

OMB No. 1121-0329

**U.S. Department of Justice**

Office of Justice Programs

Office of Juvenile Justice and Delinquency Prevention



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The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office of Juvenile Justice and Delinquency Prevention](#) (OJJDP), is seeking applications for funding under its Fiscal Year (FY) 2010 Internet Crimes Against Children Task Force: Minnesota. This program furthers DOJ's mission by maintaining and expanding state and regional ICAC task forces to address technology-facilitated child exploitation.

# **OJJDP FY 2010 Internet Crimes Against Children Task Force: Minnesota**

## **Eligibility**

Only state and local law enforcement and prosecutorial agencies within the Federal Judicial District of Minnesota are eligible to apply. OJJDP will not accept applications from applicants whose jurisdiction is not within the boundaries of this Federal Judicial District. (See "Eligibility," page 3.)

## **Deadline**

Registration with OJP's [Grant Management System \(GMS\)](#) is required prior to application submission. (See "How To Apply," page 7.) All applications are due by 3 p.m., Eastern Time, on May 12, 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](mailto:GMSHelpDesk@usdoj.gov). The GMS Support Hotline hours of operation are Monday–Friday, 6:00 a.m. to midnight, Eastern Time

For assistance with any other requirement of this solicitation, call Will Bronson, Program Manager, at 202-305-2427 or e-mail him at [willie.bronson@usdoj.gov](mailto:willie.bronson@usdoj.gov).

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# OJJDP FY 2010 Internet Crimes Against Children Task Force: Minnesota (CFDA Number: 16.543)

## Overview

Pursuant to the [Protect Our Children Act of 2008](#) (Public Law 110-401, hereafter, “the Act”), the Internet Crimes Against Children (ICAC) Task Force Program seeks to maintain and expand state and regional ICAC task forces to address technology-facilitated child exploitation. These task forces work collaboratively as a national network of law enforcement and prosecutorial agencies that prevent, interdict in, and investigate Internet crimes against children. The program requires existing task forces to develop multijurisdictional, multiagency responses to such offenses by providing funding and other support to state and local law enforcement agencies as a means to help them acquire the necessary knowledge, personnel, and equipment.

## Deadlines: Registration and Application

Applicants must register with GMS prior to submitting an application. The deadline to register is 8 p.m., Eastern Time, on May 1, 2010, and the deadline to apply for funding under this announcement is 3 p.m., Eastern Time, on May 12, 2010. See “How To Apply,” page 7, for details.

## Eligibility

Only state and local law enforcement and prosecutorial agencies within the Federal Judicial District of Minnesota are eligible to apply. OJJDP will not accept applications from applicants whose jurisdiction is not within the boundaries of this Federal Judicial District.

## Program-Specific Information

- **Purpose**

The ICAC Task Force Program supports a national network of 61 multiagency, multijurisdictional 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.

As provided for in Section 103 of the Act, ICAC task forces shall be dedicated to the following:

- increasing the investigative capabilities of state and local law enforcement officers in the detection, investigation, and apprehension of Internet crimes against children offenses or offenders, including technology-facilitated child exploitation offenses
- conducting proactive and reactive Internet crimes against children investigations

- providing training and technical assistance 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
- increasing the number of Internet crimes against children offenses being investigated and prosecuted in both federal and state courts
- creating a multiagency task force response to Internet crimes against children offenses within each state
- participating in DOJ's Project Safe Childhood initiative, which combats technology-facilitated sexual exploitation crimes against children
- enhancing nationwide responses to Internet crimes against children offenses, including assisting other ICAC task forces and other federal, state, and local agencies with investigations and prosecutions
- developing and delivering public awareness and prevention programs
- participating in other activities, both proactive and reactive, that will enhance investigations and prosecutions of Internet crimes against children.
- **Goals, Objectives, and Deliverables**

Applicants must explain how they will help state and local law enforcement agencies improve effectiveness and achieve sustainability in responding to online child victimization and child pornography. Specifically, applicants must explain how they will address the following goals and objectives:

- maintaining and expanding state and regional ICAC task forces in order to prevent, interdict, investigate, and prosecute Internet crimes against children
- improving task force effectiveness in handling technology-facilitated child exploitation. Applicants must further explain how they will address the following functions as stipulated in Section 104 of the Act:
  - working consistently toward achieving the purposes described in section 103 of the Act
  - engaging in proactive investigations, forensic examinations, and effective prosecutions of Internet crimes against children
  - providing forensic, preventive, and investigative assistance to parents, educators, prosecutors, law enforcement, and others concerned with Internet crimes against children
  - developing multijurisdictional, multiagency responses and partnerships through ongoing informational, administrative, and technological support to other state and local law enforcement agencies, as a means for such agencies to acquire the necessary

knowledge, personnel, and specialized equipment to investigate and prosecute Internet crimes against children

- participating in nationally-coordinated investigations in any case in which the Attorney General determines such participation to be necessary, as the available resources of that task force permit
- establishing or adopting investigative and prosecution standards, consistent with established norms, to which such task force shall comply
- investigating tips, including tips from Operation Fairplay, the National Internet Crimes Against Children Data System (authorized in section 105 of the Act), the National Center for Missing and Exploited Children's CyberTipline, ICAC task forces, and other federal, state, and local agencies, with priority given to investigative leads that indicate the possibility of identifying or rescuing child victims, including investigative leads that indicate a likelihood of a serious offense or danger to the community
- developing procedures for handling seized evidence
- maintaining such reports and records that the Attorney General may require
- complying with national standards regarding the investigation and prosecution of Internet crimes against children that the Attorney General has set forth and to the extent such standards are consistent with the law of the state where the task force is located.

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

OJJDP intends to award one cooperative agreement under this solicitation that will be funded for as much as \$320,000 for an award period of 12 months. The award amount will cover the entire project period.

Pursuant to the authority provided in Section 106 of the Act, OJJDP will award funding based on a formula that considers the factors set forth in Section 106(a)(2)(B)(ii)(I-VI).

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.

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

## **Budget Information**

**Limitation on Use of Award Funds for Employee Compensation; Waiver.** With respect to any award of more than \$250,000 made under this solicitation, federal funds may not be used to pay total cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that exceeds 110% of the maximum annual salary payable to a member of the Federal Government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. (The 2010 salary table for SES employees is available at [www.opm.gov/oca/10tables/indexSES.asp](http://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. (Any such additional compensation will not be considered matching funds where match requirements apply.)

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

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

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

## **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](http://www.ojp.usdoj.gov/funding/other_requirements.htm)).

## Performance Measures

To assist DOJ in fulfilling its responsibilities under the Government Performance and Results Act, P.L. 103–62, applicants who receive funding under this solicitation must provide data that measures the results of their work. Applicants must discuss in their application their methods for collecting data for performance measures. Refer to “What an Application Must Include,” page 9, for additional information. Performance measures for this solicitation are as follows:

| Objectives   | Catalog ID | Performance Measures  | Data Grantees Provide  |
|--|------------|---|--|
| <p>Maintain and expand state and regional ICAC task forces to prevent, interdict, investigate, and prosecute Internet crimes against children.</p> <p>Improve task force effectiveness in preventing, interdicting, investigating, and prosecuting Internet crimes against children.</p> |            | <p>Percent increase in ICAC-related arrests.</p> <p>Percent increase in staff dedicated to investigating and prosecuting Internet crimes against children.</p> <p>Percent increase in computer forensic examinations that ICAC task forces complete.</p> <p>Percent increase in investigative technical assistance sessions provided by ICAC task forces to nonmember law enforcement agencies.</p> | <p>Number of ICAC-related arrests.</p> <p>Number of investigators dedicated to investigating Internet crimes against children.</p> <p>Number of prosecutors dedicated to prosecuting Internet crimes against children.</p> <p>Number of education and forensic specialists dedicated to Internet crimes against children.</p> <p>Number of investigations initiated for Internet crimes against children.</p> <p>Number of prosecutions for Internet crimes against children.</p> <p>Number of computer forensic examinations that ICAC task forces complete.</p> <p>Number of investigative technical assistance sessions ICAC task forces provide to nonmember law enforcement agencies.</p> |

|  |  |   |  |
|--|--|---|--|
|  |  | Number of law enforcement agencies that adhere to the ICAC program operational and investigative standards that the task force establishes. | Number of agencies that sign a memorandum certifying compliance with ICAC program standards. |
|--|--|---|--|

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

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/](http://www.ojp.usdoj.gov/gmscbt/). Applicants who experience technical difficulties at any point during this process should e-mail [GMSHelpDesk@usdoj.gov](mailto:GMSHelpDesk@usdoj.gov) or call 1-888-549-9901 (option 3), Monday–Friday, 6:00 a.m. to midnight, Eastern Time. 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](http://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](http://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](#) home page to create a GMS profile. For more information on how to register in GMS, go to [www.ojp.usdoj.gov/gmscbt/](http://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 10 Internet Crimes Against Children Task Force: Minnesota.

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.

**Note: 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 beyond your control which 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 the complete grant application, your DUNS number, and provide all GMS Help Desk tracking numbers. After the program office reviews all of the information submitted, and contacts the GMS Helpdesk to validate the technical issues you reported, OJP will contact you to either approve or deny your request to submit a late application. 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](http://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](http://www07.grants.gov/assets/SF424Instructions.pdf) for instructions on how to complete your SF-424. 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 applicant must clearly delineate the connections between and among each of these sections. For example, the applicant must derive the goals and objectives 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. The applicant should use data to provide evidence that the problem exists, demonstrate the size and scope of the problem, and document the effects of the problem on the target population and the larger community. Applicants should describe any previous or current attempts to address the problem.

Applicants should describe any research or evaluation studies that relate to the problem and contribute to 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 their 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.

- **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 successful applicants to provide.

**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. The applicant must clearly link them to the problem identified in the preceding section, and they must be measurable.

**Performance Measures.** Award recipients are required to report data in support of mandated performance measures for this solicitation (see "Performance Measures," page 6.) Applicants must describe the steps they will take to assemble the information needed to comply with OJJDP's performance measures reporting requirements. Award recipients will be encouraged to use information from existing program records to fulfill performance measures reporting requirements, rather than initiating new data collection activities for this purpose. To ensure confidentiality of program records, award recipients will also be required to submit a completed Privacy Certificate post-award. (See [www.ojjdp.ncjrs.gov/grantees/pm/faq.html](http://www.ojjdp.ncjrs.gov/grantees/pm/faq.html) for more information.)

- **Project/Program Design and Implementation**

Applicants must detail how the project will operate throughout the funding period and describe the strategies that they will use to achieve the goals and objectives identified in the previous section. OJJDP encourages applicants 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 [ojjdp.ncjrs.gov/grantees/performance.html](http://ojjdp.ncjrs.gov/grantees/performance.html). The applicant must submit the logic model as a separate attachment, as stipulated in "Other Attachments," page 12.

**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 applicant must submit the timeline as a separate attachment, as stipulated in "Other Attachments," page 12. On receipt of an award, the grantee 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. The applicant must clearly connect management and staffing patterns 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 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 memorandums of understanding (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](http://www.ojp.gov/funding/forms/budget_detail.pdf). If the applicant submits a different format, it must include the budget categories as listed in the sample 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 provide justification for all proposed costs listed in the budget detail 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.

Consult the OJP Financial Guide for questions pertaining to budget including allowable and unallowable costs at [www.ojp.gov/financialguide/index.htm](http://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 [www.ojp.usdoj.gov/funding/pdfs/indirect\\_costs.pdf](http://www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf).

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

### **Other Attachments**

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

- logic model (see "Logic Model," page 11)
- timeline or milestone chart (see "Timeline," page 11)
- résumés of all key personnel
- job descriptions outlining roles and responsibilities for all key positions

- letters of support/memorandums of understanding from partner organizations (see Letters of Support/Memorandums of Understanding,” page 11).

## **Selection Criteria**

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

1. Statement of the Problem/Program (20 points)
2. Performance Measures Requirements (20 points)
3. Project/Program Design and Implementation (20 points)
4. Capabilities/Competencies (20 points)
5. Budget (20 points)

See “Program Narrative,” page 9, 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.

Absent explicit statutory authorization or written delegation of authority to the contrary, the Assistant Attorney General, who may also consider other factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding, will make all final grant award decisions.

## Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. Applicants are encouraged to review the information pertaining to these additional requirements prior to submitting their applications. Additional information for each can be found at [www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

- Civil Rights Compliance
- Faith-Based and Other Community Organizations
- Confidentiality 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 Internet Crimes Against Children Task Force: Minnesota

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

- Applicant is a state or local law enforcement or prosecutorial agency within the Federal Judicial District of Minnesota.
- The amount requested does not exceed \$320,000.

#### The application contains:

- Statement of the Problem/Program
- Project Design and Implementation
- Capabilities/Competencies
- Budget Narrative
- Budget Detail Worksheet
- Performance Measures Requirements
- Project Timeline
- Position Descriptions
- Résumés
- Letters of Support/MOUs

#### 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 (see page \_\_), including
  - Disclosure of Lobbying Activities (if applicable)
  - Accounting System and Financial Capability Questionnaire (if applicable)