



Missing and Exploited Children Training and Technical Assistance Program

Catalog of Federal Domestic Assistance (CFDA) Number: 16.543
Funding Opportunity Number: **XXXXXX**

Program Announcement

Due Date: February 28, 2006

12/14/05, 9:20 a.m.

OJJDP

U.S. Department of Justice
Office of Justice Programs
Office of Juvenile Justice and Delinquency Prevention
810 Seventh Street NW.
Washington, DC 20531

Alberto R. Gonzales
Attorney General

Regina B. Schofield
Assistant Attorney General

J. Robert Flores
Administrator

Office of Justice Programs
Partnerships for Safer Communities
www.ojp.usdoj.gov

Office of Juvenile Justice and Delinquency Prevention
www.ojp.usdoj.gov/ojjdp

The Office of Juvenile Justice and Delinquency Prevention is a component of the Office of Justice Programs, which also includes the Bureau of Justice Assistance, the Bureau of Justice Statistics, the National Institute of Justice, and the Office for Victims of Crime.

Table of Contents

Overview.....	1
Award Information.....	1
Major Tasks and Deliverables	1
Eligibility	2
How to Apply.....	3
Review Process	3
Application for Federal Assistance (SF-424).....	3
Assurances and Certifications.....	4
Budget.....	4
Program Narrative.....	4
Statement of the Problem.....	5
Goals and Objectives	5
Project Design.....	6
Management and Organizational Capability	6
Other Attachments	7
Project Abstract.....	7
Resumes of Key Staff	7
Geographic Information.....	7
Due Date	7
For Additional Information.....	8
Appendix A: Other Requirements	9
Appendix B: Performance Measures	14
Appendix C: Application Checklist.....	16
Appendix D: Grants.gov Registration Checklist	17

Missing and Exploited Children Training and Technical Assistance Program

Overview

The Office of Juvenile Justice and Delinquency Prevention (OJJDP) seeks to provide funding for the continuation of the Missing and Exploited Children Training and Technical Assistance Program, which has been in operation since 1995.

Since the passage of the Missing and Exploited Children's Assistance Act of 1984, as amended, OJJDP has funded an extensive program of research and program development focusing on issues relating to missing, exploited, and abducted children. Many of these programs and projects involve the design and development of training and technical assistance materials for practitioners at the federal, state, and local levels.

OJJDP recognizes the need for training and technical assistance for agency staff of research projects, demonstration programs, and professionals who work with these types of cases at the federal, state, and local levels. OJJDP also recognizes that the need exists for a central source to effectively manage and deliver training and technical assistance and to coordinate and standardize training materials and information.

Award Information

OJJDP will award one cooperative agreement of up to \$1.5 million for a 5-year project with an initial budget period of 12 months.

The purpose of this solicitation and resulting cooperative agreement is to establish a mechanism to provide the technical support necessary to manage and deliver training and technical assistance on a national basis. This includes training and technical assistance program design, development, and implementation and fiscal support necessary to sustain those services required for the continuation of a coordinated and comprehensive training and technical assistance program under the Child Protection Division (CPD) at OJJDP.

Major Tasks and Deliverables

The winning applicant must demonstrate proven national experience and capability to provide timely, relevant professional program continuity for the design, development, delivery, and maintenance of an efficient and effective training and technical assistance program and perform the following activities:

- Justify its resource allocation (staff and funds) based on the level of effort described in this solicitation.
- Deliver training workshops on a regional and site-specific basis. Trainings the awardee will deliver annually (each course is 40 hours and serves approximately 40 participants.) include:

-
- Child Abuse and Exploitation Investigative Techniques, minimum three times per year
 - Child Fatality Investigations, minimum four times per year
 - Responding to Missing and Abducted Children, minimum seven times per year
 - Protecting Children Online, minimum six times per year
 - Child Fatality Investigations, minimum three times per year
 - Managing Juvenile Services, minimum three times per year
 - Child Abuse and Exploitation Team Investigative Process, minimum once per year

The awardee should plan training events in conjunction with other relevant conferences and events, as appropriate, to maximize participation and cost effectiveness. Descriptions of the training programs the awardee will provide are available at: http://www.fvyc.edu/files/05_06_Catalog12385.pdf. The awardee may develop other trainings over the 5 year project period as new issues and needs emerge. The awardee will coordinate the development of new trainings with OJJDP.

- Provides other technical support, determined in consultation with OJJDP, in developing a training mission; coordinating special meetings of grantees/practitioners; and developing special reports, brochures, best practices papers, etc.
- Perform all logistics necessary to support regional training and site-specific technical assistance, such as program marketing, participant applications and acceptance, consultant coordination and travel, and meeting/lodging space acquisition, according to federal regulations.
- Provide a mechanism for evaluating and assessing measurable outcomes of training and technical assistance activities.
- Maintain state-of-the-art curriculums and materials through systematic review, assessment, and revision, in concert with OJJDP.
- Maintain a Web site for the effective dissemination and communication of training and technical assistance services and products.

Eligibility

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

The applicant must have documented experience and ability to enlist, train, and manage the technical and professional personnel who will provide knowledgeable, credible program continuation and

professional program technology transfer to all agencies and personnel involved in the prevention, identification, location, recovery, and reunification with their legal guardians of missing, exploited, and abducted children. The winning applicant must include a detailed task plan to accomplish the objectives listed above in its application.

How to Apply

The Office of Justice Programs (OJP) requires that applicants submit all applications for discretionary, competitive grant programs through the Grants.gov process.

Using an established Internet account, go to www.grants.gov to submit an application. Registering with Grants.gov is a one-time process; however, first-time registrants may take 3-5 business days to validate and confirm their registration and to receive their user name and password.

OJJDP recommends that applicants start the registration process as early as possible to prevent delays in submitting the application package (see appendix D on page 16 for a Grants.gov Registration Checklist). Applicants can work on the application while their registration is pending; however, *applicants cannot submit an application until the registration process is complete.*

More detailed instructions about applying through Grants.gov are available on OJJDP's Web site at <http://ojjdp.ncjrs.org/funding/gms.html>.

Applicants must submit their proposals to OJJDP through Grants.gov by February 28, 2006.

Review Process

OJJDP is committed to ensuring a competitive and standardized process for awarding grants. OJJDP will screen applications initially to determine whether the applicant meets the eligibility requirements. A OJJDP peer review panel will evaluate, score, and rate only those applications that eligible applicants submit and that meet all other requirements (e.g., application is complete, meets formatting requirements, and is responsive to the programmatic requirements of the solicitation, etc.). OJJDP will rate all applications that proceed to peer review on a 100-point scale. Point values for individual selection criteria are presented below.

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

Application for Federal Assistance (SF-424)

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

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

-
- **DUNS Number.** Applicants can call 800–333–0505 to request a free DUNS number. Applicants must have a DUNS number *before* beginning the application process.
 - **CFDA Number.** The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.543, titled “Missing Children’s Assistance.”

Assurances and Certifications

Applicants are required to review and accept the “Other Requirements (see appendix A on page 9) to receive federal funds under this program.

Budget (10 points)

Applicants must provide a budget that: (1) is complete, allowable, and cost effective in relation to the proposed activities; (2) shows the cost calculations demonstrating how the applicant arrived at the total amount requested; and (3) provides a brief supporting narrative to link costs with project activities.

Applicants must submit a budget that includes *both* a detailed worksheet itemizing all costs and a narrative explaining and justifying each budget item:

- **Budget Detail Worksheet.** The worksheet should provide the detailed computation for each budget line item and must list the cost of each item and show how the applicant calculated the cost. For example, costs for personnel should show the annual salary rate and the percentage of time that each employee paid through grant funds will devote to the project. The budget worksheet should present a complete and detailed itemization of all proposed costs.
- **Budget Narrative.** The narrative should describe each budget item and relate it to the appropriate project activity. The narrative should closely follow the content of the budget worksheet and justify all proposed costs. In the budget narrative, the applicant should explain how fringe benefits were calculated, how travel costs were estimated, why particular items of equipment or supplies must be purchased, and how overhead or indirect costs (if applicable) were calculated. The budget narrative should justify the specific items listed in the budget worksheet (particularly supplies, travel, and equipment) and demonstrate that all costs are reasonable.

There is no match requirement for this cooperative agreement.

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

Please note: All funds listed in the budget will be subject to audit.

Program Narrative (90 points)

Applicants must submit a program narrative that presents a detailed description of the purpose, goals, objectives, strategies, design, and management of the proposed program. The program narrative must be

double spaced, use a standard 12-point font (Times New Roman is preferred), have 1-inch margins, and not exceed 20 pages. (Please number pages “1 of 20,” “2 of 20,” and so forth.) OJJDP may deem applications that do not adhere to the required format to be ineligible and may not forward them to peer review.

The program narrative must address the following selection criteria:

1. Statement of the Problem (5 points)

This section must identify the problems and or issues the applicant will address in this project. The application must include a problem statement and a discussion of the applicant’s past and potential future contributions to missing and exploited children issues.

2. Goals and Objectives (15 points).

Applicants must describe the goals of the proposed project and identify its objectives. **When formulating the project’s goals and objectives, applicants should be cognizant of the performance measures that OJJDP will require successful applicants to submit** (see appendix B on page 14). The goal of the Missing and Exploited Children Training and Technical Assistance Program is to build on the work of the past decade. This section must outline how the agency will achieve the following:

- A.** Systematically manage and deliver state-of-the-art training and technical assistance on the national level that will:
 - (1) Use the existing information resources and work products from OJJDP grantees and programs.
 - (2) Incorporate new information and work products developed through future efforts.
- B.** Coordinate and standardize the information, training, and technical assistance on missing and exploited children disseminated on the federal, state, and local levels.
- C.** Ensure that the following areas are the principal focus of the training and technical assistance delivered:
 - (1) Effective community and child education, prevention, and awareness programs.
 - (2) Effective community-based approaches for coordination and collaboration among the primary service provider agencies.
 - (3) Effective multi-agency team approaches.
 - (4) Effective multi-jurisdictional coordination approaches.
 - (5) Available resource education, awareness, and access.

-
- (6) State-of-the-art investigative skills and techniques for location and recovery of missing children and the most effective investigations of child exploitation.
 - D. Maintain a database for tracking and documenting communities, agencies, and personnel that receive OJJDP training and technical assistance.
 - E. Enhance and improve missing and abducted child-serving agencies' and organizations' ability to respond to issues related to cases of missing and exploited children.
 - F. Create a stronger link between the front-line personnel working these cases and the policymakers at the federal, state, and local levels.
 - G. Incorporate OJJDP information and work products into training and technical assistance products for both frontline personnel and policymakers.
 - H. Maintain state-of-the-art curriculums and materials through systematic review, assessment, and revision in concert with OJJDP.
 - I. Coordinate CPD program efforts with other grantees as directed by OJJDP.

3. Project Design (30 points)

Applicants must describe the specific strategies they will use to implement the proposed program. **Applicants should also develop a program design that will facilitate the gathering of data on the required performance measures** (see appendix B on page 14). The applicant must describe its proposed project design for achieving the objectives of the project. The applicant must include a program outlining the major activities involved, program implementation, resource allocation, and program management. The applicant must also include a clear time-task workplan identifying the major milestones, tasks, and products as part of the application.

4. Management and Organizational Capability (40 points)

The project's management structure and staffing must be appropriate for the successful implementation of the project. Applicants should demonstrate, in addition to their program knowledge and support experience, their fiscal management capacity to effectively implement a project of this magnitude. Applicants must provide credentials of staff and their expertise in the area of missing and exploited children. Applicants must provide resumes for key staff in the appendix.

The applicant must also describe how it intends to use other organizations, agencies, and consultants to deliver the training, technical assistance, and support as described in the above program narrative.

The applicant's must clearly demonstrate and document its organizational ability to administer the project successfully in its proposal and should include available computer technology and information systems that it will utilize in the attainment of project goals and objectives.

Other Attachments

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

1. Project Abstract

The project abstract should not exceed 200 words and should briefly describe the project's purpose, summarize the activities that the applicant will implement to achieve the project's goals and objectives, and identify the constituent group the applicant will serve through this initiative.

2. Resumes for Key Staff

3. Geographic Information

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

- **Physical address.** If the mailing address is a P.O. box, specify the physical address(es) of the location(s) where the applicant will provide services. If the mailing address is in a rural area with no street address, include the nearest street intersection. If the program has multiple service areas, include the required information for each.

(example with street address)

ABC Associates
123 First Street
Shrewsbury, PA 17361

(example with no street address)

ABC Associates
First Street and Holiday Drive
Shrewsbury, PA 17361

- **Map and street description.** Please provide a road map (with local detail) with the service area(s) clearly depicted. Mark the map with information identifying the grant application it is tied to, including applicant name, application number, and contact name and phone number. Also include a written description of streets bounding the service area. . If GIS files are available, e-mail them to OJJDP's Mapping Section, attention: Sarah Breen at sarah.breen@usdoj.gov.

Due Date

Applicants must register for this funding opportunity by February 21, 2006, and submit their completed applications online through Grants.gov by 8:00 p.m. ET, February 28, 2006.

For Additional Information

If you have questions about this program announcement, please call the Child Protection Division of OJJDP at (202) 616-3637. For questions of a technical nature, call the Grants.gov Contact Center at 1-800-518-4726. For financial questions, call the OJP Office of the Comptroller, Customer Service Center at 1-800-458-0786 (press 2) or at ask.oc@usdoj.gov.

Appendix A: Other Requirements

Anti-Lobbying Act

Applicants should be aware that the Anti-Lobbying Act, 18 U.S.C. § 1913, recently was amended to expand significantly the restriction on the use of appropriated funding for lobbying. This expansion also makes the anti-lobbying restrictions enforceable via large civil penalties, with civil fines between \$10,000 and \$100,000 per each occurrence of lobbying activity. These restrictions are in addition to the anti-lobbying and lobbying disclosure restrictions imposed by 31 U.S.C. § 1352. The Office of Management and Budget (OMB) is currently amending the OMB cost circulars and the common rule (codified at 28 CFR part 69 for U.S. Department of Justice grantees) to reflect these modifications. However, in the interest of full disclosure, all applicants must understand that they may not use any federally appropriated funding made available under this grant program, either directly or indirectly, to support the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government, without the express approval by OJP. Any violation of this prohibition is subject to a minimum \$10,000 fine for each occurrence. This prohibition applies to all activity, even if currently allowed within the parameters of the existing OMB circulars.

Civil Rights Compliance

All recipients of federal grant funds are required to comply with nondiscrimination requirements contained in various federal laws. In the event that a court or administrative agency due process hearing makes a finding of discrimination on grounds of race, color, religion, national origin (see also “Services to Limited English Proficient (LEP) Persons” on page 12), gender, disability, or age, the recipient of funds must forward a copy of the finding to the Office of Civil Rights, Office of Justice Programs. All applicants should consult the Assurances they are required to submit with the application to understand the applicable legal and administrative requirements.

Confidentiality and Human Subjects Protection

Applicants should be aware of the U.S. Department of Justice’s requirements for privacy and confidentiality in research and statistical efforts, as stipulated by 42 U.S.C. § 3879g. The U.S. Department of Justice has issued a specific regulation concerning the implementation of this statutory requirement in 28 CFR Part 22. In accordance with 28 CFR Part 22, applicants requesting funds for research or statistical activities must submit a Privacy Certificate with the application. The Privacy Certificate should ensure that the applicant has appropriate policies and procedures in place to protect the confidentiality of data identifiable to private persons. Specifically, the Privacy Certificate must comply with the requirements of 28 CFR § 22.23. OJJDP has developed guidelines for preparing a Privacy Certificate in accordance with the confidentiality regulation. Copies of the Privacy Certificate Guidelines, a Privacy Certificate Face Sheet, and a Sample Attachment for a Privacy Certificate are available on the OJJDP Web site (ojjdp.ncjrs.org/funding/privacy.pdf). Applicants are further advised that an institutional review board¹ (IRB), in accordance with U.S. Department of Justice regulations at 28 CFR Part 46, must review any project that will involve the use

¹ Institutional Review Boards (IRBs) are the governing bodies that assure that data collection efforts are in accordance with all relevant local, state, and federal laws to protect human subjects. Background information on IRBs is available from the

of human research subjects. IRB review is not required prior to submission of the application. However, if OJJDP makes an award and the project involves research using human subjects, OJJDP will place a special condition on the award requiring that an appropriate IRB approve the project before OJJDP will disburse federal funds for activities involving human subjects. Applicants should include plans for IRB review, where applicable, in the project timeline they submit with the proposal. A copy of “Confidentiality of Identifiable Research and Statistical Information (28 CFR Part 22)” is available on the OJJDP Web site (ojjdp.ncjrs.org/funding/confidentiality.pdf).

Coordination of Federal Efforts

To encourage better coordination among federal agencies in addressing state and local needs, the U.S. Department of Justice requests that applicants provide information on the following: (1) active federal grant award(s) supporting this or related efforts,² including awards from the U.S. Department of Justice; (2) any pending application(s) for federal funds for this or related efforts; and (3) plans for coordinating any funds described in items (1) or (2) with the funding that this application seeks. For each federal award, applicants must include the program or project title, the federal grantor agency, the amount of the award, and a brief description of its purpose.

National Institute of Justice (www.ojp.usdoj.gov/nij/humansubjects/index.html) and the U.S. Department of Health and Human Services (www.hhs.gov/ohrp/).

Most local and state governments, colleges and universities, hospitals, and private contract research firms have IRBs in place. Agencies that might help you find an IRB to review your data collection plans for the purpose of the application include a local jail, hospital, mental health treatment facility, public health agency, community college, or 4-year college or university. Try calling these agencies, explain that you are submitting an application for federal funding and are required to collect data on the children you serve, and you therefore need IRB clearance and ask if they have ever encountered this situation and what they did about it. It is likely that at least one of these agencies will have some experience they would be willing to share.

IRB reviews are now available from for-profit organizations, if the potential applicant does not have access to an IRB through his/her own institution. They cost about \$6,000–\$10,000, and those costs would need to be built into the first year's budget. Query the term “Institutional Review Board” with any Internet search engine to find those firms.

You do not need to have IRB clearance at the time you submit your application to OJJDP. In your application, you can outline the process for getting IRB clearance in your community. If possible, you should start the process, so that you could say in your application that an IRB is reviewing your study/plan/design and give the expected date for final clearance. Applicants are not required to get final clearance until/if they are funded. In fact, some IRBs won't review a study until after funding is secured.

² “Related efforts” is defined for these purposes as one of the following: efforts for the same purpose (i.e., the proposed award would supplement, expand, complement, or continue activities funded with other federal grants); another phase or component of the same program or project (e.g., to implement a planning effort using other federal funds or to provide a substance abuse treatment or education component within a criminal justice project); or services of some kind (e.g., technical assistance, research, or evaluation) rendered to the program or project described in the application.

Financial and Government Audit Requirements

Federal grants are governed by the provisions of the OMB circulars applicable to financial assistance and OJP's *Financial Guide*, which is available from the OJP Web site (www.ojp.usdoj.gov/oc). The *Guide* includes information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. This document will govern how all successful applicants administer funds.

Audits of state and local units of government, institutions of higher education, and other nonprofit institutions must comply with the organizational audit requirements of OMB circular A-133, which states that recipients who expend \$500,000 or more of federal funds during their fiscal year are required to submit a single organizationwide financial and compliance audit report to the Federal Audit Clearinghouse within 9 months after the close of each fiscal year during the term of the award.

Grantees must comply with the following OJP reporting requirement:

- **Financial status reports (SF 269).** Grantees must submit these financial reports quarterly by the 45th day following the end of each calendar quarter, and a final report is due 120 days following the end of the award period. Grantees may file SF-269 forms online through the Internet at <https://grants.ojp.usdoj.gov>. Grant recipients who do not submit SF-269 reports by the due date will be unable to drawdown funds.
- **Categorical Assistance Progress Reports (OJP Form 4587/1).** Grantees should complete and submit these semiannual reports within 30 days after the end of the reporting periods, which are June 30 and December 31 for the life of the award. Grantees should submit progress reports online through the Grants Management System (GMS) using the "Application" module. Grantees may address questions to the GMS Help Desk at 1-888-549-9901.

Faith-Based and Community Organizations

Consistent with President George W. Bush's Executive Order 13279, dated December 12, 2002, and 28 C.F.R. Part 38, it is OJP policy that faith-based and community organizations that statutorily qualify as eligible applicants under OJP programs are invited and encouraged to apply for assistance awards to fund eligible grant activities. OJP will consider faith-based and community organizations for awards on the same basis as any other eligible applicants and, if they receive assistance awards, OJP will treat these groups on an equal basis with all other grantees in the administration of such awards. OJP will not discriminate for or against any eligible applicant or grantee on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or persons working in the organization. Faith-based organizations receiving OJP assistance awards retain their independence and do not lose or have to modify their religious identity (e.g., removing religious symbols) to receive assistance awards. Faith-based groups, however may not use OJP grant funds to fund any inherently religious activity, such as prayer or worship. Inherently religious activity is permissible, although it cannot occur during an activity funded with OJP grant funds; rather, the grantee must separate such religious activity in time or place from the OJP funded program. Further, participation in such activity

by individuals receiving services must be voluntary. Programs that OJP funds are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion.

Services to Limited English Proficient (LEP) Persons

Recipients of OJP financial assistance are required to comply with several Federal civil rights laws, including Title VI of the Civil Rights Act of 1964 ("Title VI") and the Omnibus Crime Control and Safe Streets Act of 1968 ("Safe Streets Act"), as amended. These laws prohibit discrimination on the basis of race, color, religion, national origin, and sex in the delivery of services.

National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI and the Safe Streets Act, recipients are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. *OJP encourages grantees to consider the need for language services for LEP persons they serve or encounter both in developing their proposals and budgets and in conducting their programs and activities. OJP considers reasonable costs associated with providing meaningful access for LEP individuals to be allowable program costs.*

The U.S. Department of Justice has issued guidance for grantees to assist them in complying with Title VI requirements. The guidance document can be accessed on the Internet at www.lep.gov, by contacting OJP's Office for Civil Rights at 202-307-0690, or by writing to the following address:

Office for Civil Rights
Office of Justice Programs
U.S. Department of Justice
810 Seventh Street NW., 8th Floor
Washington, DC 20531

Single Point of Contact Review

Executive Order 12372 requires applicants from state and local units of government or other organizations providing services within a state to submit a copy of the application to the state Single Point of Contact (SPOC) if one exists and if the state has selected this program for review. A list of state SPOCs is available on the OMB Web site (www.whitehouse.gov/omb/grants/spoc.html). Applicants must contact their state SPOCs to determine whether the state has selected their programs for review. The applicant should enter the date that it sent the application to the SPOC or the reason such submission is not required in Block 3 of the Overview section of the GMS application.

Information Technology Standards Compliance

As appropriate, all equipment and software that grantees develop under awards that result from this solicitation must comply with U.S. Department of Justice Information Technology interface standards, including the National Criminal Intelligence Sharing Plan (see http://it.ojp.gov/documents/National_Criminal_Intelligence_Sharing_Plan.pdf), Global Justice XML Data Model (see <http://it.ojp.gov/jxdm/>), and the Law Enforcement Information Sharing Plan (LEISP). Applicants can

find a list of additional standards at the OJP Standards Clearinghouse (<http://it.ojp.gov/jsr/intro/intro03.html>).

Suspension or Termination of Funding

OJJDP may suspend funding in whole or in part, terminate funding, or impose other sanctions on a recipient for the following reasons:

- Failing to comply substantially with the requirements or statutory objectives of the appropriate Act, program guidelines issued thereunder, or other provisions of federal law.
- Failing to make satisfactory progress toward the goals, objectives, or strategies set forth in the application.
- Failing to adhere to the requirements in the agreement, standard conditions, or special conditions.
- Proposing or implementing substantial plan changes to the extent that, if originally submitted, the application would not have been selected for funding.
- Failing to submit reports.
- Filing a false certification in this application or other report or document.

Before imposing sanctions, OJJDP will provide reasonable notice to the recipient of its intent to impose sanctions and will attempt to resolve the problem informally. Hearing and appeal procedures will follow those in U.S. Department of Justice regulations in 28 CFR Part 18.

Appendix B: Performance Measures

The Government Performance and Results Act (GPRA), Public Law 103–62, requires that recipients of federal grant awards collect, analyze, and report data that measure the results of strategies implemented with federal funds. To ensure compliance with GPRA, OJJDP requires grantees to collect and report data which measure the results of the program implemented with this grant. The following performance measures are required:

Program Goal/Objective	Performance Measures	Data to Be Reported
<p>The primary deliverables and work products will be the development of specific training programs, technical assistance and materials to law enforcement, missing and abducted children organizations, and other service providers. The deliverables should be directed toward the continuation, expansion, and enhancement of the Department of Justice’s Missing and Exploited Children program.</p>	<p>Outputs:</p> <p>Percentage of training events for which participant evaluation data are entered in the information management system.</p> <p>Percent of participants who rated training as “good” or “excellent.”</p>	<ul style="list-style-type: none"> • Number of training events for which participant evaluation data are entered in the information management system compared to the total number of training events, reported in a given rating period. • Number of participants who rated training as “good” or “excellent” compared to the total number of participants.
	<p>Number of technical assistance requests received and fulfilled.</p>	<ul style="list-style-type: none"> • Number of technical assistance requests received, reported in a given rating period. • Number of technical assistance requests filled, reported in a given rating period.
	<p>Number of program materials developed (training curricula, publications, resource documents).</p>	<ul style="list-style-type: none"> • Number of program materials developed, reported in a given rating period.

	<p>Total number of training events.</p> <p>Number of hours of training provided.</p> <p>Number of persons trained.</p>	<ul style="list-style-type: none"> • Total number of training events, reported in a given rating period. • Number of hours of training provided, reported in a given rating period • Number of persons trained, reported in a given rating period.
--	--	---

Recipients' assistance in obtaining this information will facilitate future program planning and will allow OJP to provide Congress with measurable program results of federally funded programs.

Appendix C: Application Checklist

Missing and Exploited Children Training and Technical Assistance Program

Applicants must submit all applications electronically through Grants.gov.

- Grants.gov registration** should be completed as soon as possible.
- Application for Federal Assistance (SF-424).**
- Assurances and Certifications** must be reviewed and accepted online by the applicant's authorizing official.
- Budget Detail Worksheet** must include a worksheet that identifies and a narrative that justifies all proposed costs.
- Program Narrative** must present a statement of the problem, outline the project's goals and objectives, describe the project design, and detail the applicant's management and organizational capability.
- Other Attachments** must include the following: Project Abstract, Resumes of Key Staff.

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

Due Date

- Applicants must submit completed applications by 8 P.M. ET February 28, 2006.

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

Appendix D: Grants.gov Registration Checklist

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

Get a DUNS number. Organizations may call the toll-free request line at 1-866-705-5711 to obtain a DUNS number at no cost.

Register with the Central Contractor Registry (CCR). Organizations wishing to apply for funds through Grants.gov must register with the Central Contractor Registry. Go to www.ccr.gov or click the “Register with Central Contractor Registry (CCR)” link in Grants.gov and follow the registration instructions. During this process, your organization will be asked to designate one person to serve as the organization’s e-Business Point of Contact (EBiz POC).

Designate an Authorized Organization Representative (AOR). The e-Biz POC may authorize other individuals within their organization to submit applications through Grants.gov. If the AOR has not previously registered with Grants.gov, he/she should click on the “Complete First-Time Registration [Required]” link and provide the requested information. Once the registration is complete, the organization’s EBiz POC will be notified by e-mail and asked to approve the AOR.

Register with a Credential Provider. As part of the Grants.gov registration process, organizations will be asked to register with a credential provider. Click on the “Register with a Credential Provider” link and follow the instructions to register.

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

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

Definitions

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

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