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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 pleased to announce that it is seeking applications for funding under its Fiscal Year (FY) 2010 Internet Crimes Against Children Task Force National Training Program. This program furthers DOJ's mission by 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.

# **OJJDP FY 2010 Internet Crimes Against Children Task Force National Training Program**

## **Eligibility**

OJJDP invites applications from public agencies including state agencies, units of local government (including federally-recognized Indian tribal governments as determined by the Secretary of the Interior and published in the Federal Register), public universities and colleges (including tribal institutions of higher education), and private organizations (including faith-based, tribal and community organizations). (See "Eligibility," page 3.)

## **Deadline**

Registration with OJP's [Grant Management System \(GMS\)](#) is required prior to application submission. (See "How To Apply" page 9.) All applications are due by 3:00 p.m., Eastern Time, on April 8, 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 12:00 a.m., Eastern Time.

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](mailto:christopher.holloway@usdoj.gov), or call Jeffrey Gersh, Program Manager, at 202-514-5535 or e-mail him at [jeffrey.gersh@usdoj.gov](mailto:jeffrey.gersh@usdoj.gov).

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# **OJJDP FY 2010 Internet Crimes Against Children Task Force National Training Program (CFDA # 16.543)**

## **Overview**

This grant program is authorized by 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).

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 2010 ICAC Task Force Training Program furthers the Department's mission to provide training and support in this area of constantly-evolving technology.

## **Deadlines: Registration and Application**

Registration is required prior to submission. The deadline to register in GMS is 1 p.m. eastern time on April 8, 2010 and the deadline for applying for funding under this announcement is 3 p.m. eastern time on April 8, 2010. Please see the "How to Apply," page 9, for more details.

## **Eligibility**

OJJDP invites applications from public agencies including state agencies, units of local government (including federally-recognized Indian tribal governments as determined by the Secretary of the Interior and published in the Federal Register), public universities and colleges (including tribal institutions of higher education), 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.

## 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 technology-facilitated child sexual exploitation. 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 affiliated federal, state, and local law enforcement and prosecutorial agencies in the areas of investigation, forensics, prosecution, community outreach, and capacity-building, using recognized experts to assist in the development and delivery of training programs. The successful applicant will consult with OJJDP, who will provide input and guidance on training topics, publications, manuals, training conferences, and other substantive issues and deliverables.

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

OJJDP seeks innovative approaches to designing and delivering training to support the ICAC Task Force network that includes law enforcement, prosecutors, computer forensic specialists, judges, and other related partnering agencies/organizations. OJJDP is particularly interested in approaches that deliver effective, cost-efficient training through a combination of traditional class-room instruction, distance and on-line learning technologies. Proposed approaches should clearly demonstrate the applicant's knowledge, understanding, and experience in the following tasks:

- delivering training to law enforcement, prosecutors, computer forensic specialists, judges, or other criminal justice professionals
- developing and maintaining a cadre of experts who can conduct training on a national, state, and local level through both traditional and nontraditional teaching modalities
- conducting evaluation and assessment of training outcomes.

Purpose areas under this program include the following:

**Entry Level and Core Training** (up to \$1,500,000 available). The successful applicant(s) will be responsible for delivering training programs already developed for ICAC investigators, including, but not limited to, ICAC Investigative Techniques and ICAC Under Cover Chat Investigations. (OJJDP will supply copies of course outlines to interested applicants, on request. See contact information, page 2.) In addition, applicants should be prepared to modify existing training delivery mechanisms to increase efficiency and cost effectiveness. The successful applicant will also be expected to propose other courses and training products targeting the development of core knowledge related to ICAC investigations.

**Specialized Investigative Techniques** (up to \$1,000,000 available). The successful applicant(s) will develop training opportunities focused on specialized topic areas related to investigating child sexual exploitation offenses and technology-facilitated child sexual exploitation. Training areas of focus may include, but are not limited to: cell phone technologies, wireless networks, peer-to-peer file sharing, encryption, exploitation via social networking sites, and/or the commercial sexual exploitation of children.

**Digital Evidence Forensics** (up to \$1,000,000 available). The successful applicant(s) will develop training opportunities focused on forensic analyses of computers, cell phones, wireless networks, video games, and other digital devices which may contain evidence of a crime.

**Prosecutor Training** (up to \$500,000 available). The successful applicant(s) will develop training for state and local prosecutors assigned cases related to Technology-Facilitated Child Sexual Exploitation Offenses.

**Officer Wellness** (up to \$350,000 available). The successful applicant(s) will develop training for law enforcement, police agency command staff, and mental health professionals in order to assist law enforcement and other professionals experiencing vicarious trauma due to long term and repeated exposure to child exploitation images as part of their work responsibilities.

**Judges Training** (up to \$350,000 available). The successful applicant(s) will develop training and reference material to assist criminal or family court judges presiding over cases related to technology-facilitated child sexual exploitation cases.

OJJDP anticipates modifying tasks and specifications as the Office identifies emerging training needs. The assigned OJJDP Program Manager must approve all changes to the proposed scope of work.

Successful applicants must plan to clearly identify OJJDP in all documents, trainings, and materials produced for the purpose of this cooperative agreement as the federal agency responsible for products created with grant funds.

DOJ, as the awarding agency, reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, or otherwise use and authorize others to use, for federal government purposes, the copyright in any work developed under an award or subaward and any rights of copyright to which a recipient or subrecipient purchases ownership with award support.

Applicants should plan training events in conjunction with other relevant conferences and events, as appropriate, to maximize participation and cost effectiveness. The award recipients 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 such as program marketing, participant applications and acceptance, consultant coordination and travel, and meeting/lodging space acquisition, according to federal regulations.
- in conjunction with the ICAC Program Support provider, provide a mechanism for evaluating and assessing measurable outcomes (i.e., long-term knowledge retention) of training and

technical assistance activities, to include pre- and post-event assessment, as well as a six months post-event assessment of retained knowledge and skills.

- in concert with OJJDP, maintain state-of-the-art curricula and materials through systematic review, assessment, and revision.
- contribute content for the OJJDP Web site for the effective dissemination and communication of training and technical assistance services and products, as deemed suitable by OJJDP.

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

OJJDP intends to make up to 8 awards with program and budget periods of 12 months. Based on the availability of funds and determination of successful performance, OJJDP may provide continuation funding for up to two 12 month increments. Selected applicants will be funded through a cooperative agreement with OJJDP.

Applicants may submit applications for one or more of the purpose areas listed on page 4. Each purpose area requires a separate application, and applications combining training in different purpose areas will not be considered. Applicants that apply for funding under more than one purpose area will not be awarded more than the statutory maximum of \$2,000,000 allowed under Section 102 of the PROTECT Act, and OJJDP will determine how to divide this total among successful applications.

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 tasks:

- 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.

Applicants should budget funds for one or two persons to attend four two-day ICAC grantees' meetings per year; the ICAC National Training Conference (once each year); and two meetings per year in Washington, DC, to meet with OJJDP program staff.

The initial budget period for this award will be July 1, 2010 through June 30, 2011.

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:** No portion of any award of more than \$250,000 made under this solicitation may 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 <http://www.opm.gov/oca/10tables/indexSES.asp>.) Note: A recipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

The limitation on compensation rates allowable under an award may be waived on an individual basis at the discretion of the Assistant Attorney General (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.

## 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 10, for additional information. Performance measures for this solicitation are as follows:

| Objective   | Performance Measures | Data Grantees Provide   |
|---|----------------------|---|
| 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. |                      | OJJDP has an online system for grantee performance measures data reporting. To access, see ( <a href="http://ojjdp.ncjrs.gov/grantees/pm">ojjdp.ncjrs.gov/grantees/pm</a> )<br><br>During the reporting period: |

| <b>Objective</b>  | <b>Performance Measures</b>   | <b>Data Grantees Provide</b>  |
|---|---|---|
| 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. |   |   |
|   | Number of training requests received.   | Number of training requests received.   |
|   | Number of technical assistance requests received.   | Number of technical assistance requests received.   |
|   | Number of program materials developed.  | Number of program materials developed.  |
|   | Number of planning or training events held.   | Number of planning or training events held.   |
|   | Number of people trained.   | Number of people trained.   |
|   | Percent of people exhibiting increased knowledge of the program area.                                     | Number of people exhibiting increased knowledge of the program area (determined by pre- and post- testing).   |
|   | Number of program policies changed, improved, or rescinded.   | Number of program policies changed, improved, or rescinded.   |
|   | Percent of organizations reporting improvements in operations based on training and technical assistance. | Number of organizations that receive training and technical assistance.<br><br>Number of those served by TTA. |

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 12:00 a.m., 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.** A DUNS number is required to submit an application 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 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, one-time activity. Obtain a DUNS number by calling 1–866–705–5711 or by applying online at [www.dnb.com](http://www.dnb.com). Individuals are exempt from this requirement.
- 2. Acquire or Renew Registration with the Central Contractor Registration (CCR) Database.** CCR registration is required to receive funding. 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 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, please create a GMS profile by selecting the first time user link under the sign-in box of the [GMS](#) home page. 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 hand side of the page. Please select OJJDP and the OJJDP FY 2010 Internet Crimes Against Children Task Force National Training Program.
- 5. Select the Correct Solicitation Title.** Some OJP solicitations posted in GMS contain multiple purpose areas, denoted by the solicitation categories identified in the solicitation title. If you are applying to a solicitation with multiple solicitation categories, you must select the appropriate solicitation title for the intended purpose area of your application. The

application will be peer reviewed according to the requirements of the purpose area under which it is submitted.

6. **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. Please select the Apply Online button in the Action Column to create an application in the system.
7. **Submit an Application Addressing All of the Requirements Outlined in this Solicitation by Following the Directions in GMS.** Once submitted, GMS will display a confirmation screen stating your submission was successful. **Important:** You are urged to submit your application at least 72 hours prior to the due date of the application.

**Note: OJP's Grants Management System (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 Grants.gov technical issues beyond your control 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 the complete grant application, your DUNS number, and a GMS Help Desk tracking number(s). After OJJDP reviews the information you submit and contacts the GMS Helpdesk to validate the technical issues you reported, OJJDP 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, OJJDP will reject your application for failing to meet the deadline.

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 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 using appropriately descriptive file names (e.g., "Program Narrative," "Budget and Budget Narrative," "Timelines," "Memoranda of Understanding," "Résumés") for all required attachments. Where résumés are required, OJP recommends that all résumés be included 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 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 describe the training that will be delivered.

Applicants must briefly describe the nature and scope of the problem that the program will address (e.g., need to provide training to law enforcement about child exploitation). 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.

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 applicants are expected 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.** 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 "Performance Measures Requirements," page 12). The abstract must describe how progress towards these goals will be measured.

- **Performance Measures Requirements**

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.

**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 goals described in the preceding section and measurable.

**Performance Measures.** Award recipients are required to report data in support of mandated performance measures for this solicitation (see "Performance Measures," page 7.) 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).

This section must outline how the applicant will perform the following tasks:

- designing, developing, and delivering training for OJJDP, the ICAC Task Forces, law enforcement, prosecution, and other relevant professionals to improve the operations of the ICAC Task Force Program
- initiating and developing collaborative relationships with other organizations and agencies with analogous missions
- participating in conferences and other outreach efforts to increase public awareness of the issues surrounding technology-facilitated crimes against children
- collecting, cataloging, and disseminating relevant materials on combating Internet crimes against children to law enforcement, prosecution, and other relevant professionals, as approved by OJJDP
- collecting, analyzing, and reporting on the progress of the ICAC Training Program and its activities.

- **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.

**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 15. 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.

**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 percent 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.

Applicants must provide a budget analysis factoring total funds requested with the number of students anticipated to be served; thus, providing a cost per student calculation.

- **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 sample budget 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 budget 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 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 7.)

### **Tribal Authorizing Resolution**

If an application is being submitted by either (1) a tribe or tribal organization, or (2) a third party proposing to provide direct services or assistance to residents on tribal lands, then 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 must be included with the application. 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, then the application must include a resolution from all tribes that will be included as a part of the services/assistance provided under the grant.

## **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 13)
- 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 (see “Letters of Support/Memorandums of Understanding,” page 13).

## **Selection Criteria**

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

1. Statement of the Problem/Program (15 points)
2. Performance Measures Requirements (5 points)
3. Project/Program Design and Implementation (40 points)
4. Capabilities/Competencies (20 points)
5. Budget (20 points).

See “Program Narrative,” page 11, 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 application 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 be reviewing 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. Eligible applications 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 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. We 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](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 A: Application Checklist

### OJJDP FY 2010 Internet Crimes Against Children Task Force National Training Program

Before submitting your application, please address the following:

#### Eligibility

OJJDP invites applications from public agencies including state agencies, units of local government (including federally-recognized Indian tribal governments as determined by the Secretary of the Interior and published in the Federal Register), public universities and colleges (including tribal institutions of higher education), and private organizations (including faith-based, tribal and community organizations). (See "Eligibility," page 3.)

#### Competition ID (Purpose Area)

The application addresses only one of the following purpose areas:

- Entry Level and Core Training
- Specialized Investigative Techniques
- Digital Evidence Forensics
- Prosecutor Training
- Officer Wellness
- Judges Training

#### The Federal Request is within Allowable Limits:

- Entry Level and Core Training (\$1,500,00)
- Specialized Investigative Techniques (\$1,000,000)
- Digital Evidence Forensics (\$1,000,000)
- Prosecutor Training (\$500,000)
- Officer Wellness (\$350,000)
- Judges Training (\$350,000)

#### The application contains:

- \_\_\_\_\_ Statement of the Problem/Program
- \_\_\_\_\_ Project Design and Implementation
- \_\_\_\_\_ Capabilities/Competencies
- \_\_\_\_\_ Budget Narrative
- \_\_\_\_\_ Budget Detail Worksheet
- \_\_\_\_\_ Performance Measures Requirements

#### Program Narrative/Abstract Format

- \_\_\_\_\_ Double-spaced
- \_\_\_\_\_ 12-point Standard Font
- \_\_\_\_\_ 1" Standard Margins
- \_\_\_\_\_ Narrative is 30 pages or less.

#### Other Required Components:

- \_\_\_\_\_ Standard-424 Form
- \_\_\_\_\_ DUNS Number

- \_\_\_\_\_ Program Narrative indicates application category
- \_\_\_\_\_ Project Timeline
- \_\_\_\_\_ Position Descriptions
- \_\_\_\_\_ Letters of Support
- \_\_\_\_\_ Certifications