

**Budget Detail Worksheet & Budget Narrative**

**FY11 Internet Crimes Against Children Task Force Program Continuation**

Purpose: The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

A. Personnel--List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Name/Position	Computation		Cost
Computer Forensic Analyst	\$53,580.80	100%	\$53,580.80
<b>TOTAL</b>			<b>\$53,580.80</b>

**NARRATIVE:**One Computer Forensic Analyst will be dedicated Full-time (40 hours per week) to examine computers and other technology for child exploitation contraband. The Computer Forensic Analyst's salary is calculated from the State of Maine, Department of Human Resources Forensic DNA Analyst classification (Grade 25 Step 8). (See <http://www.maine.gov/bhr/> for BHR classification salary ranges.)

B. Fringe Benefits--Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

<b>Computer Forensic Analyst</b>			
Medicare 1	\$776.92	1.45%	\$776.92
Retirement 1	\$11,787.78	22%	\$11,787.78
Health/Dental Insurance 1	\$10,681.45	set per yr	\$10,681.45
Workman's Compensation 1	\$1,757.00	set amt	\$1,757.00
<b>Total Personnel &amp; Fringe Benefits</b>			<b>\$78,583.95</b>

**NARRATIVE:**Fringe benefits are calculated as a percent of the base salary. Fringe benefits include payroll expenses such as social security, workman's compensation and unemployment insurance and may vary slightly.

C. Travel-- Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meetings, etc. Show the basis of computation (e.g., six people 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects travel and meals for trainees should be listed separately. Show the number of trainees and unit cost involved. Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

Purpose of Travel	Location	Item Cost/person	Computation # of persons	Cost
ICAC Commanders Meetings (4)	Various Locations		# of meetings	
Airfare	Estimate	\$400	1 4	\$1,600.00

FY11 Maine State Police Computer Crimes Unit Internet Crimes Against Children Continuation

Per Diem	Estimate	day/person	# of days	1	4	\$699.00
Hotel	Estimate	\$58.25	3	1	4	\$1,366.20
		\$113.85	3			
<b>Chief Executive Officer</b>						
Airfare	Estimate	\$400		1	1	\$400.00
Per Diem	Estimate	day/person	# of days	1	1	\$174.75
Hotel	Estimate	\$58.25	3	1	1	\$341.55
		\$113.85	3			
<b>TOTAL</b>						<b>\$4,581.50</b>

**D. Equipment--** List non-expendable items that are to be purchased. (Note: Organization's own capitalization policy for classification of equipment should be used. Expendable items should be included in the "Supplies" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

Item	Computation	Cost
Software licenses	\$2,400.00	1
V6 or V7 dongle	\$2,850.00	1
<b>TOTAL</b>		<b>\$5,250.00</b>

**NARRATIVE:**

**E.-Supplies--**List items by type (office supplies, postage, training materials, copying paper, and other expendable items such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

Supply Items	Computation	Cost
1 Terabyte Hard Drives	\$84.00	24
<b>TOTAL</b>		<b>\$2,016.00</b>

**NARRATIVE:**

**F. Construction--** As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Consult with the program office before budgeting funds in this category.

Purpose	Description of Work	Cost
<i>NONE</i>		\$0.00
<b>TOTAL</b>		<b>\$0.00</b>

**G. Consultants/Contracts--** Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisitions

**Consultant Fee:** For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time

on the project. Consultant fees in excess of \$450 per day require additional justification and prior approval from OJP.

Name of Consultant	Service Provided	Computation		Cost	
		hourly \$	# of hours		
				Subtotal	\$0

**Consultant Expenses:** List all expenses to be paid from the grant to the individual consultant in addition to their fees (i.e., travel, meals, lodging, etc.)

Item	Location	Computation		Cost	
		hourly \$	# of hours		
NONE		\$0.00	1	\$0.00	
				Subtotal	\$0

**Contracts:** One Computer Forensic Analyst will be dedicated Full-time to examine computers and other technology for child exploitation contraband. The Computer Forensic Analyst's salary is calculated from the State of Maine, Department of Human Resources Computer Forensic Analyst classification (Grade 25 Step 8). One Forensic Technician will be dedicated Full-time to assisting Computer Forensic Analysts and Field Investigators. The Forensic Technician's salary is calculated from the BHR Forensic Technician classification (Grade 18 Step 8). (See <http://www.maine.gov/bhr/> for BHR classification salary ranges.) Fringe benefits are calculated as a percent of the base salary.

Item			Cost	
Computer Forensic Analyst	\$53,580.80	100%	\$53,580.80	
Medicare	\$776.92	1.45%	\$776.92	
Retirement	\$11,787.78	22%	\$11,787.78	
Health/Dental Insurance	\$10,681.45	set per yr	\$10,681.45	
Workman's Compensation	\$1,757.00	set amt	\$1,757.00	
<b>Forensic Technician</b>	<b>\$38,625.60</b>	<b>100%</b>	<b>\$38,625.60</b>	
Medicare	\$560.07	1.45%	\$560.07	
Retirement	\$8,497.63	22%	\$8,497.63	
Health/Dental Insurance	\$10,681.45	set per yr	\$10,681.45	
Workman's Compensation	\$1,757.00	set amt	\$1,757.00	
			Subtotal	\$138,705.70
<b>CONSULTANTS/ CONTRACTS TOTAL</b>				<b>\$138,705.70</b>

**H. Other Costs--** List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot rent, and provide a monthly rental cost and how many months to rent.

Description	Computation	Cost	
		TOTAL	\$0.00

**NARRATIVE: State administrative costs at 1.696%**

**I. Indirect Cost--**Indirect costs are allowed only if the applicant has Federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

Description	Computation	Cost
StaCAP (Administrative Costs - 1.696%)	\$229,137.15    0.01696	\$3,886.17

**TOTAL \$3,886.17**

**Budget Summary**--When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total costs and the total project costs. Indicate the amount of Federal requested and the amount of non-Federal funds that will support the project.

Budget Category	Amount
A. Personnel	\$53,581
B. Fringe Benefits	\$25,003
C. Travel	\$4,582
D. Equipment	\$5,250
E. Supplies	\$2,016
F. Construction	\$0
G. Consultants/Contracts	\$138,706
H. Other	\$0
Total Direct Costs	\$229,137
I. Indirect Costs	\$3,886
<b>TOTAL PROJECT COSTS</b>	<b>\$233,023</b>
Federal Request	\$233,023
Non-Federal Amount	\$0


**NOTE:** If a Non-Federal amount is entered, make sure those items for which they will be used must be incorporated into your overall budget. Indicate clearly throughout you budget narrative and detail worksheet for which items these funds will be used.



Department of Justice  
Office of Justice Programs  
**Office of Juvenile Justice and  
Delinquency Prevention**

**Cooperative Agreement**

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1. RECIPIENT NAME AND ADDRESS (Including Zip Code) Maine State Police 45 Commerce Drive State House Station 42 Augusta, ME 04333-0042		4. AWARD NUMBER: 2007-DD-BX-K007	
		5. PROJECT PERIOD: FROM 09/01/2007 TO 06/30/2010 BUDGET PERIOD: FROM 09/01/2007 TO 06/30/2010	
1A. GRANTEE IRS/VENDOR NO. 016003001		6. AWARD DATE 09/02/2009	7. ACTION Supplemental
		8. SUPPLEMENT NUMBER 01	
		9. PREVIOUS AWARD AMOUNT	\$ 250,000
3. PROJECT TITLE 2009 ICAC Continuation Grant		10. AMOUNT OF THIS AWARD	\$ 204,986
		11. TOTAL AWARD	\$ 454,986
12. SPECIAL CONDITIONS THE ABOVE GRANT PROJECT IS APPROVED SUBJECT TO SUCH CONDITIONS OR LIMITATIONS AS ARE SET FORTH ON THE ATTACHED PAGE(S).			
13. STATUTORY AUTHORITY FOR GRANT This project is supported under FY09(OJJDP ICAC) 42 USC 17611-17617			
15. METHOD OF PAYMENT PAPRS			
AGENCY APPROVAL		GRANTEE ACCEPTANCE	
16. TYPED NAME AND TITLE OF APPROVING OFFICIAL Laurie Robinson Acting Assistant Attorney General		18. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL Anne Jordan Commissioner	
17. SIGNATURE OF APPROVING OFFICIAL 		19. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL	19A. DATE
AGENCY USE ONLY			
20. ACCOUNTING CLASSIFICATION CODES FISCAL FUND BUD. DIV. YEAR CODE ACT. OFC. REG. SUB. POMS AMOUNT X C MC 70 00 00 204986		21. GMCTGT0467	

OJP FORM 4000/2 (REV. 5-87) PREVIOUS EDITIONS ARE OBSOLETE.

OJP FORM 4000/2 (REV. 4-88)



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**AWARD CONTINUATION  
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PROJECT NUMBER 2007-DD-BX-K007

AWARD DATE 09/02/2009

*SPECIAL CONDITIONS*

1. The recipient agrees to comply with the financial and administrative requirements set forth in the current edition of the Office of Justice Programs (OJP) Financial Guide.
2. The recipient acknowledges that failure to submit an acceptable Equal Employment Opportunity Plan (if recipient is required to submit one pursuant to 28 C.F.R. Section 42.302), that is approved by the Office for Civil Rights, is a violation of its Certified Assurances and may result in suspension or termination of funding, until such time as the recipient is in compliance.
3. The recipient agrees to comply with the organizational audit requirements of OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, and further understands and agrees that funds may be withheld, or other related requirements may be imposed, if outstanding audit issues (if any) from OMB Circular A-133 audits (and any other audits of OJP grant funds) are not satisfactorily and promptly addressed, as further described in the current edition of the OJP Financial Guide, Chapter 19.
4. Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of OJP.
5. The recipient must promptly refer to the DOJ OIG any credible evidence that a principal, employee, agent, contractor, subgrantee, subcontractor, or other person has either 1) submitted a false claim for grant funds under the False Claims Act; or 2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving grant funds. This condition also applies to any subrecipients. Potential fraud, waste, abuse, or misconduct should be reported to the OIG by -

mail:

Office of the Inspector General  
U.S. Department of Justice  
Investigations Division  
950 Pennsylvania Avenue, N.W.  
Room 4706  
Washington, DC 20530

e-mail: [oig.hotline@usdoj.gov](mailto:oig.hotline@usdoj.gov)

hotline: (contact information in English and Spanish): (800) 869-4499

or hotline fax: (202) 616-9881

Additional information is available from the DOJ OIG website at [www.usdoj.gov/oig](http://www.usdoj.gov/oig).

6. The recipient agrees to comply with the OJJDP approved ICAC Task Force Operational and Investigative Standards
7. The recipient agrees to forward reports of ICAC Task Force Program Monthly Performance Measures to the OJJDP-designated site.



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PROJECT NUMBER 2007-DD-BX-K007

AWARD DATE 09/02/2009

*SPECIAL CONDITIONS*

8. ICAC Annual Reports

The recipient agrees to submit annual reports to OJP that set forth the following:

- (A) Staffing levels of the task force, including the number of investigators, prosecutors, education specialists, and forensic specialists dedicated to investigating and prosecuting Internet crimes against children.
- (B) Investigation and prosecution performance measures of the task force, including--
  - (i) the number of investigations initiated related to Internet crimes against children;
  - (ii) the number of arrests related to Internet crimes against children; and
  - (iii) the number of prosecutions for Internet crimes against children, including--
    - (I) whether the prosecution resulted in a conviction for such crime; and
    - (II) the sentence and the statutory maximum for such crime under State law.
- (C) The number of referrals made by the task force to the United States Attorneys office, including whether the referral was accepted by the United States Attorney.
- (D) Statistics that account for the disposition of investigations that do not result in arrests or prosecutions, such as referrals to other law enforcement.
- (E) The number of investigative technical assistance sessions that the task force provided to nonmember law enforcement agencies.
- (F) The number of computer forensic examinations that the task force completed.
- (G) The number of law enforcement agencies participating in Internet crimes against children program standards established by the task force.

9. The Office of Juvenile Justice and Delinquency Prevention has elected to enter into a Cooperative Agreement rather than a grant with the recipient. This decision reflects the mutual interest of the recipient and OJJDP in the operation of the project as well as the anticipated level of Federal involvement in this project. OJJDP's participatory role in the project is as follows:

- a. Review and approve major work plans, including changes to such plans, and key decisions pertaining to project operations.
- b. Review and approve major project generated documents and materials used in the provision of project services. Provide guidance in significant project planning meetings, and participate in project sponsored training events or conferences.

10. Prior to the expenditure of confidential funds, the recipient and any subrecipients agree to sign a certification indicating that he or she has read, understands, and agrees to abide by all of the conditions pertaining to confidential fund expenditures as set forth in the OJP Financial Guide.

11. The Project Director and key program personnel designated in the application shall be replaced only for compelling reasons and with the concurrence of OJP. OJP will not unreasonably withhold concurrence. All successors to key personnel must be approved, and such approval is contingent upon submission of appropriate information, including, but not limited to, a resume. Changes in other program personnel require only notification to OJP and submission of resumes, unless otherwise designated in the award document.

12. No portion of these federal grant funds shall be used towards any part of the annual cash compensation of any employee of the grantee whose total annual cash compensation exceeds 110% of the maximum salary payable to a member of the Federal government's Senior Executive Service at an agency with a Certified SES Performance Appraisal System for that year.

This prohibition may be waived on an individual basis at the discretion of the Assistant Attorney General for OJP.



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*SPECIAL CONDITIONS*

13. Grant funds may be used only for the purposes in the recipient's approved application. The recipient shall not undertake any work or activities that are not described in the grant application, and that use staff, equipment, or other goods or services paid for with OJP grant funds, without prior written approval from OJP.
14. No federal funds shall be used to pay for any part of air travel that includes business or first class seating except as authorized for government travel (as described in OMB Circular A-122) and authorized by the grant manager prior to booking such tickets.





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Office of Justice Programs  
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AWARD DATE 09/02/2009

*SPECIAL CONDITIONS*

15. Within 45 days after the end of any conference, meeting, retreat, seminar, symposium, training activity, or similar event funded under this award, and the total cost of which exceeds \$20,000 in award funds, the recipient must provide the program manager with the following information and itemized costs:

- 1) name of event;
- 2) event dates;
- 3) location of event;
- 4) number of federal attendees;
- 5) number of non-federal attendees;
- 6) costs of event space, including rooms for break-out sessions;
- 7) costs of audio visual services;
- 8) other equipment costs (e.g., computer fees, telephone fees);
- 9) costs of printing and distribution;
- 10) costs of meals provided during the event;
- 11) costs of refreshments provided during the event;
- 12) costs of event planner;
- 13) costs of event facilitators; and
- 14) any other costs associated with the event.

The recipient must also itemize and report any of the following attendee (including participants, presenters, speakers) costs that are paid or reimbursed with cooperative agreement funds:

- 1) meals and incidental expenses (M&IE portion of per diem);
- 2) lodging;
- 3) transportation to/from event location (e.g., common carrier, Privately Owned Vehicle (POV)); and,
- 4) local transportation (e.g., rental car, POV) at event location.

Note that if any item is paid for with registration fees, or any other non-award funding, then that portion of the expense does not need to be reported.

OJP will provide further instructions regarding the submission of this data at a later time.

16. The recipient agrees expeditiously to obtain active registration with the Central Contractor Registration (CCR) database, and to notify the program office in writing of its registration. Following satisfaction of this requirement, a Grant Adjustment Notice will be issued to remove this special condition.



Department of Justice  
Office of Justice Programs  
Office of Juvenile Justice and  
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**GRANT MANAGER'S MEMORANDUM, PT. I:  
PROJECT SUMMARY**  
**Cooperative Agreement**

PROJECT NUMBER  
2007-DD-BX-K007

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This project is supported under FY09(OJJDP ICAC) 42 USC 17611-17617

1. STAFF CONTACT (Name & telephone number)

Will Bronson  
(202) 305-2427

2. PROJECT DIRECTOR (Name, address & telephone number)

Tracy Poulin  
Contract/Grant Specialist  
45 Commerce Drive, Suite One  
Augusta, ME 04330  
(207) 624-7209

3a. TITLE OF THE PROGRAM

OJJDP FY 09 Internet Crimes Against Children Task Force Program Continuation

3b. POMS CODE (SEE INSTRUCTIONS  
ON REVERSE)

4. TITLE OF PROJECT

2009 ICAC Continuation Grant

5. NAME & ADDRESS OF GRANTEE

Maine State Police  
45 Commerce Drive State House Station 42  
Augusta, ME 04333-0042

6. NAME & ADDRESS OF SUBGRANTEE

7. PROGRAM PERIOD

FROM: 09/01/2007 TO: 06/30/2010

8. BUDGET PERIOD

FROM: 09/01/2007 TO: 06/30/2010

9. AMOUNT OF AWARD

\$ 204,986

10. DATE OF AWARD

09/02/2009

11. SECOND YEAR'S BUDGET

12. SECOND YEAR'S BUDGET AMOUNT

13. THIRD YEAR'S BUDGET PERIOD

14. THIRD YEAR'S BUDGET AMOUNT

15. SUMMARY DESCRIPTION OF PROJECT (See instruction on reverse)

The Maine State Police ICAC (MSP) will support the salary and fringe benefits of a computer forensic examiner. MSP will also send the examiner to several different trainings and purchase equipment so that the examiner can conduct forensic exams for all law enforcement in Maine.

Further, the Maine State Police will continue to operate its Internet Crimes Against Children (ICAC) Task Force as part of the national ICAC program operated by OJJDP. The Maine ICAC Task Force, pursuant to Section 104 of the PROTECT Act, shall - 1) consist of State and local investigators, prosecutors, forensic specialists, and education specialists who are dedicated to addressing the goals of (the) task force; 2) engage in proactive investigations, forensic examinations, and effective prosecutions of Internet crimes against children; 3) provide forensic, preventive, and investigative assistance to parents, educator, prosecutors, law enforcement, and other concerned with Internet crimes against children; 4) develop multijurisdictional, multiagency responses and partnerships to Internet crimes against children offenses through ongoing informational, administrative, and technological support to other State and local law enforcement agencies, as a means for

such agencies to acquire the necessary knowledge, personnel, and specialized equipment to investigate and prosecute such offenses; 5) participate in nationally coordinated investigations in any case in which the Attorney General determines such participation to be necessary, as permitted by the available resource of such task force; 6) establish or adopt investigative and prosecution standards consistent with norms, to which such task force shall comply; 7) investigate, and seek prosecution on, tips related to Internet crimes against children, including tips from Operation Fairplay, the National Internet Crimes Against Children Data System, the National Center for Missing and Exploited Children's CyberTipline, ICAC task forces, and other Federal, State, and local agencies, with priority being given to investigate leads that indicate possibility of identifying or rescuing child victims, including investigative leads that indicate a likelihood of seriousness of offense or dangerousness to the community; 8) develop procedures for handling seized evidence; 9) maintain reports required by OJJDP and other reports and records as determined by the Attorney General; and 10) seek to comply with national standards regarding the investigation and prosecution of Internet crimes against children, as set forth by the Attorney General, to the extent such standards are consistent with the law of the State where the task force is located.

NCA/CF



Department of Justice

Office of Justice Programs

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Office of the Assistant Attorney General

Washington, D.C. 20531

September 2, 2009

Commissioner Anne Jordan  
Maine State Police  
45 Commerce Drive  
State House Station 42  
Augusta, ME 04333-0042

Dear Commissioner Jordan:

On behalf of Attorney General Eric Holder, it is my pleasure to inform you that the Office of Justice Programs has approved your application for funding under the FY 09 Internet Crimes Against Children Task Force Program Continuation in the amount of \$204,986 for Maine State Police.

Enclosed you will find the Grant Award and Special Conditions documents. This award is subject to all administrative and financial requirements, including the timely submission of all financial and programmatic reports, resolution of all interim audit findings, and the maintenance of a minimum level of cash-on-hand. Should you not adhere to these requirements, you will be in violation of the terms of this agreement and the award will be subject to termination for cause or other administrative action as appropriate.

If you have questions regarding this award, please contact:

- Program Questions, Will Bronson, Program Manager at (202) 305-2427; and
- Financial Questions, the Office of the Chief Financial Officer, Customer Service Center (CSC) at (800) 458-0786, or you may contact the CSC at [ask.ocfo@usdoj.gov](mailto:ask.ocfo@usdoj.gov).

Congratulations, and we look forward to working with you.

Sincerely,

A handwritten signature in black ink, appearing to read "Laurie Robinson".

Laurie Robinson  
Acting Assistant Attorney General

Enclosures



**Department of Justice**  
Office of Justice Programs  
Office for Civil Rights

Washington, D.C. 20531

September 2, 2009

Commissioner Anne Jordan  
Maine State Police  
45 Commerce Drive  
State House Station 42  
Augusta, ME 04333-0042

Dear Commissioner Jordan:

Congratulations on your recent award. In establishing financial assistance programs, Congress linked the receipt of Federal funding to compliance with Federal civil rights laws. The Office for Civil Rights (OCR), Office of Justice Programs (OJP), U.S. Department of Justice is responsible for ensuring that recipients of financial aid from OJP, its component offices and bureaus, the Office on Violence Against Women (OVW), and the Office of Community Oriented Policing Services (COPS) comply with applicable Federal civil rights statutes and regulations. We at OCR are available to help you and your organization meet the civil rights requirements that come with Justice Department funding.

**Ensuring Access to Federally Assisted Programs**

As you know, Federal laws prohibit recipients of financial assistance from discriminating on the basis of race, color, national origin, religion, sex, or disability in funded programs or activities, not only in respect to employment practices but also in the delivery of services or benefits. Federal law also prohibits funded programs or activities from discriminating on the basis of age in the delivery of services or benefits.

**Providing Services to Limited English Proficiency (LEP) Individuals**

In accordance with Department of Justice Guidance pertaining to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, recipients of Federal financial assistance must take reasonable steps to provide meaningful access to their programs and activities for persons with limited English proficiency (LEP). For more information on the civil rights responsibilities that recipients have in providing language services to LEP individuals, please see the website at <http://www.lep.gov>.

**Ensuring Equal Treatment for Faith-Based Organizations**

The Department of Justice has published a regulation specifically pertaining to the funding of faith-based organizations. In general, the regulation, Participation in Justice Department Programs by Religious Organizations; Providing for Equal Treatment of all Justice Department Program Participants, and known as the Equal Treatment Regulation 28 C.F.R. part 38, requires State Administering Agencies to treat these organizations the same as any other applicant or recipient. The regulation prohibits State Administering Agencies from making award or grant administration decisions on the basis of an organization's religious character or affiliation, religious name, or the religious composition of its board of directors.

The regulation also prohibits faith-based organizations from using financial assistance from the Department of Justice to fund inherently religious activities. While faith-based organizations can engage in non-funded inherently religious activities, they must be held separately from the Department of Justice funded program, and customers or beneficiaries cannot be compelled to participate in them. The Equal Treatment Regulation also makes clear that organizations participating in programs funded by the Department of Justice are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion. For more information on the regulation, please see OCR's website at <http://www.ojp.usdoj.gov/ocr/etfbo.htm>.

State Administering Agencies and faith-based organizations should also note that the Safe Streets Act, as amended; the Victims of Crime Act, as amended; and the Juvenile Justice and Delinquency Prevention Act, as amended, contain prohibitions against discrimination on the basis of religion in employment. Despite these nondiscrimination provisions, the Justice Department has concluded that the Religious Freedom Restoration Act (RFRA) is reasonably construed, on a case-by-case basis, to require that its funding agencies permit faith-based organizations applying for funding under the applicable program statutes both to receive DOJ funds and to continue considering religion when hiring staff, even if the statute that authorizes the funding program generally forbids considering of religion in employment decisions by grantees.

Questions about the regulation or the application of RFRA to the statutes that prohibit discrimination in employment may be directed to this Office.

## Enforcing Civil Rights Laws

All recipients of Federal financial assistance, regardless of the particular funding source, the amount of the grant award, or the number of employees in the workforce, are subject to the prohibitions against unlawful discrimination. Accordingly, OCR investigates recipients that are the subject of discrimination complaints from both individuals and groups. In addition, based on regulatory criteria, OCR selects a number of recipients each year for compliance reviews, audits that require recipients to submit data showing that they are providing services equitably to all segments of their service population and that their employment practices meet equal employment opportunity standards.

## Complying with the Safe Streets Act or Program Requirements

In addition to these general prohibitions, an organization which is a recipient of financial assistance subject to the nondiscrimination provisions of the Omnibus Crime Control and Safe Streets Act (Safe Streets Act) of 1968, 42 U.S.C. § 3789d(c), or other Federal grant program requirements, must meet two additional requirements: (1) complying with Federal regulations pertaining to the development of an Equal Employment Opportunity Plan (EEO Plan), 28 C.F.R. § 42.301-.308, and (2) submitting to OCR Findings of Discrimination (see 28 C.F.R. §§ 42.205(5) or 31.202(5)).

### 1) Meeting the EEO Plan Requirement

In accordance with Federal regulations, Assurance No. 6 in the Standard Assurances, COPS Assurance No. 8.B, or certain Federal grant program requirements, your organization must comply with the following EEO Plan reporting requirements:

If your organization has received an award for \$500,000 or more and has 50 or more employees (counting both full- and part-time employees but excluding political appointees), then it has to prepare an EEO Plan and submit it to OCR for review **within 60 days from the date of this letter**. For assistance in developing an EEO Plan, please consult OCR's website at <http://www.ojp.usdoj.gov/ocr/eeop.htm>. You may also request technical assistance from an EEO Plan specialist at OCR by dialing (202) 616-3208.

If your organization received an award between \$25,000 and \$500,000 and has 50 or more employees, your organization still has to prepare an EEO Plan, but it does not have to submit the EEO Plan to OCR for review. Instead, your organization has to maintain the EEO Plan on file and make it available for review on request. In addition, your organization has to complete Section B of the Certification Form and return it to OCR. The Certification Form can be found at <http://www.ojp.usdoj.gov/ocr/eeop.htm>.

If your organization received an award for less than \$25,000; or if your organization has less than 50 employees, regardless of the amount of the award; or if your organization is a medical institution, educational institution, nonprofit organization or Indian tribe, then your organization is exempt from the EEO Plan requirement. However, your organization must complete Section A of the Certification Form and return it to OCR. The Certification Form can be found at <http://www.ojp.usdoj.gov/ocr/eeop.htm>.

### 2) Submitting Findings of Discrimination

In the event a Federal or State court or Federal or State administrative agency makes an adverse finding of discrimination against your organization after a due process hearing, on the ground of race, color, religion, national origin, or sex, your organization must submit a copy of the finding to OCR for review.

## Ensuring the Compliance of Subrecipients

If your organization makes subawards to other agencies, you are responsible for assuring that subrecipients also comply with all of the applicable Federal civil rights laws, including the requirements pertaining to developing and submitting an EEO Plan, reporting Findings of Discrimination, and providing language services to LEP persons. State agencies that make subawards must have in place standard grant assurances and review procedures to demonstrate that they are effectively monitoring the civil rights compliance of subrecipients.

If we can assist you in any way in fulfilling your civil rights responsibilities as a recipient of Federal funding, please call OCR at (202) 307-0690 or visit our website at <http://www.ojp.usdoj.gov/ocr/>.

Sincerely,



Michael L. Alston  
Director

cc: Grant Manager  
Financial Analyst



Department of Justice  
Office of Justice Programs  
Office of the Chief Financial Officer

Washington, D.C. 20531

September 2, 2009

Commissioner Anne Jordan  
Maine State Police  
45 Commerce Drive  
State House Station 42  
Augusta, ME 04333 - 0042

Reference Grant Number: 2007-DD-BX-K007  
Supplemental Budget Number: 01

Dear Commissioner Jordan:

I am pleased to inform you that my office has approved the following budget categories for the aforementioned grant award in the cost categories identified below:

Category	Prior Budget	Supplemental Budget	Total
Personnel	\$0	\$53,581	\$53,581
Fringe Benefits	\$0	\$25,003	\$25,003
Travel	\$30,374	\$21,032	\$51,406
Equipment	\$51,377	\$23,900	\$75,277
Supplies	\$0	\$0	\$0
Construction	\$0	\$0	\$0
Contractual	\$92,690	\$55,120	\$147,810
Other	\$72,810	\$23,225	\$96,035
Total Direct Cost	\$247,251	\$201,861	\$449,112
Indirect Cost	\$2,749	\$3,125	\$5,874
Total Project Cost	\$250,000	\$204,986	\$454,986
Federal Funds Approved:	\$250,000	\$204,986	\$454,986
Non-Federal Share:	\$0	\$0	\$0
Program Income:	\$0	\$0	\$0

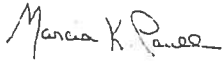
Match is not required for this grant program.

If you have questions regarding this award, please contact:

- Program Questions, Will Bronson, Program Manager at (202) 305-2427
- Financial Questions, the Office of Chief Financial Officer, Customer Service Center(CSC) at (800) 458-0786, or you may contact the CSC at [ask.ocfo@usdoj.gov](mailto:ask.ocfo@usdoj.gov).

Congratulations, and we look forward to working with you.

Sincerely,

A handwritten signature in black ink that reads "Marcia K. Paul". The signature is written in a cursive style with a large initial "M" and a long, sweeping underline.

Marcia K. Paul  
Chief Financial Officer



**U. S. Department of Justice  
Office of Juvenile Justice and Delinquency Prevention  
FY 09 Internet Crimes Against Children Task Force Program Continuation Grant  
Maine Department of Public Safety**

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**U. S. Department of Justice  
Office of Juvenile Justice and Delinquency Prevention  
FY 09 Recovery Act Internet Crimes Against Children Task Force Program Grant  
Maine Department of Public Safety**

**Project Abstract**

Since 1999, the Maine Computer Crimes Task Force (MCCTF) has been involved in virtually every computer crime investigation in the State of Maine. The MCCTF continues to be the portal for referrals to Maine from the National Center for Missing and Exploited Children (NCMEC). The MCCTF received 105 referrals from the National Center in 2008.

In 2002, then-Governor King introduced Macintosh laptop computers into seventh grade classrooms. The following year, the program expanded to all eighth grade students. In 2008, Governor Baldacci expanded the program to include all high school children.

We propose to enhance our internet crimes against children capacity by funding an additional Computer Forensic Analyst to allow for additional, proactive investigations. We also propose expanding our investigative capacity by training all our examiners in Macintosh-based forensic examinations and equipping the Unit with ibook laptop computers.

The MCCTF is also looking to expand its capabilities by hiring a consultant to assist in software development. In 2008, the Task Force Commander, working with Bowdoin College, developed a "harvester" program that is now used both nationally and internationally.

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Performance metrics will include number of cases investigated, number of forensic examinations performed, and number of prosecutions.

**Statement of Problem**

Since 1999, the Maine Computer Crimes Task Force (MCCTF) has been involved in virtually every computer crime investigation in the State of Maine. In 2005, the Maine State Police component of the MCCTF became the Computer Crimes Unit of the Maine State Police Crime Laboratory. Public Law 676, passed in 2006, formalized this relationship, increased personnel, and funding for the new unit.

In 2002, then-Governor King introduced Macintosh laptop computers into seventh grade classrooms. The following year, the program expanded to all eighth grade students. In 2008, Governor Baldacci expanded the program to include all high school children. Incidents of cyberbullying are being reported throughout the United States. The Maine Legislature recently debated a bill that would make cyberbullying a criminal act within the State.

In 2008, the Computer Crimes Unit working in conjunction with the Lewiston Police Department Computer Crimes Unit received a total of 381 hard drives for examination.

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The Unit continues to be the portal for referrals to Maine from the National Center for Missing and Exploited Children. The Unit received 105 referrals from the National Center in 2008 mostly solicitation of children for sexual acts and dissemination of child pornography. Additionally, the Unit had 468 Peer-to-Peer hits, and responded to 7 Federal calls for assistance (FBI, NCIS, and Secret Service).

The Maine State Police and Lewiston Police continue to supply personnel and facilities to operate the Computer Crimes Unit as well as support through funding and equipment. The State Police Computer Crimes Unit is still the primary computer forensic resource in Maine for State, County, Local and Federal Agencies. We are the only Unit conducting Proactive Peer to Peer investigations.

We propose to enhance our internet crimes against children capacity by funding an additional Computer Forensic Analyst to allow for additional, proactive Peer to Peer investigations and investigations initiated by referral from NCMEC. We also propose expanding our investigative capacity by training all our examiners in Macintosh-based forensic examinations and equipping the Unit with ibook laptop computers.

The MCCTF is also looking to expand its capabilities by hiring a consultant to assist in software development. In 2008, the Task Force Commander, working with Bowdoin College, developed a "harvester" program that is now used both nationally and internationally (see attached article).

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**Impact/Outcomes and Evaluations/Performance Measure Data Collection Plan**

The MCCTF provides forensic examination capabilities to the entire State of Maine. In addition to the two computer crimes laboratories in Vassalboro and Lewiston, the MCCTF has about 40 associates who have computer seizure training and, in some cases some basic NW3C training, as well. They assist in the writing and executing of search warrants throughout the State. These associates and their parent law enforcement agencies have adopted the ICAC Task Force Investigative Standards.

Although the majority of the cases are reactive in nature, the MCCTF has increased its proactive investigations through the use of the Peer to Peer network and NCMEC referrals. Another proactive approach that the MCCTF takes is to routinely meet with the public in the schools, parent groups, and community and church groups to explain the dangers that children face in using the Internet and advising parents on ways to monitor their children's computer usage.

The MCCTF also has a strong working relationship with the State Attorney General's Office and the local District Attorney's Offices. Recently, we have refurbished and upgraded more than two-dozen computers and provided them to DA's Offices throughout the State for the viewing of

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case files containing illicit materials. The MCCTF also works with out-of-state law enforcement agencies when internet predators cross state lines.

In the past, the MCCTF had been a sub-grantee of the tri-State ICAC administered through the Portsmouth Police Department and as such routinely provides statistics and information on cases submitted and examined. As a separate ICAC grantee we continue to provide tracking information using the ICAC Case Tracker submission form.

The Unit intends to track on a monthly basis, all investigations pertaining to this grant, all search warrants executed, forensic examinations, and judicial outcomes of courts cases developed utilizing these Federal funds.

The program will be evaluated based on the numbers tracked above with the goal of significantly curtailing the use of technology to exploit children. Our initial focus will be on the largest abusers as determined by Intelligence gathering tools outlined earlier.

**Goals**

The goal is to increase public safety by increasing the number of technologically-assisted child exploitation investigations and related prosecutions. By recruiting and training an additional Computer Forensic Analyst we should be able to meet the goal. Additionally, by training all

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MCCTF technical staff members in Macintosh-based forensic examinations, we will be prepared for an anticipated increase in cases arising from the State's expansion of the Macintosh-based laptop computer program into the State's high schools.

**Program Objectives**

- The additional Forensic Computer Analyst is expected to complete 1 child exploitation case per week.
- Upon completion of training and certification, the MCCTF Forensic Computer Analysts will begin routine forensic examinations of Macintosh-based computers.
- The Task Force Commander, working with consultants, will continue new software development, and upgrading of existing software, to aid in investigations of computer-assisted child exploitation

**Performance Measures**

The MCCTF will track the number of jobs created due to ICAC funding. The execution of the agreed upon timeline for hiring, training, and deployment of personnel will be tracked. Cases completed and search warrants executed will also be tracked. We will also track the percent increase in arrests relating to technology-assisted child sexual exploitation, investigations

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initiated, prosecutions brought forward and forensic examinations that came about through this funding.

We will also report the number of law enforcement agencies participating in the ICAC program operational and investigative standards established by the task force.

**Project/Program Design and Implementation**

**Overview**

The following illustrates the growth of computer crimes within the State of Maine.

**Forensic requests:** Forensic requests increased from 201 hard drives in 2005 to 381 hard drives in 2008 **an increase of over 89 percent**. The size of each individual hard drive also increased dramatically creating a much larger volume of data to be examined in each case.

**Search warrants:** The Computer Crimes Unit drafted 41 search warrants in 2008. This is up from 5 drafted in 2005, **an eight-fold increase**. All of the 2008 search warrants involved child exploitation.

**Peer to Peer investigations:** In 2005 investigators from around the country observed suspects with Maine Internet Protocol Addresses 7,336 times sharing child pornography. In 2008 the number was an astounding **43,530; a near six-fold increase**. There is a fair amount of



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redundancy in the numbers this year as there was last year, but it is clear we still have a huge problem.

The MCCTF will continue its efforts in general. However, it is our intent to expand our proactive efforts utilizing the Peer-to-Peer investigations.

**Design & Implementation**

**Personnel:** We are looking to add an additional Computer Forensic Analyst for examination of computers (both PC-based and Macintosh-based) from Peer to Peer “hits” and NCMEC referrals. Once trained in forensic computer examinations using such tools as Encase, FTK, and Macintosh forensics, it is anticipated that the analyst will perform between 40 and 60 examinations per year. The variation in the number of examinations is based on the varying complexity of individual cases.

**Ongoing Training:** Personnel of the Computer Crimes Unit currently employ EnCase as the primary forensic tool. It is our intent to add Macintosh-based forensic training to increase our abilities. Additionally, as computer technology continues to grow, we will be sending our forensic examiners and investigators to training sessions to stay abreast of the evolving use of technology. Ongoing training will be covered by State funds dedicated to continuing education under Public Law 676.

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**Equipment:** The Maine State Police Crime Laboratory is requesting funds for the purchase of 1 PC-based laptop, 1 PC-based workstation, and 1 required software license to outfit the new Computer Forensic Analyst and 7 Macintosh iBook laptop computers to equip the current (and new) members of the MCCTF.

**Consultant:** The Maine State Police Crime Laboratory is requesting funds for the hiring of a consultant to assist the MCCTF in specialized software development and modifications. All programs developed will be made available to law enforcement agencies throughout the nation.

**Capabilities/Competencies**

The current staffing of the MCCTF consists of a supervising State Police Sergeant capable of both field investigations and laboratory forensic examination of computer components and media. There are three detectives (two supplied by Lewiston PD and one by the Maine State Police) who can conduct field investigations and laboratory forensic examination of computer components and media. Four Computer Forensic Analysts (one of whom is contractual) whose main focus is laboratory forensic examination of computer components and media. These analysts also assist in field investigations, as needed.

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**Names and Affiliations of all Key Personnel**

- S. Elliot Kollman (MSP)/Director of Crime Laboratory
- Sgt. [REDACTED] (MSP)/Supervisor Computer Crimes Unit & ICAC Commander

b7(c), b6

**Budget Detail Worksheet & Budget Narrative**  
**FY09 Internet Crimes Against Children Task Force Program Continuation**

Purpose: The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

A. Personnel--List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Name/Position	Computation		Cost
Computer Forensic Analyst	\$53,580.80	100%	\$53,580.80
<b>TOTAL</b>			<b>\$53,580.80</b>

**NARRATIVE:**One Computer Forensic Analyst will be dedicated Full-time (40 hours per week) to examine computers and other technology for child exploitation contraband. The Computer Forensic Analyst's salary is calculated from the State of Maine, Department of Human Resources Forensic DNA Analyst classification (Grade 25 Step 8). (See <http://www.maine.gov/bhr/> for BHR classification salary ranges.)

B. Fringe Benefits--Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

<b>Computer Forensic Analyst</b>			
Medicare	\$776.92	1.45%	\$776.92
Retirement	\$11,787.78	22%	\$11,787.78
Health/Dental Insurance	\$10,681.75	set per yr	\$10,681.75
Workman's Compensation	\$1,757.00	set amt	\$1,757.00
<b>Total Personnel &amp; Fringe Benefits</b>			<b>\$78,584.25</b>

**NARRATIVE:**Fringe benefits are calculated as a percent of the base salary. Fringe benefits include payroll expenses such as social security, workman's compensation and unemployment insurance and may vary slightly.

C. Travel-- Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meetings, etc). Show the basis of computation (e.g., six people 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects travel and meals for trainees should be listed separately. Show the number of trainees and unit cost involved. Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

Purpose of Travel	Location	Item	Computation	Cost
<b>SANS Macintosh Forensics</b>		<b>Cost/person</b>	<b># of persons</b>	
Airfare to San Diego, CA	San Diego	\$700	7	\$4,900.00
		day/person	# of days	
Per Diem	San Diego	\$64	4	\$1,792.00
Hotel	San Diego	\$137	4	\$3,836.00

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 Convicted Offender and/or Arrestee DNA Backlog Reduction Program 2007

**Encase Forensics I**

Airfare to Chicago, IL	Chicago	\$400		1	\$400.00
		day/person	# of days		
Per Diem	Chicago	\$64	4	1	\$256.00
Hotel	Chicago	\$218	4	1	\$872.00

**Encase Forensics II**

Airfare to Chicago, IL	Chicago	\$400		1	\$400.00
		day/person	# of days		
Per Diem	Chicago	\$64	4	1	\$256.00
Hotel	Chicago	\$218	4	1	\$872.00

**Encase Forensics III**

Airfare to Loudin, VA	Loudoun	\$400		1	\$400.00
		day/person	# of days		
Per Diem	Loudoun	\$59	4	1	\$236.00
Hotel	Loudoun	\$140	4	1	\$560.00

**ICAC Commanders Meetings (3)**

Airfare	Various Locations				# of meetings	
	Estimate	\$400		2	3	\$2,400.00
		day/person	# of days			
Per Diem	Estimate	\$64	3	2	3	\$1,152.00
Hotel	Estimate	\$150	3	2	3	\$2,700.00

**TOTAL      \$21,032.00**

**D. Equipment--** List non-expendable items that are to be purchased. (Note: Organization's own capitalization policy for classification of equipment should be used. Expendable items should be included in the "Supplies" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

Item	Computation	Cost
Macintosh ibook laptops	\$2,500.00      7	\$17,500.00
PC laptop	\$2,000.00      1	\$2,000.00
PC Workstation	\$2,000.00      1	\$2,000.00
Software licenses	\$2,400.00      1	\$2,400.00
	<b>TOTAL</b>	<b>\$23,900.00</b>

**NARRATIVE:**

**E.-Supplies--**List items by type (office supplies, postage, training materials, copying paper, and other expendable items such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

Supply Items	Computation	Cost
		<b>TOTAL      \$0.00</b>

OSP Forensic Services Division  
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**NARRATIVE:**

**F. Construction--** As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Consult with the program office before budgeting funds in this category.

Purpose	Description of Work	Cost
NONE		\$0.00
	<b>TOTAL</b>	<b>\$0.00</b>

**G. Consultants/Contracts--** Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisitions

**Consultant Fee:** For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day require additional justification and prior approval from OJP.

Name of Consultant	Service Provided	Computation hourly \$ # of hours	Cost
To be determined	Software Development	\$26.50 2080	\$55,120.00
		<b>Subtotal</b>	<b>\$55,120</b>

**Consultant Expenses:** List all expenses to be paid from the grant to the individual consultant in addition to their fees (i.e., travel, meals, lodging, etc.)

Item	Location	Computation	Cost
NONE		\$0.00 1	\$0.00
		<b>Subtotal</b>	<b>\$0</b>

**Contracts:** Provide a description of the product or services to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

Item	Cost
NONE	\$0.00
	<b>Subtotal</b>
<b>CONSULTANTS/ CONTRACTS TOTAL</b>	<b>\$55,120.00</b>

**H. Other Costs--** List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot rent, and provide a monthly rental cost and how many months to rent.

Description	Computation	Cost
SANS Macintosh Forensics	San Diego 7	\$2,675 \$18,725.00
Encase Forensics I	Chicago 1	\$1,500 \$1,500.00
Encase Forensics II	Chicago 1	\$1,500 \$1,500.00
Encase Forensics III	Loudoun 1	\$1,500 \$1,500.00
	<b>TOTAL</b>	<b>\$23,225.00</b>

OSP Forensic Services Division  
 Convicted Offender and/or Arrestee DNA Backlog Reduction Program 2007

**I. Indirect Cost**--Indirect costs are allowed only if the applicant has Federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

Description	Computation	Cost
StaCAP (Administrative Costs - 1.548%)	\$201,861.25    0.01548	\$3,124.81
<b>TOTAL</b>		<b>\$3,124.81</b>

**NARRATIVE: State administrative costs at 1.548%**

**Budget Summary**--When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total costs and the total project costs. Indicate the amount of Federal requested and the amount of non-Federal funds that will support the project.

Budget Category	Amount
A. Personnel	\$53,581
B. Fringe Benefits	\$25,003
C. Travel	\$21,032
D. Equipment	\$23,900
E. Supplies	\$0
F. Construction	\$0
G. Consultants/Contracts	\$55,120
H. Other	\$23,225
<b>Total Direct Costs</b>	<b>\$201,861</b>
I. Indirect Costs	\$3,125
 <b>TOTAL PROJECT COSTS</b>	 <b>\$204,986</b>
<b>Federal Request</b>	<b>\$204,986</b>
<b>Non-Federal Amount</b>	<b>\$0</b>


**NOTE:** If a Non-Federal amount is entered, make sure those items for which they will be used must be incorporated into your overall budget. Indicate clearly throughout you budget narrative and detail worksheet for which items these funds will be used.



Department of Justice  
Office of Justice Programs  
**Office of Juvenile Justice and  
Delinquency Prevention**

**Cooperative Agreement**

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1. RECIPIENT NAME AND ADDRESS (Including Zip Code) Maine State Police 45 Commerce Drive State House Station 42 Augusta, ME 04333-0042		4. AWARD NUMBER: 2010-MC-CX-K027	
		5. PROJECT PERIOD: FROM 04/01/2010 TO 03/31/2011 BUDGET PERIOD: FROM 04/01/2010 TO 03/31/2011	
		6. AWARD DATE 07/13/2010	7. ACTION
1A. GRANTEE IRS/VENDOR NO. 016003001		8. SUPPLEMENT NUMBER 00	Initial
		9. PREVIOUS AWARD AMOUNT \$ 0	
3. PROJECT TITLE FY10 Maine State Police Internet Crimes Against Children Continuation Grant		10. AMOUNT OF THIS AWARD \$ 231,415	
		11. TOTAL AWARD \$ 231,415	
12. SPECIAL CONDITIONS THE ABOVE GRANT PROJECT IS APPROVED SUBJECT TO SUCH CONDITIONS OR LIMITATIONS AS ARE SET FORTH ON THE ATTACHED PAGE(S).			
13. STATUTORY AUTHORITY FOR GRANT This project is supported under FY10(OJJDIP ICAC) 42 USC 17611-17617			
15. METHOD OF PAYMENT PAPRS			
AGENCY APPROVAL		GRANTEE ACCEPTANCE	
16. TYPED NAME AND TITLE OF APPROVING OFFICIAL  Laurie Robinson Assistant Attorney General		18. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL  Anne Jordan Commissioner	
17. SIGNATURE OF APPROVING OFFICIAL  		19. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL	19A. DATE
AGENCY USE ONLY			
20. ACCOUNTING CLASSIFICATION CODES FISCAL FUND BUD. DIV. YEAR CODE ACT. OFC. REG. SUB. POMS AMOUNT X C MC 70 00 00 231415		21. JMCTGT0242	

OJP FORM 4000/2 (REV. 5-87) PREVIOUS EDITIONS ARE OBSOLETE.

OJP FORM 4000/2 (REV. 4-88)





Department of Justice  
Office of Justice Programs  
**Office of Juvenile Justice and  
Delinquency Prevention**

**AWARD CONTINUATION  
SHEET**  
**Cooperative Agreement**

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PROJECT NUMBER 2010-MC-CX-K027

AWARD DATE 07/13/2010

*SPECIAL CONDITIONS*

1. The recipient agrees to comply with the financial and administrative requirements set forth in the current edition of the Office of Justice Programs (OJP) Financial Guide.
2. The recipient acknowledges that failure to submit an acceptable Equal Employment Opportunity Plan (if recipient is required to submit one pursuant to 28 C.F.R. Section 42.302), that is approved by the Office for Civil Rights, is a violation of its Certified Assurances and may result in suspension or termination of funding, until such time as the recipient is in compliance.
3. The recipient agrees to comply with the organizational audit requirements of OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, and further understands and agrees that funds may be withheld, or other related requirements may be imposed, if outstanding audit issues (if any) from OMB Circular A-133 audits (and any other audits of OJP grant funds) are not satisfactorily and promptly addressed, as further described in the current edition of the OJP Financial Guide, Chapter 19.
4. Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of OJP.
5. The recipient must promptly refer to the DOJ OIG any credible evidence that a principal, employee, agent, contractor, subgrantee, subcontractor, or other person has either 1) submitted a false claim for grant funds under the False Claims Act; or 2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving grant funds. This condition also applies to any subrecipients. Potential fraud, waste, abuse, or misconduct should be reported to the OIG by -

mail:

Office of the Inspector General  
U.S. Department of Justice  
Investigations Division  
950 Pennsylvania Avenue, N.W.  
Room 4706  
Washington, DC 20530

e-mail: [oig.hotline@usdoj.gov](mailto:oig.hotline@usdoj.gov)

hotline: (contact information in English and Spanish): (800) 869-4499

or hotline fax: (202) 616-9881

Additional information is available from the DOJ OIG website at [www.usdoj.gov/oig](http://www.usdoj.gov/oig).

6. Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of any contract or subaward to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries, without the express prior written approval of OJP.
7. The recipient agrees to comply with any additional requirements that may be imposed during the grant performance period if the agency determines that the recipient is a high-risk grantee. Cf. 28 C.F.R. parts 66, 70.
8. The recipient agrees to comply with the OJJDP approved ICAC Task Force Operational and Investigative Standards



Department of Justice  
Office of Justice Programs  
**Office of Juvenile Justice and  
Delinquency Prevention**

**AWARD CONTINUATION  
SHEET**  
**Cooperative Agreement**

PAGE 3 OF 4

PROJECT NUMBER 2010-MC-CX-K027

AWARD DATE 07/13/2010

*SPECIAL CONDITIONS*

9. The recipient agrees to forward reports of ICAC Task Force Program Monthly Performance Measures to the OJJDP-designated site.
10. The Office of Juvenile Justice and Delinquency Prevention has elected to enter into a Cooperative Agreement rather than a grant with the recipient. This decision reflects the mutual interest of the recipient and OJJDP in the operation of the project as well as the anticipated level of Federal involvement in this project. OJJDP's participatory role in the project is as follows:
  - a. Review and approve major work plans, including changes to such plans, and key decisions pertaining to project operations.
  - b. Review and approve major project generated documents and materials used in the provision of project services. Provide guidance in significant project planning meetings, and participate in project sponsored training events or conferences.
11. The recipient agrees to submit its Semi-Annual Performance Report within 30 days after the end of the reporting periods, which are June 30 and December 31, for the duration of the award, to the Office of Justice Programs, Grants Management System.
12. ICAC Annual Reports  
The recipient agrees to submit annual reports to OJP that set forth the following:
  - (A) Staffing levels of the task force, including the number of investigators, prosecutors, education specialists, and forensic specialists dedicated to investigating and prosecuting Internet crimes against children.
  - (B) Investigation and prosecution performance measures of the task force, including--
    - (i) the number of investigations initiated related to Internet crimes against children;
    - (ii) the number of arrests related to Internet crimes against children; and
    - (iii) the number of prosecutions for Internet crimes against children, including--
      - (I) whether the prosecution resulted in a conviction for such crime; and
      - (II) the sentence and the statutory maximum for such crime under State law.
  - (C) The number of referrals made by the task force to the United States Attorneys office, including whether the referral was accepted by the United States Attorney.
  - (D) Statistics that account for the disposition of investigations that do not result in arrests or prosecutions, such as referrals to other law enforcement.
  - (E) The number of investigative technical assistance sessions that the task force provided to nonmember law enforcement agencies.
  - (F) The number of computer forensic examinations that the task force completed.
  - (G) The number of law enforcement agencies participating in Internet crimes against children program standards established by the task force.
13. Prior to the expenditure of confidential funds, the recipient and any subrecipients agree to sign a certification indicating that he or she has read, understands, and agrees to abide by all of the conditions pertaining to confidential fund expenditures as set forth in the OJP Financial Guide.
14. The Project Director and key program personnel designated in the application shall be replaced only for compelling reasons and with the concurrence of OJP. OJP will not unreasonably withhold concurrence. All successors to key personnel must be approved, and such approval is contingent upon submission of appropriate information, including, but not limited to, a resume. Changes in other program personnel require only notification to OJP and submission of resumes, unless otherwise designated in the award document.



Department of Justice  
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PROJECT NUMBER 2010-MC-CX-K027

AWARD DATE 07/13/2010

*SPECIAL CONDITIONS*

15. Within 45 days after the end of any conference, meeting, retreat, seminar, symposium, training activity, or similar event funded under this award, and the total cost of which exceeds \$20,000 in award funds, the recipient must provide the program manager with the following information and itemized costs:

- 1) name of event;
- 2) event dates;
- 3) location of event;
- 4) number of federal attendees;
- 5) number of non-federal attendees;
- 6) costs of event space, including rooms for break-out sessions;
- 7) costs of audio visual services;
- 8) other equipment costs (e.g., computer fees, telephone fees);
- 9) costs of printing and distribution;
- 10) costs of meals provided during the event;
- 11) costs of refreshments provided during the event;
- 12) costs of event planner;
- 13) costs of event facilitators; and
- 14) any other costs associated with the event.

The recipient must also itemize and report any of the following attendee (including participants, presenters, speakers) costs that are paid or reimbursed with cooperative agreement funds:

- 1) meals and incidental expenses (M&IE portion of per diem);
- 2) lodging;
- 3) transportation to/from event location (e.g., common carrier, Privately Owned Vehicle (POV)); and,
- 4) local transportation (e.g., rental car, POV) at event location.

Note that if any item is paid for with registration fees, or any other non-award funding, then that portion of the expense does not need to be reported.

OJP will provide further instructions regarding the submission of this data at a later time.



Department of Justice  
Office of Justice Programs  
Office of Juvenile Justice and  
Delinquency Prevention

**GRANT MANAGER'S MEMORANDUM, PT. I:  
PROJECT SUMMARY**  
**Cooperative Agreement**

PROJECT NUMBER  
2010-MC-CX-K027

PAGE 1 OF 1

This project is supported under FY10(OJJDP ICAC) 42 USC 17611-17617

1. STAFF CONTACT (Name & telephone number)

Will Bronson  
(202) 305-2427

2. PROJECT DIRECTOR (Name, address & telephone number)

Tracy Poulin  
Contract/Grant Specialist  
45 Commerce Drive, Suite One  
Augusta, ME 04330-0000  
(207) 624-7209

3a. TITLE OF THE PROGRAM

OJJDP FY 10 Internet Crimes Against Children Task Force Continuation Program

3b. POMS CODE (SEE INSTRUCTIONS  
ON REVERSE)

4. TITLE OF PROJECT

FY10 Maine State Police Internet Crimes Against Children Continuation Grant

5. NAME & ADDRESS OF GRANTEE

Maine State Police  
45 Commerce Drive State House Station 42  
Augusta, ME 04333-0042

6. NAME & ADDRESS OF SUBGRANTEE

7. PROGRAM PERIOD

FROM: 04/01/2010 TO: 03/31/2011

8. BUDGET PERIOD

FROM: 04/01/2010 TO: 03/31/2011

9. AMOUNT OF AWARD

\$ 231,415

10. DATE OF AWARD

07/13/2010

11. SECOND YEAR'S BUDGET

12. SECOND YEAR'S BUDGET AMOUNT

13. THIRD YEAR'S BUDGET PERIOD

14. THIRD YEAR'S BUDGET AMOUNT

15. SUMMARY DESCRIPTION OF PROJECT (See instruction on reverse)

Using OJJDP funds, the Maine State Police will enhance their internet crimes against children program's capacity by funding an additional Computer Forensic Analyst to allow for additional, proactive investigations. The Task Force will also expand investigative capacity by training all examiners in Macintosh-based forensic examinations and equipping the Unit with Apple iBook laptop computers. In addition, this agency will also expand its capabilities by hiring a consultant to assist in various software development initiatives.

Pursuant to Section 104 of the PROTECT Act, the ICAC Task Force shall 1) consist of State and local investigators, prosecutors, forensic specialists, and education specialists who are dedicated to addressing the goals of the task force; 2) engage in proactive investigations, forensic examinations, and effective prosecutions of Internet crimes against children; 3) provide forensic, preventive, and investigative assistance to parents, educator, prosecutors, law enforcement, and other concerned with Internet crimes against children; 4) develop multijurisdictional, multiagency responses and partnerships to Internet crimes against children offenses

through ongoing informational, administrative, and technological support to other State and local law enforcement agencies, as a means for such agencies to acquire the necessary knowledge, personnel, and specialized equipment to investigate and prosecute such offenses; 5) participate in nationally coordinated investigations in any case in which the Attorney General determines such participation to be necessary, as permitted by the available resource of such task force; 6) establish or adopt investigative and prosecution standards consistent with norms, to which such task force shall comply; 7) investigate, and seek prosecution on, tips related to Internet crimes against children, including tips from Operation Fairplay, the National Internet Crimes Against Children Data System, the National Center for Missing and Exploited Children's CyberTipline, ICAC task forces, and other Federal, State, and local agencies, with priority being given to investigate leads that indicate possibility of identifying or rescuing child victims, including investigative leads that indicate a likelihood of seriousness of offense or dangerousness to the community; 8) develop procedures for handling seized evidence; 9) maintain reports required by OJJDP and other reports and records as determined by the Attorney General; and 10) seek to comply with national standards regarding the investigation and prosecution of Internet crimes against children, as set forth by the Attorney General, to the extent such standards are consistent with the law of the State where the task force is located. NCA/CF



Department of Justice  
Office of Justice Programs

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Office of the Assistant Attorney General

Washington, D.C. 20531

July 13, 2010

Commissioner Anne Jordan  
Maine State Police  
45 Commerce Drive  
State House Station 42  
Augusta, ME 04333-0042

Dear Commissioner Jordan:

On behalf of Attorney General Eric Holder, it is my pleasure to inform you that the Office of Justice Programs has approved your application for funding under the Internet Crimes Against Children Task Force Program in the amount of \$231,415 for Maine State Police.

Enclosed you will find the Grant Award and Special Conditions documents. This award is subject to all administrative and financial requirements, including the timely submission of all financial and programmatic reports, resolution of all interim audit findings, and the maintenance of a minimum level of cash-on-hand. Should you not adhere to these requirements, you will be in violation of the terms of this agreement and the award will be subject to termination for cause or other administrative action as appropriate.

If you have questions regarding this award, please contact:

- Program Questions, Will Bronson, Program Manager at (202) 305-2427; and
- Financial Questions, the Office of the Chief Financial Officer, Customer Service Center (CSC) at (800) 458-0786, or you may contact the CSC at [ask.ocfo@usdoj.gov](mailto:ask.ocfo@usdoj.gov).

Congratulations, and we look forward to working with you.

Sincerely,

A handwritten signature in black ink, appearing to read "Laurie Robinson".

Laurie Robinson  
Assistant Attorney General

Enclosures



**Department of Justice**  
**Office of Justice Programs**  
**Office for Civil Rights**

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*Washington, D.C. 20531*

July 13, 2010

Commissioner Anne Jordan  
Maine State Police  
45 Commerce Drive  
State House Station 42  
Augusta, ME 04333-0042

Dear Commissioner Jordan:

Congratulations on your recent award. In establishing financial assistance programs, Congress linked the receipt of Federal funding to compliance with Federal civil rights laws. The Office for Civil Rights (OCR), Office of Justice Programs (OJP), U.S. Department of Justice is responsible for ensuring that recipients of financial aid from OJP, its component offices and bureaus, the Office on Violence Against Women (OVW), and the Office of Community Oriented Policing Services (COPS) comply with applicable Federal civil rights statutes and regulations. We at OCR are available to help you and your organization meet the civil rights requirements that come with Justice Department funding.

**Ensuring Access to Federally Assisted Programs**

As you know, Federal laws prohibit recipients of financial assistance from discriminating on the basis of race, color, national origin, religion, sex, or disability in funded programs or activities, not only in respect to employment practices but also in the delivery of services or benefits. Federal law also prohibits funded programs or activities from discriminating on the basis of age in the delivery of services or benefits.

**Providing Services to Limited English Proficiency (LEP) Individuals**

In accordance with Department of Justice Guidance pertaining to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, recipients of Federal financial assistance must take reasonable steps to provide meaningful access to their programs and activities for persons with limited English proficiency (LEP). For more information on the civil rights responsibilities that recipients have in providing language services to LEP individuals, please see the website at <http://www.lep.gov>.

**Ensuring Equal Treatment for Faith-Based Organizations**

The Department of Justice has published a regulation specifically pertaining to the funding of faith-based organizations. In general, the regulation, Participation in Justice Department Programs by Religious Organizations; Providing for Equal Treatment of all Justice Department Program Participants, and known as the Equal Treatment Regulation 28 C.F.R. part 38, requires State Administering Agencies to treat these organizations the same as any other applicant or recipient. The regulation prohibits State Administering Agencies from making award or grant administration decisions on the basis of an organization's religious character or affiliation, religious name, or the religious composition of its board of directors.

The regulation also prohibits faith-based organizations from using financial assistance from the Department of Justice to fund inherently religious activities. While faith-based organizations can engage in non-funded inherently religious activities, they must be held separately from the Department of Justice funded program, and customers or beneficiaries cannot be compelled to participate in them. The Equal Treatment Regulation also makes clear that organizations participating in programs funded by the Department of Justice are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion. For more information on the regulation, please see OCR's website at <http://www.ojp.usdoj.gov/ocr/etfbo.htm>.

State Administering Agencies and faith-based organizations should also note that the Safe Streets Act, as amended; the Victims of Crime Act, as amended; and the Juvenile Justice and Delinquency Prevention Act, as amended, contain prohibitions against discrimination on the basis of religion in employment. Despite these nondiscrimination provisions, the Justice Department has concluded that the Religious Freedom Restoration Act (RFRA) is reasonably construed, on a case-by-case basis, to require that its funding agencies permit faith-based organizations applying for funding under the applicable program statutes both to receive DOJ funds and to continue considering religion when hiring staff, even if the statute that authorizes the funding program generally forbids considering of religion in employment decisions by grantees.

Questions about the regulation or the application of RFRA to the statutes that prohibit discrimination in employment may be directed to this Office.

## Enforcing Civil Rights Laws

All recipients of Federal financial assistance, regardless of the particular funding source, the amount of the grant award, or the number of employees in the workforce, are subject to the prohibitions against unlawful discrimination. Accordingly, OCR investigates recipients that are the subject of discrimination complaints from both individuals and groups. In addition, based on regulatory criteria, OCR selects a number of recipients each year for compliance reviews, audits that require recipients to submit data showing that they are providing services equitably to all segments of their service population and that their employment practices meet equal employment opportunity standards.

## Complying with the Safe Streets Act or Program Requirements

In addition to these general prohibitions, an organization which is a recipient of financial assistance subject to the nondiscrimination provisions of the Omnibus Crime Control and Safe Streets Act (Safe Streets Act) of 1968, 42 U.S.C. § 3789d(c), or other Federal grant program requirements, must meet two additional requirements: (1) complying with Federal regulations pertaining to the development of an Equal Employment Opportunity Plan (EEOP), 28 C.F.R. § 42.301-.308, and (2) submitting to OCR Findings of Discrimination (see 28 C.F.R. §§ 42.205(5) or 31.202(5)).

### 1) Meeting the EEOP Requirement

In accordance with Federal regulations, Assurance No. 6 in the Standard Assurances, COPS Assurance No. 8.B, or certain Federal grant program requirements, your organization must comply with the following EEOP reporting requirements:

If your organization has received an award for \$500,000 or more and has 50 or more employees (counting both full- and part-time employees but excluding political appointees), then it has to prepare an EEOP and submit it to OCR for review **within 60 days from the date of this letter**. For assistance in developing an EEOP, please consult OCR's website at <http://www.ojp.usdoj.gov/ocr/eeop.htm>. You may also request technical assistance from an EEOP specialist at OCR by dialing (202) 616-3208.

If your organization received an award between \$25,000 and \$500,000 and has 50 or more employees, your organization still has to prepare an EEOP, but it does not have to submit the EEOP to OCR for review. Instead, your organization has to maintain the EEOP on file and make it available for review on request. In addition, your organization has to complete Section B of the Certification Form and return it to OCR. The Certification Form can be found at <http://www.ojp.usdoj.gov/ocr/eeop.htm>.

If your organization received an award for less than \$25,000; or if your organization has less than 50 employees, regardless of the amount of the award; or if your organization is a medical institution, educational institution, nonprofit organization or Indian tribe, then your organization is exempt from the EEOP requirement. However, your organization must complete Section A of the Certification Form and return it to OCR. The Certification Form can be found at <http://www.ojp.usdoj.gov/ocr/eeop.htm>.

### 2) Submitting Findings of Discrimination

In the event a Federal or State court or Federal or State administrative agency makes an adverse finding of discrimination against your organization after a due process hearing, on the ground of race, color, religion, national origin, or sex, your organization must submit a copy of the finding to OCR for review.

## Ensuring the Compliance of Subrecipients

If your organization makes subawards to other agencies, you are responsible for assuring that subrecipients also comply with all of the applicable Federal civil rights laws, including the requirements pertaining to developing and submitting an EEOP, reporting Findings of Discrimination, and providing language services to LEP persons. State agencies that make subawards must have in place standard grant assurances and review procedures to demonstrate that they are effectively monitoring the civil rights compliance of subrecipients.

If we can assist you in any way in fulfilling your civil rights responsibilities as a recipient of Federal funding, please call OCR at (202) 307-0690 or visit our website at <http://www.ojp.usdoj.gov/ocr/>.

Sincerely,



Michael L. Alston  
Director

cc: Grant Manager  
Financial Analyst





**Department of Justice**  
Office of Justice Programs  
Office of the Chief Financial Officer

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Washington, D.C. 20531

July 13, 2010

Commissioner Anne Jordan  
Maine State Police  
45 Commerce Drive  
State House Station 42  
Augusta, ME 04333 - 0042

Reference Grant Number: 2010-MC-CX-K027

Dear Commissioner Jordan:

I am pleased to inform you that my office has approved the following budget categories for the aforementioned grant award in the cost categories identified below:

Category	Budget
Personnel	\$53,581
Fringe Benefits	\$25,003
Travel	\$7,294
Equipment	\$2,400
Supplies	\$0
Construction	\$0
Contractual	\$138,706
Other	\$0
Total Direct Cost	\$226,984
Indirect Cost	\$4,431
Total Project Cost	\$231,415
Federal Funds Approved:	\$231,415
Non-Federal Share:	\$0
Program Income:	\$0

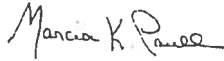
Match is not required for this grant program.

If you have questions regarding this award, please contact:

- Program Questions, Will Bronson, Program Manager at (202) 305-2427
- Financial Questions, the Office of Chief Financial Officer, Customer Service Center(CSC) at (800) 458-0786, or you may contact the CSC at [ask.ocfo@usdoj.gov](mailto:ask.ocfo@usdoj.gov).

Congratulations, and we look forward to working with you.

Sincerely,

A handwritten signature in black ink that reads "Marcia K. Paull". The signature is written in a cursive style with a large initial "M".

Marcia K. Paull  
Chief Financial Officer

**U. S. Department of Justice  
Office of Juvenile Justice and Delinquency Prevention  
FY 10 Internet Crimes Against Children Task Force Program Continuation Grant  
Maine Department of Public Safety**

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**U. S. Department of Justice  
Office of Juvenile Justice and Delinquency Prevention  
FY 10 Internet Crimes Against Children Task Force Program Continuation Grant  
Maine Department of Public Safety**

**Project Abstract**

Since 1999, the Maine Computer Crimes Task Force (MCCTF) has been involved in virtually every computer crime investigation in the State of Maine. The MCCTF continues to be the portal for referrals to Maine from the National Center for Missing and Exploited Children (NCMEC). The MCCTF received 116 referrals from the National Center in 2009.

In 2002, then-Governor King introduced Macintosh laptop computers into seventh grade classrooms. The following year, the program expanded to all eighth grade students. In 2008, Governor Baldacci expanded the program to include all high school children.

We propose to enhance our internet crimes against children capacity by funding an additional Computer Forensic Analyst to allow for additional, proactive investigations. We also propose expanding our investigative capacity by training all our examiners in Macintosh-based forensic examinations and equipping the Unit with Apple iBook laptop computers.

The MCCTF is also looking to expand its capabilities by hiring a consultant to assist in software development. In 2008, the Task Force Commander, working with Bowdoin College, developed a “harvester” program that is now used both nationally and internationally. Performance metrics will include number of cases investigated, number of forensic examinations performed, and number of prosecutions.

**U. S. Department of Justice  
Office of Juvenile Justice and Delinquency Prevention  
FY 10 Internet Crimes Against Children Task Force Program Continuation Grant  
Maine Department of Public Safety**

**Statement of Problem**

Since 1999, the Maine Computer Crimes Task Force (MCCTF) has been involved in virtually every computer crime investigation in the State of Maine. In 2005, the Maine State Police component of the MCCTF became the Computer Crimes Unit of the Maine State Police Crime Laboratory. Public Law 676, passed in 2006, formalized this relationship, increased personnel, and funding for the new unit.

In 2002, then-Governor King introduced Macintosh laptop computers into seventh grade classrooms. The following year, the program expanded to all eighth grade students. In 2008, Governor Baldacci expanded the program to include all high school children. Incidents of cyber bullying are being reported throughout the United States. The Maine Legislature recently debated a bill that would make cyber bullying a criminal act within the State.

In 2009, the Computer Crimes Unit working in conjunction with the Lewiston Police Department Computer Crimes Unit received a total of 341 hard drives for examination.

The Unit continues to be the portal for referrals to Maine from the National Center for Missing and Exploited Children. The Unit received 116 referrals from the National Center in 2009 mostly solicitation of children for sexual acts and dissemination of child pornography.

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Office of Juvenile Justice and Delinquency Prevention  
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Maine Department of Public Safety**

The Maine State Police and Lewiston Police continue to supply personnel and facilities to operate the Computer Crimes Unit as well as support through funding and equipment. The State Police Computer Crimes Unit is still the primary computer forensic resource in Maine for State, County, Local and Federal Agencies. We are the only Unit conducting Proactive Peer to Peer investigations.

We propose to enhance our internet crimes against children capacity by funding two Computer Forensic Analysts and one Forensic Technician to allow for additional, proactive Peer to Peer investigations and investigations initiated by referral from NCMEC.

**Impact/Outcomes and Evaluations/Performance Measure Data Collection Plan**

The MCCTF provides forensic examination capabilities to the entire State of Maine. In addition to the two computer crimes laboratories in Vassalboro and Lewiston, the MCCTF has about 40 associates who have computer seizure training and, in some cases some basic NW3C training, as well. They assist in the writing and executing of search warrants throughout the State. These associates and their parent law enforcement agencies have adopted the ICAC Task Force Investigative Standards.

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Although the majority of the cases are reactive in nature, the MCCTF has increased its proactive investigations through the use of the Peer to Peer network and NCMEC referrals. Another proactive approach that the MCCTF takes is to routinely meet with the public in the schools, parent groups, and community and church groups to explain the dangers that children face in using the Internet and advising parents on ways to monitor their children's computer usage.

The MCCTF also has a strong working relationship with the State Attorney General's Office and the local District Attorney's Offices. The MCCTF also works with out-of-state law enforcement agencies when internet predators cross state lines.

In the past, the MCCTF had been a sub-grantee of the tri-State ICAC administered through the Portsmouth Police Department and as such routinely provides statistics and information on cases submitted and examined. As a separate ICAC grantee we continue to provide tracking information using the ICAC Case Tracker submission form.

The Unit intends to track on a monthly basis, all investigations pertaining to this grant, all search warrants executed, forensic examinations, and judicial outcomes of courts cases developed utilizing these Federal funds.

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Maine Department of Public Safety**

The program will be evaluated based on the numbers tracked above with the goal of significantly curtailing the use of technology to exploit children. Our initial focus will be on the largest abusers as determined by Intelligence gathering tools outlined earlier.

**Goals**

The goal is to increase public safety by increasing the number of technologically-assisted child exploitation investigations and related prosecutions. By recruiting and training two additional Computer Forensic Analysts and a Forensic Technician we should be able to meet the goal.

**Program Objectives**

- The additional Forensic Computer Analysts are expected to complete 1 child exploitation case per week each.
- The Forensic Technician will assist both Field Investigators and Forensic Computer Analysts with inventory and evidence control, data entry into the network records management system (NetRMS), information tabulation and distribution between Computer Forensic Analysts, Field Investigators, District Attorney Office, the U. S. Attorney's Office, and the various Associate Units.



**U. S. Department of Justice  
Office of Juvenile Justice and Delinquency Prevention  
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Maine Department of Public Safety**

**Performance Measures**

The MCCTF will track the number of jobs created due to ICAC funding. The execution of the agreed upon timeline for hiring, training, and deployment of personnel will be tracked. Cases completed and search warrants executed will also be tracked. We will also track the percent increase in arrests relating to technology-assisted child sexual exploitation, investigations initiated, prosecutions brought forward and forensic examinations that came about through this funding.

We will also report the number of law enforcement agencies participating in the ICAC program operational and investigative standards established by the task force.

**Project/Program Design and Implementation**

**Overview**

The following illustrates the growth of computer crimes within the State of Maine.

**Forensic requests:** Forensic requests increased from 201 hard drives in 2005 to 341 hard drives in 2009 **an increase of over 69 percent**. The size of each individual hard drive also increased dramatically creating a much larger volume of data to be examined in each case.

**U. S. Department of Justice  
Office of Juvenile Justice and Delinquency Prevention  
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Maine Department of Public Safety**

**Search warrants:** The Computer Crimes Unit drafted 35 search warrants in 2009. This is up from 5 drafted in 2005, a **seven-fold increase**. All of the 2009 search warrants involved child exploitation.

The MCCTF will continue its efforts in general. However, it is our intent to expand our proactive efforts utilizing the Peer-to-Peer investigations.

**Design & Implementation**

**Personnel:** We are looking to retain a Computer Forensic Analyst funded by the FY09 ICAC Task Force Continuation grant for examination of computers (both PC-based and Macintosh-based) from Peer to Peer “hits” and NCMEC referrals. It is anticipated that the analyst will perform between 40 and 60 examinations per year. The variation in the number of examinations is based on the varying complexity of individual cases.

**Travel:** We are requesting funding for travel to three (3) ICAC Commanders meetings during the one-year period of this grant (as specified in the grant solicitation).

**Equipment:** The Maine State Police Crime Laboratory is requesting funds for the purchase of 1 PC-based laptop, 1 PC-based workstation, and 1 required software license to outfit one of the

**U. S. Department of Justice  
Office of Juvenile Justice and Delinquency Prevention  
FY 10 Internet Crimes Against Children Task Force Program Continuation Grant  
Maine Department of Public Safety**

new Computer Forensic Analysts. Similar purchases were made with the FY09 grant to outfit the other Computer Forensic Analyst.

**Consultants/Contracts:** We are looking to add an additional Computer Forensic Analyst for examination of computers (both PC-based and Macintosh-based) from Peer to Peer “hits” and NCMEC referrals. Once trained in forensic computer examinations using such tools as Encase, FTK, and Macintosh forensics, it is anticipated that the analyst will perform between 40 and 60 examinations per year. The variation in the number of examinations is based on the varying complexity of individual cases.

We are also looking to add a Forensic Technician who will assist both Field Investigators and Forensic Computer Analysts with inventory and evidence control, data entry into the network records management system (NetRMS), information tabulation and distribution between Computer Forensic Analysts, Field Investigators, District Attorney Office, the U. S. Attorney’s Office, and the various Associate Units.

**Capabilities/Competencies**

The current staffing of the MCCTF consists of a supervising State Police Sergeant capable of both field investigations and laboratory forensic examination of computer components and media. There are five detectives (two supplied by Lewiston PD, one by Belfast PD (as part of

**U. S. Department of Justice  
Office of Juvenile Justice and Delinquency Prevention  
FY 10 Internet Crimes Against Children Task Force Program Continuation Grant  
Maine Department of Public Safety**

the FY09 Recovery Act), one by South Portland PD (also as part of the FY09 recovery Act) and one by the Maine State Police) who can conduct field investigations and laboratory forensic examination of computer components and media. There are four Computer Forensic Analysts (one of whom is contractual through the FY09 Recovery Act) whose main focus is laboratory forensic examination of computer components and media. These analysts also assist in field investigations, as needed.

**Names and Affiliations of all Key Personnel**

- [REDACTED] (MSP)/Director of Crime Laboratory *b6, b7(c)*
- [REDACTED] (MSP)/ Director of Crime Laboratory (April 2, 2010) *b6, b7(c)*
- [REDACTED] (MSP)/Supervisor Computer Crimes Unit & ICAC Commander *b6, b7(c)*

**Budget Detail Worksheet & Budget Narrative**  
**FY09 Internet Crimes Against Children Task Force Program Continuation**

Purpose: The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

A. Personnel--List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Name/Position	Computation	Cost
Computer Forensic Analyst 1	\$53,580.80 100%	\$53,580.80
<b>TOTAL</b>		<b>\$53,580.80</b>

**NARRATIVE:**One Computer Forensic Analyst will be dedicated Full-time (40 hours per week) to examine computers and other technology for child exploitation contraband. The Computer Forensic Analyst's salary is calculated from the State of Maine, Department of Human Resources Forensic DNA Analyst classification (Grade 25 Step 8). (See <http://www.maine.gov/bhr/> for BHR classification salary ranges.)

B. Fringe Benefits--Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

<b>Computer Forensic Analyst</b>		
Medicare 1	\$776.92 1.45%	\$776.92
Retirement 1	\$11,787.78 22%	\$11,787.78
Health/Dental Insurance 1	\$10,681.45 set per yr	\$10,681.45

OSP Forensic Services Division  
Convicted Offender and/or Arrestee DNA Backlog Reduction Program 2007

Workman's Compensation 1	\$1,757.00	set amt	\$1,757.00
<b>Total Personnel &amp; Fringe Benefits</b>			<b>\$78,583.95</b>

**NARRATIVE:** Fringe benefits are calculated as a percent of the base salary. Fringe benefits include payroll expenses such as social security, workman's compensation and unemployment insurance and may vary slightly.

**C. Travel--** Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meetings, etc. Show the basis of computation (e.g., six people 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects travel and meals for trainees should be listed separately. Show the number of trainees and unit cost involved. Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

Purpose of Travel	Location	Item Cost/person	Computation # of persons	# of meetings	Cost
ICAC Commanders Meetings (4)	Various Locations				
Airfare	Estimate	\$400		2	\$3,200.00
		day/person	# of days		
Per Diem	Estimate	\$58.25	3	2	\$1,398.00
Hotel	Estimate	\$112.35	3	2	\$2,696.40
<b>TOTAL</b>					<b>\$7,294.40</b>

**D. Equipment--** List non-expendable items that are to be purchased. (Note: Organization's own capitalization policy for classification of equipment should be used. Expendable items should be included in the "Supplies" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

Item	Computation	Cost
Software licenses	1	\$2,400.00
		\$2,400.00

	<b>TOTAL</b>	<b>\$2,400.00</b>
<b>NARRATIVE:</b>		
<p><b>E.-Supplies</b>--List items by type (office supplies, postage, training materials, copying paper, and other expendable items such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.</p>		
<b>Supply Items</b>	<b>Computation</b>	
	<b>TOTAL</b>	<b>\$0.00</b>
<b>NARRATIVE:</b>		
<p><b>F. Construction</b>-- As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Consult with the program office before budgeting funds in this category.</p>		
<b>Purpose</b>	<b>Description of Work</b>	<b>Cost</b>
<i>NONE</i>		\$0.00
	<b>TOTAL</b>	<b>\$0.00</b>
<b>G. Consultants/Contracts</b> -- Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisitions		
<p><b>Consultant Fee:</b> For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day require additional justification and prior approval from OJP.</p>		
<b>Name of Consultant</b>	<b>Service Provided</b>	<b>Computation hourly \$ # of hours</b>
		<b>Cost</b>

OSP Forensic Services Division  
 Convicted Offender and/or Arrestee DNA Backlog Reduction Program 2007

		Subtotal	\$0
<b>Consultant Expenses:</b> List all expenses to be paid from the grant to the individual consultant in addition to their fees (i.e., travel, meals, lodging, etc.)			
<b>Item</b>	<b>Location</b>	<b>Computation</b>	<b>Cost</b>
NONE		\$0.00 1	\$0.00
		Subtotal	\$0
<p><b>Contracts:</b> One Computer Forensic Analyst will be dedicated Full-time to examine computers and other technology for child exploitation contraband. The Computer Forensic Analyst's salary is calculated from the State of Maine, Department of Human Resources Computer Forensic Analyst classification (Grade 25 Step 8). One Forensic Technician will be dedicated Full time to assisting Computer Forensic Analysts and Field Investigators. The Forensic Technician's salary is calculated from the BHR Forensic Technician classification (Grade 18 Step 8). (See <a href="http://www.maine.gov/bhr/">http://www.maine.gov/bhr/</a> for BHR classification salary ranges.) Fringe benefits are calculated as a percent of the base salary.</p>			
<b>Item</b>			<b>Cost</b>
<b>Computer Forensic Analyst</b>			\$53,580.80
Medicare	100%		\$776.92
Retirement	1.45%		\$11,787.78
Health/Dental Insurance	22%	set per yr	\$10,681.45
Workman's Compensation		set amt	\$1,757.00
<b>Forensic Technician</b>			\$38,625.60
Medicare	100%		\$560.07
Retirement	1.45%		\$8,497.63
Health/Dental Insurance	22%	set per yr	\$10,681.45
Workman's Compensation		set amt	\$1,757.00
		Subtotal	\$138,705.70
		<b>CONSULTANTS/ CONTRACTS TOTAL</b>	<b>\$138,705.70</b>
<b>H. Other Costs--</b> List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot rent, and provide a monthly rental cost and how many months to rent.			
<b>Description</b>	<b>Computation</b>	<b>Cost</b>	



**TOTAL \$0.00**

**I. Indirect Cost**--Indirect costs are allowed only if the applicant has Federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

Description	Computation	Cost
StaCAP (Administrative Costs - 1.952%)	\$226,984.05 0.01952	\$4,430.73
<b>TOTAL</b>		<b>\$4,430.73</b>

**NARRATIVE: State administrative costs at 1.548%**

**Budget Summary**--When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total costs and the total project costs. Indicate the amount of Federal requested and the amount of non-Federal funds that will support the project.

Budget Category	Amount
<b>A. Personnel</b>	\$53,581
<b>B. Fringe Benefits</b>	\$25,003
<b>C. Travel</b>	\$7,294
<b>D. Equipment</b>	\$2,400
<b>E. Supplies</b>	\$0
<b>F. Construction</b>	\$0
<b>G. Consultants/Contracts</b>	\$138,706
<b>H. Other</b>	\$0
<b>Total Direct Costs</b>	\$226,984
<b>I. Indirect Costs</b>	\$4,431
<b>TOTAL PROJECT COSTS</b>	<b>\$231,415</b>
<b>Federal Request</b>	<b>\$231,415</b>
<b>Non-Federal Amount</b>	<b>\$0</b>

**NOTE:** If a Non-Federal amount is entered, make sure these items for which there will be incorporated into your overall budget

OSP Forensic Services Division  
Convicted Offender and/or Arrestee DNA Backlog Reduction Program 2007

Indicate clearly throughout you budget narrative and detail worksheet for which items these funds will be used.

**U. S. Department of Justice  
Office of Juvenile Justice and Delinquency Prevention  
FY 10 Internet Crimes Against Children Task Force Program Continuation Grant  
Maine Department of Public Safety**

**Budget Narrative**

**Personnel & Fringe Benefits:** The Maine State Police Crime Laboratory's Computer Crimes Unit requests funding for one Computer Forensic Analyst. The Computer Forensic Analyst will be dedicated Full-time (40 hours per week) to examine computers and other technology for child exploitation contraband. The Computer Forensic Analyst's salary is calculated from the State of Maine, Department of Human Resources Forensic DNA Analyst classification (Grade 25 Step 8). (See <http://www.maine.gov/bhr/> for BHR classification salary ranges.) Fringe benefits are calculated as a percent of the base salary. Fringe benefits include payroll expenses such as social security, workman's compensation and unemployment insurance and may vary slightly. **Total Personnel & Fringe Benefits funding requested is \$78,583.95.**

**Travel:** The training/travel items are for the ICAC Commander and ICAC Deputy Commander to attend the mandatory four (4) ICAC Commander meetings. **Total Travel funding requested is \$7,294.40.**

**Equipment:** The equipment requested is Encase software license to be used by the requested Computer Forensic Analyst requested under Personnel & Fringe Benefits above. **Total Equipment funding requested \$2,400.**

**Supplies:** none

**U. S. Department of Justice  
Office of Juvenile Justice and Delinquency Prevention  
FY 10 Internet Crimes Against Children Task Force Program Continuation Grant  
Maine Department of Public Safety**

**Construction:** none

**Consultants/Contracts:** The Maine State Police Crime Laboratory's Computer Crimes Unit requests funding for one Computer Forensic Analyst contractor. The contractor Computer Forensic Analyst will be dedicated Full-time (40 hours per week) to examine computers and other technology for child exploitation contraband. The Computer Forensic Analyst's salary is calculated from the State of Maine, Department of Human Resources Forensic DNA Analyst classification (Grade 25 Step 8). (See <http://www.maine.gov/bhr/> for BHR classification salary ranges.) Fringe benefits are calculated as a percent of the base salary. Fringe benefits include payroll expenses such as social security, workman's compensation and unemployment insurance and may vary slightly. Additionally, the Computer Crimes Unit requests funding for a Forensic Technician contractor. The Forensic Technician will be dedicated Full-time to assisting Computer Forensic Analysts and Field Investigators. The Forensic Technician's salary is calculated from the BHR Forensic Technician classification (Grade 18 Step 8). (See <http://www.maine.gov/bhr/> for BHR classification salary ranges.) Fringe benefits are calculated as a percent of the base salary. **Total Consultant/Contract funding requested \$138,705.70.**

**Other Costs:** none

**U. S. Department of Justice  
Office of Juvenile Justice and Delinquency Prevention  
FY 10 Internet Crimes Against Children Task Force Program Continuation Grant  
Maine Department of Public Safety**

**Indirect Costs:**

**Statewide Cost Allocation Plan (STACAP)**

The State of Maine provides un-billed central services to State Programs that operate with Federal and/or special revenue funds. In order to recover the costs of providing these services, the State must prepare a Statewide Indirect Cost Allocation Plan or **STACAP** also known as **SWCAP**.

The plan is used to develop indirect cost rates, which are used to bill the Federal and special revenue fund units, their "fair share" of the indirect costs. Furthermore, to recover indirect costs from Federal funds, the State Controller's Office must successfully negotiate the STACAP plan with representatives of the U.S. Department of Health and Human Services (HHS), Division of Cost Allocation.

**Maine Statute <http://janus.state.me.us/legis/statutes/5/title5sec1877-A.html>**


The current rate of the Maine State Police is 1.952% for FY 2010.



Department of Justice  
Office of Justice Programs  
Office of Juvenile Justice and  
Delinquency Prevention

Cooperative Agreement

PAGE 1 OF 5

1. RECIPIENT NAME AND ADDRESS (Including Zip Code) Maine State Police 45 Commerce Drive State House Station 42 Augusta, ME 04333-0042		4. AWARD NUMBER: 2007-DD-BX-K007	
		5. PROJECT PERIOD: FROM 09/01/2007 TO 06/30/2010 BUDGET PERIOD: FROM 09/01/2007 TO 06/30/2010	
		6. AWARD DATE 09/02/2009	7. ACTION Supplemental
1A. GRANTEE IRS/VENDOR NO. 016003001		8. SUPPLEMENT NUMBER 01	
		9. PREVIOUS AWARD AMOUNT \$ 250,000	
3. PROJECT TITLE 2009 ICAC Continuation Grant		10. AMOUNT OF THIS AWARD \$ 204,986	
		11. TOTAL AWARD \$ 454,986	
12. SPECIAL CONDITIONS THE ABOVE GRANT PROJECT IS APPROVED SUBJECT TO SUCH CONDITIONS OR LIMITATIONS AS ARE SET FORTH ON THE ATTACHED PAGE(S).			
13. STATUTORY AUTHORITY FOR GRANT This project is supported under FY09(OJJDP ICAC) 42 USC 17611-17617			
15. METHOD OF PAYMENT PAPRS			
AGENCY APPROVAL		GRANTEE ACCEPTANCE	
16. TYPED NAME AND TITLE OF APPROVING OFFICIAL Laurie Robinson Acting Assistant Attorney General		18. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL Anne Jordan Commissioner	
17. SIGNATURE OF APPROVING OFFICIAL 		19. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL	19A. DATE
AGENCY USE ONLY			
20. ACCOUNTING CLASSIFICATION CODES FISCAL FUND BUD. DIV. YEAR CODE ACT. OFC. REG. SUB. POMS AMOUNT X C MC 70 00 00 204986		21. GMCTGT0467	

OJP FORM 4000/2 (REV. 5-87) PREVIOUS EDITIONS ARE OBSOLETE.

OJP FORM 4000/2 (REV. 4-88)



Department of Justice  
Office of Justice Programs  
**Office of Juvenile Justice and  
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**AWARD CONTINUATION  
SHEET**  
**Cooperative Agreement**

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PROJECT NUMBER 2007-DD-BX-K007

AWARD DATE 09/02/2009

*SPECIAL CONDITIONS*

1. The recipient agrees to comply with the financial and administrative requirements set forth in the current edition of the Office of Justice Programs (OJP) Financial Guide.
2. The recipient acknowledges that failure to submit an acceptable Equal Employment Opportunity Plan (if recipient is required to submit one pursuant to 28 C.F.R. Section 42.302), that is approved by the Office for Civil Rights, is a violation of its Certified Assurances and may result in suspension or termination of funding, until such time as the recipient is in compliance.
3. The recipient agrees to comply with the organizational audit requirements of OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, and further understands and agrees that funds may be withheld, or other related requirements may be imposed, if outstanding audit issues (if any) from OMB Circular A-133 audits (and any other audits of OJP grant funds) are not satisfactorily and promptly addressed, as further described in the current edition of the OJP Financial Guide, Chapter 19.
4. Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of OJP.
5. The recipient must promptly refer to the DOJ OIG any credible evidence that a principal, employee, agent, contractor, subgrantee, subcontractor, or other person has either 1) submitted a false claim for grant funds under the False Claims Act; or 2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving grant funds. This condition also applies to any subrecipients. Potential fraud, waste, abuse, or misconduct should be reported to the OIG by -

mail:

Office of the Inspector General  
U.S. Department of Justice  
Investigations Division  
950 Pennsylvania Avenue, N.W.  
Room 4706  
Washington, DC 20530

e-mail: [oig.hotline@usdoj.gov](mailto:oig.hotline@usdoj.gov)

hotline: (contact information in English and Spanish): (800) 869-4499

or hotline fax: (202) 616-9881

Additional information is available from the DOJ OIG website at [www.usdoj.gov/oig](http://www.usdoj.gov/oig).

6. The recipient agrees to comply with the OJJDP approved ICAC Task Force Operational and Investigative Standards
7. The recipient agrees to forward reports of ICAC Task Force Program Monthly Performance Measures to the OJJDP-designated site.



Department of Justice  
Office of Justice Programs  
**Office of Juvenile Justice and  
Delinquency Prevention**

**AWARD CONTINUATION  
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PROJECT NUMBER 2007-DD-BX-K007

AWARD DATE 09/02/2009

*SPECIAL CONDITIONS*

8. ICAC Annual Reports

The recipient agrees to submit annual reports to OJP that set forth the following:

(A) Staffing levels of the task force, including the number of investigators, prosecutors, education specialists, and forensic specialists dedicated to investigating and prosecuting Internet crimes against children.

(B) Investigation and prosecution performance measures of the task force, including--

(i) the number of investigations initiated related to Internet crimes against children;

(ii) the number of arrests related to Internet crimes against children; and

(iii) the number of prosecutions for Internet crimes against children, including--

(I) whether the prosecution resulted in a conviction for such crime; and

(II) the sentence and the statutory maximum for such crime under State law.

(C) The number of referrals made by the task force to the United States Attorneys office, including whether the referral was accepted by the United States Attorney.

(D) Statistics that account for the disposition of investigations that do not result in arrests or prosecutions, such as referrals to other law enforcement.

(E) The number of investigative technical assistance sessions that the task force provided to nonmember law enforcement agencies.

(F) The number of computer forensic examinations that the task force completed.

(G) The number of law enforcement agencies participating in Internet crimes against children program standards established by the task force.

9. The Office of Juvenile Justice and Delinquency Prevention has elected to enter into a Cooperative Agreement rather than a grant with the recipient. This decision reflects the mutual interest of the recipient and OJJDP in the operation of the project as well as the anticipated level of Federal involvement in this project. OJJDP's participatory role in the project is as follows:

a. Review and approve major work plans, including changes to such plans, and key decisions pertaining to project operations.

b. Review and approve major project generated documents and materials used in the provision of project services. Provide guidance in significant project planning meetings, and participate in project sponsored training events or conferences.

10. Prior to the expenditure of confidential funds, the recipient and any subrecipients agree to sign a certification indicating that he or she has read, understands, and agrees to abide by all of the conditions pertaining to confidential fund expenditures as set forth in the OJP Financial Guide.

11. The Project Director and key program personnel designated in the application shall be replaced only for compelling reasons and with the concurrence of OJP. OJP will not unreasonably withhold concurrence. All successors to key personnel must be approved, and such approval is contingent upon submission of appropriate information, including, but not limited to, a resume. Changes in other program personnel require only notification to OJP and submission of resumes, unless otherwise designated in the award document.

12. No portion of these federal grant funds shall be used towards any part of the annual cash compensation of any employee of the grantee whose total annual cash compensation exceeds 110% of the maximum salary payable to a member of the Federal government's Senior Executive Service at an agency with a Certified SES Performance Appraisal System for that year.

This prohibition may be waived on an individual basis at the discretion of the Assistant Attorney General for OJP.





Department of Justice  
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**Office of Juvenile Justice and  
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**AWARD CONTINUATION  
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PROJECT NUMBER 2007-DD-BX-K007

AWARD DATE 09/02/2009

*SPECIAL CONDITIONS*

13. Grant funds may be used only for the purposes in the recipient's approved application. The recipient shall not undertake any work or activities that are not described in the grant application, and that use staff, equipment, or other goods or services paid for with OJP grant funds, without prior written approval from OJP.
14. No federal funds shall be used to pay for any part of air travel that includes business or first class seating except as authorized for government travel (as described in OMB Circular A-122) and authorized by the grant manager prior to booking such tickets.



Department of Justice  
Office of Justice Programs  
**Office of Juvenile Justice and  
Delinquency Prevention**

**AWARD CONTINUATION  
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PROJECT NUMBER 2007-DD-BX-K007

AWARD DATE 09/02/2009

*SPECIAL CONDITIONS*

15. Within 45 days after the end of any conference, meeting, retreat, seminar, symposium, training activity, or similar event funded under this award, and the total cost of which exceeds \$20,000 in award funds, the recipient must provide the program manager with the following information and itemized costs:

- 1) name of event;
- 2) event dates;
- 3) location of event;
- 4) number of federal attendees;
- 5) number of non-federal attendees;
- 6) costs of event space, including rooms for break-out sessions;
- 7) costs of audio visual services;
- 8) other equipment costs (e.g., computer fees, telephone fees);
- 9) costs of printing and distribution;
- 10) costs of meals provided during the event;
- 11) costs of refreshments provided during the event;
- 12) costs of event planner;
- 13) costs of event facilitators; and
- 14) any other costs associated with the event.

The recipient must also itemize and report any of the following attendee (including participants, presenters, speakers) costs that are paid or reimbursed with cooperative agreement funds:

- 1) meals and incidental expenses (M&IE portion of per diem);
- 2) lodging;
- 3) transportation to/from event location (e.g., common carrier, Privately Owned Vehicle (POV)); and,
- 4) local transportation (e.g., rental car, POV) at event location.

Note that if any item is paid for with registration fees, or any other non-award funding, then that portion of the expense does not need to be reported.

OJP will provide further instructions regarding the submission of this data at a later time.

16. The recipient agrees expeditiously to obtain active registration with the Central Contractor Registration (CCR) database, and to notify the program office in writing of its registration. Following satisfaction of this requirement, a Grant Adjustment Notice will be issued to remove this special condition.



Department of Justice  
Office of Justice Programs  
Office of Juvenile Justice and  
Delinquency Prevention

**GRANT MANAGER'S MEMORANDUM, PT. I:  
PROJECT SUMMARY**  
**Cooperative Agreement**

PROJECT NUMBER  
2007-DD-BX-K007

PAGE 1 OF 1

This project is supported under FY09(OJJDP ICAC) 42 USC 17611-17617

1. STAFF CONTACT (Name & telephone number)

Will Bronson  
(202) 305-2427

2. PROJECT DIRECTOR (Name, address & telephone number)

Tracy Poulin  
Contract/Grant Specialist  
45 Commerce Drive, Suite One  
Augusta, ME 04330  
(207) 624-7209

3a. TITLE OF THE PROGRAM

OJJDP FY 09 Internet Crimes Against Children Task Force Program Continuation

3b. POMS CODE (SEE INSTRUCTIONS  
ON REVERSE)

4. TITLE OF PROJECT

2009 ICAC Continuation Grant

5. NAME & ADDRESS OF GRANTEE

Maine State Police  
45 Commerce Drive State House Station 42  
Augusta, ME 04333-0042

6. NAME & ADDRESS OF SUBGRANTEE

7. PROGRAM PERIOD

FROM: 09/01/2007 TO: 06/30/2010

8. BUDGET PERIOD

FROM: 09/01/2007 TO: 06/30/2010

9. AMOUNT OF AWARD

\$ 204,986

10. DATE OF AWARD

09/02/2009

11. SECOND YEAR'S BUDGET

12. SECOND YEAR'S BUDGET AMOUNT

13. THIRD YEAR'S BUDGET PERIOD

14. THIRD YEAR'S BUDGET AMOUNT

15. SUMMARY DESCRIPTION OF PROJECT (See instruction on reverse)

The Maine State Police ICAC (MSP) will support the salary and fringe benefits of a computer forensic examiner. MSP will also send the examiner to several different trainings and purchase equipment so that the examiner can conduct forensic exams for all law enforcement in Maine.

Further, the Maine State Police will continue to operate its Internet Crimes Against Children (ICAC) Task Force as part of the national ICAC program operated by OJJDP. The Maine ICAC Task Force, pursuant to Section 104 of the PROTECT Act, shall – 1) consist of State and local investigators, prosecutors, forensic specialists, and education specialists who are dedicated to addressing the goals of (the) task force; 2) engage in proactive investigations, forensic examinations, and effective prosecutions of Internet crimes against children; 3) provide forensic, preventive, and investigative assistance to parents, educator, prosecutors, law enforcement, and other concerned with Internet crimes against children; 4) develop multijurisdictional, multiagency responses and partnerships to Internet crimes against children offenses through ongoing informational, administrative, and technological support to other State and local law enforcement agencies, as a means for

such agencies to acquire the necessary knowledge, personnel, and specialized equipment to investigate and prosecute such offenses; 5) participate in nationally coordinated investigations in any case in which the Attorney General determines such participation to be necessary, as permitted by the available resource of such task force; 6) establish or adopt investigative and prosecution standards consistent with norms, to which such task force shall comply; 7) investigate, and seek prosecution on, tips related to Internet crimes against children, including tips from Operation Fairplay, the National Internet Crimes Against Children Data System, the National Center for Missing and Exploited Children's CyberTipline, ICAC task forces, and other Federal, State, and local agencies, with priority being given to investigate leads that indicate possibility of identifying or rescuing child victims, including investigative leads that indicate a likelihood of seriousness of offense or dangerousness to the community; 8) develop procedures for handling seized evidence; 9) maintain reports required by OJJDP and other reports and records as determined by the Attorney General; and 10) seek to comply with national standards regarding the investigation and prosecution of Internet crimes against children, as set forth by the Attorney General, to the extent such standards are consistent with the law of the State where the task force is located.

NCA/CF



Department of Justice  
Office of Justice Programs

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Office of the Assistant Attorney General

Washington, D.C. 20531

September 2, 2009

Commissioner Anne Jordan  
Maine State Police  
45 Commerce Drive  
State House Station 42  
Augusta, ME 04333-0042

Dear Commissioner Jordan:

On behalf of Attorney General Eric Holder, it is my pleasure to inform you that the Office of Justice Programs has approved your application for funding under the FY 09 Internet Crimes Against Children Task Force Program Continuation in the amount of \$204,986 for Maine State Police.

Enclosed you will find the Grant Award and Special Conditions documents. This award is subject to all administrative and financial requirements, including the timely submission of all financial and programmatic reports, resolution of all interim audit findings, and the maintenance of a minimum level of cash-on-hand. Should you not adhere to these requirements, you will be in violation of the terms of this agreement and the award will be subject to termination for cause or other administrative action as appropriate.

If you have questions regarding this award, please contact:

- Program Questions, Will Bronson, Program Manager at (202) 305-2427; and
- Financial Questions, the Office of the Chief Financial Officer, Customer Service Center (CSC) at (800) 458-0786, or you may contact the CSC at [ask.ocfo@usdoj.gov](mailto:ask.ocfo@usdoj.gov).

Congratulations, and we look forward to working with you.

Sincerely,

A handwritten signature in black ink that reads "Laurie Robinson".

Laurie Robinson  
Acting Assistant Attorney General

Enclosures



**Department of Justice**  
**Office of Justice Programs**  
**Office for Civil Rights**

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*Washington, D.C. 20531*

September 2, 2009

Commissioner Anne Jordan  
Maine State Police  
45 Commerce Drive  
State House Station 42  
Augusta, ME 04333-0042

Dear Commissioner Jordan:

Congratulations on your recent award. In establishing financial assistance programs, Congress linked the receipt of Federal funding to compliance with Federal civil rights laws. The Office for Civil Rights (OCR), Office of Justice Programs (OJP), U.S. Department of Justice is responsible for ensuring that recipients of financial aid from OJP, its component offices and bureaus, the Office on Violence Against Women (OVW), and the Office of Community Oriented Policing Services (COPS) comply with applicable Federal civil rights statutes and regulations. We at OCR are available to help you and your organization meet the civil rights requirements that come with Justice Department funding.

**Ensuring Access to Federally Assisted Programs**

As you know, Federal laws prohibit recipients of financial assistance from discriminating on the basis of race, color, national origin, religion, sex, or disability in funded programs or activities, not only in respect to employment practices but also in the delivery of services or benefits. Federal law also prohibits funded programs or activities from discriminating on the basis of age in the delivery of services or benefits.

**Providing Services to Limited English Proficiency (LEP) Individuals**

In accordance with Department of Justice Guidance pertaining to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, recipients of Federal financial assistance must take reasonable steps to provide meaningful access to their programs and activities for persons with limited English proficiency (LEP). For more information on the civil rights responsibilities that recipients have in providing language services to LEP individuals, please see the website at <http://www.lep.gov>.

**Ensuring Equal Treatment for Faith-Based Organizations**

The Department of Justice has published a regulation specifically pertaining to the funding of faith-based organizations. In general, the regulation, Participation in Justice Department Programs by Religious Organizations; Providing for Equal Treatment of all Justice Department Program Participants, and known as the Equal Treatment Regulation 28 C.F.R. part 38, requires State Administering Agencies to treat these organizations the same as any other applicant or recipient. The regulation prohibits State Administering Agencies from making award or grant administration decisions on the basis of an organization's religious character or affiliation, religious name, or the religious composition of its board of directors.

The regulation also prohibits faith-based organizations from using financial assistance from the Department of Justice to fund inherently religious activities. While faith-based organizations can engage in non-funded inherently religious activities, they must be held separately from the Department of Justice funded program, and customers or beneficiaries cannot be compelled to participate in them. The Equal Treatment Regulation also makes clear that organizations participating in programs funded by the Department of Justice are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion. For more information on the regulation, please see OCR's website at <http://www.ojp.usdoj.gov/ocr/etfbo.htm>.

State Administering Agencies and faith-based organizations should also note that the Safe Streets Act, as amended; the Victims of Crime Act, as amended; and the Juvenile Justice and Delinquency Prevention Act, as amended, contain prohibitions against discrimination on the basis of religion in employment. Despite these nondiscrimination provisions, the Justice Department has concluded that the Religious Freedom Restoration Act (RFRA) is reasonably construed, on a case-by-case basis, to require that its funding agencies permit faith-based organizations applying for funding under the applicable program statutes both to receive DOJ funds and to continue considering religion when hiring staff, even if the statute that authorizes the funding program generally forbids considering of religion in employment decisions by grantees.

Questions about the regulation or the application of RFRA to the statutes that prohibit discrimination in employment may be directed to this Office.

## Enforcing Civil Rights Laws

All recipients of Federal financial assistance, regardless of the particular funding source, the amount of the grant award, or the number of employees in the workforce, are subject to the prohibitions against unlawful discrimination. Accordingly, OCR investigates recipients that are the subject of discrimination complaints from both individuals and groups. In addition, based on regulatory criteria, OCR selects a number of recipients each year for compliance reviews, audits that require recipients to submit data showing that they are providing services equitably to all segments of their service population and that their employment practices meet equal employment opportunity standards.

## Complying with the Safe Streets Act or Program Requirements

In addition to these general prohibitions, an organization which is a recipient of financial assistance subject to the nondiscrimination provisions of the Omnibus Crime Control and Safe Streets Act (Safe Streets Act) of 1968, 42 U.S.C. § 3789d(c), or other Federal grant program requirements, must meet two additional requirements: (1) complying with Federal regulations pertaining to the development of an Equal Employment Opportunity Plan (EEO Plan), 28 C.F.R. § 42.301-.308, and (2) submitting to OCR Findings of Discrimination (see 28 C.F.R. §§ 42.205(5) or 31.202(5)).

### 1) Meeting the EEO Plan Requirement

In accordance with Federal regulations, Assurance No. 6 in the Standard Assurances, COPS Assurance No. 8.B, or certain Federal grant program requirements, your organization must comply with the following EEO Plan reporting requirements:

If your organization has received an award for \$500,000 or more and has 50 or more employees (counting both full- and part-time employees but excluding political appointees), then it has to prepare an EEO Plan and submit it to OCR for review **within 60 days from the date of this letter**. For assistance in developing an EEO Plan, please consult OCR's website at <http://www.ojp.usdoj.gov/ocr/eop.htm>. You may also request technical assistance from an EEO Plan specialist at OCR by dialing (202) 616-3208.

If your organization received an award between \$25,000 and \$500,000 and has 50 or more employees, your organization still has to prepare an EEO Plan, but it does not have to submit the EEO Plan to OCR for review. Instead, your organization has to maintain the EEO Plan on file and make it available for review on request. In addition, your organization has to complete Section B of the Certification Form and return it to OCR. The Certification Form can be found at <http://www.ojp.usdoj.gov/ocr/eop.htm>.

If your organization received an award for less than \$25,000; or if your organization has less than 50 employees, regardless of the amount of the award; or if your organization is a medical institution, educational institution, nonprofit organization or Indian tribe, then your organization is exempt from the EEO Plan requirement. However, your organization must complete Section A of the Certification Form and return it to OCR. The Certification Form can be found at <http://www.ojp.usdoj.gov/ocr/eop.htm>.

### 2) Submitting Findings of Discrimination

In the event a Federal or State court or Federal or State administrative agency makes an adverse finding of discrimination against your organization after a due process hearing, on the ground of race, color, religion, national origin, or sex, your organization must submit a copy of the finding to OCR for review.

## Ensuring the Compliance of Subrecipients

If your organization makes subawards to other agencies, you are responsible for assuring that subrecipients also comply with all of the applicable Federal civil rights laws, including the requirements pertaining to developing and submitting an EEO Plan, reporting Findings of Discrimination, and providing language services to LEP persons. State agencies that make subawards must have in place standard grant assurances and review procedures to demonstrate that they are effectively monitoring the civil rights compliance of subrecipients.

If we can assist you in any way in fulfilling your civil rights responsibilities as a recipient of Federal funding, please call OCR at (202) 307-0690 or visit our website at <http://www.ojp.usdoj.gov/ocr/>.

Sincerely,



Michael L. Alston  
Director

cc: Grant Manager  
Financial Analyst



Department of Justice  
Office of Justice Programs  
Office of the Chief Financial Officer

Washington, D.C. 20531

September 2, 2009

Commissioner Anne Jordan  
Maine State Police  
45 Commerce Drive  
State House Station 42  
Augusta, ME 04333 - 0042

Reference Grant Number: 2007-DD-BX-K007  
Supplemental Budget Number: 01

Dear Commissioner Jordan:

I am pleased to inform you that my office has approved the following budget categories for the aforementioned grant award in the cost categories identified below:

Category	Prior Budget	Supplemental Budget	Total
Personnel	\$0	\$53,581	\$53,581
Fringe Benefits	\$0	\$25,003	\$25,003
Travel	\$30,374	\$21,032	\$51,406
Equipment	\$51,377	\$23,900	\$75,277
Supplies	\$0	\$0	\$0
Construction	\$0	\$0	\$0
Contractual	\$92,690	\$55,120	\$147,810
Other	\$72,810	\$23,225	\$96,035
Total Direct Cost	\$247,251	\$201,861	\$449,112
Indirect Cost	\$2,749	\$3,125	\$5,874
Total Project Cost	\$250,000	\$204,986	\$454,986
Federal Funds Approved:	\$250,000	\$204,986	\$454,986
Non-Federal Share:	\$0	\$0	\$0
Program Income:	\$0	\$0	\$0

Match is not required for this grant program.

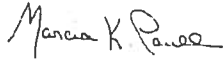


If you have questions regarding this award, please contact:

- Program Questions, Will Bronson, Program Manager at (202) 305-2427
- Financial Questions, the Office of Chief Financial Officer, Customer Service Center(CSC) at (800) 458-0786, or you may contact the CSC at [ask.ocfo@usdoj.gov](mailto:ask.ocfo@usdoj.gov).

Congratulations, and we look forward to working with you.

Sincerely,

A handwritten signature in black ink that reads "Marcia K. Paull". The signature is written in a cursive style with a large initial "M" and a long, sweeping underline.

Marcia K. Paull  
Chief Financial Officer

**U. S. Department of Justice  
Office of Juvenile Justice and Delinquency Prevention  
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Maine Department of Public Safety**

**Project Abstract**

Since 1999, the Maine Computer Crimes Task Force (MCCTF) has been involved in virtually every computer crime investigation in the State of Maine. The MCCTF continues to be the portal for referrals to Maine from the National Center for Missing and Exploited Children (NCMEC). The MCCTF received 105 referrals from the National Center in 2008.

In 2002, then-Governor King introduced Macintosh laptop computers into seventh grade classrooms. The following year, the program expanded to all eighth grade students. In 2008, Governor Baldacci expanded the program to include all high school children.

We propose to enhance our internet crimes against children capacity by funding an additional Computer Forensic Analyst to allow for additional, proactive investigations. We also propose expanding our investigative capacity by training all our examiners in Macintosh-based forensic examinations and equipping the Unit with iBook laptop computers.

The MCCTF is also looking to expand its capabilities by hiring a consultant to assist in software development. In 2008, the Task Force Commander, working with Bowdoin College, developed a “harvester” program that is now used both nationally and internationally.

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Performance metrics will include number of cases investigated, number of forensic examinations performed, and number of prosecutions.

**Statement of Problem**

Since 1999, the Maine Computer Crimes Task Force (MCCTF) has been involved in virtually every computer crime investigation in the State of Maine. In 2005, the Maine State Police component of the MCCTF became the Computer Crimes Unit of the Maine State Police Crime Laboratory. Public Law 676, passed in 2006, formalized this relationship, increased personnel, and funding for the new unit.

In 2002, then-Governor King introduced Macintosh laptop computers into seventh grade classrooms. The following year, the program expanded to all eighth grade students. In 2008, Governor Baldacci expanded the program to include all high school children. Incidents of cyberbullying are being reported throughout the United States. The Maine Legislature recently debated a bill that would make cyberbullying a criminal act within the State.

In 2008, the Computer Crimes Unit working in conjunction with the Lewiston Police Department Computer Crimes Unit received a total of 381 hard drives for examination.

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The Unit continues to be the portal for referrals to Maine from the National Center for Missing and Exploited Children. The Unit received 105 referrals from the National Center in 2008 mostly solicitation of children for sexual acts and dissemination of child pornography. Additionally, the Unit had 468 Peer-to-Peer hits, and responded to 7 Federal calls for assistance (FBI, NCIS, and Secret Service).

The Maine State Police and Lewiston Police continue to supply personnel and facilities to operate the Computer Crimes Unit as well as support through funding and equipment. The State Police Computer Crimes Unit is still the primary computer forensic resource in Maine for State, County, Local and Federal Agencies. We are the only Unit conducting Proactive Peer to Peer investigations.

We propose to enhance our internet crimes against children capacity by funding an additional Computer Forensic Analyst to allow for additional, proactive Peer to Peer investigations and investigations initiated by referral from NCMEC. We also propose expanding our investigative capacity by training all our examiners in Macintosh-based forensic examinations and equipping the Unit with ibook laptop computers.

The MCCTF is also looking to expand its capabilities by hiring a consultant to assist in software development. In 2008, the Task Force Commander, working with Bowdoin College, developed a “harvester” program that is now used both nationally and internationally (see attached article).

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**Impact/Outcomes and Evaluations/Performance Measure Data Collection Plan**

The MCCTF provides forensic examination capabilities to the entire State of Maine. In addition to the two computer crimes laboratories in Vassalboro and Lewiston, the MCCTF has about 40 associates who have computer seizure training and, in some cases some basic NW3C training, as well. They assist in the writing and executing of search warrants throughout the State. These associates and their parent law enforcement agencies have adopted the ICAC Task Force Investigative Standards.

Although the majority of the cases are reactive in nature, the MCCTF has increased its proactive investigations through the use of the Peer to Peer network and NCMEC referrals. Another proactive approach that the MCCTF takes is to routinely meet with the public in the schools, parent groups, and community and church groups to explain the dangers that children face in using the Internet and advising parents on ways to monitor their children's computer usage.

The MCCTF also has a strong working relationship with the State Attorney General's Office and the local District Attorney's Offices. Recently, we have refurbished and upgraded more than two-dozen computers and provided them to DA's Offices throughout the State for the viewing of

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case files containing illicit materials. The MCCTF also works with out-of-state law enforcement agencies when internet predators cross state lines.

In the past, the MCCTF had been a sub-grantee of the tri-State ICAC administered through the Portsmouth Police Department and as such routinely provides statistics and information on cases submitted and examined. As a separate ICAC grantee we continue to provide tracking information using the ICAC Case Tracker submission form.

The Unit intends to track on a monthly basis, all investigations pertaining to this grant, all search warrants executed, forensic examinations, and judicial outcomes of courts cases developed utilizing these Federal funds.

The program will be evaluated based on the numbers tracked above with the goal of significantly curtailing the use of technology to exploit children. Our initial focus will be on the largest abusers as determined by Intelligence gathering tools outlined earlier.

**Goals**

The goal is to increase public safety by increasing the number of technologically-assisted child exploitation investigations and related prosecutions. By recruiting and training an additional Computer Forensic Analyst we should be able to meet the goal. Additionally, by training all

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MCCTF technical staff members in Macintosh-based forensic examinations, we will be prepared for an anticipated increase in cases arising from the State's expansion of the Macintosh-based laptop computer program into the State's high schools.

**Program Objectives**

- The additional Forensic Computer Analyst is expected to complete 1 child exploitation case per week.
- Upon completion of training and certification, the MCCTF Forensic Computer Analysts will begin routine forensic examinations of Macintosh-based computers.
- The Task Force Commander, working with consultants, will continue new software development, and upgrading of existing software, to aid in investigations of computer-assisted child exploitation

**Performance Measures**

The MCCTF will track the number of jobs created due to ICAC funding. The execution of the agreed upon timeline for hiring, training, and deployment of personnel will be tracked. Cases completed and search warrants executed will also be tracked. We will also track the percent increase in arrests relating to technology-assisted child sexual exploitation, investigations



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initiated, prosecutions brought forward and forensic examinations that came about through this funding.

We will also report the number of law enforcement agencies participating in the ICAC program operational and investigative standards established by the task force.

**Project/Program Design and Implementation**

**Overview**

The following illustrates the growth of computer crimes within the State of Maine.

**Forensic requests:** Forensic requests increased from 201 hard drives in 2005 to 381 hard drives in 2008 **an increase of over 89 percent**. The size of each individual hard drive also increased dramatically creating a much larger volume of data to be examined in each case.

**Search warrants:** The Computer Crimes Unit drafted 41 search warrants in 2008. This is up from 5 drafted in 2005, **an eight-fold increase**. All of the 2008 search warrants involved child exploitation.

**Peer to Peer investigations:** In 2005 investigators from around the country observed suspects with Maine Internet Protocol Addresses 7,336 times sharing child pornography. In 2008 the number was an astounding **43,530; a near six-fold increase**. There is a fair amount of

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redundancy in the numbers this year as there was last year, but it is clear we still have a huge problem.

The MCCTF will continue its efforts in general. However, it is our intent to expand our proactive efforts utilizing the Peer-to-Peer investigations.

### **Design & Implementation**

**Personnel:** We are looking to add an additional Computer Forensic Analyst for examination of computers (both PC-based and Macintosh-based) from Peer to Peer “hits” and NCMEC referrals. Once trained in forensic computer examinations using such tools as Encase, FTK, and Macintosh forensics, it is anticipated that the analyst will perform between 40 and 60 examinations per year. The variation in the number of examinations is based on the varying complexity of individual cases.

**Ongoing Training:** Personnel of the Computer Crimes Unit currently employ EnCase as the primary forensic tool. It is our intent to add Macintosh-based forensic training to increase our abilities. Additionally, as computer technology continues to grow, we will be sending our forensic examiners and investigators to training sessions to stay abreast of the evolving use of technology. Ongoing training will be covered by State funds dedicated to continuing education under Public Law 676.

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**Equipment:** The Maine State Police Crime Laboratory is requesting funds for the purchase of 1 PC-based laptop, 1 PC-based workstation, and 1 required software license to outfit the new Computer Forensic Analyst and 7 Macintosh ibook laptop computers to equip the current (and new) members of the MCCTF.

**Consultant:** The Maine State Police Crime Laboratory is requesting funds for the hiring of a consultant to assist the MCCTF in specialized software development and modifications. All programs developed will be made available to law enforcement agencies throughout the nation.

**Capabilities/Competencies**

The current staffing of the MCCTF consists of a supervising State Police Sergeant capable of both field investigations and laboratory forensic examination of computer components and media. There are three detectives (two supplied by Lewiston PD and one by the Maine State Police) who can conduct field investigations and laboratory forensic examination of computer components and media. Four Computer Forensic Analysts (one of whom is contractual) whose main focus is laboratory forensic examination of computer components and media. These analysts also assist in field investigations, as needed.

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**Names and Affiliations of all Key Personnel**

- b6  
b7(c), b6
- [REDACTED] (MSP)/Director of Crime Laboratory
  - Sgt. [REDACTED] (MSP)/Supervisor Computer Crimes Unit & ICAC Commander

**Budget Detail Worksheet & Budget Narrative**  
*FY09 Internet Crimes Against Children Task Force Program Continuation*

Purpose: The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

**A. Personnel**--List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Name/Position	Computation		Cost
Computer Forensic Analyst	\$53,580.80	100%	\$53,580.80
<b>TOTAL</b>			<b>\$53,580.80</b>

**NARRATIVE:**One Computer Forensic Analyst will be dedicated Full-time (40 hours per week) to examine computers and other technology for child exploitation contraband. The Computer Forensic Analyst's salary is calculated from the State of Maine, Department of Human Resources Forensic DNA Analyst classification (Grade 25 Step 8). (See <http://www.maine.gov/bhr/> for BHR classification salary ranges.)

**B. Fringe Benefits**--Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

Computer Forensic Analyst			
Medicare	\$776.92	1.45%	\$776.92
Retirement	\$11,787.78	22%	\$11,787.78
Health/Dental Insurance	\$10,681.75	set per yr	\$10,681.75
Workman's Compensation	\$1,757.00	set amt	\$1,757.00
<b>Total Personnel &amp; Fringe Benefits</b>			<b>\$78,584.25</b>

**NARRATIVE:**Fringe benefits are calculated as a percent of the base salary. Fringe benefits include payroll expenses such as social security, workman's compensation and unemployment insurance and may vary slightly.

**C. Travel**-- Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meetings, etc). Show the basis of computation (e.g., six people 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects travel and meals for trainees should be listed separately. Show the number of trainees and unit cost involved. Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

Purpose of Travel	Location	Item	Computation	Cost
		Cost/person	# of persons	
SANS Macintosh Forensics				
Airfare to San Diego, CA	San Diego	\$700	7	\$4,900.00
		day/person	# of days	
Per Diem	San Diego	\$64	4 7	\$1,792.00
Hotel	San Diego	\$137	4 7	\$3,836.00

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**Encase Forensics I**

Airfare to Chicago, IL	Chicago	\$400		1	\$400.00
		day/person	# of days		
Per Diem	Chicago	\$64	4	1	\$256.00
Hotel	Chicago	\$218	4	1	\$872.00

**Encase Forensics II**

Airfare to Chicago, IL	Chicago	\$400		1	\$400.00
		day/person	# of days		
Per Diem	Chicago	\$64	4	1	\$256.00
Hotel	Chicago	\$218	4	1	\$872.00

**Encase Forensics III**

Airfare to Loudin, VA	Loudoun	\$400		1	\$400.00
		day/person	# of days		
Per Diem	Loudoun	\$59	4	1	\$236.00
Hotel	Loudoun	\$140	4	1	\$560.00

**ICAC Commanders Meetings (3)**

Airfare	Various Locations			# of meetings		
	Estimate	\$400		2	3	\$2,400.00
		day/person	# of days			
Per Diem	Estimate	\$64	3	2	3	\$1,152.00
Hotel	Estimate	\$150	3	2	3	\$2,700.00

**TOTAL      \$21,032.00**

**D. Equipment--** List non-expendable items that are to be purchased. (Note: Organization's own capitalization policy for classification of equipment should be used. Expendable items should be included in the "Supplies" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

Item	Computation	Cost
Macintosh ibook laptops	\$2,500.00      7	\$17,500.00
PC laptop	\$2,000.00      1	\$2,000.00
PC Workstation	\$2,000.00      1	\$2,000.00
Software licenses	\$2,400.00      1	\$2,400.00
	<b>TOTAL</b>	<b>\$23,900.00</b>

**NARRATIVE:**

**E.-Supplies--**List items by type (office supplies, postage, training materials, copying paper, and other expendable items such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

Supply Items	Computation	Cost
		<b>TOTAL      \$0.00</b>

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<b>NARRATIVE:</b>				
<b>F. Construction--</b> As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Consult with the program office before budgeting funds in this category.				
<b>Purpose</b>	<b>Description of Work</b>			<b>Cost</b>
<i>NONE</i>				\$0.00
		<b>TOTAL</b>		<b>\$0.00</b>
<b>G. Consultants/Contracts--</b> Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisitions				
<b>Consultant Fee:</b> For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day require additional justification and prior approval from OJP.				
<b>Name of Consultant</b>	<b>Service Provided</b>	<b>Computation</b>		<b>Cost</b>
		hourly \$	# of hours	
<i>To be determined</i>	Software Development	\$26.50	2080	\$55,120.00
		<b>Subtotal</b>		<b>\$55,120</b>
<b>Consultant Expenses:</b> List all expenses to be paid from the grant to the individual consultant in addition to their fees (i.e., travel, meals, lodging, etc.)				
<b>Item</b>	<b>Location</b>	<b>Computation</b>		<b>Cost</b>
<i>NONE</i>		\$0.00	1	\$0.00
		<b>Subtotal</b>		<b>\$0</b>
<b>Contracts:</b> Provide a description of the product or services to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.				
<b>Item</b>				<b>Cost</b>
<i>NONE</i>				\$0.00
	<b>Subtotal</b>			<b>\$0.00</b>
<b>CONSULTANTS/ CONTRACTS TOTAL</b>				<b>\$55,120.00</b>
<b>H. Other Costs--</b> List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot rent, and provide a monthly rental cost and how many months to rent.				
<b>Description</b>	<b>Computation</b>			<b>Cost</b>
SANS Macintosh Forensics	San Diego	\$2,675	7	\$18,725.00
Encase Forensics I	Chicago	\$1,500	1	\$1,500.00
Encase Forensics II	Chicago	\$1,500	1	\$1,500.00
Encase Forensics III	Loudoun	\$1,500	1	\$1,500.00
		<b>TOTAL</b>		<b>\$23,225.00</b>

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**I. Indirect Cost**--Indirect costs are allowed only if the applicant has Federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

Description	Computation	Cost
StaCAP (Administrative Costs - 1.548%)	\$201,861.25    0.01548	\$3,124.81
<b>TOTAL</b>		<b>\$3,124.81</b>

**NARRATIVE: State administrative costs at 1.548%**

**Budget Summary**--When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total costs and the total project costs. Indicate the amount of Federal requested and the amount of non-Federal funds that will support the project.

Budget Category	Amount
A. Personnel	\$53,581
B. Fringe Benefits	\$25,003
C. Travel	\$21,032
D. Equipment	\$23,900
E. Supplies	\$0
F. Construction	\$0
G. Consultants/Contracts	\$55,120
H. Other	\$23,225
<b>Total Direct Costs</b>	<b>\$201,861</b>
I. Indirect Costs	\$3,125
 <b>TOTAL PROJECT COSTS</b>	 <b>\$204,986</b>
<b>Federal Request</b>	<b>\$204,986</b>
<b>Non-Federal Amount</b>	<b>\$0</b>

**NOTE:** If a Non-Federal amount is entered, make sure those items for which they will be used must be incorporated into your overall budget. Indicate clearly throughout you budget narrative and detail worksheet for which items these funds will be used.