



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office of Juvenile Justice and Delinquency Prevention](#) (OJJDP), is seeking applications for funding under its Fiscal Year (FY) 2010 Court Appointed Special Advocates (CASA) Training and Technical Assistance Continuation Program. This program furthers the Department's mission by supporting Court Appointed Special Advocates programs and appropriate child welfare system stakeholders.

OJJDP FY 2010 Court Appointed Special Advocates (CASA) Training and Technical Assistance Continuation Program

Eligibility

The National Court Appointed Special Advocates Association, headquartered in Seattle, WA, is the only eligible applicant for this continuation funding. (See "Eligibility," page 3.)

Deadline

Registration with [OJP's Grant Management System \(GMS\)](#) is required prior to application submission. (See "How To Apply," page 7.) All applications are due by 3:00 p.m. Eastern Time on March 17, 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. The GMS Support Hotline hours of operation are Monday–Friday, 6:00 a.m. to 12:00 a.m., Eastern Time.

For assistance with any other requirement of this solicitation, call Cecilia Duquela-Fuentes, Program Manager, at 202-514-9372 or e-mail her at cecilia.duquela@usdoj.gov.

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OJJDP FY 2010 Court Appointed Special Advocates (CASA) Training and Technical Assistance Continuation Program (CFDA # 16.756)

Overview

The Court Appointed Special Advocates (CASA) Training and Technical Assistance Continuation Program provides funding to support a national training and technical assistance program for state and local CASA programs. The award for this program was made through a competitive process in 2009 for a multi-year project period with annual supplemental funding. OJP has determined that the project period for this program will be 3 years. FY 2010 is year 2 of the project period.

CASA programs provide timely, sensitive, and effective advocacy to abused and neglected children involved in dependency proceedings. This funding will enable the applicant to provide training and technical assistance services to a national membership body of state and local CASA organizations and other child welfare system stakeholders at the local, state, regional, and national levels. This program is authorized under the Victims of Child Abuse Act, 42 U.S.C. Section 13013.

Deadlines: Registration and Application

The applicant must register with GMS prior to submitting an application. The deadline to register in GMS is 1:00 p.m. Eastern Time on March 17, 2010, and the deadline to apply for funding under this announcement is 3:00 p.m. Eastern Time on March 17, 2010, (see "How To Apply," page 7).

Eligibility

The National Court Appointed Special Advocates Association, headquartered in Seattle, WA, is the only eligible applicant for this continuation funding. (EIN 911255818).

Program-Specific Information

- **Purpose**

The grantee will provide information, technical assistance, and training to volunteer advocates who represent abused and neglected children in dependency hearings and to other child welfare system stakeholders at the local, state, regional, and national levels. This program provides training and technical assistance to local and state CASA programs to support existing and new CASA programs across the nation and CASA services in communities where representation rates for abused and neglected children are low, the numbers of abused and neglected children are high, and service systems do not meet the needs of families and children. The program provides training and technical assistance in the areas of volunteer

advocate recruitment and retention, volunteer advocate training, diversity, data collection and reporting, sustainability, and program standards.

- **Goals, Objectives, and Deliverables**

The program's goals are to improve outcomes for children in the foster care system, provide effective advocacy for abused and neglected children, and fund programs that support cultural diversity and competency.

The objectives for this program are to increase the number of:

- children receiving services from CASA volunteer advocates
- minority children that CASA volunteer advocates represent
- volunteer advocates that CASA programs recruit
- volunteer advocates trained in the CASA program curriculum and standards
- volunteer advocates from diverse backgrounds that CASA programs recruit.

The grantee will design and implement plans to achieve the above goals and objectives through the following activities:

- training sessions (on-site, cross-site, telephone, Web-based, etc.) for local, state, regional, and national programs and stakeholders. The grantee will propose the topics, types, quantity, duration, audiences, timing, and means of delivery of training sessions, identifying trainers with relevant expertise and audiences with significant need. The grantee will include plans for evaluating the training sessions to include measuring changes in participants' knowledge, attitude, and behavior.
- technical assistance for state and local CASA programs that seek to increase the number and quality of services they provide or their recruitment of volunteers to work effectively with minority children or volunteers whose backgrounds match those of the children they serve.
- publications addressing training and technical assistance needs for the benefit of volunteer advocates, local and state programs, and stakeholders. The grantee will indicate the topics, types, quantity, audiences, and production schedules of proposed publications. The grantee will create a plan to disseminate these publications. The grantee will identify authors and contributors and create a plan for measuring the impact of the publications produced, at a minimum, collecting data on the number disseminated and the number of times online versions are accessed and the types of users (e.g. CASA volunteers, CASA program staff, other child advocates, etc.). The publication and dissemination of any publication produced under this award is subject to the approval of OJJDP.
- collection of data from local CASA programs on a quarterly basis and reports to OJJDP on the Data Collection and Technical Assistance Tool, as directed. The data must address the objectives described above, see "Performance Measures," page 6. Applicants should include detailed plans for how they collect, store, manage, and analyze the data. Applicants must describe how they will ensure that local CASAs submit required data.

- dissemination of information about the CASA program through partnerships with public and private partners to expand public awareness.

OJJDP will assign major tasks and deliverables under this solicitation, following its review of the application.

Amount and Length of Awards

OJJDP will make one award for up to \$4 million for a 1-year period. The award will be renewable for a third year subject to performance.

OJJDP will enter into a cooperative agreement with the applicant. In furtherance of the goals and objectives described above, OJJDP's role 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 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: No portion of any award of more than \$250,000 made under this solicitation may 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. Match is not required for this program.

Performance Measures

To assist DOJ in fulfilling its responsibilities under the Government Performance and Results Act, P.L. 103–62, applicants who receive funding under this solicitation must provide data that measures the results of their work. Applicants must discuss in their application their methods for collecting data for performance measures. Refer to “What an Application Must Include,” page 8, for additional information. Performance measures for this solicitation are as follows:

Objective	Performance Measure(s)	Data Grantee Provides
To increase the number of active local CASA programs.	Percent of new, active local CASA programs.	Number of local CASA programs active during the reporting period. Number of new local CASA programs active during the reporting period.
To enhance the matching of children to volunteer advocates.	Percent increase in the number of volunteer advocates recruited with ethnic, cultural, or racial backgrounds similar to the children that the CASA program served. Percent of new volunteer advocates available to serve children.	Number of enrolled volunteer advocates with ethnic, cultural, or racial backgrounds similar to the children that the CASA program served during the reporting period. Number of new volunteer advocates available to serve children during the reporting period.
To increase the number of volunteer advocates serving children under the CASA program.	Number of volunteer advocates available to serve children during the reporting period.	
To increase the number of children receiving CASA volunteer advocacy services.	Percent of new children receiving services from CASA volunteer advocacy services.	Number of children served during the reporting period. Number of children who started receiving services during the reporting period.
	Percent of children with a current report of substantiated or indicated child abuse or neglect during reporting period.	Number of children served during the reporting period with a current report of substantiated or indicated child abuse or neglect.

	Percent of children who exited the CASA program through reunification, adoption, or legal guardianship since the most recent admission to foster care.	<p>Number of CASA youth at the time of their most recent entry into foster care that left foster care during the reporting period.</p> <p>Number of CASA youth at the time of their most recent entry into foster care that left foster care during the reporting period through reunification, adoption, or legal guardianship.</p>
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For more information about OJJDP performance measures, see www.ojjdp.ncjrs.gov/grantees/pm/ or contact Janet Chiancone at janet.chiancone@usdoj.gov.

How To Apply

Applications should be submitted through [GMS](#), a Web-based, data-driven system for the application, award, and management of OJP grants. 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/. Applicants who experience technical difficulties at any point during this process should e-mail GMSHelpDesk@usdoj.gov or call 1-888-549-9901 (option 3), Monday–Friday, 6:00 a.m. to 12:00 a.m., Eastern Time. OJJDP recommends that applicants register as early as possible to avoid delays in submitting their applications by the deadline.

All applicants are required to complete the following steps:

1. **Acquire a DUNS Number.** An application must have a DUNS number to be submitted 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 tracking entities receiving federal funds. The identifier is used 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. Call 1–866–705–5711 or apply online at www.dunandbradstreet.com to obtain a DUNS number. Individuals are exempt from this requirement.
2. **Acquire or Renew Registration with the Central Contractor Registration (CCR) Database.** OJP requires all applicants (other than individuals) for federal financial assistance to maintain a current registration in the CCR database to receive funding. 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, select the first time user link under the sign-in box of the [GMS](#) home page to create a GMS profile. 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 side of the page. Select OJJDP and the OJJDP FY 10 Court Appointed Special Advocates (CASA) Training and Technical Assistance Continuation Program.
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. Select the Apply Online button in the Action Column to create an application in the system.
6. **Submit an Application Addressing the Requirements Outlined in this Solicitation by Following the Directions in GMS.** Once you have submitted your application, GMS will display a confirmation screen stating your submission was successful. **Important:** OJP urges applicants to submit their applications at least 72 hours prior to the due date.

Note: 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."

Unforeseen GMS Technical Issues

If you experience unforeseen Grants.gov technical issues beyond your control that 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 a GMS Help Desk tracking number(s). After OJJDP reviews the information you submit and contacts the GMS Helpdesk to validate the technical issues you reported, OJJDP will contact you to inform you whether your request to submit a late application has been approved. If the technical issues you reported cannot be validated, OJJDP will reject your application for failing to meet the deadline.

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 solicitation; and (4) technical issues experienced with the applicant's computer or information technology 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

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

Standard Form-424

See www07.grants.gov/assets/SF424Instructions.pdf for instructions on how to complete your SF-424. If the applicant is a for-profit entity, 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. 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 ALL format requirements.

The program narrative must address the following selection criteria: (1) statement of the problem/program narrative, (2) impact/outcomes and evaluation/performance measures, (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/Program Narrative**

Applicants must briefly describe the nature and scope of the issues that the program will address (e.g., recruiting and training new volunteer advocates). 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 "Performance Measures Requirements," page 10). The abstract must describe how progress towards these goals will be measured.

- **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 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. The applicant must clearly link the goals to the problem identified in the preceding section and they must be measurable.

Performance Measures. Award recipients are required to report data in support of mandated performance measures for this solicitation (see "Performance Measures," page 5.) Applicants must describe the steps they will take to assemble the information needed to comply with OJJDP's performance measures reporting requirements. Award recipients will be encouraged 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, award recipients will also be required 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 detail how the project will operate throughout the funding period and describe the strategies that they will use to achieve the goals and objectives identified in the previous section. OJJDP encourages applicants 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 serve the same local area and target population.

- **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 applicant will manage and staff the project. The applicant must clearly and evidently connect management and staffing patterns 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.

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.

- **Budget Worksheet**

The worksheet must provide the detailed computation for each budget line item, listing the cost of each item and showing how it was calculated. For example, costs for personnel must show the annual salary rate and the percentage of time devoted to the project for each employee paid through grant funds. The budget worksheet must present a complete and detailed itemization of all proposed costs.

A sample budget worksheet can be found at 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 budget worksheet.

- **Budget Narrative**

The budget narrative must describe each budget item and relate it to the appropriate project activity. It must closely follow the content of the budget detail worksheet and provide justification for all proposed costs listed in the budget worksheet (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.

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.

Plan for Collecting the Data Required for Performance Measures. (See "Performance Measures," page 6.)

Review Process

OJP is committed to ensuring a fair and open process for awarding grants. OJJDP reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with basic minimum program or legislative

requirements as stated in the solicitation (including, but not limited to, requirements as to timeliness, proper format, and responsiveness to the scope of the solicitation).

Absent explicit statutory authorization or written delegation of authority to the contrary, the Assistant Attorney General will make all final grant award decisions.

Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. OJP strongly encourages applicants to review the information pertaining to these additional requirements prior to submitting their 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.

Appendix: Application Checklist

OJJDP FY 10 Court Appointed Special Advocates (CASA) Training and Technical Assistance Continuation Program

Before submitting your application, please address the following:

Eligibility

_____ The amount requested does not exceed \$4 million.

The application contains:

- _____ Statement of the Problem/Program
- _____ Project Design and Implementation
- _____ Capabilities/Competencies
- _____ Budget Narrative
- _____ Budget Detail Worksheet
- _____ Performance Measures Requirements

Program Narrative/Abstract Format

- _____ Double-spaced
- _____ 12-point Standard Font
- _____ 1" Standard Margins
- _____ Narrative is 30 pages or less.

Other Required Components

- _____ Standard-424 Form
- _____ DUNS Number
- _____ Project Timeline
- _____ Position Descriptions
- _____ Letters of Support
- _____ Certifications