



The [U.S. Department of Justice](#), [Office of Justice Programs](#), [Office of Juvenile Justice and Delinquency Prevention](#), is pleased to announce that it is seeking an application for funding under the OJJDP FY 10 National Center for Missing and Exploited Children Program. This program furthers the Department's mission by providing a grant through a cooperative agreement to the National Center for Missing and Exploited Children to act as a national resource center and information clearinghouse as authorized under the Juvenile Justice and Delinquency Prevention Act of 1974, as amended.

OJJDP FY 10 National Center for Missing and Exploited Children Program

Eligibility

OJJDP invites the National Center for Missing and Exploited Children (NCMEC), headquartered in Alexandria, Virginia, EIN 521328557, to apply for funding and encourages the applicant to review the Civil Rights Compliance section under "Additional Requirements," page 10.

Deadline

The applicant must register with the Office of Justice Programs' (OJP) Grant Management System (GMS) prior to submitting an application.
(See "How to Apply" page 6)

The application is due by 3:00 p.m.. eastern time on March 18, 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.

Note: The [GMS](#) Support Hotline hours of operation are Monday-Friday, 7:00 a.m. to 9:00 p.m. eastern time.

For assistance with the requirements of this solicitation, contact Jeffrey Gersh at (202) 514-5535 or jeffrey.gersh@usdoj.gov.

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OJJDP FY 10 National Center for Missing and Exploited Children Program

CFDA Number: 16.543

Overview

The purpose of this solicitation is to invite the National Center for Missing and Exploited Children (NCMEC) to apply for funds authorized under 42 U.S.C. 5773(b) to operate as the official national resource center and information clearinghouse for missing and exploited children. OJJDP will not process any other applications.

Deadlines: Registration and Application

Applicants must register with GMS prior to submitting their application. The deadline to register in GMS is 2:00 p.m. eastern time on March 18, 2010 and the deadline for applying for funding under this announcement is 3 p.m. eastern time on March 18, 2010. See the "How To Apply" section, page 6 for more details.

Eligibility

OJJDP invites the National Center for Missing and Exploited Children (NCMEC), headquartered in Alexandria, Virginia, EIN 521328557, to apply for funding and encourages the applicant to review the Civil Rights Compliance section under "Additional Requirements," page 10.

Program-Specific Information

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

Purpose

NCMEC operates as the official national resource center and information clearinghouse for missing and exploited children. The purpose of the national resource center is to help prevent child abduction and sexual exploitation; find missing children; and provide technical assistance/training to victims of child abduction and sexual exploitation, their families, and the professionals who serve them. The population served includes, but is not limited to, families, law-enforcement, the courts, social-service, childcare professionals, prosecutors, nonprofit community agencies, and lawmakers.

Goals, Objectives, and Deliverables

The grantee will perform tasks in the areas of missing and exploited children. This includes, but is not limited to:

- serving as the national resource center and information clearinghouse for missing and exploited children.
- operating a national 24-hour toll-free telephone line by which individuals may report information regarding the location of any missing child.
- operating a cyber tipline to provide online users and electronic service providers a means to report Internet-related child sexual exploitation.
- providing training and technical assistance to individuals and law enforcement agencies in the prevention, investigation, prosecution, and treatment of cases involving missing and exploited children.

Amount and Length of Awards

OJJDP will make one award with a project period of 1 year. The award will be for up to \$30,500,000.00. OJJDP anticipates that the Office will make this award no later than September 30, 2010.

OJJDP will enter into a cooperative agreement with the applicant. In furtherance of the activities described above, OJJDP's role will include the following:

- 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 services.
- providing guidance in significant project planning meetings and participating in project sponsored training events or conferences.

Budget Information

Limitation on Use of Award Funds for Employee Compensation; Waiver: Grant recipients may use no portion of an award of more than \$250,000 made under this solicitation to pay total cash compensation (salary plus bonuses) to any employee at a rate that exceeds 110 percent of the maximum annual salary payable to a member of the Federal Government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. (The 2010 salary table for SES employees is available at www.opm.gov/oca/10tables/indexSES.asp.) A recipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (OJP will not consider any such additional compensation to be matching funds where match requirements apply.)

The Assistant Attorney General (AAG) for the Office of Justice Programs may waive the limitation on compensation rates on an individual basis at his or her discretion. An applicant that wishes to request a waiver must include a detailed justification in the budget narrative of its application. OJP will request that the applicant adjust and resubmit their budget if the application submission does not include a waiver request and justification.

The justification should include: the particular qualifications and expertise of the individual, the uniqueness of the service being provided, 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. There is no match requirement under 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. **Additionally, applicants must discuss in their application their methods for collecting data for performance measures. Please refer to "What An Application Must Include" (below), for additional information on applicant responsibilities for collecting and reporting data.** Performance measures for this solicitation are as follows:

Objective	Performance Measures	Data Grantee Provides
<p>To use NCMEC's CyberTipline to assist in identifying and finding missing and exploited children.</p> <p>To use CyberTipline to disseminate reports to federal, state, local, and international law enforcement, including ICAC Task Forces.</p>	<p>The following are mandatory measures for grant recipients.</p> <p>Percentage of children recovered as the result of CyberTipline leads.</p> <p>Percentage of CyberTipline leads that result in law enforcement taking appropriate action.</p> <p>Percentage of CyberTipline leads that federal law enforcement review.</p> <p>Number of CyberTip reports sent to ICAC Task Forces.</p> <p>Number of CyberTip reports sent to federal, state, local, and</p>	<p>For detailed information on specific measures and resources, see OJJDP's Performance Measures Website (http://ojjdp.ncjrs.gov/grantees/pm)</p> <p>Number of children recovered as the result of CyberTipline leads.</p> <p>Number of children for whom CyberTipline leads are received.</p> <p>Number of law enforcement actions that result from CyberTipline leads.</p> <p>Number of CyberTipline leads referred to federal, state, local, and international law enforcement (discrete data).</p> <p>Number of CyberTipline leads that federal law enforcement review.</p> <p>Number of CyberTip reports sent to ICAC Task Forces.</p> <p>Number of CyberTip reports sent to federal, state, local, and</p>

<p>To use NCMEC's Child Victim Identification Program (Child Recognition & Identification System) to identify child victims of pornography and exploitation.</p> <p>To disseminate evidence guides to state and local law enforcement to assist in their investigation and prosecution of child exploitation cases.</p>	<p>international law enforcement.</p> <p>Number of cases processed through Child Victim Identification Program.</p> <p>Number of images/movies reviewed during Child Recognition & Identification System exams.</p> <p>Number of identified child victims.</p> <p>Number of evidence guides distributed.</p>	<p>international law enforcement.</p> <p>Number of cases processed through Child Victim Identification Program.</p> <p>Number of images/movies reviewed during Child Recognition & Identification System exams.</p> <p>Number of identified child victims.</p> <p>Number of evidence guides distributed.</p>
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For more information about OJJDP performance measures, see www.ojjdp.ncjrs.gov/grantees/pm/ or contact Janet Chiancone at janet.chiancone@usdoj.gov.

How To Apply

The applicant will submit its application through [GMS](#), a Web-based, data-driven application that provides cradle to grave support for the application, award, and management of grants at OJP. The applicant 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/. If you experience technical difficulties at any point during this process, e-mail GMSHelpDesk@usdoj.gov or call 1-888-549-9901 (option 3), Monday-Friday, 7:00 a.m. to 9:00 p.m., eastern time. OJP highly recommends that applicants register as early as possible to avoid delays in submitting an application by the deadline.

All applicants are required to complete the following six steps:

1. **Acquire a DUNS Number.** An application must have a DUNS number to be submitted in GMS. The Office of Management and Budget requires that all businesses and nonprofit applicants for federal funds include a DUNS (Data Universal Numbering System) number in their application for a new award or renewal of an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and tracking entities receiving federal funds. The identifier is used to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a

free, one-time activity. Call 1–866–705–5711 or apply online at www.dunandbradstreet.com to obtain a DUNS number. Individuals are exempt from this requirement.

2. **Acquire or Renew Registration with the Central Contractor Registration (CCR) Database.** OJP requires all applicants (other than individuals) for federal financial assistance to maintain a current registration in the CCR database to receive funding. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Please note, however, that applicants must update or renew their CCR registration at least once per year to maintain an active status. Information about CCR registration procedures can be accessed at www.ccr.gov.
3. **Acquire a GMS Username and Password.** If you are a new user, select the first time user link under the sign-in box of the [GMS](#) home page to create a GMS profile. For more information on how to register in GMS, go to www.ojp.usdoj.gov/gmscbt/.
4. **Search for the Funding Opportunity on GMS.** After you log in to GMS or complete your GMS profile for your username and password, go to the Funding Opportunities link on the left hand side of the page. Select OJJDP and the OJJDP FY 10 National Center for Missing and Exploited Children Program.
5. **Select the Apply Online Button Associated with the Solicitation Title.** The search results from step 4 will display the solicitation title along with the Registration and Application Deadlines for this funding opportunity. Select the Apply Online button in the Action Column to create an application in the system.
6. **Submit an Application Addressing All of 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."

Experiencing Unforeseen 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 direct you to e-mail the complete grant application, your DUNS number, and a GMS Help Desk tracking number(s). After OJP reviews the information you submit and contacts the GMS Helpdesk to validate the technical issues you reported, OJP will contact you to inform you whether your request to submit a late application has been approved. If the technical issues you reported cannot be validated, OJP will reject your application as untimely.

To ensure a fair competition for limited discretionary funds, the following conditions are not valid reasons to permit late submissions: (1) failure to begin the registration process in sufficient time; (2) failure to follow GMS instructions on how to register and apply as posted on its Web site; (3)

failure to follow all of the instructions in the OJP solicitation; and (4) technical issues experienced with the applicant's computer or information technology environment.

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

What an Application Must Include

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

Standard Form 424

See www07.grants.gov/assets/SF424Instructions.pdf for instructions on how to complete your SF424. 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").

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. The connections between and among each of these sections must be clearly delineated. For example, the goals and objectives must derive directly from the problems to be addressed. Similarly, the project design section must clearly explain how the program's structure and activities will accomplish the goals and objectives identified in the previous section.

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

Applicants must briefly describe the nature and scope of the problem that the program will address (e.g., missing children, etc.). Data should be used to provide evidence that the problem exists, demonstrate the size and scope of the problem, and document the effects of the problem on the target population and the larger community. Applicants should describe any previous or current attempts to address the problem.

Applicants should describe any research or evaluation studies that relate to the problem and contribute to the applicant's understanding of its causes and potential solutions. While

applicants are expected to review the research literature for relevant studies, they should also explore whether unpublished local sources of research or evaluation data are available.

Project Abstract. A project abstract must be included as the first page of the Program Narrative, and is included in the page limitation specified above. It must not exceed 200 words and briefly describe the project's purpose, identify the population to be served, and summarize the activities that will be implemented to achieve the project's goals and objectives. These goals and objectives must focus on short-term and intermediate outcomes (see "Performance Measures Requirements," above). The abstract must describe how progress towards these goals will be measured.

Budget and Budget Narrative

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

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

The narrative should describe each budget item and relate it to the appropriate project activity (coordination or service delivery). 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 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.

Secondary Budget Detail Worksheet and Narrative. The applicant should submit a second budget that is broken out by division (or large programmatic areas, i.e., Exploited Child Division, Call Center, Information Technology, etc.) but still adheres to the traditional budget category breakdown. In addition, the narrative should describe each budget item and relate it to the appropriate project activity. Finally, the narrative should closely follow the content of the budget detail worksheet and justify all proposed costs.

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 http://www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf.

Plan for collecting the data required for performance measures. (See "Performance Measures," above.)

Other Attachments

The applicant must submit the following information as attachments to its application.

- timeline or milestone chart.
- résumés of all key personnel.
- job descriptions outlining roles and responsibilities for all key positions.
- letters of support/commitment and memorandums of understanding, if applicable.

Review Process

OJP is committed to ensuring a fair and open 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 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).

Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. We strongly encourage you to review the information pertaining to these additional requirements prior to submitting your application. Additional information for each can be found at www.ojp.usdoj.gov/funding/other_requirements.htm.

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

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

Application Checklist

OJJDP FY 10 National Center for Missing and Exploited Children Program

Before submitting your application, please address the following:

The application contains:

- Statement of the Problem/Program
- Project Design and Implementation
- Capabilities/Competencies
- Budget Narrative
- Budget Detail Worksheet
- Impact/Outcomes and Evaluation/Plan for Collecting Data for Performance Measures

Program Narrative/Abstract Format:

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

Other Required Components:

- Standard 424 Form
- DUNS number
- Program Narrative indicates application category
- Project Timeline
- Position Descriptions
- Certifications