

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



OJJDP FY 2022 Internet Crimes Against Children Task Force National Training Program

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Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office of Juvenile Justice and Delinquency Prevention](#) (OJJDP) seeks applications for funding under the Internet Crimes Against Children (ICAC) Task Force National Training Program to design and deliver training to support the ICAC task force network, which includes law enforcement, prosecutors, digital forensic specialists, and other related agencies/organizations that address child sexual abuse material (CSAM) and online child sexual exploitation. This program furthers the DOJ's mission of keeping the country safe by protecting the public and combating evolving threats of online child sexual exploitation.

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.**

Solicitation Categories

Competition ID	Category *	Number of Awards	Dollar Amount for Award	Performance Start Date	Performance Duration (Months)
C-OJJDP-2022-00010-PROD	1	1	\$2,000,000.00	10/1/22 12:00 AM	15
C-OJJDP-2022-00011-PROD	2	3	\$750,000.00	10/1/22 12:00 AM	15
C-OJJDP-2022-00013-PROD	3	1	\$500,000.00	10/1/22 12:00 AM	15

Eligible Applicants:

For profit organizations other than small businesses, Native American tribal organizations (other than Federally recognized tribal governments), Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education, Nonprofits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education,

Private institutions of higher education, Public and State controlled institutions of higher education, Other

Other

To advance Executive Order 13929 Safe Policing for Safe Communities, the Attorney General determined that all state, local, and university or college law enforcement agencies must be certified by an approved independent credentialing body or have started the certification process, to be eligible for FY 2022 DOJ discretionary grant funding. To become certified, the law enforcement agency must meet two mandatory conditions: (1) the agency's use-of-force policies adhere to all applicable federal, state, and local laws and (2) the agency's use-of-force policies prohibit chokeholds except in situations where use of deadly force is allowed by law. The certification requirement also applies to law enforcement agencies receiving DOJ discretionary grant funding through a subaward. For detailed information on this certification requirement, please visit <https://cops.usdoj.gov/SafePolicingEO> to access the Standards for Certification on Safe Policing for Safe Communities, the Implementation Fact Sheet, and the List of Designated Independent Credentialing Bodies.

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). For additional information on subawards, see the [OJP Grant Application Resource Guide](#).

OJJDP may elect to fund applications submitted under this fiscal year (FY) 2022 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 the Application for Federal Assistance standard form (SF)-424 and the Disclosure of Lobbying Activities form (SF-LLL) in Grants.gov, contact the Grants.gov Customer Support Hotline at 800-518-4726 or 606-545-5035, [Grants.gov Customer Support](#), or support@grants.gov. The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

For technical assistance with submitting the **full application** in DOJ's Justice Grants System (JustGrants), contact the JustGrants Service Desk at 833-872-5175 or JustGrants.Support@usdoj.gov. The JustGrants Service Desk operates 5 a.m. to 9 p.m. eastern time (ET) Monday to Friday and 9 a.m. to 5 p.m. Saturday, Sunday, and federal holidays.

For assistance with any other requirements of this solicitation, contact the OJP Response Center by telephone at 800-851-3420 or TTY: 301-240-6310 (hearing impaired only), or by email at grants@ncjrs.gov. The OJP Response Center hours of operation are 10 a.m. to 6 p.m. ET Monday to Friday, and 10 a.m. to 8 p.m. on the solicitation closing date. General information on applying for OJJDP awards can be found at <https://www.ojjdp.gov/funding/funding.html>.

For information related to unforeseen technical issues beyond the control of the applicant impacting submission, see “**How to Apply**” section, **Experiencing Unforeseen Technical Issues**.

Submission Information

Applications will be submitted to DOJ in two steps:

Step 1: The applicant must submit, by the Grants.gov deadline, the required Application for Federal Assistance standard form (SF)-424 and the Disclosure of Lobbying Activities (SF-LLL) form when they register in Grants.gov at <https://www.grants.gov/web/grants/register.html>. To register in Grants.gov, the applicant will need to obtain a Data Universal Numbering System (DUNS) and System for Award Management (SAM) registration or renewal.

Beginning April 4, 2022, the Federal Government will cease using the Data Universal Numbering System (DUNS) number to uniquely identify entities. At that point, entities doing business with the Federal Government will use a Unique Entity Identifier (UEI) created in SAM.gov. If your entity is currently registered in SAM.gov, your UEI has already been assigned and is viewable in SAM.gov. This includes inactive registrations. For additional information, see the [Unique Entity Identifier Update](#) and the [OJP Grant Application Resource Guide](#).

Step 2: The applicant must then submit the **full application**, including attachments, in JustGrants at JustGrants.usdoj.gov. To be considered timely, the full application must be submitted in JustGrants by the JustGrants application deadline. OJP encourages applicants to review the “How to Apply” section in the [OJP Grant Application](#)

[Resource Guide](#) and the [JustGrants website](#) for more information, resources, and training.

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Program Description

Overview

OJP is committed to advancing work that promotes civil rights and racial equity, increases access to justice, supports crime victims and individuals impacted by the justice system, strengthens community safety and protects the public from crime and evolving threats, and builds trust between law enforcement and the community. This solicitation provides funding for applicant organizations to design and deliver training to support the Internet Crimes Against Children (ICAC) task force network, which includes law enforcement, prosecutors, digital forensic specialists, and other related agencies/organizations that address child sexual abuse material (CSAM) and online child exploitation.

Statutory Authority

Any awards under this solicitation would be made under statutory authority provided by a full-year appropriations act for FY 2022. As of the writing of this solicitation, the Department of Justice is operating under a short-term "Continuing Resolution;" no full-year appropriation for the Department has been enacted for FY 2022.

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.

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 the course outlines to interested applicants on request. See Agency Contact Description section). 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 preventing, identifying, and managing 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, focusing on building resiliency and preventing and mitigating vicarious trauma. The applicant will establish, manage, and support a peer-to-peer support network. Furthermore, the successful applicant will assist requesting ICAC task forces in designing and implementing or enhancing a tailored officer wellness program. This component may include the management and distribution of subawards by the applicant.

Goals, Objectives, Deliverables, and Timeline

Goals

The goal of this program is to improve the investigative skills of professionals involved in the ICAC task force network, which includes law enforcement, prosecutors, digital forensic specialists, and other related agencies/organizations to combat technology-facilitated crimes against children, CSAM, and online child exploitation.

Objectives

Category 1: Entry Level and Core Training

- Deliver training programs already developed for ICAC investigators. Additionally, propose other courses and training products targeting the development of core knowledge related to ICAC investigations.

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

- Develop and deliver training on specialized topic areas related to investigating and prosecuting technology-facilitated child sexual exploitation.

Category 3: Officer Wellness

- Develop and deliver training to assist law enforcement, task force members, police agency command staff, and prosecutors on preventing, identifying, and managing vicarious trauma due to long-term and repeated exposure to child exploitation images as part of their work responsibilities.

Deliverables

The successful applicant for any of the three categories will address the following in the program narrative:

- Applicants are expected to develop curricula, create an agenda, identify instructors/speakers, select training sites, provide logistical support, and execute each training event according to federal regulations (see Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs section). Applicants proposing to leverage existing curricula to deliver training should include a description of the training, course syllabus, names and affiliations of individuals who developed the training, and a brief summary of any evaluations obtained from the training. Proposals may employ traditional classroom, hands-on laboratory-based, web-based, or other mechanisms for training delivery, depending on the objectives of the training program.
- Provide other technical support, determined in consultation with OJJDP, to coordinate special meetings of grantees/practitioners and develop special reports, brochures, best practices papers, etc.
- Provide, in conjunction with the OJJDP-funded 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.

Applicants, especially those who propose coalition-building and support, or work with project partners as part of their activities, must also clearly document support and engagement from their proposed and/or existing partners through letters of support and/or memoranda of understanding, where appropriate.

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.

Trainings must be provided at no charge to the participants; costs associated with travel and lodging for the trainers must

be included in the budget.

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

The Goals, Objectives, and Deliverables are directly related to the performance measures that show the completed work's results, as discussed in the Application and Submission Information section.

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.

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 the OJJDP National Training and Technical Assistance Center (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 in advance of all events for the online calendar, record events, and provide the final files (which must be 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 <https://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 OJJDP on all training events (e.g., name of requester, description of request, dates of event) 30 days in advance of the event date, and report additional data, as OJJDP requires.

Evidence-Based Programs or Practices

OJP strongly encourages the use of data and evidence in policymaking and program development for 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](#).

Information Regarding Potential Evaluation of Programs and Activities

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 entitled "Information Regarding Potential Evaluation of Programs and Activities."

OJP Priority Areas

The Department of Justice is committed to advancing work that promotes civil rights and racial equity, increases access to justice, supports crime victims and individuals impacted by the justice system, strengthens community safety and protects the public from crime and evolving threats, and builds trust between law enforcement and the community.

1. Priority Considerations Supporting Executive Order 13985, Advancing Racial Equity and Support for Underserved Communities Through the Federal Government

Consistent with this Executive Order, the term "underserved community" refers to a population sharing a particular characteristic, as well as a geographic community, that has been systematically denied a full opportunity to participate in aspects of economic, social, and civic life or whose members have been historically underserved, marginalized, and adversely affected by inequality. Such communities include, among others, Black people, Hispanics and Latino/a/e people, Native American and other Indigenous peoples of North America (including Alaska Natives, Eskimos, and Aleuts), Asian Americans, Native Hawaiians, and Pacific Islanders.

In support of Executive Order 13985, OJP will:

- A. Give priority consideration to applications that include project(s) that will promote racial equity and the removal of

barriers to access and opportunity for communities that have been historically underserved, marginalized, and adversely affected by inequality, when making award decisions.

To receive this consideration, the applicant must describe how the proposed project(s) will address potential inequities and barriers to equal opportunity, and/or contribute to greater access to services for underserved and historically marginalized populations.

B. Give priority consideration to applicants that can demonstrate that their capabilities and competencies for implementing their proposed project(s) are enhanced because the applicant (or at least one proposed subrecipient that will receive at least 30% of the requested award funding, as demonstrated in the Budget Worksheet and Budget Narrative) identifies as a culturally specific organization. To receive this additional priority consideration, applicants must describe how being a culturally specific organization (or funding the culturally specific subrecipient organization(s)) will enhance their ability to implement the proposed project(s) and should also specify which culturally specific populations are intended or expected to be served or to have their needs addressed under the proposed project(s).

Culturally specific organizations are defined for purposes of this solicitation as private nonprofit or tribal organizations whose primary purpose as a whole is to provide culturally specific services to, among others, Black people, Hispanics and Latino/a/e people, Native American and other Indigenous peoples of North America (including Alaska Natives, Eskimos, and Aleuts), Asian Americans, Native Hawaiians, and/or Pacific Islanders.

Note: Addressing these priority areas is one of many factors that OJP considers in making funding decisions. Receiving priority consideration for one or more priority areas is not a guarantee of an award.

Federal Award Information

Solicitation Categories

OJJDP is interested in maintaining maximum flexibility in making award decisions under category 2. This includes flexibility regarding the number of awards made and the funding level of each award made under category2 . Applicants are allowed to submit applications for up to \$750,000, and only one application will be allowed per applicant. If the requested award amount is decreased, the successful applicant will need to adjust their proposed budget and work plan at the time of the award.

Competition ID	Category *	Number of Awards	Dollar Amount for Award	Performance Start Date	Performance Duration (Months)
C-OJJDP-2022-00010-PROD	1	1	\$2,000,000.00	10/1/22 12:00 AM	15
C-OJJDP-2022-00011-PROD	2	3	\$750,000.00	10/1/22 12:00 AM	15
C-OJJDP-2022-00013-PROD	3	1	\$500,000.00	10/1/22 12:00 AM	15

Awards, Amounts and Durations

Period of Performance Start Date
10/1/22 12:00 AM

Period of Performance Duration (Months)
15

Anticipated Total Amount to be Awarded Under Solicitation
\$4,750,000.00

Continuation Funding Intent

OJJDP may, in certain cases, provide additional funding in FY 2023 and FY 2024 to awards made under this solicitation through continuation awards. OJP will consider, among other factors, OJP's strategic priorities, a recipient's overall management of the award, and the award-funded work's progress, when making continuation award decisions.

Availability of Funds

This solicitation, and awards (if any are made) under this solicitation, are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by the agency or by law. In addition, nothing in this solicitation is intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the United States, its departments, agencies, or entities, its officers, employees, or agents, or any other person.

Types of Awards

OJJDP expects to make awards under this solicitation as cooperative agreements, which provide 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 additional information.

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 as set out at 2 C.F.R. 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 Matching 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.

Pre-agreement Costs (also known as Pre-award Costs)

See the [OJP Grant Application Resource Guide](#) information on Pre-agreement Costs (also known as Pre-award Costs).

Limitation on Use of Award Funds for Employee Compensation: Waiver

See the [OJP Grant Application Resource Guide](#) information on the Limitation on Use of Award Funds for Employee Compensation; Waiver.

Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs

See the [OJP Grant Application Resource Guide](#) for information on Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs.

Costs Associated with Language Assistance (if applicable)

See the [OJP Grant Application Resource Guide](#) for information on Costs Associated with Language Assistance.

Eligibility Information

For eligibility information, see the solicitation cover page.

For information on cost sharing or match requirements, see the “Federal Award Information” section.

Application and Submission Information

The following application elements **must** be included in the application to meet the basic minimum requirements to advance to peer review and receive consideration for funding:

- Proposal Abstract
- Proposal Narrative
 - Budget Worksheet and Budget Narrative (Web-based Form) (The web-based form includes the budget

details and the budget narrative.)

See the “Application Elements and Formatting Instructions” section of the [OJP Grant Application Resource Guide](#) for information on what happens to an application that does not contain all the specified elements or is nonresponsive to the scope of the solicitation.

Information to Complete the Application for Federal Assistance (SF-424)

The SF-424 must be submitted in Grants.gov. The SF-424 is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. See the [OJP Grant Application Resource Guide](#) for additional information on completing the SF-424.

In Section 8.F. of the SF-424, please include the name and contact information of the individual **who will complete the application in JustGrants**. JustGrants will use this information (*email address*) to assign the application to this user in JustGrants.

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.”)

Standard Applicant Information (JustGrants 424 and General Agency Information)

The Standard Applicant Information section of the JustGrants application is pre-populated with the SF-424 data submitted in Grants.gov. The applicant will need to review the Standard Applicant Information in JustGrants and make edits as needed. Within this section, the applicant will need to: add zip codes for areas affected by the project; confirm its Authorized Representative; and verify and confirm the organization's unique entity identifier, legal name, and address.

Proposal Abstract

A proposal abstract (no more than 400 words) summarizing the proposed project, including the purpose of the project, primary activities, expected outcomes, the service area, intended beneficiaries and subrecipients (if known), will be completed in the JustGrants web-based form. This abstract should be written in the third person and will be made publicly available on the OJP website if the project is awarded.

Proposal Narrative

The proposal narrative should be submitted as an attachment in JustGrants. The attached document should be double-spaced, using a standard 12-point font; have no less than 1-inch margins; and should not exceed 30 pages. Pages should be numbered and submitted as an attachment. If the proposal narrative fails to comply with these length restrictions, OJJDP may consider such noncompliance in peer review and in final award decision.

The following sections must be included as part of the proposal narrative:

a. Description of the Issue

Applicants should briefly describe the scope of technology-facilitated crimes against children across the country; the need to investigate these crimes; the need for training to increase law enforcement and prosecutorial capacity to investigate and prosecute Internet crimes against children; and the need to prevent, identify, and manage vicarious trauma due to long-term and repeated exposure to child exploitation images as part of officers' work responsibilities. 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. Applicants must demonstrate that they have consulted with criminal justice agencies to gain a fuller understanding of these challenges and the operational context within which these tools would be employed. Any data or research referenced in the narrative should include information about the source of the data and/or a citation. Applicants should describe any research or evaluation studies related 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. 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 complete the deliverables stated in the Goals, Objectives, and Deliverables section. 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.

If the applicant is seeking priority consideration for Priority 1(A), it should address in this section how the proposed project (s) will promote racial equity and/or the removal of barriers to access and opportunity, and/or contribute to greater access to services, for communities that have been historically underserved, marginalized, and adversely affected by inequality.

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 Application Components. On receipt of an award, the recipient may revise the timeline, based on training and technical assistance that OJJDP will provide.

c. 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 describe the organization’s ability to provide national, proactive, comprehensive, timely, and user-friendly training. Applicants should describe the protocols for the delivery, tracking, assessment, and follow up on these training services. Applicants should highlight their experience/capability/capacity and success in the development and/or delivery of training for law enforcement and prosecutorial agencies nationally as well as their experience in managing subawards, including details on their system for fiscal accountability. Please include a list of the subject matter experts with whom the organization plans to work to deliver training and technical assistance services. For each subject matter expert, include a letter of support and a copy of their resume. 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, resumes and position descriptions for the key positions; and the management of the project proposed for funding.

Proposed approaches should clearly demonstrate the applicant’s knowledge, understanding, and experience in the following tasks:

- Delivering training (both virtual and onsite) to law enforcement, prosecutors, digital forensic specialists, or other criminal justice professionals.
- Developing and maintaining a cadre of subject matter 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.

If the applicant is seeking priority consideration under Priority 1(B), it should describe within this section how being a culturally specific organization (or funding a culturally specific subrecipient organization at a minimum of 30% of the project budget) will enhance its ability to implement the proposed project(s) and should also specify which culturally specific populations are intended or expected to be served or have their needs addressed under the proposed project(s).

d. Plan for Collecting the Data Required for This Solicitation’s Performance Measures

Describe the process for measuring program performance, including meeting timelines and deliverables, and obtaining input and feedback from ICAC task forces and stakeholders. Identify who will collect the data, who is responsible for performance measurements, and how the information will be used to guide and evaluate the impact of the project. Describe the process that will be used to report data accurately.

Note: Applicants are **not** required to submit performance data with the application. Rather, performance measure information is included as an alert that successful applicants will be required to submit performance data as part of each award’s reporting requirements.

OJP will require each successful applicant to submit regular performance data that shows the completed work’s results. The performance data directly relate to the goals, objectives, and deliverables identified in the “Goals, Objectives, and Deliverables” section.

A list of performance measure questions for this program can be found at <https://ojjdp.ojp.gov/funding/performance-measures/performance-measures-ICAC>.

Applicants can also visit OJP’s performance measurement page at www.ojp.gov/performance for an overview of performance measurement activities at OJP.

OJJDP will require award recipients to submit performance measurement data and performance reports in JustGrants. OJJDP will provide further guidance on the post-award submission process, if selected for award.

Note on Project Evaluations

An applicant that proposes to use award funds through this solicitation to conduct project evaluations must follow the guidance in the “Note on Project Evaluations” section in the [OJP Grant Application Resource Guide](#).

Goals, Objectives, Deliverables, and Timeline

The applicant will submit the project’s goals, objectives, deliverables, and timeline in the JustGrants web-based form. See the [OJP Grant Application Resource Guide](#) for additional information.

Budget and Associated Documentation

Budget Worksheet and Budget Narrative (Web-based Form)

The applicant will complete the JustGrants web-based budget form. See the [OJP Grant Application Resource Guide for additional](#) information.

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. Applicants should budget approximately \$2,000 per person to attend the meetings and record this as part of the travel line item in the budget. The Office of the Chief Financial Officer requires cost calculations for all line items in your budget, including this required travel. The cost breakdown should include airfare, per diem rate, lodging, number of travelers, number of days, etc. (for example, 2 people x airline ticket (\$500) = \$1,000, 2 people x 2 full travel days x per diem (\$76/day) = \$304, 2 people x lodging (\$251) x 2 nights = \$1,004). Use U.S. General Services Administration per diem rates.

If the applicant is seeking priority consideration under Priority 1(B) based on the identification of at least one proposed subrecipient as a culturally specific organization, the proposed funding for the subrecipient in the web-based budget form **must be a minimum of 30% of award funding**.

The budget narrative must also describe how the activities that will be funded with the (minimum) 30% of award funding provided to the subrecipient **specifically relate to the priority consideration requested under Priority 1(B)** and described in the Capabilities and Competencies section of the application.

Indirect Cost Rate Agreement (if applicable)

The applicant will submit its indirect cost rate agreement by uploading it as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

Financial Management Questionnaire (including applicant disclosure of high-risk status)

The applicant will download the questionnaire, complete it, and submit it by uploading it as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for the link to the questionnaire and additional information.

Disclosure of Process Related to Executive Compensation

If applicable, the applicant will submit a description of the process used to determine executive compensation by uploading the document as an attachment in JustGrants. See the “Application Attachments” section of the [OJP Grant Application Resource Guide](#) for information.

Additional Application Components

Applicants will attach the additional requested documentation in JustGrants.

Curriculum Vitae or Resumes

Include copies of resumes for all key personnel funded under this project.

Timeline Form

Timeline or milestone chart

Letters of Support

Applicants, especially those who propose coalition-building and support, or work with project partners as part of their activities, must also clearly document support and engagement from their proposed and/or existing partners through letters of support and/or memoranda of understanding, where appropriate.

Research and Evaluation Independence and Integrity Statement

If an application proposes research (including research and development) and/or evaluation, the applicant must demonstrate research/evaluation independence and integrity, including appropriate safeguards, before it may receive award funds. The applicant will submit documentation of its research and evaluation independence and integrity by uploading it as an attachment in JustGrants. For additional information, see the [OJP Grant Application Resource Guide](#).

Disclosures and Assurances

The applicant will address the following disclosures and assurances.

Disclosure of Lobbying Activities

Complete and submit the SF-LLL in Grants.gov. See the [OJP Grant Application Resource Guide](#) for additional information.

DOJ Certified Standard Assurances

Review and accept the DOJ Certified Standard Assurances in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

Applicant Disclosure of Duplication in Cost Items

Complete the JustGrants web-based Applicant Disclosure of Duplication in Cost Items form. See the [OJP Grant Application Resource Guide](#) for additional information.

DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements

Applicants will review and accept the DOJ Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

Applicant Disclosure and Justification – DOJ High-Risk Grantees (if applicable)

If applicable, submit the DOJ High Risk Disclosure and Justification as an attachment in JustGrants. A DOJ high-risk grantee is an award recipient that has received a DOJ high-risk designation based on a documented history of unsatisfactory performance, financial instability, management system or other internal control deficiencies, or noncompliance with award terms and conditions on prior awards, or that is otherwise not responsible. See the [OJP Grant Application Resource Guide](#) for additional information.

How to Apply

Step 1: The applicant must submit the **SF-424** and **SF-LLL** in Grants.gov at <https://www.grants.gov/web/grants/register.html>.

Step 2: The applicant must then submit the **full application**, including attachments, in JustGrants in [JustGrants.usdoj.gov](https://www.justgrants.usdoj.gov).

For additional information, see the “How to Apply” section in the [OJP Grant Application Resource Guide](#) and the [DOJ Application Submission Checklist](#).

Submission Dates and Time

The **SF-424 and the SF-LLL** must be submitted in Grants.gov by 11:59 p.m. Eastern Time on May 9, 2022.

(IMPORTANT: Please carefully review UEI Transition details under Step 1. of the *Submission Information* section above).

The **full application** must be submitted in JustGrants by 8:59 p.m. Eastern Time on May 23, 2022.

OJP urges applicants to submit their Grants.gov and JustGrants submissions prior to the due dates to allow sufficient time to correct errors and resubmit by the submission deadlines if a rejection notification is received. To be considered timely, the **full application** must be submitted in JustGrants by the JustGrants application deadline.

Experiencing Unforeseen Technical Issues

An applicant that experiences unforeseen SAM.gov, Grants.gov, or JustGrants technical issues beyond its control that prevent application submission by the deadline must demonstrate all efforts in requesting technical support in order to submit an application by the deadline. Technical support is available via phone and email to the applicable SAM.gov, Grants.gov, or JustGrants support centers or service desks in which an applicant received a ticket number for resolution. If an applicant misses a deadline due to unforeseen technical difficulties, the applicant may request a waiver to submit an application after the deadline. *Note: If an applicant does not submit all of the required Grants.gov forms by the Grants.gov deadline, the applicant will not be able to proceed to the JustGrants portion of the application process.*

An applicant experiencing technical difficulties with the following systems must contact the associated support desk indicated below to report the technical issue and receive a tracking number:

- Grants.gov - contact the [Grants.gov Customer Support Hotline](#)
- SAM.gov - contact the [SAM Help Desk \(Federal Service Desk\)](#)
- JustGrants - contact the JustGrants Support Desk at JustGrants.Support@usdoj.gov or 833-872-5175

An applicant requesting a waiver to submit a late application must document their request for technical assistance in an email to the OJP Response Center at grants@ncjrs.gov **within 24 hours after the application deadline** to request approval to submit its application after the deadline. If an applicant has technical issues with Grants.gov, the applicant must contact the OJP Response Center within 24 hours of the Grants.gov deadline to request approval to submit after the deadline. However, waiver requests will not be reviewed until after the JustGrants deadline to allow time for all waivers to be submitted. Waiver requests to submit after the submission deadline must:

- Describe the technical difficulties experienced.
- Include a timeline of the applicant's submission efforts (e.g., what date and time did the error occur, what date and time was action taken to resolve the issue and resubmit, and what date and time did support representatives respond).
- Include an attachment(s) of the complete grant application and all required documentation and material.
- Include the applicant's DUNS number (or Unique Entity Identifier if applying after April 4, 2022) and any applicable SAM.gov tracking number(s), Grants.gov Help Desk ticket numbers, and JustGrants Support Desk ticket numbers.

OJP will review each request for late submission and required supporting documentation and notify the applicant whether the request has been approved or denied. For more details on the waiver process, OJP encourages applicants to review the "Experiencing Unforeseen Technical Issues" section in the [OJP Grant Application Resource Guide](#).

Application Review Information

Review Criteria

Applications that meet the basic minimum requirements will be evaluated by peer reviewers. Applications will be evaluated on how the proposed project/program addresses the following criteria:

1. Description of the Issue 10% - evaluate the applicant's understanding of the program/issue to be addressed.
2. Project Design and Implementation 45% - evaluate the adequacy of the proposal, including the goals, objectives, timelines, milestones, and deliverables.

Capabilities and Competencies 30% - evaluate the administrative and technical capacity of the applicant to

successfully accomplish the goals and objectives.

4. Plan for Collecting the Data Required for this Solicitation's Performance Measures 10% - evaluate the applicant's understanding of the performance data reporting requirements and the plan for collecting the required data.
5. Budget 5% - evaluate for completeness, cost effectiveness, and allowability (e.g., reasonable, allocable, and necessary for project activities).

Other Review Criteria/Factors

Other important considerations for OJJDP include geographic diversity, strategic priorities (specifically including, but not limited to, those mentioned above relating to priority areas), available funding, past performance, and the extent to which the Budget Worksheet and Budget Narrative (web-based form) accurately explain project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles.

Review Process

Applications submitted under this solicitation that meet the basic minimum requirements, will be evaluated for technical merit by a peer review panel(s) in accordance with OJP peer review policy and procedures using the stated review criteria listed above.

OJP screens applications to ensure they meet the basic minimum requirements prior to conducting the peer review. Although specific requirements may vary, the following are common requirements applicable to all OJP solicitations:

- The application must be submitted by an eligible type of applicant.
- The application must request funding within programmatic funding constraints (if applicable).
- The application must be responsive to the scope of the solicitation.
- The application must include all items necessary to meet the basic minimum requirements.

Pursuant to the Part 200 Uniform Requirements, before award decisions are made, OJP also reviews information related to the degree of risk posed by the applicant. Among other things to help assess whether an applicant with one or more prior federal awards has a satisfactory record with respect to performance, integrity, and business ethics, OJP checks whether the applicant is listed in SAM as excluded from receiving a federal award.

In addition, if OJP anticipates that an award will exceed \$250,000 in federal funds, OJP also must review and consider any information about the applicant that appears in the non-public segment of the integrity and performance system accessible through SAM (currently, the Federal Awardee Performance and Integrity Information System, FAPIIS).

Important note on FAPIIS: An applicant may review and comment on any information about itself that currently appears in FAPIIS and was entered by a federal awarding agency. OJP will consider such comments by the applicant, in addition to the other information in FAPIIS, in its assessment of the risk posed by the applicant.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Assistant Attorney General, who may consider not only peer review ratings and OJJDP recommendations, but also other factors as indicated in this section.

Federal Award Administration Information

Federal Award Notices

See the [OJP Grant Application Resource Guide](#) for information on award notifications and instructions.

Administrative, National Policy, and Other Legal Requirements

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 the applicable requirements referred to in the assurances and certifications executed in connection with award acceptance. For additional information on these legal requirements, see the "Administrative, National Policy, and Other Legal Requirements" section in the [OJP Grant Application Resource Guide](#).

Information Technology (IT) Security Clauses

An application in response to this solicitation may require inclusion of information related to information technology security. See the [OJP Grant Application Resource Guide](#) for information on information technology security.

General Information about Post-Federal Award Reporting Requirements

In addition to the deliverables described in the “Program Description” section, all award recipients under this solicitation will be required to submit certain reports and data.

Required reports. Award recipients typically must submit quarterly financial reports, semi-annual performance reports, final financial and performance reports, and, if applicable, an annual audit report in accordance with the Part 200 Uniform Requirements or specific award conditions. Future awards and fund drawdowns may be withheld if reports are delinquent. (In appropriate cases, OJP may require additional reports.)

See the [OJP Grant Application Resource Guide](#) for additional information on specific post-award reporting requirements, including performance measure data.

Federal Awarding Agency Contact(s)

For OJP contact(s), see the solicitation cover page.

For contact information for Grants.gov, see the solicitation cover page.

For contact information for JustGrants, see the solicitation cover page.

Other Information

Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a)

See the [OJP Grant Application Resource Guide](#) for information on the Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a).

Provide Feedback to OJP

See the [OJP Grant Application Resource Guide](#) for information on how to provide feedback to OJP.

Performance Measures

A list of performance measure questions for this program can be found at <https://ojjdp.ojp.gov/funding/performance-measures/performance-measures-ICAC>.

Application Checklist

OJJDP FY 2022 Internet Crimes Against Children Task Force National Training Program

This application checklist has been created as an aid in developing an application. The [DOJ Application Submission Checklist](#) is another resource.

What an Applicant Must Do:

Prior to registering in Grants.gov:

- Confirm your Entity's [System Award Management \(SAM\)](#) Registration Information (see [OJP Grant Application Resource Guide](#))
- Acquire a SAM Unique Entity Identifier (UEI):
- If applying before April 4, 2022, obtain or confirm your Data Universal Number System (DUNS) number at www.dnb.com.
- On April 4, 2022, the federal government will stop using DUNS and start using the [new SAM UEI](#).

To register in Grants.gov:

- Acquire an AOR and a Grants.gov username and password (see [OJP Grant Application Resource Guide](#))

- Acquire AOR confirmation from the E-Business Point of Contact (E-Biz POC) (see [OJP Grant Application Resource Guide](#))

To find the funding opportunity:

- Search for the funding opportunity in Grants.gov using the opportunity number, Assistance Listing or keyword(s)
- Select the correct Competition ID
- Access the funding opportunity and application package (see Step 7 in the [OJP Grant Application Resource Guide](#))
- Sign up for Grants.gov email [notifications](#) (optional) (see [OJP Grant Application Resource Guide](#))
- Read [Important Notice: Applying for Grants in Grants.gov](#)
- Read OJP policy and guidance on conference approval, planning, and reporting available at [ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm](#) (see [OJP Grant Application Resource Guide](#))

Overview of Post-Award Legal Requirements:

- Review the “[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2022 Awards](#)” in the [OJP Funding Resource Center](#).

Review Scope Requirement:

- The federal amount requested is within the allowable limits:

Category 1: \$2,000,000

Category 2: \$750,000

Category 3: \$500,000

Review Eligibility Requirement:

- U.S.-based public and state-controlled institutions of higher education
- U.S.-based private institutions of higher education
- U.S.-based nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education
- U.S.-based nonprofits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education
- U.S.-based for-profit organizations other than small businesses
- Native American tribal organizations (other than federally recognized tribal governments)

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**Prepare to submit the Application for Federal Assistance standard form (SF)-424 and Disclosure of Lobbying Activities form (SF-LLL)**

- Review Information to complete the Application for Federal Assistance (SF-424) in Grants.gov
- Complete Standard Applicant Information (SF-424 information from Grants.gov)
- Submit the SF-424 and SF-LLL in Grants.gov

*After the SF-424 and SF-LLL submission in Grants.gov, receive Grants.gov email notifications that:*

- Submission has been received in Grants.gov
- Submission has either been successfully validated or rejected with errors (see [OJP Grant Application Resource Guide](#))

*If no Grants.gov receipt and validation, or error notifications are received:*

- Contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, [Grants.gov customer support](#), or [support@grants.gov](mailto:support@grants.gov) regarding technical difficulties (see [OJP Grant Application Resource Guide](#))

*Receive email notification to complete application in JustGrants:*

- Proceed to complete application in JustGrants

### **Content of Application Submission: Critical Application Elements**

The following items are critical application elements required to pass the basic minimum requirements review. If OJP determines that an application does not include the following elements, it will neither proceed to peer review, nor receive further consideration.

- Proposal Abstract
- Proposal Narrative
- Budget Worksheet and Budget Narrative (web-based form)

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Budget and Associated Documentation:

- Indirect Cost Rate Agreement (if applicable) (see [OJP Grant Application Resource Guide](#))
- Financial Management and System of Internal Controls Questionnaire (see [OJP Grant Application Resource Guide](#))
- Disclosure of Process related to Executive Compensation [insert if applicable, consult with OGC] (see [OJP Grant Application Resource Guide](#))

Additional Application Components:

- Curriculum Vitae or Resumes
- Job Descriptions
- Timeline or milestone chart
- Letters of Support (if applicable)
- Research and Evaluation Independence and Integrity (if applicable) (see [OJP Grant Application Resource Guide](#))
- Request and Justification for Employee Compensation; Waiver (if applicable) (see [OJP Grant Application Resource Guide](#))

Disclosures and Assurances:

- [Disclosure of Lobbying Activities \(SF-LLL\)](#) (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure of Duplication in Cost Items (see [OJP Grant Application Resource Guide](#))
- DOJ Certified Standard Assurances (see [OJP Grant Application Resource Guide](#))
- DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable) (see [OJP Grant Application Resource Guide](#))

Submit application in JustGrants:

- Application has been successfully submitted in JustGrants

If no JustGrants application submission, validation, or error notifications are received:

- Contact the JustGrants Service Desk at 833-872-5175 or JustGrants.Support@usdoj.gov regarding technical difficulties.