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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 its Fiscal Year (FY) 2011 Law Enforcement Strategies for Protecting Children from Commercial Sexual Exploitation. This program furthers DOJ's mission by supporting efforts to protect children from commercial sexual exploitation.

## **OJJDP FY 2011 Law Enforcement Strategies for Protecting Children from Commercial Sexual Exploitation**

### **Eligibility**

Applicants are limited to the existing 61 Internet Crimes Against Children (ICAC) Task Forces and ICAC affiliate law enforcement agencies. Applicants must include a valid memorandum of understanding and a letter of support from the commander of the regional/state ICAC Task Force agency with their applications. (See "Eligibility," page 3.)

### **Deadline**

Registration with [Grants.gov](http://Grants.gov) is required prior to application submission. (See "How To Apply," page 8.) All applications are due by 11:59 p.m., Eastern Time, on May 12, 2011. (See "Deadlines: Registration and Application," page 3.)

### **Contact Information**

For technical assistance with submitting an application, call the Grants.gov Customer Support Hotline at 1-800-518-4726 or e-mail [support@grants.gov](mailto:support@grants.gov). Grants.gov Support Hotline hours of operation are 24 hours, 7 days a week, except federal holidays.

For assistance with any other requirements of this solicitation, call Christopher Holloway, Program Manager, at 202-305-9838 or e-mail [Christopher.Holloway@usdoj.gov](mailto:Christopher.Holloway@usdoj.gov).

Grants.gov number assigned to this announcement: OJJDP-2011-2966.

**Release Date: March 14, 2011**

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# OJJDP FY 2011 Law Enforcement Strategies for Protecting Children from Commercial Sexual Exploitation (CFDA #16.543)

## Overview

This program will support select law enforcement agencies in the development of strategies to protect children from commercial sexual exploitation, specifically youth younger than 18 years old, by improving training and coordination, developing policies and procedures to identify commercial sexual exploitation (CSE) victims, investigating and prosecuting cases against adults who sexually exploit children for commercial purposes, and adopting best practices to intervene appropriately with and compassionately serve victims, including providing essential services in cases where technology is used to facilitate the exploitation of the victim. This grant program will be authorized by an act appropriating funds for the Department of Justice.

## Deadlines: Registration and Application

Registration with [Grants.gov](http://Grants.gov) is required prior to application submission. OJJDP encourages applicants to register several weeks before the application deadline of 11:59 p.m., Eastern Time, on May 12, 2011. See "How To Apply," page 8 for details.

## Eligibility

OJJDP will accept applications from the existing 61 Internet Crimes Against Children (ICAC) Task Forces and ICAC affiliate law enforcement agencies. Applicants must include a valid memorandum of understanding (MOU) and a letter of support from the commander of the regional/state ICAC Task Force agency with their applications. OJJDP will accept no other applications.

OJJDP welcomes joint applications from two or more eligible applicants; however, one applicant must be designated as the primary applicant for correspondence, award, and management purposes and the others as co-applicants.

Agencies receiving funding under the FY 2010 Law Enforcement Strategies for Protecting Children from Commercial Sexual Exploitation are not eligible to receive funding under this solicitation.

## Program-Specific Information

In 2004, the National Runaway Switchboard estimated there were approximately 1.3 million homeless, throwaway, and runaway children living unsupervised on the streets, in abandoned buildings, in shelters, or in transitional housing situations such as with friends or strangers. Research suggests that 30 percent of the children in shelters and as many as 70 percent living on the streets are victims of commercial sexual exploitation. They may engage in or be coerced into prostitution or "survival sex" to meet their daily needs for food and shelter; they may be

controlled through physical, verbal, or sexual abuse; they may receive threats of violence against their families; or they may have pornographic images taken and used against them as blackmail.

It is important to identify and remove these children from these exploitive situations as quickly as possible. Along with the physical and sexual abuse victims endure, many develop bonds with their victimizer and face increased risks of long-term physical, emotional, and psychological trauma. Law enforcement's role is critical in the early identification and interdiction process. Not only are the police likely to have first contact with victimized children, but they make key decisions about interviewing, charging, recommending victim services, and placement options that will contribute to the child's long-term safety and success, as well as affect the outcome of investigations and prosecutions. ICAC Task Forces and their affiliate agencies are ideally suited to identify children whose exploitation is facilitated by the Internet or other communications technology.

OJJDP is requesting applications from ICAC-affiliated law enforcement agencies detailing how they will improve local or regional capacity to address the commercial sexual exploitation of children (CSEC). Applications should include an assessment of local law enforcement efforts at investigating CSEC offenses, as well as resources to identify and serve victimized youth, address service gaps (e.g. mental health services, physical health services, and appropriate temporary shelter), and the role the lead law enforcement agency will play in implementing strategies to deliver essential services to victims. Applicants should focus on how technology is used in the commercial sexual exploitation of children.

To assist in building capacity and developing strategies, OJJDP will require successful applicants to receive training that OJJDP and its partners in the field have developed.

### **Goals, Objectives, and Deliverables**

The goal of the program is to offer participating law enforcement agencies the opportunity to develop strategies and to improve their capacity to:

- recognize commercially sexually exploited children and children at risk for exploitation.
- effectively investigate and prosecute cases against adults who exploit children.
- intervene appropriately with and compassionately serve victims, including providing essential services.
- improve community responsiveness to CSE victims.
- identify best practices for law enforcement in addressing CSE victimization.

Strategies developed to protect victims of CSEC should be grounded in respect for those whom these crimes affect. While this solicitation uses the word "victim" throughout, the same term that the legal system uses to describe the wronged party, applicants should demonstrate their understanding of and respect for the resiliency and perseverance of children affected by commercial sexual exploitation.

Deliverables include the following:

- agency strategies for identifying and responding effectively to CSEC victims.
- semiannual progress reports to OJJDP.
- final project report due at the end of the project period.

### **Amount and Length of Awards**

OJJDP expects to make as many as four awards for as much as \$300,000, for a 2-year award period. This amount is for the entire award period.

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

- reviewing and approving major work plans, including changes to such plans, and key decisions pertaining to project operations.
- reviewing and approving major project-generated documents and materials used in the provision of project services.
- providing guidance in significant project planning meetings and participating in project-sponsored training events or conferences.
- reviewing and approving any proposed solicitations prior to release or publication.

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

### **Budget Information**

Award recipients may use funds made available under this solicitation for the following purposes:

- salaries and/or overtime
- travel
- equipment
- training
- immediate victims' service needs and short-term shelter care.

**Limitation on Use of Award Funds for Employee Compensation; Waiver:** With respect to any award of more than \$250,000 made under this solicitation, federal funds may not be used to pay total cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that exceeds 110% of the maximum annual salary payable to a member of the federal government's Senior Executive Service (SES) at an agency with a Certified SES Performance

Appraisal System for that year. (The 2011 salary table for SES employees is available at [www.opm.gov/oca/11tables/indexSES.asp](http://www.opm.gov/oca/11tables/indexSES.asp).) Note: A recipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

The limitation on compensation rates allowable under an award may be waived on an individual basis at the discretion of the Assistant Attorney General for OJP. An applicant that wishes to request a waiver must include a detailed justification in the budget narrative of its application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request the applicant to adjust and resubmit its budget.

The justification should include: the particular qualifications and expertise of the individual, the uniqueness of the service being provided, the individual's specific knowledge of the program or project being undertaken with award funds, and a statement explaining that the individual's salary is commensurate with the regular and customary rate for an individual with his/her qualifications and expertise, and for the work that is to be done.

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

## Performance Measures

To assist the Department in fulfilling its responsibilities under the Government Performance and Results Act (GPRA), Public Law 103-62, applicants that receive funding under this solicitation must provide data that measure the results of their work. Any award recipient will be required, post award, to provide the data requested in the "Data Grantee Provides" column so that OJP can calculate values for the "Performance Measures" column. Performance measures for this solicitation are as follows:

Objective	Performance Measure(s)	Data Grantee Provides
Improved response to victims of CSEC including provision of services to victimized or at-risk youth and/or collaborative responses to CSEC cases.	Number of youth identified as CSEC victims.	Number of youth identified as CSEC victims.
	Number of youth identified as being at risk for CSE.	Number of youth identified as being at risk for CSE.
	Number of youth/families served.	Number of youth/families served
	Number of previously served youth successfully contacted.	Number of previously served youth successfully contacted.
	Number of previously served youth self-reporting as revictimized.	Number of previously served youth self-reporting as revictimized.
	Number of previously served youth identified as having reentered the juvenile justice, criminal justice, or social service systems because of further CSE victimization.	Number of previously served youth identified as having reentered the juvenile justice, criminal justice, or social service systems because of further CSE victimization.
	Number of collaborative cases opened. (Collaborative cases involve two or more agencies consulting to provide services to the victim, investigate the crime, or prosecute the perpetrator.)	Number of collaborative cases opened.

	Number of collaborative cases worked.	Number of collaborative cases worked.
	Number of CSEC-related arrests.	Number of CSEC-related arrests.
	Number of training activities conducted.	Number of training activities conducted.

Submission of performance measures data is not required for the application. Instead, applicants should discuss in their application their proposed methods for collecting data for performance measures. Refer to the section “What an Application Is Expected To Include,” page 9, for additional information.

For more information about OJJDP performance measures, see [www.ojjdp.ncjrs.gov/grantees/pm/index.html](http://www.ojjdp.ncjrs.gov/grantees/pm/index.html).

## Project Evaluations

Applicants that propose to use funds awarded through this solicitation to conduct project evaluations should be aware that certain project evaluations (such as systematic investigations to develop or contribute to generalizable knowledge) may constitute “research” for purposes of applicable DOJ human subjects protections. However, project evaluations that are intended to generate internal improvements to a program or service or to meet OJP’s performance measure data reporting requirements likely do not constitute “research.” Applicants should provide sufficient information for OJP to determine whether the particular project they propose would either intentionally or unintentionally collect and/or use information in such a way that it meets the DOJ regulatory definition of research.

Research, for the purposes of human subjects protections for OJP-funded programs, is defined as “a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge,” 28 C.F.R. § 46.102(d). For additional information on determining whether a proposed activity would constitute research, see the decision tree on the “Research and the Protection of Human Subjects” section of the OJP “Other Requirements for OJP Applications” Web page ([www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm)). Applicants whose proposals may involve a research or statistical component also should review the “Confidentiality” section on that Web page.

The protection of human subjects of OJP-sponsored research is of critical importance. If a proposed project involves human subjects of research, the application must explain whether Institutional Review Board (IRB) approval has been or will be obtained, and it must explain the applicant’s procedures for obtaining informed consent and minimizing risks.

All applications that include a research or statistical component that collects information identifiable to a private person will be required to complete and submit to OJP a privacy certification.

## Notice of New Post-Award Reporting Requirements

Applicants should anticipate that all recipients (other than individuals) of awards of \$25,000 or more under this solicitation, consistent with the Federal Funding Accountability and Transparency Act of 2006 (FFATA), will be required to report award information on any first-tier

subawards totaling \$25,000 or more, and, in certain cases, to report information on the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients. Each applicant entity must ensure that it has the necessary processes and systems in place to comply with the reporting requirements should it receive funding. Reports regarding subawards will be made through the FFATA Subaward Reporting System, found at [www.fsrs.gov](http://www.fsrs.gov).

Applicants should anticipate that no subaward of an award made under this solicitation may be made to a subrecipient (other than an individual) unless the potential subrecipient acquires and provides a Data Universal Numbering System (DUNS) number.

## How To Apply

Applications should be submitted through Grants.gov. Complete instructions on how to register and submit an application can be found at [www.grants.gov](http://www.grants.gov). Applicants who experience difficulties during this process should call the Grants.gov Customer Support Hotline at 1-800-518-4726. Hotline hours of operation are 24 hours, 7 days a week, except federal holidays. Registering with Grants.gov is a one-time process; however, processing delays may occur and it can take several weeks for first-time registrants to receive confirmation and a user password. OJJDP recommends that applicants register as early as possible to avoid delays in submitting their applications by the deadline.

All applicants are required to complete the following steps:

1. **Acquire a DUNS number.** A DUNS number is required for Grants.gov registration. OMB requires that all applicants for federal funds (other than individuals, who are exempt from this requirement) include a DUNS number in their applications for a new award or renewal of an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and tracking entities receiving federal funds. The identifier is used to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Obtain a DUNS number by calling 1-866-705-5711 or by applying online at [www.dnb.com](http://www.dnb.com).
2. **Acquire or Renew Registration with the Central Contractor Registration (CCR) Database.** OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the Central Contractor Registration (CCR) database. An applicant must be registered in the CCR to successfully register in Grants.gov. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR. However, applicants must update or renew their CCR registration annually to maintain an active status. Information about CCR registration procedures can be accessed at [www.ccr.gov](http://www.ccr.gov).
3. **Acquire an Authorized Organization Representative (AOR) and a Grants.gov Username and Password.** Complete the AOR profile on Grants.gov and create a username and password. Applicants must use their organization's DUNS number to complete this step. For more information about the registration process, visit [www.grants.gov/applicants/get\\_registered.jsp](http://www.grants.gov/applicants/get_registered.jsp).



4. **Acquire Confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The applicant's E-Biz POC must log into Grants.gov to confirm the organization's AOR. An organization can have more than one AOR.
5. **Search for the Funding Opportunity on Grants.gov.** Use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance number for this solicitation is 16.543, titled "Missing Children's Assistance," and the funding opportunity number is OJJDP-2011-2966.
6. **Submit an Application Addressing All Solicitation Requirements.** Within 24–48 hours after submitting an electronic application, the applicant should receive an e-mail validation message from Grants.gov. The validation will state whether OJJDP has received and validated the application or rejected it, with an explanation. Important: OJJDP urges applicants to submit their applications at least 72 hours prior to the due date of the application to allow time to receive the validation message and to correct any problems that may have caused a rejection notification.

Grants.gov will forward the application to OJP's Grants Management System (GMS). GMS does not accept executable file types as application attachments. These disallowed file types include, but are not limited to, the following extensions: ".com," ".bat," ".exe," ".vbs," ".cfg," ".dat," ".db," ".dbf," ".dll," ".ini," ".log," ".ora," ".sys," and ".zip."

### **Grants.gov Technical Issues**

Applicants who experience unforeseen Grants.gov technical issues that prevent them from submitting their applications by the deadline must contact OJJDP staff within 24 hours after the deadline and request approval to submit their applications. At that time, OJJDP staff will instruct the applicant to submit specific information detailing the technical difficulties. The applicant must e-mail a description of their technical difficulties, a timeline of submission efforts, their complete grant application, their DUNS number, and Grants.gov Help Desk tracking numbers they have received. After OJJDP reviews the information and contacts the Grants.gov Help Desk to validate the technical issues reported, OJP will contact the applicant to inform them whether their request has been approved or denied. If OJJDP cannot validate the technical issues reported, the Office will reject the application as untimely.

To ensure a fair competition for limited discretionary funds, the following conditions are not valid reasons to permit late submissions: (1) failure to begin the registration process in sufficient time, (2) failure to follow Grants.gov instructions on how to register and apply as posted on its Web site, (3) failure to follow all of the instructions in the OJP solicitation, and (4) technical issues experienced with the applicant's computer or information technology environment.

Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP funding Web page, [www.ojp.usdoj.gov/funding/solicitations.htm](http://www.ojp.usdoj.gov/funding/solicitations.htm).

### **What an Application Is Expected To Include**

This section describes what an application should include and sets out a number of elements. Applicants should anticipate that if they fail to submit an application that contains all of the specified elements, it may negatively affect the review of their application and, should OJJDP

decide to make an award, it may result in OJJDP including special conditions that preclude access to or use of award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that some application elements are so critical that applications that do not respond to the scope of the solicitation, that do not meet the eligibility requirements, that do not request funding within the funding limit, that do not include a program narrative, budget detail worksheet, or a budget narrative will neither proceed to peer review nor receive further consideration.

OJP strongly recommends that applicants use appropriately descriptive file names (e.g., "Program Narrative," "Budget Detail Worksheet and Budget Narrative," "Timelines," "Memoranda of Understanding," "Resumes") for all attachments. OJP recommends that applicants include resumes in a single file.

### **Standard Form-424 (SF-424)**

The SF-424 is a standard form required for use as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov and GMS take information from the applicant's profile to populate the fields on this form. When selecting "type of applicant," if the applicant is a for-profit entity, select "For-Profit Organization" or "Small Business" (as applicable). Instructions on completing the SF-424 are available at [www07.grants.gov/assets/SF424Instructions.pdf](http://www07.grants.gov/assets/SF424Instructions.pdf).

### **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 project abstract, 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 "Other Attachments" sections will not count toward the program narrative page count. If the program narrative fails to comply with these length-related restrictions, noncompliance may be considered in peer review and in final award decisions.

The program narrative should address the following selection criteria: (1) statement of the problem, (2) performance measures requirements, (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.

- **Statement of the Problem**

Applicants must briefly describe the nature and scope of the problem that the program will address (e.g., the use of technology to facilitate child exploitation, law enforcement strategies for protecting children from commercial sexual exploitation, and the lack of existing resources and services for these victims). Applicants should use local data to provide evidence that the

problem exists, demonstrate the size and scope of the problem, and document the effects of the problem on the target population and the larger community. Applicants should describe any previous or current attempts to address the problem.

Applicants must also describe in detail plans for incorporating child-serving professionals (e.g. law enforcement, prosecutors, public health, rape crisis/sexual assault services, school resource officers, child protective services, educators, youth service providers, juvenile court judges, etc.) into the project. Applicants should describe plans to train these professionals to effectively recognize, intervene in, investigate, and prosecute CSEC cases, and provide services for victimized children. Applicants should plan to use the OJJDP training materials to train these professionals as a team, and they, in turn, will train their peers in the community. Applicants should describe any research or evaluation studies that relate to the problem and contribute to the applicant's understanding of its causes and potential solutions. While 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.

**Project Abstract.** Applicants should include a project abstract as the first page of the program narrative, and it is included in the page limitation specified above. The abstract should not exceed 200 words and should briefly describe the project's purpose, identify the population to be served, and summarize the activities that the applicant will implement to achieve the project's goals and objectives. These goals and objectives should focus on short-term and intermediate outcomes (see "Performance Measures Requirements," below). The abstract should describe how the applicant will measure progress toward these goals.

- **Performance Measures Requirements**

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

**Goals.** Applicants 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.

**Performance Measures.** Award recipients are required to report data in support of mandated performance measures for this solicitation (see "Performance Measures," page 6.) OJJDP does not require applicants to submit performance measures data with their applications. Applicants must describe the steps they will take to assemble the information needed to comply with OJJDP's performance measures reporting requirements. Award recipients will be encouraged to use information from existing program records to fulfill performance measures reporting requirements, rather than initiating new data collection activities for this purpose. To ensure confidentiality of program records, award recipients will also be required to submit a completed Privacy Certificate pre-award. (See [www.ojjdp.ncjrs.gov/grantees/pm/faq.html](http://www.ojjdp.ncjrs.gov/grantees/pm/faq.html) for more information).

Applicants should propose a methodology to follow youth whom the project serves over the life of the project to determine, where possible, which services they received (measuring intensity, frequency, and duration of services received) and whether they were re-victimized or re-entered

the criminal justice, juvenile justice, or social services systems because of CSE after participating in the project. OJJDP recognizes that because of the nature of CSEC this at-risk youth population is extremely difficult to serve and to follow. Creative and sensitive strategies that respect the youth's safety and privacy will be necessary to collect these follow-up data.

- **Program Design/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 are encouraged to select data-driven practices for their programs and adopt a project design that will facilitate the gathering of data on the required performance measures.

In this section of the application, applicants must provide a detailed project design that responds to the stated goals and objectives. Applicants must describe how the proposed activities support the problem statement and expertise they outlined in the "Problem Statement" section above, align with the goals and objectives, and expand the area of knowledge about child sexual exploitation. The project design and implementation plan must describe the project activities and include a time-task plan that clearly identifies objectives, major activities, and deliverables.

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.

In its work in this area over the past 6 years, OJJDP has identified two critical issues that communities must address to effectively combat CSEC. The first is to engage in multisystemic cross-training of child-serving professionals so that they can identify CSE victims and that the community response protects the child and holds the adults accountable. The second is to ensure that essential services for victims are available. These services include, at a minimum, shelter and other services such as mental and physical health care, education, vocational training, and court advocacy. Applicants should propose a project design that addresses both issues. OJJDP will supply the training framework that the community may tailor to meet its needs, based on the demonstrated needs of identified victims, estimates of unidentified and unserved victims, and the resources and programs available to serve this population. OJJDP is interested in proposals that address the full scope of CSEC. Specifically, OJJDP is seeking proposals that provide detail about the identification of victims and account for their safety and support as a means to facilitate the prosecution of their perpetrators. Further, OJJDP is seeking proposals that include plans for the assessment, coordination, and delivery of essential services to address victims' needs.

Applicants should identify any other federal, state, or private foundation grants that serve the same local area and target population. As eligible applicants are limited to only the ICAC Task Forces and their affiliate agencies, there should be a strong coordination between ICAC investigations and prosecutions, as well as a strong coordination with local children's advocacy centers in the implementation of project plans.

Information about how to locate local children's advocacy centers is available at [www.nca-ne.org/pages/page.asp?page\\_id=3999](http://www.nca-ne.org/pages/page.asp?page_id=3999).

Applicants served by a Federal Bureau of Investigation Innocence Lost task force should include those task forces in their implementation plans. Information about Innocence Lost task

forces is available at [www.fbi.gov/innolost/innolost.htm](http://www.fbi.gov/innolost/innolost.htm). There are many other community partners whose participation can strengthen an application and strengthen the implementation of the proposed project. Applicants should demonstrate that they have consulted with and will substantively engage these groups in the implementation of the project. Depending on the jurisdiction the project will serve, these groups may include the following:

- federal, state, and local law enforcement
- federal, state, and local prosecutors
- sexual assault services centers
- juvenile justice system professionals
- at-risk youth serving organizations
- nongovernmental organizations dedicated to serving CSEC victims
- local nonprofit organizations serving missing children and their families see [www.amecoinc.org](http://www.amecoinc.org).

Successful applicants must provide OJJDP with evidence of receipt of IRB clearance prior to collecting data. IRB clearance is not required at application.

**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. Sample logic models are available at [ojjdp.ncjrs.gov/grantees/performance.html](http://ojjdp.ncjrs.gov/grantees/performance.html). The logic model should be submitted as a separate attachment, as stipulated in "Other Attachments," page 15.

**Timeline.** Applicants should submit a timeline or milestone chart that indicates major tasks, assigns responsibility for each, and plots completion of each task by month or quarter for the duration of the award, using "Year 1," "Month 1," "Quarter 1," etc., not calendar dates (see "Sample Project Timelines" at [ojjdp.ncjrs.gov/grantees/timelines.html](http://ojjdp.ncjrs.gov/grantees/timelines.html)). The timeline should be submitted as a separate attachment, as stipulated in "Other Attachments," page 15. On receipt of an award, the timeline may be revised based on training and technical assistance provided by OJJDP.

The timeline must provide for the submission of financial and progress reports and an initial work plan to be developed with OJJDP at the start of the award period.

- **Capabilities/Competencies**

Applicants should describe the roles and responsibilities of project staff and explain the program's organizational structure and operations. Management and staffing patterns should be clearly connected to the project design described in the previous section. This section should describe the experience and capability of the applicant's organization and any contractors 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.

**Letters of Support/Memoranda of Understanding.** If submitting a joint application, as described under “Eligibility,” page 3, applicants must 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 percent of time that the partner will devote to the planning and operation of the project.

### **Budget Detail Worksheet and Budget Narrative**

Applicants should provide a budget that (1) is complete, allowable, and cost-effective in relation to the proposed activities; (2) shows the cost calculations demonstrating how they arrived at the total amount requested; and (3) provides a brief supporting narrative to link costs with project activities. The budget should cover the entire award period.

- **Budget Detail Worksheet**

The worksheet should provide the detailed computation for each budget line item, listing the cost of each and showing how the applicant calculated it. For example, costs for personnel should show the annual salary rate and the percentage of time devoted to the project for each employee paid through grant funds. The budget detail worksheet should present a complete and detailed itemization of all proposed costs.

A sample Budget Detail Worksheet can be found at [www.ojp.gov/funding/forms/budget\\_detail.pdf](http://www.ojp.gov/funding/forms/budget_detail.pdf). If the applicant submits a budget in a different format, the budget categories listed in the sample budget worksheet should be included.

- **Budget Narrative**

The Budget Narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how all costs were estimated and calculated and how they are relevant to the completion of the proposed project. The narrative may include tables for clarification purposes but need not be in a spreadsheet format. As with the Budget Detail Worksheet, the Budget Narrative should be broken down by year.

For questions pertaining to budget and examples of allowable and unallowable costs, see the OJP Financial Guide at [www.ojp.usdoj.gov/financialguide/index.htm](http://www.ojp.usdoj.gov/financialguide/index.htm).

### **Indirect Cost Rate Agreement (if applicable)**

Indirect costs are allowed only if the applicant has a federally-approved indirect cost rate. (This requirement does not apply to units of local government.) A copy of the rate approval should be

attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant federal agency, which will review all documentation and approve a rate for the applicant organization or, if the applicant's accounting system permits, costs may be allocated in the direct cost categories. If DOJ is the cognizant federal agency, obtain information needed to submit an indirect cost rate proposal at [www.ojp.usdoj.gov/financialguide/part3/part3chap17.htm](http://www.ojp.usdoj.gov/financialguide/part3/part3chap17.htm).

### **Other Attachments**

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

- logic model (see "Logic Model," page 13)
- timeline or milestone chart (see "Timeline," page 13)
- résumés of key personnel (see "Capabilities/Competencies", page 13)
- job descriptions outlining roles and responsibilities for all key positions
- letters of support/commitment and MOUs from partner organizations.

### **Other Standard Forms**

Additional forms that may be required in connection with an award are available with their instructions on OJP's funding page at [www.ojp.usdoj.gov/funding/forms.htm](http://www.ojp.usdoj.gov/funding/forms.htm). For successful applicants, receipt of funds may be contingent upon submission of all necessary forms. Note in particular the following forms:

- [Accounting System and Financial Capability Questionnaire](#) (required for any applicant other than an individual that is a non-governmental entity and that has not received any award from OJP within the past 3 years; this form must be downloaded, completed, and then uploaded)
- [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#) (required for any applicant that expends any funds for lobbying activities; this form must be downloaded, completed, and then uploaded)
- [Disclosure of Lobbying Activities](#) (required for any applicant that expends any funds for lobbying activities; this form must be downloaded, completed, and then uploaded)
- [Standard Assurances](#) (required to be submitted in GMS prior to the receipt of any award funds).

### **Selection Criteria**

OJJDP will rate applications that proceed to peer review on a 100-point scale, based on the following point values for the selection criteria:

1. Statement of the Problem/Program (15 points)
2. Performance Measures Requirements (10 points)
3. Program Design and Implementation (40 points)
4. Capabilities/Competencies (25 points)
5. Budget (10 points)

See "What an Application Is Expected To Include," page 9, for descriptions of the above criteria.

## Review Process

OJP is committed to ensuring a fair and open process for awarding grants. OJJDP reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation and its requirements.

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. OJJDP may use either internal peer reviewers, external peer reviewers, or a combination to review the applications under this solicitation. An external peer reviewer is an expert in the field of the subject matter of a given solicitation who is not a current U.S. Department of Justice employee. An internal reviewer is a current U.S. Department of Justice employee who is well versed or has expertise in the subject matter of this solicitation. A peer review panel will evaluate, score, and rate all eligible applications. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations for award recommendations and decisions may include, but are not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding.

The Office of the Chief Financial Officer, in consultation with OJJDP, conducts a financial review of applications for potential discretionary awards to evaluate the fiscal integrity and financial capability of applicants; examines proposed costs to determine if the budget detail worksheet and budget narrative accurately explain project costs; and determines whether costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations.

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 also may give consideration to factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding when making awards.

## Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. OJP strongly encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. Find additional information for each requirement at [www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

- Civil Rights Compliance
- Faith-Based and Other Community Organizations
- Confidentiality



- Research and the Protection of Human Subjects
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with Office of Justice Programs Financial Guide
- Suspension or Termination of Funding
- Nonprofit Organizations
- For-profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006
- Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement
- Active CCR Registration

## Appendix: Application Checklist

### OJJDP FY 2011 Law Enforcement Strategies for Protecting Children from Commercial Sexual Exploitation

This application checklist has been created to assist in developing an application.

#### Eligibility Requirement:

\_\_\_\_\_ The federal amount requested is within the allowable limits of \$300,000.

#### What an Application is Expected To Include:

\_\_\_\_\_ Application for Federal Assistance (SF-424) (see page 10)

\_\_\_\_\_ Program Narrative (see page 10)

\_\_\_\_\_ Format (double spaced, 12-point standard font, 1" standard margins, narrative is 30 pages or less)

\_\_\_\_\_ Statement of the Problem

\_\_\_\_\_ Performance Measures Requirements

\_\_\_\_\_ Program Design/Implementation

\_\_\_\_\_ Capabilities/Competencies

\_\_\_\_\_ Budget Detail Worksheet and Budget Narrative (see page 14)

\_\_\_\_\_ Indirect Cost Rate Agreement (if applicable) (see page 14)

\_\_\_\_\_ Other Attachments (see page 15)

\_\_\_\_\_ logic model

\_\_\_\_\_ timeline or milestone chart

\_\_\_\_\_ résumés of key personnel

\_\_\_\_\_ job descriptions outlining roles and responsibilities for all key positions

\_\_\_\_\_ letters of support/commitment and MOUs from partner organizations.

\_\_\_\_\_ Other Standard Forms, Certifications and Other Components (see page 15), including:

\_\_\_\_\_ DUNS number

\_\_\_\_\_ CCR registration

\_\_\_\_\_ Certifications

\_\_\_\_\_ Disclosure of lobbying activities (if applicable)

\_\_\_\_\_ Accounting System and Financial Capability Questionnaire (if applicable)