



---

The [U.S. Department of Justice](#), [Office of Justice Programs](#), [Office of Juvenile Justice and Delinquency Prevention](#), is seeking applications for funding under the OJJDP FY 2007 Internet Crimes Against Children Expansion (Phase II). This program furthers the Department's mission by helping state and local law enforcement agencies develop effective responses to technology-facilitated exploitation of children including online enticement of children by sexual predators and child pornography cases.

# OJJDP FY 2007 Internet Crimes Against Children Expansion (Phase II)

## Eligibility

Applicants are limited to state and local law enforcement and prosecutorial agencies in Alaska, Delaware, Idaho, Maine, Mississippi, Montana, North Dakota, Rhode Island, South Dakota, Vermont, and West Virginia.

(See "Eligibility," page 4.)

## Deadline

All applications are due by 8:00 p.m. E.T., on July 20, 2007.

(See "Deadline: Application," page 3.)

## Contact Information

For assistance with the requirements of this solicitation, contact Christopher Holloway, Internet Crimes Against Children Task Force Program Manager, at 202-305-9838 or [christopher.holloway@usdoj.gov](mailto:christopher.holloway@usdoj.gov).

Applicants must submit their applications through [Grants.gov](http://Grants.gov). The funding opportunity number is OJJDP-2007-1641. For technical assistance with submitting the application, call the Grants.gov Customer Support Hotline at 1-800-518-4726.

# CONTENTS

Overview .....	3
Registration.....	3
Deadline: Application .....	3
Eligibility .....	4
Program-Specific Information.....	4
Performance Measures.....	5
How To Apply.....	5
What an Application Must Include.....	6
Standard Form–424 .....	6
Program Narrative .....	6
Budget and Budget Narrative.....	8
Other Attachments .....	9
Selection Criteria.....	10
Review Process .....	10
Additional Requirements.....	11
Attachment: Sample Project Abstract.....	12

# OJJDP FY 2007 Internet Crimes Against Children Expansion (Phase II) CFDA Number: 16.543

## Overview

The OJJDP FY 2007 Internet Crimes Against Children Task Force Program helps state and local law enforcement agencies develop an effective response to technology-facilitated exploitation of children including online enticement and child pornography. This response encompasses forensic and investigative components, training and technical assistance, victim services, and community education. Internet Crimes Against Children (ICAC) Task Forces have been established throughout the nation.

The ICAC Program was developed in response to the increasing number of children and teenagers using the Internet, the proliferation of child pornography, and heightened online activity by sexual predators seeking unsupervised contact with underage victims.

The FY 1998 Justice Appropriations Act (Public Law No. 105–119) directed OJJDP to create a national network of state and local law enforcement task forces to investigate cases of child sexual exploitation. The ICAC Task Force Program is funded under Title IV of the Juvenile Justice and Delinquency Prevention Act, 42 U.S.C. §§ 5775-5777.

## Registration

Registering with [Grants.gov](http://Grants.gov) is a one-time process; however, if you are a first time registrant, it could take up to several weeks to validate and confirm your registration and for you to receive your user password. OJJDP highly recommends that you register as early as possible to prevent delays in submitting your application package by the specified deadline. There are three steps that you must complete before you may register: (1) Register with the Central Contractor Registry (CCR); (2) Register yourself as an authorized organization representative (AOR); and (3) Be authorized as an AOR by your organization. For more Information, go to [www.grants.gov](http://www.grants.gov). **Note: You must renew your CCR registration once a year. If you fail to renew your CCR registration, you may be prohibited from submitting a grant application through [Grants.gov](http://Grants.gov).**

## Deadline: Application

The due date for applying for funding under this announcement is 8:00 p.m. E.T., July 20, 2007.

## Eligibility

Applicants are limited to state and local law enforcement and prosecutorial agencies in Alaska, Delaware, Idaho, Maine, Mississippi, Montana, North Dakota, Rhode Island, South Dakota, Vermont, and West Virginia.

OJJDP encourages applicants to review the Civil Rights Compliance requirements (see "Additional Requirements," page 11).

## Program-Specific Information

- **Purpose**

The ICAC program is a national network of 46 multiagency, multijurisdictional task forces engaged in proactive investigations, forensic examinations, and prosecution of online child sexual predators. The task forces also provide forensic, prevention, and investigation assistance to parents, educators, prosecutors, law enforcement, and others concerned with child victimization issues.

- **Goals, Objectives, and Deliverables**

Applicants must explain how they will help state and local law enforcement agencies increase effectiveness and achieve sustainability in responding to online child victimization and child pornography. Applicants must focus resources toward the five core components of the ICAC Program: (1) investigations, (2) forensics, (3) prosecution, (4) capacity building, and (5) public education. While investigations and investigative capacity building are the cornerstones of the ICAC Program and should be the primary focus, community outreach and prevention efforts need to be enhanced.

- **Award Information**

OJJDP intends to award \$300,000 for an 18-month budget and project period, for not more than 11 cooperative agreements under the FY 2007 ICAC Expansion Program (Phase II). The award period will be September 1, 2007, to February 28, 2009. Individual task forces are funded through a cooperative agreement with OJJDP. OJJDP will award a maximum of one cooperative agreement to a state or local law enforcement or prosecutorial agency in Alaska, Delaware, Idaho, Maine, Mississippi, Montana, North Dakota, Rhode Island, South Dakota, Vermont, and West Virginia.

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. It is anticipated that any award that may be made under this solicitation should be awarded no later than September 30, 2007.

**Match Requirement:** Match is not required for this program.

## Performance Measures

To assist in fulfilling the Department’s responsibilities under the Government Performance and Results Act (GPRA), P.L. 103–62, applicants who receive funding under this solicitation must provide data that measures the results of their work. Performance measures for this solicitation are as follows:

Objective	Performance Measures	Data Grantee Provides
Maintain and expand state and regional ICAC task forces to address technology-facilitated child exploitation and to prevent, interdict, and investigate ICAC offenses.	<p>Percentage increase in the number of ICAC-related arrests.</p> <p>Percentage increase in ICAC-related investigations resulting in prosecutions.</p>	<p>Number of ICAC-related arrests during reporting period.</p> <p>Number of ICAC-related investigations resulting in prosecutions and the sentencing outcomes in those cases.</p>
Improve task force effectiveness in handling technology-facilitated child exploitation and to prevent, interdict, and investigate ICAC offenses.	<p>Number of computer forensic examinations that the ICAC task forces complete.</p> <p>Number of investigative technical assistance sessions that ICAC task forces provide to non-member law enforcement agencies.</p> <p>Number of partner agencies engaged in ICAC task force work at the local, state, and regional levels.</p>	<p>Number of computer forensic examinations that the ICAC task forces complete.</p> <p>Number of investigative technical assistance sessions that ICAC task forces provide to non-member law enforcement agencies.</p> <p>Number of agencies that sign memorandum certifying compliance with ICAC program guidelines.</p>

## How To Apply

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

**Grants.Gov Instructions.** You can find complete instructions at [www.grants.gov](http://www.grants.gov). If you experience difficulties at any point during this process, call the Grants.gov Customer Support Hotline at 1–800–518–4726.

**CFDA Number.** The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.543, and the funding opportunity number is OJJDP-2007-1641.

**DUNS Number.** The Office of Management and Budget requires that all businesses and nonprofit applicants for federal funds include a DUNS (Data Universal Numeric System) number in their application for a new award or renewal of an award. Applications without a DUNS number are incomplete. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and tracking entities receiving federal funds. The identifier is used to validate address and point of contact information. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Call 1-866-705-5711 or apply online at [www.dunandbradstreet.com](http://www.dunandbradstreet.com) to obtain a number. Individuals are exempt from this requirement.

## **What an Application Must Include**

### **Application for Federal Assistance (SF-424)**

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

### **Program Narrative**

The ICAC Program seeks to maintain and expand state and regional ICAC task forces to address technology-facilitated child exploitation. These task forces work in concert as a national network of law enforcement and prosecutorial agencies that prevent, interdict, and investigate ICAC offenses. The program requires existing task forces to develop multijurisdictional, multiagency responses to ICAC offenses through providing funding and other forms of ongoing support to other state and local law enforcement agencies as a means to help them acquire the necessary knowledge, personnel, and specialized equipment.

In preparing the program narrative, applicants must explain how they will focus resources toward the five core components of the ICAC Program: (1) investigations, (2) forensics, (3) prosecution, (4) capacity building, and (5) public education. Grantees may use grant funds to support other program-related activities; however, in their applications, applicants must convey a strong investigative component that fits within the regional and national program framework.

The program narrative must include five separate sections: project abstract, statement of the problem/program narrative, impact/outcome and evaluations, project/program design and implementation, and capabilities, competencies. Each of these sections is described below.

- **Project Abstract**

The project abstract should not exceed 200 words. It should briefly describe the project's purpose, identify the population to be served using grant funds, and summarize the activities that the applicant will implement 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," page 7), and the abstract should also describe how the applicant will measure progress toward these goals. Finally, the abstract must contain a brief description of the connections between the project's activities and potential reductions in juvenile delinquency, child maltreatment, or other long-term goals (see "Sample Project Abstract," page 12).

- **Statement of the Problem/Program Narrative**

This section must identify the problems or issues the applicant will address with this project. Applicants should use local data 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. Applicants should also explain any previous or current attempts to address the problem and the result of these attempts.

- **Impact/Outcomes and Evaluation**

This section must outline how the agency will incorporate the goals of the national ICAC Program and the recently adopted strategic plan into measurable operational success. The specific goals and objectives that the applicant must address in the application include details on how the task force will:

- Serve as a resource for all communities and agencies within the geographic area of responsibility.
- Conduct both proactive and reactive investigations.
- Serve as a forensic resource.
- Effectively investigate and prosecute child exploitation offenses involving the Internet at the local, state, and federal levels.
- Effectively respond in a timely manner to referrals from agencies (other task forces, federal partners, Cybertipline, etc.).
- Engage in law enforcement and community outreach activities to include: training, technical assistance, and prevention and education activities.
- Formalize law enforcement partnerships through written agreements (for example, memorandums of understanding).
- Provide financial assistance to partner agencies.
- Require that partner agencies adopt ICAC Task Force Investigative Standards as policy to leverage support.
- Fully participate in nationally coordinated investigations (for example, Peer Precision).
- Track and report, on a quarterly basis, information about cases submitted to local, state and/or federal prosecutors using the ICAC Case Tracker report submission form. The form must be submitted to the following email account, [icaccasetracker@usdoj.gov](mailto:icaccasetracker@usdoj.gov). Further directions for reporting, as well as a template report form, will be provided at the time of grant award notification.

If the project has received funding previously or is ongoing, applicants must address in this section what progress they have made in meeting the goals and objectives for the project over the past 12 months or since the project funding began. Applicants should also briefly describe key successes and challenges that the project has faced.

- **Project/Program Design and Implementation**

This section must illustrate what the applicant proposes to do and how the task force intends to do it. This section should discuss the program's conceptual framework, the program's target populations and target areas, and how this strategy will achieve the goals and objectives (i.e., program logic model). This strategy must include detail on expansion efforts that include other state and/or local and federal law enforcement and prosecution officials. This section must detail and specifically describe how the project will operate during the funding cycle. It must discuss plans for sustainability or how the program will operate beyond the federal funding period. This section must also include a plan for evaluating the effectiveness of the project. Applicants should explain what they will measure, who will measure it, and how they will use evaluation findings.

This section should also include details on any leveraged resources (cash or in-kind) from local sources to support the project.

To ensure compliance with the Government Performance and Results Act, Public Law 103–62, OJJDP requires that applicants collect and report data that measure the results of the activities they implement with this grant (see “Performance Measures,” page 5). OJJDP will determine specific performance measures on a case-by-case basis after reviewing the applicant's goals and objectives and program design/strategy and will negotiate performance measures with grantees post-award. Grantees' cooperation in obtaining this information will facilitate future program planning and will allow OJP to provide Congress with measurable program results of federally funded programs.

- **Capabilities/Competencies**

This section must discuss how the applicant will manage or locally staff the project to include coordinating the combined efforts of federal and local law enforcement and prosecutorial efforts. The application should include a detailed description of how efforts will include a combination of the following entities: local police and sheriff's departments, state police and state bureaus of investigation, state attorney general's office and departments of justice, and state and local prosecutorial agencies. In addition, this section must describe the experience and capability of the applicant and any intended contractors to effectively implement and manage this effort and its funding from the federal government.

## **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; and (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. All funds listed in the budget will be subject to audit.

In their budgets, applicants must allow for required travel, including three trips for one individual to attend the ICAC Task Force Working Group meetings. Budgets must also allow for up to five task force representatives to attend the annual ICAC training conference. Where applicable, one of the five task force representatives should be the Project Safe Childhood coordinator.

- **Budget Detail Worksheet**

The worksheet should provide the detailed computation for each budget line item. The worksheet must list the cost of each item and show how the applicant calculated the cost. For example, costs for personnel should show the annual salary rate and the percentage of time devoted to the project for each employee paid through grant funds. The budget detail worksheet should present a complete and detailed itemization of all proposed costs. A Budget Detail Worksheet template is available at [www.ojp.usdoj.gov/Forms/budget.pdf](http://www.ojp.usdoj.gov/Forms/budget.pdf).

- **Budget Narrative**

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

**Indirect Cost Agreement.** Applicants, who do not have a federally negotiated indirect cost rate and wish to establish one, can 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 [www.ojp.usdoj.gov/oc/indirectcosts.htm](http://www.ojp.usdoj.gov/oc/indirectcosts.htm).

## **Other Attachments**

Applicants must submit the following materials as attachments to their application. While these attachments are not assigned specific point values, peer reviewers will consider relevant items when rating applications. For example, reviewers will consider résumés when assessing "Capabilities/Competencies." Peer reviewers will not consider any additional information other than that specified below.

- Annualized project timeline containing each project goal, related objective, activity, expected completion date, and responsible person or organization. Do not use actual calendar months/years in your timeline; instead prepare the timeline using "Year 1," "Month 1," etc. (See "Sample Project Timelines" at [oijdp.ncjrs.gov/grantees/timelines.html](http://oijdp.ncjrs.gov/grantees/timelines.html).)
- Résumés of all key personnel.
- Job descriptions outlining roles and responsibilities for all key positions.

- A signed copy of the National ICAC Program Memorandum of Understanding (MOU), signed by U.S. Attorneys in the jurisdiction to be served. (The MOU is available at [ojjdp.ncjrs.gov/grantees/icacmou.html](http://ojjdp.ncjrs.gov/grantees/icacmou.html).)
- Where appropriate, applicants should provide letters of support or commitment or MOUs from other relevant or involved agencies and programs. Before an applicant receives an award, OJJDP may require an applicant to submit signed MOUs. If an applicant fails to submit the documents on request, OJJDP will eliminate the applicant from consideration for an award

**Geographic Information.** To help the Office of Justice Programs develop a geographic information system (GIS) strategic planning capacity, applicants must provide the following two items of information on the geographic area served by the funded activity (“service area”) in the formats specified below:

- **Physical address.** If the mailing address is a P.O. Box, specify the physical address of the location where services are to be provided. If the mailing address is in a rural area with no street address, include the nearest street intersection. If the program has multiple service areas, include the required information for each.

(example with street address)  
 ABC Associates  
 123 First Street  
 Shrewsbury, PA 17361

(example with no street address)  
 ABC Associates  
 First Street and Holiday Drive  
 Shrewsbury, PA 17361

- Map and street description. Please provide a road map (with local detail) with the service area clearly depicted. The map should be marked with information identifying the grant application it is tied to, including applicant name, application number, and contact name and phone number. Also include a written description of streets bounding the service area. If GIS files are available, they can be e-mailed to OJJDP via Dennis Mondoro at [Dennis.Mondoro@usdoj.gov](mailto:Dennis.Mondoro@usdoj.gov).

## Selection Criteria

Applications that proceed to peer review will be rated on a 100-point scale, based on the following point values for the selection criteria.

- Statement of the Problem/Program Narrative (10 points)
- Impact/Outcomes and Evaluation (25 Points)
- Project/Program Design and Implementation (30)
- Capabilities/Competencies (10)
- Budget (25 Points)

See “Program Narrative,” page 6, for detailed descriptions of the above criteria.

## Review Process

OJJDP is committed to ensuring a competitive and standardized process for awarding grants. Applications will be screened initially to determine whether the applicant meets all

eligibility requirements. Only applications submitted by eligible applicants that meet all other requirements will be evaluated, scored, and rated by a peer review panel.

Peer reviewers' ratings and any resulting recommendations are advisory only. All final grant award decisions will be made by the U.S. Department of Justice, which may also give consideration to geographic distribution and regional balance when making awards.

## **Additional Requirements**

OJJDP strongly encourages every applicant to review the information pertaining to these additional requirements prior to submitting their application. You can find additional information for each at [www.ojp.usdoj.gov/funding/otherrequirements.htm](http://www.ojp.usdoj.gov/funding/otherrequirements.htm).

- Civil Rights Compliance
- Confidentiality and Human Subjects Protections Regulations
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) Compliance
- DOJ Information Technology Standards
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- [Compliance with Office of the Comptroller Financial Guide](#)
- Suspension or Termination of Funding
- Non-Profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- ICAC Quarterly Case Tracking Form
- Non-Federal Fund Expenditures Requisite for Receipt of Federal Assistance (42 U.S.C. § 5775(c))

## **Attachment: Sample Project Abstract**

The following is a sample project abstract.

In 2002, Johnson County had a truancy rate of 12 percent. Several studies have established that lack of commitment to school is a risk factor for delinquency (Dryfoos, 1990; Catalano et al., 1998). Although many factors are associated with truancy, previous research indicates a particularly strong correlation between truancy and lack of parental involvement (Catalano et al. 1998). The ABC Project seeks to increase the parental involvement in Johnson County's at-risk youth population to address the county's high truancy rate. The project's primary activity will be the operation of parenting classes for the parents of truant youth. The project will offer the classes twice a week for 12 weeks. The project seeks to serve at least 100 parents over a 2-year period. Progress will be measured by the number of participants attending the classes and the number of parents completing the 12-week course. The project will also track the truancy rates of the students of the parents who attended the classes for a year after program completion.