



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office of Juvenile Justice and Delinquency Prevention](#) (OJJDP), is pleased to announce that it is seeking applications for funding under its FY 09 VOCA Children’s Advocacy Centers Membership and Accreditation Program. This program furthers the Department’s mission by providing grants, cooperative agreements, and other assistance to Children’s Advocacy Centers, which provide a coordinated response to victims of child abuse.

OJJDP FY 09 VOCA Children’s Advocacy Centers Membership and Accreditation Program

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).
(See “Eligibility,” page 3.)

Deadline

Registration with [GMS](#) is required prior to application submission.
(See “Registration,” page 3.)

All applications are due by 2:00 p.m., Eastern Time, on June 8, 2009.
(See “Deadline: Application,” page 3.)

Contact Information

For assistance with the requirements of this solicitation, contact Lou Ann Holland, Program Manager, at 202-305-2742 or Lou.Ann.Holland@usdoj.gov.

This application must be submitted through OJP’s [Grants Management System](#) (GMS). The Grants Management System Support Hotline at 1-888-549-9901, option 3.

Note: The GMS Support Hotline hours of operation 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-2009-2201.

CONTENTS

Overview.....	3
Registration.....	3
Deadline: Application	3
Eligibility.....	3
General Statement of Eligibility.....	3
Faith-Based and Other Community Organizations.....	3
American Indian Tribes and Alaska Native Tribes and Tribal Organizations.....	4
Program-Specific Information.....	4
Performance Measures.....	6
How To Apply	7
What An Application Must Include.....	8
Standard Form-424.....	8
Program Narrative.....	8
Budget and Budget Narrative	10
Indirect Cost Rate Agreement	11
Other Attachments	11
Selection Criteria.....	11
Review Process	12
Additional Requirements	12

OJJDP FY 09 VOCA Children's Advocacy Centers Membership and Accreditation Program CFDA #16.547

Overview

The OJJDP FY 09 VOCA Children's Advocacy Centers Membership and Accreditation Program will provide funding to support a national membership and accreditation organization for children's advocacy center programs. Children's Advocacy Centers provide a coordinated response to victims of child abuse through multidisciplinary teams composed of representatives from the statutorily mandated and other involved agencies. The funding will enable the successful applicant to provide services to a national membership body and to implement standards for program accreditation. This program is authorized under the Victims of Child Abuse Act, 42 U.S.C. §§113001, 13002; Department of Justice Appropriations Act, 2009, Public Law 111-8.

Registration

Applicants must register with GMS prior to applying. The deadline to register is 12:00 p.m., Eastern Time on June 8, 2009.

Deadline: Application

The due date for applying for funding under this announcement is 2:00 p.m., Eastern Time on June 8, 2009, 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). Joint applications from two or more eligible applicants are welcome; however, one applicant must be clearly indicated as the primary applicant (for correspondence, award, and management purposes) and the others indicated as co-applicants.

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. 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 [Civil Rights Compliance](#) section, under "Additional Requirements" in this announcement.

Program-Specific Information

- **Purpose**

The successful applicant will operate a national membership organization for Children's Advocacy Centers, multidisciplinary teams, and professionals. Specifically, the successful applicant will plan and conduct an annual membership meeting and other training conferences for member organizations, provide structure and support for establishing membership criteria and processes, develop and implement a strategic plan for the membership organization, and facilitate communication among member organizations.

- **Goals, Objectives, and Deliverables**

The goal of this program is to develop or sustain a national membership organization for children's advocacy center programs, multidisciplinary teams, and professionals. The objectives of this program are to develop and promulgate membership criteria for eligibility, disseminate information among current and potential member organizations, and facilitate communication among members.

The successful applicant will develop plans for achieving the above goals and objectives by designing and implementing the following activities:

- developing innovative ways to identify and promulgate best practices and facilitate communication around providing coordinated and comprehensive multidisciplinary services to child victims of abuse and their families for member programs.
- convening a national meeting of member organizations.
- conducting a national training conference and other training sessions for member organizations.
- developing and implement a strategic plan for the membership organization.
- conducting site visits to member organizations to evaluate and implement standards for accreditation for member programs.

OJJDP will assign major tasks and deliverables under this solicitation based on a review of the successful application.

- **Award Information**

OJJDP will make one award for up to \$1 million for a 1-year project period. The award will be renewable for a period not to exceed 3 years (e.g. \$1 million for year 1; \$1 million for year 2, etc.). 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. 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 participate in project sponsored training events or conferences.
- reviewing and approving any proposed solicitations prior to release or publication.

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 percent 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 the Department in fulfilling its 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) and will require applicants selected for funding to submit data during the grant period. In their proposal narrative, applicants must describe their understanding of the mandatory performance measures and must discuss their data collection methods. Mandatory performance measures for this solicitation are as follows:

Objectives	Performance Measures	Data Grantee Provides
<p>To develop or sustain a national membership organization for children’s advocacy center programs providing a coordinated investigation and comprehensive response to victims of child abuse.</p> <p>To develop and promulgate membership criteria for eligibility, disseminate information among current and potential member organizations, and facilitate communication among members.</p> <p>To develop innovative strategies for providing coordinated and comprehensive multidisciplinary services to child victims of abuse and their families for member programs.</p>	<p>The following are mandatory measures for grant recipients.</p> <p>Percent of advocacy centers/ programs implementing an evidence-based program/ practice.</p> <p>Percent of child victims/ families served with whom an evidence-based program or practice was used.</p> <p>Number of child victims/ families served.</p> <p>Percent of children with a current report of substantiated or indicated child abuse/ neglect.</p> <p>Percent of children served who successfully exited the program (through reunification, adoption, or legal guardianship).</p> <p>Compared to the previous reporting period:</p>	<p>OJJDP has an online system (www.ojjdp-dctat.org) for grantee transmittal of performance measures data. For detailed information on specific measures and resources, see OJJDP’s Performance Measures Web page. (ojjdp.ncjrs.gov/grantees/pm).</p> <p>During the reporting period:</p> <p>Number of programs implementing an evidence-based program/ practice.</p> <p>Number of child victims/families served with whom an evidence-based program/practice was used.</p> <p>Number of child victims/families served.</p> <p>Number of children served with a current report of substantiated or indicated child abuse/neglect.</p> <p>Number of children served who successfully exited the program</p>

	<p>Percent increase in number of hours of direct service provided to child victims/families.</p> <p>Percent decrease in number of children who were victimized/revictimized.</p> <p>Percent increase in number of planning/training activities conducted by the center.</p> <p>Percent increase in the number of program materials (designed to which assist in preventing/reducing the number of child victims) distributed to programs, centers, staff, etc.”</p> <p>Percent of individuals trained who demonstrate increased knowledge of the program area.</p> <p>.</p> <p>Percent increase in number of policies changed, improved, or rescinded as a result of the program.</p>	<p>Number of hours of direct service provided to child victims/ families.</p> <p>Number of children who were victimized/revictimized.</p> <p>Number of planning/training activities conducted.</p> <p>Number of center/program materials developed.</p> <p>Number of staff trained.</p> <p>Number of staff exhibiting increased knowledge of the program, as measured by a pre- and post-training test.</p> <p>Number of policies changed, improved, or rescinded as a result of the program.</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

Grants Management System Instructions. Applications must be submitted through OJP’s online Grants Management System (GMS). To access the system, go to <https://grants.ojp.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.ojp.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 16.547, titled “Victims of Child Abuse,” and the Funding Opportunity Number is OJJDP-2009-2201.

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 tracking 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 that most federal agencies use, 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 database, (3) project/program design and implementation, and (4) capabilities/competencies. The applicant must clearly delineate the connections between and among each of these sections. 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. 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 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 6.)

- **Project/Program 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.

Applicants should detail any leveraged resources from local sources, cash or in kind, to support the project and discuss plans for sustainability beyond the grant period.

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 ojjdp.ncjrs.gov/grantees/performance.html. The logic model must be submitted as a separate attachment, as stipulated in "Other Attachments," page 11.

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 ojjdp.ncjrs.gov/grantees/timelines.html). The timeline must be submitted as a separate attachment, as stipulated in "Other Attachments," page 11. 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. Management and staffing patterns must be clearly and evidently connected to the project design described in the previous section. Applicants 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.

To demonstrate their capabilities and competencies, applicants must submit (1) a narrative description of their experience developing and delivering the types of services required, (2) a list of Children's Advocacy Centers previously or currently served, and (3) evidence supporting the organization's ability to determine membership criteria and to implement various accreditation processes.

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. All funds listed in the budget will be subject to audit.

- **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.ojp.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.ojp.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. While the materials listed below are not assigned specific point values, peer reviewers will, as appropriate, consider these items when rating applications. For example, reviewers will consider résumés when assessing "Capabilities/Competencies." Peer reviewers will not consider any additional information that the applicant submits other than that specified below.

- 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 Memorandums of Understanding, if applicable (see "Capabilities/Competencies, page 10).

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 (20 points).
- Impact/Outcomes and Evaluation/Performance Measure Data Collection Plan (15 points).

- Project/Program Design and Implementation (25 points).
- Capabilities/Competencies (25 points).
- Budget (15 points).

See “Program Narrative,” page 8, for detailed descriptions of the above criteria.

Review Process

OJJDP is committed to ensuring a standardized process for awarding grants. OJJDP screens each application to ensure 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 review the applications submitted under this solicitation as well. OJJDP may use either internal peer reviewers, external peer reviewers, or a combination of both 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. OJJDP will screen applications initially to determine whether the applicant meets all eligibility requirements. Peer review panels will evaluate, score, and rate only those applications that eligible applicants submit and that meet all other requirements. 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, OJP’s Assistant Attorney General, who may also consider other factors including, but not limited to, underserved populations, strategic priorities, past performance, and available funding when making awards, will make all final grant award decisions.

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) Compliance
- 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