



---

The [U.S. Department of Justice, Office of Justice Programs \(OJP\), Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering and Tracking](#) (SMART) is pleased to announce that it is seeking applications for funding for the Dru Sjodin National Sex Offender Public Website (NSOPW). This program furthers the Department's mission by providing the public immediate access to sex offender registration data from public sex offender registries operated by states, territories, the District of Columbia and certain federally-recognized Indian tribes.

## **SMART FY 2010 Maintenance and Operation of the Dru Sjodin National Sex Offender Public Website**

### **Eligibility**

Applicants are limited to nonprofit and/or for-profit organizations (including tribal organizations) that have demonstrated significant experience in providing web site development, hosting and management; web services; service-oriented architecture, and distributed information sharing systems. For-profit organizations must agree to waive any profit or fees for services.

### **Deadline**

Registration with [OJP's Grant Management System \(GMS\)](#) is required prior to application submission. (See "How to Apply", page 7)

All applications are due by 6 p.m. eastern time on April 12, 2010. (See "Deadlines: Registration and Application", page 3)

### **Contact Information**

For technical assistance with submitting the application, contact *the Grants Management System Support Hotline at 1-888-549-9901, option 3 or via e-mail to [GMSHelpDesk@usdoj.gov](mailto:GMSHelpDesk@usdoj.gov)*.

**Note:** The GMS Support Hotline hours of operation are Monday-Friday from 6:00 a.m. to 12:00 midnight eastern time, except Federal holidays.

For assistance with any other requirement of this solicitation, contact Jacqueline O'Reilly, Grant Program Specialist, at (202) 514-5024 or by e-mail at [Jacqueline.O'Reilly@usdoj.gov](mailto:Jacqueline.O'Reilly@usdoj.gov).

# CONTENTS

Overview.....	3
Deadlines: Registration and Application.....	3
Eligibility.....	3
NSOPW-Specific Information.....	3
Performance Measures.....	5
How to Apply.....	7
What An Application Must Include:.....	8
Standard Form 424	
Program Narrative	
Budget and Budget Narrative	
Indirect Cost Rate Agreement ( <i>if applicable</i> )	
Description of Applicant's Plan for Collecting Performance Measure Data	
Other Attachments	
Selection Criteria.....	11
Review Process.....	11
Additional Requirements .....	12
Application Checklist.....	14

# **Maintenance and Operation of the Dru Sjodin National Sex Offender Public Website (CFDA # 16.750)**

## **Overview**

The Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering, and Tracking (SMART) assists jurisdictions with developing and enhancing programs designed to implement the Sex Offender Registration and Notification Act (SORNA) of the Adam Walsh Act (42 U.S.C. § 16901, et seq.). The Adam Walsh Act is designed to protect children and adults from sexual exploitation and violent crime, prevent child abuse and child pornography, promote Internet safety, and honor the memory of Adam Walsh and other crime victims. The Dru Sjodin National Sex Offender Public Website (NSOPW) is a critical component of the SMART Office's strategy to provide for a comprehensive national sex offender registration and notification system to notify and protect the public from sex offenders.

NSOPW allows law enforcement and the public to search existing state, territory and tribal sex offender registries for public sex offender data. With a single query from any web-capable computer, NSOPW searches state, territory and tribal public sex offender registries to deliver matches. This program is authorized by the Omnibus Appropriations Act, 2010 (Pub. L. 111-117).

## **Deadlines: Registration and Application**

Registration is required prior to submission. The deadline to register in GMS is 4:00 p.m. eastern time on April 12, 2010, and the deadline for applying for funding under this announcement is 6:00 p.m. eastern time on April 12, 2010. Please see the "How to Apply" section, page 7, for more details.

## **Eligibility**

Please refer to page 1 for eligibility under this program.

## **NSOPW-Specific Information**

***All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law.***

Over the past two decades, state and local jurisdictions have implemented various strategies and tools aimed at managing sex offenders in the community. The federal government has played a significant role in this area by enacting legislation requiring states, territories and certain tribes to establish sex offender registration and notification programs. A critical component of sex offender registration and notification is the dissemination of sex offender data to the public through the operation of a public website. In 2005, the U.S. Department of Justice recognized the need to provide the public and law enforcement with a single point of access to state (including the District of Columbia) and territory public sex offender websites. NSOPW

meets this need by linking public state, territory and tribal sex offender registries from one national search site.<sup>1</sup>

The technology supporting NSOPW uses web services and the U.S. Department of Justice's [Global Justice XML](#) common computer language to establish a link between already-built and maintained public state, territory and tribal sex offender registries. The link then allows data from different hardware and software systems to be recognized and shown through the national search site. Since 2005, there have been over 2,565,647,260 hits on NSOPW with an average of 707,335 hits occurring daily.

The SMART Office is requesting applications to manage NSOPW for a 12-month project period with the possibility of continuation funding for up to 24 additional months.

### **Requirements and Deliverables**

During the project period, the grantee will be required to consult with the SMART Office which will provide guidance and input on web site content, appearance, and functionality, and technical assistance tools such as publications, fact sheets and training materials.

The grantee will conduct the following, at a minimum:

- Support all hosting, maintenance, and operation of NSOPW, including hosting a backup site at a separate location. The grantee must comply with all U.S. Department of Justice security requirements.
- Maintain and operate a secure communication system (known as the Exchange Portal) between SORNA jurisdiction registry managers for the purpose of information sharing. Uses include the ability to send e-mail, a discussion area, chat capabilities, and transfer of files.
- Ensure that NSOPW remains in full compliance with applicable provisions of SORNA and complies with any subsequent legislation that impacts its operation.
- Assist jurisdictions with the implementation of web services used to share data through NSOPW.
- Make changes to NSOPW within four hours of a request—without additional costs—as part of the maintenance portion of the project.
- Provide statistics to SMART on the use of NSOPW and the Exchange Portal on a monthly basis and have the capability to provide specific information within two-hours' notice.
- Provide continuous monitoring of all connections to NSOPW and make contact with the connection site(s) to remedy any malfunctions within a 24-hour period.

---

<sup>1</sup> Currently 50 states, two territories, five tribes and the District of Columbia participate in the Dru Sjodin National Sex Offender Public Website.

- Answer questions sent to the “Webmaster” for NSOPW within 24 hours. The responses shall be based on the ability to recreate the situation as described in the correspondence.
- Maintain and operate the Tribe and Territory Sex Offender Registry System (TTSORS).<sup>2</sup>
- Develop and implement enhancements for NSOPW, the Exchange Portal and TTSORS necessary to remain current with advanced technologies.
- Provide training and technical assistance to states, territories and tribes related to participation in NSOPW, the Exchange Portal and TTSORS.

Applicants should note that the SMART Office may modify the project scope during the project period to address emerging needs that impact the operation of NSOPW, the Exchange Portal and TTSORS.

### **Amount and Length of Awards**

The SMART Office will make one award of up to \$975,000 under a cooperative agreement.

**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 <http://www.opm.gov/oca/10tables/indexSES.asp>.) Note: 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 Assistant Attorney General (AAG) for the Office of Justice Programs. 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.

### **Performance Measures**

To assist in fulfilling the Department’s responsibilities under the Government Performance and Results Act (GPRA), P.L. 103-62, applicants who receive funding under this solicitation must

---

<sup>2</sup> For more information on TTSORS, please see: <http://www.ojp.usdoj.gov/smart/pdfs/TTSORSFactSheet.pdf>

provide data that measures the results of their work. **Additionally, applicants must discuss in their application their methods for collecting data for performance measures. Please refer to “What An Application Must Include” (below), for additional information on applicant responsibilities for collecting and reporting data.** Grantees are required to provide the data requested in the “Data Grantee Provides” column so that OJP can calculate values for the “Performance Measures” column. Performance measures for this solicitation are as follows:

<b>Objective</b>	<b>Catalog ID</b>	<b>Performance Measure(s)</b>	<b>Data Grantee Provides</b>
Provide a single point of access for the public and law enforcement to search public sex offender registries hosted by states (including the District of Columbia), territories and tribes.	New	Number of inquiries against NSOPW  Number of states (including the District of Columbia), territories, and tribes participating in NSOPW  Number of NSOPW technical assistance sessions provided	Number of inquiries against NSOPW each month during the reporting period  Number of states (including the District of Columbia), territories, and tribes participating in NSOPW during each month of the reporting period  Number of NSOPW technical assistance sessions provided during each month of the reporting period
	New	Percentage of technical assistance requests closed out with satisfactory resolution	Number of technical assistance requests made during the reporting period  Number of technical assistance requests closed out with satisfactory resolution during the reporting period
	New	Average response time for questions sent to “Webmaster”	Number of responses provided to questions sent to “Webmaster” during each month of the reporting period  Number of hours to respond to each question sent to Webmaster during each month of the reporting period
Provide a web-based sex offender registry system for tribes and territories	New	Percent increase in number of tribes utilizing TTSORS	Number of new tribes utilizing TTSORS during each month of the reporting period  Total number of tribes utilizing TTSORS during the reporting period
		Number of TTSORS technical assistance sessions provided	Number of TTSORS technical assistance sessions provided during each month of the reporting period

## How to Apply

Applications will be submitted through OJP's Grants Management System ([GMS](#)). [GMS](#) is a Web-based, data-driven computer application that provides cradle to grave support for the application, award and management of grants at OJP. 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/](http://www.ojp.usdoj.gov/gmscbt/). If you experience technical difficulties at any point during this process, please e-mail [GMSHelpDesk@usdoj.gov](mailto:GMSHelpDesk@usdoj.gov) or call 1-888-549-9901 (option 3), Monday-Friday from 6:00 a.m. to 12:00 midnight eastern time, except Federal holidays. The Office of Justice Programs highly recommends starting the registration process as early as possible to prevent delays in the application submission by the specified deadline.

All applicants are required to complete the following six 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.dunandbradstreet.com](http://www.dunandbradstreet.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](http://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/](http://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 SMART and SMART FY 10 Dru Sjodin National Sex Offender Public Website.
- 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."

### **Experiencing Unforeseen 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 SMART Office staff **within 24 hours after the deadline** and request approval to submit your application. At that time, SMART Office staff will require you to e-mail the complete grant application, your DUNS number, and provide a GMS Help Desk tracking number(s). 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 (IT) environment.

Notifications regarding known technical problems with GMS are posted on the OJP funding Web page, [www.ojp.usdoj.gov/funding/solicitations.htm](http://www.ojp.usdoj.gov/funding/solicitations.htm).

### **What an Application Must Include**

OJP strongly recommends use of appropriately descriptive file names (e.g., "Program Narrative", "Budget and Budget Narrative", "Timelines", "Memoranda of Understanding", "Resumes") for all required attachments. Where resumes are required, OJP recommends that all resumes be included in a single file.

#### **Standard Form 424**

Please see [www07.grants.gov/assets/SF424Instructions.pdf](http://www07.grants.gov/assets/SF424Instructions.pdf) for instructions on how to complete your SF424. When selecting "type of applicant," if the applicant is a for-profit entity, please 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 Abstract**

Applicants must provide an abstract that clearly identifies the purpose and scope of the proposed project, the amount of federal funding requested, and the activities that will be implemented to achieve project goals and objectives. The abstract must be double-spaced, using a standard 12-point font (times New Roman is preferred) with 1-inch margins, and must not exceed 1 page.

## **Program Narrative**

The program narrative must respond to the solicitation and present a detailed description of the purpose, scope, goals and objectives of the proposed project. The program narrative must be double-spaced, using a standard 12-point font (Times New Roman is preferred) with 1-inch margins, and must not exceed 25 pages. Please number pages "1 of 25," "2 of 25," etc. Submissions that do not adhere to the format will be deemed ineligible. Information required under the "Budget and Budget Narrative" and "Other Attachments" sections will not count toward the program narrative page count.

The program narrative must address the Selection Criteria addressed on page 11.

- **Statement of the Problem**

Applicants must describe the models used by states, territories and tribes to operate their sex offender public websites/registries. In particular, applicants must discuss existing challenges and/or complexities unique to these websites/registries, including how they are managed; and how they interface with NSOPW. Discussion should highlight the issues associated with working with governmental entities in the areas of law enforcement and public information sharing, public policy and technical support.

- **Project Goals and Objectives**

Applicants must describe the goals of the proposed project and identify its objectives and outcomes. Goals: Applicants should provide a broad statement, written in general terms, that conveys the project's intent to change, reduce, or eliminate the problem described. Objectives: Applicants should explain how the program will accomplish its goals. The objectives should be quantifiable and describe the steps necessary to accomplish project goals. When formulating the project's goals and objectives, applicants must be cognizant of the performance measures that will be required of successful applicants.

- **Project/Program Design and Implementation**

Applicants must detail how the project will operate during the funding period and describe the strategy that will be used to implement the proposed project. This section should illustrate what activities are proposed for the project and describe how the strategy will support the goals and objectives. Applicants must outline how the proposed project will manage operation of NSOPW, the Exchange Portal and TTSORS during all phases of the project period from initial grant receipt to closeout so that there is seamless continuation of operation and project activities. This section must also address efforts to be undertaken with participating jurisdictions (individual connections) to ensure continuity of operations and connection maintenance requirements and should include related national administrative and operational/enterprise-level efforts.

Applicants must demonstrate a solid understanding of federal legislation that impacts the operation of NSOPW and address how the project design ensures the ability to respond to legislative changes that may impact NSOPW during the project period.

This section must also address all “Requirements and Deliverables” listed on pages 4-5.

- **Capabilities/Competencies**

Applicants must describe the management structure and staffing of the project and include information that describes the roles and responsibility of key organizational and functional components and personnel. This section must describe the experience and capability of the applicant and any contractors that will be used to implement the project and should highlight any previous experience implementing projects of similar design and magnitude. Discussion must demonstrate the applicant’s competence and experience in working with state, territory and tribal government agencies, particularly public sex offender registries and law enforcement information technology projects, as well as experience in supporting national and complex information sharing efforts. The management and organizational structure described should match the staff needs necessary to accomplish the tasks outlined in the project work plan. Position descriptions and resumes for key positions and personnel should be submitted as an attachment.

- **Impact/Outcomes and Evaluation/Performance Measure Data Collection Plan**

Applicants must describe how performance will be documented, monitored, and evaluated to measure progress towards completing project tasks. Applicants must identify who will be responsible for performance measurement and how evaluation will be used to determine success of the project and programs managed.

### **Project Timeline and Position Descriptions**

Submit as an attachment a project timeline with each project goal, related objective, activity, expected completion date, and responsible person or organization. Please do not use actual calendar months in the timeline; instead, prepare the timeline using “Month 1,” etc.

### **Budget Worksheet and Budget Narrative**

Applicants must provide a budget that is allowable, cost effective, and reasonable (submit as an Attachment). Applicants should include in their budget funds to support travel for up to two individuals to travel to the National Workshop and Symposium on Sex Offender Management and Accountability.

- **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 [http://www.ojp.gov/funding/forms/budget\\_detail.pdf](http://www.ojp.gov/funding/forms/budget_detail.pdf). If you submit a different format, you 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 and demonstrate that they are reasonable.

Please see the OJP Financial Guide for questions pertaining to budget, including allowable and unallowable costs, at <http://www.ojp.gov/financialguide/index.htm>.

### **Indirect Cost Rate Agreement**

Indirect costs are allowed provided the applicant has a federally-approved indirect cost rate agreement.

### **Plan for Collecting the Data Required for Performance Measures (see "Performance Measures," above).**

Successful applicants will be required to report on the measures identified on pages 5-6 in required semi-annual progress reports. Applicants should identify the specific performance measures that apply to the proposed project and address how data will be collected to fulfill this reporting requirement.

### **Other Attachments**

Applicants must submit the following information as attachments to their application:

- Project Timeline
- Position descriptions and resumes

The SMART Office may reject applications that are incomplete, do not respond to the scope of the solicitation, or fail to comply with ALL format requirements.

### **Selection Criteria**

The section entitled "What an Application Must Include," detailed above, provides the required information that will serve as the selection criteria of this project. Applications will be rated on *the weighted percentages below*.

1. *Statement of the Problem (10%)*
2. *Project Goals and Objectives and /Program Design and Implementation (25%)*
3. *Capabilities/Competencies (45%)*
4. *Budget (10%)*
5. *Impact/Outcomes and Evaluation/Plan for Collecting Data for Performance Measures (10%)*

### **Review Process**

OJP is committed to ensuring a fair and open process for awarding grants. The SMART Office reviews the application 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 be reviewing the applications submitted under this solicitation that meet basic minimum requirements. The SMART Office 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. Eligible applications will be evaluated, scored, and rated by a peer review panel. 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 the SMART Office, 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.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final grant award decisions will be made by the Assistant Attorney General (AAG), who may also give consideration to factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding when making awards.

## **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](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

- Civil Rights Compliance
- Faith-Based and Other Community Organizations
- Confidentiality and Human Subjects Protection (if applicable)
- 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

## Application Checklist

### **SMART FY 10 Maintenance and Operation of the Dru Sjodin National Sex Offender Public Website**

The application check list has been created to aid you in developing your application.

#### **Eligibility Requirement:**

- For-Profit Organizations, Nonprofit Organizations (including tribal organizations)
- The Federal Amount Requested is within the Allowable Limit(s) of \$975,000

#### **The Application Components:**

- Statement of the Problem/Program
- Project Design and Implementation
- Capabilities/Competencies
- Budget Narrative
- Budget Detail Worksheet
- Impact/Outcomes and Evaluation/Plan for Collecting Data for Performance Measures
- Indirect Cost Rate, if applicable
- Project Timeline
- Position Descriptions and Resumes

#### **Program Narrative/Abstract Format:**

- Double-spaced
- 12-point standard font
- 1" standard margins
- Narrative is 25 pages or less

#### **Required Forms, Certifications and Other Components:**

- Standard 424 Form
- DUNS Number
- Certifications