

GOVERNOR'S OFFICE of CRIME CONTROL and PREVENTION

FY 2020 Internet Crimes Against Children (ICAC) Task Force Grant Fund

Notice of Funding Availability Application Guidance Kit



Online Submission Deadline: February 8, 2019, 3 PM

**Funded through:
State of Maryland**

Governor's Office of Crime Control and Prevention
100 Community Place
Crownsville, Maryland 21032-2022
www.goccp.maryland.gov
(410) 697-9338

Larry Hogan, Jr., Governor
Boyd K. Rutherford, Lt. Governor
V. Glenn Fueston, Jr., Executive Director

Note: Hard copy applications are no longer being accepted.

ELIGIBILITY

Funding through this application is available to the Maryland State Police, local law enforcement agencies, and designated Child Advocacy Centers.

IMPORTANT NOTES

Applicants are required to apply for grant funding through the Governor's Office of Crime Control and Prevention online application process located at <http://goccp.maryland.gov/grants/>. Instructions for completing the online application can be found at <http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf>. Additionally, all applicants **MUST** provide proof that they have a valid federal **DUNS** number and be **currently registered** with the [System for Award Registration \(SAM\)](#). A screenshot reflecting this information is sufficient.

Getting Started

Thank you for applying for the **Internet Crimes Against Children (ICAC) Task Force Grant** from the **Governor's Office of Crime Control and Prevention (GOCCP)**. The purpose of the ICAC Grant program is to investigate and prosecute internet crimes against children. Funding may also be used to support the ongoing operations of the Maryland Internet Crimes Against Children Task Force. These efforts support GOCCP's objective of reducing victimization in Maryland's children by protecting them from abuse or neglect. Further it supports GOCCP's objective of developing coordinated criminal justice strategies at the State & local level by having local law enforcement agencies and child advocacy centers work together with the Maryland ICAC task force.

If you need application assistance, please contact:

Angela Cromwell, Internet Crimes Against Children Program Manager
410-697-9337

Angela.Cromwell1@maryland.gov

Justice Schisler, Chief of Programs
410-697-9334

Justice.Schisler@maryland.gov

The Governor's Office of Crime Control and Prevention's success is measured by sub-recipient success. It is critical that we hear from you, our customers. To share your ideas of how the Governor's Office of Crime Control and Prevention can serve you better, please email your program manager.

Governor's Office of Crime Control and Prevention Mission:

To serve as a coordinating office that advises the Governor on criminal justice strategies. The office plans, promotes, and funds efforts with government entities, private organizations, and the community to advance public policy, enhance public safety, reduce crime and juvenile delinquency, and serve victims.

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I. ELIGIBILITY CRITERIA

The following entities in Maryland are eligible to submit no more than (1) application for the Internet Crimes Against Children (ICAC) Task Force Fund:

- Maryland State Police - Internet Crimes Against Children Task Force
- Local Law Enforcement
- Child Advocacy Centers

II. PROGRAM DESCRIPTION

A. Requiring Agency

Governor's Office of Crime Control and Prevention (GOCCP)

B. Opportunity Title

Internet Crimes Against Children Task Force Grant Fund

C. Submission Date

Friday, February 8, 2019 by 3:00 PM

D. Anticipated Period of Performance

July 1, 2019 to June 30, 2020

E. Funding Opportunity Description

In 2016, Senate Bill 864 established the Internet Crimes Against Children (ICAC) Task Force Fund administered by the Governor's Office of Crime Control and Prevention. The purpose of this funding is to:

1. Provide grants to local law enforcement agencies for salaries, training, and equipment to be used for the investigation and prosecution of Internet Crimes Against Children;
2. Support the ongoing operations of the Maryland Internet Crimes Against Children Task Force established by the Department of State Police (DSP); and
3. Provide grant funds to designated child advocacy centers for salaries, training, and equipment to be used for the investigation and prosecution of Internet Crimes Against Children.

The bill specifies that the Governor must include **not less than \$2 million** to the Internet Crimes Against Children Task Force Fund. Funds, in an amount not greater than 25%, can support Child Advocacy Centers. GOCCP announces the availability of up to \$2 million in grant funding and anticipates making 1 sub-award for the Maryland Internet Crimes Against Children Task Force and 14-16 additional sub-awards ranging from \$25,000 - \$200,000. **All funding is contingent upon GOCCP receiving the specified grant funds from the State of Maryland.**

The Computer Crimes Unit within the Department of State Police operates and administers the Maryland Internet Crimes Against Children Task Force (MDICAC), a federally funded project designed to respond to and investigate complaints of online sexual child exploitation. The Internet Crimes Against Children Task Force consists of law enforcement agencies from around the State and is responsible for initiating criminal investigations relating to online sexual exploitation of children.

A key goal for the Internet Crimes Against Children Task Force is to build and enhance the ability of Maryland law enforcement to analyze computers and digital media seized pursuant to ICAC investigations and the core computer forensic component of the MDICAC Task Force.

Other important aspects of the MDICAC Task Force is to provide technical support to law enforcement and to conduct community outreach and educational efforts for the

communities throughout the state of Maryland. Presentations have been provided at various schools, churches, businesses, and civic groups.

III. PROGRAM REQUIREMENTS

Before the distribution of grant funds, grant recipients must execute a memorandum of understanding with the Maryland Internet Crimes Against Children Task Force and agree to work with the task force and abide by the task force guidelines and protocols related to the investigation and prosecution of internet crimes against children. A copy of this memorandum of understanding must be submitted with your application.

Funding for Child Advocacy Centers will be directed at those organizations that are accredited or are on the path to accreditation by the National Children's Alliance. Applicants should indicate their current status on the accreditation timeline. The approximate timeline is outlined as the following:

- Year 1: Development of a Multidisciplinary Team with signed Memorandum of Understanding from each partner
- Year 2 and 3: Develop and Implement the Medical and Therapeutic components
 - It was noted that CAC's can achieve partial or "Associate" level accreditation at the end of Year 3 if certain standards are met. This is a good indicator of the progress that a CAC is making towards accreditation.
- Year 4: The National Children's Alliance (NCA) site visits should be scheduled and the CAC's application should be submitted and under review. This also includes time for the CAC to receive feedback from the NCA and implement recommendations.
- Year 5: Full accreditation

In addition to the above requirements, grantees will be required to track and measure program outputs and outcomes. Outputs and outcomes must be recorded and submitted to GOCCP on a quarterly basis.

The following is a sample list, and is not all inclusive of all potential outputs and outcomes that may be included in the final awards:

- Number of victims identified.
- Number of victims served.
- Number of cases investigated.
- Number of cases prosecuted.
- Number of trainings held.
- Number of attendees.
- Number of attendees who reported an increased understanding about the topic as a result of this program.
- Number of trainings attended.

IV. APPLICATION PROCESS

Applicants are required to apply for grant funding through the GOCCP web-based application process, which may be accessed through the web URL www.goccp.maryland.gov and clicking on **GRANTS MANAGEMENT SYSTEM**, or by going directly to the login screen using the URL: <https://grants.goccp.maryland.gov>.

In order to use GOCCP's web-based application you must have a User ID.

If you have *not* previously applied through the web, go to the following URL to obtain instructions and the information required to obtain a User ID and password:
<http://goccp.maryland.gov/grants/requesting-access/>.

The last day to request a User ID is Friday, January 25, 2019. If you have previously applied

through the web, use your existing User ID and password.

If you have previously applied to the GOCCP, **but do not have your User ID, or are having technical issues with the system**, contact the helpdesk via email at support@goccp.freshdesk.com for assistance.

If you need assistance completing the program-specific information required in the online application, please contact Angela Cromwell at 410-697-9337 or Angela.Cromwell1@maryland.gov .

The online application must be submitted no later than 3:00 PM on Friday, February 8, 2019.

V. TRAINING/TECHNICAL ASSISTANCE (TA)

To help applicants prepare and submit applications that reflect GOCCP’s established guidelines and procedures, training is provided through training videos posted on the GOCCP website. These may be accessed through the following URL: <http://goccp.maryland.gov/grants/gms-help-videos/>.

Please review the training videos prior to beginning your application to become familiarized with system guidelines, fiscal review and tips, civil rights requirements, etc.

Additionally, instructions for completing the online application can be found at <http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf>. Applicants are encouraged to review these instructions prior to completing the online application. The narrative section of the application should be completed in an outline-style format (retaining all numbering, lettering, and section headers).

VI. IMPORTANT DATES

Deadline to Request a User ID	January 25, 2019
Deadline to Submit an Online Application	February 8, 2019
Letters of Intent Emailed//Denial Letters Emailed	May 1, 2019
Award Documents	June 1, 2019
Sub-award Start Date	July 1, 2019
Sub-award End Date	June 30, 2020

VII. APPLICATION EVALUATION

GOCCP will assess the merits of the proposed program in each of the following areas (See Notice of Funding Availability Application Instructions located at <http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf>): and score each application accordingly:

- Problem statement/needs justification (15 points total)
- Program goals and objectives (20 points total)
- Program strategy/program logic (10 points total)
- Performance measurement (outputs, outcomes, and impacts) (20 points total)
- Timeline (5 points total)
- Spending plan and budget (reasonableness, cost effectiveness, detailed justification per line item) (20 points total)
- Management capabilities (5 points total)
- Sustainability (5 points total)

The Internet Crimes Against Children Task Force Grant is a competitive application process. GOCCP may conduct a three-tier review, to include internal staff and external independent reviewers, of each application submitted in accordance with this Notice of Funding Availability. As part of the internal review, GOCCP staff will also review the following for each application:

- Scope (geographic size and location)
- Reach (ability to recognize and address the needs of underserved populations)
- GOCCP audit findings
- Performance history with previous awards with GOCCP

VIII. FUNDING SPECIFICATIONS

A. Funding Cycle

Commencement of awards funded under the Internet Crimes Against Children (ICAC) Task Force Grant Fund for FY 2020 will begin July 1, 2019 and end on June 30, 2020. Funds are paid on a reimbursable basis.

B. Allowable Costs for Direct Services

The following is a listing of services, activities, and costs that are eligible for support with Internet Crimes Against Children Task Force grant funds:

- Operating expenses (for the Maryland Internet Crimes Against Children Task Force only)
- Salary
- Training
- Equipment

C. Unallowable Costs

The following services, activities, and costs cannot be supported with Internet Crimes Against Children Task Force grant funds at the sub-recipient level:

- Lobbying and administrative advocacy
- Audit costs
- Property insurance
- Food/beverage
- Construction projects

The list above is not exhaustive. GOCCP reserves the right to make additional budget reductions/restrictions and adjustments at its discretion.

D. Consultant Rates

The limit for consultant rates is \$650 per day.

IX. DISTRIBUTION OF FUNDS & REPORTING REQUIREMENTS

GOCCP will distribute awarded funds to grantees on a quarterly reimbursement of expenditures basis following the timely submission of corresponding quarterly fiscal and programmatic reports. These reports must be submitted through the Grants Management System. All programmatic electronic reports are due within 15 calendar days of the end of each quarter. Financial electronic reports are due within 30 calendar days of the end of each quarter. All reporting activity occurs through the Grant Management System, using the same User ID and password that were used for the application process.

For further post-award instructions, read the Special Conditions specific to your award in the GMS and read the General Conditions which can be found at:

<http://www.goccp.maryland.gov/grants/general-conditions.php>.

A. Electronic Funds Transfer (EFT)

GOCCP encourages the use of electronic funds transfer (EFT). To obtain the appropriate form, the address to submit the form, and a general overview, including FAQs, refer to the following website:

http://comptroller.marylandtaxes.gov/Vendor_Services/Accounting_Information/Static_Files/GADX10Form20150615.pdf.

B. Match

There is no match required for this funding source. Do NOT enter a match into your budget. If you wish to show other financial or in-kind contribution to your program, it may be written into your narrative.

C. Supplanting, Transparency, and Accountability

Federal funds must be used to supplement existing state and local funds for program activities and must not replace those funds that have been appropriated for the same purpose. See the Office of Justice Programs Financial Guide (Part II, Chapter 3). There are strict federal laws against the use of federal funds to supplant current funding of an existing program. Jurisdictions must provide assurances and certifications as to non-supplanting and the existence of proper administrative/financial procedures.

A strong emphasis is being placed on accountability and transparency. Grantees must be prepared to track, report on, and document specific outcomes, benefits, and expenditures attributable to the use of grant funds. Misuse of grant funds may result in a range of penalties to include suspension of current and future funds and civil/criminal penalties.

X. APPLICATION CHECKLIST

What an Application Should Include:

- _____ Face Sheet
- _____ Project Summary
- _____ Narrative
 - _____ Problem Statement/Needs Justification
 - _____ Program Goals
 - _____ Program Strategy
 - _____ Program Measurement
 - _____ Timeline
 - _____ Spending Plan
 - _____ Management Capabilities
 - _____ Sustainability
- _____ DUNS/SAM Registration
- _____ Memorandum of understanding (Maryland Internet Crimes Against Children Task Force)
- _____ Budget and Budget Justification
 - _____ Personnel
 - _____ Operating Expenses
 - _____ Travel
 - _____ Contractual Services
 - _____ Equipment
 - _____ Other
- _____ Indirect Cost Rate Agreement or Documentation Supporting Use of the De minimis Indirect Cost Rate (if applicable)
- _____ Budget Prioritization
- _____ Certified Assurances
- _____ Certification Regarding Lobbying
- _____ Audit Findings/Corrective Action Plan (if applicable)
- _____ Single Audit Requirements (if applicable)
- _____ Proof of 501 (c)(3) Status (if applicable)

More information on each item above can be found in the NOFA Application Instructions found here:

<http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf>.