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

OJJDP FY 2019 Internet Crimes Against Children Task Force National Training Program

FY 2019 Competitive Grant Solicitation

CFDA #16.543

Grants.gov Solicitation Number: OJJDP-2019-14984

Solicitation Release Date: March 13, 2019

Application Deadline: 11:59 p.m. eastern time (ET) on April 30, 2019

The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Office of Juvenile Justice and Delinquency Prevention (OJJDP) is seeking applications for funding under the fiscal year (FY) 2019 Internet Crimes Against Children Task Force National Training Program. This program furthers the Department's mission by helping state and local law enforcement agencies develop effective responses to sexual predators who entice children online, child sexual exploitation, and child obscenity and pornography cases.

This solicitation incorporates the OJP Grant Application Resource Guide by reference. The OJP Grant Application Resource Guide provides guidance to applicants on how to prepare and submit applications for funding to OJP. If this solicitation expressly modifies any provision in the OJP Grant Application Resource Guide, the applicant is to follow the guidelines in this solicitation as to that provision.

Eligibility (Who may apply):

Eligible applicants are limited to nonprofit and for-profit organizations (including tribal nonprofit and for-profit organizations) and institutions of higher education (including tribal institutions of higher education). All recipients and subrecipients (including any for-profit organization) must forgo any profit or management fee.

OJJDP will consider applications under which two or more entities would carry out the federal award; however, only one entity may be the applicant. Any others must be proposed as subrecipients (subgrantees). The applicant must be the entity that would have primary responsibility for carrying out the award, including administering the funding and managing the entire project. Under this solicitation, only one application by any particular applicant entity will be considered. An entity may, however, be proposed as a subrecipient (subgrantee) in more than one application. For additional information on subawards, see the OJP Grant Application Resource Guide.

OJJDP may elect to fund applications submitted under this FY 2019 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and the availability of appropriations.

Contact Information
For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800–518–4726 or 606–545–5035, at https://www.grants.gov/web/grants/support.html, or at support@grants.gov. The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

An applicant that experiences unforeseen Grants.gov technical issues beyond its control that prevent it from submitting its application by the deadline must email the National Criminal Justice Reference Service Response Center (Response Center) at grants@ncjrs.gov **within 24 hours after the application deadline** to request approval to submit its application after the deadline. Additional information on reporting technical issues appears under "Experiencing Unforeseen Grants.gov Technical Issues" in the How To Apply (Grants.gov) section in the OJP Grant Application Resource Guide.

For assistance with any other requirements of this solicitation, contact the Response Center by telephone at 800–851–3420 or TTY: 301–240–6310 (hearing impaired only) or by email at grants@ncjrs.gov. Response Center hours of operation are 10 a.m. to 6 p.m. ET, Monday through Friday, and 10 a.m. to 8 p.m. ET on the solicitation close date. General information on applying for OJJDP awards can be found at https://www.ojjdp.gov/funding/funding.html. Answers to frequently asked questions that may assist applicants are posted at https://www.ojjdp.gov/grants/solicitations/FY2019/FAQ/ICACNT.pdf.

Post-Award Legal Requirements Notice
If selected for funding, in addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with all award conditions and all applicable requirements of federal statutes and regulations (including applicable requirements referred to in the assurances and certifications executed in connection with award acceptance). OJP strongly encourages prospective applicants to review information on post-award legal requirements and common OJP award conditions **prior** to submitting an application.

For additional information on these legal requirements, see the "Administrative, National Policy, and Other Legal Requirements" section in the OJP Grant Application Resource Guide.

Deadline Details
Applicants must register with Grants.gov at https://www.grants.gov/web/grants/register.html prior to submitting an application. All applications are due by 11:59 p.m. ET on April 30, 2019.

To be considered timely, an application must be submitted by the application deadline using Grants.gov, and the applicant must have received a validation message from Grants.gov that indicates successful and timely submission. OJP urges applicants to submit applications at least 72 hours prior to the application due date, to allow time for the applicant to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

An applicant must use the **Add Attachment** button to attach a file to its application. Do not click the paperclip icon to attach files. This action will not attach the files to the application. After

adding an attachment, select the **View Attachment** button to confirm you attached the correct file. To remove the file, select the **Delete Attachment** button.

OJP encourages all applicants to read this [Important Notice: Applying for Grants in Grants.gov](#).

For additional information, see the "How to Apply (Grants.gov)" section in the [OJP Grant Application Resource Guide](#).

Contents

OJJDP FY 2019 Internet Crimes Against Children Task Force National Training Program
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A. Program Description

Overview
OJJDP seeks to identify training providers to serve the Internet Crimes Against Children (ICAC) Task Force Program. The state and regional ICAC task forces work collaboratively as a national network of law enforcement and prosecutorial agencies that prevent, interdict, and investigate technology-facilitated child sexual exploitation and Internet crimes against children. This program furthers the Department's mission by providing training and support to enhance the effectiveness of law enforcement, prosecutors, and other professionals involved in investigating and prosecuting technology-facilitated child sexual exploitation.

Statutory Authority: Department of Justice Appropriations Act, 2019, Pub. L. No. 116-6, 133 Stat. 13, 115.

Program-Specific Information
The ICAC Task Force Program supports a national network of 61 multiagency, multijurisdictional task forces engaged in investigations, forensic examinations, and prosecutions related to technology-facilitated child sexual exploitation. Additionally, the task forces provide forensic and investigative technical assistance to law enforcement and prosecutorial officials and community education information to parents, educators, prosecutors, law enforcement, and others concerned with child victimization.

This program will provide training to ICAC task forces and affiliated federal, state, and local law enforcement and prosecutorial agencies in the areas of investigation, forensics, prosecution, community outreach, officer wellness, and capacity building, using recognized experts to assist in the development and delivery of content. Successful applicants are expected to consult with OJJDP to receive input and guidance on training topics, publications, manuals, training conferences, and other substantive issues and deliverables.

Goals, Objectives, and Deliverables
Under this program, the goal is to design and deliver training to support the ICAC task force network that includes law enforcement, prosecutors, digital forensic specialists, and other related agencies/organizations. OJJDP is particularly interested in approaches that deliver effective, cost-efficient training through a combination of traditional classroom instruction and distance/online learning technologies. Proposed approaches should clearly demonstrate the applicant's knowledge, understanding, and experience in the following tasks:

- Delivering training to law enforcement, prosecutors, digital forensic specialists, or other criminal justice professionals.

- Developing and maintaining a cadre of experts who can conduct training on the national, state, and local levels through both traditional and nontraditional teaching modalities.
- Developing and maintaining training curricula that are responsive to constantly evolving technological advances.

- Conducting an evaluation and assessment of training outcomes.

This solicitation offers three training categories. Applicants must clearly designate under which category they are applying. Applicants may submit applications for one or more of the categories listed below. Each category requires a separate application, and OJJDP will not consider applications that combine training in different categories.

Category 1: Entry Level and Core Training. The successful applicant will deliver training programs already developed for ICAC investigators, including but not limited to ICAC Investigative Techniques, ICAC Under Cover Chat Investigations, peer-to-peer file sharing, and ICAC CyberTip Management (OJJDP will supply copies of course outlines to interested applicants on request. See contact information, page 2.). Applicants should be prepared to modify existing training delivery mechanisms to increase efficiency and cost effectiveness. OJJDP will expect the successful applicant to propose other courses and training products targeting the development of core knowledge related to ICAC investigations. Applicants should propose to conduct a minimum of 20 in-person classes and to develop and deliver 10 new webinars.

Category 2: Specialized Training on Digital Evidence Forensics, Tools, and Technology. The successful applicant(s) will develop and deliver training on specialized topic areas related to investigating and prosecuting technology-facilitated child sexual exploitation. Training topics may include but are not limited to forensic analyses of computers, cell phones, wireless networks, video games, and other digital devices that may contain evidence of a crime; encryption; on-scene investigative tools; peer-to-peer file sharing; exploitation via social networking sites; dark web investigation; cryptocurrency; and other emerging technologies that may be identified, in consultation with OJJDP, throughout the project period. Applicants should propose to conduct a minimum of 10 in-person classes and to develop and deliver 5 new webinars.

Category 3: Officer Wellness. The successful applicant will develop and deliver training to assist law enforcement, task force members, police agency command staff, and prosecutors on how to prevent, identify, and manage vicarious trauma due to long-term and repeated exposure to child exploitation images as part of their work responsibilities. This includes relevant training for mental health professionals who will be working with ICAC task forces and their affiliate agencies to enhance their expertise in this specific type of officer wellness, with a focus on building resiliency and preventing and mitigating vicarious trauma. Furthermore, the successful applicant will assist requesting ICAC task forces in the design and implementation or enhancement of a tailored officer wellness program. This component may include the management and distribution of subawards.

The award recipients will coordinate the development of new training with OJJDP. Successful applicants will:

- Provide other technical support, determined in consultation with OJJDP, in coordinating special meetings of grantees/practitioners and developing special reports, brochures, best practices papers, etc.

- Perform all logistics to support regional and site-specific training, such as program marketing, managing the participant application and acceptance process, consultant

coordination and travel, and meeting/lodging space acquisition according to federal regulations (see page 10 regarding prior approval, planning, and reporting of conference/meeting/training costs).

- Provide, in conjunction with the ICAC program support provider, a mechanism for evaluating and assessing measurable outcomes (i.e., long-term knowledge retention) of training and technical assistance activities, to include pre- and post-event assessment, and a 6-month post-event assessment of retained knowledge and skills.

- Participate fully in DOJ's National Law Enforcement Training on Child Exploitation.

- Maintain, in concert with OJJDP, state-of-the-art curricula and materials through systematic review, assessment, and revision.

- Contribute content for the OJJDP website for the effective dissemination and communication of training and technical assistance services and products, as OJJDP deems suitable.

OJJDP expects to modify tasks and specifications as the Office identifies emerging technologies and training needs. The assigned OJJDP program manager must approve all changes to the proposed scope of work.

The Goals, Objectives, and Deliverables are directly related to the performance measures that demonstrate the results of the work completed, as discussed under What an Application Should Include.

For the purposes of this cooperative agreement, the successful applicant must clearly identify OJJDP as the federal agency responsible for all documents, tools, training, and materials created with grant funds.

DOJ, as the awarding agency, reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, or otherwise use and authorize others to use, for federal government purposes, the copyright of any work developed under an award or subaward and any rights of copyright to which a recipient or subrecipient purchases ownership with award support. Applicants should plan training events in conjunction with other relevant conferences and events, as appropriate, to maximize participation and cost effectiveness. When the project ends, the awardee will be required to transfer products to OJJDP.

Evidence-Based Programs or Practices
OJP strongly emphasizes the use of data and evidence in policymaking and program development in criminal justice, juvenile justice, and crime victim services. For additional information and resources on evidence-based programs or practices, see the OJP Grant Application Resource Guide.

OJJDP training and technical assistance awardee standards. OJJDP has developed the Core Performance Standards for Training, Technical Assistance, and Evaluation to promote among providers the consistency and quality of OJJDP-sponsored training and technical assistance and to advance common expectations of performance excellence. The standards present minimum expectations that providers must meet for effective practice in the planning, coordination, delivery, and evaluation of training. Award recipients must coordinate with

OJJDP's National Training and Technical Assistance Center (NTTAC) in the assessment and delivery of services to ensure the effective use of OJJDP grant funding.

Requirements related to coordination of activities will include, but are not limited to:

- **Coordination with OJJDP NTTAC.** OJJDP requires all training and technical assistance projects to coordinate their activities with OJJDP NTTAC by complying with all OJJDP/NTTAC protocols to ensure coordinated delivery of services among providers and the effective use of OJJDP grant funding. OJJDP reserves the right to modify these protocols at any time with reasonable notice to the grantee prior to project completion.

- **OJJDP-funded webinars.** The award recipient must comply with OJJDP's Webinar Guidelines, as described in the core performance standards. Minimally, OJJDP training and technical assistance providers will submit information to OJJDP NTTAC in advance of all events for the online calendar, use the approved OJJDP presentation template, and record events and provide the final files which are compliant with Section 508 of the Workforce Rehabilitation Act to OJJDP or OJJDP's representative. For more information on Section 508 of the Workforce Rehabilitation Act, visit www.section508.gov.

- **Training information sharing.** OJP will collect information from its program offices on OJP-funded training and technical assistance events. Award recipients must use OJJDP's standard electronic training request form, submit information to NTTAC on all training events (e.g., name of requestor, description of request, dates of event) 30 days in advance of the event date, and report additional data, as OJJDP requires.

Information Regarding Potential Evaluation of Programs and Activities
Applicants should note that OJP may conduct or support an evaluation of the programs and activities funded under this solicitation. For additional information, see the OJP Grant Application Resource Guide section titled "Information Regarding Potential Evaluation of Programs and Activities.*"

B. Federal Award Information

Category 1: Entry Level and Core Training

Maximum number of awards OJJDP expects to make	1 award
Estimated maximum dollar amount for each award	Up to $2,000,000
Total amount anticipated to be awarded under category	Up to $2,000,000
Period of performance start date	October 1, 2019
Period of performance duration	15 months

Category 2: Specialized Training on Digital Evidence Forensics, Tools, and Technology

Maximum number of awards OJJDP expects to make	Up to 4 awards
Estimated maximum dollar amount for each award	Up to $750,000
Total amount anticipated to be awarded under category	Up to $1,400,000

OJJDP is interested in maintaining maximum flexibility in making award decisions under this category. This includes flexibility regarding the number of awards made and the funding level of each award made under this category. Applicants are allowed to submit applications for up to $750,000, and only one application will be allowed per applicant. If

a requested award amount is decreased, the successful applicant will need to adjust their proposed budget and work plan at the time of award.

Period of performance start date   October 1, 2019
Period of performance duration   15 months

Category 3: Officer Wellness

Maximum number of awards OJJDP expects to make   1 award
Estimated maximum dollar amount for each award   Up to $500,000
Total amount anticipated to be awarded under category   Up to $500,000
Period of performance start date   October 1, 2019
Period of performance duration   15 months

OJJDP may, in certain cases, provide additional funding in future years to awards made under this solicitation, through continuation awards. In making decisions regarding continuation awards, OJP will consider, among other factors, the availability of appropriations, when the program or project was last competed, OJP's strategic priorities, and OJP's assessment of both the management of the award (for example, timeliness and quality of progress reports) and the progress of the work funded under the award.

All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.

Type of Award

OJJDP expects to make any award under this solicitation in the form of a cooperative agreement, which is a type of award that provides for OJP to have substantial involvement in carrying out award activities. See the "Administrative, National Policy, and Other Legal Requirements" section of the OJP Grant Application Resource Guide for a brief discussion of important statutes, regulations, and award conditions that apply to many (or in some cases, all) OJP grants (and cooperative agreements).

Cooperative agreements include a condition in the award document that sets out the nature of the "substantial federal involvement" in carrying out the award and program. Generally stated, under OJP cooperative agreement awards, responsibility for the day-to-day conduct of the funded project rests with the recipient. OJP, however, may have substantial involvement in matters such as substantive coordination of technical efforts and site selection, as well as review and approval of project work plans, research designs, data collection instruments, and major project-generated materials. In addition, OJP often indicates in the award terms and conditions that it may redirect the project if necessary.

In addition to an award condition that sets out the nature of the anticipated "substantial federal involvement" in the award, cooperative agreements awarded by OJP include an award condition that requires specific reporting in connection with conferences, meetings, retreats, seminars, symposia, training activities, or similar events funded under the award.

Financial Management and System of Internal Controls

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) must, as described in the Part 200 Uniform Requirements[1] as set out at 2 C.F.R.

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[1] The "Part 200 Uniform Requirements" means the DOJ regulation at 2 C.F.R Part 2800, which adopts (with certain modifications) the provisions of 2 C.F.R. Part 200.

200.303, comply with standards for financial and program management. See the OJP Grant Application Resource Guide for additional information.

Budget Information

Cost Sharing or Match Requirement
This solicitation does not require a match. However, if a successful application proposes a voluntary match amount, and OJP approves the budget, the total match amount incorporated into the approved budget becomes mandatory and subject to audit.

Preagreement Costs (also known as Preaward Costs)
Preagreement costs are costs incurred by the applicant prior to the start date of the period of performance of the federal award.

OJP does **not** typically approve preagreement costs; an applicant must request and obtain the prior written approval of OJP for all such costs. All such costs incurred prior to award and prior to approval of the costs are incurred at the sole risk of the applicant. (Generally, no applicant should incur project costs **before** submitting an application requesting federal funding for those costs.) Should there be extenuating circumstances that make it appropriate for OJP to consider approving preagreement costs, the applicant may contact the point of contact listed on the title page of the solicitation for the requirements concerning written requests for approval. If approved in advance by OJP, award funds may be used for preagreement costs, consistent with the recipient's approved budget and applicable cost principles. See the section on Costs Requiring Prior Approval in the DOJ Grants Financial Guide (Post award Requirements section) at https://ojp.gov/financialguide/DOJ/index.htm for more information.

Limitation on Use of Award Funds for Employee Compensation; Waiver
For applicants seeking the waiver, see the OJP Grant Application Resource Guide for information.

Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs
OJP strongly encourages every applicant that proposes to use award funds for any conference-, meeting-, or training-related activity (or similar event) to review carefully—before submitting an application—the OJP and DOJ policy and guidance on approval, planning, and reporting of such events. See the OJP Grant Application Resource Guide for information.

Costs Associated With Language Assistance (if applicable)
See the OJP Grant Application Resource Guide for information on costs associated with language assistance that may be allowable.

C. Eligibility Information

For eligibility information, see the title page.

For information on cost sharing or match requirements, see Section B. Federal Award Information.

D. Application and Submission Information

What an Application Should Include
For this solicitation, OJJDP has designated the following application elements as critical:
Program Narrative, Budget Detail Worksheet, and Budget Narrative.

See the "Application Elements and Formatting Instructions" section of the OJP Grant Application
Resource Guide for information on, among other things, what happens to an application that
does not contain all of the specified elements or that is nonresponsive to the scope of the
solicitation*.*

1. **Complete the Application for Federal Assistance (Standard Form (SF)-424)**

   The SF-424 is a required standard form used as a cover sheet for submission of
   preapplications, applications, and related information. See the OJP Grant Application
   Resource Guide for additional information on completing the SF-424.

   Intergovernmental Review: This solicitation ("funding opportunity") **is not** subject to
   Executive Order 12372. (In completing the SF-424, an applicant is to answer question 19 by
   selecting the response that the "Program is not covered by E.O. 12372.")

2. **Project Abstract**

   Applications should include a high-quality project abstract that summarizes the proposed
   project in 400 words or less. Project abstracts should be—

   • Written for a general public audience.
   • Submitted as a separate attachment with "Project Abstract" as part of its file name.
   • Single-spaced, using a standard 12-point font (such as Times New Roman) with 1-inch
     margins.

   The abstract should briefly describe the project's purpose, the population to be served, and
   the activities that the applicant will implement to achieve the project's goals and objectives.
   The abstract should describe how the applicant will measure progress toward these goals.
   The abstract should indicate which category the applicant is applying under and whether the
   applicant will use any portion of the project budget to conduct research, as described in
   Note on Project Evaluations on page 13. All project abstracts should follow the detailed
   template available at www.ojp.gov/funding/Apply/Resources/ProjectAbstractTemplate.pdf.

   As a separate attachment, the project abstract will not count against the page limit for the
   program narrative.

3. **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 should 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 should be numbered "1 of 30," etc. The tables, charts, pictures, etc., including all
   captions, legends, keys, subtext, etc., may be single-spaced and will count in the 30-page

limit. Material required under the Budget and Budget Narrative and Additional Attachments sections will not count toward the program narrative page count. Applicants may provide bibliographical references as a separate attachment that will not count toward the 30-page program narrative limit. If the program narrative fails to comply with these length-related restrictions, OJJDP may consider such noncompliance in peer review and in final award decisions.

The program narrative should address the following selection criteria: (1) statement of the problem; (2) goals, objectives, and performance measures; (3) program design and implementation; and (4) capabilities/competencies. The applicant should clearly delineate the connections between and among each of these sections. For example, the applicant should derive the goals and objectives directly from the problems to be addressed. Similarly, the project design section should clearly explain how the program's structure and activities will accomplish the goals and objectives identified in the previous section.

The following sections should be included as part of the program narrative:

a. **Statement of the Problem.** Applicants should briefly describe the nature and scope of the problem that the program will address (e.g., training needs and gaps for personnel involved in OJJDP-funded ICAC task forces, etc.). The applicant should use 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 and the larger community. Any data or research referenced in the narrative should include information about the source of the data and/or a citation. Applicants should describe the target population and 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 their understanding of its causes and potential solutions. While OJJDP expects applicants to review the research literature for relevant studies, they should also explore whether unpublished local sources of research or evaluation data are available.

b. **Goals, Objectives, and Performance Measures.** Applicants should describe the goals of the proposed program and identify its objectives. When formulating the program's goals and objectives, applicants should be cognizant of the performance measures that OJJDP will require successful applicants to provide.

Goals. Applicants should 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 should explain how the program will accomplish its goals. Objectives are specific, quantifiable statements of the project's desired results. They should be clearly linked to the problem identified in the preceding section and measurable. (Examples of measurable objectives may include: to increase the number of forensic exams completed in a 6-month reporting period by 30 percent, to reduce forensic backlog processing time by 20 percent, etc.)

c. **Plan for Collecting the Data Required for This Solicitation's Performance Measures.** OJP will require each successful applicant to submit regular performance data that demonstrate the results of the work carried out under the award. The performance data directly relate to the goals, objectives, and deliverables identified under "Goals, Objectives, and Deliverables" in Section A. Program Description.

Applicants should visit OJP's performance measurement page at
www.ojp.gov/performance for an overview of performance measurement activities at
OJP.

Performance measures for this solicitation are listed in Appendix A: Performance
Measures Table.

The application should demonstrate the applicant's understanding of the performance
data reporting requirements for this grant program and detail how the applicant will
gather the required data should it receive funding.

Please note that applicants are **not** required to submit performance data with the
application. Performance measures information is included as an alert that successful
applicants will be required to submit performance data as part of the reporting
requirements under an award.

Note on Project Evaluations
An applicant that proposes to use award funds through this solicitation to conduct project
evaluations should follow the guidance under Note on Project Evaluations in the OJP
Grant Application Resource Guide.

d. **Project Design and Implementation.** Applicants should detail how the project will
operate throughout the funding period and describe the strategies that they will use to
achieve the goals and objectives identified in the previous section. Applicants should
describe how they will complete the deliverables stated in the Goals, Objectives, and
Deliverables section on page 5. OJJDP encourages applicants to select evidence-based
practices for their programs.

This section should also include details regarding any leveraged resources (cash or in-
kind) from local sources to support the project and discuss plans for sustainability
beyond the grant period.

Logic Model. Applicants should include a logic model that graphically illustrates how the
performance measures are related to the project's problems, goals, objectives, and
design. See sample logic models here. Applicants should submit the logic model as a
separate attachment, as stipulated in Additional Attachments, page 16.

Timeline. Applicants should submit a realistic timeline or milestone chart that indicates
major tasks associated with the goals and objectives of the project, 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" here).

Applicants should submit the timeline as a separate attachment, as stipulated in
Additional Attachments, page 16. On receipt of an award, the recipient may revise the
timeline, based on training and technical assistance that OJJDP will provide.

e. **Capabilities and Competencies.** This section should describe the experience and
capability of the applicant organization and any contractors or subgrantees that the

applicant will use to implement and manage this effort and its associated federal funding, highlighting any previous experience implementing projects of similar design or magnitude. Applicants should highlight their experience/capability/capacity to manage subawards, including details on their system for fiscal accountability. Management and staffing patterns should be clearly connected to the project design described in the previous section. Applicants should describe the roles and responsibilities of project staff and explain the program's organizational structure and operations. Applicants should include a copy of an organizational chart showing how the organization operates, including who manages the finances; how the organization manages subawards, if there are any; and the management of the project proposed for funding.

Letters of Support/Memoranda of Understanding. If submitting a joint application, as described under Eligibility, page 1, applicants should provide signed and dated letters of support or memoranda of understanding for all key partners that include the following:

- Expression of support for the program and a statement of willingness to participate and collaborate with it.

- Description of the partner's current role and responsibilities in the planning process and expected responsibilities when the program is operational.

- Estimate of the percentage of time that the partner will devote to the planning and operation of the project.

Letters of support may be addressed to the OJJDP Administrator. Only letters of support that are submitted by the due date and with the full application will be considered during the review process.

4. **Budget Information and Associated Documentation**

   See the Budget Preparation and Submission Information section of the OJP Grant Application Resource Guide for details on the Budget Detail Worksheet and on budget information and associated documentation, such as information on proposed subawards, proposed procurement contracts under awards, and preagreement costs.

   Applicants should budget funds for as many as two people to attend as many as three 2-day ICAC grantees' meetings per year, the ICAC national training conference (once each year), and two meetings per year in Washington, DC, to meet with OJJDP program staff.

5. **Indirect Cost Rate Agreement**

   See the Budget Preparation and Submission Information section of the OJP Grant Application Resource Guide for information.

6. **Financial Management and System of Internal Controls Questionnaire (including applicant disclosure of high-risk status)**

   Every OJP applicant (other than an individual applying in his or her personal capacity) is required to download, complete, and submit the OJP Financial Management and System of Internal Controls Questionnaire (questionnaire) at