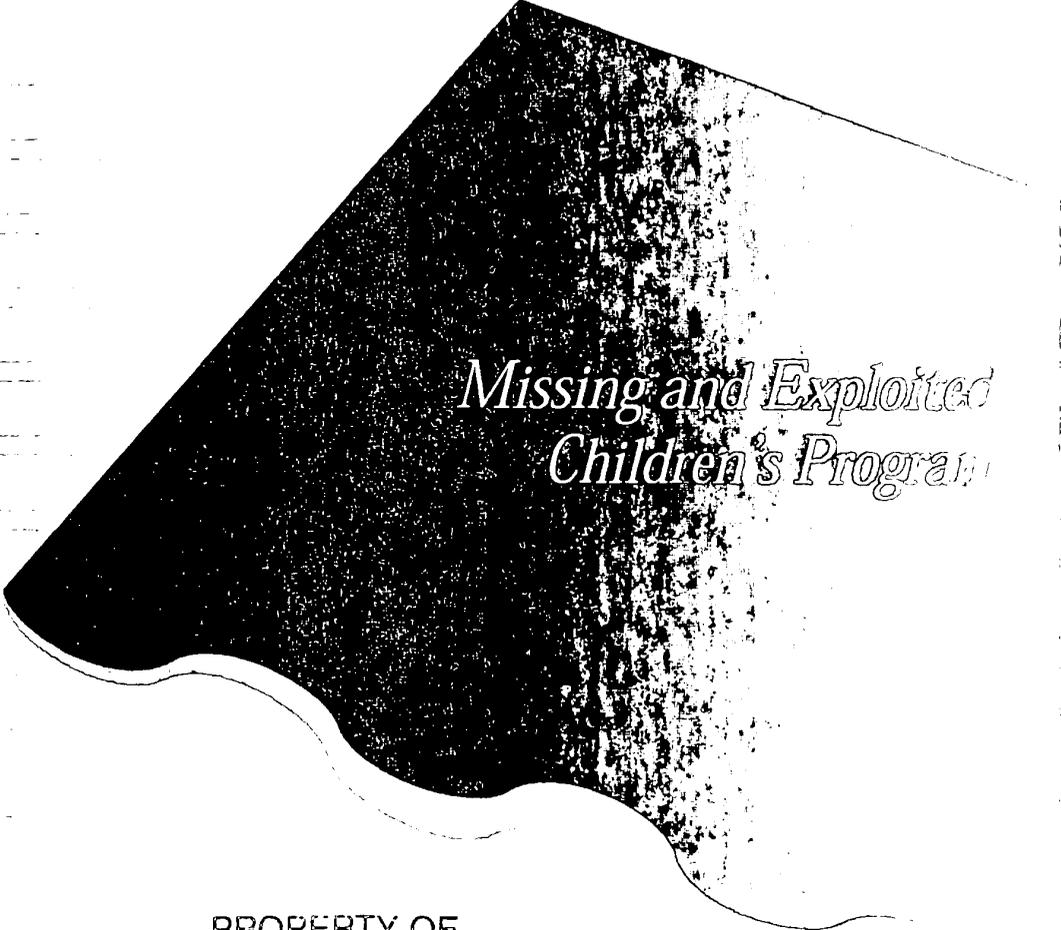
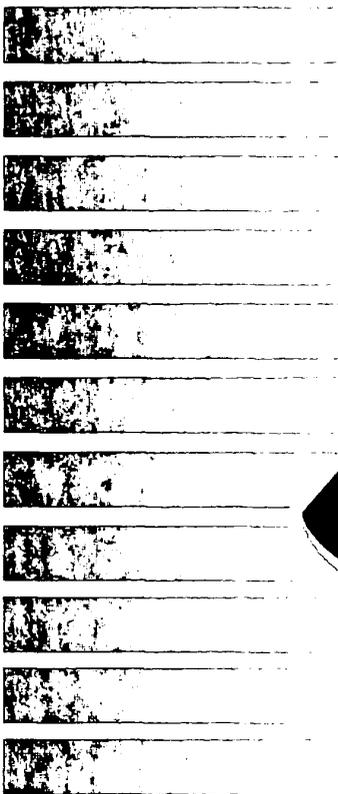


U.S. Department of Justice  
Office of Justice Programs  
Office of Juvenile Justice and Delinquency Prevention



224635

# FY 1998 OJJDP Discretionary Program Announcement



*Missing and Exploited  
Children's Program*

PROPERTY OF  
National Criminal Justice Reference Service (NCJRS)  
Box 6000  
Rockville, MD 20849-6000

**OJJDP**

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

**Janet Reno**  
*Attorney General*  
U.S. Department of Justice

**Raymond C. Fisher**  
*Associate Attorney General*

**Laurie Robinson**  
*Assistant Attorney General*

**Shay Bilchik**  
*Administrator*  
Office of Juvenile Justice and Delinquency Prevention

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.

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# *Missing and Exploited Children's Program*

Internet Crimes Against Children Program

*Application Deadline: July 6, 1998*

Missing and Exploited Children Training and  
Technical Assistance Program

*Application Deadline: July 6, 1998*

**Shay Bilchik, Administrator**

*Office of Juvenile Justice and Delinquency Prevention*

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## Introduction

Because of the wide range of funding opportunities in FY 1998 and their various requirements and deadlines, the Office of Juvenile Justice and Delinquency Prevention (OJJDP) is initiating a new process. Separate announcements are being published for each program under which funding is available. The program announcements address the program's nature and purpose, specify eligibility requirements and selection criteria, and identify deadlines and contact information. **The program announcements do not include application materials.** Application instructions, forms (including the SF-424), and review guidelines for all OJJDP funding opportunities are provided in the *FY 1998 OJJDP Application Kit* (SL-254). To apply for funding under the solicitations presented in this program announcement, you must obtain a copy of the *Application Kit*.

Copies of the *Application Kit* and the reference materials cited in the program announcements can be obtained from OJJDP's Juvenile Justice Clearinghouse or downloaded from the agency's Web site. You can contact the Clearinghouse in any of the following ways:

- Phone:** 800-638-8736 (Monday through Friday, 8:30 a.m.-7 p.m. ET)
- Fax:** 301-519-5212
- Fax-on-Demand:** 800-638-8736 (select option 1, select option 2, and listen for instructions). Because of the number of pages, the *Application Kit* is available in three components (#9038, Instructions and Forms, 36 pages; #9039, Peer Review Guideline, 9 pages; and #9040, State Contacts, 12 pages). Copies are sent to your attention via fax immediately upon request. There may be a short delay, depending on the volume of requests.
- E-Mail:** puborder@ncjrs.org (publications, including the *Application Kit*)  
askncjrs@ncjrs.org (assistance)

Copies requested by phone, regular fax, or e-mail will be sent by first class mail. Delivery will take approximately 3-5 days. The *Application Kit* can also be downloaded in either HTML or PDF from OJJDP's Web site, Grants and Funding section:

**Internet:** [www.ncjrs.org/ojjhome.htm](http://www.ncjrs.org/ojjhome.htm)

To receive timely notification of future OJJDP funding opportunities, newly released publications, and other information on juvenile justice and delinquency, subscribe to OJJDP's electronic mailing list, JUVJUST: Send e-mail to [listproc@ncjrs.org](mailto:listproc@ncjrs.org). Leave the subject line blank. Type *subscribe juvjust your name* in the body of the message.

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## Internet Crimes Against Children Program

### Purpose

To assist State and local law enforcement agencies in enhancing their investigative response to computer-facilitated sexual exploitation of children by offenders using the Internet, online communication systems, or other technology. For purposes of this program announcement, "Internet crimes against children" refers to any computer-facilitated sexual exploitation of children and includes online solicitation and child pornography.

### Background

In his 1984 novel, *Neuromancer*, William Gibson created a world he named "Cyberspace." Gibson theorized that online human interaction with computers would create a virtual universe where electronic actions could entail physical repercussions. Fourteen years later, cyberspace is a reality. Started by the Internet, accelerated by the World Wide Web, and fueled by the data demands of the Information Age, today's cyberspace covers the entire world through instantaneous information exchange.

Industry experts estimate that more than 10 million children currently go online and, by the year 2002, 45 million children will use cyberspace to talk with friends, complete homework assignments, or explore the universe. In cyberspace, children are a mouse click away from exploring the world's greatest museums, libraries, and universities. Unfortunately, they are also a mouse click away from sexual exploitation and victimization.

While providing almost limitless opportunities to learn, the Internet has also become the new schoolyard for predators seeking children to victimize. Cloaked in the anonymity of cyberspace, sex offenders can capitalize on the natural curiosity of children, seeking victims with little risk of detection. Sex offenders who prey on children no longer need to lurk in parks and malls. Instead, they can roam from chat room to chat room trolling for children susceptible to victimization. This migration, which often circumvents conventional safeguards that rely heavily on visual cues of suspicious behavior, has serious implications for parents, teachers, and law enforcement.

There is a close relationship between child pornography and direct victimization. More than the frozen image of a child's victimization passed between sex offenders, child pornography is an important tool for child molesters to recruit and seduce future victims. While it cannot be said that all molesters collect pornography or that all child pornography collectors molest children, there is significant consensus regarding the role pornography plays in recruiting new victims. It is often used to break down victim inhibition, introduce and validate specific sex acts as normal to the child, and blackmail the victim into silence once the molestation ends. The inexorable merging of the increasing online presence of children, the proliferation of child pornography, and predators ceaselessly searching for unsupervised contact with underage victims presents a formidable challenge for law enforcement.

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Many factors complicate law enforcement's response to this challenge. Because the Internet transcends State and local boundaries, very few investigations begin and end within the same jurisdiction. Most investigations involve multiple jurisdictions, a factor that requires close coordination and cooperation among Federal, State, and local law enforcement agencies.

Evidence collection in cases of Internet crimes against children invariably requires specialized knowledge. Many sex offenders who target children tend to be compulsive recordkeepers, and their computers, magnetic media, and related equipment can be rich sources of evidence. However, routine forensic examination procedures are insufficient for seizing, preserving, and analyzing this information. In addition, significant legal issues regarding property and privacy rights are triggered with the seizure of computers and related technology.

Medical evaluation of child victims should also be a part of the evidence collection process. While ensuring that injuries or diseases related to the exploitation are treated, forensic medical examinations can also provide crucial corroborative evidence.

Routine interviewing practices are inadequate for collecting evidence from child victims of Internet crimes. Some children deny they are victims because of embarrassment or fear of ridicule from their peers. Others bond with the offender, remain susceptible to further manipulation, and resent what they perceive as interference from law enforcement. Investigators who lack understanding of the dynamics of juvenile sexual exploitation risk losing information critical for conviction of the perpetrator or the identification of additional victims.

The factors cited above almost routinely complicate the investigative process and, while no two cases will raise identical issues of jurisdiction, evidence collection, and victim services, it is logical to presume that investigations characterized by a multijurisdictional, multidisciplinary approach are more likely to result in successful prosecutions.

A variety of Federal activities can assist law enforcement in responding to these offenses. The Innocent Images program, located in the Federal Bureau of Investigation's (FBI's) Baltimore Field Division, works specifically on computer-facilitated child sexual exploitation cases and has developed substantial technical and investigative expertise. Each FBI Field Division has two designated Crimes Against Children coordinators who work with State and local law enforcement agencies to investigate and prosecute cases that transcend jurisdictional boundaries.

The U.S. Postal Inspection Service and the U.S. Customs Service have successfully investigated hundreds of child pornography cases and have developed specialized expertise in undercover operations targeting preferential sex offenders and child pornography.

With OJJDP and private-sector funding, the National Center for Missing and Exploited Children (NCMEC) serves as the national resource center and clearinghouse for missing and exploited children issues. NCMEC's Exploited Child Unit is coordinating the development of a comprehensive training and technical assistance program that includes prevention, awareness, and the CyberTipline ([www.missingkids.com](http://www.missingkids.com)). The Tipline collects online reports from citizens

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regarding computer-facilitated sexual exploitation of children and rapidly forwards the information to law enforcement agencies with investigative jurisdiction.

NCMEC's Protecting Children Online law enforcement training and technical assistance program is being developed in partnership with the FBI, U.S. Customs Service, U.S. Postal Inspection Service, and the Child Exploitation Obscenity Section of the Criminal Division, U.S. Department of Justice. NCMEC has also developed a broad-based education and safety campaign that features the Kids and Company safety curriculum, Know the Rules teen awareness program, and two pamphlets, *Child Safety on the Information Highway* and *Teen Safety on the Information Highway*. These programs are offered free of charge, and OJJDP encourages communities working on child victimization issues to use them. Additional information regarding NCMEC's broad array of services for children, parents, educators, and law enforcement can be obtained by calling 800-843-5678.

In the 21st century, law enforcement will be increasingly challenged by sex offenders using computer technology to victimize children. To help law enforcement meet this challenge, OJJDP is funding a new competitive grant program, the Internet Crimes Against Children (ICAC) program, which will award cooperative agreements to State and local law enforcement agencies seeking to improve their investigative response to the computer-facilitated sexual exploitation of children.

## **Program Strategy**

The ICAC program seeks to enhance the national response by providing State and local law enforcement with the tools they need to combat Internet crimes against children and by encouraging communities to develop regional multijurisdictional and multiagency responses. Although the ICAC program emphasizes law enforcement investigations, OJJDP encourages jurisdictions to include prevention activities as part of their comprehensive approach.

A total of \$2.4 million is available to fund the ICAC program in FY 1998. OJJDP intends to award 8 to 10 cooperative agreements of up to \$300,000 each to State or local law enforcement agencies or combinations of State or local law enforcement agencies. Cooperative agreements will be competitively awarded as follows:

At least one cooperative agreement will be reserved for a rural State or a rural jurisdiction within such a State.

No more than five cooperative agreements will be awarded to jurisdictions to develop new programs, of which two will be statewide law enforcement organizations.

Two cooperative agreements will be awarded to jurisdictions proposing to expand existing programs on Internet crimes against children.

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For the purposes of the ICAC program, “rural State” means a State that has a population density of 52 or fewer persons per square mile or a State in which the largest county has a population of fewer than 150,000, based on the decennial census of 1990 through FY 1997.

Successful applicants will develop or enhance an investigative Internet crimes against children response that includes investigators working in a multiagency, interdisciplinary task force environment.

## **Eligibility Requirements**

Applicants must be State and/or local law enforcement agencies. Joint applications from two or more eligible applicants are welcome; however, one applicant must be clearly indicated as the primary applicant (for correspondence, award, and management purposes) and the others indicated as coapplicants.

Applications should include evidence of multidisciplinary multijurisdictional partnerships among public agencies, private organizations, community-based groups, and prosecutors’ offices. Applications should also include prevention activities.

## **Goal**

To enhance State and local law enforcement ICAC investigative response.

## **Objectives**

Projects must accomplish the following objectives:

1. Develop multiagency/multijurisdictional task forces that include, but are not limited to, representatives from law enforcement, prosecution, victim services, and child protective services agencies. Relevant nongovernment organizations may also be included, and OJJDP encourages applicants to invite task force participation by Federal law enforcement.
2. Institute undercover investigation procedures that comply with the Attorney General’s Guidelines for Undercover Operations. Requests from eligible law enforcement agencies for copies of this document must be faxed on official letterhead to the Juvenile Justice Clearinghouse at 301-519-5600 (Attention: Kim Marshall).
3. Ensure that investigators receive specialized training pertaining to investigations of Internet crimes against children and that they are properly equipped.
4. Develop and maintain case management systems to document reported offenses and investigative results.

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5. Develop response protocols that foster collaboration, information sharing, and service integration.

## **Special Conditions**

There is substantial consensus that carefully managed undercover operations conducted by well-trained officers are among the most effective techniques available to law enforcement for addressing ICAC. Undercover operations, when executed and documented properly, collect virtually unassailable evidence regarding a suspect's predilection to sexually exploit children. These operations allow law enforcement to go on the offensive and—what is most important—children do not have to be victimized to bring a case. Despite their obvious worth, undercover investigations generate significant concerns regarding legal, coordination, and resource management issues.

The Attorney General has established guidelines for Department of Justice law enforcement agencies conducting Internet and/or online undercover operations to answer these concerns. The guidelines are designed to foster information sharing, coordinate investigations, and ensure the probative quality of undercover operations. In order to meet the guideline objectives in the ICAC program, OJJDP will establish an Undercover Operations Review Board (Board) for this program.

As a condition of award, each grantee must agree to designate a policy-level law enforcement official or prosecutor to be a Board member. Although the Board's primary responsibility will be to review proposed undercover operations for compliance with the principles of the guidelines, OJJDP anticipates that a major focus of the Board will be to encourage case coordination and facilitate information sharing on trends, innovative investigative techniques, and prosecution strategies. Technical advice will be provided to the Board by the CEOS, the FBI, and other Federal law enforcement agencies.

In addition, an undercover operations certification course will be developed for investigators, including those from jurisdictions participating in the ICAC program. At least one law enforcement task force member will be required to satisfactorily complete the online undercover operations certification course. This course, to be developed by OJJDP and NCMEC in consultation with Federal law enforcement agencies, will provide information regarding legal issues, specific techniques, undercover investigation documentation requirements, behavioral characteristics of preferential sex offenders, and other topics relevant to online technology.

Expenses associated with Board membership or completion of the certification course will be funded by OJJDP and NCMEC.

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## **Selection Criteria**

Applicants will be evaluated and rated by a peer review panel according to the criteria outlined below. In addition, priority in selection will be given to applicants providing levels of non-Federal funding support.

### **Problem(s) To Be Addressed (10 points)**

The applicant should clearly identify the need for this project and demonstrate an understanding of the program concept. While OJJDP recognizes that Internet crimes against children are an emerging problem, applicants should include data that illustrate the size and scope of the problem in the State and local jurisdiction, where available. If statistics or other research findings are used to support a statement or position, applicants must include the relevant source information.

### **Goals and Objectives (10 points)**

Applicants must establish goals and objectives for this program that are clearly defined, measurable, and attainable.

### **Project Design (35 points)**

The applicant must present a clear workplan that contains program elements directly linked to the achievement of the project objectives. The workplan must indicate significant project milestones, product due dates, and the nature of the products to be delivered. The applicant must explain in clear terms how the State or local task force will be developed and implemented.

### **Management and Organizational Capability (30 points)**

Applicant's management structure and staffing must be adequate and appropriate for the successful implementation of the project. Applicants must present a workplan that identifies responsible individuals, their time commitment, major tasks, and milestones. Applicants must describe how Internet crimes against children activities will be continued following Federal funding support. In addition, direct letters of support from State and local prosecution offices and the local district U.S. attorney should be provided.

### **Budget (15 points)**

Applicants must provide a proposed budget that is complete, detailed, reasonable, allowable, and cost effective in relation to the activities to be undertaken.

### **Format**

The narrative must not exceed 35 pages in length (excluding forms, assurances, and appendixes) and must be submitted on 8½- by 11-inch paper, double spaced on one side of the paper in a

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standard 12-point font. These requirements are necessary to maintain fair and uniform standards among all applicants. If the narrative does not conform to these standards, OJJDP will deem the application ineligible for consideration.

### **Award Period**

The project will be for a 1-year budget and project period. Funding of the project in subsequent budget periods will be contingent upon OJJDP's assessment of continuing need, performance of the grantee, and availability of funds.

### **Award Amount**

The total amount for this program is \$2.4 million. OJJDP intends to award 8 to 10 cooperative agreements of up to \$300,000 for each of the 1-year project periods.

### **Catalog of Federal Domestic Assistance (CFDA) Number**

For this program, the CFDA number, which is required on Standard Form 424, Application for Federal Assistance, is 16.543. This form is included in OJJDP's *Application Kit*, which can be obtained by calling the Juvenile Justice Clearinghouse at 800-638-8736 or sending an e-mail request to [puborder@ncjrs.org](mailto:puborder@ncjrs.org). The *Application Kit* is also available online at [www.ncjrs.org/ojjhome.htm](http://www.ncjrs.org/ojjhome.htm). (See the Introduction for more contact information.)

### **Coordination of Federal Efforts**

To encourage better coordination among Federal agencies in addressing State and local needs, the U.S. Department of Justice (DOJ) is requesting applicants to provide information on the following: (1) active Federal grant award(s) supporting this or related efforts, including awards from the DOJ; (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 sought by this application. 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.

“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 funded by other Federal funds or to provide a substance abuse treatment or education component within a criminal justice project).

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Services of some kind (e.g., technical assistance, research, or evaluation) to the program or project described in the application.

## **Delivery Instructions**

All application packages should be mailed or delivered to the Office of Juvenile Justice and Delinquency Prevention, c/o Juvenile Justice Resource Center, 2277 Research Boulevard, Mail Stop 2K, Rockville, MD 20850; 301-519-5535. **Note:** *In the lower left-hand corner of the envelope, the applicant must clearly write Internet Crimes Against Children Program.*

## **Due Date**

Applicants are responsible for ensuring that the original and five copies of the application package are received by 5 p.m. ET on July 6, 1998.

## **Contact**

For further information, call Michael Medaris, Program Manager, Missing and Exploited Children's Program, 202-616-3637, or send an e-mail inquiry to [medarism@ojp.usdoj.gov](mailto:medarism@ojp.usdoj.gov).

## **References**

Burgess, A., Grant, C. (1988) *Children Traumatized in Sex Rings*. Arlington, VA: National Center for Missing and Exploited Children.

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Hammerschlag, M. (1997) *Sexually Transmitted Diseases and Child Sexual Abuse*. Washington, DC: U.S. Department of Justice, Office of Justice Programs, Office of Juvenile Justice and Delinquency Prevention.

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Magid, L. (1994) *Child Safety on the Information Highway* (pamphlet). Arlington, VA: National Center for Missing and Exploited Children, 1994.

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National Center for Missing and Exploited Children. (1998) *Know the Rules* (pamphlet). Arlington, VA: National Center for Missing and Exploited Children.

Quarantiello, L. (1997) *Cyber Crime: How to Protect Yourself from Computer Criminals*. Lake Geneva, WI: Tiare Publications.

Rosenblatt, K. (1995) *High-Technology Crime: Investigating Cases Involving Computers*. San Jose, CA: KSK Publications.

Whitcomb, D. (1995) *Child Sexual Exploitation: Improving Investigations and Protecting Victims: A Blueprint for Action*. Washington, DC: U.S. Department of Justice, Office of Justice Programs, Office for Victims of Crime.

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## **Missing and Exploited Children Training and Technical Assistance Program**

### **Purpose**

To provide funding for the continuation of the Office of Juvenile Justice and Delinquency Prevention's (OJJDP's) Missing and Exploited Children Training and Technical Assistance Program. This national training and technical assistance effort has been in operation since 1995 under a cooperative agreement competitively awarded to Fox Valley Technical College of Appleton, WI.

### **Background**

Since the beginning of the Missing and Exploited Children's Program (MECP), OJJDP has funded an extensive program of research and program development focusing on issues relating to missing, exploited, and abducted children. The first major program was the National Resource Center and Clearinghouse on Missing Children, which was established under the National Center for Missing and Exploited Children in April 1984. Since that time, OJJDP has funded the design, development, and implementation of more than 50 model projects and approaches to address missing and exploited children issues. 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.

In addition, OJJDP has funded a variety of research projects that define and document the complex issues presented by missing children cases. The National Incidence Studies of Missing, Abducted, Runaway, and Thrownaway Children in America (NISMA) 1988 was the first national study to provide reliable data about the numbers and types of missing children cases and to clarify the types of cases and situations that make up the "missing children" population. Other research projects have provided critical information about the dynamics of missing children cases, the psychological impact of abduction on children and families, and the aftermath of abduction when a missing child comes home.

It has become clear that there is not a single "missing child" problem. Children are abducted by strangers, acquaintances, parents, and other family members. Research has shown that family abduction is a far greater problem than previously realized and that the effects on children can be disastrous and long-lasting. Recovering children abducted by family members, both nationally and internationally, often is extremely difficult and costly. Many children who run away return home quickly, but a significant number run away many times and live on the streets, where they are constantly exposed to danger, exploitation, and the risk of becoming involved in criminal activity. Some of the children previously thought of as runaways have in actuality been thrown away or abandoned by their parent(s) or guardian(s). Each year, many children are harmed after they become lost or wander away. Thousands of children are abducted for short periods of time and

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molested. It is estimated that there are more than 114,000 attempted nonfamily abductions of children each year.

Missing and exploited children are often already known to multiple community agencies as victims. Runaway and abducted children may experience physical and sexual assault as part of their missing episode. Runaways often leave home to escape abuse, and children may become involved in sexual exploitation as a direct or indirect result of earlier victimization. Many family abduction cases involve families with histories of domestic violence. Most parentally abducted children have suffered from being the focus of bitter conflict prior to being taken. Recovery of abducted children seldom means the end of the conflict or the traumatic effects of an abduction, yet these children seldom receive the mental health services that could help them cope. Recent studies indicate that children who come from households characterized by violence, abuse, or neglect may also be more vulnerable to abuse and exploitation by persons outside their home. The issues surrounding missing and exploited children are varied, complex, and tragic. The missing and exploited children problem is not a minor dilemma that can be resolved with a single approach or by any single agency. Law enforcement officers and other professionals who become involved in these cases face difficult challenges. Agencies must work in collaboration with others who share that responsibility.

The consensus of all of the MECP research projects, demonstration programs, and professionals at the Federal, State, and local levels is that there is an overwhelming need for training and technical assistance for agency staff who work with these types of cases. There also is general agreement that there is an ongoing need for national training and technical assistance that is effectively managed and delivered by a central source that provides coordination and standardization of training materials and information.

The idea of coordination and standardization was strongly supported by the professionals involved in the development of OJJDP's MECP Long Range Plan in 1995. This plan highlighted and supported the need for a coordinated, comprehensive training and technical assistance program designed to enhance the skills of the professionals charged with the responsibility of handling these very complex cases.

In 1995, OJJDP issued the first competitive solicitation for technical support in developing and operating a national MECP training and technical assistance program. An award was made to Fox Valley Technical College in June 1995 for a period of 3 years. Under that agreement, five distinct training workshops have been designed and conducted both regionally and onsite as the foundation for this national training and technical assistance program. More than 12,000 professionals have received training and technical assistance services through these workshops during this 3-year period. The five workshops sponsored under the award are:

Child Abuse and Exploitation Investigative Techniques (CAEIT). This workshop is designed to enhance the skills of law enforcement and other justice system practitioners, including child protective services, involved in the investigation of child abuse, sexual exploitation of children, child pornography, and missing children cases. The length of this class is 4½ days and the target audience is law enforcement investigators, child protective services workers,

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and other government officials involved in the investigation of child abuse, exploitation, and missing children. The class size is 75 participants.

Missing and Exploited Children (MEC). This workshop complements the CAEIT workshop and presents more advanced concepts regarding the investigative process for the experienced investigator. Advanced interviewing techniques, techniques for child exploitation and missing children investigations, and interagency development are the key elements of this workshop. Participants are encouraged to bring “cold” cases to the workshop for interactive problem solving. The length of this workshop is 3 days, and the target audience is the same as for the CAEIT workshop.

Child Abuse and Exploitation Team Investigative Process (CAETIP). The CAETIP workshop is an intensive 4½-day team program designed for five teams of four members from local communities. The workshop focuses on developing an interagency process and protocols for enhanced enforcement, intervention, and prevention of missing and exploited children cases. Each team is assisted in the development of its own interagency plan for the improved management and investigation of these cases within its community. This workshop requires team participation from each of the five jurisdictions. Teams must include an executive representative from law enforcement, prosecution, social services, and the medical field.

Child Sexual Exploitation Investigations (CSEI). This workshop is designed to provide law enforcement professionals with the information necessary to properly understand, recognize, investigate, and resolve child sexual exploitation cases. Topics covered include computer child exploitation, missing children, child prostitution, victim interview, suspect interrogation, prosecution, case enhancement, and a variety of management issues. This 4½-day course is intended for law enforcement investigators, child protective services workers, and other officials involved in the investigation of child sexual abuse, exploitation, and missing children. The class size for this workshop is 40 participants.

Responding to Missing Abducted Children (REMAC). This workshop is designed to provide law enforcement investigators with the information necessary to properly understand, recognize, investigate, and resolve missing and abducted children cases. The 4½-day workshop focuses on enhancing participants’ understanding of the need to develop an interagency plan and a process for more effective resolution of missing and abducted children cases. The intended audience for this workshop includes law enforcement investigators, child protective services workers, and other government officials involved in the investigation of missing and abducted children. The class size for this workshop is 40 participants.

## **Goal**

The goal of the Missing and Exploited Children Training and Technical Assistance Program is to build on the work of the past decade and to ensure that the current quality and quantity of critical training and technical assistance is continued and enhanced in order to effectively impact all key service areas for missing and exploited children.

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## Objectives

1. Provide, as a key element of the OJJDP MECP, an efficient and effective mechanism for the systematic management and delivery of state-of-the-art training and technical assistance on the national level that will:
  - a. Use the existing information resources and work products from MECP grantees and programs.
  - b. Ensure the incorporation of new information and work products developed through future efforts.
2. Coordinate and standardize the information, training, and technical assistance on missing and exploited children disseminated on the Federal, State, and local levels.
3. Ensure that the following areas are the principal focus of the training and technical assistance delivered:
  - a. Effective community and child education, prevention, and awareness programs.
  - b. Effective community-based approaches for coordination and collaboration among the primary service provider agencies.
  - c. Effective multiagency team approaches.
  - d. Effective multijurisdictional coordination approaches.
  - e. Available resource education, awareness, and access.
  - f. State-of-the-art investigative skills and techniques for location and recovery of missing children and the most effective investigations of child exploitation.
4. Maintain a data base for tracking and documenting communities, agencies, and personnel that receive MECP training and technical assistance.
5. Develop a mechanism for providing support to OJJDP for incorporating input from all MECP grantees in the development of concept papers, reports, and related materials to further OJJDP's Title IV Long Range Plan and meet the requirements of the Missing Children's Assistance Act.
6. Enhance and improve missing and abducted child-serving agencies' and organizations' ability to respond to issues related to cases of missing and exploited children.
7. Create a stronger link between the front-line personnel working these cases and the policymakers at the Federal, State, and local levels.

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8. Incorporate MECP information and work products into training and technical assistance products for both frontline personnel and policymakers.
  9. Maintain state-of-the-art curriculums and materials through systematic review, assessment, and revision in concert with OJJDP.
  10. Coordinate MECP program efforts with other grantees as directed by OJJDP.

## **Program Strategy**

One cooperative agreement will be awarded for a 3-year project period with an initial budget period of 12 months. The purpose of this solicitation and resulting cooperative agreement is to establish a mechanism for the provision of all technical support necessary for the management and delivery of 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 MECP.

The 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 MECP Training and Technical Assistance Program.

The applicant must list and provide letters of agreement to participate from the primary consultants and trainers who will be used in the design, development, and delivery of the MECP Training and Technical Assistance Program.

The applicant must demonstrate, in detail, the 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 applicant must include in its application a detailed task plan to accomplish the objectives listed above and to:

1. Justify its resource allocation (staff and funds) based on the level of effort described in this solicitation.
2. Develop an efficient and effective mechanism for the systematic management and delivery of state-of-the-art MECP training and technical assistance on the national level that:
  - a. Continues the delivery of existing training workshops on a regional and site-specific basis.

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- b. 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.
  3. 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.
  4. Provide a mechanism for evaluating and assessing the impact of MECP training and technical assistance activities.
  5. Maintain state-of-the-art curriculums and materials through systematic review, assessment, and revision, in concert with OJJDP.
  6. Maintain a Web site for the effective dissemination and communication of MECP training and technical assistance services and products.

The applicant must include in the application a detailed plan for the establishment of a project advisory board that is independent of any existing organizational board. The advisory board will be made up of individuals representing the following interests: law enforcement, nonfamily abduction victim parent, family abduction victim parent, nonprofit missing children organizations, social services, mental health, courts, prosecution, and medical. All proposed appointees to this advisory board will be subject to approval by OJJDP.

## **Eligibility Requirements**

OJJDP invites applications from public and private agencies, organizations, institutions, and individuals. Private, for-profit organizations must agree to waive any profit or fee. Joint applications from two or more eligible applicants are welcome; however, one applicant must be clearly indicated as the primary applicant (for correspondence, award, and management purposes) and the others indicated as coapplicants.

## **Specific Application Requirements**

All applications must include a project summary, a budget narrative, and a program narrative. The project summary must not exceed 250 words. It must be clearly labeled as the project summary and typed single spaced on a single page. Applicants should take care to write a description that accurately and concisely reflects the proposal.

In submitting applications from 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 coapplicants. In the event of a coapplicant

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submission, one coapplicant 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 coapplicant. Under this arrangement, each organization must agree to be jointly and severally responsible for all project funds and services. Each coapplicant must sign the SF-424 and indicate 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 \$100,000. 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:

1. **Organizational Capability.** The applicant must demonstrate that it is eligible to compete for this cooperative agreement and has substantial organizational experience and resources that can be directly applied to provide programmatic support to the effort. This will assure OJJDP the effective maintenance and continuity of an established MECP 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 missing and exploited children cases.

Applicants will be evaluated based on their responsiveness 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 announcement.

2. **Organizational Experience.**
  - a. The applicant must demonstrate the requisite knowledge of and experience with missing and exploited children issues and be able to provide capable, responsible management of the MECP Training and Technical Assistance Program.
  - 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 assist in the development of missing and exploited children specialized issue-related training and service-oriented training materials for recipient jurisdictions, professionals, citizens, communities needs, and other OJJDP training and technical assistance programs.
  - d. 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.

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3. **Program Goals and Objectives.** A succinct statement demonstrating the applicant's understanding of the goals, objectives, and tasks associated with the program must be included. The application must also include a problem statement and a discussion of the applicant's past and potential future contributions to the missing and exploited children issues. 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, program implementation, resource allocation, and program management must be included. A clear time-task workplan identifying major milestones, tasks, and products must be a part of the application.

The applicant should include an organizational chart depicting the roles and responsibilities of key personnel and the organizational functional components that will be responsible for supporting and implementing the program. The applicant should provide detailed position descriptions, qualifications, and criteria for selection for the positions. Consultant professionals should also be included, with a statement of their qualifications and experience that 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 3-year budget to be prepared by year. Any coapplicant associated costs must be detailed separately and accounted for in the same detail as for 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 been and will be developed or used to continue to service the program and should describe who will be served by these products and how they will be served.

## **Selection Criteria**

Applicants will be evaluated and rated by a peer review panel according to the criteria outlined below.

### **Problem(s) To Be Addressed (10 points)**

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.

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### **Goals and Objectives (15 points)**

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. The applicant must demonstrate a clear understanding of the goals, objectives, and tasks associated with the program.

### **Project Design (25 points)**

The applicant must describe its proposed project design for achieving the goals and objectives of the project. A program plan outlining the major activities involved, program implementation, resource allocation, and program management must be included. A clear time-task workplan identifying major milestones, tasks, and products must be a part of the application.

### **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 program support experience, their fiscal management capacity to effectively implement a project of this size and scope. Applicants must provide credentials of staff with expertise in the area of missing and exploited children. Key staff résumés should be provided in an appendix.

The applicant must describe how it intends to use outside providers, including organizations and individual consultants, to deliver training and technical assistance.

The applicant's organizational ability to administer the project successfully must be clearly documented in the proposal and should include available computer technology and information systems that will be utilized in the attainment of project goals and objectives.

### **Budget (10 points)**

Applicants must provide a proposed budget that is complete, detailed, reasonable, allowable, and cost effective in relation to the activities to be undertaken.

### **Format**

The narrative portion of this application must not exceed 60 pages and must be submitted on 8½- by 11-inch paper, double spaced on one side of the paper in a standard 12-point font. This is necessary to maintain fair and uniform standards among all applicants. If the narrative does not conform to these standards, OJJDP will deem the application ineligible for consideration.

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## **Award Period**

The project will be funded for 3 years in three 1-year budget periods. Funding after the first budget period depends on grantee performance, availability of funds, and other criteria established at time of award.

## **Award Amount**

Up to \$1,250,000 is available for the initial 1-year budget period.

## **Catalog of Federal Domestic Assistance (CFDA) Number**

For this program, the CFDA number, which is required on Standard Form 424, Application for Federal Assistance, is 16.543. This form is included in OJJDP's *Application Kit*, which can be obtained by calling the Juvenile Justice Clearinghouse at 800-638-8736 or sending an e-mail request to [puborder@ncjrs.org](mailto:puborder@ncjrs.org). The *Application Kit* is also available online at [www.ncjrs.org/ojjhome.htm](http://www.ncjrs.org/ojjhome.htm). (See the Introduction for more contact information.)

## **Coordination of Federal Efforts**

To encourage better coordination among Federal agencies in addressing State and local needs, the U.S. Department of Justice is requesting applicants to provide information on the following: (1) active Federal grant award(s) supporting this or related efforts, 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 sought by this application. 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.

“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 funded by other Federal funds or to provide a substance abuse treatment or education component within a criminal justice project).

Services of some kind (e.g., technical assistance, research, or evaluation) to the program or project described in the application.

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## Delivery Instructions

All application packages should be mailed or delivered to the Office of Juvenile Justice and Delinquency Prevention, c/o Juvenile Justice Resource Center, 2277 Research Boulevard, Mail Stop 2K, Rockville, MD 20850; 301-519-5535. **Note:** *In the lower left-hand corner of the envelope, the applicant must clearly write Office of Juvenile Justice and Delinquency Prevention Missing and Exploited Children Training and Technical Assistance Program.*

## Due Date

Applicants are responsible for ensuring that the original and five copies of the application package are received by 5 p.m. ET on July 6, 1998.

## Contact

For further information, call Ron Laney, Director, Missing and Exploited Children's Program, 202-616-7323, or send an e-mail inquiry to [laney@ojp.usdoj.gov](mailto:laney@ojp.usdoj.gov).

## References

Collins, J. 1993. *Law Enforcement Policies and Practices Regarding Missing Children and Homeless Youth*. U.S. Department of Justice, Office of Justice Programs, Office of Juvenile Justice and Delinquency Prevention.

Finkelhor, D., et al. 1990. *Missing, Abducted, Runaway, and Thrownaway Children in America, First Report: Numbers and Characteristics, National Incidence Studies*. Washington, DC: U.S. Department of Justice, Office of Justice Programs, Office of Juvenile Justice and Delinquency Prevention.

Girdner, L., and Hoff, P., eds. 1993. *Obstacles to the Recovery and Return of Parentally Abducted Children*. Washington, DC: U.S. Department of Justice, Office of Justice Programs, Office of Juvenile Justice and Delinquency Prevention, 1993.

Hatcher, C., Barton, C., and Brooks, L. Forthcoming. *Families of Missing Children: Psychological Consequences*. Washington, DC: U.S. Department of Justice, Office of Justice Programs, Office of Juvenile Justice and Delinquency Prevention.

Hatcher, C., Barton, C., and Brooks, L. 1993. *The Reunification of Missing Children Project*. Unpublished final report to the Office of Juvenile Justice and Delinquency Prevention.

Office of Juvenile Justice and Delinquency Prevention. 1994. Title IV Missing and Exploited Children's Program long range plan and FY 95 program priorities; Notice. *Federal Register* (October 12).

# Publications From OJJDP

OJJDP produces a variety of publications that range from Fact Sheets and Bulletins to Summaries, Reports, and the *Juvenile Justice* journal along with videotapes, including broadcasts from the juvenile justice telecommunications initiative. The documents and videotapes are available through a variety of means, including hard copy and online through OJJDP's Web site and the Juvenile Justice Clearinghouse (JJC). Fact Sheets and Bulletins are also available through Fax-on-Demand. To ensure timely notice of new publications, subscribe to JUVJUST, OJJDP's electronic mailing list. Contact information for the OJJDP Web site, JJC, and instructions for subscribing to JUVJUST are noted below. In addition, JJC, through the National Criminal Justice Reference Service (NCJRS), is the repository for tens of thousands of criminal and juvenile justice publications and resources from around the world. They are abstracted and made available through a data base, which is searchable online ([www.ncjrs.org/database.htm](http://www.ncjrs.org/database.htm)). You are also welcome to submit materials to JJC for inclusion in the data base.

The following list highlights popular and recently published OJJDP documents and videotapes, grouped by topical area.

## Corrections and Detention

*Beyond the Walls: Improving Conditions of Confinement for Youth in Custody.* 1998, NCJ 164727 (116 pp.).

*Boot Camps for Juvenile Offenders.* 1997, NCJ 164258 (42 pp.).

*Conditions of Confinement Teleconference (Video).* 1993, NCJ 147531 (90 min.), \$14.00.

*Effective Programs for Serious, Violent and Chronic Juvenile Offenders Teleconference (Video).* 1996, NCJ 160947 (120 min.), \$17.00.

*Juvenile Arrests 1996.* 1997, NCJ 167578 (12 pp.).

*Juvenile Boot Camps Teleconference (Video).* 1996, NCJ 160949 (120 min.), \$17.00.

## Courts

*Has the Juvenile Court Outlived Its Usefulness? Teleconference (Video).* 1996, NCJ 163929 (120 min.), \$17.00.

*Offenders in Juvenile Court.* 1995, 1997, NCJ 167885 (12 pp.).

*RESTTA National Directory of Restitution and Community Service Programs.* 1998, NCJ 166365 (500 pp.), \$33.50.

## Delinquency Prevention

*1996 Report to Congress: Title V Incentive Grants for Local Delinquency Prevention Programs.* 1997, NCJ 165694 (100 pp.).

*Allegheny County, PA: Mobilizing To Reduce Juvenile Crime.* 1997, NCJ 165693 (12 pp.).

*Combating Violence and Delinquency: The National Juvenile Justice Action Plan (Report).* 1996, NCJ 157106 (200 pp.).

*Combating Violence and Delinquency: The National Juvenile Justice Action Plan (Summary).* 1996, NCJ 157105 (36 pp.).

*Communities Working Together Teleconference (Video).* 1996, NCJ 160946 (120 min.), \$17.00.

*Keeping Young People in School: Community Programs That Work.* 1997, NCJ 162783 (12 pp.).

*Mentoring—A Proven Delinquency Prevention Strategy.* 1997, NCJ 164834 (8 pp.).

*Mentoring for Youth in Schools and Communities Teleconference (Video).* 1997, NCJ 166376 (120 min.), \$17.00.

*Mobilizing Communities To Prevent Juvenile Crime.* 1997, NCJ 165928 (8 pp.).

*Reaching Out to Youth Out of the Education Mainstream.* 1997, NCJ 163920 (12 pp.).

*Serious and Violent Juvenile Offenders.* 1998, NCJ 170027 (8 pp.).

*Treating Serious Anti-Social Behavior in Youth: The MST Approach.* 1997, NCJ 165151 (8 pp.).

*Youth Out of the Education Mainstream Teleconference (Video).* 1996, NCJ 163386 (120 min.), \$17.00.

*Youth-Oriented Community Policing Teleconference (Video).* 1996, NCJ 160947 (120 min.), \$17.00.

## Gangs

*1995 National Youth Gang Survey.* 1997, NCJ 164728 (41 pp.).

*Gang Members and Delinquent Behavior.* 1997, NCJ 165154 (6 pp.).

*Youth Gangs in America Teleconference (Video).* 1997, NCJ 164937 (120 min.), \$17.00.

## General Juvenile Justice

*Comprehensive Juvenile Justice in State Legislatures Teleconference (Video).* 1998, NCJ 169593 (120 min.), \$17.00.

*Guidelines for the Screening of Persons Working With Children, the Elderly, and Individuals With Disabilities in Need of Support.* 1998, NCJ 167248 (52 pp.).

*Juvenile Justice, Volume III, Number 2.* 1997, NCJ 165925 (32 pp.).

*Juvenile Justice, Volume IV, Number 2.* 1997, NCJ 166823 (28 pp.).

*Juvenile Justice, Volume V, Number 1.* 1998, NCJ 170025 (32 pp.).

*Juvenile Justice Reform Initiatives in the States 1994–1996.* 1997, NCJ 165697 (81 pp.).

*A Juvenile Justice System for the 21st Century.* 1998, NCJ 169726 (8 pp.).

*Juvenile Offenders and Victims: 1997 Update on Violence.* 1997, NCJ 165703 (32 pp.).

*Juvenile Offenders and Victims: A National Report.* 1995, NCJ 153569 (188 pp.).

*Sharing Information: A Guide to the Family Educational Rights and Privacy Act and Participation in Juvenile Justice Programs.* 1997, NCJ 163705 (52 pp.).

## Missing and Exploited Children

*Court Appointed Special Advocates: A Voice for Abused and Neglected Children in Court.* 1997, NCJ 164512 (4 pp.).

*Federal Resources on Missing and Exploited Children: A Directory for Law Enforcement and Other Public and Private Agencies.* 1997, NCJ 168962 (156 pp.).

*In the Wake of Childhood Maltreatment.* 1997, NCJ 165257 (16 pp.).

*Portable Guides to Investigating Child Abuse: An Overview.* 1997, NCJ 165153 (8 pp.).

*When Your Child Is Missing: A Family Survival Guide.* 1998, NCJ 170022 (96 pp.).

## Status Offenders

*Curfew: An Answer to Juvenile Delinquency and Victimization?* 1996, NCJ 159533 (12 pp.).

*Truancy: First Step to a Lifetime of Problems.* 1996, NCJ 161958 (8 pp.).

## Substance Abuse

*Beyond the Bench: How Judges Can Help Reduce Juvenile DUI and Alcohol and Other Drug*

*Violations (Video and discussion guide).* 1996, NCJ 162357 (16 min.), \$17.00.

*Capacity Building for Juvenile Substance Abuse Treatment.* 1997, NCJ 167251 (12 pp.).

*Drug Identification and Testing in the Juvenile Justice System.* 1998, NCJ 167889 (92 pp.).

*Juvenile Offenders and Drug Treatment: Promising Approaches Teleconference (Video).* 1997, NCJ 168617 (120 min.), \$17.00.

*Preventing Drug Abuse Among Youth Teleconference (Video).* 1997, NCJ 165583 (120 min.), \$17.00.

## Violence and Victimization

*Child Development—Community Policing: Partnership in a Climate of Violence.* 1997, NCJ 164380 (8 pp.).

*Combating Fear and Restoring Safety in Schools.* 1998, NCJ 167888 (16 pp.).

*Conflict Resolution Education: A Guide to Implementing Programs in Schools, Youth-Serving Organizations, and Community and Juvenile Justice Settings.* 1996, NCJ 160935 (134 pp.).

*Conflict Resolution for Youth Teleconference (Video).* 1996, NCJ 161416 (150 min.), \$17.00.

*Developmental Pathways in Boys' Disruptive and Delinquent Behavior.* 1997, NCJ 165692 (20 pp.).

*Epidemiology of Serious Violence.* 1997, NCJ 165152 (12 pp.).

*Guide for Implementing the Comprehensive Strategy for Serious, Violent, and Chronic Juvenile Offenders.* 1995, NCJ 153571 (6 pp.).

*Reducing Youth Gun Violence Teleconference (Video).* 1996, NCJ 162421 (120 min.), \$17.00.

## Youth in Action

*Planning a Successful Crime Prevention Project.* 1998, NCJ 170024 (28 pp.).

The Office of Juvenile Justice and Delinquency Prevention Brochure (1996, NCJ 144527 (23 pp.)) offers more information about the agency. The OJJDP Publications List (BC000115) offers a complete list of OJJDP publications and is also available online.

Through OJJDP's Clearinghouse, these publications and other information and resources are as close as your phone, fax, computer, or mailbox.

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## Fax:

301-519-5212

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800-638-8736, select option 1, select option 2, and listen for instructions

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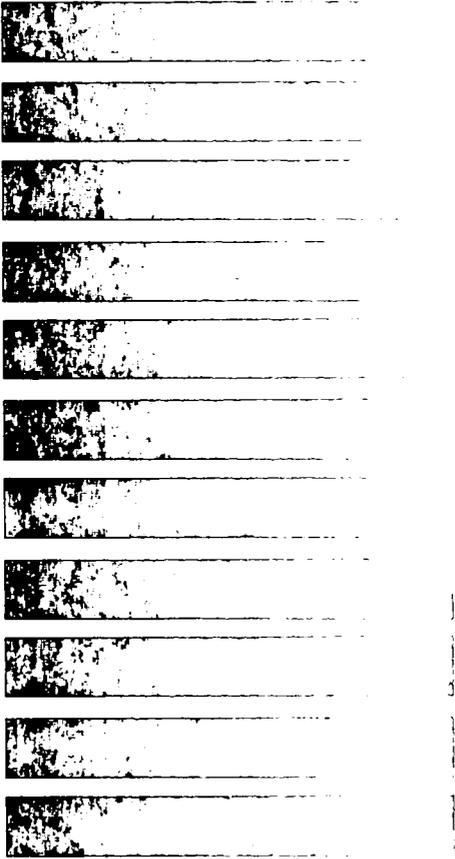
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