



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 National Incidence Studies of Missing, Abducted, Runaway, and Thrownaway Children 3. This program furthers DOJ's mission by supporting several complimentary studies designed to measure the size and nature of the nation's missing children problem.

OJJDP FY 2010 National Incidence Studies of Missing, Abducted, Runaway, and Thrownaway Children 3

Eligibility

Eligible applicants are limited to 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 nonprofit organizations (including faith-based, tribal, and community organizations). (See "Eligibility," page 3.)

Deadline

Registration with [OJP's Grant Management System \(GMS\)](#) is required prior to application submission. (See "How to Apply," page 6.) All applications are due by 3 p.m. eastern time on April 28, 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. GMS Support Hotline hours of operation are Monday-Friday from 6:00 a.m. to midnight, Eastern Time.

For assistance with any other requirement of this solicitation, call Jeffrey Gersh, Program Manager, at 202-514-5535 or e-mail him at jeffrey.gersh@usdoj.gov.

CONTENTS

Overview.....	3
Deadlines: Registration and Application.....	3
Eligibility.....	3
Program-Specific Information.....	3
Performance Measures.....	6
How To Apply.....	6
What an Application Must Include.....	8
Standard Form-424.....	8
Program Narrative.....	8
Budget and Budget Narrative.....	10
Indirect Cost Rate Agreement.....	11
Plan for Collecting the Data Required for Performance Measures	11
Tribal Authorizing Resolution.....	11
Other Attachments.....	12
Selection Criteria.....	12
Review Process.....	12
Additional Requirements	13
Appendix: Application Checklist.....	15

OJJDP FY 2010 National Incidence Studies of Missing, Abducted, Runaway, and Throwaway Children 3 (CFDA # 16.543)

Overview

Funding under this solicitation will support the design and implementation of the third National Incidence Studies of Missing, Abducted, Runaway, and Throwaway Children (NISMART 3). NISMART 3 consists of several complimentary studies to measure the size and nature of the nation's missing children problem. The studies provide national estimates of missing children based on surveys of households, juvenile residential facilities, and law enforcement agencies.

This program is authorized by 42 U.S.C. § 5773.

Deadlines: Registration and Application

Registration is required prior to submission. The deadline to register in GMS is 3 p.m. eastern time on April 28, 2010 and the deadline for applying for funding under this announcement is 3 p.m. eastern time on April 28, 2010. Please see the "How to Apply" section, page 6, for more details.

Eligibility

OJJDP invites applications from 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 nonprofit organizations (including faith-based, tribal, and community organizations).

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 purpose of NISMART 3 is to support multiple research methods that together will comprehensively measure the scope and nature of the nation's missing children problem and estimate the number of missing children recovered each year. This national study should include not only measuring the number of stereotypical kidnappings by strangers, but also the prevalence of familial abductions; lost, injured, or otherwise missing children; runaway; and throwaway children. This will be accomplished via surveys of households, juvenile residential facilities, law enforcement agencies, and other entities that may record information on missing child episodes.

- **Goals, Objectives, and Deliverables**

The following are NISMART 3's goals and objectives:

1. designing a methodology that will build on previous NISMART studies and allow for a comparison and trend analysis in respect to NISMART 2 data (to be completed in Year 1);
2. developing a national estimate of missing children that is valid and reliable (to be completed in Year 3);
3. developing a national estimate of the number of missing children recovered each year (to be completed in Year 3); and
4. designing and implementing complementary studies, including but not limited to the following (design to be completed in Year 1; implementation to be completed by Year 3):
 - a. national household survey of parents and other primary caretakers;
 - b. national household survey of youth;
 - c. national survey of juvenile residential facilities; and
 - d. national law enforcement study.

The successful applicant will submit relevant reports and deliverables as part of its progress reporting or as special reports to OJJDP. Deliverables will differ depending on the final methodology that OJJDP approves and should be outlined in the application. The following deliverables are required for NISMART 3:

1. research report on the study's findings suitable for publication in a professional, peer-reviewed journal, to be published at OJJDP's discretion (to be completed in Year 3);
2. descriptive report of the study's overall findings, not exceeding 12 pages, suitable for a non-technical audience, to be disseminated at OJJDP's discretion (to be completed in Year 3); and
3. a series of research bulletins (four or more) on each of the complementary studies identified in the successful application's methodology, to be published at OJJDP's discretion (one to be completed in year 2; the remaining three in Year 3).

Amount and Length of Awards

One award will be made for up to \$1 million for a 1-year award period. Based on the availability of funds and determination of successful performance, OJJDP may provide continuation funding of up to \$1 million a year for as many as two additional years.

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, federal funds may not be used to pay total cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that exceeds 110% 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. (Any such additional compensation will not be considered matching funds where match requirements apply.)

The limitation on compensation rates allowable under an award may be waived on an individual basis at the discretion of the Administrator of the Office of Juvenile Justice and Delinquency Prevention. An applicant that wishes to request a waiver must include a detailed justification in the budget narrative of its application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request that the applicant adjust and resubmit their budget.

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. Match is not required for this program.

Research, Human Subjects, IRB Review, and Confidentiality

All applicants for OJP funds are advised that the Department of Justice defines "research" as "a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge." 28 C.F.R. § 46.102(d). If OJP determines that a funded application involves research and includes human subjects, the approval of an Institutional Review Board (IRB) might be required before OJP funds may be spent for these purposes. If an application includes an evaluation component, that component will be examined by OJP to determine whether it meets the definition of "research." All applications should be as clear as possible in describing the purpose of the evaluation, and the extent to which its findings may contribute to generalizable knowledge.

The protection of human subjects of OJP-sponsored research is of critical importance. If an application involves human subjects of research, it must explain whether IRB approval has been or will be obtained, and it must explain applicant's procedures for obtaining informed consent and minimizing risks.

All applications that include a research or statistical component that collects information identifiable to a private person will be required to complete and submit to OJP a privacy certification.

For further guidance regarding Federal regulations regarding research, human subjects protection, and confidentiality, please see the OJP website (www.ojp.usdoj.gov/funding/other_requirements.htm).

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 8, for additional information. Performance measures for this solicitation are as follows:

Objective	Performance Measure(s)	Data Grantee Provides
To comprehensively measure the scope and nature of the nation’s missing children problem.	<p>Percent of deliverables (e.g., reports, bulletins) completed on time.</p> <p>Percent of deliverables that meet OJJDP’s expectations for depth, breadth, scope and quality of study, and pertinence.</p>	<p>Number of deliverables to be submitted to OJJDP.</p> <p>Number of deliverables (e.g., reports, manuscripts) completed on time, as reported by OJJDP program manager.</p> <p>Number of deliverables that meet OJJDP’s expectations for depth, breadth, scope and quality of study, and pertinence, as reported by OJJDP.</p>

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

Applications should be submitted 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/. Applicants who experience technical difficulties at any point during this process should e-mail GMSHelpDesk@usdoj.gov or call 1-888-549-9901 (option 3), Monday–Friday, 6:00 a.m. to midnight, Eastern Time. 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.** A DUNS number is required to submit an application 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 keeping track of entities receiving federal funds. The identifier is used for tracking purposes and 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. Obtain a DUNS number by calling 1–866–705–5711 or by applying online at www.dnb.com. Individuals are exempt from this requirement.

2. **Acquire or Renew Registration with the Central Contractor Registration (CCR) Database.** CCR registration is required to receive funding. OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the Central Contractor Registration (CCR) database. 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, please create a GMS profile by selecting the first time user link under the sign-in box of the [GMS](#) home page. 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. Please select OJJDP and the OJJDP FY 2010 National Incidence Studies of Missing, Abducted, Runaway, and Thrownaway Children 3.
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. Please 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 submitted, GMS will display a confirmation screen stating your submission was successful. **Important:** You are urged to submit your application at least 72 hours prior to the due date of the application.

Note: OJP’s Grants Management System (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 beyond your control which 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 the complete grant application, your DUNS number, and provide all GMS Help Desk tracking numbers. After the program office reviews all of the information submitted, and contacts the GMS Helpdesk to validate the technical issues you reported, OJP will contact

you to either approve or deny your request to submit a late application. 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.

What an Application Must Include

OJP recommends using appropriately descriptive file names (e.g., "Program Narrative," "Budget and Budget Narrative," "Timelines," "Memoranda of Understanding," "Résumés") for all required attachments. Where résumés are required, OJP recommends that all résumés be included 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").

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. The applicant must clearly delineate the connections between and among each of these sections. For example, the applicant 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/Program Narrative**

Applicants must demonstrate their understanding of the previous NISMART studies (including identifying any possible weaknesses in their research design). For information on prior NISMART studies, see ojjdp.ncjrs.gov/publications/PubResults.asp?sei=85. Applicants are encouraged to review the literature for any other relevant studies and to explore whether unpublished sources of data and research are available.

Project Abstract. The applicant must include a project abstract as the first page of the 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, identify the population to be served, 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 the successful applicant to provide.

Goals. The applicant must list the research questions that will be addressed by the proposed study.

Program Objectives. The applicant must explain how the proposed research methodology will address the research questions. The applicant must clearly link the proposed methodologies to the research questions and the required project deliverables.

Performance Measures. Award recipients are required 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. Award recipients will be encouraged 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, award recipients will also be required to submit a completed Privacy Certificate post-award. (See www.ojjdp.ncjrs.gov/grantees/pm/faq.html for more information).

- **Project/Program Design and Implementation**

Applicants must detail how they will operate the project throughout the project period and describe the strategies that they will use to achieve the goals and objectives identified in the previous section. Applicants should propose a methodology that builds on previous NISMART studies to determine a national estimate of missing children (which will allow for a comparison and trend analysis to NISMART 2 data). The project design should be clear, detailed, and specific with regards to methodological design and sampling frames for:

1. national household survey of parents and other primary caretakers;
2. national household survey of youth;
3. national survey of juvenile residential facilities; and

4. national law enforcement study.

OJJDP invites applicants to propose additional studies that may contribute to a reliable national estimate of missing children and an estimate of the number of missing children recovered each year.

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). To facilitate future planning, applicants should submit a timeline for the projected 3 years.

The applicant 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 demonstrate their institution’s previous experience with and institutional capacity to design and implement a national incidence study of this size and scope.

Applicants must outline a proposed staffing plan that identifies key staff, describing their qualifications and experience, and the percent of time each staff member will devote to the project. If partner organizations will assist with project activities, the applicant should attach to the application memorandums of understanding from those organizations describing their roles in the project and any resources, tangible or intangible, that they will contribute.

Letters of Support/Memorandums of Understanding. If submitting a joint application, as described under “Eligibility,” page 3, applicants must provide signed and dated letters of support or Memorandums of Understanding (MOUs) for all key partners that include the following:

- expression of support for the program and a statement of willingness to participate and collaborate with it
- description of the partner’s current role and responsibilities in the planning process and expected responsibilities when the program is operational
- estimate of the percent 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.

This award is for up to \$1 million for a 1-year period. However, as described in “Amount and Length of Awards,” page 4, OJJDP may provide continuation funding of up to \$1 million a year

for as much as two additional years. Applicants should submit a three-year budget with proposed expenses of up to \$1 million per year.

- **Budget 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 worksheet must present a complete and detailed itemization of all proposed costs.

A sample budget worksheet can be found at www.ojp.gov/funding/forms/budget_detail.pdf. If the applicant submits a different format, it must include the budget categories as listed in the sample budget 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 provide justification for all proposed costs listed in the budget worksheet (particularly supplies, travel, and equipment) and demonstrate that they are reasonable. In the budget narrative, the applicant must 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.

Consult the OJP Financial Guide for questions pertaining to budget including allowable and unallowable costs at 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.

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 “Timeline,” page 10)
- résumés of all key personnel
- job descriptions outlining roles and responsibilities for all key positions
- letters of support/memorandums of understanding from partner organizations (see “Letters of Support/Memorandums of Understanding,” page 9).

Selection Criteria

OJJDP will rate applications that proceed to peer review on a 100-point scale, based on the following point values:

1. Statement of the Problem/Program Narrative (10 points)
2. Performance Measures Requirements (5 points)
3. Project/Program Design and Implementation (35 points)
4. Capabilities/Competencies (40 points)
5. Budget (10 points)

See “Program Narrative,” page 8, for detailed descriptions of the above criteria.

Review Process

OJP is committed to ensuring a fair and open process for awarding grants. OJJDP reviews 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.

The Administrator of the Office of Juvenile Justice and Delinquency Prevention, who also may consider other factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding, will make all final award decisions.

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
- 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 National Incidence Studies of Missing, Abducted, Runaway, and Thrownaway Children 3

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

_____ OJJDP invites applications from 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 nonprofit organizations (including faith-based, tribal, and community organizations).

_____ The amount requested does not exceed \$1 million.

The application contains:

- _____ Statement of the Problem/Program
- _____ Project Design and Implementation
- _____ Capabilities/Competencies
- _____ Budget Narrative
- _____ Budget Detail Worksheet
- _____ Performance Measures Requirements
- _____ Project Timeline
- _____ Position Descriptions
- _____ Résumés
- _____ Letters of Support/MOUs

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