

Certification as to Recovery Act Reporting Requirements

On behalf of the applicant entity named below, I certify the following to the Office of Justice Programs, U.S. Department of Justice:

I have personally read and reviewed the section entitled "Accountability and Transparency under the Recovery Act" in the program announcement for the Recovery Act grant program identified above. I have also read and reviewed section 1512(c) of the American Recovery and Reinvestment Act of 2009 (Public Law 111-5), concerning reporting requirements for grants. I agree that the applicant will comply with the reporting requirements set forth therein with respect to any grant the applicant may receive under the Recovery Act grant program identified above.

I acknowledge that a false statement in this certification may be subject to criminal prosecution, including under 18 U.S.C. § 1001. I also acknowledge that Office of Justice Programs grants, including certifications provided in connection with such grants, are subject to review by the Office of Justice Programs, and/or by the Department of Justice's Office of the Inspector General.

I have authority to make this certification on behalf of the applicant entity (that is, the entity applying directly to the Office of Justice Programs).

Signature of Certifying Official

Printed Name of Certifying Official

Title of Certifying Official

Full Name of Applicant Entity

Date



U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS

Recovery Act - OJJDP FY 09 Recovery Act Internet Crimes Against Children Task Force Program Grants

General Certification as to Requirements for Receipt of Funds
for Infrastructure Investments

On behalf of the applicant State or unit of local government (including tribal government) named below, I certify the following to the Office of Justice Programs ("OJP"), U.S. Department of Justice:

I have personally read and reviewed the section entitled "Eligibility" in the program announcement for the Recovery Act grant program named above. I also have personally read and reviewed Section 1511 of the American Recovery and Reinvestment Act of 2009 (the "Recovery Act"), which requires a specific certification prior to receipt of Recovery Act funds for infrastructure investments.

Initial the statement that applies:

_____ The applicant identified below **does not intend to use** any portion of any funds received under this Recovery Act grant program for any infrastructure investment. Should this intention change, the applicant will promptly notify OJP, and (except to the extent, if any, that OJP has given prior written approval to expend funds to conduct the review and vetting required by law) will not draw down, obligate, or expend any funds received under this Recovery Act program for any infrastructure investment project until Section 1511 of the Recovery Act has been satisfied, and an adequate project-specific certification has been executed, posted, and submitted to OJP.

_____ The applicant identified below **does intend to use** some or all of any funds received under this Recovery Act grant program for one or more infrastructure investment projects. Except to the extent, if any, that OJP has given prior written approval to expend funds to conduct the review and vetting required by law, I agree that the applicant entity will execute, post, and submit to OJP, prior to obligating, expending, or drawing down funds for such project, a project-specific certification that satisfies all of the requirements of Section 1511 (including execution by the Governor, mayor, or other chief executive, as appropriate) for each such infrastructure investment project.



Page 2 of 2

**U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS**

**General Certification as to Requirements for Receipt of Funds
for Infrastructure Investments**

I acknowledge that a false statement in this certification may be subject to criminal prosecution, including under 18 U.S.C. § 1001. I also acknowledge that Office of Justice Programs grants, including certifications provided in connection with such grants, are subject to review by the Office of Justice Programs and/or by the Department of Justice's Office of the Inspector General.

I have authority to make this certification on behalf of the applicant (that is, the governmental entity applying directly to the Office of Justice Programs).

Signature of Certifying Official

Printed Name of Certifying Official

Title of Certifying Official

Full Name of Applicant Government Entity

Date