

**U.S. Department of Justice**  
Office of Justice Programs  
Office of Juvenile Justice and Delinquency Prevention



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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 Program Support. This program furthers DOJ's mission by supporting an infrastructure to prevent the abduction and exploitation of children.

## **OJJDP FY 2010 Missing and Exploited Children Program Support**

### **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 7.)

All applications are due by 3:00 p.m., Eastern Time, on May 25, 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](mailto:GMSHelpDesk@usdoj.gov). [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](mailto:amy.staub@usdoj.gov).

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# OJJDP FY 2010 Missing and Exploited Children Program Support

**CFDA Number: 16.543**

## Overview

Through this program, OJJDP seeks to identify a provider to serve the Missing and Exploited Children Program through a variety of services and program support. Authorized by the Missing Children's Assistance Act of 1984, the Missing and Exploited Children (MEC) Program is the primary vehicle for building an infrastructure to support the national effort to prevent the abduction and exploitation of children. This program is authorized under Section 405 of Title IV of the Juvenile Justice and Delinquency Prevention Act of 1974, as amended.

## Deadlines: Registration and Application

Applicants must register with GMS prior to submitting an application. The deadline to register is 1:00 p.m., Eastern Time, on May 25, 2010, and the deadline to apply for funding under this announcement is 3:00 p.m., Eastern Time, on May 25, 2010. See "How To Apply," page 7, 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 Missing and Exploited Children Program supports state and local law enforcement, child protection personnel, prosecutors, medical providers, and child advocacy center professionals in developing and strengthening their responses to child victimization cases. The primary objective will be the delivery of specific products to serve child protection personnel, law enforcement, prosecutors, and other stakeholders.

OJJDP will make a single award under a cooperative agreement. The successful applicant will provide program support to OJJDP, MEC training providers, and other local, state, and federal law enforcement officials partnering with the MEC Program. Applicants must identify how they will implement the identified tasks, describe how they will ensure the timely delivery of

requested support, and describe the cost efficiencies they will achieve in the management and staffing of the program.

The successful applicant will consult with OJJDP, who will provide input and guidance on technical assistance topics (for example, preventing parental abductions), publications, manuals, training conferences, and other deliverables. OJJDP anticipates modifying tasks and specifications as the Office identifies emerging assistance needs, and the OJJDP program manager assigned to the award must approve all changes in the scope of work. The awardee must clearly identify OJJDP in all documents and materials produced for the purpose of this cooperative agreement as the federal agency responsible for said product.

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**

The goal of this cooperative agreement is to facilitate program support to benefit the MEC Program at OJJDP. The deliverables (technical assistance, meeting and conference support, information management, and publications) will be directed toward the continuation, expansion, and enhancement of the program.

OJJDP seeks an awardee with the appropriate experience and ability to develop, manage, and enhance the delivery of program support as described below. In support of this effort, the awardee shall be responsible for the following deliverables, as outlined below:

#### **1. Strategic Plan for Technical Assistance Service Delivery**

The successful applicant will develop and implement a strategic plan for responding to a wide range of technical assistance requests. Vehicles for technical assistance service delivery may include, but are not limited to, supporting teleconferences on MEC activities, as OJJDP directs; event speaker assistance; subject matter expert deployment; offsite assistance, such as telephone, e-mail, Internet, and distance learning; and onsite assistance, such as problem assessment, capacity building, mentoring, and evaluation. The strategic plan must include a timeline for fulfilling technical assistance requests to ensure timeliness of service delivery and a strategy for evaluating the effectiveness of technical assistance provided. OJJDP will review and approve technical assistance requests to be filled under this program.

#### **2. Plan to Support National Conferences and Meetings**

The awardee will provide planning, with OJJDP oversight and direction, for the coordination, logistics, and onsite meeting management support including the annual Missing Children's Day activities. Conference arrangements must facilitate networking, skill-building, and information sharing among participants. At a minimum, this task will involve selecting and securing cost-effective meeting locations, advising OJJDP on meeting content and securing presenters, working with training providers, advertising meeting logistics, managing the registration process, and providing onsite meeting management support. As a part of this task, the awardee will support regular telephonic planning conference calls among OJJDP staff, consultants, and participants.

In addition, the awardee will set aside \$75,000 and coordinate with OJJDP to provide support for conference speakers, scholarships, and general conference support for up to four national child protection conferences.

### **3. System for Monitoring Consumer Feedback**

The awardee will develop and maintain a uniform, systematic evaluation process that enables OJJDP to assess user satisfaction with services in terms of promptness, quality of technical assistance, and resources. This information will provide ideas for improving the provision of technical assistance, content, logistics, etc., and filling gaps in information.

### **4. Training and Technical Assistance Web Site**

The awardee, in coordination with OJJDP and the MEC training providers, will develop, expand, and regularly update a MEC Web site or portal page, which may be maintained on the OJJDP Web site, at OJJDP's discretion. In performing this task, the awardee must demonstrate the ability to develop online communities of interest and create a communications infrastructure that enables it to organize unstructured information into relevant content and deliver it to individual user groups in real time.

The awardee will have a system for receiving and tracking online requests for technical assistance, as well as for providing information regarding upcoming conferences and training events and online access to OJJDP-produced materials. The awardee will ensure that all Web site postings comply with applicable federal regulations and OJJDP protocols.

### **5. Plan for General Project Management and Monthly Reporting**

The successful applicant will develop, implement, and submit a strategic plan that provides for efficient management of all tasks identified. The plan should detail, at a minimum, ongoing activities, including staffing structures, staff rates worked on the project; and any other information critical to the operation of the cooperative agreement. The plan shall also include 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 the awardees' responsiveness to OJJDP priorities. In addition, the plan should outline a process for monthly reporting of program task accomplishments and an accounting of expended funds.

### **6. Special Projects**

OJJDP may require that the awardee conduct special projects or develop products in support of this cooperative agreement. For example, OJJDP may wish to convene a special working group to provide feedback and product development and review.

### **Amount and Length of Awards**

OJJDP will award one cooperative agreement for as much as \$350,000 to the selected applicant for a budget period of 12 months; the grant recipient should set aside \$75,000 to provide support to national conferences, to be determined in collaboration with OJJDP. Based on the availability of funds and determination of successful performance, OJJDP may provide continuation funding for as many as two additional 12-month increments.

To further 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 participating in project sponsored training events or conferences.

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/oqa/10tables/indexSES.asp](http://www.opm.gov/oqa/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.

### **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 Measure(s)	Data Grantee Provides
<p>The primary objective will be the support of OJJDP’s Missing and Exploited Children Program.</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><i>During the reporting period:</i></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 training and technical assistance.</p>

For more information about OJJDP performance measures, see [www.ojjdp.ncjrs.gov/grantees/pm/](http://www.ojjdp.ncjrs.gov/grantees/pm/) or contact Janet Chiancone at [janet.chiancone@usdoj.gov](mailto: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/](http://www.ojp.usdoj.gov/gmscbt/). Applicants who experience technical difficulties during this process should e-mail [GMSHelpDesk@usdoj.gov](mailto: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](http://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](http://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/](http://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 Program Support.
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.

**Note: 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 all of 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](http://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," "Memorandum 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](http://www07.grants.gov/assets/SF424Instructions.pdf) for instructions on how to complete your SF-424. If the applicant is a for-profit entity, select "For-Profit Organization" or "Small Business" (as applicable) in the Type of Applicant 1 data field. For-profit applicants also may select additional applicable categories (e.g., "Private Institution of Higher Education").

### **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 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 narrative, (2) performance measures requirements, (3) project/program design and implementation, and (4) capabilities/competencies. Applicants must clearly delineate the connections between and among each of these sections. For example, applicants must derive the goals and objectives 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 proposed program.

**Project Abstract.** Applicants must include a project abstract as the first page of their 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 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 program and identify its objectives. When formulating the program's goals and objectives, applicants must be cognizant of the performance measures that OJJDP will require successful applicants to provide.

**Goals.** Applicants must describe the project's goals.

**Program Objectives.** Applicants must explain how the program will accomplish its goals. Objectives are specific, quantifiable statements of the project's desired results. They must be clearly linked to the program proposed in the preceding section and be measurable.

**Performance Measures.** OJJDP requires award recipients to report data in support of mandated performance measures for this solicitation (see "Performance Measures," page 6.) 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 award recipients 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 award recipients to submit a completed Privacy Certificate post-award. (See [www.ojjdp.ncjrs.gov/grantees/pm/faq.html](http://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.** Applicants must 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](http://ojjdp.ncjrs.gov/grantees/timelines.html)). Applicants must submit the timeline as a separate attachment, as stipulated in "Other Attachments," page 12. On receipt of an award, the grantee may revise the timeline based on training and technical assistance that OJJDP will provide.

- **Capabilities/Competencies**

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

**Letters of Support/Memorandum of Understanding.** If submitting a joint application, as described under "Eligibility," page 3, applicants must provide signed and dated letters of support or memorandum 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.

Applicants must submit a budget that includes a worksheet itemizing all costs and a narrative explaining and justifying each budget item, as described below. All funds listed in the budget will be subject to audit.

- **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](http://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](http://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](http://www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf).

**Plan for Collecting the Data Required for Performance Measures.** (See "Performance Measures," page 6.)

### **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 10)
- résumés of all key personnel
- job descriptions outlining roles and responsibilities for all key positions
- letters of support/commitment and 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 (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**

The applicant selected for this award must agree to comply with additional legal requirements upon acceptance of an award. OJJDP encourages applicants 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](http://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 Program Support

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

\_\_\_\_\_ Applicant is a public agency, state agency, unit of local government (including federally recognized Indian tribal government as determined by the Secretary of the Interior and published in the *Federal Register*), public university or college (including tribal institution of higher education), or private, non-profit organization (including faith-based, community, or tribal nonprofit organization).

#### The federal request is within allowable limits:

\_\_\_\_\_ The amount requested does not exceed \$350,000.  
\_\_\_\_\_ Includes \$75,000 for national conference support.

#### The application components

\_\_\_\_\_ Statement of the Problem  
\_\_\_\_\_ 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)