



The [U.S. Department of Justice, Office of Justice Programs, Office of Juvenile Justice and Delinquency Prevention](#), is pleased to announce that it is seeking an application for funding under the OJJDP FY 2008 National Center for Missing and Exploited Children Program. This program furthers the Department's mission by providing a cooperative agreement to the National Center for Missing and Exploited Children to act as a national resource center and information clearinghouse as authorized by the Juvenile Justice and Delinquency Prevention Act of 2002.

OJJDP FY 2008 National Center for Missing and Exploited Children Program

Eligibility

Applicants are limited to the National Center for Missing and Exploited Children.

(See "Eligibility," page 3.)

Deadline

The application is due by 8:00 p.m. E.T., on May 30, 2008.

(See "Deadline: Application," page 3.)

Contact Information

For assistance with the requirements of this solicitation, contact Jeffrey Gersh, Program Manager, at (202) 514-5535 or jeffrey.gersh@usdoj.gov.

This application must be submitted through [OJP's Grants Management System \(GMS\)](#). For technical assistance with submitting the application, call the Grants Management System Support Hotline at 1-888-549-9901.

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OJJDP FY 2008 National Center for Missing and Exploited Children Program CFDA Number: 16.543

Overview

The purpose of this solicitation is to invite the National Center for Missing and Exploited Children to apply for funds authorized under 42 U.S.C. 5773(b) to operate as the official national resource center and information clearinghouse for missing and exploited children. All other applications will not be processed.

Registration

Applicants must register with GMS prior to applying. The [GMS](#) registration deadline is 8:00 p.m. E.T., May 23, 2008.

Deadline: Application

The due date for applying for funding under this announcement is 8:00 p.m. E.T., May 30, 2008.

Eligibility

OJJDP invites the National Center for Missing and Exploited Children (NCMEC), headquartered in Alexandria, Virginia, EIN 521328557, to apply for funding and encourages the applicant to review the Civil Rights Compliance section under "Additional Requirements," page 10.

Program-Specific Information

The purpose of this solicitation is to fund activities of the National Center for Missing and Exploited Children (NCMEC) as authorized under 42 U.S.C. 5773(b). NCMEC shall operate as the official national resource center and information clearinghouse for missing and exploited children, whose purpose is to help prevent child abduction and sexual exploitation; find missing children; and provide technical assistance/training to victims of child abduction and sexual exploitation, their families, and the professionals who serve them. The population served includes, but is not limited to, families, law-enforcement, court-system, social-service, childcare professionals; prosecutors; nonprofit-community agencies; and lawmakers. OJJDP will assign major tasks and deliverables under this guidance based upon a review of the application. At a minimum, the grantee will submit semi-annual progress reports in the Grants Management System (GMS).

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. OJJDP anticipates that the Office will make any awards under this solicitation by no later than September 30, 2008.

Match requirement. Match is not required for this program.

Performance Measures

To ensure compliance with the Government Performance and Results Act (GPRA), P.L. 103–62, OJJDP will require successful applicants to collect and report data that measures the results of their work under this grant.

Objective	Performance Measures	Data Grantee Provides
To use NCMEC's CyberTipline to assist in identifying and finding missing and exploited children.	<p>Percentage of children recovered as the result of CyberTipline leads.</p> <p>Percentage of CyberTipline leads that result in law enforcement taking appropriate action.</p> <p>Percentage of CyberTipline leads reviewed by Federal law enforcement.</p>	<p>Number of children recovered as the result of CyberTipline leads.</p> <p>Number of children for whom CyberTipline leads are received.</p> <p>Number of law enforcement actions that result from CyberTipline leads.</p> <p>Number of CyberTipline leads referred to Federal, state, local, and international law enforcement (discrete data).</p> <p>Number of CyberTipline leads reviewed by Federal law enforcement.</p>
To use CyberTipline to disseminate reports to Federal, state, local, and international law enforcement, including ICAC Task Forces.	<p>Number of CyberTip reports sent ICAC Task Forces.</p> <p>Number of CyberTip reports sent Federal, state, local, and international law enforcement.</p>	<p>Number of CyberTip reports sent ICAC Task Forces.</p> <p>Number of CyberTip reports sent Federal, state, local, and international law enforcement.</p>
To use NCMEC's Child Victim Identification Program (Child Recognition & Identification System) to identify child victims of pornography and exploitation.	<p>Number of cases processed through Child Victim Identification Program.</p> <p>Number of images/movies reviewed during Child Recognition & Identification System exams.</p> <p>Number of identified child victims.</p>	<p>Number of cases processed through Child Victim Identification Program.</p> <p>Number of images/movies reviewed during Child Recognition & Identification System exams.</p> <p>Number of identified child victims.</p>
To disseminate evidence guides to state and local law enforcement to assist in their investigation and prosecution of child exploitation cases.	<p>Number of evidence guides distributed.</p>	<p>Number of evidence guides distributed.</p>

How to Apply

Grants Management System Instructions. Applications must be submitted through the online Grants Management System (GMS). Applicants should begin the process early, especially if this is the first time they have used the system. Each application requires a

separate GMS registration. For a step-by-step guide, visit www.ojp.gov/funding/Masterjobaids.pdf. New applicants and those desiring further instructions may consult the FAQs at ojjdp.ncirs.gov/grantees/gmsfaq.html. For additional information, call the GMS Help Desk at 1-888-549-9901.

Please also note: OJP's Grants Management System (GMS) does not accept executable file types as application attachments. These disallowed file types include, but are not limited to, the following extensions: ".com", ".bat", ".exe", ".vbs", ".cfg", ".dat", ".db", ".dbf", ".dll", ".ini", ".log", ".ora", ".sys", and ".zip".

CFDA Number. The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.543, titled "National Center for Missing and Exploited Children Program," and the funding opportunity number is **[Enter Number]**.

A DUNS number is required. The Office of Management and Budget requires that all businesses and nonprofit applicants for federal funds include a DUNS (Data Universal Numeric System) number in their application for a new award or renewal of an award. Applications without a DUNS number are incomplete. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling 1-866-705-5711 or by applying online at www.dunandbradstreet.com. Individuals are exempt from this requirement.

What an Application Must Include

Standard Form-424

Applicant must complete the Application for Federal Assistance (SF-424), a standard form that most federal agencies use, following the instructions it provides.

Program Narrative

The applicant must submit a program narrative that presents a detailed description of the purpose, goals, objectives, strategies, design, and management of the proposed program. The program narrative must be double spaced, using a standard 12-point font (Times New Roman preferred), with 1-inch margins. There is no page limit for the application. (Number pages "1 of X," "2 of X," and so forth) OJJDP may deem applications that do not adhere to the required format to be ineligible.

The program narrative must address the following selection criteria: (1) statement of the problem/program narrative, (2) impact/outcomes and evaluation, (3) project/program design and implementation, and (4) capabilities/competencies. The applicant should clearly delineate the connections between and among each of these sections. For example, the applicant should derive the goals and objectives directly from the problems to be addressed. Similarly, the project design section should clearly explain how the program's structure and activities will accomplish the goals and objectives the applicant has identified in the previous section.

- **Statement of the Problem/Program Narrative**

The applicant must briefly describe the nature and scope of the problem in the jurisdiction that this project will address. The applicant should use data to provide evidence that the problem exists, demonstrate the size and scope of the problem, and document the effects of the problem on the target population. The applicant should describe any previous or current attempts to address the problem.

- **Impact/Outcomes and Evaluation**

The applicant must describe the goals of the proposed project and identify its objectives. When formulating the project's goals and objectives, the applicant should be aware of the performance measures that OJJDP will require the grantee to provide.

Goals. The applicant should provide a broad statement, written in general terms, that conveys the program's intent to change, reduce, or eliminate the problem described. This section of the program narrative must outline the specific goals of the project.

Program Objectives. The applicant should explain how the program will accomplish its goals. Objectives are specific, quantifiable statements of the desired results of the program, and the applicant should clearly connect them to the problems identified in the preceding section. The objectives should be measurable.

Performance Measures. OJJDP requires award recipients to collect and report data in support of performance measures. (See "Performance Measures," page 4.) Recipients' assistance in obtaining this information will facilitate future program planning and will allow OJP to provide Congress with measurable results associated with federally funded programs. Performance measures must reflect the specific problems, goals and objectives, and design (see "Project/Program Design and Implementation" below) associated with this grant.

To ensure that the performance measures that the grantee selects reflect the specific problems, goals, objectives, and design strategy of the project, OJJDP has developed mandatory performance measures. To determine those that apply to your application, visit ojjdp.ncjrs.gov/grantees/performance.html.

- **Project/Program Design and Implementation**

The applicant must describe the specific strategies that will be used to implement the proposed program. The applicant should develop a program design that will facilitate the gathering of data on the required performance measures.

This section of the program narrative should describe what the applicant proposes to do and how it intends to do it.

The applicant should include a logic model that illustrates how the chosen performance measures are related to the specific problems, goals, and program activities. Sample logic models are available at ojjdp.ncjrs.gov/grantees/performance.html.

This section should be detailed and describe how the project will operate throughout the duration of the funding period (OJJDP encourages the applicant to select evidence-based

practices for its programs). The project/program design should be described by division (or large programmatic areas, i.e., Exploited Child Division, Call Center, Information Technology, etc.) and should closely reflect the secondary budget narrative. This section should describe, in detail, all major activities, as well as the expected workload of each division or programmatic area (this may include a description of the previous year's workload). Finally, the applicant should examine the possibility of developing a teleconference component to the Jimmy Ryce Law Enforcement Training Center, as well as other online training components.

This section should also include details regarding any leveraged resources (cash or in-kind) from local sources to support the project. The applicant should identify any other federal, state, or private foundation grants that serve the same area and target population.

Timeline. In addition to the narrative description of the project design, applicants must submit a timeline or milestone chart that indicates major tasks in the proposed design, assigns responsibility for each major task, and plots completion of these tasks by month or quarter for the duration of the award. Applicants should not use actual calendar dates in their timelines; instead the timeline should use "Year 1," "Month 1," "Quarter 1," etc. (see "Sample Project Timelines" at ojjdp.ncjrs.gov/grantees/timelines.html). The timeline should be submitted as a separate attachment, as stipulated in "Other Attachments," page 8. On receipt of an award, the timeline may be revised based on training and technical assistance provided by OJJDP.

- **Capabilities/Competencies**

The applicant must describe the roles and responsibilities of project staff and explain the program's organizational structure and operations.

This section of the program narrative must describe how the applicant will locally manage and staff the project. The applicant should clearly and evidently connect management and staffing patterns to the project design described in the previous section. This section should describe the experience and capability of the applicant's organization and any contractors who the applicant will use to effectively implement and manage this effort and its associated federal funding. The applicant should highlight any prior experience implementing projects of similar design or magnitude in this section.

Budget and Budget Narrative

The applicant must provide a budget that: (1) is complete, allowable, and cost effective in relation to the proposed activities; (2) shows the cost calculations demonstrating how the applicant arrived at the total amount requested; and (3) provides a brief supporting narrative to link costs with project activities. The applicant must submit a budget that includes both a detailed worksheet itemizing all costs and a narrative explaining and justifying each budget item. Total costs that the applicant specifies in its budget must match the amount it provides in the Estimated Funding section of the Project Information screen in GMS. All funds listed in the budget will be subject to audit.

The applicant should include funds in its budget for one or more staff to participate in a special conference on child protection in the autumn of 2008. The 4-day conference will include opportunities for the applicant to participate as an exhibitor, presenter, or session sponsor and to attend other sessions of interest. OJJDP will determine the location of the

conference early in 2008. The applicant should use a city in the Midwest for formulating its estimated travel costs.

- **Budget Detail Worksheet**

The worksheet should provide the detailed computation for each budget line item. The worksheet must list the cost of each item and show how the cost was calculated. For example, costs for personnel should show the annual salary rate and the percentage of time devoted to the project for each employee paid through grant funds. The budget detail worksheet should present a complete and detailed itemization of all proposed costs. A Budget Detail Worksheet template is available at http://www.ojp.usdoj.gov/funding/forms/budget_detail.pdf.

- **Budget Narrative**

The narrative should describe each budget item and relate it to the appropriate project activity (coordination or service delivery). It should closely follow the content of the budget detail worksheet and provide justification for all proposed costs. In the budget narrative, the applicant should explain how fringe benefits were calculated, how travel costs were estimated, why particular items of equipment or supplies must be purchased, and how overhead or indirect costs (if applicable) were calculated. The budget narrative should justify the specific items listed in the budget detail worksheet (particularly supplies, travel, and equipment) and demonstrate that all costs are reasonable.

Secondary Budget Detail Worksheet and Narrative. The applicant should submit a second budget that is broken out by division (or large programmatic areas, i.e., Exploited Child Division, Call Center, Information Technology, etc.) but still adheres to the traditional budget category breakdown. In addition, the narrative should describe each budget item and relate it to the appropriate project activity. Finally, the narrative should closely follow the content of the budget detail worksheet and justify all proposed costs.

Other Attachments

The applicant must submit the following materials in as attachments to itsr application. The Other Program Attachments—which must be submitted as a Microsoft Word document (.doc), Excel worksheet, PDF file (.pdf), or text document (.txt)—must include:

- annualized project time line containing each project goal, related objective, activity, expected completion date, and responsible person or organization (see “Timeline,” page 7).
- résumés of all key personnel.
- job descriptions outlining roles and responsibilities for all key positions.
- letters of support/commitment and memorandums of understanding from all existing partners and likely future partners.
- **Geographic Information.** To help the Office of Justice Programs develop a geographic information system (GIS) strategic planning capacity, applicants must

provide the following two items of information on the geographic area served by the funded activity (“service area”) in the formats specified below. If the mailing address is in a rural area with no street address, include the nearest street intersection. If the program has multiple service areas, include the required information for each area. If proposed multiple service areas have not been determined, simply provide the requested information for the applicant.

- **Physical address.** If the mailing address is a P.O. Box, specify the physical address of the location where services are to be provided.

(example with street address)
ABC Associates
123 First Street
Shrewsbury, PA 17361

(example with no street address)
ABC Associates
First Street and Holiday Drive
Shrewsbury, PA 17361

- **Map and street description.** Provide a road map (with local detail) with the service area clearly depicted. Mark the map with information identifying the grant application it is tied to, including applicant name, application number, and contact name and phone number. Include a written description of streets bounding the service area. If GIS files are available, e-mail them to Dennis Mondoro at Dennis.Mondoro@usdoj.gov.

Review Process

OJP is committed to ensuring a standardized process for awarding grants. OJJDP reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with program or legislative requirements as stated in the solicitation.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final grant award decisions will be made by the Assistant Attorney General (AAG), who may also give consideration to factors including, but not limited to, underserved populations, strategic priorities, past performance, and available funding when making awards.

Additional Requirements

- Civil Rights Compliance
- Confidentiality and Human Subjects Protections regulations
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act Compliance
- DOJ Information Technology Standards
- Single Point of Contact Review

- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with [Office of the Comptroller Financial Guide](#)
- Suspension or Termination of Funding
- Non-Profit Organizations
- Government Performance and Results Act
- Rights in Intellectual Property

OJJDP encourages applicants to review the information pertaining to these additional requirements prior to submitting their application. Additional information for each can be found at http://www.ojp.usdoj.gov/funding/other_requirements.htm.