

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



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office of Juvenile Justice and Delinquency Prevention](#) (OJJDP) is pleased to announce that it is seeking applications for funding under the Recovery Act ICAC Task Force Training and Technical Assistance Grants program.

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

Specifically, under this solicitation, OJJDP will be making awards to further the Department's mission of helping state and local law enforcement agencies develop effective responses to online enticement of children by sexual predators, child exploitation, and child obscenity and pornography cases. This program furthers the purpose of the Recovery Act by providing training and technical assistance to law enforcement officers, prosecutors, forensic analysts, and other related professionals to increase their skills sets and make them more employable in child exploitation units.

## OJJDP FY 09 Recovery Act ICAC Task Force Training and Technical Assistance Grants

### **Eligibility**

OJJDP invites applications from public agencies (including state agencies, units of local government, public universities and colleges, and federally-recognized Indian tribal governments) and private organizations (including faith-based, tribal and community organizations).

(See "Eligibility," page 6)

### **Deadlines**

Registration with the OJP [Grants Management System](#) (GMS) is required prior to application submission. Applicants must obtain a DUNS number from Dun and Bradstreet prior to application submission. Applicants, including those applying through GMS, must register with the Central Contractor Registration (CCR) database.

(See "Deadline: Registration," page 5)

All applications are due by 12:00 p.m. Eastern Time on May 14, 2009.

(See "Deadline: Application," page 5)

### **Important Note to Prospective Applicants**

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

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

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

### **Contact Information**

For assistance with the programmatic requirements of this solicitation, contact Christopher Holloway, Program Manager, at (202)-305-9838 or [christopher.holloway@usdoj.gov](mailto:christopher.holloway@usdoj.gov) or Amy Staubs, Program Manager, at (202) 307-5762 or [amy.staub@usdoj.gov](mailto:amy.staub@usdoj.gov).

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

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

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# OJJDP FY 09 Recovery Act ICAC Task Force Training and Technical Assistance Grants (CFDA #16.800)

## Overview

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

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

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

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

Through this program, OJJDP seeks to identify training providers to serve the Internet Crimes Against Children (ICAC) Task Force Program. The state and regional ICAC task forces work collaboratively as a national network of law enforcement and prosecutorial agencies that prevent, interdict, and investigate technology-facilitated child sexual exploitation and Internet crimes against children. The OJJDP FY 09 Recovery Act ICAC Task Force Training and Technical Assistance Grants program furthers the Department's mission to provide training and support in this area of constantly-evolving technology.

**Note:** Absent explicit statutory authorization or written delegation of authority to the contrary, all final grant award decisions will be made by the OJP Assistant Attorney General (AAG), who may also give consideration to factors including, but not limited to,

underserved populations, strategic priorities, past performance, and available funding when making awards.

## **Deadline: Registration**

### **Registering with OJP's Grants Management System (GMS)**

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

The deadline to register is **12:00 p.m. Eastern Time on May 14, 2009.**

**A DUNS number is required.** All applicants under this solicitation must include a DUNS (Data Universal Numbering System) number in their application. Applications without a DUNS number are incomplete.

A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving Federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for Federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling 1-866-705-5711 or by applying online at <http://www.dnb.com/us/>. Individuals are exempt from this requirement.

**Central Contractor Registration (CCR) is required.** In addition to the DUNS number requirement, OJP requires that all applicants (other than individuals) for Federal financial assistance maintain current registrations in the Central Contractor Registration (CCR) database. The CCR database is the repository for standard information about Federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Please note, however, that applicants must update or renew their CC at least once per year to maintain an active status. Information about registration procedures can be accessed at [www.ccr.gov](http://www.ccr.gov).

## **Deadline: Application**

The due date for applying for funding under this announcement is **12:00 p.m. Eastern Time on May 14, 2009.**

## Eligibility

OJJDP invites applications from public agencies (including state agencies, units of local government, public universities and colleges and federally-recognized Indian tribal governments) and private organizations (including faith-based, tribal and community organizations). Joint applications from two or more eligible applicants are welcome; however, one applicant must be clearly indicated as the primary applicant (for correspondence, award, and management purposes) and the others indicated as co-applicants.

### **Additional Requirements Related to the Recovery Act (including certification requirements):**

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

**Faith-Based And Other Community Organizations:** Consistent with Executive Order 13279, dated December 12, 2002, and 28 C.F.R. Part 38, faith-based and other community organizations that statutorily qualify as eligible applicants under DOJ programs are invited and encouraged to apply for assistance awards to fund eligible grant activities. Faith-based and other community organizations will be considered for awards on the same basis as other eligible applicants and, if they receive assistance awards, will be treated on an equal basis with all other grantees in the administration of such awards. No eligible applicant or grantee will be discriminated for or against on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or persons working in the organization.

Faith-based organizations receiving DOJ assistance awards retain their independence and do not lose or have to modify their religious identity (e.g., remove religious symbols) to receive assistance awards. DOJ grant funds, however, may not be used to fund any inherently religious activity, such as prayer or worship. Inherently religious activity is permissible, although it cannot occur during an activity funded with DOJ grant funds; rather, such religious activity must be separate in time or place from the DOJ-funded program. Further, participation in such activity by individuals receiving services must be voluntary. Programs funded by DOJ are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion.

If your organization is a faith-based organization that makes hiring decisions on the basis of religious belief, it may be entitled, under the Religious Freedom Restoration Act, 42 U.S.C. § 2000bb, to receive Federal funds and yet maintain that hiring practice,

even if the law creating the funding program contains a general ban on religious discrimination in employment. For the circumstances under which this may occur, and the certifications that may be required, please see the section titled, "Funding to Faith-Based Organizations" on the "OJP Recovery Act Additional Requirements" webpage at [www.ojp.usdoj.gov/recovery/solicitationrequirements.htm](http://www.ojp.usdoj.gov/recovery/solicitationrequirements.htm)

Applicants are also encouraged to review the "Civil Rights Compliance" section on the "OJP Recovery Act Additional Requirements" webpage, which can be found at the web address shown above.

**American Indian Tribes and Alaska Native Tribes and/or Tribal Organizations:** If a grant application is being submitted on behalf of a tribe or tribal organization, a current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal council or comparable government entity authorizing the inclusion of the tribe or tribal organization named in the application must be included with the application.

### **Program-Specific Information**

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

### **Purpose**

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

The purpose of the ICAC Training Program is to provide training to ICAC task forces and other Federal, state, and local law enforcement agencies in the areas of investigations, forensics, prosecution, community outreach, and capacity-building, using recognized experts to assist in the development and delivery of training programs.

For the purposes of this program, OJJDP is interested in innovative approaches for the design and delivery of training to support the ICAC Task Force network, law enforcement, prosecutors, judges, and partnering agencies/organizations. OJJDP is particularly interested in approaches that deliver training effectively at the state and local level and that can deliver training to wide audiences using on-line technologies. Proposed approaches should clearly demonstrate the applicant's minimum competencies as follows:

- An understanding of the scope and scale of technology-facilitated crimes against children.
- An understanding of the organizations, agencies, and other groups involved in investigating, prosecuting, and addressing technology -facilitated crimes against children.
- An understanding of the mechanics and requirements of delivering training, technical assistance to the ICAC Task Force network, affiliated agencies, and other groups that address incidents of technology-facilitated crimes against children.
- An understanding of the complexities of the ICAC Task Force Program and the various issues, sensitivities, and controversial matters related to the initiative.
- Experience and understanding of how criminal investigations are conducted on a national, state, and local level involving technology-facilitated crimes against children.
- Experience providing training level in the field of computer-facilitated crimes against children.
- Familiarity with operational, tactical, investigative, and forensic activities that ICAC Task Force members engage in.

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

Successful applicants must develop a plan for the design, development, delivery, and maintenance of an efficient and effective training and technical assistance program and provide innovative approaches that address at least one, but not limited to one, of the following topical areas:

- Forensic Analyses for Computers and Other Devices.
- Prosecution of Child Sexual Exploitation and Technology-Facilitated Child Sexual Exploitation Offenses.
- Specialized Techniques for Investigating Child Sexual Exploitation Offenses (e.g., cell phone technologies or file encryption).
- Wellness for Law Enforcement and Other Professionals Exposed to Child Exploitation Images at Work.
- Training for judges on the nature of technology-facilitated internet exploitation of children and youth.

The award recipients should plan training events in conjunction with other relevant conferences and events, as appropriate, to maximize participation and cost effectiveness. An award recipient may develop other training over the 3-year project period as new issues and needs emerge. The award recipient will coordinate the development of new training with OJJDP.

Successful applicants will:

- Provide other technical support, determined in consultation with OJJDP, in developing a training mission; coordinating special meetings of grantees/practitioners; and developing special reports, brochures, best practices papers, etc.
- Perform all logistics necessary to support regional and site specific training and technical assistance, such as program marketing, participant applications and acceptance, consultant coordination and travel, and meeting/lodging space acquisition, according to Federal regulations.
- Provide a mechanism for evaluating and assessing measurable outcomes of training and technical assistance activities.
- Maintain state-of-the-art curricula and materials through systematic review, assessment, and revision, in concert with OJJDP.
- Contribute content for the OJJDP website for the effective dissemination and communication of training and technical assistance services and products.

Applicants must describe the goals of the proposed project and identify its objectives. When formulating the project's goals and objectives, applicants should be cognizant of the performance measures that OJJDP will require the successful applicants to submit. The development of specific training initiatives will be the primary deliverable. The deliverable should be directed toward the continuation, expansion, and enhancement of the ICAC Task Force Program. This section must outline how the applicant will:

- 1) Design, develop, and conduct training programs for law enforcement, prosecution, and/or other relevant professionals in order to improve operational, tactical, investigative, prosecutorial and/or forensic capabilities.
- 2) Reach out to, develop relationships, and partner with other organizations and agencies with similar missions.
- 3) Participate in conferences and other outreach efforts to increase public awareness of the issues surrounding technology-facilitated crimes against children.
- 4) Collect, catalog, and make available relevant material to law enforcement, prosecution, and/or other relevant professionals on the topic of combating Internet crimes against children.

- 5) Collect, analyze, and report on the progress and activities that the ICAC Training Program conducts.

### **Award Information**

OJJDP anticipates that a total of \$5,100,000 will be available for this program. From that total, OJJDP will make several awards. Projects may be for 12 to 36 months. The award amount will cover the entire requested project period. All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law.

OJJDP will enter into a cooperative agreement with the successful applicants. 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 providing guidance on the selection of trainers

**Limitation on Use of Award Funds for Employee Compensation; Waiver.** No portion of any award of more than \$250,000 made under this solicitation may be used to pay any portion of the total cash compensation (salary plus bonuses) of any employee of the award recipient whose total cash compensation 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. For FY 2009, the total cash compensation cannot exceed \$194,700 (\$177,000 [current maximum SES salary] plus [\$177,000 times 10%]). (The salary table for SES employees is available at [www.opm.gov](http://www.opm.gov).)

This prohibition may be waived at the discretion of the Assistant Attorney General for the Office of Justice Programs. An applicant that wishes to request a waiver should include a detailed justification in the budget narrative for the application. The justification should include: the particular qualification and expertise of the individual, the uniqueness of the service being provided, the individual's specific knowledge of the program or project undertaken with the grant funds and a statement explaining that the individual's salary is commensurate with the regular and customary rate for an individual with her/his qualifications and expertise, and for the work that is to be done.

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

**Non-Supplanting:** For purposes of this Recovery Act solicitation, the general non-supplanting requirement of the OJP Financial Guide (Part II, Chapter 3) [[hyperlink to OJP Financial Guide](#)] does not apply.

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

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

**Recovery Act: Use of Funds in Conjunction with Funds From Other Sources.** Recovery Act funds may be used in conjunction with other funding as necessary to complete projects, but tracking and reporting of Recovery Act funds must be separate, to meet the reporting and other requirements of the Recovery Act and other applicable law. There can be no commingling of funds. (See “Accountability and Transparency Under the Recovery Act,” below.)

## **Accountability and Transparency Under the Recovery Act**

### **Separate Tracking and Reporting of Recovery Act Funds and Outcomes**

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

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

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

### **Quarterly Financial and Programmatic Reporting**

Consistent with the Recovery Act emphasis on accountability and transparency, reporting requirements under Recovery Act grant programs will differ from and expand upon OJP’s standard reporting requirements for grants. In particular, section 1512(c) of

the Recovery Act sets out detailed requirements for quarterly reports that must be submitted within 10 days of the end of each calendar quarter. Receipt of funds will be contingent on meeting the Recovery Act reporting requirements.

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

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

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

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

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

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

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

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

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

## **Subawards Under Recovery Act Grants**

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

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

## **Reporting Fraud, Waste, Error, and Abuse**

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

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

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

e-mail: [oig.hotline@usdoj.gov](mailto:oig.hotline@usdoj.gov)

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

or hotline fax: (202) 616-9881

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

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

## Performance Measures

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

### Recovery Act Performance Measures:

OBJECTIVE	PERFORMANCE MEASURES	DATA THE GRANTEE PROVIDES – PER 3-MONTH REPORTING PERIOD	DESCRIPTION (PLAIN LANGUAGE EXPLANATION OF WHAT EXACTLY IS BEING PROVIDED)
Recovery Act: Preserving and creating jobs and promoting economic recovery	Number of jobs retained due to Recovery Act funding.	Number of jobs that were prevented from being eliminated as a result of receiving the Recovery Act funding during the reporting period.  Number of jobs that were eliminated within the last 12 months that were reinstated with Recovery	An unduplicated count of the number of jobs dedicated to project activities that were retained using funds provided by the Recovery Act. These are positions that would have been eliminated had Recovery Act funding not been received. Report these data for each position only once during the grant period. A job can include

OBJECTIVE	PERFORMANCE MEASURES	DATA THE GRANTEE PROVIDES – PER 3-MONTH REPORTING PERIOD	DESCRIPTION (PLAIN LANGUAGE EXPLANATION OF WHAT EXACTLY IS BEING PROVIDED)
		Act funding.	full-time, part- time, contractual, or other employment relationship.
Recovery Act: Preserving and creating jobs and promoting economic recovery	Number of jobs created due to Recovery Act funding.	The number of new jobs funded by Recovery Act.	An unduplicated count of the number of NEW jobs dedicated to project activities that were created as a result of the provided by the Recovery Act. Report these data for each position only once during the grant period. A job can include full time, part time, contractual, or other employment relationship.
Preserve and promote economic recovery	Percent of essential services maintained without interruption	Number of essential services maintained because Recovery Act funding.  Total number of essential services provided.	An unduplicated count of the number of existing essential services that have been maintained due to funding from the Recovery Act. Essential services are those without which the program could not run or exist. Without funding from Recovery Act, these essential services would have been lost (in part or in full).
Preserve and promote economic recovery	Number of services created or enhanced as a result of Recovery Act funding	Number of new or enhanced services funded by Recovery Act.	An unduplicated count of the number of existing essential services that have been created, added, enhanced, improved and/or increased as a result of funding from Recovery Act. Essential services are those without which the program could not run or exist. The Recovery Act funds have enabled the grantee to create, add, improve, enhance and/or increase these essential services.
Preserve and promote economic recovery	Number of collaborative partnerships established as a result of Recovery Act funding to avoid	Number of new partnerships established as a result of Recovery Act funding to provide essential services. Grantees will report on partnerships that maintain	For purposes of this grant, partnerships are defined as those organizations with whom the grantee established a financial relationship (e.g., consultant organization, contract, MOU) as a result of

OBJECTIVE	PERFORMANCE MEASURES	DATA THE GRANTEE PROVIDES – PER 3-MONTH REPORTING PERIOD	DESCRIPTION (PLAIN LANGUAGE EXPLANATION OF WHAT EXACTLY IS BEING PROVIDED)
	reduction of, enhance existing and/or create new essential services.	(avoidance of reduction) existing essential services, enhance existing services and create new services.	Recovery Act funds in order to maintain, enhance or create new essential services. Essential services are those without which the program could not run or exist
Preserve and promote economic recovery	Percent of funds allocated to grantees implementing one or more evidence-based programs or practices.	Amount of funds awarded to grantee  Number of grantees implementing an evidence-based program or practice  [Note: OJJDP will report these data.]	For purposes of this solicitation, “evidence based” is defined as training and technical assistance methods and techniques which research and evaluation have determined are “best practice” in adult learning and in conveying program information and principles, and which have been determined to meet these standards by OJJDP and designated external reviewers.

### ICAC Training and Technical Assistance Performance Measures:

OBJECTIVE	PERFORMANCE MEASURES	DATA THE GRANTEE PROVIDES – PER 3-MONTH REPORTING PERIOD
<p>OJJDP has an online system (<a href="http://www.ojjdp-dctat.org">www.ojjdp-dctat.org</a>) for grantee transmittal of performance measures data. For detailed information on specific programs, see the OJJDP Performance Measures Web page (<a href="http://ojjdp.ncjrs.gov/grantees/pm/">ojjdp.ncjrs.gov/grantees/pm/</a>).</p>		
<p>Objective:</p> <p>The primary objective will be the development of specific training programs and delivery of training and technical assistance to law enforcement and other service providers.</p> <p>The deliverables (training, technical assistance, supportive materials) should be directed toward the continuation, expansion, and enhancement of the Department of Justice’s Internet Crimes Against Children program.</p>	Number of training events conducted.	Number of training events conducted.
	Percent increase in number of ICAC program staff trained	Number of trained ICAC program staff during the previous reporting period  Number of ICAC program staff trained as a result of the ICAC TTA grant program.
	Percent of ICAC staff with increased knowledge of the program area following training	Number of trained ICAC staff demonstrating increased knowledge of the program area, as determined by pre-and post-testing  Number of trained ICAC program staff
	Percent of technical assistance requests fulfilled.	Number of technical assistance requests fulfilled.

		Number of technical assistance requests received.
	Number of program technical assistance materials developed (training curricula, publications, resource documents).	Number of program technical assistance materials developed (training curricula, publications, resource documents).
	Percent of deliverables that meet OJJDP's expectations for depth, breadth, scope and quality of study, and pertinence.	Number of deliverables that meet OJJDP's expectations for depth, breadth, scope and quality of study, and pertinence.  (Deliverables include training events, technical assistance activities and materials).
	Percent of deliverables (e.g., reports, curricula, manuscripts) completed on time.	Number of deliverables completed on time

For more information about OJJDP performance measures, see [www.ojjdp.ncjrs.gov/grantees/pm/](http://www.ojjdp.ncjrs.gov/grantees/pm/) or contact Janet Chiancone at [janet.chiancone@usdoj.gov](mailto:janet.chiancone@usdoj.gov).

## How to Apply

**Grants Management System Instructions.** Applications must be submitted through OJP's online Grants Management System (GMS). To access the system, go to <https://grants.ojp.usdoj.gov>. Applicants should begin the process a few weeks prior to the GMS registration deadline, especially if this is the first time they have used the system. Each application requires a separate GMS registration. For a step-by-step guide, visit <http://www.ojp.gov/gmscbt/> and refer to the section entitled "External Overview: Locating & Applying for Funding Opportunities." For additional assistance, call the GMS Help Desk at 1-888-549-9901 from 7:00 a.m. to 9:00 p.m. Eastern Time Monday to Friday.

**Note: OJP will not review any application whose attachments are in Microsoft Vista or Microsoft 2007 format.** Applications submitted via GMS must be in the following formats: Microsoft Word (\*.doc), Word Perfect (\*.wpd), Microsoft Excel (\*.xls), PDF files (\*.pdf), or Text Documents (\*.txt). GMS is not yet compatible with Vista and cannot yet process Microsoft Word 2007 documents saved in the new default format with the extension ".docx." Please ensure that any Word documents you are submitting are saved using "Word 97-2003 Document (\*.doc)" format. Additionally, GMS does not accept executable file types as application attachments. These disallowed file types include, but are not limited to, the following extensions: ".com," ".bat," ".exe," ".vbs," ".cfg," ".dat," ".db," ".dbf," ".dll," ".ini," ".log," ".ora," ".sys," and ".zip."

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

## What an Application Must Include

### Standard Form–424

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

### Program Narrative

Applicants must submit a program narrative that presents a detailed description of the purpose, goals, objectives, strategies, design, and management of the proposed program. The program narrative must be double-spaced with 1-inch margins, not exceeding 30 pages of 8½ by 11-inches, and use a standard 12-point font, preferably Times New Roman. Pages must be numbered “1 of 30,” etc. Material required under the “Budget and Budget Narrative” and “Other Attachments” sections will not count toward the program narrative page count. OJJDP may reject applications that are incomplete, do not respond to the scope of the solicitation, or fail to comply with format requirements.

The program narrative must address the following selection criteria: (1) statement of the problem/program narrative, (2) impact/outcomes and evaluation/performance measures, (3) project/program design and implementation, (4) capabilities/competencies and (5) Project objectives that are linked to meaningful and measurable outcomes consistent with the goals of the Recovery Act, and the like likelihood of achieving such outcomes, such as job creation and preservation. The connections between and among each of these sections must be clearly delineated. For example, the goals and objectives must derive directly from the problems to be addressed. Similarly, the project design section must clearly explain how the program’s structure and activities will accomplish the goals and objectives identified in the previous section.

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

Applicants must briefly describe the nature and scope of the problem that the program will address (e.g., the need for training for law enforcement or prosecutors on strategies to effectively handle cases of production and distribution of child pornography, internet grooming by predators, self-exploitation by adolescents, etc.). Data should be used to provide evidence that the problem exists, demonstrate the size and scope of the problem, and document the effects of the problem on the target population and the larger community. Applicants should describe any previous or current attempts to address the problem.

**Project Abstract.** A project abstract must be included as the first page of the Program Narrative, and is included in the page limitation specified above. It must not exceed 200 words and briefly describe the project’s purpose, identify the population to be served, and summarize the activities that will be implemented to achieve the project’s goals and objectives. These goals and objectives must focus on short-term and intermediate

outcomes (see “Impact/Outcomes and Evaluation/Performance Measures,” below). The abstract must describe how progress towards these goals will be measured (see “Sample Project Abstract,” page 18).

- **Impact/Outcomes and Evaluation/Performance Measure Data Collection Plan**

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

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

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

**Performance Measures.** Award recipients are required to collect and report data in support of performance measures (see “Performance Measures,” page 14.)

- **Program Design and Implementation**

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

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.

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

**Logic Model.** Applicants must include a logic model that graphically illustrates how the performance measures are related to the project’s problems, goals, objectives, and design. Sample logic models are available at [ojidp.ncjrs.gov/grantees/performance.html](http://ojidp.ncjrs.gov/grantees/performance.html). The logic model must be submitted as a separate attachment, as stipulated in “Other Attachments,” page 21.

**Timeline.** Applicants must submit a timeline or milestone chart that indicates major tasks, assigns responsibility for each, and plots completion of each task by month or quarter for the duration of the award, using “Year 1,” “Month 1,” “Quarter 1,” etc., not calendar dates (see “Sample Project Timelines” at [ojjdp.ncjrs.gov/grantees/timelines.html](http://ojjdp.ncjrs.gov/grantees/timelines.html)). The timeline must be submitted as a separate attachment, as stipulated in “Other Attachments,” page 21. On receipt of an award, the timeline may be revised based on training and technical assistance provided by OJJDP.

- **Capabilities/Competencies**

Applicants must describe the roles and responsibilities of project staff and explain the program’s organizational structure and operations.

This section of the program narrative must describe how the project will be managed and staffed locally. Management and staffing patterns must be clearly and evidently connected to the project design described in the previous section. This section must describe the experience and capability of the applicant’s organization and any contractors that will be used to effectively implement and manage this effort and its associated Federal funding, highlighting any previous experience implementing projects of similar design or magnitude.

### **Budget and Budget Narrative**

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

Applicants must submit a budget that includes a detailed worksheet itemizing all costs and a narrative explaining and justifying each budget item, as described below.

Applicants must include in their budget funds for one or more members of their project team to attend meetings of the ICAC Task Force program grantees three times per year over the life of the project. The sum of \$1,800 per traveler per trip should be designated for this purpose.

- **Budget Worksheet**

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

- **Budget Narrative**

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

### **Indirect Cost Rate Agreement**

Applicants that would like to establish a Federally-negotiated indirect cost rate must submit a proposal to their cognizant Federal agency. Generally, the cognizant Federal agency is the agency that provides the preponderance of direct Federal funding. This can be determined by reviewing an organization's schedule of Federal financial assistance. If DOJ is your cognizant Federal agency, obtain information needed to submit an indirect cost rate proposal at [http://www.ojp.usdoj.gov/funding/pdfs/indirect\\_costs.pdf](http://www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf).

### **Other Attachments**

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

- timeline or milestone chart (see "Timeline," page 20).
- résumés of all key personnel.
- job descriptions outlining roles and responsibilities for all key positions.
- letters of support/commitment and memorandums of understanding (MOUs) from partner organizations.

### **Selection Criteria**

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

- Statement of the Problem/Program Narrative (15 points)
  - Activities that can be started and completed expeditiously, and in a manner that maximizes job creation and economic benefits
- Impact/Outcomes and Evaluation/Plan for Collecting Data for Performance Measures (5 points)
- Project/Program Design and Implementation (50 points)

- Project objectives that are linked to meaningful and measurable outcomes consistent with the goals of the Recovery Act, and the likelihood of achieving such outcomes, such as job creation and preservation.
- Timeline or project plan identifying when the goals and objectives will be completed
- Capabilities/Competencies (20 points)
  - A description of how the organization will track all drawdowns and grant expenditures separately from other Federal funding.
- Budget (10 points)

See “Program Narrative,” page 18, for detailed descriptions of the above criteria.

## **Review Process**

OJP is committed to ensuring a standardized process for awarding grants. OJJDP will review each application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with program or legislative requirements as stated in the solicitation.

Peer reviewers will be reviewing the applications submitted under this solicitation as well. The Office of Juvenile Justice and Delinquency Prevention (OJJDP) may use either internal peer reviewers, external peer reviewers or a combination of both 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 an expert in the field of the subject matter of a given solicitation who is a current U.S. Department of Justice employee. Applications will be screened initially to determine whether the applicant meets all eligibility requirements. Only applications submitted by eligible applicants that meet all other requirements (such as timeliness, proper format, and responsiveness to the scope of the solicitation) will be evaluated, scored, and rated by a peer review panel. Peer reviewers’ ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations may include, but are not limited to, underserved populations, strategic priorities, past performance, and available funding.

After the peer review is finalized, the Office of the Chief Financial Officer (OCFO), in consultation with OJJDP, conducts a financial review of all potential discretionary awards and cooperative agreements to evaluate the fiscal integrity and financial capability of applicants; examines proposed costs to determine if the budget and budget narrative accurately explain project costs; and determines whether costs are reasonable, necessary, and allowable under applicable Federal cost principles and agency regulations. OCFO also reviews the award document and verifies the OJP Vendor Number.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final grant award decisions will be made by the OJP Assistant Attorney General (AAG), who may also give consideration to factors including, but not limited to,

underserved populations, strategic priorities, past performance, and available funding when making awards.

### **Additional Requirements**

Successful applicants selected for awards under this Recovery Act solicitation must agree to comply with additional applicable requirements prior to receiving grant funding. We strongly encourage you to review the list below pertaining to these additional requirements prior to submitting your application. Additional information for each can be found at [www.ojp.usdoj.gov/recovery/solicitationrequirements.htm](http://www.ojp.usdoj.gov/recovery/solicitationrequirements.htm)

- Civil Rights Compliance
- Funding to Faith-Based Organizations
- Confidentiality and Human Subjects Protection
- Anti-Lobbying Act
- Financial and Government Audit Requirements, includes Single Audit Act Requirements
- National Environmental Policy Act (NEPA)
- DOJ Information Technology Standards
- Single Point of Contact Review
- Non-Supplanting of State and Local Funds
- Criminal Penalty for False Statements
- Compliance with Office of Justice Programs [Financial Guide](#)
- Suspension or Termination of Funding
- Non-Profit Organizations
- For-Profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006

- Recovery Act Reporting Requirements; Section 1512(c) of the Recovery Act
- Section 1511 of the Recovery Act: Certifications
- Section 1602 of the Recovery Act: Preference for Quick-Start Activities
- Section 1604 of the Recovery Act: Limit on Funds
- Section 1605 of the Recovery Act: Buy American
- Section 1606 of the Recovery Act: Wage Rate Requirements
- Section 1607 of the Recovery Act: Additional Funding Distribution and Assurance of Appropriate Use of Funds
- Section 1609 of the Recovery Act: Relating to National Environmental Policy Act

## **Appendix. Template(s) for Certification(s)**

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

U.S. DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS

**OJJDP FY 09 Recovery Act ICAC Task Force Training and Technical Assistance  
Grants**

Certification as to Recovery Act Reporting Requirements

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

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

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

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

\_\_\_\_\_  
Signature of Certifying Official

\_\_\_\_\_  
Printed Name of Certifying Official

\_\_\_\_\_  
Title of Certifying Official

\_\_\_\_\_  
Full Name of Applicant Entity

\_\_\_\_\_  
Date

U.S. DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS

**OJJDP FY 09 Recovery Act ICAC Task Force Training and Technical  
Assistance Grants**

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

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

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

*Initial the statement that applies:*

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

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

Page 2 of 2

U.S. DEPARTMENT OF JUSTICE

OFFICE OF JUSTICE PROGRAMS

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

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

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

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Signature of Certifying Official

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Printed Name of Certifying Official

---

Title of Certifying Official

---

Full Name of Applicant Government Entity

---

Date