



The [U.S. Department of Justice](#), [Office of Justice Programs](#), [Office of Juvenile Justice and Delinquency Prevention](#), is seeking applicants under the OJJDP FY 2007 Building ICAC Forensic Capacity solicitation. This program furthers the Department's mission by helping state and local law enforcement agencies meet the demand for effective and efficient forensic examinations to support prosecution of cases of online enticement of children by sexual predators and child pornography.

OJJDP FY 2007 Building ICAC Forensic Capacity

Eligibility

Applicants are limited to the 46 Internet Crimes Against Children (ICAC) Task Forces.

(See "Eligibility," page 3.)

Deadline

All applications are due by 8:00 p.m. E.T., on August 24, 2007.

(See "Deadline: Application," page 4.)

Contact Information

For assistance with the requirements of this solicitation, contact Christopher Holloway, Internet Crimes Against Children Task Force Program Manager, at 202-305-9838 or christopher.holloway@usdoj.gov.

Applicants must submit their applications through Grants.gov. The funding opportunity number is OJJDP-2007-1674. For technical assistance with submitting the application, call the Grants.gov Customer Support Hotline at 1-800-518-4726.

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OJJDP FY 2007 Building ICAC Forensic Capacity CFDA Number: 16.543

Overview

The Internet Crimes Against Children (ICAC) Task Force Program helps state and local law enforcement agencies develop an effective response to online enticement and child pornography cases. This assistance encompasses forensic and investigative components, training and technical assistance, victim services, and community education. ICAC Task Forces have been established throughout the nation.

The ICAC Program was developed in response to the increasing number of children and teenagers using the Internet, the proliferation of child pornography, and the heightened online activity by sexual predators searching for unsupervised contact with underage victims. The 1998 Conference Report for the FY 1998 Justice Appropriations Act (Pub. L. No. 105-119) directed OJJDP to create a national network of state and local law enforcement task forces to investigate cases of child sexual exploitation (i.e., ICAC).

The ICAC Task Force Program is funded under Title IV of the Juvenile Justice and Delinquency Prevention Act, 42 U.S.C. §§ 5775-5777.

ICAC Task Forces are central to the effective execution of Project Safe Childhood, a Department of Justice initiative. Inadequate forensic services are a potential barrier to achieving the common goals of the ICAC program and Project Safe Childhood. The ability to involve investigators and analysts with computer forensic expertise is essential for the viability of an ICAC Task Force. As described below, innovative approaches to address this problem have been deployed in some instances.

This solicitation seeks applications designed to promote and support the development of capacity to meet the need for effective and efficient forensic examination of evidence in cases of child exploitation. It is permissible to use grant funds for salary and benefits costs.

Registration

Registering with [Grants.gov](http://www.grants.gov) is a one-time process; however, if you are a first time registrant it could take up to several weeks to have your registration validated and confirmed and to receive your user password. It is highly recommended you start the registration process as early as possible to prevent delays in submitting your application package to our agency by the deadline specified. There are three steps that you must complete before you are able to register: 1) Register with Central Contractor Registry (CCR); 2) Register yourself as an Authorized Organization Representative (AOR); and 3) Be authorized as an AOR by your organization. For more Information, go to www.grants.gov. **Note: Your CCR Registration must be renewed once a year. Failure to renew your CCR registration may prohibit submission of a grant application through [Grants.gov](http://www.grants.gov).**

Deadline: Application

The due date for applying for funding under this announcement is 8:00 p.m. E.T., August 24, 2007.

Eligibility

Only those 46 state and local law enforcement and prosecutorial agencies serving as grantees in the ICAC Task Force Program are eligible to receive funding under this solicitation. OJJDP will not accept applications from applicants who are not currently receiving funds under the ICAC Task Force Program.

Applicants are encouraged to review the Civil Rights Compliance section under "Additional Requirements," page 12.

Program-Specific Information

OJJDP will assign major tasks and deliverables under this guidance based upon a review of the application. At a minimum, the grantees will provide and submit semi-annual progress reports in the Grants Management System (GMS).

- **Purpose**

The ICAC program is a national network of 46 multi-agency, multi-jurisdictional task forces engaged in proactive investigations, forensic examinations, and effective prosecutions. Additionally, the task forces provide forensic, prevention, and investigation assistance to parents, educators, prosecutors, law enforcement, and others concerned with child victimization issues. The purpose of this solicitation is to encourage development of strategies to build the ICAC's capacity to handle forensic investigations.

- **Goals, Objectives, and Deliverables**

The goal of this program is to improve ICAC Task Forces' capacity to conduct forensic examinations, which will facilitate the prosecution of a larger number of offenders in federal and state court.

Successful applicants will submit the following deliverables to OJJDP:

- A complete needs assessment of their Task Force's forensics capability and inventory of their existing resources for completing forensic investigations;
- Numerical targets for reducing their forensic examination backlog and/or increasing the number of forensic exams completed during each six-month reporting period.
- Semi-annual data on actual numbers of forensic exams conducted during each six-month reporting period.
- A final report describing the strategies, techniques, and technologies used under this program which may be used to help other ICAC Task Forces scale up their forensic examination capacity.

Applicants will also be required to participate in an evaluation of this program to enhance forensic capacity.

Successful applications will include development of human resources in the context of digital forensics. This focus need not be to the exclusion of the acquisition of necessary computer equipment. It is expected, however, that successful applications will include strategies that incorporate multiple case investigators into the digital forensic process by allowing them to obtain digital forensic training and to apply their training to the digital evidence from their investigations. Such strategies will also allow the trained investigators to learn from each other by ensuring that the investigators have frequent opportunities to interact, and contact with prosecutors so that there is a shared understanding of technical limitations and what is necessary to make a successful case.

Although other grant applications may be equally compelling and viable, the following two examples are indicators of the type of innovation worthy of investment:

A good example of the successful implementation of such a strategy is the Peoria (Illinois) Digital Forensic Working Group (Working Group). The Working Group includes investigators from several local law enforcement agencies, federal investigators, and prosecutors from the United States Attorneys' Office for the Central District of Illinois. The Working Group operates a digital forensic lab inside the Peoria Branch Office of the Central District of Illinois. The Working Group investigators have been forensically trained and certified and examine digital evidence obtained as a result of their own child exploitation investigations. In addition, the investigators regularly interact with each other and with the prosecutors and are able to coordinate their forensic examinations with the judicial process.

Successful applications will also focus upon innovative methods to magnify forensic resources by applying them in a manner and/or at a time that maximizes their impact. For example, applicants should consider including within their strategies the utilization of on-site forensic techniques that can facilitate the triage of cases, the execution of consent or legal process-based searches, and the performance of effective suspect interviews. A good example of the successful implementation of such techniques is the procedure implemented in the Southern District of Indiana. This procedure utilizes on-site forensic examinations as a standard component of search strategies to achieve each of the objectives listed in the preceding sentence. The procedure has been efficient and effective.

- **Award Information**

OJJDP anticipates making up to 13 awards of \$200,000 under this competition through cooperative agreements beginning January 1, 2008 and ending December 31, 2009. An applicant on behalf of more than one ICAC task force in a state or region may seek more than \$200,000.

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

Match Requirement: Match is not required for this program.

Performance Measures

To assist in fulfilling the Department’s responsibilities under the Government Performance and Results Act (GPRA), P.L. 103–62, applicants who receive funding under this solicitation must provide data that measures the results of their work. Performance measures for this solicitation are as follows:

Objective	Performance Measures	Data Grantee Provides
Increase the number of forensic examinations completed.	Percentage increase in number of forensic examinations completed during the reporting period. (A forensic examination is counted as one hard drive or one cluster of peripheral devices.)	Number of forensic examinations completed during each reporting period compared with baseline number of forensic examinations completed in an average 6-month period prior to the start of the award.*
For Task Forces with forensic examination backlogs, reduce the backlog of cases awaiting forensic examinations. Increase the number of cases prosecuted as the result of ICAC Task Force investigations. Serve as incubator for best practices in forensic examinations.	Percentage reduction in the backlog of cases awaiting forensic examinations. Percentage increase in the number of cases referred to prosecutors as the result of additional forensics capacity.	Number of backlogged forensic examinations completed during each reporting period compared with baseline number of cases in the backlog.*

* Baselines number must be provided in the application.

How to Apply

DOJ is participating in the e-Government initiative, one of 25 initiatives included in the President’s Management Agenda. Part of this initiative—Grants.gov—is a “one-stop storefront” that provides a unified process for all customers of federal grants to find funding opportunities and apply for funding.

Grants.Gov Instructions. You can find complete instructions at www.grants.gov. If you experience difficulties at any point during this process, call the Grants.gov Customer Support Hotline at 1-800-518-4726.

CFDA number. The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.543, and the funding opportunity number is OJJDP-2007-1674.

DUNS number. The Office of Management and Budget requires that all businesses and nonprofit applicants for federal funds include a DUNS (Data Universal Numeric System) number in their application for a new award or renewal of an award. Applications without a DUNS number are incomplete. 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 and track address and point of contact information. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Call 1-866-705-5711 or apply online at www.dunandbradstreet.com to obtain a number. Individuals are exempt from this requirement.

What an Application Must Include

Standard Form-424

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

Program Narrative

Applicants must submit a program narrative that presents a detailed description of the purpose, goals, objectives, strategies, design, and management of the proposed program. The program narrative must be double spaced, using a standard 12-point font (Times New Roman preferred), with 1-inch margins, not exceeding 20 pages of 8½ by 11-inches. (Please number pages “1 of 20,” “2 of 20,” and so forth.) OJJDP will not count material required under the “budget and budget narrative” and “other attachments” sections toward the program narrative page count. OJJDP may deem applications that do not adhere to the required format to be ineligible.

The program narrative must address the following selection criteria: (1) statement of the problem/program narrative, (2) impact/outcomes and evaluation, (3) project/program design and implementation, and (4) capabilities/competencies. The applicant should clearly delineate the connections between and among each of these sections. For example, the applicant should derive the goals and objectives directly from the problems to be addressed. Similarly, the project design section should 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 include this information in this section, in the table format below:

- The number of backlogged ICAC cases awaiting forensic examination by the Task Force as of July 1, 2007. (Applicants will not be penalized for having no backlog.)
- The number of forensic examinations completed by the Task Force during the period January 1- June 30, 2007.
- A clear definition of how forensic examinations are counted (e.g. numbers of devices awaiting examinations, numbers of hard drives, numbers of hard drive sectors, etc.) Is this going to be in contrast to what the applicant already does? Will it be bytes of information or some other form of data collection?

Number of backlogged cases as of 7/1/2007	Number of forensic examinations completed 1/1-6/30/2007	Description of how forensic examinations are counted

In addition, the applicant should provide any other information that describes the scope of the problem in its jurisdiction and discuss strategies and existing resources that have been applied to address the problem.

- **Impact/Outcomes and Evaluation**

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 grantees to provide.

Goals. Applicants should provide a broad statement, written in general terms, that conveys the program’s intent to change, reduce, or eliminate the problem described. This section of the program narrative must outline the specific goals of the project.

Objectives. Applicants should explain how the program will accomplish its goals. Objectives are specific, quantifiable statements of the desired results of the program, and the applicant should clearly connect them to the problems identified in the preceding section. The objectives should be measurable, such as the number forensic examinations to be completed.

Performance Measures. OJJDP requires award recipients to collect and report data in support of performance measures. (See “Performance Measures,” page 6.) Recipients’ assistance in obtaining this information will facilitate future program planning and will allow OJP to provide Congress with measurable results associated with federally funded programs. Performance measures must reflect the specific problems, goals and objectives, and design (see “Project/Program Design and Implementation,” page 9) associated with this grant.

- **Project/Program Design and Implementation**

Applicants must describe the specific strategies that they will use to build their capacity to complete forensic examinations, increase the number of forensic examinations completed, and reduce the backlog of examinations.

This section of the program narrative should describe what applicants propose to do and how they intend to do it. For example, applicants might select one or more of the following strategies:

- Developing new processes for managing the flow of forensic examinations
- Creating new full-time or part-time staff positions to coordinate forensic examinations
- Devising new protocols and/or approaches for forensic examinations that meet evidentiary and efficiency goals
- Undertaking a research & development program to create or expand new tools and technology to improve the effectiveness and efficiency of forensic examinations
- Increasing the number of forensic examiners employed by the Task Force

Applicants may also propose other strategies.

Applicants who propose advancing or improving the existing strategy for forensic examinations (as opposed to requesting funds only for personnel costs) will receive greater consideration.

In addition to the narrative description of the project design, applicants must also submit a timeline or milestone chart that indicates major tasks in the proposed design, assigns responsibility for each major task and plots completion of these tasks by month or quarter for the duration of the award. This timeline/milestone chart should be submitted as a separate attachment as stipulated in "Other Attachments," page 10.

Applicants are encouraged to work with each of their United States Attorneys' Offices, as well as with state and local prosecutors, in developing a strategy for increasing digital forensic capacity and must submit a letter of support as set forth under "Other Attachments," page 10. Applications should reflect an effort to develop a strategy that identifies and addresses the digital forensic needs of federal, state, and local prosecutors.

- **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 applicant will manage and locally staff the project. The applicant should clearly connect management and staffing patterns to the project design described in the previous section.

Budget and Budget Narrative

Applicants must provide a budget that: (1) is complete, allowable, and cost effective in relation to the proposed activities; (2) shows the cost calculations demonstrating how the applicant arrived at the total amount requested; and (3) provides a brief supporting narrative to link costs with project activities. Applicants must submit a budget that includes a detailed worksheet itemizing all costs and a narrative explaining and justifying each budget item. All funds listed in the budget will be subject to audit.

- **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 each employee paid through grant funds will devote to the project. A Budget Detail Worksheet template is available at www.ojp.usdoj.gov/Forms/budget.pdf.

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

Indirect Cost Rate Agreement. Applicants who do not have a federally negotiated indirect cost rate and wish to establish one can submit a proposal to their cognizant federal agency. Generally, the cognizant federal agency is the agency that provides the preponderance of direct federal funding. An applicant can determine this 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/oc/indirectcosts.htm.

Other Attachments

Applicants must submit the following materials as attachments to their GMS application. The other program attachments—which must be submitted as a Microsoft Word document (.doc), PDF file (.pdf), or text document (.txt)—must include:

- Annualized project timeline containing each project goal, related objective, activity, expected completion date, and responsible person or organization. Do not use actual calendar months/years in your timeline; instead prepare the timeline using “Year 1,” “Month 1,” etc. (See “Sample Project Timelines” at ojjdp.ncjrs.gov/grantees/timelines.html.)
- Résumés of all key personnel.

- Job descriptions outlining roles and responsibilities for all key positions.
- A letter of support from each of the United States Attorneys' Offices for the federal districts covered by their ICAC Task Force.

Please note that Microsoft 2008 formats are not supported by Grants.gov and should not be submitted.

Geographic information. To help the Office of Justice Programs develop a geographic information system (GIS) strategic planning capacity, applicants must provide the following two items of information on the geographic area that the funded activity serves ("service area") in the formats specified below. 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 area. If proposed multiple service areas have not been determined, simply provide the requested information for the applicant.

- **Physical address.** If the mailing address is a P.O. Box, specify the physical address of the location where services are to be provided. Example:

ABC Associates 123 First Street Shrewsbury, PA 17361	ABC Associates First Street and Holiday Drive Shrewsbury, PA 17361
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- **Map and street description.** Provide a road map (with local detail) with the service area 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 via Dennis Mondoro at Dennis.Mondoro@usdoj.gov.

Selection Criteria

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

- Statement of the Problem/Program Narrative (20 Points)
- Impact/Outcomes and Evaluation (20 Points)
- Project/Program Design and Implementation (40 Points)
- Capabilities/Competencies (10 Points)
- Budget (10 Points)

See "Program Narrative," page 7, for detailed descriptions of the above criteria.

Review Process

OJJDP is committed to ensuring a competitive and standardized process for awarding grants. Applications will be screened initially to determine whether the applicant meets all eligibility requirements. Only applications submitted by eligible applicants that meet all

other requirements will be evaluated, scored, and rated through a review process. Based on the highest scoring proposals, OJJDP may conduct onsite interviews with up to five applicants.

Reviewers' ratings and any resulting recommendations are advisory only. All final grant award decisions will be made by the U.S. Department of Justice, which may also give consideration to geographic distribution and regional balance when making awards.

Additional Requirements

OJJDP strongly encourages every applicant to review the information pertaining to these additional requirements prior to submitting their application. You can find additional information for each at www.ojp.usdoj.gov/funding/otherrequirements.htm.

- Civil Rights Compliance
- Confidentiality and Human Subjects Protections Regulations
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) Compliance
- DOJ Information Technology Standards
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- [Compliance with Office of the Comptroller Financial Guide](#)
- Suspension or Termination of Funding
- Non-Profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property