IV training and technical assistance programs.

The applicant must demonstrate, in detail, the ability to enlist, train and manage the technical and professional personnel that 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 of missing, exploited, and abducted children with their legal guardians.

The applicant will include in its application a detailed task plan to:

1. Justify their resource allocation (staff and funds) based on the actual number of existing Title IV training programs and proposed new training and technical assistance program development.

2. Develop an efficient and effective mechanism for the systematic management and delivery of state-of-the-art Title IV training and technical assistance on the national-level that will:

a. utilize the existing information and work products from Title IV grantees and programs, and

b. ensure the incorporation of new information and work products developed through future efforts.

- 3. Establish a database for tracking and documentation of communities, agencies, and personnel that receive the Title IV training and technical assistance
- 4. Enhance and improve missing and abducted child serving agencies and organizations capability and ability to respond to the issues related to cases of missing and exploited children,

5. Create a stronger link between the front-line personnel working these cases and the policy-makers at the local, state, and federal levels,

6. Incorporate the Title IV information and work products into training and technical assistance products for both front-line personnel and policy-makers,

7. Maintain state-of-the-art curricula and materials through systematic review, assessment, and revision of curricula, in concert with OJJDP.

The applicant will include in their application a detailed plan for the establishment of a grant advisory board independent of any existing organizational advisory board. The advisory board will be made up of at least ten (10) individuals representing the following agencies: law enforcement, nonfamily abduction victim parent, family abduction victim parent, nonprofit organization, social services, mental health, courts, prosecution, and medical. All

appointees to this advisory board will be subject to approval by OJJDP.

Eligibility Requirements

Applications are invited from public agencies and not-for-profit private organizations. Applicant organizations may choose to submit joint proposals with other eligible organizations as long as one organization is designated in the application as the applicant and coapplicants are designated as such. The applicant and co-applicants must demonstrate fully the required experience to deliver continuation support services as required in section VI. Applicants must demonstrate, in addition to program knowledge and support experience, programmatic and fiscal management capabilities to implement a project of this size and scope effectively. Applicants who fail to demonstrate that they have the experienced capability to manage a program of this size and complexity will be ineligible for funding consideration.

Specific Application Requirements

All applicants must submit a completed Standard Form 424, Application for Federal Assistance (SF 424); a Standard Form 424A, Budget Information; OJP Form 4000/3, Assurances; and OJP Form 4061/6, Certifications. In addition to these forms, all applications must include a project summary, a budget narrative, and a program narrative.

All not-for-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 a 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 non-competitive 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 competing 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 establishment of a Title IV Training and Technical Assistance program to law enforcement agencies, State and local governments, other elements of the criminal justice system, public and private nonprofit agencies, and individual disciplines 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 in 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