



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 applications for funding under the OJJDP FY 2008 Membership Services for Nonprofit Missing Children's Organizations program. This program furthers the Department's mission by providing grants, cooperative agreements, and other assistance to organizations as authorized by the Juvenile Justice Delinquency Prevention Act of 2002, Pub. L. 107-273, Sec. 405, as amended [42 U.S.C. 5775].

OJJDP FY 2008 Membership Support Services for Nonprofit Missing Children's Organizations

Eligibility

Applicants are limited to private nonprofit organizations (including secular and faith-based non-profit organizations).

(See "Eligibility," page 3.)

Deadline

All applications are due by 12:00 p.m. E.T., on June 6, 2008.

(See "Deadline for Applications," page 3)

Contact Information

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

Applicants must submit their applications through Grants.gov. The Funding Opportunity Number is OJJDP-2008-1891. For technical assistance with submitting an application, call the Grants.gov Customer Support Hotline at 1-800-518-4726

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OJJDP FY 2008 Membership Support Services for Nonprofit Missing Children's Organizations CFDA # 16.543

Overview

OJJDP FY 2008 Membership Support Services for Nonprofit Missing Children's Organizations provide resources for the grantee to support a membership organization of nonprofit organizations that serve the families of missing and exploited children, provide services to law enforcement and community agencies, provide public awareness and education about child protection, and related purposes. The statutory authority for OJJDP discretionary grants resides in the Juvenile Justice Delinquency Prevention Act of 2002, Pub. L. 107-273, Sec. 405, as amended [42 U.S.C. 5775].

Registration

Registering with Grants.gov is a one-time process; however, if you are a first time registrant, it could take several weeks to validate and confirm your registration and to receive your user password. OJJDP recommends that you register as early as possible to prevent delays in submitting your application package. You must complete three steps before you may register: (1) register with the Central Contractor Registry (CCR), (2) register as an Authorized Organization Representative (AOR), and (3) have your organization authorize you as an AOR. For more information, go to www.grants.gov. **Note:** You must renew your CCR registration every year. If you fail to renew your registration, OJJDP may prohibit you from submitting a grant application through Grants.gov.

Deadline: Application

The due date for applying for funding under this announcement is 12:00 p.m. E.T., June 6, 2008.

Eligibility

Applicants are limited to private nonprofit organizations (including secular and faith-based non-profit organizations).

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, DOJ invites and encourages faith-based and other community organizations that statutorily qualify as eligible applicants under DOJ programs to apply for assistance awards to fund eligible grant activities. DOJ will consider faith-based and other community organizations for awards on the same basis as other eligible applicants, and, if they receive assistance awards, DOJ will treat them on an equal basis with all other grantees in the administration of such awards. DOJ will not favor nor discriminate 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 organizations, however, may not use DOJ grant awards 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 may not discriminate in the provision of services based on a beneficiary's religion.

If your organization is a faith-based organization that makes hiring decisions based on religious belief, it may be entitled, under the Religious Freedom Restoration Act 42 U.S.C. § 2000bb, to receive federal funds and yet maintain that hiring practice, even if the law creating the funding program contains a general ban on religious discrimination in employment. For the circumstances under which this may occur and the certifications that may be required, see the Civil Rights Compliance section under "Additional Requirements" in this announcement, which OJJDP encourages applicants to review.

Program-Specific Information

- **Purpose**

The successful applicant for this OJJDP FY 2008 Membership Support Services for Nonprofit Missing Children's Organizations solicitation will operate a membership organization of nonprofit organizations that serve the families of missing and exploited children, provide services to law enforcement and community agencies, provide public awareness and education about child protection, and related activities. Specifically, the successful applicant will plan and execute an annual membership meeting and annual training conference for member organizations, provide structure and support for establishing membership criteria and processes, develop and implement a strategic plan for the membership organization, promote the identification of best practices among nonprofit missing children's organizations, and facilitate communication among member organizations.

- **Goals, Objectives, and Deliverables**

The goal of this program is to develop or sustain a national membership organization for nonprofit organizations serving missing children's families and providing related services that identify and promulgate best practices in serving families of missing children.

Its objectives are to develop and promulgate membership criteria for eligibility, disseminate information among current and potential member organizations, facilitate communication among members, and produce the following deliverables:

- developing ways to identify, facilitate communication around, and promulgate best practices around working with families of missing children and educating the public about child protection issues.
- convening a national membership meeting for nonprofit organizations serving missing children's families and providing related services.

- conducting a national training conference for nonprofit organizations serving missing children’s families and providing related services.
- developing and implementing a strategic plan for the organization.
- conducting site visits to member organizations to observe activities and identify best practices that can be disseminated to the field.

OJJDP will assign major tasks and deliverables under this guidance based on a review of the application. At a minimum, the successful applicant will submit semi-annual progress reports in the Grants Management System (GMS).

- **Award Information**

OJJDP will award up to \$225,000 to the successful applicant for each of five years of the five year period. Supplemental funding applications and awards will be made annually.

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 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:

Objective	Performance Measures	Data Grantee Provides
To increase membership, by actively recruiting new members and retaining current members.	Percent of member organizations who attend the annual membership meeting.	Number of member organizations who attend the annual membership meeting.
	Percent of member organizations who attend the annual training conference.	Number of member organizations who attend the annual training conference
	Percent of member organizations who participate in drafting the strategic plan.	Number of member organizations who participate in drafting the strategic plan
	Percent of member organizations meeting membership criteria	Number of member organizations meeting membership criteria.
	Percent of new member organizations successfully	Number of potential members contacted for recruitment

<p>To disseminate information on membership and organizational issues among member organizations and potential member organizations.</p>	<p>recruited</p> <p>Percent of member organizations retained</p> <p>Number of e-mail communications with members or potential members on membership issues.</p> <p>Number of e-mail communications with members or potential members on organizational issues.</p> <p>Number of phone call communications with members or potential members for assistance with membership services.</p> <p>Number of phone call communications with members or potential members for assistance with organizational issues.</p> <p>Number of site visits to member organizations.</p>	<p>purposes (includes requests for membership from potential members).</p> <p>Number of new member organizations successfully recruited.</p> <p>Number of current member organizations who withdraw from the organization.</p> <p>Number of e-mail communications with members or potential members on membership issues (reported separately).</p> <p>Number of e-mail communications with members or potential members on organizational issues (reported separately).</p> <p>Number of phone call communications with members or potential members for assistance with membership services (reported separately).</p> <p>Number of phone call communications with members or potential members for assistance with organizational issues (reported separately).</p> <p>Number of site visits to member organizations.</p>
<p>To produce key deliverables, including a strategic plan, national membership meeting, and national training conference.</p>	<p>Number of deliverables (e.g., strategic plan, membership meeting, training conference) completed on time.</p> <p>Number of deliverables that meet OJJDP's expectations for depth, breadth, scope and quality, and pertinence, as determined by OJJDP.</p>	<p>Number of deliverables completed on time.</p> <p>Number of deliverables that meet OJJDP's expectations for depth, breadth, scope and quality, and pertinence.</p>

How to Apply

DOJ is participating in the e-Government initiative, one of 25 initiatives included in the President's Management Agenda. As part of this initiative, Grants.gov provides a unified process for all customers of federal grants to find funding opportunities and apply for funding.

Grants.Gov Instructions. Applicants can find complete instructions at www.grants.gov. Applicants experiencing difficulties at any point during this process should call the Grants.gov Customer Support Hotline at 1-800-518-4726.

Grants.gov does not support the Microsoft Vista operating system nor can Grants.gov process Microsoft Word 2007 documents saved in the new default format with the extension ".docx." Applicants should save their documents using the "Word 97-2003 Document (*.doc)" format. Other disallowed file types include, 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, and the funding opportunity number is OJJDP-2008-1891.

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 tracking entities receiving federal funds. The identifier is used 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 www.dunandbradstreet.com to obtain a number. Individuals are exempt from this requirement.

What an Application Must Include

Standard Form-424

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

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, using a standard 12-point font (Times New Roman preferred), with 1-inch margins, not exceeding 20 pages. (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) project abstract, (2) statement of the problem/program narrative, (3) impact/outcomes and evaluation, (4) project/program design and implementation, and (5) 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 identified in the previous section.

- **Project Abstract**

The project abstract should not exceed 200 words. It should briefly describe the project's purpose, identify the population to be served using grant funds, and summarize the activities that will be implemented to achieve the project's goals and objectives. The abstract should also describe how progress towards these goals will be measured (see "Sample Project Abstract," page 14).

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

In this section applicants must briefly describe the following:

- the need for a national membership organization to serve nonprofit missing children's organizations.
- the types of needs of individual nonprofit organizations that might be met most effectively by a national membership organization.
- any previous or current attempts by the applicant to address those needs.

- **Impact/Outcomes and Evaluation**

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

Goals. Applicants should provide a broad statement, written in general terms, that conveys the program's intent to address the stated goal of this program: to develop or sustain a national membership organization for nonprofit organizations serving missing children's families and/or providing related services that identify and promulgate best practices in serving families of missing children.

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

Applicants should address the following objectives:

- developing ways to identify, facilitate communication with, and promulgate best practices for working with families of missing children and educating the public about child protection issues.
- planning and implementing a national membership meeting for nonprofit organizations serving missing children’s families and/or providing related services.
- planning and implementing a national training conference for nonprofit organizations serving missing children’s families and/or providing related services.
- developing a strategic plan and helping member organizations identify goals and activities.
- planning and conducting site visits to member organizations to observe activities and identify best or promising practices that can be disseminated to the field.

Performance Measures. Award recipients are required to collect and report data in support of performance measures (see “Performance Measures,” page 5). 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 associated with this grant (see “Project/Program Design and Implementation,” below).

To ensure that the Performance Measures selected by the grantee 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**

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

Applicants should include a logic model that illustrates how the performance measures they have chosen relate 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 applicants to select evidence-based practices for their 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. Applicants should identify any other federal, state, or private foundation grants that serve the same local area and target population.

Applicants must demonstrate that they have queried the SMART system to determine program placement in a community facing significant need. OJJDP will be offering additional training and guidance on the SMART system and this new requirement. In the interim, all applicants should access the SMART system at <http://smart.gismapping.info> and follow the guidance that is provided on the Sign In Page. All applicants will be required to register with the SMART system, become familiar with the data and information that is currently available, and generate a report, based upon the guidance for their particular solicitation.

Finally, applicants should describe any experience they have developing and implementing similar programs and identify their successes and challenges.

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 11. On receipt of an award, the timeline may be revised based on training and technical assistance provided by OJJDP.

- **Capabilities/Competencies**

Applicants 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 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 in this section any prior experience implementing projects of similar design or magnitude.

To demonstrate their capabilities/competencies, applicants must submit (1) a description of their experience developing and delivering the types of services required; (2) a list of nonprofit missing children’s organizations currently served, and (3) letters of support from nonprofit missing children’s organizations currently served (see “Other Attachments,” page 11.)

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. Applicants must submit a budget that includes both a

detailed worksheet itemizing all costs and a narrative explaining and justifying each budget item. The budget submitted with this application should include only the first twelve month period for an amount of up to \$225,000. 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.

- **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. 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.

Indirect Cost Rate Agreement. Applicants that do not have a federally negotiated indirect cost rate and wish to establish one can submit a proposal to their cognizant Federal agency. Generally, the cognizant Federal agency is the agency that provides the preponderance of direct Federal funding. The applicant can determine this 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 http://www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf.

Other Attachments

Applicants must submit the following materials in as attachments to their 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:

- a list of all current member organizations that the applicant organization serves.
- annualized project timeline containing each project goal, related objective, activity, expected completion date, and responsible person or organization (see “Timeline,” page 10).
- résumés of all key personnel.
- job descriptions outlining roles and responsibilities for all key positions.

- letters of support from member organizations currently being served.
- **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 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. Also, include a written description of streets bounding the service area. If GIS files are available, e-mail them to OJJDP via Dennis Mondoro at Dennis.Mondoro@usdoj.gov.

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 Narrative (20 Points)
2. Impact / Outcomes and Evaluation (15 points)
3. Project/Program Design and Implementation (25 Points)
4. Capabilities/Competencies (35 Points)
5. Budget (5 Points)

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.

Peer reviewers will be reviewing the applications submitted under this solicitation as well. OJJDP may use either internal or external peer reviewers or a combination thereof to review applications under this solicitation. An internal reviewer is an expert in the field of the subject matter of a given solicitation who is a current U.S. Department of Justice employee. 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.

Applications will be screened initially to determine whether the applicant meets all eligibility requirements. Only applications submitted by eligible applicants that meet all requirements will be evaluated, scored, and rated by a peer review panel. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations may include, but are not limited to, underserved populations, strategic priorities, past performance, and available funding.

After the peer review is finalized, the Office of the Chief Financial Officer (OCFO), in consultation with OJJDP, conducts a financial review of all 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. OCFO also reviews the award document and verifies the OJP Vendor Number.

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.

Attachment: Sample Project Abstract

The following is a sample project abstract.

In 2002, Johnson County had a truancy rate of 12 percent. Several studies have established that lack of commitment to school is a risk factor for delinquency (Dryfoos, 1990; Catalano et al., 1998). Although many factors are associated with truancy, previous research indicates a particularly strong correlation between truancy and lack of parental involvement (Catalano et al. 1998). The ABC Project seeks to increase the parental involvement in Johnson County's at-risk youth population to address the county's high truancy rate. The project's primary activity will be the operation of parenting classes for the parents of truant youth. The project will offer the classes twice a week for 12 weeks. The project seeks to serve at least 100 parents over a 2-year period. Progress will be measured by the number of participants attending the classes and the number of parents completing the 12-week course. The project will also track the truancy rates of the students of the parents who attended the classes for a year after program completion.