



Regional Children's Advocacy Centers

Program Announcement

GMS Registration Deadline: June 22, 2005

Application Due Date: July 6, 2005

OJJDP

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Regional Children's Advocacy Centers

Overview

The purpose of the program is to support four Regional Children's Advocacy Centers (RCACs) that will (1) facilitate the creation of multidisciplinary teams and local children's advocacy centers that respond to child abuse and neglect and (2) strengthen existing child advocacy center programs through the delivery of training and technical assistance.

Background

Based on findings that include a recognition of a national need to enhance coordination among community agencies and professionals responding to child abuse and neglect, Congress passed the Victims of Child Abuse Act, Section 6 of Public Law 102-586, codified at 42 U.S.C. 13001 et seq., as amended in 1992. The Act provided for the establishment of four Regional Children's Advocacy Centers for purposes of providing information, technical assistance, and training to assist communities in establishing facility-based multidisciplinary programs, particularly children's advocacy centers (CACs), that respond to child abuse.

CACs are designed to prevent the inadvertent revictimization of an abused child by the justice and social service systems in their efforts to protect the child. The multidisciplinary teams (MDTs), which are a core component of CACs, coordinate the interview of alleged child abuse victims and make joint decisions about appropriate actions ranging from prosecution to referrals for mental health and other social services. Team members include, at a minimum, representatives from child protective services, law enforcement, the district attorney's office, and the mental health and medical fields. CACs represent a comprehensive, multidisciplinary response to child abuse that prevents or reduces trauma to children associated with lack of coordination among community professionals and meets the needs of child victims and their families.

In response to the Victims of Child Abuse Act, the Office of Juvenile Justice and Delinquency Prevention (OJJDP) first awarded grants in 1995 through a competitive selection process to establish four RCACs. Fiscal Year (FY) 2004 was the final year of the second 5-year project period. OJJDP is issuing this program announcement to invite applications for a third 5-year project period.

RCACs assist communities located within their geographical census areas to establish and strengthen facility-based, child-focused programs that coordinate the response to victims of child abuse through MDTs composed of representatives from the statutorily mandated and other involved agencies. The Victims of Child Abuse Act requires coordination in the delivery of technical assistance by the RCACs to the local CACs also funded under the provisions of the Act (42 U.S.C. 13002). This coordination is achieved, in part, by joint planning and collaborative activities among the CAC programs and by representation of the selected RCAC grantees on the Board of Directors of the National Children's Alliance (NCA).

Each RCAC will also coordinate and collaborate with the other RCACs and the National Children's Alliance. NCA is the national membership organization of children's advocacy center programs. NCA's mission is to assist communities seeking to improve their response to child abuse by supporting the development, growth, and continuation of children's advocacy centers. NCA provides training, technical assistance, and networking opportunities to CACs nationally. (For more information, visit NCA's Web site www.nca-online.org.) Each selected applicant will be required to work with the other RCACs and NCA under a formal memorandum of understanding outlining the respective roles and responsibilities of each.

Goals

The Regional Children's Advocacy Center program has three primary goals:

- ❖ To increase the number of facility-based, multidisciplinary teams and children's advocacy centers for purposes of providing coordinated, nontraumatizing services to victims of child abuse and neglect and their families.
- ❖ To provide assistance to developing and existing multidisciplinary teams and local children's advocacy centers in advancing on the continuum towards accredited membership with the National Children's Alliance.
- ❖ To provide training and technical assistance to allied professionals within the targeted regions.

Objectives

Pursuant to the Victims of Child Abuse Act, as amended (42 U.S.C. 13001, et. seq.), the four Regional Children's Advocacy Centers were established to:

- ❖ Focus attention on child victims by assisting communities in developing child-focused, community-oriented, facility-based programs designed to improve the resources available to children and families.
- ❖ Provide support for nonoffending family members.
- ❖ Enhance coordination among community agencies and professionals involved in the intervention, prevention, prosecution, and investigation systems that respond to child abuse cases.
- ❖ Train physicians and other healthcare and mental healthcare professionals in the multidisciplinary approach to child abuse.

Award Information

OJJDP will competitively select one applicant from each of the four United States Census regions (Northeast, South, Midwest, and West), and will award grants for a 5-year project period to be funded in five annual 12-month budget periods. The initial award is based on FY 2005 funding and will support

four regional awards in an amount not to exceed \$700,000 each. The ability of OJJDP to make future awards under the Regional Children’s Advocacy Centers program is contingent upon Congressional appropriation of funds. The anticipated award date is August 1, 2005.

The states included in each of the four regions are listed below:

- ❖ *Northeast:* Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, and Vermont.
- ❖ *South:* Alabama, Arkansas, Delaware, District of Columbia, Florida, Georgia, Kentucky, Louisiana, Maryland, Mississippi, North Carolina, Oklahoma, South Carolina, Tennessee, Texas, Virginia, and West Virginia.
- ❖ *Midwest:* Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, and Wisconsin.
- ❖ *West:* Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, and Wyoming.

Eligibility

Applicants are invited from local public and private nonprofit children’s advocacy agencies and organizations that can demonstrate the following eligibility requirements:

- ❖ Successful operation of a children’s advocacy center with current accredited membership status in the National Children’s Alliance.
- ❖ Multidisciplinary staff experienced in providing a broad continuum of coordinated services to child victims of abuse and neglect and nonoffending family members.
- ❖ Minimum of 5 years experience providing regional or national training and technical assistance to established or developing MDTs and CACs, including assessing community readiness to develop CACs.
- ❖ Minimum of 5 years experience providing regional or national training and technical assistance to a wide range of multidisciplinary professionals and others with respect to the judicial handling of child abuse and neglect.

Review Process

OJJDP is committed to ensuring a competitive and standardized process for awarding grants. Applications will be screened initially to determine whether the applicant meets all of the eligibility requirements. Only applications submitted by eligible applicants and that meet all other requirements (e.g., application is complete, meets formatting requirements, and is responsive to the programmatic requirements of the solicitation, etc.) will be evaluated, scored, and rated by a peer review panel. All

applications that proceed to peer review will be rated on a 100-point scale. Point values for individual selection criteria are presented below.

Peer reviewers' ratings and any resulting recommendations are advisory only. All final grant award decisions will be made by the U.S. Department of Justice, which may also give consideration to geographic distribution and regional balance when making awards. Detailed information about OJJDP's peer review process can be found on the OJJDP Web site (ojjdp.ncjrs.org/funding/peerreview.html).

GMS Registration

All applications responding to this program announcement must be submitted online through OJP's Grants Management System (GMS) (<https://grants.ojp.usdoj.gov>). An online GMS Application Procedures Handbook is available on the OJP Web site (<http://www.ojp.usdoj.gov/fundopps.htm>). For additional information or assistance, please call the GMS Help Desk at 888-549-9901.

Applicants must register for this solicitation by selecting "Regional Children's Advocacy Centers" from the Funding Opportunities page in GMS. To register, applicants must select "Apply Now," read the warning message that appears, and select "Continue." All applicants must receive confirmation that they are eligible to submit an application through GMS prior to completing the application submission process. **The deadline for applicants to register on GMS is June 22, 2005.**

Application for Federal Assistance (SF-424)

Applicants must complete the Overview, Applicant Information, and Project Information sections in GMS. These sections provide the information needed to generate the Application for Federal Assistance (SF-424), a standard form used by most federal agencies. The SF-424 will be filled out online through GMS. The cognizant federal audit agency and fiscal year of the applicant organization should be listed in block 11 of the form.

Applicants must ensure that the information for the authorizing official and alternate is filled out correctly. The authorizing official is the individual authorized to accept grant funds on behalf of the applying entity. If the individual applying online is not the authorizing official, that individual must list the authorizing official's name and contact information where appropriate.

Applicants will need to provide the following information to complete the SF-424:

- ❖ *DUNS Number.* A Dunn and Bradstreet (D&B) Data Universal Numbering System (DUNS) number must be included in every application for a new award or renewal of an award. Applicants can request a free DUNS number by calling 800-333-0505. Applicants must have a DUNS number *before* beginning the application process. The DUNS number will be entered into GMS by the applicant. An application will not be considered complete until a valid DUNS number is provided by the applicant. For questions regarding the DUNS number requirement, please contact the Office of the Comptroller's Customer Service Center at 1-800-458-0786.
- ❖ *CFDA Number.* The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.547, titled "Victims of Child Abuse."

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- ❖ *Type of Application.* Select “New” in the drop-down menu for “Type of Application.”

Assurances and Certifications

Applicants are required to review and accept the “Assurances” and “Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and the Drug-Free Workplace Requirement” in order to receive federal funds under this program. To accept the Assurances and Certifications in GMS, select the Assurances and Certifications link and click the “Accept” button at the bottom of the screen. Applicants must verify that the contact information (name, address, phone number, fax number, and e-mail address) for the applicant’s authorizing official is correct.

Budget Detail Worksheet (Attachment #1)

The Budget Detail Worksheet—which must be submitted as a Microsoft Word document (.doc), PDF file (.pdf), Microsoft Excel worksheet (.xls) or text document (.txt)—must include a detailed worksheet itemizing all costs (including a summary page with total costs for each budget category) and a narrative explaining and justifying each budget item. *The file name of this attachment must include the words “budget detail worksheet” (e.g., budget_detail_worksheet.doc).*

Budget (10 points)

The Budget Detail Worksheet must address the following selection criteria. Applicants must provide a budget that:

- ❖ Is complete, allowable, and cost effective in relation to the proposed activities.
- ❖ Shows the cost calculations demonstrating how the applicant arrived at the total amount requested.
- ❖ Provides a brief supporting narrative to link costs with project activities.

OJP’s *Financial Guide* (www.ojp.usdoj.gov/FinGuide/) will govern the administration of funds by the successful applicant. The guide provides information on allowable (and nonallowable) expenses and other pre- and post-award financial requirements. (See “Financial and Government Audit Requirements” in Appendix A.)

Budget Format

Applicants must submit a budget that includes both a detailed worksheet itemizing all costs and a narrative explaining and justifying each budget item:

- ❖ *Budget Worksheet.* The worksheet should provide the detailed computation for each budget line item. The worksheet must list the cost of each item and show how the cost was calculated. For example, costs for personnel should show the annual salary rate and the percentage of time devoted to the project for each employee paid through grant funds. The budget worksheet should present a

complete and detailed itemization of all proposed costs. The worksheet must also include a budget summary sheet showing total costs for each budget category.

- ❖ *Budget Narrative.* The narrative should describe each budget item and relate it to the appropriate project activity. It should closely follow the content of the budget worksheet and provide justification for all proposed costs. In the budget narrative, the applicant should explain how fringe benefits were calculated, how travel costs were estimated, why particular items of equipment or supplies must be purchased, and how overhead or indirect costs (if applicable) were calculated. The budget narrative should justify the specific items listed in the budget worksheet (particularly supplies, travel, and equipment) and demonstrate that all costs are reasonable.

A sample Budget Detail Worksheet form is available on the Grants/Funding section of OJP's Web site (www.ojp.usdoj.gov/forms.htm).

Other Budget Considerations

Applicants should be aware of these additional budget considerations:

- ❖ Applicants must submit a budget of up to \$700,000 for the first 12 months of work.
- ❖ The budget should reflect a 12-month project period (August 1, 2005 to July 31, 2006).
- ❖ Total costs specified in the complete budget must match the amount provided in the Estimated Funding section of the Project Information screen in GMS.
- ❖ There is no match requirement.
- ❖ All funds listed in the budget will be subject to audit.

Program Narrative (Attachment #2)

Applicants must submit a program narrative that presents a detailed description of the statement of the problem, goals and objectives, project design, and the management and organizational capabilities of the applicant. *The program narrative—which must be submitted as a Microsoft Word document (.doc), PDF file (.pdf), or text document (.txt)—must adhere to the requirements listed below. The file name of the attachment must include the words “program narrative” (e.g., program_narrative.doc).* This attachment must include a one-page project abstract, which does not count toward the 30-page limit of the program narrative.

The program narrative must conform to the following formatting requirements:

- ❖ Double-spaced.
- ❖ 8 ½ x 11 inch paper.
- ❖ One-inch margins.
- ❖ Type in standard 12-point, Times New Roman font.

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- ❖ No more than 30 pages (not including the 1-page project abstract).
 - ❖ Pages must be numbered in the following format (1 of 30, 2 of 30).

In addition, each page of the application, including the program narrative, must contain a header or footer with the name of the applicant and the GMS-generated application number. Peer reviewers will not review applications that do not adhere to these requirements.

Project Abstract

The project abstract, when read separately from the rest of the application, is meant to serve as a succinct and accurate description of the proposed project. The project abstract should briefly describe the project's purpose, identify the region to be served, concisely describe proposed project goals and objectives, summarize the activities that will be implemented to achieve the project's goals and objectives, and briefly describe how progress towards these goals will be measured. *The project abstract has a strict 1-page submission requirement, and will not be counted against the 30-page limit for the program narrative.*

Statement of the Problem (10 points)

Applicants must briefly describe the nature and scope of the problem in the jurisdiction to be addressed by this project. The applicant must demonstrate a clear understanding of the status and developmental needs of CACs, MDTs, and state chapters in the targeted census region. The applicant should include the issues inherent in facilitating the assessment of community readiness and providing training and technical assistance to support the development, maintenance, and strengthening of state chapters, MDTs, and CACs.

The applicant must demonstrate an understanding of emerging needs and trends in the field critical to the next 5-year phase of the overall program development. These may include, but are not limited to, data collection and case tracking methodologies, ethnic and cultural considerations in CAC development, the application of innovative techniques and technology, and service delivery to rural, underserved, military, and/or tribal populations.

Goals and Objectives (10 points)

Applicants must describe the goals of the proposed project and identify its objectives. *When formulating the project's goals and objectives, applicants should be cognizant of the performance measures that will be required of successful applicants (see appendix B).*

The applicant must clearly outline the specific goals and objectives to be achieved by the project. Simply restating the goals and objectives provided in this solicitation is not adequate and will be deemed nonresponsive. Goals and objectives are to specifically address the priority issues delineated in the "Statement of the Problem" section, the purposes and objectives set forth in this solicitation, and the emerging issues, trends, and needs in the CAC movement.

Project Design (40 points)

Applicants must describe the specific strategies that will be used to implement the proposed program. *Applicants should be sure to develop a program design which will facilitate the gathering of data on the required performance measures (see appendix B).*

The project design must describe a regional workplan through which project objectives will be achieved. The project design and workplan must correspond with the applicant's stated goals and objectives and respond to the identified problems to be addressed.

In developing their project design, applicants are encouraged to develop short-term and long-term strategies to be accomplished within the targeted region. These strategies should identify and address the unique needs and obstacles within the targeted region. The regional workplan should indicate specific procedures by which project activities will be carried out and set forth projected performance schedules, expected accomplishments, and proposed products.

The project design must incorporate a structure for the delivery of comprehensive training and technical assistance efforts that build on local, state, regional, and national initiatives. Training and technical assistance efforts must be designed to reach a wide range of applicable audiences and allied professionals.

Specifically, the project design should describe how the RCAC will:

- ❖ Develop a comprehensive, multidisciplinary response to child abuse that prevents or reduces trauma to children associated with lack of coordination among community professionals and meets the needs of child victims and their families.
- ❖ Develop a plan for systematic and equitable use of and referral to children's advocacy centers based on community need.
- ❖ Establish free-standing facilities for providing multidisciplinary services to child victims and their families and to strengthen linkages between investigation and service delivery.
- ❖ Enhance the skills of professionals and volunteers staffing children's advocacy centers.
- ❖ Provide support for nonoffending family members of child victims of abuse and neglect.
- ❖ Enhance coordination among community agencies and professions involved in the prevention, investigation, intervention, and prosecution systems that respond to child abuse cases.
- ❖ Facilitate the development and dissemination of training and technical assistance materials.
- ❖ Support national coordination among children's advocacy centers for purposes of maximizing efficient and effective use of technical assistance and training resources.
- ❖ Promote the implementation of national standards of practice informed by the best practice and research knowledge.

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- ❖ Participate in evaluating the implementation and outcomes of children’s advocacy centers.

Additionally, each RCAC shall collaborate with the other RCACs and the National Children’s Alliance to carry out the following objectives:

- ❖ Develop or enhance training and technical assistance that addresses areas including: MDT/CAC development in rural and underserved regions; expansion of MDT/CAC services to include physical abuse, neglect, and primary prevention; and increasing community awareness of the CAC’s role in the prevention and intervention of child abuse.
- ❖ Participate in the development of state chapters for CACs by providing training and technical assistance to further strengthen state networks and linkages.
- ❖ Participate in the development and distribution of regional/national newsletters to update the field on subjects such as training, funding opportunities, and new initiatives in prevention and intervention.
- ❖ Promote effective usages of innovative techniques and technology in training and information sharing.
- ❖ Assist CACs in developing and using case tracking methodology and evaluation data effectively.
- ❖ Develop strategies for marketing RCAC services.
- ❖ Address service delivery to rural, underserved, military. and/or tribal populations.
- ❖ Develop strategies which utilize various CAC models, as appropriate.

Activities must constitute a coherent, sustained program to encourage and support the development, maintenance, and strengthening of children’s advocacy centers, state chapters, and multidisciplinary teams. Further, activities must demonstrate collaborative regional and national efforts.

Regional workplans must include a project task timeline (see Other Attachments). Task timelines must identify responsible key staff, their time commitment to the project, major tasks, and milestones.

Management and Organizational Capability (30 points)

Applicants must describe the roles and responsibilities of project staff and explain the program’s organizational structure and operations. Applicants should use this section to describe an organizational infrastructure capable of carrying out the proposed initiatives and to demonstrate the following:

- ❖ Significant organizational and staff experience in the delivery of relevant training and technical assistance efforts and evidence of the ability to maintain a training and technical assistance infrastructure to provide services to the designated region. Applicant should include résumés of all project staff and key consultants to the program and examples of training and technical assistance protocols (see Other Attachments).

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- ❖ Significant organizational and staff experience in CAC program development, assessment, and evaluation.
 - ❖ Significant organizational and staff experience in MDT development in a variety of settings and jurisdictions.
 - ❖ Extensive expertise in management and delivery of coordinated multidisciplinary investigation and intervention services to victims of child abuse and their families by project staff.
 - ❖ Utilization of computer technology, computer programs, and Internet-facilitated training in providing online distance or e-learning training and technical assistance.
 - ❖ Utilization of database and case tracking methodologies.
 - ❖ Demonstrated ability to collaborate effectively with the other agencies in efforts related to child abuse and neglect.

The applicant should address its capability to provide training and technical assistance in specific areas such as the following:

- ❖ Assessment of community readiness to establish a CAC program in a variety of jurisdictions.
- ❖ Strategies for creating and implementing culturally competent criteria into CAC and MDT program development and training and technical assistance efforts.
- ❖ CAC development in Indian country.
- ❖ Development and dissemination of state-of-the-art resource materials.
- ❖ Peer-to-peer consultations, mentoring programs, and onsite consultations to promote promising practices.
- ❖ Conference calls, institutes, and other opportunities to promote the development and implementation of promising practices and model policies and protocols.
- ❖ Topic specific workshops, conferences, and other interactive educational opportunities.
- ❖ Training and technical assistance on the link between domestic violence and child abuse and neglect, including the impact of exposure to violence on children, and the provision of comprehensive services.

Other Attachments (Attachments #3–4)

Applicants must submit the following materials as attachments to their GMS application. *Be sure that the file name for each attachment is descriptive of its contents (e.g., resumes.doc, timeline.doc, etc.).* The

three attachments—which must be submitted as a Microsoft Word document (.doc), Microsoft Excel worksheet (.xls), PDF file (.pdf), or text document (.txt)—are described below:

- ❖ **Resumes (Attachment #3).** Applicants should provide resumes of key personnel. *Peer reviewers will consider the resumes when they assess the management and organizational capability section of the application.*
- ❖ **Project Task Timeline (Attachment #4).** Applicants should submit a timeline that indicates major tasks in the proposed design, assigns responsibility for each major task, and plots completion of these tasks by month or quarter for the 5-year project. *Peer reviewers will consider the task timeline when they assess the project design section of the application.*

As noted, although the materials provided in the Other Attachments are not assigned specific point values, the peer reviewers will, when appropriate, consider these items when rating applications. For example, reviewers will consider any resumes submitted when assessing the management and organizational capabilities of the applicant or will review project timelines when evaluating the applicant's project design. Peer reviewers will not review any additional information other than that specified above.

Due Date

Applicants must register through OJP's Grants Management System for this funding opportunity by **June 22, 2005**. Completed applications must be submitted online through OJP's Grants Management System (<https://grants.ojp.usdoj.gov>) by 8:00 p.m. ET on **July 6, 2005**.

For Additional Information

For questions regarding this program announcement, please leave a telephone message at 202-305-9234. OJJDP program staff will return calls to offer clarification about solicitation requirements, but cannot comment on substantive issues regarding your application.

For questions regarding the GMS system, or for assistance with the registration process and/or the application submission, please contact the GMS Help Line at 1-888-549-9901. GMS questions will not be addressed by program staff.

OJJDP program staff cannot respond to direct phone calls or e-mails about the solicitation.

Appendix A: Other Requirements

Anti-Lobbying Act

Applicants should be aware that the Anti-Lobbying Act, 18 U.S.C. § 1913, recently was amended to expand significantly the restriction on use of appropriated funding for lobbying. This expansion also makes the anti-lobbying restrictions enforceable via large civil penalties, with civil fines between \$10,000 and \$100,000 per each individual occurrence of lobbying activity. These restrictions are in addition to the anti-lobbying and lobbying disclosure restrictions imposed by 31 U.S.C. § 1352. The Office of Management and Budget (OMB) is currently in the process of amending the OMB cost circulars and the common rule (codified at 28 C.F.R. part 69 for U.S. Department of Justice grantees) to reflect these modifications. However, in the interest of full disclosure, all applicants must understand that no federally appropriated funding made available under this grant program may be used, either directly or indirectly, to support the enactment, repeal, modification or adoption of any law, regulation, or policy, at any level of government, without the express approval by OJP. Any violation of this prohibition is subject to a minimum \$10,000 fine for each occurrence. This prohibition applies to all activity, even if currently allowed within the parameters of the existing OMB circulars.

Civil Rights Compliance

All recipients of federal grant funds are required to comply with nondiscrimination requirements contained in various federal laws. In the event that a court or administrative agency makes a finding of discrimination on grounds of race, color, religion, national origin (see also “Services to Limited English Proficient (LEP) Persons”), gender, disability, or age against a recipient of funds after a due process hearing, the recipient must agree to forward a copy of the finding to the Office of Civil Rights, Office of Justice Programs. All applicants should consult the Assurances required to be submitted with the application to understand the applicable legal and administrative requirements.

Confidentiality and Human Subjects Protection

Applicants should be aware of the U.S. Department of Justice’s requirements for privacy and confidentiality in research and statistical efforts. These requirements are stipulated by 42 U.S.C. § 3879g. The U.S. Department of Justice has issued a specific regulation concerning the implementation of this statutory requirement in 28 CFR Part 22. In accordance with 28 CFR Part 22, applicants requesting funds for research or statistical activities must submit a Privacy Certificate with the application. The purpose of the Privacy Certificate is to ensure that the applicant has appropriate policies and procedures in place to protect the confidentiality of data identifiable to private persons. Specifically, the Privacy Certificate must be in compliance with the requirements of 28 CFR § 22.23. OJJDP has developed guidelines for preparing a Privacy Certificate in accordance with the confidentiality regulation. Copies of the Privacy Certificate Guidelines, a Privacy Certificate Face Sheet, and a Sample Attachment for a Privacy Certificate are available on the OJJDP Web site (<http://ojjdp.ncjrs.org/funding/privacy.pdf>).

Applicants are further advised that any project that will involve the use of human research subjects must be reviewed by an institutional review board¹ (IRB), in accordance with U.S. Department of Justice regulations at 28 CFR Part 46. IRB review is not required prior to submission of the application. However, if an award is made and the project involves research using human subjects, OJJDP will place a special condition on the award requiring that the project be approved by an appropriate IRB before federal funds can be disbursed for human subjects activities. Applicants should include plans for IRB review, where applicable, in the project timeline submitted with the proposal. A copy of “Confidentiality of Identifiable Research and Statistical Information (28 CFR Part 22)” is available on the OJJDP Web site (<http://ojjdp.ncjrs.org/funding/confidentiality.pdf>).

Coordination of Federal Efforts

To encourage better coordination among federal agencies in addressing state and local needs, the U.S. Department of Justice requests that applicants provide information on the following: (1) active federal grant award(s) supporting this or related efforts², 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.

¹ Institutional Review Boards (IRBs) are the governing bodies that assure that data collection efforts are in accordance with all relevant local, state, and federal laws to protect human subjects. Background information on IRBs is available from the National Institute of Justice (www.ojp.usdoj.gov/nij/humansubjects/index.html) and the U.S. Department of Health and Human Services (www.hhs.gov/ohrp/).

Most local and state governments, colleges and universities, hospitals, and private contract research firms have IRBs in place. Agencies that might be able to help you find an IRB to review your data collection plans for the purpose of the application include a local jail, hospital, mental health treatment facility, public health agency, community college, or four-year college or university. Try calling these agencies, explain that you are submitting an application for federal funding and are required to collect data on the children that you serve, and you therefore need IRB clearance and ask if they have ever encountered this situation and what they did about it. It is likely that at least one of these agencies will have some experience they would be willing to share.

IRB reviews are now available from for-profit organizations, if the potential applicant does not have access to an IRB through his/her own institution. They cost about \$6,000-\$10,000, and those costs should be built into the first year's budget. One could find those firms by querying the term “Institutional Review Board” with any Internet search engine.

You do not need to have IRB clearance at the time your application is submitted to OJJDP. In your application, you can outline the process for getting IRB clearance in your community. If possible, you should start the process, so that you could say in your application that your study/plan/design is under review by an IRB and give the expected date for final clearance. Applicants are not required to get final clearance until/if you are funded. In fact, some IRBs won't review a study until after funding is secured.

² “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); or services of some kind (e.g., technical assistance, research, or evaluation) rendered to the program or project described in the application.

Faith-Based and Community Organizations

It is OJP policy that faith-based and community organizations that statutorily qualify as eligible applicants under OJP programs are invited and encouraged to apply for assistance awards. Faith-based and community organizations will be considered for an award on the same basis as any other eligible applicants and, if they receive assistance awards, will be treated on an equal basis with non faith-based and community organization grantees in the administration of such awards. No eligible applicant or grantee will be discriminated against on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or persons working in the organization.

Financial and Government Audit Requirements

Discretionary grants are governed by the provisions of the Office of Management and Budget (OMB) circulars applicable to financial assistance and the OJP's *Financial Guide* available from the OJP Web site (www.ojp.usdoj.gov/oc). The Guide includes information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. This document will govern the administration of funds by all successful applicants.

Audits of state and local units of government, institutions of higher education, and other nonprofit institutions must comply with the organizational audit requirements of OMB circular A-133, which states that recipients who expend \$500,000 or more of federal funds during their fiscal year are required to submit an organizationwide financial and compliance audit report within 9 months after the close of each fiscal year during the term of the award to their cognizant federal agency.

Grantees must comply with the following OJP reporting requirements:

- ❖ *Financial Status Reports (SF-269)*. Financial Status Reports should be completed and provided to the Office of the Comptroller's Control Desk within 45 days after the end of each calendar quarter during the grant period.
- ❖ *Categorical Assistance Progress Reports (OJP Form 4587/1)*. Categorical Assistance Progress Reports should be completed and provided to the Office of the Comptroller's Control Desk within 30 days after the end of the June 30 and December 31 semiannual reporting periods.

Services to Limited English Proficient (LEP) Persons

Recipients of Office of Justice Programs (OJP) financial assistance are required to comply with several Federal civil rights laws, including Title VI of the Civil Rights Act of 1964 ("Title VI") and the Omnibus Crime Control and Safe Streets Act of 1968 ("Safe Streets Act"), as amended. These laws prohibit discrimination on the basis of race, color, religion, national origin, and sex in the delivery of services.

National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI and the Safe Streets Act, recipients are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary.

Grantees are encouraged to consider the need for language services for LEP persons served or encountered both in developing their proposals and budgets and in conducting their programs and activities. Reasonable costs associated with providing meaningful access for LEP individuals are considered allowable program costs.

The U.S. Department of Justice has issued guidance for grantees to assist them in complying with Title VI requirements. The guidance document can be accessed on the Internet at www.lep.gov, by contacting OJP's Office for Civil Rights at 202-307-0690, or by writing to the following address: Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice, 810 7th Street, NW., 8th Floor, Washington, D.C. 20531.

Single Point of Contact Review

Executive Order 12372 requires applicants from state and local units of government or other organizations providing services within a state to submit a copy of the application to the state Single Point of Contact (SPOC) if one exists and if this program has been selected for review by the state. A list of state SPOCs is available on the Office of Management and Budget Web site (www.whitehouse.gov/omb/grants/spoc.html). Applicants must contact their state SPOCs to determine whether their programs have been selected for state review. The date that the application was sent to the SPOC or the reason such submission is not required should be entered in Block 3 of the Overview section of the GMS application.

Suspension or Termination of Funding

OJJDP may suspend funding in whole or in part, terminate funding, or impose other sanctions on a recipient for the following reasons:

- ❖ Failing to comply substantially with the requirements or statutory objectives of the appropriate Act, program guidelines issued thereunder, or other provisions of federal law.
- ❖ Failing to make satisfactory progress toward the goals, objectives or strategies set forth in the application.
- ❖ Failing to adhere to the requirements in the agreement, standard conditions, or special conditions.
- ❖ Proposing or implementing substantial plan changes to the extent that, if originally submitted, the application would not have been selected for funding.
- ❖ Failing to submit reports.
- ❖ Filing a false certification in this application or other report or document.

Before imposing sanctions, OJJDP will provide reasonable notice to the recipient of its intent to impose sanctions and will attempt informally to resolve the problem. Hearing and appeal procedures will follow those in U.S. Department of Justice regulations in 28 CFR Part 18.

Appendix B: Performance Measures

To ensure compliance with the Government Performance and Results Act (GPRA), Public Law 103-62, this solicitation notifies applicants that they are required to collect and report data which measure the results of the programs implemented with this grant. To ensure accountability of these data, for which OJP is responsible, the following performance measures are provided:

Program Purpose	Performance Measures	Data To Be Provided By Grantees
<p>To assist communities establish and strengthen facility-based, child-focused programs that coordinate the response to victims of child abuse.</p>	<p>Intermediate Outcome Measures:</p> <p>Percent completion of regional strategic planning goals or objectives for the establishment of new multidisciplinary teams (MDTs)/children's advocacy centers (CACs).</p> <p>Percent completion of regional strategic planning goals or objectives for advancement on the National Children's Alliance (NCA) continuum of membership.</p> <p>Output Measures:</p> <p>The total number of training and technical assistance events offered at national, regional, state, and local levels.</p> <p>The total number of persons participating in training events.</p> <p>The total number of local communities receiving assistance.</p> <p>The total number of requests for targeted assistance.</p> <p>The total number of CAC programs assisted with implementation of case tracking/data collection management systems and their use for program evaluation.</p>	<p>Total number of new MDT/CAC startups planned in response to the need in the region during the grant period (include annual breakdown).</p> <p>Total number of new MDT/CAC startups completed according to planning goals or objectives during the grant period (include annual breakdown).</p> <p>Total number of regional CAC programs planned for NCA membership advancement during the grant period (include annual breakdown).</p> <p>Total number of NCA membership advancements achieved by regional CAC programs during the grant period (include annual breakdown).</p> <p>The number of training and technical assistance events offered at national, regional, state, and local levels (include breakdown by type).</p> <p>The number of persons participating in training events (include breakdown by profession).</p> <p>The number of local communities assisted and type of assistance provided (assessments of community readiness, advancement along the NCA continuum towards being fully operational).</p> <p>The number and type of requests for targeted assistance.</p> <p>The number of CAC programs assisted with implementation of case tracking/data collection management systems and their use for program evaluation.</p>

Award recipients will be required to collect and report data in support of these measures. Recipients' assistance in obtaining this information will facilitate future program planning and will allow OJP to provide Congress with measurable program results of federally funded programs.

Appendix C: Application Checklist

Regional Children's Advocacy Centers

All applications must be submitted electronically through the Office of Justice Programs' Grants Management System (GMS).

- GMS Registration must be completed no later than June 22, 2005.
- Application for Federal Assistance (SF-424) is generated by completing the Overview, Applicant Information, and Project Information screens in GMS.
- Assurances and Certifications must be reviewed and accepted online by the applicant's authorizing official.
- Budget Detail Worksheet (Attachment #1) must include a worksheet that identifies and a narrative that justifies all proposed costs.
- Program Narrative (Attachment #2) must include a project abstract, present a statement of the problem, outline the project's goals and objectives, describe the project design, and detail the applicant's management and organizational capability. Please provide page numbers, name of applicant, and GMS-generated application number on each page.
- Other Attachments (Attachments #3-4) include:
 - Resumes of key personnel (Attachment #3).
 - Project task timeline (Attachment #4).

Files attached to your GMS application must be submitted as a Microsoft Word document (.doc), Microsoft Excel worksheet (.xls), PDF file (.pdf), or text document (.txt), and the name of the file should be descriptive of its contents (e.g., program_narrative.doc). Refer to the program announcement for detailed descriptions of these items.

Deadlines

- Applicants must register on GMS by June 22, 2005.
- Applicants must submit completed applications by 8 P.M. ET July 6, 2005.

Applications will only be accepted through the GMS online application system. Applications that are mailed or faxed to OJJDP will not be considered.

GMS: <https://grants.ojp.usdoj.gov>

GMS Help Desk: 888-549-9901