U.S. Department of Justice

Office of Justice Programs
Office of Juvenile Justice and Delinquency Prevention



The <u>U.S. Department of Justice</u> (DOJ), <u>Office of Justice Programs</u> (OJP), <u>Office of Juvenile Justice and Delinquency Prevention</u> (OJJDP), is pleased to announce that it is seeking applications for funding under its FY 09 Child Abuse Training for Judicial and Court Personnel. This program furthers the Department's mission by improving the juvenile justice systems' response to child abuse and neglect cases. Program priorities include improving the operation of the child welfare/juvenile justice system and court handling of abuse and neglect cases, and enhancing collaborative efforts and outcomes among the child welfare and juvenile justice systems and other system and community partners.

OJJDP FY 09 Child Abuse Training for Judicial and Court Personnel

Eligibility

Applicants are limited to public agencies (including state agencies, units of local government, public universities and colleges, and federally-recognized Indian tribes) and private organizations (including faith-based, community, and tribal organizations).

(See "Eligibility," page 3.)

Deadline

Registration with <u>GMS</u> is required prior to application submission. (See "Registration," page 3.)

All applications are due by 2:00 p.m., Eastern Time, on May 19, 2009. (See "Deadline: Application", page 3.)

Contact Information

For assistance with the requirements of this solicitation, contact Cecilia Duquela-Fuentes, Program Manager, at 202-514-9372 or cecilia.duquela@usdoj.gov.

This application must be submitted through OJP's <u>Grants Management System</u> (GMS). The Grants Management System Support Hotline at 1-888-549-9901, option 3.

Note: The hours of operation for the GMS Support Hotline are Monday-Friday from 7:00 a.m. to 9:00 p.m., Eastern Time.

The Funding Opportunity Number assigned to this announcement is OJJDP-2009-2175.

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OJJDP FY 09 Child Abuse Training for Judicial and Court Personnel (CFDA # 16.757)

Overview

Courts and child welfare agencies face unprecedented challenges in managing complex child abuse and neglect cases and heavy caseloads. In addition, they are required to comply with Federal child welfare reform laws and initiatives designed to achieve safe, permanent homes for abused and neglected children. Through this program, OJJDP seeks to provide judicial, legal, and social service professionals with the training and technical assistance needed to meet the numerous challenges facing juvenile and family courts. The authorizing legislation for this program is the Victims of Child Abuse Act, 42 U.S.C. Section 13022.

Registration

Applicants must register with GMS prior to applying. The deadline to register is 12:00 p.m. Eastern Time on May 19, 2009.

Deadline: Application

The due date for applying for funding under this announcement is 2:00 p.m. Eastern Time on May 19, 2009.

Eligibility

General Statement of Eligibility. OJJDP invites applications from public agencies (including state agencies, units of local government, public universities and colleges, and federally-recognized Indian tribes) and private organizations (including faith-based, community, and tribal organizations. OJJDP welcomes joint applications from two or more eligible applicants; however, one applicant must be clearly indicated as the primary applicant (for correspondence, award, and management purposes) and the others indicated as co-applicants.

The successful applicant shall have demonstrated experience in providing training and technical assistance for judges, attorneys, child welfare personnel, and lay child advocates.

Faith-Based and Other Community Organizations. Consistent with Executive Order 13279, dated December 12, 2002, and 28 C.F.R. Part 38, faith-based and other community organizations that statutorily qualify as eligible applicants under DOJ programs are invited and encouraged to apply for assistance awards to fund eligible grant activities. Faith-based and other community organizations will be considered for awards on the same basis as other eligible applicants and, if they receive assistance awards, will be treated on an equal basis with all other grantees in the administration of such awards. No eligible applicant or grantee will be discriminated for or 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.

Faith-based organizations receiving DOJ assistance awards retain their independence and do not lose or have to modify their religious identity (e.g., remove religious symbols) to receive assistance awards. DOJ grant funds, however, may not be used to fund any inherently religious activity, such as prayer or worship. Inherently religious activity is permissible, although it cannot occur during an activity funded with DOJ grant funds; rather, such religious activity must be separate in time or place from the DOJ-funded program. Further, participation in such activity by individuals receiving services must be voluntary. Programs funded by DOJ are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion.

If the applicant is a faith-based organization that makes hiring decisions on the basis of religious belief, it may be entitled, under the Religious Freedom Restoration Act, 42 U.S.C. § 2000bb, to receive federal funds and yet maintain that hiring practice, even if the law creating the funding program contains a general ban on religious discrimination in employment. For the circumstances under which this may occur, and the certifications that may be required, visit the Civil Rights Compliance link, under "Additional Requirements" in this announcement.

American Indian and Alaska Native Tribes and Tribal Organizations. Applicants are limited to for-profit (commercial) organizations, nonprofit organizations, faith-based and community organizations, institutions of higher learning, and consortiums with demonstrated organizational and community-based experience in working with American Indian and Alaska Native communities, including tribal for-profit (commercial) and nonprofit organizations, tribal colleges and universities, and tribal consortiums.

All tribal applications must be accompanied by a current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal council or comparable government body. If the grant will benefit more than one tribal entity, a current authorizing resolution or other enactment of the tribal council or comparable government body from each tribal entity must be included. If the grant application is being submitted on behalf of a tribal entity, a letter or similar document authorizing the inclusion of the tribal entity named in the application must be included.

Applicants are encouraged to review the <u>Civil Rights Compliance</u> section, under "Additional Requirements" in this announcement.

Program-Specific Information

Purpose

Studies indicate that children who are abused and neglected are at significantly higher risk for academic failure, chronic delinquency, adult criminal behavior, antisocial personality disorder, and violent crime. In addition, as a child's length of time in out-of-home placement increases, the probability of negative outcomes also increases. Preliminary research suggests that more efficient and effective dependency courts can reduce the length of time children spend in the system.

The purpose of this program is to make grants to national organizations to develop a model training and technical assistance program to improve the judicial system's handling of child abuse and neglect cases as authorized under the Victims of Child Abuse Act, 42 U.S.C. Section 13022. The technical assistance and training developed as a result of this program shall be targeted to courts selected by the applicant as demonstration sites.

Goals, Objectives, and Deliverables

Under this solicitation, applicants must design a targeted, multi-tiered approach to training and technical assistance that coordinates local, state and national initiatives to facilitate systems reform and improve outcomes for children. The successful applicant will implement this training and technical assistance model in several demonstration sites. The model proposed should support implementation of best practices, enhance collaboration, and generate improved outcomes in participating jurisdictions. Applicants should also make plans to disseminate best practices, innovation, and lessons learned from this project at the national level.

The specific goals of the training and technical assistance model developed under this program are as follows:

- to improve the judicial system's handling of child abuse and neglect cases.
- to reduce racial disproportionality and disparities in court handling of abuse and neglect cases.
- to develop and deliver training and technical assistance to judicial personnel and attorneys in juvenile and family courts.
- to develop and guide administrative reform in the juvenile and family courts.

The applicant will identify several demonstration sites at which to implement the proposed model. The sites may be selected on any criteria the applicant feels is useful: e.g. size of child abuse and neglect case load; participation in previous model efforts that indicate a jurisdictions' responsiveness to systems change; or other criteria the applicant selects.

The successful applicant will develop plans for achieving the above goals and objectives by designing and implementing the following activities, which shall be targeted to the selected demonstration sites:

- developing model procedures for determining whether child service agencies have made reasonable efforts to prevent placement of children in foster care.
- developing model procedures for determining whether child service agencies have made reasonable efforts to reunite the family after placement of children in foster care.
- developing model procedures for coordinating information and services among health professionals, social workers, law enforcement professionals, prosecutors, defense attorneys, and juvenile and family court personnel.
- designing a delivery system to train judicial and court personnel on the model procedures developed.
- designing and delivering technical assistance to support the local implementation of the model procedures.
- conducting evaluation activities to measure courts' progress in implementing the model procedures.

• documenting changes in case outcomes resulting from adoption of the model procedures.

Award Information

OJJDP will make one or more awards for a total commitment of up to \$2.5 million for a project period of 1 year. If a grantee demonstrates significant progress towards implementing project activities and achieving project goals the award may be continued for up to 4 additional years at the same level of funding awarded in the initial year. All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law.

OJJDP will enter into a cooperative agreement with the successful applicant(s). In furtherance of the goals and objectives described above, OJJDP's activities will include the following:

- reviewing and approving plans to select courts to serve as demonstration sites for this program;
- reviewing and approving the data collection and measurement tools and processes used to assess system improvement and program outcomes.
- approving the preparation of publications and articles developed under the cooperative agreement.
- collaborating on the content of training and technical assistance.
- collaborating on the development of any conferences or training institutes to be developed with project funds.

Limitation on Use of Award Funds for Employee Compensation; Waiver. No portion of any award of more than \$250,000 made under this solicitation may be used to pay any portion of the total cash compensation (salary plus bonuses) of any employee of the award recipient whose total cash compensation exceeds 110% of the maximum annual salary payable to a member of the federal government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. (The salary table for SES employees is available at www.opm.gov.) This prohibition may be waived at the discretion of the Assistant Attorney General for the Office of Justice Programs. An applicant that wishes to request a waiver must include a detailed justification in the budget narrative of the application.

The justification should include: the particular qualification and expertise of the individual, the uniqueness of the service being provided, the individual's specific knowledge of the program or project undertaken with the grant funds and a statement explaining that the individual's salary is commensurate with the regular and customary rate for an individual with her/his qualifications and expertise, and for the work that is to be done.

Match Requirement. Match is not required for this program.

Performance Measures

To assist in fulfilling DOJ's responsibilities under the Government Performance and Results Act, Pub.L. 103-62, applicants that receive funding under this solicitation must provide data that measures the results of their work. For this solicitation, OJJDP has identified mandatory performance measures (outlined in the table below) for which applicants selected for funding will be required to submit data during the grant period. These performance measures will measure improvements achieved by the selected demonstration sites. In their proposal narrative, applicants must describe their understanding of the mandatory performance measures, and must discuss their data collection methods. Refer to the Selection Criteria in this solicitation, which outline applicant responsibilities for collecting and reporting data. Mandatory performance measures for this solicitation are as follows:

Program Goal	Performance Measures	Data Grantees Provide
To improve the coordinated multidisciplinary response to child abuse.	The following are mandatory measures for grantees.	OJJDP has an online system (www.ojjdp-dctat.org) for grantee transmittal of performance
Objectives include to increase knowledge regarding child abuse prevention, intervention and treatment issues through:		measures data. For detailed information on specific measures and resources, see OJJDP's Performance Measures Website (http://ojjdp.ncjrs.gov/grantees/pm
Training opportunities for judicial and court personnel		During the reporting period:
Technical assistance efforts for judicial and court personnel	Percent of courts/programs implementing an evidence-based program or practice.	Number of courts/programs implementing an evidence-based program or practice.
Publications and resources for judicial and court	Compared to the previous reporting period:	
personnel Coordination among Victims	Percent increase in number of planning/training activities conducted by the courts.	Number of planning/training activities conducted.
of Child Abuse Act programs	Percent increase in the number of court/program materials (designed to assist in cases involving child victims) produced.	Number of materials designed to assist cases involving child victims produced.
	Percent increase in the number of materials distributed to court and judiciary programs and staff.	Number of materials distributed to court and judiciary programs and staff.
	Percent of individuals trained who demonstrate increased	Number of individuals trained.
	knowledge of the program area.	Number of individuals exhibiting increased knowledge of the

	program, as measured by a pre- and post-training test.
Percent increase in number of policies changed, improved, or rescinded as a result of the program.	Number of policies changed, improved, or rescinded as a result of the program.

For more information about OJJDP performance measures, contact Janet Chiancone at janet.chiancone@usdoj.gov.

How To Apply

Grants Management System Instructions. Applications must be submitted through OJP's online Grants Management System (GMS). To access the system, go to https://grants.oip.usdoj.gov. Applicants should begin the process a few weeks prior to the GMS registration deadline, especially if this is the first time they have used the system. Each application requires a separate GMS registration. For a step-by-step guide, visit http://www.oip.gov/gmscbt/ and refer to the section entitled "External Overview: Locating & Applying for Funding Opportunities." For additional assistance, call the GMS Help Desk at 1–888–549–9901 from 7:00 a.m. to 9:00 p.m. Eastern Time Monday to Friday.

Note: OJP will not review any application whose attachments are in Microsoft Vista or Microsoft 2007 format. Applications submitted via GMS must be in the following formats: Microsoft Word (*.doc), Word Perfect (*.wpd), Microsoft Excel (*.xlm), PDF files (*.pdf), or Text Documents (*.txt). . GMS is not yet compatible with Vista and cannot yet process Microsoft Word 2007 documents saved in the new default format with the extension ".docx." Please ensure the documents you are submitting are saved using "Word 97-2003 Document (*.doc)" format. Additionally, GMS does not accept executable file types as application attachments. These disallowed file types include, but are not limited to, the following extensions: ".com," ".bat," ".exe," ".vbs," ".cfg," ".dat," ".db," ".dbf," ".dll," ".ini," ".log," ".ora," ".sys," and ".zip."

CFDA Number. The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.757, titled "Judicial Child Abuse Training, Investigation and Prosecution of Child Abuse Through the Criminal Justice System, Court Appointed Special Advocates (CASA), and Children's Advocacy Centers," and the Funding Opportunity Number is OJJDP-2009-2175.

DUNS Number. The Office of Management and Budget requires that all businesses and nonprofit applicants for federal funds include a Data Universal Numbering System (DUNS) number in their application for a new award or renewal of an award. Applications without a DUNS number are incomplete. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling 1-866-705-5711 or by applying online at http://www.dnb.com/us/. Individuals are exempt from this requirement.

Central Contractor Registration. OJP requires that all applicants for federal financial assistance, other than individuals, maintain current registrations in the Central Contractor

Registration (CCR) database. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Please note, however, that applicants must update or renew their CCR at least once per year to maintain an active status. Information about registration procedures can be accessed at www.ccr.gov.

What an Application Must Include

Standard Form-424

Applicants must complete the Application for Federal Assistance (SF–424), a standard form used by most federal agencies, following the instructions it provides.

Program Narrative

Applicants must submit a program narrative that presents a detailed description of the purpose, goals, objectives, strategies, design, and management of the proposed program. The program narrative must be double-spaced with 1-inch margins, not exceeding 30 pages of 8½ by 11-inches, and use a standard 12-point font, preferably Times New Roman. Pages must be numbered "1 of 30," etc. Material required under the "Budget and Budget Narrative" and "Other Attachments" sections will not count toward the program narrative page count. OJJDP may reject applications that are incomplete, do not respond to the scope of the solicitation, or fail to comply with format requirements.

The program narrative must address the following selection criteria: (1) statement of the problem/program narrative, (2) impact/outcomes and evaluation/performance measure data collection plan, (3) project/program design and implementation, and (4) capabilities/ competencies. The connections between and among each of these sections must be clearly delineated. For example, the goals and objectives must derive directly from the problems to be addressed. Similarly, the project design section must clearly explain how the program's structure and activities will accomplish the goals and objectives identified in the previous section.

Statement of the Problem

Applicants must briefly describe the nature and scope of the problem that the program will address (e.g., the risks faced by children in the dependency system, etc.). Data should be used to provide evidence that the problem exists, demonstrate the size and scope of the problem, and document the effects of the problem on the target population and the larger community. Applicants should describe any previous or current attempts to address the problem.

Applicants should describe any research or evaluation studies that relate to the problem and contribute to the applicant's understanding of its causes and potential solutions. While applicants are expected to review the research literature for relevant studies, they should also explore whether unpublished local sources of research or evaluation data are available.

Project Abstract. A project abstract must be included as the first page of the Program Narrative, and is included in the page limitation specified above. It must not exceed 200 words and briefly describe the project's purpose, identify the population to be served, and summarize

the activities that will be implemented to achieve the project's goals and objectives. These goals and objectives must focus on short-term and intermediate outcomes (see "Impact/Outcomes and Evaluation/Performance Measures," below). The abstract must describe how progress towards these goals will be measured.

• Impact/Outcomes and Evaluation/Performance Measure Data Collection Plan

Applicants must describe the goals of the proposed program and identify its objectives. When formulating the program's goals and objectives, applicants must be cognizant of the performance measures that will be required of successful applicants.

Goals. Applicants must describe the program's intent to change, reduce, or eliminate the problem noted in the previous section and outline the project's goals.

Program Objectives. Applicants must explain how the program will accomplish its goals. Objectives are specific, quantifiable statements of the project's desired results. They must be clearly linked to the problem identified in the preceding section and measurable. (Examples of measurable objectives include the following: to provide school-based and community services for 40 youth returning from commitment, to increase the percentage of youth who successfully complete their current academic grade, to expand counseling services to cover an additional 50 at-risk youth.)

Performance Measures. Award recipients are required to collect and report data in support of performance measures (see "Performance Measures," page 7).

• Project Design and Implementation

Applicants must detail how the project will operate throughout the funding period and describe the strategies that will be used to achieve the goals and objectives identified in the previous section. Applicants are encouraged to select evidence-based practices for their programs and adopt a project design that will facilitate the gathering of data on the required performance measures.

This section should also include details regarding any leveraged resources (cash or in-kind) from local sources to support the project and discuss plans for sustainability beyond the grant period.

Applicants should identify any other federal, state, or private foundation grants that will support their work under this program.

Logic Model. Applicants must include a logic model that graphically illustrates how the performance measures are related to the project's problems, goals, objectives, and design. Sample logic models are available at ojidp.ncjrs.gov/grantees/performance.html. The logic model must be submitted as a separate attachment, as stipulated in "Other Attachments," page 12.

Timeline. Applicants must submit a timeline or milestone chart that indicates major tasks, assigns responsibility for each, and plots completion of each task by month or quarter for the duration of the award, using "Year 1," "Month 1," "Quarter 1," etc., not calendar dates (see "Sample Project Timelines" at ojidp.ncjrs.gov/grantees/timelines.html). The timeline must be submitted as a separate attachment, as stipulated in "Other Attachments," page 12. On receipt

of an award, the timeline may be revised based on training and technical assistance provided by OJJDP.

• Capabilities/Competencies

Applicants must describe the roles and responsibilities of project staff and explain the program's organizational structure and operations.

This section of the program narrative must describe how the project will be managed and staffed locally. Management and staffing patterns must be clearly and evidently connected to the project design described in the previous section. This section must describe the experience and capability of the applicant's organization and any contractors that will be used to effectively implement and manage this effort and its associated federal funding, highlighting any previous experience implementing projects of similar design or magnitude.

The applicant organization should demonstrate experience in providing training and technical assistance on child abuse, neglect and dependency issues to judicial and court personnel and practitioners. If other partner organizations will assist with project activities, Memorandums of Understanding from those organizations describing their roles in the project and any resources, tangible or intangible, that they will contribute should be attached to the application.

Budget and Budget Narrative

Applicants must provide a budget that: (1) is complete, allowable, and cost effective in relation to the proposed activities; (2) shows the cost calculations demonstrating how the applicant arrived at the total amount requested; and (3) provides a brief supporting narrative to link costs with project activities.

Applicants must submit a budget that includes a detailed worksheet itemizing all costs and a narrative explaining and justifying each budget item, as described below.

Budget Worksheet

The worksheet must provide the detailed computation for each budget line item, listing the cost of each item and showing how it was calculated. For example, costs for personnel must show the annual salary rate and the percentage of time devoted to the project for each employee paid through grant funds. The budget worksheet must present a complete and detailed itemization of all proposed costs. A budget worksheet template is available at http://www.oip.usdoj.gov/funding/forms/budget_detail.pdf.

Budget Narrative

The budget narrative must describe each budget item and relate it to the appropriate project activity. It must closely follow the content of the budget detail worksheet and provide justification for all proposed costs listed in the budget worksheet (particularly supplies, travel, and equipment) and demonstrate that they are reasonable. In the budget narrative, the applicant must 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.

Indirect Cost Rate Agreement

Applicants that would like to establish a federally negotiated indirect cost rate must submit a proposal to their cognizant federal agency. Generally, the cognizant federal agency is the agency that provides the preponderance of direct federal funding. This can be determined by reviewing an organization's schedule of federal financial assistance. If DOJ is your cognizant federal agency, obtain information needed to submit an indirect cost rate proposal at http://www.oip.usdoj.gov/funding/pdfs/indirect_costs.pdf.

Other Attachments

Applicants must submit the following information, as stipulated in the cited pages, as attachments to their application.

- logic model (see "Logic Model," page 10)
- timeline or milestone chart (see "Timeline," page 10)
- résumés of all key personnel
- job descriptions outlining roles and responsibilities for all key positions
- letters of support/commitment and Memoranda of Understanding, if applicable (see "Capabilities/Competencies," page 11).

Selection Criteria

Applications that proceed to peer review will be rated on a 100-point scale, based on the following point values for the selection criteria:

- Statement of the Problem/Program Narrative (15 points)
- Impact/Outcomes and Evaluation/Performance Measure Data Collection Plan (15 points)
- Project/Program Design and Implementation (30 points)
- Capabilities/Competencies (30 points)
- Budget (10 points).

See "Program Narrative," page 9, for detailed descriptions of the above criteria.

Review Process

OJJDP is committed to ensuring a standardized process for awarding grants. OJJDP reviews each application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with program or legislative requirements as stated in the solicitation.

Peer reviewers will be reviewing the applications submitted under this solicitation as well.

OJJDP may use either internal peer reviewers, external peer reviewers or a combination thereof

to review the applications under this solicitation. An external peer reviewer is an expert in the field of the subject matter of a given solicitation who is not a current DOJ employee. An internal reviewer is an expert in the field of the subject matter of a given solicitation who is a current DOJ employee. Applications will be screened initially to determine whether the applicant meets all eligibility requirements. Only applications submitted by eligible applicants that meet all other requirements will be evaluated, scored, and rated by a peer review panel. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations may include, but are not limited to, underserved populations, strategic priorities, past performance, and available funding.

After the peer review is finalized, OJP's Office of the Chief Financial Officer (OCFO), in consultation with OJJDP, conducts a financial review of all potential discretionary awards and cooperative agreements to evaluate the fiscal integrity and financial capability of applicants, examines proposed costs to determine if the budget and budget narrative accurately explain project costs, and determines whether costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations. OCFO also reviews the award document and verifies the OJP Vendor Number.

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

Additional Requirements

Successful applicants selected for award must agree to comply with additional applicable requirements prior to receiving grant funding. OJJDP strongly encourages applicants to review the information pertaining to these additional requirements prior to submitting their applications. Additional information for each is available at www.ojp.usdoj.gov/funding/other-requirements.htm.

- Civil Rights Compliance
- Funding to Faith-Based Organizations
- Confidentiality and Human Subjects Protection
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA)
- DOJ Information Technology Standards
- Single Point of Contact Review
- Non-Supplanting of State and Local Funds
- Criminal Penalty for False Statements

- Compliance with Office of Justice Programs Financial Guide
- Suspension or Termination of Funding
- Non-profit Organizations
- For-Profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006