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 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 program that will identify, research, evaluate, and document effective community-based organizations around the country that use multi-disciplinary team approaches to address the complex issues related to missing and exploited children and their families. The solicitation will identify a minimum of five (5) community-based organizations that provide a cross-sectional

representation of the demographics of the country. The effective approaches being used in these communities will be developed into a training curriculum that will be used to assist communities in the establishment of an effective, cooperative, and collaborative community-based, multi-disciplinary team approach to missing and exploited children's issues. 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 with the missing and exploited children issue necessary to provide capable, responsible management of as outlined in solicitation.
- b. The applicant must demonstrate experience and expertise in providing research, evaluation of community-based missing and exploited children organizations as described in this solicitation.

c. The applicant must demonstrate the ability to design and develop a multi-level training curriculum for community

based organizations.

- 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 an organization assuming the responsibility for the program as described in this solicitation. 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.

5. Program Budget: The applicant must provide a three year budget to be prepared for two 18 month periods. Any co-applicant associated costs must be detailed separately and accounted for in as much detail as the principal applicant. The applicant must provide a detailed justification for all costs by object class category as specified in the SF 424. Costs must be reasonable and the basis for these costs must be well documented in a separate budget narrative.

6. Products: A concise description of the products to be produced should be included. The applicant must describe existing and future program activities and products that have and will be developed or utilized to continue to service the program; and should describe how and who will be served by these products.

Selection Criteria

In general, all applications will be reviewed in terms of their demonstrated past, present and potential ability to develop document Effective Community-Based Approach For Dealing with Missing and Exploited Children and develop curriculum as described in this solicitation. The experience and knowledge involved for delivery of product is, of course, a vital criteria for selection.

All applicants will be evaluated and rated based on the extent to which they meet the following criteria:

1. Organizational and programmatic capability must be demonstrated. The project management structure must be adequate for the successful conduct of the project. The applicant must have demonstrated Title IV experience and program management and information technology capabilities and experience and capabilities in the areas described and defined throughout this solicitation; experience working with the various missing children issue groups and agencies at the national, state, municipal, community, individual levels, and international levels; providing technical assistance, training and information products related to