



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 07 National Center for Missing and Exploited Children Program. This program furthers the Department's mission by providing grants, cooperative agreements, and other assistance to organizations as authorized by the Juvenile Justice and Delinquency Prevention Act of 2002.

OJJDP FY 2007 National Center for Missing and Exploited Children Program

Eligibility

Application is limited to the National Center for Missing and Exploited Children.

(See "Eligibility," page 3.)

Deadline

Application is due by 8:00 p.m. E.T., on January 3, 2007.

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

Contact Information

For assistance with the requirements of this solicitation, contact Ron Laney, Associate Administrator, at 202-616-7323 or ron.laney@usdoj.gov.

This application must be submitted through Grants.gov. The funding opportunity number is OJJDP-2007-1496. For technical assistance with submitting the application, call the Grants.gov Customer Support Hotline at 1-800-518-4726

CONTENTS

Overview.....	3
Registration	3
Deadline: Application	3
Eligibility	3
Program-Specific Information.....	4
Performance Measures.....	4
How to Apply	5
What an Application Must Include	6
Standard Form–424	6
Program Narrative.....	6
Budget and Budget Narrative.....	8
Other Attachments.....	8
Additional Requirements.....	10

OJJDP FY 2007 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). All other applications will not be processed.

Please visit www.ojp.usdoj.gov/fundopps.htm for information on other funding opportunities from the Office of Justice Programs.

Registration

Registering with Grants.gov is a one-time process; however, if you are a first time registrant, it could take up to several weeks to validate and confirm your registration and for you to receive your user password. OJJDP highly recommends that you start the registration process as early as possible to prevent delays in submitting your application package to this agency by the deadline specified. There are three steps that you must complete before you are able to register: (1) Register with the Central Contractor Registry (CCR); (2) register yourself as an Authorized Organization Representative (AOR); and (3) be authorized as an AOR by your organization. For more information, go to www.grants.gov. **Note: You must renew your CCR registration once a year. Failure to renew your CCR registration may prohibit you from submitting a grant application through Grants.gov.**

Deadline: Application

The due date for applying for funding under this announcement is 8:00 p.m. E.T., January 3, 2007.

Eligibility

OJJDP invites application by the National Center for Missing and Exploited Children headquartered in Alexandria, Virginia, EIN 521328557, and encourages the applicant to review the Civil Rights Compliance section under "Additional Requirements" in this announcement.

Program-Specific Information

The purpose of this program is to fund the mission of the National Center for Missing and Exploited Children, according to the mission of the Office of Juvenile Justice and Delinquency Prevention, as authorized under U.S.C. 5773(b).

OJJDP will assign major tasks and deliverables under this guidance based upon a review of the application. At a minimum, the grantee will provide and 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. It is anticipated that any award that may be made under this solicitation should be awarded no later than September 30, 2007.

Match requirement: Match is not required for this program.

Performance Measures

To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act (GPRA), P.L. 103-62, the applicant who receives funding under this solicitation must provide data that measures the results of its work. OJJDP will determine which of the following, or other, performance measures are required for this award.

Objective	Performance Measures	Data Grantee Provides
To employ National Center for Missing and Exploited Children resources to assist in the identification and location of missing and exploited children.	Percentage of children who are recovered as the result of Hotline leads.	Number of children recovered, divided by number of Hotline leads received.
	Percentage of CyberTip leads referred to law enforcement that result in law enforcement taking appropriate action.	Number of law enforcement actions, divided by number of CyberTip leads referred.
To use the National Center for Missing and Exploited Children's CyberTipline system to disseminate reports to federal, state, and local law enforcement, including ICAC Task Forces.	Percentage of CyberTip leads reviewed by federal law enforcement.	Number of CyberTip leads reviewed by federal law enforcement, divided by number of CyberTip leads received.

<p>To use the National Center for Missing and Exploited Child Victim Identification Program (Child Recognition & Identification System [CRIS]) to identify the child victims of pornography and exploitation.</p> <p>To disseminate evidence guides to state and local law enforcement to assist in the investigation and prosecution of child exploitation cases.</p>	<p>Number of cases worked through the Child Victim Identification Program (Child Recognition & Identification System).</p> <p>Number of images/movies reviewed during CRIS exams.</p> <p>Number of identified child victims.</p> <p>Number of evidence guides distributed.</p>	<p>Number of cases worked through the Child Victim Identification Program (Child Recognition & Identification System) per 6-month period.</p> <p>Number of images/movies reviewed during CRIS exams per 6-month period.</p> <p>Number of identified child victims per 6-month period.</p> <p>Number of evidence guides distributed per 6-month period.</p>
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How to Apply

DOJ is participating in the e-Government initiative, one of 25 initiatives included in the President’s Management Agenda. Part of this initiative—Grants.gov—is a “one-stop storefront” that provides a unified process for all customers of federal grants to find funding opportunities and apply for funding.

Grants.Gov Instructions. Complete instructions can be found at www.grants.gov. If you experience difficulties at any point during this process, please call the Grants.gov Customer Support Hotline at 1–800–518–4726.

CFDA Number. The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.543, titled “Missing Children’s Assistance,” and the funding opportunity number is OJJDP-2007-1496.

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. 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 and single-sided, using a standard 12-point font (Times New Roman preferred), with 1-inch margins, not exceeding 20 pages of 8½ by 11-inches. (Please number pages “1 of 20,” “2 of 20,” and so forth.) Material required under the “Budget and Budget Narrative” and “Other Attachments” sections will not count toward the program narrative page count. 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 goals and objectives should derive 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 identified in the previous section.

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

Applicant must briefly describe the nature and scope of the problem in the jurisdiction that this project will address. 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. Applicant should describe any previous or current attempts to address the problem.

- **Impact/Outcomes and Evaluation**

Applicant must describe the goals of the proposed project and identify its objectives. When formulating the project’s goals and objectives, applicant should be cognizant of the performance measures that will be required.

Goals. 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. Applicant should explain how the program will accomplish its goals. Objectives are specific, quantifiable statements of the desired results of the program, and they should be clearly connected to the problems identified in the preceding section. The objectives should be measurable.

Performance Measures. Award recipients are required 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**

Applicant must describe the specific strategies that they will use to implement the proposed program. 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. Applicant should identify the program’s target population and explain how the strategy will achieve the goals and objectives identified in the previous section.

Applicant should include a logic model that graphically 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. The applicant is encouraged to select evidence-based practices for its programs. This section must also discuss plans for sustainability, i.e., how the program will continue to operate beyond the period of the OJJDP grant award.

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.

Finally, applicant should describe any research or evaluation studies that support the entire project design, or any of its components. Applicant should also note any previous research related to the selected problem area to indicate the applicant’s understanding of the causes of—and potential solutions to—the problems to be addressed. While the applicant is expected to review the research literature for any relevant studies, it should also explore whether any unpublished local sources of research or evaluation data are available.

In addition to the narrative description of the project design, applicant 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. This timeline/milestone chart should be submitted as a separate attachment as stipulated in “Other Attachments,” page 8.

- **Capabilities/Competencies**

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. Management and staffing patterns should be clearly and evidently connected 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 that the applicant will use to effectively implement and manage this effort and its associated federal funding. Any prior experience implementing projects of similar design or magnitude should be highlighted in this section.

Budget and Budget Narrative. 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.

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 2007. 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 2007. Applicant should use a city in the Midwest for formulating their estimated travel costs.

Applicant must submit a budget that includes both a detailed worksheet itemizing all costs and a narrative explaining and justifying each budget item:

- **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 applicant calculated the cost. For example, costs for personnel should show the annual salary rate and the percentage of time each employee paid through grant funds will devote to the project. The budget detail worksheet should present a complete and detailed itemization of all proposed costs. A Budget Detail Worksheet template is available at www.ojp.usdoj.gov/Forms/budget.pdf.
- **Budget Narrative.** The narrative should describe each budget item and relate it to the appropriate project activity. It should closely follow the content of the budget detail worksheet and justify 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.

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

- Annualized project timeline containing each project goal, related objective, activity, expected completion date, and responsible person or organization. Do not use actual calendar months/years in your timeline; instead prepare the timeline using “Year 1,” “Month 1,” etc. (See “Sample Project Timelines” at ojjdp.ncjrs.gov/grantees/timelines.html.)
- Résumés of all key personnel.
- Job descriptions outlining roles and responsibilities for all key positions.
- Letters of support/commitment and memorandums of understanding (where appropriate).

Geographic Information. To help OJP develop a geographic information system (GIS) strategic planning capacity, applicants must provide the following two items of information on the geographic area that the funded activity will serve (“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.** Please provide a road map (with local detail) with the service area clearly depicted. The map should be marked with information identifying the grant application it is tied to, including applicant name, application number, and contact name and phone number. Also include a written description of streets bounding the service area. If GIS files are available, they can be e-mailed to Dennis Mondoro at Dennis.Mondoro@usdoj.gov.

Additional Requirements

- Civil Rights Compliance
- Confidentiality and Human Subjects Protections Regulations
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) 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 (GPRA)
- Rights in Intellectual Property

OJJDP strongly encourages every applicant to review the information pertaining to these additional requirements prior to submitting their application. Additional information for each can be found at www.ojp.usdoj.gov/funding/otherrequirements.htm.