



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) 2010 ICAC Program – 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 2010 ICAC Program – 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 with a valid memorandum of understanding and a letter of support from the commander of their regional/state ICAC Task Force agency.
(See “Eligibility,” page 3.)

Deadline

Applicants must register with [OJP’s Grant Management System \(GMS\)](#) prior to submitting an application.
(See “How to Apply” page 8.)

All applications are due by 3:00 p.m. eastern time on May 19, 2010
(See “Deadlines: Registration and Application,” page 3.)

Contact Information

For technical assistance with submitting an application, contact the GMS Support Hotline at 1-888-549-9901, option 3, or via e-mail to GMSHelpDesk@usdoj.gov.

Note: The [GMS](#) Support Hotline hours of operation are Monday-Friday, 6:00 a.m. to midnight, Eastern Time, except federal holidays.

For assistance with any other requirement of this solicitation, call Christopher Holloway, Program Manager, at (202) 305-9838 or e-mail him at christopher.holloway@usdoj.gov.

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OJJDP FY 2010 ICAC Program – Law Enforcement Strategies for Protecting Children from Commercial Sexual Exploitation

CFDA Number: 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 activities, 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 is authorized under the Providing Resources, Officers, and Technology to Eradicate Cyber Threats to Our Children Act of 2008, (P.L. 110-401, 42 USC 17601, et seq.) (“the PROTECT Act”).

Deadlines: Registration and Application

Applicants must register with GMS prior to submitting an application. The deadline to register is 1:00 p.m., Eastern Time, on May 19, 2010, and the deadline to apply for funding under this announcement is 3:00 p.m., Eastern Time, on May 19, 2010. See the “How to Apply,” page 8, for more details.

Eligibility

OJJDP will accept applications from the existing 61 Internet Crimes Against Children (ICAC) Task Forces and ICAC affiliate law enforcement agencies with a valid memorandum of understanding (MOU) and a letter of support from the commander of the regional/state ICAC Task Force agency. Applicants should submit a copy of the MOU and letter of support with their application. 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.

Program-Specific Information

Purpose

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 for “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.

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 who 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 CSE.

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 anticipates making 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, award recipients may not use federal funds to pay total cash compensation (salary plus bonuses) to any employee at a rate that exceeds 110 percent 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 2010 salary table for SES employees is available at www.opm.gov/oca/10tables/indexSES.asp.) 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. (OJJDP will not consider any such additional compensation to be matching funds where match requirements apply.)

The Assistant Attorney General for OJP may waive the limitation on compensation rates allowable under an award at his or her discretion on an individual basis. Applicants who wish to request a waiver must include a detailed justification in the budget narrative of their application. Unless applicants submit a waiver request and justification with their application, they should anticipate that OJP will request that they adjust and resubmit their budget.

The justification should include the particular qualifications and expertise of the individual, the uniqueness of the service they will provide, 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.

Research, Human Subjects, IRB Review, and Confidentiality

All applicants for OJP funds are advised that the Department of Justice defines *research* 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). If OJP determines that a funded application involves research and includes human subjects, the approval of an Institutional Review Board (IRB) might be required before OJP funds may be spent for these purposes. If an application includes an evaluation component, that component will be examined by OJP to determine whether it meets the definition of "research." All applications should be as clear as possible in describing the purpose of the evaluation, and the extent to which its findings may contribute to generalizable knowledge.

The protection of human subjects of OJP-sponsored research is of critical importance. If an application involves human subjects of research, it must explain whether IRB approval has been or will be obtained, and it must explain 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.

For further guidance regarding Federal regulations regarding research, human subjects protection, and confidentiality, please see the OJP website (http://www.ojp.usdoj.gov/funding/other_requirements.htm).

Performance Measures

To assist in fulfilling the Department’s responsibilities under the Government Performance and Results Act (GPRA), P.L. 103-62, applicants who receive funding under this solicitation must provide data that measures the results of their work. Additionally, applicants must discuss in their application their methods for collecting data for performance measures. Please refer to “What An Application Must Include” (below), for additional information on applicant responsibilities for collecting and reporting data. Grantees are required 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.	

	Number of people trained. Number of hours of training delivered. Number of agencies receiving training.	Number of people trained. Number of hours of training delivered. Number of agencies receiving training.
	Percentage of trainees completing the training whose post-test indicated an improved score over their pre-test. Percentage of trainees who rated the training as satisfactory or better (as indicated by a evaluation/ survey).	Number of trainees whose post-test indicated an improved score over their pre-test. Number of trainees completing both a pre- and post-test. Number of trainees who rated the training as satisfactory or better. Number of evaluations completed.

For more information about OJJDP performance measures, see www.ojjdp.ncjrs.gov/grantees/pm/ or contact Janet Chiancone at janet.chiancone@usdoj.gov.

How To Apply

Applications should be submitted through [GMS](#), a Web-based, data-driven system for the application, award, and management of OJP grants. Applicants should begin the process immediately to meet the GMS registration deadline, especially if this is the first time they have used the system. Complete instructions on how to register and submit an application in GMS can be found at www.ojp.usdoj.gov/gmscbt/. Applicants who experience technical difficulties during this process should e-mail GMSHelpDesk@usdoj.gov or call 1-888-549-9901 (option 3), Monday–Friday, 6:00 a.m. to midnight, Eastern Time, except federal holidays. 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.** An application must have a DUNS number to be submitted in GMS. The Office of Management and Budget requires that all businesses and nonprofit applicants for federal funds include a DUNS (Data Universal Numbering System) number in their application 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. Call 1–866–705–5711 or apply online at www.dunandbradstreet.com to obtain a DUNS number. Individuals are exempt from this requirement.
2. **Acquire or Renew Registration with the Central Contractor Registration (CCR) Database.** OJP requires all applicants (other than individuals) for federal financial

assistance to maintain a current registration in the CCR database to receive funding. 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. Applicants must update or renew their CCR registration at least once per year to maintain an active status. Information about CCR registration procedures can be accessed at www.ccr.gov.

3. **Acquire a GMS Username and Password.** If you are a new user, select the first time user link under the sign-in box of the [GMS homepage](#) to create a GMS profile. For more information on how to register in GMS, go to www.ojp.usdoj.gov/gmscbt/.
4. **Search for the Funding Opportunity on GMS.** After you log in to GMS or complete your GMS profile for your username and password, go to the Funding Opportunities link on the left side of the page. Select OJJDP and the OJJDP FY 2010 ICAC Task Force Strategies for Protecting Children at High Risk for Commercial Sexual Exploitation Program.
5. **Select the Apply Online Button Associated with the Solicitation Title.** The search results from step 4 will display the solicitation title along with the Registration and Application Deadlines for this funding opportunity. Select the Apply Online button in the Action Column to create an application in the system.
6. **Submit an Application Addressing the Requirements Outlined in this Solicitation by Following the Directions in GMS.** Once you have submitted your application, GMS will display a confirmation screen stating your submission was successful. **Important:** OJP urges applicants to submit their applications at least 72 hours prior to the due date.

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."

GMS Technical Issues

If you experience unforeseen GMS technical issues that prevent you from submitting your application by the deadline, you must contact OJJDP staff within 24 hours after the deadline and request approval to submit your application. At that time, OJJDP staff will require you to e-mail your complete grant application, DUNS number, and all GMS Help Desk tracking numbers. After the program office reviews the information you submit and contacts the GMS Helpdesk to validate the technical issues you reported, OJP will contact you to inform you whether your request to submit a late application has been approved. If the technical issues you reported cannot be validated, your application will be rejected 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 GMS 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 GMS are posted on the OJP funding Web page, www.ojp.usdoj.gov/funding/solicitations.htm.

What an Application Must Include

OJP recommends that applicants use appropriately descriptive file names (e.g., "Program Narrative," "Budget and Budget Narrative," "Timelines," "Memorandums of Understanding," "Résumés") for all required attachments. Where résumés are required, OJP recommends that applicants include them in a single file.

Standard Form-424

See www07.grants.gov/assets/SF424Instructions.pdf for instructions on how to complete your SF 4-24. If the applicant is a for-profit entity, select "For-Profit Organization" or "Small Business" (as applicable) in the Type of Applicant 1 data field. For-profit applicants also may select additional applicable categories (e.g., "Private Institution of Higher Education").

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. 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. OJJDP may reject applications that are incomplete, do not respond to the scope of the solicitation, or fail to comply with ALL format requirements.

The program narrative must address the following selection criteria: (1) statement of the problem/program narrative, (2) performance measures requirements, (3) project/program design and implementation, and (4) capabilities/competencies. 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

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, 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 must include a project abstract as the first page of the program narrative, and it is included in the page limitation specified above. The abstract must not exceed 200 words and 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 must focus on short-term and intermediate outcomes (see Performance Measures Requirements," below). The abstract must describe how the applicant will measure progress toward these goals.

SMART. All applicants must register with the OJJDP's Socioeconomic Mapping and Resource Topography (SMART) system at smart.gismapping.info. Applicants must demonstrate that they have queried the SMART system to determine program placement in a community facing significant need. Applicants should submit SMART-generated maps and reports that support the problem they have identified in this section as attachments to the application. If the SMART system does not provide the most recent data or information to validate the problem, applicants may identify and submit additional data points (e.g., local incidents of crime or community resources) instead (see "Other Attachments," page 15). Instructions specific to the FY 2010 solicitations will be posted on the home page of the SMART site. For questions or more information on the OJJDP SMART System, contact Dennis Mondoro at (202) 514-3913 or Dennis.Mondoro@usdoj.gov.

- **Performance Measures Requirements**

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 OJJDP will require 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 report data in support of mandated performance measures for this solicitation (see "Performance Measures," page 7.) Applicants must describe the steps they will take to assemble the information needed to comply with OJJDP's performance measures reporting requirements. OJJDP will encourage award recipients 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, OJJDP will require award recipients to submit a completed Privacy Certificate post-award. (See 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.

- **Project/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.

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 https://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 <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 <http://www.amecoinc.org>.

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 ojjdp.ncjrs.gov/grantees/performance.html. The applicant must submit the logic model as a separate attachment, as stipulated in "Other Attachments," page 15.

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). The applicant must submit the timeline as a separate attachment, as stipulated in "Other Attachments," page 15. On receipt of an award, the applicant may revise the timeline based on training and technical assistance that OJJDP will provide.

- **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.

Letters of Support/Memorandums of Understanding. If submitting a joint application, as described under “Eligibility,” page 3, applicants must provide signed and dated letters of support or MOUs for all key partners that include the following:

- an expression of support for the program and a statement of willingness to participate and collaborate with it
- a description of the partner’s current role and responsibilities in the planning process and expected responsibilities when the program is operational
- an estimate of the percentage of time that the partner will devote to the planning and operation of the project.

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. The budget should cover the entire award period.

- **Budget Detail 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 detail worksheet must 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. If you submit a different format, you must include the budget categories as listed in the sample budget detail worksheet.

- **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 justify all proposed costs listed in the budget detail worksheet (particularly supplies, travel, and equipment) and demonstrate that they are reasonable. In the budget narrative, applicants must explain how they calculated fringe benefits, how they estimated travel costs, why they must purchase particular items of equipment or supplies, and how they calculated overhead or indirect costs, if it applies.

See the OJP Financial Guide for questions pertaining to budget including allowable and unallowable costs at www.ojp.gov/financialguide/index.htm.

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.

Accounting System and Financial Capability Questionnaire

First time applicants to and applicants that have not previously received funding from OJP that are private organizations (i.e. non-profit, for-profit, faith-based organizations) should also submit a completed Accounting System and Financial Capability Questionnaire and financial statements. This requirement only applies to non-governmental applicants that have not received awards from OJP within the past 3 years. Government (state or local) agencies do not need to complete the questionnaire. Obtain the questionnaire at:

http://www.ojp.gov/funding/forms/financial_capability.pdf

Consult the OJP Financial Guide for questions pertaining to budget including allowable and unallowable costs at www.ojp.gov/financialguide/index.htm.

Plan for Collecting the Data Required for Performance Measures. (See "Performance Measures," page 6.)

Tribal Authorizing Resolution

If a tribe or tribal organization or a third party submits an application proposing to provide direct services or assistance to residents on tribal lands, the application must include a current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal council or comparable governing body authorizing the inclusion of the tribe or tribal organization and its residents. In those instances when an organization or consortium of tribes proposes to apply for a grant on behalf of a tribe or multiple specific tribes, the application must include a resolution from all tribes that will receive services or assistance provided under the grant.

Other Attachments

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

- SMART data (see page 11).
- logic model (see page 13).
- timeline or milestone chart (see page 13).
- résumés of all key personnel.
- job descriptions outlining roles and responsibilities for all key positions.
- letters of support/commitment and MOUs from partner organizations (see page 13).

Selection Criteria

1. Statement of the Problem/Program (15 points)
2. Performance Measures Requirements (10 points)
3. Project/Program Design and Implementation (40 points)

4. Capabilities/Competencies (25 points)
5. Budget (10 points)

See “Program Narrative,” page 10, for detailed descriptions of the above criteria.

Review Process

OJP is committed to ensuring a fair and open process for awarding grants. OJJDP reviews the applications to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with basic minimum program or legislative requirements as stated in the solicitation (including, but not limited to, requirements as to timeliness, proper format, and responsiveness to the scope of the solicitation).

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. Peer review panels will evaluate, score, and rate 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, strategic priorities, past performance, and available funding.

The Office of the Chief Financial Officer (OCFO), in consultation with OJJDP, conducts a financial review of applications for 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.

Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. OJP strongly encourage you to review the information pertaining to these additional requirements prior to submitting your application. Additional information for each can be found at www.ojp.usdoj.gov/funding/other_requirements.htm.

- Civil Rights Compliance
- Faith-Based and Other Community Organizations
- Confidentiality and Human Subjects Protection (if applicable)
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) (if applicable)

- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Nonsupplanting 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.

Appendix: Application Checklist

OJJDP FY 2010 ICAC Program – Law Enforcement Strategies for Protecting Children from Commercial Sexual Exploitation

The application check list has been created to aid you in developing your application. If any of the items listed below are missing, the application may not move forward for review.

Eligibility

- ICAC Task Force
- ICAC Task Force affiliate agency with MOU
- The federal request is within allowable limits: \$300,000

The application components

- Statement of the Problem/Program
- Performance Measures Requirements
- Project Design and Implementation
- Capabilities/Competencies
- Budget narrative
- Budget detail worksheet
- Project timeline
- Position descriptions
- Letters of support

Program narrative/Abstract format

- Double-spaced
- 12-point standard font
- 1" standard margins
- Narrative is 30 pages or less

Required forms, certifications and other components

- Standard 424 form
- DUNS number
- Certifications
- Other standard forms as applicable, including:
 - Disclosure of lobbying activities (if applicable)
 - Accounting System and Financial Capability Questionnaire (if applicable)