



# Internet Crimes Against Children Training and Technical Assistance Program

Catalog of Federal Domestic Assistance (CFDA) Number: 16.543  
Funding Opportunity Number: **XXXXXX**

## Program Announcement

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**Office of Justice Programs**  
**Office of Juvenile Justice and Delinquency Prevention**  
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The Office of Juvenile Justice and Delinquency Prevention is a component of the Office of Justice Programs, which also includes the Bureau of Justice Assistance, the Bureau of Justice Statistics, the National Institute of Justice, and the Office for Victims of Crime.

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# Internet Crimes Against Children Training and Technical Assistance Program

## Overview

The Office of Juvenile Justice and Delinquency Prevention (OJJDP) seeks to continue the training, technical assistance, evaluation, and program management effort for the Internet Crimes Against Children (ICAC) Training and Technical Assistance Program. OJJDP created the ICAC Task Force Program under the authority of the 1998 Justice Appropriations Act (Public Law 105-19) and has funded the program with successive appropriations. The ICAC Task Force Program helps state and local law enforcement agencies develop an effective response to the online exploitation of children and the trafficking of child pornography. The program was created to focus a coordinated response upon this problem, bringing together the investigative and forensic resources of multiple agencies to better protect children. Forty-six regional task force agencies receive funding through this program and have responsibility for all 50 states.

OJJDP established the Internet Crimes Against Children Training and Technical Assistance Program in 2003 to provide support and training in this area of constantly evolving technology and technical assistance to new and established task force agencies based upon the unique needs of each.

## Award Information

OJJDP will award one cooperative agreement of up to \$2.5 million for a 5-year project with an initial budget period of 12 months.

Under the resulting cooperative agreement, the winning applicant of this solicitation will establish a program to manage and deliver training and technical assistance on a national basis. This includes designing, developing, and implementing a coordinated and comprehensive training and technical assistance program and sustaining it under guidance from OJJDP.

## Major Tasks and Deliverables

OJJDP expects the successful applicant to develop and provide the following required trainings, which include:

- Two 2-day briefings for 45 ICAC Chief Executive Officers per year.
- The following courses are between 2 and 5 days long (16 to 40 hours) and may use hands-on computer lab instruction. Each course should serve up to 24 participants:
  - ICAC Investigative Technology: 11 courses per year.

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- ICAC Peer Precision: 2 courses per year.
  - ICAC Unit Supervisory Training: 3 courses per year.
  - ICAC Undercover Chat Investigative Training: 6 courses per year.
  - ICAC Trial Advocacy for Prosecutors: 4 courses per year.

The awardee should plan the training events in conjunction with other relevant conferences and events, as appropriate, to maximize participation and cost effectiveness. Descriptions of the training programs that the awardee will provide are available at: <http://www.icactraining.org/>. The awardee may develop other trainings over the 5-year project period as new issues and needs emerge. The awardee will coordinate development of new trainings with OJJDP.

## Eligibility

OJJDP invites public agencies (including state agencies, units of local government, public universities and colleges, and tribal governments) and private organizations (including secular and faith-based nonprofit organizations and for-profit organizations who agree to waive any profit or fee) to apply for this grant.

For the purposes of this program, OJJDP is interested in innovative approaches for the design and delivery of training, technical assistance, and program support to the ICAC Task Force network, law enforcement, and partnering agencies/organizations that clearly demonstrate the following minimum requirements:

- An understanding of the scope and scale of computer facilitated crimes against children.
- An understanding of the organizations, agencies, and other groups involved in investigating and addressing computer-facilitated crimes against children.
- An understanding of the mechanics and requirements of delivering training, technical assistance, and program management to the ICAC Task Force network, affiliated agencies, and other groups that address incidents of computer-facilitated crimes against children.
- An extensive understanding of the complexities of the ICAC Task Force Program, its subcommittees, and the various issues, sensitivities, and controversial matters related to the initiative.
- An understanding of the needs of the U.S. Department of Justice, particularly OJJDP, in carrying out the mission and role as the ICAC Training and Technical Assistance coordinator.
- Extensive experience and an understanding of how criminal investigations are conducted on a national, state, and local level involving computer-facilitated crimes against children.

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- Extensive experience providing training at a national level in the field of computer-facilitated crimes against children.
  - Familiarity with operational, tactical, investigative, and forensic activities that ICAC Task Force members engage in.
  - An established partnership with educational and research institutions with a long history of involvement in the online enticement and exploitation and victimization of children.
  - Familiarity with the ICAC Task Force national strategic plan, its goals and objectives, and the work that the five subcommittees perform.
  - Extensive experience working with the National Center for Missing & Exploited Children, including the Training Division, the Exploited Child Unit, and the Child Victim Identification Programs.

## How to Apply

The Office of Justice Programs (OJP) requires applicants to submit all applications for discretionary, competitive grant programs through the Grants.gov process.

Registering with Grants.gov is a one-time process. Using an established Internet account, go to [www.grants.gov](http://www.grants.gov) to submit an application. First-time registrants may take 3-5 business days to validate and confirm their registration and to receive their user name and password.

OJJDP highly recommends that applicants start the registration process as early as possible to prevent delays in submitting the application package (see appendix D on page 15 for a Grants.gov Registration Checklist). Applicants can work on their application while the registration is pending, however, *applicants cannot submit an application until the registration process is complete.*

More detailed instructions about applying through Grants.gov are available on OJJDP's Web site at <http://ojjdp.ncjrs.org/funding/gms.html>.

Applicants must submit their proposals to OJJDP through Grants.gov by February 28, 2006.

## Review Process

OJJDP is committed to ensuring a competitive and standardized process for awarding grants. OJJDP will screen applications initially to determine whether the applicant meets the eligibility requirements. A peer review panel will evaluate, score, and rate only those applications that eligible applicants submit and that meet all other requirements (e.g., application is complete, meets formatting requirements, and is responsive to the programmatic requirements of the solicitation, etc.). OJJDP will rate all applications that proceed to peer review on a 100-point scale. Point values for individual selection criteria are presented below.

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Peer reviewers' ratings and any resulting recommendations are advisory only. The U.S. Department of Justice will make all final grant award decisions and may also give consideration to geographic distribution and regional balance when making awards. Applicants can find detailed information about OJJDP's peer review process on the OJJDP Web site ([ojjdp.ncjrs.org/funding/peerreview.html](http://ojjdp.ncjrs.org/funding/peerreview.html)).

## Application for Federal Assistance (SF-424)

Applicants must complete the Application for Federal Assistance (SF-424), a standard form that most federal agencies use.

Applicants must provide the following information to complete the SF-424:

- **DUNS Number.** Applicants can call 800-333-0505 to request a free DUNS number. Applicants must have a DUNS number *before* beginning the application process.
- **CFDA Number.** The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.543, titled "Missing Children's Assistance."

## Assurances and Certifications

Applicants are required to review and accept the "Other Requirements" (see appendix A on page 8) to receive federal funds under this program.

## Budget (10 points)

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

Applicants must submit a budget that includes *both* a detailed worksheet itemizing all costs and a narrative explaining and justifying each budget item:

- **Budget Detail Worksheet.** The worksheet should provide the detailed computation for each budget line item. The worksheet must list the cost of each item and show how the applicant calculated the cost. For example, costs for personnel should show the annual salary rate and the percentage of time that each employee paid through grant funds devoted to the project. The budget worksheet should present a complete and detailed itemization of all proposed costs.
- **Budget Narrative.** The narrative should describe each budget item and relate it to the appropriate project activity. It should closely follow the content of the budget worksheet and justify all proposed costs. In the budget narrative, the applicant should 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. The budget narrative should justify the specific items listed in the budget worksheet (particularly supplies, travel, and equipment) and demonstrate that all costs are reasonable.

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**There is no match requirement for this cooperative agreement.**

A sample Budget Detail Worksheet form is available on the Grants/Funding section of OJP's Web site ([www.ojp.usdoj.gov/forms.htm](http://www.ojp.usdoj.gov/forms.htm)).

**Please note: All funds listed in the budget will be subject to audit.**

## Program Narrative (90 points)

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, use a standard 12-point font (Times New Roman is preferred), have 1-inch margins, and not exceed 20 pages. (Please number pages "1 of 20," "2 of 20," and so forth.) OJJDP may deem applications that do not adhere to the required format to be ineligible and may not forward them to peer review.

The program narrative must address the following selection criteria:

### 1. Statement of the Problem (5 points)

This section must identify the problems and or issues the applicant will address in this project. This includes a discussion of the ICAC Training and Technical Assistance Program in the context of the computer-facilitated exploitation of children, the scope and scale of the problem, and the short- and long-term impact of the ICAC Training and Technical Assistance effort. Applicants should also explain and discuss current and previous efforts to address the problem and the result of these attempts. This section should demonstrate an understanding of the complexities of the problem as well as the solutions for addressing it.

### 2. Goals and Objectives (15 points)

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 applicant to submit** (see appendix B on page 13). The development of specific training initiatives, technical assistance, and program management to the ICAC Task Force network will be the primary deliverable and work products. The deliverables should be directed toward the continuation, expansion, and enhancement of the ICAC Task Force Program. This section must outline how the applicant will achieve the following:

- A. Design, develop, and conduct training programs for law enforcement, prosecution, probation, and parole to improve Task Force members' operational, tactical, investigative, and forensic capabilities.
- B. Reach out to, develop relationships, and partner with other organizations and agencies with similar missions.



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- C. Participate in conferences and other outreach efforts to increase public awareness of the issues surrounding computer-facilitated crimes against children.
  - D. Collect, catalog, and make available relevant material to law enforcement, prosecution, probation, and parole on the topic of combating Internet crimes against children.
  - E. Implement a quality review process to evaluate existing ICAC Task Force agencies' operations and improve the services they offer.
  - F. Collect, analyze, and report on the progress and activities that the ICAC Training and Technical Assistance Program conducts.
  - G. Assist with coordination and provide the resources necessary to enhance the effectiveness of the ICAC Task Force Working Group and its subcommittees' efforts.
  - H. Establish a national information sharing, intelligence gathering, and deconfliction information system and provide the training and support to successfully implement it.
  - I. Create and maintain a Web site and listservs to share and collect information in support of the ICAC Task Force network

### 3. Project Design (30 points)

Applicants must describe the specific strategies that they will use to implement the proposed program. **Applicants should design the program that will facilitate the gathering of data on the required performance measures** (see appendix B on page 13). This section should discuss the program's concept, identify the program's constituent groups, identify the specific strategies for meeting the objectives stated above, and discuss how this effort supports OJJDP's overall strategy in dealing with computer-facilitated crimes against children. This section must describe, in great detail, what activities the applicant will conduct within the projected time frame of this effort. The section must also discuss how the specific tasks and work products will sustain changes and enhancements in addressing computer-facilitated crimes against children.

### 4. Management and Organizational Capability (40 points)

Applicants must describe the roles and responsibilities of project staff and explain the program's organizational structure and operations. This section must discuss how the applicant will manage and staff the project. This section must describe the specific experience and capabilities of the organization as it relates to this initiative and must also describe the experience and capabilities of other organizations and agencies that are intended to serve as subcontractors for this initiative.

## Other Attachments

Applicants must submit the following materials as attachments to their Grants.gov application. *Please note: although OJJDP does not assign specific point values to the materials provided in the Other Attachments, the peer reviewers will, when appropriate, consider these items when rating applications. For example, reviewers will consider any resumes the applicant submits when assessing the*

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*management and organizational capabilities of the applicant or will review project timelines when evaluating the applicant's project design. Peer reviewers will not review any additional information other than that specified below.*

## 1. Project Abstract

The Project Abstract should not exceed 200 words and should briefly describe the project's purpose, summarize the activities that the applicant will implement to achieve the project's goals and objectives, and identify the constituent group that this initiative will serve.

## 2. Resumes for Key Staff

## 3. Geographic Information

To help OJP develop a geographic information system (GIS) strategic planning capacity, GMS applicants must provide the following two items of information on the geographic area(s) that the funded activity will serve ("service area(s)") in the formats specified below:

- **Physical address.** If the mailing address is a P.O. box, specify the physical address(es) of the location(s) where the applicant will provide services. If the mailing address is in a rural area with no street address, include the nearest street intersection. If the program has multiple service areas, include the required information for each.

*(example with street address)*

ABC Associates  
123 First Street  
Shrewsbury, PA 17361

*(example with no street address)*

ABC Associates  
First Street and Holiday Drive  
Shrewsbury, PA 17361

- **Map and street description.** Provide a road map (with local detail) with the service area(s) clearly depicted. Mark the map with information identifying the grant application it is tied to, including applicant name, application number, and contact name and phone number. Also, include a written description of streets bounding the service area. If GIS files are available, e-mail them to OJJDP's Mapping Section, attention: Sarah Breen at [sarah.breen@usdoj.gov](mailto:sarah.breen@usdoj.gov).

## Due Date

Applicants must register for this funding opportunity by February 21, 2006, and submit their completed applications online through Grants.gov by 8:00 P.M. ET, February 28, 2006.

## For Additional Information

If you have questions about this program announcement, please call the Child Protection Division of OJJDP at (202) 616-3637. For technical questions, call the Grants.gov Contact Center at 1-800-518-4726. For financial questions, call OJP's Office of the Comptroller, Customer Service Center at 1-800-458-0786 (press 2) or at [ask.oc@usdoj.gov](mailto:ask.oc@usdoj.gov).

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## Appendix A: Other Requirements

### Anti-Lobbying Act

Applicants should be aware that the Anti-Lobbying Act, 18 U.S.C. § 1913, recently was amended to expand significantly the restriction on the use of appropriated funding for lobbying. This expansion also makes the anti-lobbying restrictions enforceable via large civil penalties, with civil fines between \$10,000 and \$100,000 per each occurrence of lobbying activity. These restrictions are in addition to the anti-lobbying and lobbying disclosure restrictions imposed by 31 U.S.C. § 1352. The Office of Management and Budget (OMB) is currently amending the OMB cost circulars and the common rule (codified at 28 CFR part 69 for U.S. Department of Justice grantees) to reflect these modifications. However, in the interest of full disclosure, all applicants must understand that they may not use any federally appropriated funding made available under this grant program, either directly or indirectly, to support the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government, without the express approval by OJP. Any violation of this prohibition is subject to a minimum \$10,000 fine for each occurrence. This prohibition applies to all activity, even if currently allowed within the parameters of the existing OMB circulars.

### Civil Rights Compliance

All recipients of federal grant funds are required to comply with nondiscrimination requirements contained in various federal laws. In the event that a court or administrative agency due process hearing makes a finding of discrimination on grounds of race, color, religion, national origin (see also “Services to Limited English Proficient (LEP) Persons” on page 11), gender, disability, or age, the recipient of funds must forward a copy of the finding to the Office of Civil Rights, Office of Justice Programs. All applicants should consult the Assurances they are required to submit with the application to understand the applicable legal and administrative requirements.

### Confidentiality and Human Subjects Protection

Applicants should be aware of the U.S. Department of Justice’s requirements for privacy and confidentiality in research and statistical efforts, as stipulated by 42 U.S.C. § 3879g. The U.S. Department of Justice has issued a specific regulation concerning the implementation of this statutory requirement in 28 CFR Part 22. In accordance with 28 CFR Part 22, applicants requesting funds for research or statistical activities must submit a Privacy Certificate with the application. The Privacy Certificate should ensure that the applicant has appropriate policies and procedures in place to protect the confidentiality of data identifiable to private persons. Specifically, the Privacy Certificate must comply with the requirements of 28 CFR § 22.23. OJJDP has developed guidelines for preparing a Privacy Certificate in accordance with the confidentiality regulation. Copies of the Privacy Certificate Guidelines, a Privacy Certificate Face Sheet, and a Sample Attachment for a Privacy Certificate are available on the OJJDP Web site ([ojjdp.ncjrs.org/funding/privacy.pdf](http://ojjdp.ncjrs.org/funding/privacy.pdf)). Applicants are further advised that an institutional review board<sup>1</sup> (IRB), in accordance with U.S. Department of Justice regulations at 28 CFR Part 46, must review any project that will involve the use

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<sup>1</sup> Institutional Review Boards (IRBs) are the governing bodies that assure that data collection efforts are in accordance with all relevant local, state, and federal laws to protect human subjects. Background information on IRBs is available from the

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of human research subjects. IRB review is not required prior to submission of the application. However, if OJJDP makes an award and the project involves research using human subjects, OJJDP will place a special condition on the award requiring that an appropriate IRB approve the project before OJJDP will disburse federal funds for activities involving human subjects. Applicants should include plans for IRB review, where applicable, in the project timeline they submit with the proposal. A copy of “Confidentiality of Identifiable Research and Statistical Information (28 CFR Part 22)” is available on the OJJDP Web site ([ojjdp.ncjrs.org/funding/confidentiality.pdf](http://ojjdp.ncjrs.org/funding/confidentiality.pdf)).

## Coordination of Federal Efforts

To encourage better coordination among federal agencies in addressing state and local needs, the U.S. Department of Justice requests that applicants provide information on the following: (1) active federal grant award(s) supporting this or related efforts,<sup>2</sup> including awards from the U.S. Department of Justice; (2) any pending application(s) for federal funds for this or related efforts; and (3) plans for coordinating any funds described in items (1) or (2) with the funding that this application seeks. For each federal award, applicants must include the program or project title, the federal grantor agency, the amount of the award, and a brief description of its purpose.

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National Institute of Justice ([www.ojp.usdoj.gov/nij/humansubjects/index.html](http://www.ojp.usdoj.gov/nij/humansubjects/index.html)) and the U.S. Department of Health and Human Services ([www.hhs.gov/ohrp/](http://www.hhs.gov/ohrp/)).

Most local and state governments, colleges and universities, hospitals, and private contract research firms have IRBs in place. Agencies that might help you find an IRB to review your data collection plans for the purpose of the application include a local jail, hospital, mental health treatment facility, public health agency, community college, or 4-year college or university. Try calling these agencies, explain that you are submitting an application for federal funding and are required to collect data on the children you serve, and you therefore need IRB clearance and ask if they have ever encountered this situation and what they did about it. It is likely that at least one of these agencies will have some experience they would be willing to share.

IRB reviews are now available from for-profit organizations, if the potential applicant does not have access to an IRB through his/her own institution. They cost about \$6,000–\$10,000, and those costs would need to be built into the first year's budget. Query the term “Institutional Review Board” with any Internet search engine to find those firms.

You do not need to have IRB clearance at the time you submit your application to OJJDP. In your application, you can outline the process for getting IRB clearance in your community. If possible, you should start the process, so that you could say in your application that an IRB is reviewing your study/plan/design and give the expected date for final clearance. Applicants are not required to get final clearance until/if they are funded. In fact, some IRBs won't review a study until after funding is secured.

<sup>2</sup> “Related efforts” is defined for these purposes as one of the following: efforts for the same purpose (i.e., the proposed award would supplement, expand, complement, or continue activities funded with other federal grants); another phase or component of the same program or project (e.g., to implement a planning effort using other federal funds or to provide a substance abuse treatment or education component within a criminal justice project); or services of some kind (e.g., technical assistance, research, or evaluation) rendered to the program or project described in the application.

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## Financial and Government Audit Requirements

Federal grants are governed by the provisions of the OMB circulars applicable to financial assistance and OJP's *Financial Guide*, which is available from the OJP Web site ([www.ojp.usdoj.gov/oc](http://www.ojp.usdoj.gov/oc)). The *Guide* includes information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. This document will govern how all successful applicants administer funds.

Audits of state and local units of government, institutions of higher education, and other nonprofit institutions must comply with the organizational audit requirements of OMB circular A-133, which states that recipients who expend \$500,000 or more of federal funds during their fiscal year are required to submit a single organizationwide financial and compliance audit report to the Federal Audit Clearinghouse within 9 months after the close of each fiscal year during the term of the award.

Grantees must comply with the following OJP reporting requirement:

- **Financial status reports (SF 269).** Grantees must submit these financial reports quarterly by the 45th day following the end of each calendar quarter, and a final report is due 120 days following the end of the award period. Grantees may file SF-269 forms online through the Internet at <https://grants.ojp.usdoj.gov>. Grant recipients who do not submit SF-269 reports by the due date will be unable to drawdown funds.
- **Categorical Assistance Progress Reports (OJP Form 4587/1).** Grantees should complete and submit these semiannual reports within 30 days after the end of the reporting periods, which are June 30 and December 31 for the life of the award. Grantees should submit progress reports online through the Grants Management System (GMS) using the "Application" module. Grantees may address questions to the GMS Help Desk at 1-888-549-9901.

## Faith-Based and Community Organizations

Consistent with President George W. Bush's Executive Order 13279, dated December 12, 2002, and 28 C.F.R. Part 38, it is OJP policy that faith-based and community organizations that statutorily qualify as eligible applicants under OJP programs are invited and encouraged to apply for assistance awards to fund eligible grant activities. OJP will consider faith-based and community organizations for awards on the same basis as any other eligible applicants and, if they receive assistance awards, OJP will treat these groups on an equal basis with all other grantees in the administration of such awards. OJP will not discriminate for or against any eligible applicant or grantee on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or persons working in the organization. Faith-based organizations receiving OJP assistance awards retain their independence and do not lose or have to modify their religious identity (e.g., removing religious symbols) to receive assistance awards. Faith-based groups, however may not use OJP grant funds to fund any inherently religious activity, such as prayer or worship. Inherently religious activity is permissible, although it cannot occur during an activity funded with OJP grant funds; rather, the grantee must separate such religious activity in time or place from the OJP funded program. Further, participation in such activity

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by individuals receiving services must be voluntary. Programs that OJP funds are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion.

## Services to Limited English Proficient (LEP) Persons

Recipients of OJP financial assistance are required to comply with several Federal civil rights laws, including Title VI of the Civil Rights Act of 1964 ("Title VI") and the Omnibus Crime Control and Safe Streets Act of 1968 ("Safe Streets Act"), as amended. These laws prohibit discrimination on the basis of race, color, religion, national origin, and sex in the delivery of services.

National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI and the Safe Streets Act, recipients are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. *OJP encourages grantees to consider the need for language services for LEP persons they serve or encounter both in developing their proposals and budgets and in conducting their programs and activities. OJP considers reasonable costs associated with providing meaningful access for LEP individuals to be allowable program costs.*

The U.S. Department of Justice has issued guidance for grantees to assist them in complying with Title VI requirements. The guidance document can be accessed on the Internet at [www.lep.gov](http://www.lep.gov), by contacting OJP's Office for Civil Rights at 202-307-0690, or by writing to the following address:

Office for Civil Rights  
Office of Justice Programs  
U.S. Department of Justice  
810 Seventh Street NW., 8th Floor  
Washington, DC 20531

## Single Point of Contact Review

Executive Order 12372 requires applicants from state and local units of government or other organizations providing services within a state to submit a copy of the application to the state Single Point of Contact (SPOC) if one exists and if the state has selected this program for review. A list of state SPOCs is available on the OMB Web site ([www.whitehouse.gov/omb/grants/spoc.html](http://www.whitehouse.gov/omb/grants/spoc.html)). Applicants must contact their state SPOCs to determine whether the state has selected their programs for review. The applicant should enter the date that it sent the application to the SPOC or the reason such submission is not required in Block 3 of the Overview section of the GMS application.

## Information Technology Standards Compliance

As appropriate, all equipment and software that grantees develop under awards that result from this solicitation must comply with U.S. Department of Justice Information Technology interface standards, including the National Criminal Intelligence Sharing Plan (see [http://it.ojp.gov/documents/National\\_Criminal\\_Intelligence\\_Sharing\\_Plan.pdf](http://it.ojp.gov/documents/National_Criminal_Intelligence_Sharing_Plan.pdf)), Global Justice XML Data Model (see <http://it.ojp.gov/jxdm/>), and the Law Enforcement Information Sharing Plan (LEISP). Applicants can

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find a list of additional standards at the OJP Standards Clearinghouse (<http://it.ojp.gov/jsr/intro/intro03.html>).

## Suspension or Termination of Funding

OJJDP may suspend funding in whole or in part, terminate funding, or impose other sanctions on a recipient for the following reasons:

- Failing to comply substantially with the requirements or statutory objectives of the appropriate Act, program guidelines issued thereunder, or other provisions of federal law.
- Failing to make satisfactory progress toward the goals, objectives, or strategies set forth in the application.
- Failing to adhere to the requirements in the agreement, standard conditions, or special conditions.
- Proposing or implementing substantial plan changes to the extent that, if originally submitted, the application would not have been selected for funding.
- Failing to submit reports.
- Filing a false certification in this application or other report or document.

Before imposing sanctions, OJJDP will provide reasonable notice to the recipient of its intent to impose sanctions and will attempt to resolve the problem informally. Hearing and appeal procedures will follow those in U.S. Department of Justice regulations in 28 CFR Part 18.

## Appendix B: Performance Measures

The Government Performance and Results Act (GPRA), Public Law 103–62, requires that recipients of federal grant awards collect, analyze, and report data that measure the results of strategies implemented with federal funds. To ensure compliance with GPRA, OJJDP requires grantees to collect and report data which measure the results of the program implemented with this grant. OJJDP requires the following performance measures:

Program Goal/Objective	Performance Measures	Data to Be Reported
<p>The primary deliverables and work products will be the development of specific training programs and delivery of training and technical assistance to law enforcement and other service providers. The deliverables should be directed toward the continuation, expansion, and enhancement of the Department of Justice’s Internet Crimes Against Children program.</p>	<p><b>Outputs:</b></p> <p>Percentage of training events for which participant evaluation data are entered in the information management system.</p> <p>Percentage of participants who rated training as “good” or “excellent.”</p>	<ul style="list-style-type: none"> <li>• Number of training events for which participant evaluation data are entered in the information management system compared to the total number of training events, reported in a given rating period.</li> <li>• Number of participants who rated training as “good” or “excellent” compared to the total number of training participants.</li> </ul>
	<p>Number of technical assistance requests received and fulfilled.</p>	<ul style="list-style-type: none"> <li>• Number of technical assistance requests received, reported in a given rating period.</li> <li>• Number of technical assistance requests filled, reported in a given rating period</li> </ul>
	<p>Number of program materials developed (training curricula, publications, resource documents).</p>	<ul style="list-style-type: none"> <li>• Number of program materials developed, reported in a given rating period.</li> </ul>



	<p>Total number of training events.</p> <p>Number of hours of training provided.</p>	<ul style="list-style-type: none"> <li>• Total number of training events, reported in a given rating period.</li> <li>• Number of hours of training provided, reported in a given rating period.</li> </ul>
	<p>Number of participants in training programs.</p>	<ul style="list-style-type: none"> <li>• Number of participants in training programs, reported in a given rating period.</li> </ul>

Recipients' assistance in obtaining this information will facilitate future program planning and will allow OJP to provide Congress with measurable program results of federally funded programs.

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## Appendix C: Application Checklist

### Internet Crimes Against Children Training and Technical Assistance Program

Applicants must submit all applications electronically through Grants.gov.

- Grants.gov registration should be completed as soon as possible.
- Application for Federal Assistance (SF-424).
- Assurances and Certifications must be reviewed and accepted online by the applicant's authorizing official.
- Budget Detail Worksheet must include a worksheet that identifies and a narrative that justifies all proposed costs.
- Program Narrative must present a statement of the problem, outline the project's goals and objectives, describe the project design, and detail the applicant's management and organizational capability.
- Other Attachments must include the following: Project Abstract, Resumes of Key Staff.

*Applicants must submit files attached to their Grants.gov application as a Microsoft Word document (.doc), PDF file (.pdf), or text document (.txt). Refer to the program announcement for detailed descriptions of these items.*

#### Due Date

- Applicants must submit completed applications by 8 P.M. ET February 28, 2006.

*OJJDP will accept applications only through the Grants.gov online application system. OJJDP will not consider mailed or faxed applications.*

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## Appendix D: Grants.gov Registration Checklist

Organizations that have not previously registered with Grants.gov but who wish to apply for this solicitation must complete the following steps to gather the information needed to register.

**Get a DUNS number.** Organizations may call the toll-free request line at 1-866-705-5711 to obtain a DUNS number at no cost.

**Register with the Central Contractor Registry (CCR).** Organizations wishing to apply for funds through Grants.gov must register with the Central Contractor Registry. Go to [www.ccr.gov](http://www.ccr.gov) or click the “Register with Central Contractor Registry (CCR)” link in Grants.gov and follow the registration instructions. During this process, your organization will be asked to designate one person to serve as the organization’s e-Business Point of Contact (EBiz POC).

**Designate an Authorized Organization Representative (AOR).** The e-Biz POC may authorize other individuals within their organization to submit applications through Grants.gov. If the AOR has not previously registered with Grants.gov, he/she should click on the “Complete First-Time Registration [Required]” link and provide the requested information. Once the registration is complete, the organization’s EBiz POC will be notified by e-mail and asked to approve the AOR.

**Register with a Credential Provider.** As part of the Grants.gov registration process, organizations will be asked to register with a credential provider. Click on the “Register with a Credential Provider” link and follow the instructions to register.

More detailed instructions about registering with and applying for funds through Grants.gov are available on OJJDP’s Web site (<http://ojjdp.ncjrs.org/funding/gms.html>).

Applicants experiencing difficulties should call the Grants.gov customer support hotline at 800-518-4726.

### Definitions

The **E-Business Point of Contact (EBiz POC)** determines who is allowed to submit grant application packages via Grants.gov on behalf of an organization. This safeguards an organization from individuals who may attempt to submit grant application packages without permission. Only one EBiz POC is assigned per each organization’s DUNS number.

The **Authorized Organization Representative (AOR)** will have the ability to submit applications on behalf of an organization. This privilege should be provided only to those individuals who currently have signature authority for submitting grant applications. The name of the individual designated as an AOR will be populated by the system in grant application package forms, which require signatures. An organization can assign as many AORs as necessary.