

U.S. Department of Justice
Office of Justice Programs
Office of Juvenile Justice and Delinquency Prevention



OJJDP FY 2019 Strengthening Investigative Tools and Technology for Combating Child Sexual Exploitation

FY 2019 Competitive Grant Solicitation

CFDA # 16.543, 16.738

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Solicitation Release Date: May 28, 2019

Solicitation Update Date: May 29, 2019

Application Deadline: 11:59 p.m. eastern time (ET) on July 29, 2019

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office of Juvenile Justice and Delinquency Prevention](#) (OJJDP) is seeking applications for funding to increase the technological investigative capacity and associated training of law enforcement through the development, refinement, and advancement of widely used investigative tools, methods, and technologies. This program furthers the Department's mission by helping state and local law enforcement agencies develop effective responses to: sexual predators who entice children online; child sexual exploitation; and child obscenity and pornography cases.

This solicitation incorporates the [OJP Grant Application Resource Guide](#) by reference. The OJP Grant Application Resource Guide provides guidance to applicants on how to prepare and submit applications for funding to OJP. If this solicitation expressly modifies any provision in the OJP Grant Application Resource Guide, the applicant is to follow the guidelines in this solicitation as to that provision.

Eligibility (Who may apply):

Eligible applicants are limited to states (including territories), units of local government, federally recognized tribal governments as determined by the Secretary of the Interior, nonprofit organizations¹ and for-profit organizations (including tribal nonprofit and for-profit organizations), and institutions of higher education (including tribal institutions of higher education).

All recipients and subrecipients (including any for-profit organization) must forgo any profit or management fee.

¹ See <https://ojp.gov/funding/Explore/SolicitationRequirements/OrganizationalRequirements.htm> for additional information on demonstrating nonprofit status.

OJJDP will consider applications under which two or more entities would carry out the federal award; however, only one entity may be the applicant. Any others must be proposed as subrecipients (subgrantees). The applicant must be the entity that would have primary responsibility for carrying out the award, including administering the funding and managing the entire project. Under this solicitation, only one application by any particular applicant entity will be considered. An entity may, however, be proposed as a subrecipient (subgrantee) in more than one application. For additional information on subawards, see the [OJP Grant Application Resource Guide](#).

OJJDP may elect to fund applications submitted under this FY 2019 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and the availability of appropriations.

Contact information

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726 or 606-545-5035, at <https://www.grants.gov/web/grants/support.html>, or at support@grants.gov. The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

An applicant that experiences unforeseen Grants.gov technical issues beyond its control that prevent it from submitting its application by the deadline must email the National Criminal Justice Reference Service Response Center (Response Center) at grants@ncjrs.gov **within 24 hours after the application deadline** to request approval to submit its application after the deadline. Additional information on reporting technical issues appears under “Experiencing Unforeseen Grants.gov Technical Issues” in the How To Apply (Grants.gov) section in the [OJP Grant Application Resource Guide](#).

For assistance with any other requirements of this solicitation, contact the Response Center by telephone at 800-851-3420 or TTY: 301-240-6310 (hearing impaired only) or by email at grants@ncjrs.gov. Response Center hours of operation are 10 a.m. to 6 p.m. ET, Monday through Friday, and 10 a.m. to 8 p.m. ET on the solicitation close date. General information on applying for OJJDP awards can be found at <https://www.ojjdp.gov/funding/funding.html>. Answers to frequently asked questions that may assist applicants are posted at <https://www.ojjdp.gov/grants/solicitations/FY2019/FAQ/Tools.pdf>

Post-Award Legal Requirements Notice

If selected for funding, in addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with all award conditions and all applicable requirements of federal statutes and regulations (including applicable requirements referred to in the assurances and certifications executed in connection with award acceptance). OJP strongly encourages prospective applicants to review information on post-award legal requirements and common OJP award conditions **prior** to submitting an application.

For additional information on these legal requirements, see the “Administrative, National Policy, and Other Legal Requirements” section in the [OJP Grant Application Resource Guide](#).

Deadline Details

Applicants must register with Grants.gov at <https://www.grants.gov/web/grants/register.html>

prior to submitting an application. All applications are due by 11:59 p.m. ET on July 29, 2019. To be considered timely, an application must be submitted by the application deadline using Grants.gov, and the applicant must have received a validation message from Grants.gov that indicates successful and timely submission. OJP urges applicants to submit applications at least 72 hours prior to the application due date, to allow time for the applicant to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

An applicant must use the **Add Attachment** button to attach a file to its application. Do not click the paperclip icon to attach files. This action will not attach the files to the application. After adding an attachment, select the **View Attachment** button to confirm you attached the correct file. To remove the file, select the **Delete Attachment** button.

OJP encourages all applicants to read this [Important Notice: Applying for Grants in Grants.gov](#).

For additional information, see the “How to Apply (Grants.gov)” section in the [OJP Grant Application Resource Guide](#).

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OJJDP FY 2019 Strengthening Investigative Tools and Technology for Combating Child Sexual Exploitation

CFDA # 16.543, 16.738

A. Program Description

Overview

OJJDP seeks to increase the technological investigative capacity and associated training for law enforcement, prosecutors, and other professionals through the development, refinement, and advancement of investigative tools, methods, and technologies that address child pornography, child exploitation, and child sex trafficking. This program furthers the Department's mission by providing tools, training, and support to enhance the effectiveness of law enforcement, prosecutors, and other professionals involved in investigating and prosecuting technology-facilitated child sexual exploitation. Through this program, successful applicants will provide a variety of services and support to aid in the fight against child sexual exploitation.

Statutory Authority: Department of Justice Appropriations Act, 2019, Pub. L. No. 116-6, 133 Stat. 13, 115.

Program-Specific Information

OJJDP has a long history of supporting law enforcement efforts to investigate and prosecute cases of online child sexual exploitation. For example, OJJDP has supported the Internet Crimes Against Children (ICAC) Task Force Program since 1998. 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, and provide community education information to parents, educators, prosecutors, law enforcement, and others concerned with child exploitation.

This program aims to increase technological investigative capacity and the associated training for state, tribal, and local law enforcement and prosecutorial agencies as well as ICAC task forces and their affiliates. This solicitation will particularly focus on achieving goals and objectives as detailed in the [National Strategy for Child Exploitation Prevention and Interdiction](#) by supporting the development, refinement, and advancement of widely used investigative tools, methods, and technologies that address child pornography, exploitation, and sex trafficking.

In order to be considered for an award under this solicitation, applicants must clearly identify how the funding will directly address technology-facilitated child sexual exploitation crimes. Successful applicants are expected to demonstrate a clear need in the field through data and information and a readiness to address the problem. As a key competitive factor, applicants must discuss their organizational capacity to implement the identified tasks, describe how they will ensure the timely delivery of requested support, and determine the cost efficiencies they will achieve in the management and staffing of the program.

OJJDP expects to modify tasks and specifications as it identifies emerging assistance needs, and the OJJDP program manager assigned to the award must approve all changes in the scope of work. The awardees must clearly identify OJJDP on all publications produced with funds provided under this cooperative agreement, and OJJDP will retain authority to approve the content of any publication produced with funds from this cooperative agreement.

Finally, the successful applicants will provide all personnel, equipment, tools, materials, supervision, and other items to perform the tasks as defined. The successful applicants will coordinate and/or perform all tasks described below.

Goals, Objectives, and Deliverables

As outlined in the Department of Justice's National Strategy for Child Exploitation Prevention and Interdiction (released in April 2016 and hereafter referred to as the National Strategy), "the global networking of child exploitation offenders and their increased technological sophistication present new challenges to the investigation and prosecution of child exploitation cases. In order to overcome this rising challenge, law enforcement must also increase its technological capabilities."² This National Strategy will be updated in 2019 and successful applicants will need to consider any new information or recommendations and incorporate into their deliverables, as appropriate. The goal of this program is to increase the technological investigative capacity and associated training of law enforcement, prosecutors, and other professionals. The program's overall objective is to support the development, refinement, and advancement of widely used investigative tools, methods, and technologies that address child pornography, exploitation, and sex trafficking. To be aligned with the investigation and prosecution objectives outlined in the National Strategy, these proposed projects should target emerging technologies, offender organizations, and high-value individual offenders; and enhance international collaboration.

To achieve this overall objective, it is expected that the successful applicant will address the following in the program narrative:

- Outline and describe the proposed investigative tool, method, or technology.
- Identify the gaps or planned improvements in existing investigative tools, methods, and technologies that the proposed product will address.
- Demonstrate that they have consulted with criminal justice agencies to gain a fuller understanding of any challenges and the operational context within which these tools would be employed.
- Indicate how the proposed product will target emerging technologies, target offender organizations, target high-value individual offenders, better identify victims or enhance international collaboration.
- Develop a timeline/workplan for the development, refinement, and advancement of the proposed investigative tool, method, or technology.
- Submit a plan for how the proposed product will be marketed and made available to law enforcement, prosecutors, and other professionals.
- Include a sustainability plan for the proposed product.

The primary deliverable for this initiative is the development, enhancing and/or refining investigative tools, methods, and technologies that address technology-facilitated crimes

² <https://www.justice.gov/psc/national-strategy-child-exploitation-prevention-and-interdiction>.

against children. These new or enhanced tools will help the law enforcement community and prosecutorial agencies overcome current technology-related investigative challenges. Projects funded under this announcement may be national in scope or nationally replicable through regional demonstration initiatives. Examples of such projects include, but are not limited to, those that efficiently and effectively parse through digital evidence, tools that expedite evidence collection and transfer of digital files, facilitate decryption, managing CyberTips, address mobile chat encryptions, automate data intelligence, and support ICAC case management. Further examples include, case deconfliction tools; high-priority suspect identification; covert operation tools; national reporting and information-sharing capabilities among federal, state, local, and tribal law enforcement (particularly ICAC task forces); and peer-to-peer investigative tools.

Proposed approaches may include the following areas:

- Using innovative technology solutions to develop new resources or leverage existing relationships and resources to combat technology-facilitated child sexual exploitation. This may include, but is not limited to, the following:
 - Developing new protocols for ascertaining the identity of child exploitation offenders using anonymization networks, in particular, Tor and Freenet.
 - Targeting offenders who exploit children through webcams, including online enticement, sextortion, and live-streaming of child sexual abuse.
 - Exploring legal and technological tools to ensure access to evidence encrypted by offenders.
 - Building forensic capacity and expertise to meet the challenges that mobile devices with built-in encryptions and cloud-based storage pose to online child exploitation investigations.
- Developing tools that use artificial intelligence to assist law enforcement in efficiently processing large amounts of investigatory leads.
- Identifying gaps in existing tools and resources.
- Developing new software programs or investigative tools to fill the gaps; increase capacity; and assist federal, state, local, and tribal law enforcement partners in covert investigative work.
- Supporting research activities that help to identify characteristics, patterns, or other indicators that predict which offenders are likely to be the most dangerous/high-priority suspects.

Funding under this initiative may support technology development and maintenance; the staff required to operate, update, and maintain the proposed platform or service; training and technical assistance on the purpose and use of the technology (including outreach and publicity activities); and staff engaged in coalition-building activities regarding the use of technology.

Applicants should discuss the cost and training implications of the proposed tools, and highlight how the tools will be made available to law enforcement and prosecutorial agencies once developed. Each proposal must include a plan for how the service will be sustained, maintained, and updated, if necessary, at the conclusion of federal funding. Applicants, especially those who propose coalition-building and support, work with pilot sites, or work with project partners as part of their activities, must also clearly document support and engagement from their proposed

and/or existing partners through letters of support and/or memoranda of understanding, where appropriate.

This funding should not supplant or duplicate currently funded initiatives in these areas. Applicants may propose activities that demonstrate how current initiatives can be enhanced or expanded and/or new initiatives.

When developing a project timeline, the applicant should factor in an approximate 120-day approval time period for meetings (including training sessions) per OJP conference planning and approval requirements. The approval request for the meeting should be submitted at least 120 days prior to the proposed meeting date (for additional information, see the [DOJ Grants Financial Guide](#)).

The Goals, Objectives, and Deliverables are directly related to the performance measures that demonstrate the results of the work completed, as discussed under [What an Application Should Include](#).

Evidence-Based Programs or Practices

OJP strongly emphasizes the use of data and evidence in policymaking and program development in criminal justice, juvenile justice, and crime victim services. For additional information and resources on evidence-based programs or practices, see the [OJP Grant Application Resource Guide](#).

OJJDP training and technical assistance awardee standards. OJJDP has developed the Core Performance Standards for Training, Technical Assistance, and Evaluation to promote among providers the consistency and quality of OJJDP-sponsored training and technical assistance and to advance common expectations of performance excellence. The standards present minimum expectations that providers must meet for effective practice in the planning, coordination, delivery, and evaluation of training. Award recipients must coordinate with OJJDP's National Training and Technical Assistance Center (NTTAC) in the assessment and delivery of services to ensure the effective use of OJJDP grant funding.

Requirements related to coordination of activities will include, but are not limited to:

- **Coordination with OJJDP NTTAC.** OJJDP requires all training and technical assistance projects to coordinate their activities with OJJDP NTTAC by complying with all OJJDP/NTTAC protocols to ensure coordinated delivery of services among providers and the effective use of OJJDP grant funding. OJJDP reserves the right to modify these protocols at any time with reasonable notice to the grantee prior to project completion.
- **OJJDP-funded webinars.** The award recipient must comply with OJJDP's Webinar Guidelines, as described in the core performance standards. Minimally, OJJDP training and technical assistance providers will submit information to OJJDP NTTAC in advance of all events for the online calendar, use the approved OJJDP presentation template, and record events and provide the final files which are compliant with Section 508 of the Workforce Rehabilitation Act to OJJDP or OJJDP's representative. For more information on Section 508 of the Workforce Rehabilitation Act, visit www.section508.gov.
- **Training information sharing.** OJP will collect information from its program offices on OJP-funded training and technical assistance events. Award recipients must use OJJDP's

standard electronic training request form, submit information to NTTAC on all training events (e.g., name of requestor, description of request, dates of event) 30 days in advance of the event date, and report additional data, as OJJDP requires.

Information Regarding Potential Evaluation of Programs and Activities

Applicants should note that OJP may conduct or support an evaluation of the programs and activities funded under this solicitation. For additional information, see the [OJP Grant Application Resource Guide](#) section titled “Information Regarding Potential Evaluation of Programs and Activities.”

B. Federal Award Information

The estimated total amount available for this program is **\$2.5 million**. OJJDP is interested in maintaining maximum flexibility in making award decisions under this solicitation. This includes flexibility regarding the number of awards made and the funding level of each award made under this solicitation. Applicants may submit applications for up to **\$1,500,000**. OJJDP expects to make all awards for up to a 15-month period of performance, to begin on October 1, 2019.

If the awardee demonstrates significant progress toward implementing project activities and project goals, OJJDP may, in certain cases, provide continuation funding in FYs 2020 and 2021 under this solicitation. With the continuation funding, the project period may be extended for two additional 15-month increments for an overall project period of 45 months. In making decisions regarding continuation awards, OJP will consider, among other factors, the availability of appropriations, when the program or project was last competed, OJP’s strategic priorities, and OJP’s assessment of both the management of the award (for example, timeliness and quality of progress reports) and the progress of the work funded under the award.

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

Type of Award

OJJDP expects to make any award under this solicitation in the form of a cooperative agreement, which is a type of award that provides for OJP to have substantial involvement in carrying out award activities. See the “Administrative, National Policy, and Other Legal Requirements” section of the [OJP Grant Application Resource Guide](#) for a brief discussion of important statutes, regulations, and award conditions that apply to many (or in some cases, all) OJP grants (and cooperative agreements).

Cooperative agreements include a condition in the award document that sets out the nature of the “substantial federal involvement” in carrying out the award and program. Generally stated, under OJP cooperative agreement awards, responsibility for the day-to-day conduct of the funded project rests with the recipient. OJP, however, may have substantial involvement in matters such as substantive coordination of technical efforts and site selection, as well as review and approval of project work plans, research designs, data collection instruments, and major project-generated materials. In addition, OJP often indicates in the award terms and conditions that it may redirect the project if necessary.

In addition to an award condition that sets out the nature of the anticipated “substantial federal involvement” in the award, cooperative agreements awarded by OJP include an award condition

that requires specific reporting in connection with conferences, meetings, retreats, seminars, symposia, training activities, or similar events funded under the award.

Financial Management and System of Internal Controls

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) must, as described in the Part 200 Uniform Requirements³ as set out at 2 C.F.R. 200.303, comply with standards for financial and program management. See the [OJP Grant Application Resource Guide](#) for additional information.

Budget Information

Cost Sharing or Match Requirement

This solicitation does not require a match. However, if a successful application proposes a voluntary match amount, and OJP approves the budget, the total match amount incorporated into the approved budget becomes mandatory and subject to audit.

Preagreement Costs (also known as Preaward Costs)

Preagreement costs are costs incurred by the applicant prior to the start date of the period of performance of the federal award.

OJP does **not** typically approve preagreement costs; an applicant must request and obtain the prior written approval of OJP for all such costs. All such costs incurred prior to award and prior to approval of the costs are incurred at the sole risk of the applicant. (Generally, no applicant should incur project costs **before** submitting an application requesting federal funding for those costs.) Should there be extenuating circumstances that make it appropriate for OJP to consider approving preagreement costs, the applicant may contact the point of contact listed on the title page of the solicitation for the requirements concerning written requests for approval. If approved in advance by OJP, award funds may be used for preagreement costs, consistent with the recipient's approved budget and applicable cost principles. See the section on Costs Requiring Prior Approval in the DOJ Grants Financial Guide Post award Requirements section at <https://ojp.gov/financialguide/DOJ/index.htm> for more information.

Limitation on Use of Award Funds for Employee Compensation; Waiver

For applicants seeking the waiver, see the [OJP Grant Application Resource Guide](#) for information.

Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs

OJP strongly encourages every applicant that proposes to use award funds for any conference-, meeting-, or training-related activity (or similar event) to review carefully—before submitting an application—the OJP and DOJ policy and guidance on approval, planning, and reporting of such events. See the [OJP Grant Application Resource Guide](#) for information.

Costs Associated With Language Assistance (if applicable)

See the [OJP Grant Application Resource Guide](#) for information on costs associated with language assistance that may be allowable.

³ The "Part 200 Uniform Requirements" means the DOJ regulation at 2 C.F.R. Part 2800, which adopts (with certain modifications) the provisions of 2 C.F.R. Part 200.

C. Eligibility Information

For eligibility information, see the title page.

For information on cost sharing or match requirements, see [Section B. Federal Award Information](#).

D. Application and Submission Information

What an Application Should Include

For this solicitation, OJJDP has designated the following application elements as critical: Project Abstract, Program Narrative, Budget Detail Worksheet, and Budget Narrative.

See the “Application Elements and Formatting Instructions” section of the [OJP Grant Application Resource Guide](#) for information on, among other things, what happens to an application that does not contain all of the specified elements or that is nonresponsive to the scope of the solicitation.

1. Complete the Application for Federal Assistance (Standard Form (SF)-424)

The SF-424 is a required standard form used as a cover sheet for submission of preapplications, applications, and related information. See the [OJP Grant Application Resource Guide](#) for additional information on completing the SF-424.

Intergovernmental Review: This solicitation (“funding opportunity”) **is not** subject to [Executive Order 12372](#). (In completing the SF-424, an applicant is to answer question 19 by selecting the response that the “Program is not covered by E.O. 12372.”)

2. Project Abstract

Applications should include a high-quality project abstract that summarizes the proposed project in 400 words or less. Project abstracts should be—

- Written for a general public audience.
- Submitted as a separate attachment with “Project Abstract” as part of its file name.
- Single-spaced, using a standard 12-point font (such as Times New Roman) with 1-inch margins.

The abstract should briefly describe the project’s purpose, the population to be served, and the activities that the applicant will implement to achieve the project’s goals and objectives. The abstract should describe how the applicant will measure progress toward these goals. The abstract should indicate whether the applicant will use any portion of the project budget to conduct research, as described in Note on Project Evaluations on page 13. All project abstracts should follow the detailed template available at www.ojp.gov/funding/Apply/Resources/ProjectAbstractTemplate.pdf.

As a separate attachment, the project abstract will not count against the page limit for the program narrative.

3. 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 should 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 should be numbered “1 of 30,” etc. The 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 Additional Attachments sections will not count toward the program narrative page count. Applicants may provide bibliographical references as a separate attachment that will not count toward the 30-page program narrative limit. If the program narrative fails to comply with these length-related restrictions, OJJDP may consider such noncompliance in peer review and in final award decisions.

The program narrative should address the following selection criteria: (1) statement of the problem; (2) goals, objectives, and performance measures; (3) 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.

The following sections should be included as part of the program narrative:

- a. **Statement of the Problem.** Applicants should briefly describe the scope of Internet crimes against children across the country; the need to investigate these crimes; and the need for support, training, and tools to increase law enforcement capacity to investigate and prosecute Internet crimes against children. The applicant should use data to provide evidence that the problem exists, demonstrate the size and scope of the problem, and document the effects of the problem on the target population and the larger community. Any data or research referenced in the narrative should include information about the source of the data and/or a citation. Applicants should describe the target population and any previous or current attempts to address the problem.

Applicants must demonstrate that they have consulted with criminal justice agencies to gain a fuller understanding of these challenges and the operational context within which these tools would be employed.

Applicants should describe any research or evaluation studies that relate to the problem and contribute to their understanding of its causes and potential solutions. While OJJDP expects applicants to review the research literature for relevant studies, they should also explore whether unpublished local sources of research or evaluation data are available.

- b. **Goals, Objectives, and Performance Measures.** Applicants should describe the goals of the proposed program and identify its objectives. When formulating the program’s goals and objectives, applicants should be cognizant of the performance measures that OJJDP will require successful applicants to provide.

Goals. Applicants should 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 should explain how the program will accomplish its goals. Objectives are specific, quantifiable statements of the project's desired results. They should be clearly linked to the problem identified in the preceding section and measurable. (Examples of measurable objectives may include: to increase the number of forensic exams completed in a 6-month reporting period by 30 percent, to reduce forensic backlog processing time by 20 percent, etc.)

- c. **Plan for Collecting the Data Required for this Solicitation's Performance Measures**
OJP will require each successful applicant to submit regular performance data that demonstrate the results of the work carried out under the award. The performance data directly relate to the goals, objectives, and deliverables identified under "Goals, Objectives, and Deliverables" in [Section A. Program Description](#).

Applicants should visit OJP's performance measurement page at www.ojp.gov/performance for an overview of performance measurement activities at OJP.

Performance measures for this solicitation are listed in [Appendix A: Performance Measures Table](#).

The application should demonstrate the applicant's understanding of the performance data reporting requirements for this grant program and detail how the applicant will gather the required data should it receive funding.

Please note that applicants are **not** required to submit performance data with the application. Performance measures information is included as an alert that successful applicants will be required to submit performance data as part of the reporting requirements under an award.

Note on Project Evaluations

An applicant that proposes to use award funds through this solicitation to conduct project evaluations should follow the guidance under Note on Project Evaluations in the [OJP Grant Application Resource Guide](#).

- d. **Project Design and Implementation.** Applicants should detail how the project will operate throughout the funding period and describe the strategies that they will use to achieve the goals and objectives identified in the previous section. Applicants should describe how they will complete the deliverables stated in the Goals, Objectives, and Deliverables section on page 6. OJJDP encourages applicants to select evidence-based practices for their programs.

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.

Logic Model. Applicants should include a logic model that graphically illustrates how the performance measures are related to the project's problems, goals, objectives, and

design. See sample logic models [here](#). Applicants should submit the logic model as a separate attachment, as stipulated in Additional Attachments, page 17.

Timeline. Applicants should submit a realistic timeline or milestone chart that indicates major tasks associated with the goals and objectives of the project, 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” [here](#)).

Applicants should submit the timeline as a separate attachment, as stipulated in Additional Attachments, page 17. On receipt of an award, the recipient may revise the timeline, based on training and technical assistance that OJJDP will provide.

- e. **Capabilities and Competencies.** This section should describe the experience and capability of the applicant organization and any contractors or subgrantees that the applicant will use to implement and manage this effort and its associated federal funding, highlighting any previous experience implementing projects of similar design or magnitude. Applicants should highlight their experience/capability/capacity to manage subawards, including details on their system for fiscal accountability. Management and staffing patterns should be clearly connected to the project design described in the previous section. Applicants should describe the roles and responsibilities of project staff and explain the program’s organizational structure and operations. Applicants should include a copy of an organizational chart showing how the organization operates, including who manages the finances; how the organization manages subawards, if there are any; and the management of the project proposed for funding.

Letters of Support/Memoranda of Understanding. If submitting a joint application, as described under Eligibility, page 1, applicants should provide signed and dated letters of support or memoranda of understanding for all key partners that include the following:

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

Letters of support may be addressed to the OJJDP Administrator. Only letters of support that are submitted by the due date and with the full application will be considered during the review process.

4. Budget Information and Associated Documentation

See the Budget Preparation and Submission Information section of the [OJP Grant Application Resource Guide](#) for details on the Budget Detail Worksheet and on budget information and associated documentation, such as information on proposed subawards, proposed procurement contracts under awards, and preagreement costs.

5. Indirect Cost Rate Agreement

See the Budget Preparation and Submission Information section of the [OJP Grant Application Resource Guide](#) for information.

6. Financial Management and System of Internal Controls Questionnaire (including applicant disclosure of high-risk status)

Every OJP applicant (other than an individual applying in his or her personal capacity) is required to download, complete, and submit the OJP Financial Management and System of Internal Controls Questionnaire (questionnaire) at <https://ojp.gov/funding/Apply/Resources/FinancialCapability.pdf> as part of its application. See the [OJP Grant Application Resource Guide](#) for additional information and submission instructions for this questionnaire.

7. Disclosure of Lobbying Activities

Each applicant must complete and submit this information. See the [OJP Grant Application Resource Guide](#) for additional information and submission instructions for this disclosure.

8. Applicant Disclosure of Pending Applications

Each applicant is to disclose whether it has (or is proposed as a subrecipient under) any pending applications for federally funded grants or cooperative agreements that (1) include requests for funding to support the same project being proposed in the application under this solicitation and (2) would cover any identical cost items outlined in the budget submitted to OJP as part of the application under this solicitation. For additional information on the submission requirements for this disclosure, see the [OJP Grant Application Resource Guide](#).

9. Applicant Disclosure and Justification – DOJ High Risk Grantees⁴ (if applicable)

An applicant that is designated as a DOJ High Risk Grantee is to submit as a separate attachment to its application, information that OJP will use, among other pertinent information, to determine whether it will consider or select the application for an award under this solicitation. The file should be named “DOJ High Risk Grantee Applicant Disclosure and Justification.” (See, also, “Review Process,” below, under Section E. Application Review Information, for a brief discussion of how such information may be considered in the application review process.) See the [OJP Grant Application Resource Guide](#) for additional information and submission instructions for this disclosure.

10. Research and Evaluation Independence and Integrity (if applicable)

If an application proposes research (including research and development) and/or evaluation, the applicant must demonstrate research/evaluation independence and integrity, including appropriate safeguards, before it may receive award funds. For additional information

⁴ A “DOJ High Risk Grantee” is a recipient that has received a DOJ High-Risk designation based on a documented history of unsatisfactory performance, financial instability, management system or other internal control deficiencies, or noncompliance with award terms and conditions on prior awards, or that is otherwise not responsible.

regarding demonstrating research/evaluation independence and integrity, including appropriate safeguards, see the [OJP Grant Application Resource Guide](#).

11. Disclosure of Process Related to Executive Compensation (if applicable)

An applicant that is a nonprofit organization may be required to make certain disclosures relating to the processes it uses to determine the compensation of its officers, directors, trustees, and key employees.

Under certain circumstances, a nonprofit organization that provides unreasonably high compensation to certain persons may subject both the organization's managers and those who receive the compensation to additional federal taxes. A rebuttable presumption of the reasonableness of a nonprofit organization's compensation arrangements, however, may be available if the nonprofit organization satisfied certain rules set out in Internal Revenue Service (IRS) regulations with regard to its compensation decisions.

Each applicant nonprofit organization must state at the time of its application (question 9c in the "OJP Financial Management and System of Internal Controls Questionnaire" located at <https://ojp.gov/funding/Apply/Resources/FinancialCapability.pdf> and mentioned earlier) whether or not the applicant entity believes (or asserts) that it currently satisfies the requirements of 26 C.F.R. 53.4958-6 (which relate to establishing or invoking a rebuttable presumption of reasonableness of compensation of certain individuals and entities).

A nonprofit organization that states in the questionnaire that it believes (or asserts) that it has satisfied the requirements of 26 C.F.R. 53.4958-6 must then disclose, in an attachment to its application (to be titled "Disclosure of Process Related to Executive Compensation"), the process used by the applicant nonprofit organization to determine the compensation of its officers, directors, trustees, and key employees (together, "covered persons").

At a minimum, the disclosure must describe in pertinent detail: (1) the composition of the body that reviews and approves compensation arrangements for covered persons; (2) the methods and practices used by the applicant nonprofit organization to ensure that no individual with a conflict of interest participates as a member of the body that reviews and approves a compensation arrangement for a covered person; (3) the appropriate data as to comparability of compensation that are obtained in advance and relied upon by the body that reviews and approves compensation arrangements for covered persons; and (4) the written or electronic records that the applicant organization maintains as concurrent documentation of the decisions with respect to compensation of covered persons made by the body that reviews and approves such compensation arrangements, including records of deliberations and of the basis for decisions.

For purposes of the required disclosure, the following terms and phrases have the meanings set out by the IRS for use in connection with 26 C.F.R. 53.4958-6: officers, directors, trustees, key employees, compensation, conflict of interest, appropriate data as to comparability, adequate documentation, and concurrent documentation.

Applicant nonprofit organizations should note that following receipt of an appropriate request, OJP may be authorized or required by law to make information submitted to satisfy this requirement available for public inspection. Also, a recipient may be required to make a

prompt supplemental disclosure after the award in certain circumstances (e.g., changes in the way the organization determines compensation).

12. Additional Attachments

- a. Logic model (see page 13).
- b. Timeline or milestone chart (see page 14).
- c. Résumés of all key personnel.
- d. Job descriptions outlining roles and responsibilities for all key positions.
- e. Letters of support/memoranda of understanding from partner organizations (see page 14).

How To Apply (Grants.gov)

Applicants must register in and submit applications through [Grants.gov](https://www.grants.gov), a primary source to find federal funding opportunities and apply for funding. Find information on how to apply in response to this solicitation in the [OJP Grant Application Resource Guide](#).

Registration and Submission Steps

Applicants will need the following identifying information when searching for the funding opportunity on Grants.gov.

- CFDA # 16.543, 16.738
- Funding opportunity number OJJDP-2019-14989

For information on each registration and submission step, see the [OJP Grant Application Resource Guide](#).

E. Application Review Information

Review Criteria

Applications that meet basic minimum requirements will be evaluated by peer reviewers using the following review criteria.

1. Statement of the Problem (10%)
2. Goals, Objectives, and Performance Measures (10%)
3. Project Design and Implementation (45%)
4. Capabilities and Competencies (30%)
5. Budget (5%): complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Budget narratives should demonstrate generally how applicants will maximize cost effectiveness of grant expenditures. Budget narratives should demonstrate cost effectiveness in relation to potential alternatives and the goals of the project.⁵

⁵ Generally speaking, a reasonable cost is a cost that, in its nature or amount, does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs.

Review Process

OJP is committed to ensuring a fair and open process for making awards. OJJDP reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation. See the [OJP Grant Application Resource Guide](#) for information on the application review process for this solicitation.

In addition, if OJP anticipates that an award will exceed \$250,000 in federal funds, OJP also must review and consider any information about the applicant that appears in the nonpublic segment of the integrity and performance system accessible through SAM (currently, the Federal Awardee Performance and Integrity Information System, FAPIIS).

Important note on FAPIIS: An applicant, at its option, may review and comment on any information about itself that currently appears in FAPIIS and was entered by a federal awarding agency. OJP will consider any such comments by the applicant, in addition to the other information in FAPIIS, in its assessment of the risk posed by the applicant.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Assistant Attorney General, who may take into account not only peer review ratings and OJJDP recommendations, but also other factors as indicated in this section.

F. Federal Award Administration Information

Federal Award Notices

See the [OJP Grant Application Resource Guide](#) for information on award notifications and instructions.

Administrative, National Policy, and Other Legal Requirements

OJP strongly encourages prospective applicants to review information on post-award legal requirements and common OJP award conditions **prior** to submitting an application. See the [OJP Grant Application Resource Guide](#) for additional information on administrative, national policy, and other legal requirements.

Information Technology (IT) Security Clauses

An application in response to this solicitation may require inclusion of information related to information technology security. See the [OJP Grant Application Resource Guide](#) for information on information technology security.

General Information About Post-Federal Award Reporting Requirements

In addition to the deliverables described in [Section A. Program Description](#), any recipient of an award under this solicitation will be required to submit certain reports and data.

Required reports. Recipients typically must submit quarterly financial reports, semi-annual progress reports, final financial and progress reports, and, if applicable, an annual audit report in accordance with the Part 200 Uniform Requirements or specific award conditions. Future awards and fund drawdowns may be withheld if reports are delinquent. (In appropriate cases, OJP may require additional reports.)

See the [OJP Grant Application Resource Guide](#) for additional information on specific post-award reporting requirements, including performance measures data.

G. Federal Awarding Agency Contact(s)

For OJP contact(s), see page 2.

For contact information for Grants.gov, see page 2.

H. Other Information

Freedom of Information and Privacy Act (5 U.S.C. 552 and U.S.C. 552a)

All applications submitted to OJP (including all attachments to applications) are subject to the federal Freedom of Information Act (FOIA) and to the Privacy Act. See the [OJP Grant Application Resource Guide](#) for information on DOJ and OJP processes with regard to application information requested pursuant to FOIA.

Provide Feedback to OJP

To assist OJP in improving its application and award processes, OJP encourages applicants to provide feedback on this solicitation, the application submission process, and/or the application review process. See the [OJP Grant Application Resource Guide](#) for information on providing solicitation feedback to OJP.

Appendix A: Performance Measures Table

Objective	Performance Measure(s)	Description	Data Recipient Provides
<p>To fill current gaps in investigative tools and technology and to provide related training and support to law enforcement and other key stakeholders charged with investigating and prosecuting technology-facilitated child sexual exploitation.</p> <p>The deliverables (tools, training and technical assistance, supportive materials) should be directed toward the continuation, expansion, and enhancement of DOJ's Internet Crimes Against Children program.</p>	Percentage of users reporting satisfactory use of the applications.	Performance Measure focuses on the overall customer satisfaction with the application.	<p>A. Number of users reported satisfactory use of the application.</p> <p>B. Number of users using the application.</p> <p>C. Percent of users using the application who were satisfied with the application.</p>
	Number of users reporting improvement in their investigative practices.	Performance Measure focuses on efficiency and effectiveness of the application.	Number of users reporting improvement in their investigative practices.
	Percentage of users reporting a false positive.	Performance Measure focuses on accuracy and quality of the application.	<p>A. Number of users reporting a false positive result while using the application.</p> <p>B. Number of users using the application.</p> <p>C. Percent of user using the application who reported a false positive result.</p>
	Number of users reporting an increased ability to investigate crimes that were not previously an option such as perpetrators trading CPs in virtual private networks.	Performance Measure focuses on the impact of the application and its usefulness in overcoming technology related investigative challenges.	Number of users reporting an increased ability to investigate crimes that were not previously an option such as perpetrators trading CPs in virtual private networks.

Appendix B: Application Checklist

OJJDP FY 2019 Strengthening Investigative Tools and Technology for Combating Child Sexual Exploitation

This application checklist has been created as an aid in developing an application.

What an Applicant Should Do:

Prior to Registering in Grants.gov:

- _____ Acquire a D-U-N-S Number (see [OJP Grant Application Resource Guide](#))
- _____ Acquire or renew registration with SAM (see [OJP Grant Application Resource Guide](#))

To Register with Grants.gov:

- _____ Acquire AOR and Grants.gov username/password (see [OJP Grant Application Resource Guide](#))
- _____ Acquire AOR confirmation from the E-Biz POC (see [OJP Grant Application Resource Guide](#))

To Find Funding Opportunity:

- _____ Search for the Funding Opportunity on Grants.gov
- _____ Select the correct Competition ID
- _____ Access Funding Opportunity and Application Package (see [OJP Grant Application Resource Guide](#))
- _____ Sign up for Grants.gov email [notifications](#) (optional)
- _____ Read [Important Notice: Applying for Grants in Grants.gov](#)
- _____ Read OJP policy and guidance on conference approval, planning, and reporting available at ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm

After Application Submission, Receive Grants.gov Email Notifications That:

- _____ (1) Application has been received
- _____ (2) Application has either been successfully validated or rejected with errors (see [OJP Grant Application Resource Guide](#))

If No Grants.gov Receipt, and Validation or Error Notifications are Received:

- _____ Contact the Response Center at grants@ncjrs.gov to request to submit the application after the deadline because of unforeseen technical issues.

Overview of Post-Award Legal Requirements:

- _____ Review the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2018 Awards](#)" in the OJP Funding Resource Center at <https://ojp.gov/funding/index.htm>.

Scope Requirement:

- _____ The federal amount requested is within the allowable limit(s) of up to \$1,500,000.

Eligibility Requirement:

- _____ State, territory, unit of local government, or federally recognized tribal government.

- _____ Nonprofit or for-profit organization, including tribal nonprofit or for-profit organization.
_____ Institution of higher education, including tribal institution of higher education.

The following items are critical application elements required to pass BMR. An application that OJP determines does not include the application elements designated to be critical will neither proceed to peer review nor receive further consideration.

- ☐ Program Narrative (see page 12)
- ☐ Budget Detail Worksheet (including narrative) (see page 14)

What an Application Should Include:

- ☐ Application for Federal Assistance (SF-424)
- ☐ Project Abstract
- ☐ Program Narrative
 - Statement of the Problem
 - Goals, Objectives, and Performance Measures
 - Project Design and Implementation
 - Capabilities and Competencies
- ☐ Budget Detail Worksheet (including Narrative)
- ☐ Indirect Cost Rate Agreement (if applicable)
- ☐ Financial Management and System of Internal Controls Questionnaire
- ☐ [Disclosure of Lobbying Activities \(SF-LLL\)](#)
- ☐ Applicant Disclosure of Pending Applications
- ☐ Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable)
- ☐ Research and Evaluation Independence and Integrity (if applicable)
- ☐ Disclosure of Process Related to Executive Compensation (if applicable)
- ☐ Request and Justification for Employee Compensation; Waiver (if applicable)

Additional Attachments

- ☐ Logic model
- ☐ Timeline or milestone chart
- ☐ Résumés of all key personnel.

- Job descriptions outlining roles and responsibilities for all key positions.
- Letters of support/memoranda of understanding from partner organizations