

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



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## **FY 2020 Guidance for Invited Applications for *Internet Crimes Against Children (ICAC)* Task Forces**

Applications Due: Refer to Deadline in OJP Invitation Letter

This Guidance for Invited Applications is intended for prospective applicants that have received a specific formal written invitation from OJP to apply for funding to conduct a particular program or project (the "OJP Invitation Letter"). This Guidance for Invited Applications **supplements** the information in the OJP Invitation Letter. Together, this Guidance for Invited Applications and the OJP Invitation Letter make up the invited application guidance the invited applicant is to use to prepare its application for funding, once it has received a formal written invitation from OJP to apply.

This invited application guidance incorporates the [OJP Grant Application Resource Guide<sup>1</sup>](#) by reference. The OJP Grant Application Resource Guide provides guidance to applicants for the preparation and submission to OJP of applications for funding. If this invited application guidance expressly modifies any provision in the OJP Grant Application Resource Guide, the applicant is to follow the guidelines in this invited application guidance as to that provision.

**Eligibility** (Who may apply): In general, OJP expects that a prospective applicant that is sent an OJP Invitation Letter will be eligible to receive funding as described in the invitation. (Under certain circumstances, however, OJP ultimately may determine that an invited applicant is not, in fact, legally eligible to receive an award.)

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

### **Contact information**

For technical assistance with submitting an application, contact the Grants Management System Support Hotline at 888-549-9901, option 3, or via email at [GMS.HelpDesk@usdoj.gov](mailto:GMS.HelpDesk@usdoj.gov). The [GMS](#) Support Hotline operates 24 hours a day, 7 days a week, including on federal holidays.

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<sup>1</sup> References to the "solicitation" in the OJP Grant Application Resource Guide generally should be understood (unless expressly stated otherwise) to mean the invited application guidance provided here or the program or project(s) described in the invited application guidance.

An applicant that experiences unforeseen GMS technical issues beyond its control that prevent it from submitting its application by the deadline must email the OJJDP contact identified in the OJP Invitation Letter **within 24 hours after the application deadline** to request approval to submit its application after the deadline. For information on reporting technical issues see “Experiencing Unforeseen GMS Technical Issues” in the **How to Apply (GMS)** section in the [OJP Grant Application Resource Guide](#).

For assistance with any other part of this Guidance for Invited Applications, contact the OJP staff member identified in the OJP Invitation Letter.

#### **Deadline details**

Applicants must register in the OJP Grants Management System (GMS) at <https://grants.ojp.usdoj.gov/> prior to submitting an application. All applicants must register, even those that previously registered in GMS. **Select the “Apply Online” button associated with the solicitation title identified in the OJP Invitation Letter.** Note registration and application deadlines identified in the OJP Invitation Letter.

For additional information, see the **How to Apply (GMS)** section in the [OJP Grant Application Resource Guide](#).

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# **Guidance for Invited Applications for *ICAC Task Forces***

## **A. Program Description**

### **Program-Specific Information**

Please refer to the OJP Invitation Letter for program-specific information.

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

Refer to the OJP Invitation Letter for information on the goals, objectives, and deliverables that OJP expects the applicant's proposed project to address. The OJP Invitation Letter also provides important information on associated performance measures and the data that will be required for those performance measures.

### **Evidence-Based Programs or Practices**

OJP strongly emphasizes the use of data and evidence in policy making 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](#).

### **Information Regarding Potential Evaluation of Programs and Activities**

Applicants should note OJP may conduct or support an evaluation of the programs and activities funded under any award made from this invited application. For additional information, see the [OJP Grant Application Resource Guide](#) section, entitled, "Information Regarding Potential Evaluation of Programs and Activities."

## **B. Federal Award Information**

Refer to the OJP Invitation Letter for information on the maximum amount of funds OJP expects to award, and the expected period of performance for an 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**

The OJP Invitation Letter specifies the type of award (that is, grant or cooperative agreement) OJP expects to make for any award made in response to the invited application.

See the "Administrative, National Policy, and Other Legal Requirements" section of the [OJP Grant Application Resource Guide](#) for additional information.

## **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 Requirements<sup>2</sup> as set out at 2 C.F.R. 200.303, comply with standards for financial and program management. See [OJP Grant Application Resource Guide](#) for additional information.

## **Budget Information**

### **Cost Sharing or Matching Requirement**

This solicitation does not require a match.

Please see the [OJP Grant Application Resource Guide](#) for information on the following:

[Pre-agreement Costs \(also known as Pre-award Costs\)](#)

[Limitation on Use of Award Funds for Employee Compensation; Waiver](#)

[Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs](#)

[Costs Associated with Language Assistance](#) (if applicable)

## **C. Application and Submission Information**

### **What an Application Should Include**

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 the specified elements.

#### **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 pre-applications, applications, and related information. See the [OJP Grant Application Resource Guide](#) for additional information on completing the SF-424.

**Intergovernmental Review:** This 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.

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<sup>2</sup> 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.

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) description of the issue; (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. **Description of the Issue.** This section should briefly describe the nature and scope of the problem that the program will address (e.g., child abuse and neglect, victimization, exposure to violence, etc.). The applicant should use data to provide evidence that the problem exists, demonstrate the size and scope of the problem, and document the effects of the problem on the target population and the larger community. Applicants should describe the target population and any previous or current attempts to address the problem.
- b. **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.

This section should also include details regarding any leveraged resources (cash or in-kind) from local sources to support the project and discuss plans for sustainability beyond the grant period.

Applicants should identify any other federal, state, or private foundation grants that serve the same target population.

**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 11. On receipt of an award, the recipient may revise the timeline, based on training and technical assistance that OJJDP will provide.

- c. **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 the organizational chart showing how their organization operates, including who manages the finances; how the applicant manages subawards, if there are any; and the management of the project proposed for funding.
- d. **Plan for Collecting the Data Required for this Program/Project’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 in the OJP Invitation Letter. Applicants should visit [OJP’s performance measurement page](#) for an overview of performance measurement activities at OJP.

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.

Please see OJP Invitation Letter for more information.

OJJDP will require award recipients to submit semiannual performance metrics of relevant data through the [Data Reporting Tool](#).

#### **Note on Project Evaluations**

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

Please see the [OJP Grant Application Resource Guide](#) for information on the following:

- 4. [Budget Information and Associated Documentation](#) in the Budget Preparation and Submission Information section.

Applicants are encouraged to identify any training and technical assistance needs associated with their proposed projects and build required experts, if any, directly into their budget.

5. [Indirect Cost Rate Agreement](#)
6. [Financial Management and System of Internal Controls Questionnaire \(including applicant disclosure of high-risk status\)](#)
7. [Disclosure of Lobbying Activities](#)
8. [Applicant Disclosure of Pending Applications](#)
9. [Applicant Disclosure and Justification – DOJ High-Risk Grantees](#)<sup>3</sup> (if applicable)
10. [Research and Evaluation Independence and Integrity](#)
11. **Disclosure of Process Related to Executive Compensation**

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").

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<sup>3</sup> 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.



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 is 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. Timeline or milestone chart (see page 6)
- b. Resumes of all key personnel
- c. Job descriptions outlining roles and responsibilities for all key positions

## **How To Apply (GMS)**

An applicant must submit its application through the [Grants Management System \(GMS\)](#), which provides support for the application, award, and management of awards at OJP. Find information on how to apply in GMS in response to this invitation in the [OJP Grant Application Resource Guide](#).

## **D. Application Review Information**

### **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 OJP Invitation Letter and this Guidance for Invited Applications. See the [OJP Grant Application Resource Guide](#) for information on the application review process.

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 non-public 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, the Assistant Attorney General will make all final award decisions.

## **E. Federal Award Administration Information**

Please see the [OJP Grant Application Resource Guide](#) for information on the following:

### **Federal Award Notices**

#### **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.

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).

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

### **Information Technology (IT) Security Clauses**

#### **General Information about Post-Federal Award Reporting Requirements**

In addition to the deliverables identified in the OJP Invitation Letter, an award recipient 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.

## **F. Federal Awarding Agency Contact(s)**

For OJP contact(s), see the OJP Invitation Letter.

For contact information for GMS, see the title page of this Guidance for Invited Applications.

## G. Other Information

Please see the [OJP Grant Application Resource Guide](#) for information on the following:

[Freedom of Information and Privacy Act \(5 U.S.C. 552 and 5 U.S.C. 552a\)](#)

[Provide Feedback to OJP](#)

## **Appendix A: Application Checklist**

### ***Internet Crimes Against Children (ICAC) Task Forces Invited Applications***

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

#### **What an Applicant Should Do:**

##### *Prior to Registering in GMS:*

- \_\_\_\_\_ Acquire a DUNS Number
- \_\_\_\_\_ Acquire or renew registration with SAM

##### *To Register with GMS:*

- \_\_\_\_\_ For new users, acquire a GMS username and password\*
- \_\_\_\_\_ For existing users, check GMS username and password\*  
to ensure account access
- \_\_\_\_\_ Verify SAM registration in GMS
- \_\_\_\_\_ Search for and select correct funding opportunity in GMS
- \_\_\_\_\_ Register by selecting the "Apply Online" button associated with the funding opportunity  
title
- \_\_\_\_\_ Read OJP policy and guidance on conference approval, planning, and reporting  
available at [ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm](http://ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm)
- \_\_\_\_\_ If experiencing technical difficulties in GMS, contact OJJDP

\*Password Reset Notice – GMS users are reminded that while password reset capabilities exist, this function is only associated with points of contact designated within GMS at the time the account was established. Neither OJP nor the GMS Help Desk will initiate a password reset unless requested by the authorized official or a designated point of contact associated with an award or application.

#### **Overview of Post-Award Legal Requirements:**

- ☐ Review the ["Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2020 Awards"](#) in the [OJP Funding Resource Center](#).

#### **Scope Requirement:**

- \_\_\_\_\_ The federal amount requested is as identified in the OJP Invitation Letter.

**Eligibility Requirement:** See OJP Invitation Letter.

#### **What an Application Should Include:**

- ☐ Application for Federal Assistance (SF-424) (see page 6)
- ☐ Project Abstract (see page 6)
- ☐ Program Narrative (see page 7)
- ☐ Budget Detail Worksheet (including Narrative) (see [OJP Grant Application Resource Guide](#))

Additional Attachments:

- ☐ Indirect Cost Rate Agreement (if applicable)  
(see [OJP Grant Application Resource Guide](#))
- ☐ Financial Management and System of Internal Controls Questionnaire  
(see [OJP Grant Application Resource Guide](#))
- ☐ [Disclosure of Lobbying Activities \(SF-LLL\)](#)  
(see [OJP Grant Application Resource Guide](#))
- ☐ Applicant Disclosure of Pending Applications  
(see [OJP Grant Application Resource Guide](#))
- ☐ Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable)  
(see [OJP Grant Application Resource Guide](#))
- ☐ Research and Evaluation Independence and Integrity (if research/evaluation are proposed by applicant)  
(see [OJP Grant Application Resource Guide](#))
- ☐ Request and Justification for Employee Compensation; Waiver (if applicable)  
(see [OJP Grant Application Resource Guide](#))
- ☐ Tribal Authorizing Resolution (if applicable)  
(see [OJP Application Resource Guide](#))