



Commonwealth of Virginia
Internet Crimes Against Children Fund

FY 2013
Application Guidelines

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Department of Criminal Justice Services
1100 Bank Street
Richmond, VA 23219
www.dcjs.virginia.gov

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I. Introduction

In 2010, the Virginia General Assembly passed legislation creating the Internet Crimes Against Children (ICAC) Fund. The Department of Criminal Justice Services (DCJS) is the administering agency for this fund. Therefore, DCJS is announcing the availability of funding pursuant to §17.1-275.12 of the Code of Virginia to support local law enforcement agencies in enhancing the investigation and prosecution of Internet crimes against children. This grant program will give law enforcement the additional resources they need to confront the ongoing problem of online child victimization and child pornography.

Scope of Problem:

There are currently 61 regional Task Force agencies across the country funded by the United States Department of Justice, Office of Juvenile Justice and Delinquency Prevention (OJJDP). The ICAC Task Force Program was created to help state and local law enforcement agencies enhance their investigative response to individuals who use the Internet, online communication systems, or other computer technology to sexually exploit children. In Virginia, there are two ICAC Task Forces: The Southern Virginia Internet Crimes Against Children Task Force (SOVA-ICAC) and Northern Virginia-Washington, DC Internet Crimes Against Children Task Force (NOVA-DC ICAC). Both Task Forces provide forensic and investigative technical assistance to law enforcement and prosecutorial officials, as well as community education information to parents, educators, prosecutors, law enforcement and others concerned with child victimization.

ICAC Task Forces are engaged in investigations, forensic examinations, and prosecutions related to Internet crimes against children. By helping state and local agencies develop effective and sustainable responses to online child victimization and child pornography, OJJDP and the ICAC program have built capacity at the local level to address ICAC related offenses. According to the OJJDP website, program accomplishments nationally include the following:

- Since the ICAC program's inception in 1998, more than 288,000 law enforcement officers, prosecutors, and other professionals have been trained in the United States and in 17 countries on techniques to investigate and prosecute ICAC related cases.
- Since 1998, ICAC Task Forces have reviewed more than 236,000 complaints of alleged child sexual victimization resulting in the arrest of more than 23,700 individuals.
- In fiscal year (FY) 2010, the ICAC program trained over 31,000 law enforcement personnel, over 2,400 prosecutors, and more than 9,000 other professions working in the ICAC field.
- In FY 2010, ICAC investigations led to more than 5,400 arrests, over 30,000 forensic examinations, and the identification of over 2,100 real children who were victims of some form of abuse and neglect.
- In FY 2010 ICAC investigations contributed to the arrests of nearly 5,400 individuals, with nearly 40 percent of those arrests (2,144) resulting in the acceptance of a plea agreement by the defendant in lieu of trial.

II. Eligibility

Law enforcement affiliate members, as of February 17, 2012, of either the SOVA ICAC or NOVA-DC ICAC Task Forces are eligible to apply for and receive these funds. **This grant program is limited to Virginia jurisdictions.** These funds are not to be used to duplicate other ICAC funds provided by OJJDP either directly or through a Task Force. An applicant police department or

sheriff's office must be an affiliate member in good standing and remain in good standing of either the SOVA ICAC Task Force or NOVA-DC ICAC Task Force and have a signed Memorandum of Understanding (MOU) on file with the respective Task Force within the defined boundaries established by OJJDP. The affiliate member must comply with all provisions of the respective ICAC MOU and ICAC Investigative and Operational Guidelines.

If your law enforcement agency is not an affiliate and would like information on becoming an affiliate member, please electronically contact Lieutenant Mike Harmony at mharmony@bedfordsheriff.org with SOVA ICAC Task Force or Captain Kirk Marlowe at kirk.marlowe@vsp.virginia.gov with NOVA-DC ICAC Task Force.

The ICAC Fund will be used to provide funding directly to local law enforcement agencies solely for the purpose of supporting ICAC investigations and prosecuting offenders. In addition, ICAC Funds will enhance Virginia local affiliate members' ability to comply with response and operational guidelines established by OJJDP. The goal is to assure that agencies have resources to investigate and combat the ongoing problem of online child exploitation.

III. ICAC Grant Uses and Restrictions

This solicitation is for a competitive, **one-time** grant award for the grant period identified in this application notice. Any law enforcement affiliate that meets the eligibility requirements as set out in Section II of this announcement may apply for this ICAC grant for funds totaling up to \$25,000. The ICAC funds may be used for the following:

1. **Personnel** expenses incurred for **overtime pay** of ICAC dedicated investigators conducting investigations related to ICAC affiliated cases.
2. **Equipment** specifically and exclusively used for the investigation of ICAC affiliated cases. Equipment costs must be reasonable, thoroughly justified, and directly related to the ICAC program outcomes.
3. **Training** relevant to increasing the capacity of the ICAC affiliate to investigate, combat and prosecute Internet crimes against children and interrelated forms of commercial sexual exploitation of children. Training may include but is not limited to investigative techniques, forensic capabilities, and best practices for undercover operations and investigation of ICAC cases. Training must be completed during the grant period between July 1, 2012 and June 30, 2013.

Restrictions

ICAC grant funds may not be used to supplant federal, state or local funds that would otherwise be available for these purposes. ICAC grant funds may not be used for firearms, ammunition and related equipment; clothing and uniforms normally and routinely provided by the locality to others in the same roles; construction or renovation; land acquisition; lobbying and political contributions; honoraria; bonuses; personal entertainment such as tickets to sporting events; personal calls; alcohol; food/beverages; or vehicles. Prepaid transactions outside of the grant period will not be permitted.

IV. Grant Period

These guidelines describe application procedures for a one-time, competitive award for a 12-month period beginning July 1, 2012 ending June 30, 2013. There will be no continuations or extensions after the initial grant period.

V. Match Requirement

Grant applicants are not required to provide matching funds.

VI. Grant Deadline and Submission

Applications (1 original, plus 4 copies) must be received by DCJS no later than 4:00 p.m. on February 17, 2012. Applications received after that time will not be considered. DCJS will not accept applications that are faxed or emailed. Submit your complete grant application to:

**Virginia Department of Criminal Justice Services
Grants Administration
1100 Bank Street
Richmond, Virginia 23219**

VII. Selection Process Application Timeline

DCJS staff and non-DCJS staff will review all applications and make programmatic and budgetary recommendations. The Criminal Justice Services Board (CJSB) will make final award decisions. Fiscal and programmatic revisions may be required as a condition of funding. The timeline is as follows:

December 2011	Announcement of the availability of ICAC funds
February 17, 2012	Deadline for applications
May 2012	CJSB funding decisions
July 1, 2012	Project period begins for grants awarded

VIII. Application Forms and Instructions

Each application for ICAC funding must contain the following items and be submitted in the order listed below. For the Budget Narrative and Project Narrative sections of your application, use the titles and headings specified in these guidelines.

- A. Grant Application Form
- B. Itemized Budget Form
- C. Budget Narrative
- D. Project Narrative (include copy of current Task Force MOA)

A. Grant Application Form Instructions

The one page Grant Application Form is available under the ICAC heading at:

<http://www.dcjs.virginia.gov/forms/sectionForms.cfm?code=7&menuLevel=10&mID=6>

Grant Program – List the grant program you are applying for – “Internet Crimes Against Children Fund”

Congressional Districts – List the congressional districts that will benefit from this program.

Applicant - Use this space to provide the name of the locality or state agency applying.

Faith Based Organization – not applicable

Applicant FIN – Use this space to provide the applicant’s Federal Identification Number.

Best Practice – not applicable

Jurisdiction(s) Served - List all localities to be served; or indicate "statewide" if that is appropriate.

Program Title – Internet Crimes Against Children

Targeted Age – not applicable

Grant Period - Provide the proposed grant period - July 1, 2012 – June 30, 2013

DUNS Number – Provide the Data Universal Numbering (DUNS) Number. DUNS number is a unique nine-character identification number provided by Dun and Bradstreet. If you do not have a number for the locality or organization, please go to the website <http://fedgov.dnb.com/webform>.

Type of Application – New

Rural, Urban or Suburban – Check the box that best describes the applicant locality.

Project Director, Project Administrator, and Finance Officer

Project Director - The person who will have day-to-day responsibility for managing the project.

Project Administrator - The person who has authority to formally commit the locality or state agency to complying with all the terms of the grant application including the provision of the required cash match. This **must** be the city, county or town manager; the chief elected officer of the locality, such as the Mayor or Chairman of the Board of Supervisors; or, in the case of a state agency, the agency head. *If someone other than one of these officials has been delegated the authority to sign, and signs the grant application, provide a copy of the letter, memorandum or other document by which the signing authority was delegated.*

Finance Officer - The person who will be responsible for fiscal management of funds.

It is extremely important that you provide e-mail address, telephone and fax numbers for each person.

Brief Project Description – A short description of the proposed project.

Project Budget Summary – Total figures from “Itemized Budget.”

B. Itemized Budget Form Instructions

The itemized budget form is available under the ICAC heading at:

<http://www.dcjs.virginia.gov/forms/grants/grantbudg.pdf>

Use the two-page Itemized Budget form to detail proposed project expenditures. This grant only provides overtime pay, equipment and training.

Personnel/Employees

Salaries: List each position by title and name of employee. Show the annual salary rate for the employee and the anticipated number of overtime hours to be devoted to the project by the employee. If requesting a percentage of a staff person for overtime hours, indicate the total number of overtime hours anticipated for the 12 month grant period. Job descriptions and qualifications of staff should be on file at the implementing agency. The narrative should justify the necessity and case data to support the need for anticipated overtime hours. The workload must justify the need for overtime pay. All overtime hours paid for with these funds must be devoted to ICAC affiliated cases. Submit copies of job descriptions for all positions for which grant-funded overtime is requested.

Employee Benefits: Indicate each type of fringe benefit included and the total cost allowable to employees assigned to the project as it relates to the overtime pay indicated.

Consultants – (ONLY IF IDENTIFIED FOR TRAINING)

- a) **For individuals to be reimbursed for personal services on a fee basis:** List each type of consultant or service (with numbers in each category and names of major consultants when available), the proposed daily fee rate, and the amount of time to be devoted to such services. **Individual Consultant rates may not exceed \$450.00 per day.** A fee of \$450 per day will not be automatically authorized. Documentation must show that the fee requested is at or below the consultant's usual and customary fee before approval will be given.
- b) **For organizations, providing professional services, including professional associations and educational institutions:** State the type of services being performed and estimated contract price.
- c) **Consultant Travel and Subsistence:** Estimate actual costs. These must be reasonable and adhere to the grantee's established travel policy.

Requests for funds for consultants will be very carefully screened. The narrative must clearly explain how the use of outside consultants will significantly and permanently enhance ICAC program effectiveness.

Travel and Subsistence for Project Personnel – (ONLY IF RELATED TO TRAINING)

Itemize total training related travel expenses of project personnel by local mileage, non-local, and subsistence. Grantees may follow their own established travel rates if they have established travel policies. If a grantee does not have an established policy, the state travel policy must be followed. The state allows reimbursement for actual reasonable expenses. Transportation costs, such as air and rail fares, are at coach rates. The narrative should explain relevance of the proposed travel to training and job duties. Travel and training must specifically and exclusively relate to the investigation of ICAC affiliated cases. Narrative must document that travel and training costs are reasonable, thoroughly justified, and directly related to the ICAC program outcomes. Travel for training that is not thoroughly justified may be deleted.

Equipment – Each item to be purchased must be separately listed with unit cost. Each item to be leased or rented must be separately listed with the cost associated with the lease or rental. The budget narrative must thoroughly explain the relevance and importance of each item to the project. Items not

thoroughly justified may be deleted. Equipment must be specifically and exclusively used for the investigation of ICAC affiliated cases. Narrative must document that equipment costs are reasonable, thoroughly justified, and directly related to the ICAC program outcomes.

Supplies and Other Expenses – (ONLY IF RELATED TO TRAINING)

All costs should be itemized within this category by major types (e.g., training registration fees, training materials, etc). The basis for cost computations should be shown (“x” dollars per person for training registration fees; “y” dollars per person for training materials etc.)

Indirect Costs – Unallowable

C. Budget Narrative Instructions

In addition to completing the Itemized Budget Form, you must provide a separate section titled “**Project Budget Narrative**” that provides details for each requested budget item and provides the basis for its cost. (Note: This is not a set form; however, format is identified in this section.) All items requested in the Itemized Budget Form must be reasonable and thoroughly justified or they will be deleted from the award. Use the following sub-headings relevant to your request in your Project Budget Narrative: 1) Personnel/Employees; 2) Consultants; 3) Travel for Project Personnel; 4) Equipment; 5) Other Training-Related Costs.

D. Project Narrative Instructions

Applications must include a separate section titled “**Project Narrative**,” no more than 3 pages in length (Note: This is not a set form; however, format is identified in this section.), that includes three subheadings: 1) Need Justification; 2) Project Description; 3) Project Timeline.

Need Justification

Under the Need Justification heading of the Project Narrative, the applicant must present a clear, concise and compelling explanation of the need to increase capacity or resources to investigate and prosecute ICAC related cases. Applicants must briefly describe the nature and scope of the problem that the funds will address (e.g., specifics of need to support law enforcement in pursuing online child exploitation cases). Data should be used to provide evidence that the problem exists, demonstrate the size and scope of the problem, and document the effects of the problem on the target population and the larger community. Clearly describe the aspects of the problem that your specific project request will address and what gaps this will fill. Applicants should describe any previous or current attempts to address the problem. The Need Justification section should describe existing resources that are available to address the identified problems, including local funding and any other federal or state grants, and state why those resources and services are inadequate. **Include a copy of the current Task Force MOA.**

Project Description

Under the Project Description heading of your Project Narrative, provide a detailed, complete description of how overtime, equipment, and/or training will enhance local law enforcement’s ability to investigate and prosecute ICAC related cases and address the problems identified in the “Needs Justification” section (e.g. need for overtime due to demonstrated increase in ICAC case volume or complexity; specialized ICAC-relevant training to meet need in knowledge/skill/ability identified;

ICAC-relevant equipment upgrade, etc.). This includes a plan on how the affiliate will ensure and demonstrate that the staff overtime and equipment will be used solely for ICAC program goals. Applicants must describe the capabilities of the law enforcement agency to continue addressing the nature and scope of the problem after the grant period.

Project Timeline

Include a comprehensive timeline that identifies milestones and deliverables. In this section, provide a detailed, thorough project implementation timeline that includes the dates for initiating and completing the project relevant to the request. Note that the grant period begins July 1, 2012 and ends June 30, 2013.

IX. Evaluation and Reporting Requirements

All grant-supported programs are required to complete and submit a progress report on outcomes achieved and a Financial Report by the 12th working day after the close of each quarter. All programs must comply with ICAC reporting requirements as established by DCJS. Additionally, all grant recipients will be required to comply with monthly reporting to the lead ICAC Task Force for their respective area as indicated in their ICAC MOU. On-site monitoring visits of grant programs will be conducted, as DCJS staff resources permit.

DCJS developed the Grants Management Online Information System to coordinate financial reporting. Quarterly financial reports and requests for funds must be completed on-line. Additional information about the on-line reporting system can be found at:

<http://www.dcjs.virginia.gov/grantsAdministration/gmis/>.

X. Application Checklist

Applicants must submit one original and four copies of each of the following no later than 4:00 p.m. on February 17, 2012:

- **Grant Application Form** - signed and dated by the Project Administrator (county administrator, city/town manager, or Mayor, chairperson of the Board of Supervisors)
- **Itemized Budget Form** - itemizes all budget amounts and places in appropriate category for each line item
- **Budget Narrative** - explains or itemizes all requested budget items in detail
- **Project Narrative** - does not exceed 3-page limit and includes specified heading for Need Justification, Project Description, and Project Timeline
- **Copy of current Task Force MOA**

XI. Contact/Assistance

For questions regarding the application procedures contact Mary Wilson, Children's Justice Act Coordinator, at (804) 371-0534 or mary.wilson@dcjs.virginia.gov.