



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office of Juvenile Justice and Delinquency Prevention](#) (OJJDP), is seeking applications for funding under its Fiscal Year (FY) 2010 Missing and Exploited Children National Training and Technical Assistance Program. This program furthers DOJ's mission by providing training on effective responses to child victimization cases.

OJJDP FY 2010 Missing and Exploited Children National Training and Technical Assistance Program

Eligibility

OJJDP invites public agencies, including state agencies, units of local government (including federally recognized Indian tribal governments as determined by the Secretary of the Interior and published in the *Federal Register*), public universities and colleges (including tribal institutions of higher education), and private, non-profit organizations (including faith-based, community, and tribal nonprofit organizations) to apply.

(See "Eligibility," page 3.)

Deadline

Applicants must register with OJP's [Grants Management System \(GMS\)](#) prior to submitting an application.

(See "How To Apply," page 8.)

All applications are due by 3:00 p.m., Eastern Time, on May 20, 2010.

(See "Deadlines: Registration and Application," page 3.)

Contact Information

For technical assistance with submitting an application, contact the GMS Support Hotline at 1-888-549-9901, option 3, or via e-mail to GMSHelpDesk@usdoj.gov. The GMS Support Hotline hours of operation are Monday–Friday, 6:00 a.m. to midnight, Eastern Time, except on federal holidays.

For assistance with any other requirement of this solicitation, call Amy Staubs, Program Manager, at (202) 307-5762 or e-mail her at amy.staub@usdoj.gov.

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OJJDP FY 2010 Missing and Exploited Children National Training and Technical Assistance Program

CFDA Number: 16.543

Overview

Through this program, OJJDP seeks to identify a training provider to develop and implement training on effective responses to child victimization cases for state and local law enforcement, child protection personnel, prosecutors, medical providers, and child advocacy center professionals. Authorized by the Missing Children's Assistance Act of 1984 and Title IV of the Juvenile Delinquency and Prevention Act of 1974, as amended, the Missing and Exploited Children Program is the primary vehicle for building an infrastructure to support the national effort to prevent the abduction and exploitation of our nation's children.

Deadlines: Registration and Application

Applicants must register prior to submitting an application. The deadline to register is 1:00 p.m., Eastern Time, on May 20, 2010, and the deadline to apply for funding under this announcement is 3:00 p.m., Eastern Time, on May 20, 2010. See "How To Apply," page 8, for details.

Eligibility

OJJDP invites public agencies, including state agencies, units of local government (including federally recognized Indian tribal governments as determined by the Secretary of the Interior and published in the *Federal Register*), public universities and colleges (including tribal institutions of higher education), and private, non-profit organizations (including faith-based, community, and tribal nonprofit organizations) to apply.

OJJDP welcomes joint applications from two or more eligible applicants; however, one applicant must be designated as the primary applicant for correspondence, award, and management purposes and the others as co-applicants.

Program-Specific Information

Purpose

The program's purpose is to provide assistance to state and local law enforcement and child protection personnel, prosecutors, medical providers, and child advocacy center professionals to strengthen responses to and improve prosecution of child victimization cases.

Since FY 2005, OJJDP has funded the Missing and Exploited Children Training Program to offer training programs to build the capacity of state and local agencies and encourage implementation of best practices related to the investigation and prosecution of cases of missing and exploited children, child abuse and neglect, and child fatalities.

Training and technical assistance includes program design, development, and implementation to support a coordinated and comprehensive training and technical assistance program in cooperation with the Child Protection Division (CPD) at OJJDP. As a key competitive factor, applicants must identify how they will implement the identified tasks; describe how they will ensure the timely delivery of requested technical assistance; and determine the cost efficiencies they will achieve in the management and staffing of the program.

OJJDP encourages applicants to present creative and innovative concepts on how they would implement the program. OJJDP anticipates modifying tasks and specifications within tasks as the Office identifies emergent needs. The successful applicant will consult with OJJDP, who will provide input and guidance on technical assistance topics, publications, manuals, training conferences, and other substantive issues and deliverables. OJJDP will ultimately direct and approve all activities undertaken with grant funds.

The successful applicant shall provide all personnel, equipment, tools, materials, supervision, and other items and activities needed to perform the tasks, as defined. The awardee shall coordinate and/or perform all tasks described.

Goals, Objectives, and Deliverables

OJJDP is interested in innovative approaches to design and deliver training to the network of state and local law enforcement and child protection personnel, prosecutors, medical providers, child advocacy centers, and other child-serving professionals who develop and strengthen responses to child victimization cases. OJJDP is particularly interested in approaches that deliver effective, cost-efficient training through a combination of traditional classroom instruction and distance/online learning technologies. Applicants should plan training events in conjunction with other relevant conferences and events, as appropriate, to maximize participation and cost effectiveness. Proposed approaches should clearly demonstrate the applicant's knowledge, understanding, and experience in performing the following tasks:

- delivering training to law enforcement, child protection personnel, prosecutors, medical providers, and child advocacy center professionals.
- developing and maintaining a cadre of experts who can conduct training on national, state, and local levels through both in-person and distance learning modalities.
- conducting evaluation and assessment of training outcomes.
- developing new training in collaboration with OJJDP.

The deliverables under this award include:

- developing a training mission for the program.
- providing technical support, determined in consultation with OJJDP, to state and local agencies and other stakeholders.
- coordinating special meetings of grantees/practitioners.
- developing special reports, brochures, best practices papers, etc.

- performing all logistics to support regional and site-specific training and technical assistance, such as program marketing, participant applications and acceptance, consultant coordination and travel, in addition to acquiring meeting/lodging space and providing participant lodging, according to federal regulations.
- providing a mechanism to evaluate and assess measurable outcomes (i.e., long-term knowledge retention) of training and technical assistance activities, to include pre- and post-event assessment, as well as a 6-month post-event assessment of retained knowledge and skills.
- in concert with OJJDP, maintaining state-of-the-art curricula and materials through systematic review, assessment, and revision.
- contributing content for the OJJDP Web site for the effective dissemination and communication of training and technical assistance services and products, as OJJDP deems suitable.
- developing a strategic plan that provides for the efficient and effective management of all tasks identified. The plan should detail an approach for communicating regularly with OJJDP to discuss emerging priorities and assignments, status of products and deliverables, and strategies for overcoming obstacles to enhancing overall responsiveness to OJJDP's priorities. In addition, the plan should outline a process for regular reporting of accomplishments and challenges.

Post-award, OJJDP must approve all changes to the proposed scope of work or deliverables.

The awardee will identify OJJDP in all documents, trainings, and materials produced for the purpose of this cooperative agreement as the federal agency responsible for products created with grant funds. The Department of Justice, as the awarding agency, reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, or otherwise use and authorize others to use, for federal government purposes, the copyright in any work developed under an award or subaward and any rights of copyright to which a recipient or subrecipient purchases ownership with award support.

Amount and Length of Awards

OJJDP will enter into a cooperative agreement with the successful applicant. OJJDP intends to make one award of as much as \$1.94 million with a program and budget period of 1 year. Based on the availability of funds and determination of successful performance, OJJDP may provide continuation funding for up to two additional 1-year increments.

In furtherance of the goals and objectives described above, OJJDP's role will include the following tasks:

- reviewing and approving major work plans, including changes to such plans, and key decisions pertaining to project operations.
- reviewing and approving major project-generated documents and materials used in the provision of project services.

- providing guidance in significant project planning meetings, and participate in project sponsored training events or conferences.

Applicants should budget funds for one or two persons to attend two meetings per year in Washington, DC, to meet with OJJDP program staff.

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law.

Budget Information

Limitation on Use of Award Funds for Employee Compensation; Waiver. With respect to any award of more than \$250,000 made under this solicitation, grantees may not use federal funds to pay total cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that exceeds 110 percent of the maximum annual salary payable to a member of the federal government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. (The 2010 salary table for SES employees is available at www.opm.gov/oca/10tables/indexSES.asp.) A recipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (OJJDP will not consider any such additional compensation to be matching funds where match requirements apply.)

The Assistant Attorney General for OJP may waive the limitation on compensation rates allowable under an award at his or her discretion on an individual basis. Applicants who wish to request a waiver must include a detailed justification in the budget narrative of their application. Unless applicants submit a waiver request and justification with their application, they should anticipate that OJP will request that they adjust and resubmit their budget.

The justification should include the particular qualifications and expertise of the individual, the uniqueness of the service he or she will provide, the individual's specific knowledge of the program or project being undertaken with award funds, and a statement explaining that the individual's salary is commensurate with the regular and customary rate for an individual with his/her qualifications and expertise, and for the work that is to be done.

Match Requirement. Match is not required for this program.

Research, Human Subjects, IRB Review, and Confidentiality.

OJP advises all applicants for funding that the Department of Justice defines "research" as "a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge" (28 C.F.R. § 46.102(d)). If OJP determines that a funded application involves research and includes human subjects, OJP may require the applicant to receive approval of an Institutional Review Board (IRB) before OJP funds may be spent for these purposes. If an application includes an evaluation component, OJP will examine that component to determine whether it meets the definition of "research." All applications should be as clear as possible in describing the purpose of the evaluation and the extent to which their findings may contribute to generalizable knowledge.

The protection of human subjects of OJP-sponsored research is of critical importance. If an application involves human subjects of research, the applicant must explain whether it has

obtained or will obtain IRB approval and procedures the applicant will use to obtain informed consent and to minimize risks.

OJP will require all applicants whose applications include a research or statistical component that collects information identifiable to a private person to complete and submit a privacy certification.

For further guidance regarding federal regulations regarding research, human subjects protection, and confidentiality, see the OJP Web site (http://www.ojp.usdoj.gov/funding/other_requirements.htm).

Performance Measures

To assist DOJ in fulfilling its responsibilities under the Government Performance and Results Act, P.L. 103–62, applicants who receive funding under this solicitation must provide data that measures the results of their work. Applicants must discuss in their application their methods for collecting data for performance measures. Refer to “What an Application Must Include,” page 9, for additional information. Grantees are required to provide the data requested in the “Data Grantee Provides” column so that OJP can calculate values for the “Performance Measures” column. Performance measures for this solicitation are as follows:

Objective	Performance Measures	Data Grantee Provides
<p>The primary objective will be the development of specific training programs and delivery of training and technical assistance to law enforcement and other service providers.</p> <p>The deliverables (training, technical assistance, supportive materials) should be directed toward the continuation, expansion, and enhancement of the Department of Justice’s Missing and Exploited Children program.</p>	<p>Number of training requests received.</p> <p>Number of technical assistance requests received.</p> <p>Number of program materials developed.</p> <p>Number of planning or training events held.</p> <p>Number of people trained.</p> <p>Percentage of people exhibiting increased knowledge of the program area.</p> <p>Number of program policies changed, improved, or rescinded.</p> <p>Percentage of organizations reporting improvements in operations based on training and technical assistance.</p>	<p>During the reporting period:</p> <p>Number of training requests received.</p> <p>Number of technical assistance requests received.</p> <p>Number of program materials developed.</p> <p>Number of planning or training events held.</p> <p>Number of people trained.</p> <p>Number of people exhibiting increased knowledge of the program area (determined by pre- and post-testing).</p> <p>Number of program policies changed, improved, or rescinded.</p> <p>Number of organizations that receive training and technical assistance.</p> <p>Number of those served by TTA.</p>

For more information about OJJDP performance measures, see www.ojjdp.ncjrs.gov/grantees/pm/ or contact Janet Chiancone at janet.chiancone@usdoj.gov.

How To Apply

Applicants should submit their applications through [GMS](#), a Web-based, data-driven system for the application, award, and management of OJP grants. Applicants should begin the process immediately to meet the GMS registration deadline, especially if this is the first time they have used the system. Complete instructions on how to register and submit an application in GMS can be found at www.ojp.usdoj.gov/gmscbt/. Applicants who experience technical difficulties during this process should e-mail GMSHelpDesk@usdoj.gov or call 1-888-549-9901 (option 3), Monday–Friday, 6:00 a.m. to midnight, Eastern Time, except on federal holidays. OJJDP recommends that applicants register as early as possible to avoid delays in submitting their applications by the deadline.

All applicants are required to complete the following steps:

1. **Acquire a DUNS Number.** An application must have a DUNS number to be submitted in GMS. The Office of Management and Budget requires that all businesses and nonprofit applicants for federal funds include a DUNS (Data Universal Numbering System) number in their application for a new award or renewal of an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and tracking entities receiving federal funds. The identifier is used to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Call 1–866–705–5711 or apply online at www.dunandbradstreet.com to obtain a DUNS number. Individuals are exempt from this requirement.
2. **Acquire or Renew Registration with the Central Contractor Registration (CCR) Database.** OJP requires all applicants (other than individuals) for federal financial assistance to maintain a current registration in the CCR database to receive funding. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Applicants must update or renew their CCR registration at least once per year to maintain an active status. Information about CCR registration procedures can be accessed at www.ccr.gov.
3. **Acquire a GMS Username and Password.** If you are a new user, select the first time user link under the sign-in box of the [GMS](#) home page to create a GMS profile. For more information on how to register in GMS, go to www.ojp.usdoj.gov/gmscbt/.
4. **Search for the Funding Opportunity on GMS.** After you log in to GMS or complete your GMS profile for your username and password, go to the Funding Opportunities link on the left side of the page. Select OJJDP and the OJJDP FY 10 Missing and Exploited Children National Training and Technical Assistance Program.
5. **Select the Apply Online Button Associated with the Solicitation Title.** The search results from step 4 will display the solicitation title along with the Registration and

Application Deadlines for this funding opportunity. Select the Apply Online button in the Action Column to create an application in the system.

6. **Submit an Application Addressing the Requirements Outlined in this Solicitation by Following the Directions in GMS.** Once you have submitted your application, GMS will display a confirmation screen stating your submission was successful. **Important:** OJP urges applicants to submit their applications at least 72 hours prior to the due date.

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."

GMS Technical Issues

If you experience unforeseen GMS technical issues that prevent you from submitting your application by the deadline, you must contact OJJDP staff within 24 hours after the deadline and request approval to submit your application. At that time, OJJDP staff will require you to e-mail your complete grant application, DUNS number, and all GMS Help Desk tracking numbers. After the program office reviews the information you submit and contacts the GMS Helpdesk to validate the technical issues you reported, OJP will contact you to inform you whether your request to submit a late application has been approved. If the technical issues you reported cannot be validated, your application will be rejected as untimely.

To ensure a fair competition for limited discretionary funds, the following conditions are not valid reasons to permit late submissions: (1) failure to begin the registration process in sufficient time; (2) failure to follow GMS instructions on how to register and apply as posted on its Web site; (3) failure to follow all of the instructions in the OJP solicitation; and (4) technical issues experienced with the applicant's computer or information technology environment.

Notifications regarding known technical problems with GMS are posted on the OJP funding Web page, www.ojp.usdoj.gov/funding/solicitations.htm.

What an Application Must Include

OJP recommends that applicants use appropriately descriptive file names (e.g., "Program Narrative," "Budget and Budget Narrative," "Timelines," "Memorandums of Understanding," "Résumés") for all required attachments. Where résumés are required, OJP recommends that applicants include them in a single file.

Standard Form-424

See www07.grants.gov/assets/SF424Instructions.pdf for instructions on how to complete your SF 424.

Program Narrative

Applicants must submit a program narrative that presents a detailed description of the training that will be delivered and of the purpose, goals, objectives, strategies, design, and management of the proposed program. The program narrative must be double-spaced with 1-inch margins, not exceeding 30 pages of 8½ by 11 inches, and use a standard 12-point font, preferably Times

New Roman. Pages must be numbered “1 of 30,” etc. The project abstract, tables, charts, pictures, etc., including all captions, legends, keys, subtext, etc., may be single-spaced, and will count in the 30-page limit. Material required under the “Budget and Budget Narrative” and “Other Attachments” sections will not count toward the program narrative page count. OJJDP may reject applications that are incomplete, do not respond to the scope of the solicitation, or fail to comply with all format requirements.

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

- **Statement of the Problem**

Applicants must briefly describe the nature and scope of the problem that the program 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 and the larger community. Applicants should describe any previous or current attempts to address the problem.

Applicants should describe any research or evaluation studies that relate to the problem and contribute to the applicant’s understanding of its causes and potential solutions. While OJJDP expects applicants to review the research literature for relevant studies, they should also explore whether unpublished local sources of research or evaluation data are available.

Project Abstract. Applicants must include a project abstract as the first page of the program narrative, and it is included in the page limitation specified above. The abstract must not exceed 200 words and briefly describe the project’s purpose, identify the population to be served, and summarize the activities that the applicant will implement to achieve the project’s goals and objectives. These goals and objectives must focus on short-term and intermediate outcomes (see Performance Measures Requirements,” below). The abstract must describe how the applicant will measure progress toward these goals.

- **Performance Measures Requirements**

Applicants must describe the goals of the proposed project and identify its objectives. When formulating the project’s goals and objectives, applicants should be cognizant of the performance measures that OJJDP will require the successful applicants to submit. The development of specific training initiatives will be the primary deliverable. This section must outline how the applicant will perform the following tasks:

- designing, developing, and delivering training for OJJDP, law enforcement, child protection personnel, prosecution, and other relevant professionals to improve the MEC Program.
- initiating and developing collaborative relationships with other organizations and agencies with analogous missions.

- participating in conferences and other outreach efforts to increase public awareness surrounding child protection issues.
- collecting, cataloging, and disseminating relevant materials on child protection issues, to law enforcement, child protection personnel, prosecution, and other relevant professionals, as approved by OJJDP
- collecting, analyzing, and reporting on the progress of the MEC Program and its activities.

Performance Measures. OJJDP requires the award recipient to report data in support of mandated performance measures for this solicitation (see "Performance Measures," page 7.). Applicants must describe the steps they will take to assemble the information needed to comply with OJJDP's performance measures reporting requirements. OJJDP will encourage the award recipient to use information from existing program records to fulfill performance measures reporting requirements rather than initiating new data collection activities for this purpose. To ensure confidentiality of program records, OJJDP will also require the award recipient to submit a completed Privacy Certificate post-award. (See www.ojjdp.ncjrs.gov/grantees/pm/faq.html for more information.)

- **Project/Program Design and Implementation**

Applicants must detail how the project will operate throughout the funding period and describe the strategies that they will use to achieve the goals and objectives identified in the previous section. OJJDP encourages applicants to select evidence-based practices for their programs and adopt a project design that will facilitate the gathering of data on the required performance measures.

Timeline. OJJDP requires the applicant to submit a timeline or milestone chart that indicates major tasks, assigns responsibility for each, and plots completion of each task by month or quarter for the duration of the award, using "Year 1," "Month 1," "Quarter 1," etc., not calendar dates (see "Sample Project Timelines" at ojjdp.ncjrs.gov/grantees/timelines.html). The applicant must submit the timeline as a separate attachment, as stipulated in "Other Attachments," page 13. On receipt of an award, the applicant may revise the timeline based on training and technical assistance that OJJDP may provide.

- **Capabilities/Competencies**

Applicants must describe the roles and responsibilities of project staff and explain the program's organizational structure and operations. Management and staffing patterns must be clearly connected to the project design described in the previous section. This section must describe the experience and capability of the applicant's organization and any contractors that will be used to implement and manage this effort and its associated federal funding, highlighting any previous experience implementing projects of similar design or magnitude.

Letters of Support/Memorandums of Understanding. If submitting a joint application, as described under "Eligibility," page 3, applicants must provide signed and dated letters of support or memorandums of understanding (MOUs) for all key partners that include the following:

- an expression of support for the program and a statement of willingness to participate and collaborate with it.

- a description of the partner's current role and responsibilities in the planning process and expected responsibilities when the program is operational.
- an estimate of the percentage of time that the partner will devote to the planning and operation of the project.

Budget and Budget Narrative

Applicants 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 budget should cover the entire award period.

- **Budget Detail Worksheet**

The worksheet must provide the detailed computation for each budget line item, listing the cost of each item and showing how it was calculated. For example, costs for personnel must 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 must present a complete and detailed itemization of all proposed costs.

A sample budget detail worksheet can be found at www.ojp.gov/funding/forms/budget_detail.pdf. If you submit a different format, you must include the budget categories as listed in the sample budget detail worksheet.

- **Budget Narrative**

The budget narrative must describe each budget item and relate it to the appropriate project activity. It must closely follow the content of the budget detail worksheet and justify all proposed costs listed in the budget detail worksheet (particularly supplies, travel, and equipment) and demonstrate that they are reasonable. In the budget narrative, applicants must explain how they calculated fringe benefits, how they estimated travel costs, why they must purchase particular items of equipment or supplies, and how they calculated overhead or indirect costs.

Consult the OJP Financial Guide for questions pertaining to budget including allowable and unallowable costs at www.ojp.gov/financialguide/index.htm.

Indirect Cost Rate Agreement

Applicants that would like to establish a federally negotiated indirect cost rate must submit a proposal to their cognizant federal agency. Generally, the cognizant federal agency is the agency that provides the preponderance of direct federal funding. This can be determined by reviewing an organization's schedule of federal financial assistance. If DOJ is your cognizant federal agency, obtain information needed to submit an indirect cost rate proposal at www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf.

Plan for Collecting the Data Required for Performance Measures. (See "Performance Measures," page 7.)

Tribal Authorizing Resolution

If a tribe or tribal organization or a third party submits an application proposing to provide direct services or assistance to residents on tribal lands, the application must include a current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal council or comparable governing body authorizing the inclusion of the tribe or tribal organization and its residents. In those instances when an organization or consortium of tribes proposes to apply for a grant on behalf of a tribe or multiple specific tribes, the application must include a resolution from all tribes that will receive services or assistance provided under the grant.

Other Attachments

Applicants must submit the following information, as stipulated in the cited pages, as attachments to their application:

- timeline or milestone chart (see page 11).
- résumés of all key personnel.
- job descriptions outlining roles and responsibilities for all key positions.
- letters of support/MOUs from partner organizations (see page 11).

Selection Criteria

OJJDP will rate applications that proceed to peer review on a 100-point scale, based on the following point values for the selection criteria:

1. Statement of the Problem/Program (20 points)
2. Performance Measures Requirements (15 points)
3. Project/Program Design and Implementation (30 points)
4. Capabilities/Competencies (20 points)
5. Budget (15 points)

See “Program Narrative,” page 9, for detailed descriptions of the above criteria.

Review Process

OJP is committed to ensuring a fair and open process for awarding grants. OJJDP reviews the applications to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with basic minimum program or legislative requirements as stated in the solicitation (including, but not limited to, requirements as to timeliness, proper format, and responsiveness to the scope of the solicitation).

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. OJJDP may use either internal peer reviewers, external peer reviewers, or a combination to review the applications under this solicitation. An external peer reviewer is an expert in the field of the subject matter of a given solicitation who is NOT a current U.S. Department of Justice employee. An internal reviewer is a current U.S. Department of Justice employee who is well-versed or has expertise in the subject matter of this solicitation. Peer review panels will evaluate, score, and rate eligible applications. Peer reviewers' ratings and

any resulting recommendations are advisory only. In addition to peer review ratings, considerations for award recommendations and decisions may include, but are not limited to, underserved populations, strategic priorities, past performance, and available funding.

The Office of the Chief Financial Officer (OCFO), in consultation with OJJDP, conducts a financial review of applications for potential discretionary awards and cooperative agreements to evaluate the fiscal integrity and financial capability of applicants; examines proposed costs to determine if the budget and budget narrative accurately explain project costs; and determines whether costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations.

Absent explicit statutory authorization or written delegation of authority to the contrary, the Assistant Attorney General, who may also consider other factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding, will make all final grant award decisions.

Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. Applicants are encouraged to review the information pertaining to these additional requirements prior to submitting their applications. Additional information for each can be found at www.ojp.usdoj.gov/funding/other_requirements.htm.

- Civil Rights Compliance
- Faith-Based and Other Community Organizations
- Confidentiality and Human Subjects Protection (if applicable)
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) (if applicable)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Nonsupplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with [Office of Justice Programs Financial Guide](#)
- Suspension or Termination of Funding
- Nonprofit Organizations
- For-Profit Organizations

- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006
- Awards in excess of \$5,000,000–federal taxes certification requirement.

Appendix: Application Checklist

OJJDP FY 2010 Missing and Exploited Children National Training and Technical Assistance Program

The application check list has been created to aid you in developing your application. If any of the items listed below are missing, the application may not move forward for review.

Eligibility

- Federally recognized tribe
- The amount requested does not exceed \$1.94 million.

The Application Components

- Statement of the Problem/Program
- Performance Measures Requirements
- Project Design and Implementation
- Capabilities/Competencies
- Budget narrative
- Budget detail worksheet
- Project timeline
- Position descriptions
- Letters of support

Program narrative/abstract format

- Double-spaced
- 12-point standard font
- 1" standard margins
- Narrative is 30 pages or less

Required forms, certifications, and other components

- Standard 424 form
- DUNS number
- Certifications
- Other standard forms as applicable, including:
 - Disclosure of lobbying activities (if applicable)
 - Accounting System and Financial Capability Questionnaire (if applicable)