profit organizations who have not recently received Office of Justice Programs funding must submit a completed Accounting System and Financial Capability Questionnaire (OJP 712011).

All forms must be typed. The SF 424 must appear as a cover sheet for the entire application. The project summary should follow the SF 424. All other forms must then follow. Applicants should be sure to sign OJP Forms 4000/3 and 4061/6.

The project summary must not exceed 250 words. It must be clearly marked and typed single spaced on a single page. Applicants should take care to write a description that accurately and concisely reflects the proposal.

The program narrative must be typed double spaced on one side of page only. The program narrative may not exceed 60 pages. The program narrative must include all items indicated in the *Selection Criteria* section of this solicitation. This page limit does not apply to supporting materials normally found in appendices (such as preliminary surveys, resumes, and supporting charts or graphs).

In submitting applications that contain more than one organization, the relationships among the parties must be set forth in the application. As a general rule, organizations that describe their working relationship in the development of products and the delivery of services as primarily cooperative or collaborative in nature will be considered co-applicants. In the event of a co-applicant submission, one co-applicant must be designated as the payee to receive and disburse project funds and be responsible for the supervision and coordination of the activities of the other co-applicant. Under this arrangement, each organization must agree to be jointly and severally responsible for all project funds and services. Each co-applicant must sign the SF 424 and indicate their acceptance of the conditions of joint and several responsibility with the other coapplicant.

Applications that include noncompetitive contracts for the provision of specific services must include a sole source justification for any procurement in excess of \$25,000. The contractor may not be involved in the development of the statement of work. The applicant must provide sufficient justification for not offering for competition the portion of work proposed to be contracted.

The following information must be included in the application Program Narrative (part IV of SF 424):

1. Organizational Capability: The applicant must demonstrate that it is eligible to compete for this cooperative agreement and have substantial organizational experience and resources that can be directly applied to provide programmatic support that will assure OJJDP the effective continuance of a national resource center and clearinghouse function for: The 24 hour national toll free telephone line; the information analysis of sighting and leads; case management assistance experience, procedures and data base information technology support to handle case processing procedures effectively and responsively for more than 6,500 ongoing missing children cases plus more than 3,000 new case/ lead assignments each quarter; and the provision of the training publications and technical assistance programs to law enforcement agencies, State and local governments, elements of the criminal justice system, public and private nonprofit agencies, and individuals in the prevention, investigation, prosecution, and treatment of the missing and exploited children cases and in assisting in the locating and reuniting of the missing children with families or legal custodians.

The criteria used for evaluating applicants is based upon the responsiveness of the applicant to the program information and descriptions found in this solicitation. Applicants must demonstrate that they are eligible to compete for this cooperative agreement on the basis of eligibility criteria established in this notice.

- 2. Organizational Experience: a. The applicant must demonstrate the requisite knowledge of and experience with the missing and exploited children issue necessary to provide capable, responsible management of a national resource center and clearinghouse, including having direct access to NCIC and NLETS.
- b. The applicant must demonstrate experience and expertise in providing technical assistance and training to a diverse audience requiring such services with regard to the missing and exploited children issues described in this solicitation.
- c. The applicant must demonstrate the ability to develop as well as provide missing and exploited children specialized issue-related training and service oriented training materials to the recipient jurisdictional, professional, citizens, community needs, and other OJJDP training programs.

d. The applicant must demonstrate the ability to provide for national missing children sighting analysis and case management practices that can collate national sightings, lead and case information in a relevant, and timely manner to assist, facilitate and coordinate multi-jurisdictional, national and international missing children investigations.

e. The applicant must demonstrate extensive state-of-the-art information technology experience to manage, facilitate and service high volume electronic assisted response for technical assistance information needs and exchanges that require fast, accurate responses.

f. The applicant must demonstrate the ability to provide continuity of comprehensive missing and exploited children issue services in response to the program objectives and strategies described in this solicitation.

3. Program Goals and Objectives: A succinct statement demonstrating the applicant's understanding of the objectives and tasks associated with the program must be included. The application must also include a problem statement and a discussion of the past and potential future contributions of the applicant's program to the missing and exploited children issues required to be performed by a national missing and exploited children's clearinghouse and resource center. The applicant must describe the proposed approach for achieving the objectives of the program and the requirements of the program strategy as detailed in this announcement.

4. Program Implementation Plan: The applicant must describe its proposed approach to achieving the goals and objectives of the project. A program implementation plan outlining the major activities involved in implementing the program, resource allocation, the program management must be included. A clear time-task workplan identifying major milestones, tasks, and products should be part of the application.

The applicant should include an organizational chart depicting the roles and responsibilities of key personnel and organizational functional components that will be responsible for supporting and implementation of the program. The applicant should provide detailed position descriptions, qualification, and criteria selection for the positions. Part-time and practitioner professionals should also be included, with a statement of their qualifications and experience that would directly relate to the service needs of this program. The applicant should denote which staff members are considered key project personnel and emphasize their position experience.