



The **U.S. Department of Justice** (DOJ), **Office of Justice Programs** (OJP), **Office of Juvenile Justice and Delinquency Prevention** (OJJDP) (www.ojp.usdoj.gov/ojjdp), is pleased to announce that it is seeking applications for funding for the program Building Community Capacity to Reduce the Commercial Sexual Exploitation of Children and Youth. This program furthers the Department's mission by providing training and technical assistance to expand community capacity to address the commercial sexual exploitation of children and youth in the United States.

Building Community Capacity to Reduce the Commercial Sexual Exploitation of Children and Youth

Eligibility

OJJDP invites public agencies (including state agencies, units of local government, public universities and colleges, and tribal governments) and/or private organizations (including secular and faith-based nonprofit organizations) to apply for this grant.

(See "Eligibility," page 3)

Deadline

All applications are due by 8:00 p.m. E.T. on March 14, 2006.

(See "Deadline: Applications," page 3)

Contact Information

For assistance with the requirements of this solicitation, call the Child Protection Division of OJJDP at (202) 616-3637.

This application must be submitted through Grants.gov. For technical assistance with submitting the application, call the Grants.gov Customer Support Hotline at 1-800-518-4726.

[Grants.gov/GMS number assigned to announcement]

CONTENTS

Overview	2
Deadline: Registration	2
Deadline: Application	3
Eligibility	3
Program-Specific Information.....	3
Goals, Objectives, and Deliverables	3
Award Information	4
Performance Measures	4
How To Apply.....	5
What an Application Must Include	5
Application for Federal Assistance (SF-424)	5
Assurances and Certifications.....	6
Budget.....	6
Program Narrative.....	7
Statement of the Problem and Identification of Sites to Be Served	7
Project Design	8
Management and Organizational Capability.....	9
Other Attachments	10
Resumes of Key Personnel	10
Project Timeline.....	10
Other Attachments	10
Geographic Information.....	10
Selection Criteria	11
Review Process.....	11
Additional Requirements	11
Appendix A: Application Checklist.....	13
Appendix B: Grants.gov Registration Checklist	14

Building Community Capacity To Reduce the Commercial Sexual Exploitation of Children and Youth

CDFA Number: 16.541

Overview

The Office of Juvenile Justice and Delinquency Prevention (OJJDP) is requesting proposals to expand community capacity to address the commercial sexual exploitation of children and youth (CSEC)¹ in the United States through training and technical assistance for professionals who work with children and youth at risk of commercial sexual exploitation. The successful applicant will plan and deliver training and technical assistance to five-to-seven sites that the applicant will identify (and OJJDP will ratify) as high-need areas. The sites may be cities, metropolitan areas, single states, or multi-state regions. The training and technical assistance will focus on improving community capacity to:

- Recognize exploited youth and youth at risk for exploitation;
- Intervene appropriately with and compassionately serve victims; and
- Effectively investigate and prosecute cases against adults who exploit children and youth.

The successful applicant will develop and deliver five to seven train-the-trainer institutes that address the above three goals. In addition, the successful applicant will provide technical assistance to the sites that participate in the training institutes to help them (1) develop, refine, and implement a community CSEC response plan; and (2) deliver training at the local level based on the instruction at the train-the-trainer institutes. The successful applicant will measure the effect of the training institutes and technical assistance on the participating sites and their ability to implement their community CSEC response plans. The awardee will report output and outcome data to OJJDP according to the measures described on page 4 of this solicitation.

This program is authorized under the Juvenile Justice and Delinquency Prevention Act of 2002, sections 5775–5777.

Deadline: Registration

The Grants.gov registration deadline is February 14, 2006.

¹ CSEC describes a constellation of crimes of a sexual nature committed against youthful victims (younger than 18 years old) primarily or entirely for financial or other economic reasons. These crimes include, for example, trafficking for sexual purposes, prostitution, sex tourism, mail-order bride trade and early marriage, pornography, stripping, and sexual performances.

Deadline: Application

The due date for applying for funding under this announcement is March 14, 2006

Eligibility

OJJDP invites public agencies (including state agencies, units of local government, public universities and colleges, and tribal governments) and/or private organizations (including secular and faith-based nonprofit organizations) to apply for this grant.

Faith-Based And Other Community Organizations: Consistent with President George W. Bush's Executive Order 13279, dated December 12, 2002, and 28 C.F.R. Part 38, it is DOJ policy that faith-based and community organizations that statutorily qualify as eligible applicants under DOJ programs are invited and encouraged to apply for assistance awards to fund eligible grant activities. DOJ will consider faith-based and community organizations for awards on the same basis as any other eligible applicants and, if they receive assistance awards, DOJ will treat these groups on an equal basis with all other grantees in the administration of such awards. DOJ will not discriminate for or against any eligible applicant or grantee on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or persons working in the organization.

Faith-based organizations receiving DOJ assistance awards retain their independence and do not lose or have to modify their religious identity (e.g., removing religious symbols) to receive assistance awards. Faith-based groups, however, may not use DOJ grant funds to fund any inherently religious activity, such as prayer or worship. Inherently religious activity is permissible, although it cannot occur during an activity funded with DOJ grant funds; rather, the grantee must separate such religious activity in time or place from the DOJ-funded program. Further, participation in such activity by individuals receiving services must be voluntary. Programs that DOJ funds are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion.

Applicants are encouraged to review the Civil Rights Compliance requirements (see "Additional Requirements").

Program-Specific Information

Goals, Objectives, and Deliverables

OJJDP requires the successful applicant to develop and implement the following project deliverables by the end of the project period:

- Training institute syllabus.
- Training institute curriculum.
- Community CSEC response plan from each site served.
- Final project report.

- Bulletin for practitioners summarizing the project in non-technical language.

OJJDP requires that project plans include a Technical Working Group (TWG) to provide feedback on project plans, review curriculum materials, and critique training delivery. The applicant should propose members of the TWG who represent survivors, CSEC victim services, law enforcement, and other relevant perspectives. Typically, TWGs consist of 5 to 10 members. OJJDP will make final decisions about TWG membership.

Award Information

OJJDP will award one cooperative agreement of up to \$1 million for a project period of 24 months.

There is no fiscal match requirement for this award.

Performance Measures

To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act (GPRA), P.L. 103–62, applicants who receive funding under this solicitation must provide data that measures the results of their work. Performance measures for this solicitation are as follows:

Program Goal/Objective	Performance Measures	Data to Be reported
Increased state and regional capacity to deliver training to CSEC professionals through the planning and delivery of five to seven state or regional training institutes to provide “train-the-trainer” instruction to professionals who work with children and youth at risk of commercial sexual exploitation.	Outcomes Percentage of deliverables completed on time. Percentage of deliverables that meet OJJDP’s expectations for depth, breadth, scope of study, pertinence, and readability.	<ul style="list-style-type: none"> • Total number of deliverables. • Number of deliverables completed on time. • Number of deliverables that meet OJJDP’s expectations for depth, breadth, scope of study, pertinence, and readability.
	Outputs Number of trainee-hours of training delivered this reporting period. Number of train-the-trainer institutes held this reporting period.	<ul style="list-style-type: none"> • Number of persons attending training this reporting period. • Number of hours of training delivered this reporting period.

<p>Number of new trainers trained this reporting period.</p> <p>Number of trainings the new trainers provide this reporting period.</p> <p>Number of agencies receiving training this reporting period.</p>	<ul style="list-style-type: none"> • Number of train-the-trainer institutes held this reporting period. • Number of new trainers trained this reporting period. • Number of trainings the new trainers provide this reporting period. • Number of agencies receiving training this reporting period.
<p>Deliverables</p> <ul style="list-style-type: none"> • Complete training institute agenda. • Complete training institute curriculum. • Model local plans for responding effectively to CSEC. • Semi-annual progress reports to OJJDP. • Final project report due at the end of the project period. • Bulletin for practitioners summarizing the achievements of the institutes in non-technical language. 	

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 <http://www.ojjdp.ncjrs.org/funding/grants.html>. If you experience difficulties at any point during this process, please call the Grants.gov Customer Support Hotline at 1-800-518-4726.

What an Application Must Include

Application for Federal Assistance (SF-424)

Applicants must complete the Application for Federal Assistance (SF-424), a standard form that most federal agencies use.

Applicants must provide the following information to complete the SF-424:

- **DUNS Number.** 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. Call 1-866-705-5711 or apply online at <http://www.dunandbradstreet.com> to obtain a number. Applicants must have a DUNS number *before* beginning the application process. Individuals are exempt from this requirement.
- **CFDA Number.** The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.541, titled “Developing, Testing and Demonstrating Promising New Programs,” and the funding opportunity number is [funding opportunity number].

Assurances and Certifications

OJJDP requires applicants to review and accept the “Assurances” and “Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and the Drug-Free Workplace Requirement” to receive federal funds under this program.

Budget (10 points)

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.

Applicants 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 and 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 that each employee paid through grant funds will devote to the project. The budget worksheet should present a complete and detailed itemization of all proposed costs.
- **Budget Narrative.** The narrative should describe each budget item and relate it to the appropriate project activity. The narrative should closely follow the content of the budget worksheet and justify all proposed costs. 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 worksheet (particularly supplies, travel, and equipment) and demonstrate that all costs are reasonable.

A sample Budget Detail Worksheet form is available on the Grants/Funding section of OJP's Web site (www.ojp.usdoj.gov/forms.htm).

Please note: All funds listed in the budget will be subject to audit. There is no match requirement for this program.

Program Narrative

Applicants 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, use a standard 12-point font (Times New Roman is preferred), have 1-inch margins, and not exceed 25 pages. (Please number pages "1 of 25," "2 of 25," and so forth.) OJJDP may deem applications that do not adhere to the required format to be ineligible and may not forward them to peer review.

The program narrative must address the following selection criteria:

1. Statement of the Problem and Identification of Sites to Be Served

The applicant must demonstrate an understanding of extant research on the nature and scope of the CSEC problem in the United States. The successful applicant will do the following:

- A.** Identify the five-to-seven sites (cities, metropolitan areas, states, or regions) that have the greatest need for training and technical assistance.
- B.** Describe what is known about the CSEC problem in each of the proposed sites, including each site's unique needs as well as their similarities.
- C.** Describe the existing resources for CSEC victims at each site (e.g. CSEC service providers, related community service organizations, state and municipal agencies, state and regional Internet Crimes against Children Task Forces, law enforcement units focused on prostitution and/or child maltreatment and exploitation, child advocacy centers, Department of Health and Human Services Rescue and Restore sites, and FBI/DOJ Operation Innocence Lost Sites).
- D.** Describe how the proposed project would coordinate with existing efforts and fill any gaps in services.

Applicants' can strengthen their proposals by including the following:

- A.** Evidence that the applicant has contacted key agencies and organizations in each site that will be served. Such evidence might include, for example, letters of support or memoranda of agreement from agencies, organizations, or state or local governments indicating their willingness to participate in the project.
- B.** A draft community CSEC response plan that would indicate the strength of the proposal and readiness of suggested sites to work on the issue.

- C. Evidence that suggested sites have committed resources to their CSEC efforts such as providing staff time for training institute participants and training facilities without cost to the project.

Applicants may attach these supplementary materials from the suggested sites under “Other Attachments.” This material does not count against the 25 page limit of the narrative, but the application with supplementary materials may be no more than 50 double spaced pages (total).

OJJDP will work with the successful applicant to make the final selection of sites to be served.

2. Project Design

Applicants must describe in detail plans for the train-the-trainer institutes. These institutes should develop a cadre of professionals (e.g. law enforcement, prosecutors, public health, rape crisis/ sexual assault services, school resource officers, child protective services, educators, youth service providers, juvenile court judges, etc.) who can effectively recognize, intervene in, investigate, and prosecute CSEC cases. In turn, these professionals will train their peers at the community level. The institutes should: (1) develop participants’ skills through intensive, interactive training that uses case studies and provides them opportunities to practice techniques they have learned and to consult with resource experts; and (2) refine a community plan to effectively respond to CSEC locally for each participating locale.

Applicants should address the following issues related to plans for the train-the-trainer institutes:

- A. What topics will the applicant include in the training syllabus?
- B. What existing curriculum materials might the applicant use?
- C. What materials will the applicant need to create for the institutes?
- D. Who will create the curriculum materials, and what is their expertise?
- E. Who will deliver the training, and what is their expertise?
- F. What training methods will the applicant use?
- G. What agencies and organizations from each site will the applicant invite to participate in the training institutes?
- H. How will the institutes accomplish the goal of helping participant sites develop and refine a community CSEC response plan?
- I. What will the applicant expect training institute participants to learn, and how will the applicant measure their mastery of the goals?
- J. How will the applicant assess training participants’ readiness to train others?

- K.** How will training institute staff provide feedback to improve participants' training technique?

Following the train-the-trainer institutes, the successful applicant will provide technical assistance to institute alumni to (1) train their peers, and (2) refine and implement local plans for effectively responding to CSEC at the community level.

Applicants should address the following issues related to their plans to provide technical assistance:

- A.** How will the applicant assess the effectiveness of training institute alumni as they conduct training in their own communities?
- B.** What kinds of technical assistance will the applicant provide the sites?
- C.** Who will provide the technical assistance and what is their expertise?
- D.** How will the technical assistance help participating sites implement their community CSEC response plans?
- E.** How will the applicant assess the effectiveness of community CSEC response plan implementation?
- F.** How will the applicant track the number of community trainings and number of training participants?
- G.** How will the applicant collect data about the number of CSEC victims identified and served according to the community CSEC response plan?

Applicants should describe the proposed membership and role of the Technical Working Group. Applicants may finalize the group membership after the award is made. Applicants should also develop a program design that will facilitate the gathering of data on the required performance measures (see page 4).

3. Management and Organizational Capability

Applicants must describe the roles and responsibilities of project staff and explain the program's organizational structure and operations. This section must describe:

- A.** The roles and responsibilities of key project staff.
- B.** The project team's organizational structure and operations.
- C.** The project team's expertise in the following areas:
- (1)** Instructional development.
 - (2)** Curriculum design.
 - (3)** Training.

- (4) The commercial sexual exploitation of children and youth.

Other Attachments

Applicants must submit the following materials as attachments to their Grants.gov application. **Please note:** Although OJJDP has not assigned the materials that applicants provide in the Other Attachments specific point values, the peer reviewers will, when appropriate, consider these items when rating applications. For example, reviewers will consider any resumes the applicant submits when assessing management and organizational capabilities or will review project timelines when evaluating the applicant's project design. Peer reviewers will *not* review any additional information other than that specified below.

1. **Resumes of Key Personnel**
2. **Project Timeline**
3. **Other Attachments**

These may include supporting documents from the sites proposed for inclusion in the project: Memorandums of Understanding, letters of support documenting the commitment of time and resources to the project; and draft community CSEC response plans. These materials may not be more than 50 pages long, double spaced, with 12-point font and 1-inch margins.

4. **Geographic Information**

To help OJP develop a geographic information system (GIS) strategic planning capacity, GIS applicants must provide the following two items of information on the geographic area(s) that the funded activity will serve ("service area[s]") in the formats specified below:

- **Physical address.** If the mailing address is a P.O. box, specify the physical address(es) of the location(s) where the applicant will provide services. 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.

(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(s) 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. Also include a written description of streets bounding the service area. If GIS files are available, e-mail them to OJJDP's Mapping Section, attention: Sarah Breen at sarah.breen@usdoj.gov.

Selection Criteria

All applications that proceed to peer review will be rated on a 100-point scale. Point values for selection criteria are presented below:

- Budget (10 points).
- Statement of the Problem (30 points).
- Project Design (30 points).
- Management and Organizational Capability (30 points).

See “What an Application Must Include” for detailed descriptions of the selection criteria.

Review Process

OJJDP is committed to ensuring a competitive and standardized process for awarding grants. OJJDP will screen applications initially to determine whether the applicant meets the eligibility requirements. A OJJDP peer review panel will evaluate, score, and rate only those applications that eligible applicants submit and that meet all other requirements (e.g., application is complete, meets formatting requirements, and is responsive to the programmatic requirements of the solicitation, etc.).

Peer reviewers’ ratings and any resulting recommendations are advisory only. The U.S. Department of Justice, which may give consideration to geographic distribution and regional balance when making awards, will make all final grant award decisions. Applicants can find detailed information about OJJDP’s peer review process on the OJJDP Web site (ojjdp.ncjrs.org/funding/peerreview.html).

Additional Requirements

Information about the following additional requirements is available on the OJJDP Web site <http://www.ojp.usdoj.gov/otherrequirements.htm>:

- 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 [hyperlink]
- Suspension or Termination of Funding
- Funding to Faith-based and Community Organizations (if applicable)
- NonProfit Organization
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property.

OJJDP strongly encourages applicants to review the information pertaining to these additional requirements prior to submitting their application. Additional information for each can be found on the **OJP Web site** (<http://www.ojp.usdoj.gov/otherrequirements.htm>).

Appendix A: Application Checklist

Research on the Commercial Sexual Exploitation of Children and Youth

Applicants must submit all applications electronically through Grants.gov.

- Application for Federal Assistance (SF-424).**
- Assurances and Certifications** must be reviewed and accepted online by the applicant's authorizing official.
- Budget Detail Worksheet** must include a worksheet that identifies and a narrative that justifies all proposed costs.
- Program Narrative** must present a statement of the problem, outline the project's goals and objectives, describe the project design, and detail the applicant's management and organizational capability.
- Other Attachments** must include the following:
 - Resumes of key personnel
 - Project timeline
 - Other Attachments *may* include supporting documents from the sites proposed for inclusion: Memorandums of Understanding, letters of support documenting the commitment of time and resources to the project; draft community CSEC response plans. These materials may be no longer than 50 pages, double spaced, with 12-point font and 1-inch margins.

Applicants must submit files attached to their Grants.gov application as a Microsoft Word document (.doc), PDF file (.pdf), or text document (.txt). Refer to the program announcement for detailed descriptions of these items.

Due Date

- Applicants must register by 8:00 p.m. ET, February 14, 2006,
- Applicants must submit completed applications by 8 p.m. ET March 14, 2006.

OJJDP will accept applications only through the Grants.gov online application system. OJJDP will not consider mailed or faxed applications.

Grants.gov: <http://www.grants.gov>

Customer Support: 800-518-4726

Appendix B: Grants.gov Registration Checklist

Organizations that have not previously registered with Grants.gov but who wish to apply for this solicitation must complete the following steps to gather the information needed to register.

- Get a DUNS number.** Organizations may call the toll-free request line at 1–866–705–5711 to obtain a DUNS number at no cost.
- Register with the Central Contractor Registry (CCR).** Organizations wishing to apply for funds through Grants.gov must register with the Central Contractor Registry. Go to www.ccr.gov or click the “Register with Central Contractor Registry (CCR)” link in Grants.gov and follow the registration instructions. During this process, your organization will be asked to designate one person to serve as the organization’s e-Business Point of Contact (EBiz POC).
- Designate an Authorized Organization Representative (AOR).** The e-Biz POC may authorize other individuals within their organization to submit applications through Grants.gov. If the AOR has not previously registered with Grants.gov, he/she should click on the “Complete First-Time Registration [Required]” link and provide the requested information. Once the registration is complete, the organization’s EBiz POC will be notified by e-mail and asked to approve the AOR.
- Register with a Credential Provider.** As part of the Grants.gov registration process, organizations will be asked to register with a credential provider. Click on the “Register with a Credential Provider” link and follow the instructions to register.

Definitions

The **E-Business Point of Contact (EBiz POC)** determines who is allowed to submit grant application packages via Grants.gov on behalf of an organization. This safeguards an organization from individuals who may attempt to submit grant application packages without permission. Only one EBiz POC is assigned per each organization’s DUNS number.

The **Authorized Organization Representative (AOR)** will have the ability to submit applications on behalf of an organization. This privilege should be provided only to those individuals who currently have signature authority for submitting grant applications. The name of the individual designated as an AOR will be populated by the system in grant application package forms, which require signatures. An organization can assign as many AORs as necessary.

More detailed instructions about registering with and applying for funds through Grants.gov are available on OJJDP’s Web site (<http://ojjdp.ncjrs.org/funding/gms.html>).

Applicants experiencing difficulties should call the Grants.gov customer support hotline at 800–518–4726.

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