



The [U.S. Department of Justice](#) (DOJ) is seeking applications for funding under its Fiscal Year (FY) 2010 Attorney General's Children Exposed to Violence Demonstration Program: Phase I. This program is jointly funded by the [Office of Justice Programs'](#) (OJP) [Office of Juvenile Justice and Delinquency Prevention](#) (OJJDP) and the Office for Victims of Crime (OVC) and the Office on Violence Against Women (OVW) and supportively managed by a Department-wide committee of bureaus and offices, including OJJDP, OVC, OVW, the National Institute of Justice (NIJ), Office of Community Oriented Policing Services (COPS), Executive Office of United States Attorneys (EOUSA), and other OJP offices. This demonstration program furthers DOJ's mission by combating violence through a comprehensive approach to prevention, intervention, treatment, and response for children and their families exposed to violence in the home, school, and community. This program will help communities strategically plan this comprehensive approach to both prevent and reduce the negative impacts of violence.

Attorney General's Children Exposed to Violence Demonstration Program: Phase I

Eligibility

Applicants are limited to communities working in collaboration to address the issue of children's exposure to violence. DOJ invites applications from local units of government, including state agencies (only if targeted to a local community), public agencies, and federally recognized tribal governments (as determined by the Secretary of the Interior and published in the Federal Register). Units of government may partner as co-applicants, when necessary, to achieve the goals of this solicitation; however, a lead agent must be identified.

Lead applicants must join in partnership with a collaborative body that includes a full range of entities and must involve, victim services providers; tribal nonprofit organizations or community-based organizations with a documented history of effective work concerning children or youth exposed to domestic violence, dating violence, sexual assault, or stalking, including programs that provide culturally specific services; Head Start; childcare; faith-based organizations; afterschool programs; and health and mental health providers as well as organizations that address child maltreatment, community violence, and school violence. ("Eligibility," see page 3.)

Deadline

Registration with OJP's [Grant Management System \(GMS\)](#) is required prior to application submission. (See "How To Apply," page 9.)

All applications are due by 3 p.m., Eastern Time, on June 1, 2010. (See "Deadlines: Registration and Application," page 3.)

Contact Information

For technical assistance with submitting an application, contact the GMS Support Hotline at 1-888-549-9901, option 3, or via e-mail to GMSHelpDesk@usdoj.gov.

Note: The GMS Support Hotline hours of operation are Monday-Friday, 6:00 a.m. to midnight, Eastern Time, except Federal holidays.

For assistance with any other requirement of this solicitation, call Kristen Kracke, Program Specialist, at 202-616-3649 or e-mail her at kristen.kracke@usdoj.gov.

CONTENTS

Overview	3
Deadlines: Registration and Application.....	3
Eligibility.....	3
Program-Specific Information.....	4
Performance Measures.....	8
How to Apply.....	9
What An Application Must Include:.....	11
Standard Form 424.....	11
Program Narrative.....	11
Budget and Budget Narrative.....	17
Indirect Cost Rate Agreement.....	18
Description of Applicant’s Plan for Collecting Performance Measure Data.....	18
Tribal Authorizing Resolution.....	18
Other Attachments.....	19
Selection Criteria.....	19
Review Process.....	19
Additional Requirements	20
Application Checklist.....	22

Attorney General's Children Exposed to Violence Demonstration Program: Phase I (CFDA # 16.730)

Overview

The Attorney General's Children Exposed to Violence Demonstration Program: Phase I will develop and support comprehensive community-based strategic planning to prevent and reduce the impact of children's exposure to violence in their homes, schools, and communities. A Department-wide committee of bureaus and offices (the [Office of Justice Programs'](#) (OJP) [Office of Juvenile Justice and Delinquency Prevention](#) (OJJDP) and Office for Victims of Crime (OVC), along with the Office on Violence Against Women (OVW), National Institute of Justice (NIJ), Office of Community Oriented Policing Services (COPS), and Executive Office of United States Attorneys (EOUSA) jointly manages and supports this project. These action plans will prepare communities to implement collaborative cross-agency policy strategies and evidence-based practices across the services continuum and the developmental age spectrum of 0 through 17. Exposure to violence includes being a victim of violence or a witness to violence and encompasses abuse, neglect or child maltreatment, domestic violence, dating violence, sexual assault and stalking, school violence, and community violence. This program is authorized by the Juvenile Justice and Delinquency Prevention Act, 42 USC §§ 5665-5667; the Department of Justice Appropriations Act, 2010, Pub. L. 111-117; the Violence Against Women Act of 1994, 42 USC § 10403d-2; and the Victims of Crime Act, 42 USC 10603(c)(1)(A).

Deadlines: Registration and Application

Applicants must register with GMS prior to submitting an application. The deadline to register is 1 p.m., Eastern Time, on June 1, 2010, and the deadline to apply for funding under this announcement is 3 p.m., Eastern Time, on June 1, 2010. See "How To Apply," page 9, for more details.

Eligibility

DOJ invites applications from local units of government, including state agencies (only if targeted to a local community), public agencies, and federally recognized tribal governments (as determined by the Secretary of the Interior and published in the Federal Register). Units of government may partner as co-applicants, when necessary, to achieve the goals of this solicitation; however, a lead agent must be identified.

Lead applicants must join in partnership with a collaborative body that includes a full range of entities and must involve, victim services providers; tribal nonprofit organizations or community-based organizations with a documented history of effective work concerning children or youth exposed to domestic violence, dating violence, sexual assault, or stalking, including programs that provide culturally specific services; Head Start; childcare; faith-based organizations; afterschool programs; and health and mental health providers as well as organizations that address child maltreatment, community violence, and school violence.

DOJ 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.

Program- Specific Information

- **Purpose**

The Attorney General's Children Exposed to Violence Demonstration Program: Phase 1 calls to action local communities to combat violence through a comprehensive approach to both prevent and reduce the impact of children's exposure to violence that will break the cycle of crime, violence, and abuse in this country. To do this, DOJ will ask communities to form multi-disciplinary partnerships and carry out comprehensive assessments and strategic planning in the initial grant year that will position them to take a targeted implementation approach in subsequent years to improve prevention, intervention, and response systems for children and their families across the full age range of 0 through 17.

This program seeks to create a comprehensive service delivery system that strategically expands existing partnerships in the following fields: municipal and tribal leadership; education; health, including public health and mental health; family support and strengthening; social services; early childhood education and development; domestic violence advocacy and services; victim support; substance abuse prevention and treatment; crisis intervention; child welfare; courts; legal services; and law enforcement at tribal, local, state, and federal levels. In areas where multiple jurisdictions apply, applicants should consider the combination of necessary jurisdictional partners to effect strategic change. Through this comprehensive planning, communities will improve access to, delivery of, and quality of services to children and families and respond to their needs at any point of entry into relevant systems (e.g., legal, social services, medical, law enforcement, community-based supports, and culturally competent and linguistically specific service providers).

- **Goals, Objectives, and Deliverables**

The program's goals are as follows:

1. reducing childhood exposure to violence by developing and implementing activities in families and communities that prevent children's initial and repeated exposure to violence;
2. increasing knowledge and awareness by advancing scientific inquiry on the causes and characteristics of childhood exposure to violence and supporting education and outreach efforts to improve understanding;
3. reducing the negative impact of childhood exposure to violence by improving systems and services that identify and assist youth and families who have been impacted by violence to reduce trauma, build resilience, and promote healing.

The program's fundamental objectives are the following:

- using an outcome-based approach that reflects evidence-based strategies;
- developing a comprehensive approach across the continuum of prevention, intervention, treatment, and response, including services, policies, training, evaluation, and public awareness.

The comprehensive approach to children's exposure to violence that communities develop during the initial planning year should provide for the following:

- increasing the identification, screening, assessment, referral, and services for children and their families;
- increasing families' access to and utilization of quality programs, including recruitment, retention, and engagement in services in a culturally competent manner and to a diverse range of families including underserved populations;
- developing and implementing services where identified gaps exist;
- implementing organizational changes (policy, fiscal, technical, and operational) that promote improvements in systems and services in the area of children's exposure to violence;
- developing and implementing specific protocols, procedures, and policies for responding to the needs of children and their families;
- developing and implementing developmentally appropriate strategies for children and youth;
- ensuring the safety of children and their non-offending parent or caregivers who may also be victims; and
- mobilizing and coordinating all sectors and services to improve cross-agency prevention and response, increase professional cross-training, reform systems, and reduce barriers to service.

Successful applicants will be expected to provide the following deliverables:

- identifying a collaborative body, a lead agency, an individual who can effectively chair and convene the collaborative body, and a project coordinator to manage the process;
- working collaboratively with national partners throughout the planning year. Partners will include a team of DOJ and other federal agencies, a national training and technical assistance provider, a national evaluator, and consultant experts. The training and technical assistance provider will provide a strategic planning coordinator and a team of national experts to consult and guide the demonstration effort. The national team will work intensively with the selected sites throughout the planning process;

- convening and managing a comprehensive collaborative planning body of all key partners related to children’s exposure to violence. This body should include all relevant public and private organizations to address all aspects of children’s exposure to violence, such as municipal and tribal leadership; education; health, including public health and mental health; family support and strengthening; social services; early childhood education and development; domestic violence advocacy and services; victim support; substance abuse prevention and treatment; crisis intervention; child welfare; courts; legal services; and law enforcement at tribal, local, state, and federal levels. The collaborative body must include linguistically-, culturally-, and community-relevant programs for diverse communities, as well as children, youth, and families. The body must address all aspects of children’s exposure to violence across the following:
 - the full developmental spectrum of ages 0 through 17;
 - the full continuum of prevention, intervention, treatment, and response;
 - all types of crime, violence, and abuse experiences: child maltreatment, domestic violence and sexual assault, school violence, and community violence.

- developing a comprehensive strategic plan that includes policy, practice, enforcement, and response strategies to improve systems and create an effective continuum of care for children exposed to violence and their families. This strategic action plan will involve conducting and preparing the following components:
 1. Scanning and analysis of childhood exposure to violence:
 - establishing the baseline to assess and measure prevalence over time, including identification of data gaps;
 - identifying mechanisms for building data capacity to fill gaps in measuring prevalence.

 2. Community mapping and assessment:
 - Identifying and assessing current policies, procedures, resources, and services directed at the needs of children and families experiencing or at high risk of experiencing violence;
 - identifying and reducing gaps, deficiencies, and barriers in policies, procedures, and services;
 - assessing community protective and risk factors;
 - identifying fiscal and other resource needs.

 3. Action planning:
 - designing an effective system of care that builds protective factors and promotes healing using multiple and varied approaches;
 - prioritizing and mobilizing a complete action plan for public awareness/outreach, services, policy changes, resource development, evaluation, and a local training and technical assistance plan to strategically support the collaborative team;

- developing an implementation plan: tasks, timelines, milestones;
- developing a logic model, service plans, and case flowcharting;
- tracking outcomes and performance;
- developing a training and technical assistance plan across the continuum;
- preparing a sustainment plan for the strategic initiative.

In addition, DOJ will require all projects to collect and report performance measures (as specified in “Performance Measures,” page 8) and to cooperate in a DOJ-funded evaluation of this demonstration program (see NIJ’s evaluation solicitation, at: <http://www.ncjrs.gov/pdffiles1/nij/sl000942.pdf>).

Amount and Length of Awards

DOJ will fund as many as eight communities for 24-month projects. The first 12 months will be limited to planning. Applicants should submit 12-month budgets for as much as \$160,000. No funding during the first 12-month period may be used for service delivery. After 12 months of planning, all sites will receive supplemental awards to begin implementation of activities. While some of the sites will receive limited implementation funding, DOJ will select four of the communities as full demonstration sites to receive substantially higher levels of implementation funding. Selection of these four sites will be made based on factors including, but not limited to: the strength and diversity of the local partnership, the quality of the strategic plan, and the potential for executing the plan.

A portion of the funding for this demonstration program is appropriated through the Tribal Youth Program; therefore, DOJ will make two of the eight initial awards to federally recognized tribes (as determined by the Secretary of the Interior and published in the Federal Register).

DOJ will enter into a cooperative agreement with selected applicants. In furtherance of the goals and objectives described above, DOJ’s role along with our federal partners will include the following:

- reviewing and approving major work plans, including changes to such plans, and key decisions pertaining to project operations;
- reviewing and approving major project-generated documents and materials used in the provision of project services;
- providing guidance in significant project planning meetings and participating in project sponsored training events or conferences;

- reviewing and approving any proposed solicitations for sub-awards prior to release or publication.

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

Budget Information

Limitation on Use of Award Funds for Employee Compensation; Waiver: With respect to any award of more than \$250,000 made under this solicitation, federal funds may not be used to pay total cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that exceeds 110% of the maximum annual salary payable to a member of the Federal Government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. (The 2010 salary table for SES employees is available at <http://www.opm.gov/oca/10tables/indexSES.asp>.) Note: A recipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

The limitation on compensation rates allowable under an award may be waived on an individual basis at the discretion of the Assistant Attorney General (AAG) for the Office of Justice Programs. An applicant that wishes to request a waiver must include a detailed justification in the budget narrative of its application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request that the applicant adjust and resubmit their budget.

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

Match Requirement. No match is required for this program.

Performance Measures

To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act (GPRA), P.L. 103-62, applicants who receive funding under this solicitation must provide data that measures the results of their work. **Additionally, applicants must discuss in their application their methods for collecting data for performance measures. Please refer to "What An Application Must Include" (below), for additional information on applicant responsibilities for collecting and reporting data.** Grantees are required to provide the data requested in the "Data Grantee Provides" column so that OJP can calculate values for the "Performance Measures" column.

As noted earlier in this solicitation, DOJ will expect funding recipients to conduct a comprehensive assessment and strategic planning process in the first grant year. This process will enable communities to take a targeted approach in subsequent years to improve prevention, intervention, and response systems for children and their families across the full age range of 0 to 17. Therefore, DOJ will require grantees to respond to the following planning year measures

for the first year of this initiative:

Objectives	Performance Measures	Data Grantees Provide
<p>To develop and implement family and community activities that prevent children’s initial and repeated exposure to violence. To increase knowledge and awareness on the causes and characteristics of childhood exposure to violence through education and outreach efforts.</p>	<p>Mandatory performance measures for year 1 (planning and assessment year) are outlined below.</p>	
	<p>Number of strategic planning meetings attended.</p>	<p>Number of strategic planning meetings attended during the reporting period.</p>
	<p>Number of partnerships developed.</p>	<p>Number of partnerships developed during the reporting period.</p>
<p>To improve systems and services that identify and assist youth and families who have been impacted by violence to reduce trauma, build resilience, and improve coping. Funding recipients also must participate in a national evaluation of this initiative. DOJ will require grantees to provide additional data as part of the evaluation participation requirements.</p>	<p>Number of strategic planning documents, (i.e., logic model, action plan, communication plan) developed.</p>	<p>Number of strategic planning documents, (i.e., logic model, action plan, communication plan) developed during the reporting period.</p>
	<p>Number of people trained (program staff, others).</p>	<p>Number of people trained during the reporting period (program staff, others).</p>

How to Apply

Applications will be submitted through OJP’s Grants Management System ([GMS](#)). [GMS](#) is a Web-based, data-driven computer application that provides cradle to grave support for the application, award and management of grants at OJP. Applicants should begin the process immediately to meet the GMS registration deadline, especially if this is the first time they have used the system. Complete instructions on how to register and submit an application in GMS can be found at www.ojp.usdoj.gov/gmscbt/. If you experience technical difficulties at any point during this process, please e-mail GMSHelpDesk@usdoj.gov or call 1–888–549–9901 (option 3), Monday – Friday from 6:00 a.m. to midnight Eastern Time except Federal holidays. The Office of Justice Programs highly recommends starting the registration process as early as possible to prevent delays in the application submission by the specified deadline.

All applicants are required to complete the following steps:

1. **Acquire a DUNS Number.** A DUNS number is required to submit an application in GMS. The Office of Management and Budget requires that all businesses and nonprofit applicants for Federal funds include a DUNS (Data Universal Numbering System) number in their application for a new award or renewal of an existing award. A DUNS

number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Obtain a DUNS number by calling 1-866-705-5711 or by applying online at www.dunandbradstreet.com. Individuals are exempt from this requirement.

2. **Acquire or Renew Registration with the Central Contractor Registration (CCR) Database.** CCR registration is required to receive funding. OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the Central Contractor Registration (CCR) database. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Please note, however, that applicants must update or renew their CCR registration at least once per year to maintain an active status. Information about CCR registration procedures can be accessed at www.ccr.gov.
3. **Acquire a GMS Username and Password.** If you are a new user, please create a GMS profile by selecting the first time user link under the sign-in box of the [GMS](#) home page. For more information on how to register in GMS, go to www.ojp.usdoj.gov/gmscbt/.
4. **Search for the Funding Opportunity on GMS.** After you log in to GMS or complete your GMS profile for your username and password, go to the Funding Opportunities link on the left hand side of the page. Please select OJJDP and the Attorney General's Children Exposed to Violence Demonstration Program: Phase I.
5. **Select the Apply Online Button Associated with the Solicitation Title.** The search results from step 4 will display the solicitation title along with the Registration and Application Deadlines for this funding opportunity. Please select the Apply Online button in the Action Column to create an application in the system.
6. **Submit an Application Consistent with this Solicitation by Following the Directions in GMS.** Once submitted, GMS will display a confirmation screen stating your submission was successful. **Important:** You are urged to submit your application at least 72 hours prior to the due date of the application.

Note: OJP's Grants Management System (GMS) does not accept executable file types as application attachments. These disallowed file types include, but are not limited to, the following extensions: ".com," ".bat," ".exe," ".vbs," ".cfg," ".dat," ".db," ".dbf," ".dll," ".ini," ".log," ".ora," ".sys," and ".zip."

Experiencing Unforeseen GMS Technical Issues

If you experience unforeseen GMS technical issues beyond your control which prevent you from submitting your application by the deadline, you must contact OJJDP staff **within 24 hours after the deadline** and request approval to submit your application. At that time, OJJDP staff will require you to e-mail the complete grant application, your DUNS number, and provide a GMS Help Desk tracking number(s). After the program office reviews all of the information submitted, and contacts the GMS Helpdesk to validate the technical issues you reported, OJP will contact you to either approve or deny your request to submit a late application. If the technical issues you reported cannot be validated, your application will be rejected as untimely.

To ensure a fair competition for limited discretionary funds, the following conditions are not valid reasons to permit late submissions: (1) failure to begin the registration process in sufficient time; (2) failure to follow GMS instructions on how to register and apply as posted on its Web site; (3) failure to follow all of the instructions in the OJP solicitation; and (4) technical issues experienced with the applicant's computer or information technology (IT) environment.

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

What an Application Must Include

This section describes what an application is expected to include and sets out a number of elements. Applicants should anticipate that failure to submit an application that contains all of the specified elements may negatively affect the review of the application and, should a decision nevertheless be made to make an award, may result in the inclusion of special conditions that preclude access to or use of award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that applications that are not responsive to the scope of the solicitation, or do not include a program narrative, budget, budget narrative, tribal resolution (if applicable), list of Collaborative Planning Body, timeline / milestone chart, memoranda of understanding/letters of support (if applicable), and job descriptions (see "Other Attachments" page 19) will not proceed to peer review and will not receive further consideration.

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

Standard Form 424

Please see www07.grants.gov/assets/SF424Instructions.pdf for instructions on how to complete your SF424. When selecting "type of applicant," if the applicant is a for-profit entity, please select "For-Profit Organization" or "Small Business" (as applicable) in the Type of Applicant 1 data field. For-profit applicants also may select additional applicable categories (e.g., "Private Institution of Higher Education").

Program 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. The project abstract, tables, charts, pictures, etc., including all captions, legends, keys, subtext, etc., may be single-spaced, and will count in the 30-page limit.

Applicants should anticipate that if the program narrative exceeds these length-related restrictions, such that it provides a significant competitive advantage, the application will not be reviewed in peer review and will not receive further consideration.

Material required under the “Budget and Budget Narrative” and “Other Attachments” sections will not count toward the program narrative page count. DOJ may reject applications that are incomplete, do not respond to the scope of the solicitation, or fail to comply with all format requirements.

The program narrative must address the following selection criteria: (1) statement of the problem, (2) performance measures requirements, (3) project/program design and implementation, and (4) capabilities/competencies. Applicants must clearly delineate the connections between and among each of these sections. For example, the applicant must derive the goals and objectives 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 define their target communities and briefly describe the nature and scope of the problem of children’s exposure to violence in those communities. This statement must include a complete inventory of data resources and any known gaps. Applicants should use data 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 use data gaps to demonstrate their capacity to conduct a complete and realistic assessment of baseline capabilities. DOJ understands that data in this area may be limited and applicants’ ability to capture and assess the current data picture is important. 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 DOJ expects applicants 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. Applicants must include a project abstract as the first page of the program narrative, and it is included in the page limitation specified above. The abstract must not exceed 200 words and briefly describe the project’s purpose, identify the population to be served, and summarize the activities that the applicant will implement to achieve the project’s goals and objectives. These goals and objectives must focus on short-term and intermediate outcomes (see Performance Measures Requirements,” below). The abstract must describe how the applicant will measure progress toward these goals.

- **Performance Measures Requirements**

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 DOJ will require successful applicants to provide.

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, and specific program deliverables. 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.

Performance Measures. DOJ requires award recipients to report data in support of mandated performance measures for this solicitation (see "Performance Measures," page 8.) Applicants must describe the steps they will take to assemble the information needed to comply with DOJ's performance measures reporting requirements. DOJ will encourage award recipients to use information from existing program records to fulfill performance measures reporting requirements rather than initiating new data collection activities for this purpose. To ensure confidentiality of program records, DOJ will also require award recipients to submit a completed Privacy Certificate post-award. (See www.ojjdp.ncjrs.gov/grantees/pm/faq.html for more information.)

- **Project/Program Design and Implementation**

Applicants must describe in detail the specific project design they will undertake in establishing a comprehensive data-driven collaborative strategic plan to address childhood exposure to violence. Applicants must identify all relevant systems and organizations effecting change for children exposed to violence and their families. Applicants will target all planning to a local community that the applicant will define. For example, if the child welfare agency is a state administered system, the state agency must be represented in the collaborative body with a commitment to work with the local communities to influence policy and practice changes.

Applicants must detail how the project will operate throughout the funding period and describe the strategies that they will use to achieve deliverables identified in the previous section. DOJ expects that the project design will identify a collaborative body, a key convener, a lead agency to manage the operational aspects of the planning process, and a key demonstration program director to coordinate the planning process and implement the action plan after the award period.

Specifically, applicants should:

- provide a list of the collaborative partners, as stipulated in "Other Attachments," page 18. This list should include key community representatives (formal and informal leaders) and service providers who will participate in the planning and implementation process. As stated previously, the collaborative must include victim services providers; tribal non-profit organizations or community-based organizations with a documented history of effective work concerning children or youth exposed to domestic violence, dating violence, sexual assault, or stalking, including programs that provide culturally specific services; Head Start; childcare; faith-based organizations; afterschool programs; and health and mental health providers. DOJ will judge applicants on whether they provide clear evidence of broad, high-level community

involvement in planning and implementation, including core partners (at all relevant inter-governmental public and private sectors) who are essential for effecting change in the area of children exposed to violence. Partners should acknowledge and affirm a commitment to both the planning and future implementation efforts even if they will not receive any fiscal resources.

- identify a lead agency, a collaborative body, a chair who can convene and mobilize the collaborative body, and a project coordinator to manage the process.
- describe the process by which agencies plan to work together to design a coordinated service delivery system. Applicants should note that DOJ will be directly involved in the planning process as a planning partner along with a national strategic planning coordinator and a national evaluator to provide technical guidance and support to the selected sites. DOJ will judge applicants on: (1) the extent to which they have initiated planning and implementation of a comprehensive service system for children exposed to violence and/or are in a position to build on current efforts, including expansion of collaborative partnerships in other related areas; and (2) the ability and willingness on the part of key leaders to leverage existing resources, create new sources of support, make policy and procedural changes, and sustain activities during and beyond the grant period. Please describe in detail the vision for ensuring linkages and integration at the direct service level by all involved agencies to provide a coordinated system of care for children exposed to violence. Include a description of the coordination mechanisms, both human and technological, such as interagency staffing groups, integrated case management systems, management information systems, joint intake and assessment procedures, referrals, etc.
- describe policies and procedures that the applicant has or will adopt to ensure the safety and security of children exposed to violence and the security and safety of their nonabusing parent.
- describe policies and procedures the applicant has or will adopt to ensure linguistically, culturally, and community relevant services for underserved communities.
- describe how the applicant will collect, use, coordinate, maintain, and manage information. Also, explain how children in need of services are currently identified and what gaps may exist in identifying, screening, and referring children into appropriate services.
- describe existing services and programs currently operating in the target community.
- describe the plan and timeline for the 12-month planning period outlined below.

The initial 12-month award period will be organized as follows and the project design should address each of these tasks accordingly.

1. Selected applicants will have from October 1 to December 31, 2010, to identify and hire a full-time, experienced lead demonstration program coordinator who possesses a broad range of essential skills related to the following:
 - community development;
 - project/program management;

- ability to lead collaboration across disciplines;
 - knowledge of relevant subject areas (for example, domestic violence, sexual abuse, child maltreatment, victim services, and community violence) ;
 - knowledge of the systems involved;
 - cultural sensitivity and understanding of underserved populations;
 - ability to facilitate meetings.
2. DOJ will require selected applicants to attend a national kick-off meeting in January 2011 in Washington, D.C.
 3. Selected applicants will have 6 months to engage in and complete an intensive community assessment and strategic planning process with the support of the following national partners: DOJ and other federal partners; a national training and technical assistance provider, which will consist of a strategic planning coordinator and a team of expert consultants; and a national evaluator. DOJ will require selected applicants to work collaboratively under a cooperative agreement with this national team.
 4. Upon submission of the strategic action plan at the end of June 2011, the national team (identified above) will review plans, and the selected applicants will spend the remaining 3 months (July to September 2011) of the award period building the capacity of the community to implement their action plan. Activities such as data building, training, public awareness and outreach, and policy/protocol development will be important initial implementation activities.
 5. DOJ will invite selected applicants that successfully complete a strategic plan for a state-of-the-art continuum of care for children exposed to violence to compete for implementation funds during the remaining months of the award period (July to September 2011). DOJ will select four of the eight communities as full demonstration sites, and the remaining four communities will receive smaller awards to support more limited implementation activities to address children exposed to violence.

This project design 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 with or without additional implementation funds from the Department of Justice.

Applicants should identify any other federal, state, or private foundation grants that serve the same local area and target population.

Timeline. DOJ requires applicants to 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 ojjdp.ncjrs.gov/grantees/timelines.html). The applicant must submit the timeline as a separate attachment, as stipulated in “Other Attachments,” page 18. On receipt of an award, the applicant may revise the timeline based on training and technical assistance that DOJ will provide.

- **Capabilities/Competencies**

Applicants should use this section to describe a sound governance and operating structure capable of carrying out the proposed program and to demonstrate the following: community readiness, an effective team management structure for the demonstration program involving the lead agency and the collaborative partners, and a strong organizational capability by the lead agency commensurate with this scope of work. These elements are discussed below and the associated points are listed below under the selection criteria section.

1. **Community Readiness.** Applicants must provide detailed information about the communities' readiness and capacity to plan and implement a comprehensive continuum of care for children exposed to violence and their families, including changes in policy, resources (fiscal and other), service integration, and new and enhanced programming. Applicants should describe how the proposed vision and plan will build on and/or fit within current and past communitywide planning processes to achieve the demonstration program's objectives. Discuss the community's history of collaboration and planning as it addresses children's exposure to violence (or violence-related issues i.e., child maltreatment, victim services, domestic violence, sexual abuse, or community violence) and identify any major accomplishments that resulted. Describe the infrastructure upon which this demonstration program will be developed. Applicants should demonstrate the existence, viability, and accomplishments to date of multidisciplinary arrangements whereby various agencies in a jurisdiction work collaboratively to improve the community. Applicants must also document that the collaborative represents all the relevant partners needed to reduce the impact of exposure in the target community. This involvement should include all formal and informal resources and partners, including grassroots organizations, parents, schools and educators, and community leaders. DOJ will judge applicants on the presence of readiness and agreements (including human and fiscal resource commitments) to ensure effective collaboration in the planning, implementation, and evaluation of a continuum of care.

Applicants also should demonstrate evidence of favorable protocols, policies, and/or legislation that characterizes the local community environment and gives evidence of political and administrative support (at all relevant levels of government) for the proposed collaborative efforts. Applicants should provide these examples as attachments.

Applicants must also include as an attachment any documentation and letters of agreement, such as copies of memoranda of understanding (MOUs) and/or letters of collaboration from key agencies that specifically describe the commitments made by each participating agency.

2. **Management.** Applicants must outline the proposed staffing structure and management plan. Applicants must clearly and evidently connect management and staffing patterns to the project design described in the previous section. Applicants should describe the roles and responsibilities of project staff and explain the proposed organizational structure and operations as well as the collaborative planning structure. Applicants should provide a list of the collaborative planning group participants in the attachments section along with roles and responsibilities of each agency, committee, board, or other entity and explain its relationship to the overall effort. In addition, applicants must name and describe the core management/ leadership team and the capabilities and experience of the team. Applicants should provide resumes of key personnel in the attachments and indicate the percentage of time for each

named staff and the supervision or management plan (both formal and informal if applicable) e.g., the coordinator's direct line supervision, and the role of the collaborative in selection and performance review.

3. **Organizational Capability.** Applicants should provide a brief overview of the lead agency's knowledge and experience in child, youth, and family issues and violence issues, particularly as they relate to the prevention and reduction of the impact of exposure to violence. Applicants should demonstrate specific and detailed experience in leading collaborative, communitywide planning efforts involving systems change and the necessary credibility from the community to be effective. Applicants must have experience leveraging state, local, tribal, and other resources. Applicants should demonstrate the ability and willingness to participate and cooperate in a comprehensive evaluation and intensive strategic and technical assistance at the national level for purposes of local capacity-building, formative learning, and advancement of strategies that will inform and further other communities' efforts as the selected applicants serve as national leaders in transforming systems and transferring effective strategies to other communities nationwide.

Letters of Support/Memoranda of Understanding. If submitting a joint application, as described under "Eligibility," page 3, applicants must provide signed and dated letters of support or Memoranda of Understanding (MOUs) for all key partners that include the following:

- expression of support for the program and a statement of willingness to participate and collaborate with it;
- description of the partner's current role and responsibilities in the planning process and expected responsibilities when the program is operational; and
- estimate of the percent of time that the partner will devote to the planning and operation of the project.

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. The budget should cover the entire award period.

- **Budget Detail 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 detail worksheet must present a complete and detailed itemization of all proposed costs.

A sample budget detail worksheet can be found at www.ojp.gov/funding/forms/budget_detail.pdf. If the applicant submits a different format, it must include the budget categories as listed in the sample worksheet.

- **Budget Narrative**

The budget narrative must describe each budget item and relate it to the appropriate project activity. It must closely follow the content of the budget detail worksheet and provide justification

for all proposed costs listed in the budget detail 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.

Consult the OJP Financial Guide for questions pertaining to budget including allowable and unallowable costs at www.ojp.gov/financialguide/index.htm.

• **Required DOJ Technical Assistance**

DOJ requires all award recipients to set aside \$10,000 to attend DOJ-funded training and technical assistance. The budget must reflect the costs in the appropriate categories. Therefore, applicants should include costs associated with a staff team attending a technical assistance event in the Travel category, while the applicant should include travel costs for the partner in the Consultants/Contracts category. These costs should be labeled as "DOJ Technical Assistance."

Award recipients will use the \$10,000 to send a team of three to four individuals to a 4-day, all-sites kick-off meeting in Washington, DC. Applicants should include an estimated breakdown for training and technical assistance travel costs, including the number of travelers, airfare or mileage, lodging, per diem, etc. This amount should equal the full set-aside of \$10,000. Applicants should calculate the set-aside amount as part of the entire budget, and it should be within the \$160,000 limit set forth by this solicitation.

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.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf.

Accounting System and Financial Capability Questionnaire

First time applicants and nonprofit, for-profit, and faith based organizations that have not previously received funding from OJP should also submit a completed Accounting System and Financial Capability Questionnaire and financial statements. This requirement applies only to nongovernmental applicants that have not received awards from OJP within the past 3 years. Government (state or local) agencies do not need to complete the questionnaire. The questionnaire may be obtained at: http://www.ojp.gov/funding/forms/financial_capability.pdf.

Consult the OJP Financial Guide for questions pertaining to budget including allowable and unallowable costs at www.ojp.gov/financialguide/index.htm.

Plan for Collecting the Data Required for Performance Measures. (See "Performance Measures," page 8.)

Tribal Authorizing Resolution

If an application is being submitted by either (1) a tribe or tribal organization, or (2) by a third party proposing to provide direct services or assistance to residents on tribal lands, then a current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal council or comparable governing body authorizing the inclusion of the tribe or tribal

organization and its residents must be included with the application. In those instances when an organization or consortium of tribes proposes to apply for a grant on behalf of a tribe or multiple specific tribes, then the application must include a resolution from all tribes that will be included as a part of the services/assistance provided under the grant.

Other Attachments

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

- list of Collaborative Planning Body (see first bullet, page 13);
- timeline or milestone chart (see “Timeline,” page 15);
- evidence of favorable protocols, policies, and agreements to support community readiness;
- résumés of all key personnel and core management team;
- job descriptions outlining roles and responsibilities for all key positions;
- letters of support/memoranda of understanding from partner organizations (see “Letters of Support/Memoranda of Understanding,” page 16).

Selection Criteria

DOJ will rate applications that proceed to peer review on a 100-point scale, based on the following point values for the selection criteria:

1. Statement of the Problem/Program Narrative (10 points)
2. Performance Measures Requirements (5 points)
3. Project/Program Design and Implementation (30 points)
4. Capabilities/Competencies (30 points)
 - Community Readiness (10 points)
 - Management (10 points)
 - Organizational Capacity (10 points)
5. Budget (5 points)
6. Attachments (20 points)

Review Process

OJP is committed to ensuring a fair and open process for awarding grants. The OJJDP reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent the solicitation.

Peer reviewers will be reviewing the applications submitted under this solicitation that meet basic minimum requirements. OJJDP may use either internal peer reviewers, external peer reviewers, or a combination to review the applications under this solicitation. An external peer reviewer is an expert in the field of the subject matter of a given solicitation who is NOT a current U.S. Department of Justice employee. An internal reviewer is a current U.S. Department of Justice employee who is well-versed or has expertise in the subject matter of this solicitation. Eligible applications will be evaluated, scored, and rated by a peer review panel. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer

review ratings, considerations for award recommendations and decisions may include, but are not limited to, underserved populations, strategic priorities, past performance, and available funding.

The Office of the Chief Financial Officer (OCFO), in consultation OJJDP, conducts a financial review of applications for potential discretionary awards and cooperative agreements to evaluate the fiscal integrity and financial capability of applicants; examines proposed costs to determine if the budget and budget narrative accurately explain project costs; and determines whether costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations.

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

Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. We strongly encourage you to review the information pertaining to these additional requirements prior to submitting your application. Additional information for each can be found at www.ojp.usdoj.gov/funding/other_requirements.htm.

- Civil Rights Compliance
- Faith-Based and Other Community Organizations
- Confidentiality and Human Subjects Protection (if applicable)
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) (if applicable)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Nonsupplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with [Office of Justice Programs Financial Guide](#)
- Suspension or Termination of Funding
- Nonprofit Organizations

- For-Profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006
- Awards in excess of \$5,000,000 – federal taxes certification requirement

Application Checklist

Attorney General's Children Exposed to Violence Demonstration Program: Phase I

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

Eligibility Requirement:

Lead applicants must join in partnership with a collaborative body that includes a full range of entities and must involve, victim services providers; tribal nonprofit organizations or community-based organizations with a documented history of effective work concerning children or youth exposed to domestic violence, dating violence, sexual assault, or stalking, including programs that provide culturally specific services; Head Start; childcare; faith-based organizations; afterschool programs; and health and mental health providers as well as organizations that address child maltreatment, community violence, and school violence. ("Eligibility," see page 3.)

The federal request is within allowable limits: \$160,000.

The Application Components:

- Statement of the Problem/Program
- Project Design and Implementation
- Performance Measures Requirements
- Capabilities/Competencies
- Community Readiness
- Management
- Organizational Capability
- Budget Narrative
- Budget Detail Worksheet
- Project Timeline
- List of collaborative planning body
- Evidence of community readiness
- Position Descriptions
- Résumés
- Letters of Support/MOUs
- Tribal Authorizing Resolution (if applicable)

Program Narrative/Abstract Format:

- Double-spaced
- 12-point standard font
- 1" standard margins
- Narrative is 30 pages or less

Other:

- Standard 424 Form
- DUNS Number
- Certifications
- Other standard forms as applicable
 - Disclosure of Lobbying Activities (if applicable)
 - Accounting System and Financial Capability Questionnaire (if applicable)