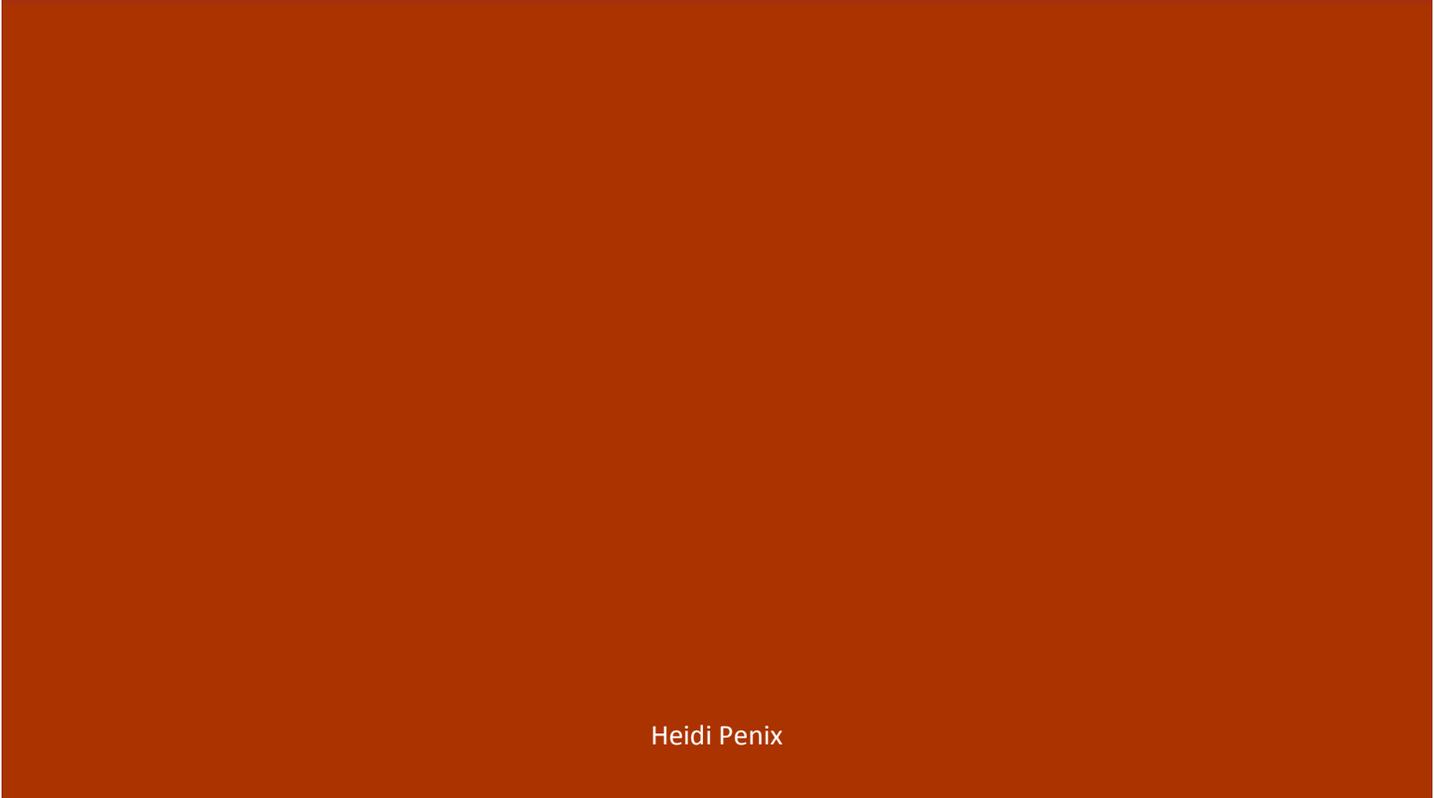




PROGRAM INSTRUCTIONS – FY2019 -
CHILDREN’S JUSTICE ACT



Heidi Penix





CHILDREN'S JUSTICE ACT PROGRAM · TEXAS CENTER FOR THE JUDICIARY

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May 16, 2018

Dear Colleague,

The Texas Children's Justice Act (CJA) is pleased to announce its 2019 Grant Program. The purpose of CJA is to develop, establish and operate programs designed to improve the following:

- Assessment and investigation of suspected child abuse and neglect cases in a manner which limits additional trauma to the child victim and the child's family;
- Assessment and investigation of cases of suspected child abuse or neglect-related fatalities;
- Investigation and prosecution of cases of child abuse and neglect, including child sexual abuse and exploitation;
- Assessment and investigation of cases involving children with disabilities or serious health-related problems who are suspected victims of abuse or neglect.

One of the principle methods of achieving our mission is through our annual grant process.

CJA is now accepting applications for programs that will fill an identified gap and contribute to the knowledge base in one or more the current CJA priority areas:

- Strengthen Capacity and Better Leverage Existing Resources

CJA funds should be used for programs to reform State systems and improve the processes by which States respond to cases of child abuse and neglect, including child sexual abuse and exploitation and cases of suspected child abuse or neglect related fatalities. This will enable States to deal more effectively with both the child victim and the offender and to limit additional trauma to the child.

CJA funds are to be primarily focused on the front-end, intake and investigative piece of child welfare. Projects selected by the CJA Task Force shall be mindful that funds are spent to support efforts at this point in a child welfare case.

The deadline for submitting a grant application is Monday, June 18, 2018.

To learn more about CJA and our grant program, please visit our website at www.yourhonor.com/web/cja. If you have any questions about the CJA grant process, please contact me at heidip@yourhonor.com.

Sincerely,

A handwritten signature in black ink, appearing to read 'Heidi Penix', written in a cursive style.

Heidi Penix
Program Director
Children's Justice Act Program
Texas Center for the Judiciary

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- Application Coversheet
- Contact Information
- Sample budget worksheet & budget category definitions
- Pre-Award Questionnaire

PART I - OVERVIEW

A. Introduction

This Program Instruction provides the information and forms necessary to prepare a proposal for Children’s Justice Act (CJA) grant funds. The terms and conditions described in these instructions supersede conflicting provisions stated in previous iterations of the CJA grantee guide or previous requests or instructions.

B. Contact Information

Questions concerning these instructions, the application process, or programmatic issues should be submitted by e-mail to:

Heidi Penix

CJA Program Director
heidip@yourhonor.com

C. Application Due Date and Submission

The application is due Monday, June 18, 2018. The application should be submitted via email to Heidi Penix at heidip@yourhonor.com.

If you require additional time for any aspect of the application, please contact Heidi Penix to discuss an extension.

D. Eligibility and Use of Funds

This program is open to Texas state agencies, local governments including courts, nonprofit organizations, and educational institutions. Submissions must address CJA priorities and demonstrate potential for statewide, systems-level improvement. CJA funds should be used for programs to reform State systems and improve the processes by which States respond to cases of child abuse and neglect. CJA funds **may not** be used for prevention programs or treatment services. CJA funds are to be primarily focused on the intake and investigative piece of child welfare.

E. Source of Funds

The Children’s Justice Act (CJA) program is supported by the Federal Crime Victim’s Fund. The Crime Victim’s Fund is administered by the United States Department of Justice, Office of Victims of Crime (OVC). CJA grants are awarded by the Administration on Children, Youth, and Families, United States Department of Health and Human Services in accordance with Section 107 (a)(1), (2), and (3) of Public Law 104-235 (Grants to States for Programs Relating to the Investigations and Prosecution of Child Abuse Cases) of the Child Abuse Prevention and Treatment Act (CAPTA). The CFDA number is 93.643.

CJA is a federal grant awarded to each state to reform State systems and improve the process by which the State responds to cases of child abuse and neglect, thereby dealing more effectively with both the child victim and the offender, and limiting additional trauma to the child victim. Recipient states must be eligible for the CAPTA Basic State Grant and establish and maintain a multidisciplinary task force on children’s justice issues. Since 2005, the Texas Center for the Judiciary (TCJ) has been designated by the Governor’s Office to administer CJA funds in Texas and provide staff support for the CJA Task Force.

F. Funding Amount/Grant Performance Period

CJA is accepting applications in two project categories:

- Category A: Projects under this category can be up to \$20,000 and the funding period can be up to one year;
- Category B: Projects under this category can be up to \$250,000 per year and the funding period can be up to three years.

The start date for all projects will be October 1, 2018. The total funding allocated for this RFP is \$600,000.

G. Program Information

Strengthen Capacity and Better Leverage Existing Resources

1. Background

Several disciplines, vital to a child abuse case, face shortages in rural areas, including medical and behavioral health professionals, attorneys, and law enforcement. Rural areas also struggle with decreasing populations and decreasing county budgets with which to provide services to residents. Urban areas face burgeoning populations and inadequate resource distribution. In the foreseeable future, the resource and capacity gaps are not likely to be resolved with easy solutions. The challenge is to evaluate community needs and look for creative responses that have the potential to create lasting solutions.

Law Enforcement

Texas cities, just like cities across many states, have been contending with police shortages. As populations in these cities have swelled, the hiring in police and sheriff’s departments has not been able to keep pace. The dedicated units that investigate crimes against children have not seen growth in their ranks comparable to the exponential growth in population.

Rural areas may not struggle with the same issues in terms of volume of child abuse caseloads and lack of manpower but they might find that all officers do not have the resources and expertise necessary to investigate child abuse cases due to the relative infrequency of these cases. Law enforcement officers in small police departments will, by necessity, be generalists instead of specialists. The resources in these smaller departments are limited which places a heavy burden on the officers. According to Texas

Commission of Law Enforcement (TCOLE) data, at least 25 city-run police departments in Texas have only one officer, while 677 of the state’s law enforcement agencies are listed as having one officer. There are also a number of small, rural communities across the state that have had to close their police departments in an attempt to cut costs.

The availability of corroborating evidence is one of the most critical factors in prosecutors’ decisions to accept or decline a child sexual abuse case. Law enforcement investigators are encouraged to invest additional effort in corroborating every possible element of a child’s statement and nothing can be considered too small. This is necessary not only to prove the abuse but to establish a child’s credibility. If law enforcement lacks the training or time to be able to properly investigate a child maltreatment case, this may affect impact whether case can be moved forward in the criminal justice system. In cases of child death or serious bodily injury to a nonverbal child, law enforcement may be first on the scene and the way in which they conduct the investigation from the beginning can make all the difference in whether stakeholders will be able to figure out what happened to the child and how the case moves forward.

Court Capacity

The Children’s Commission, with the Court Improvement Program, ensures that judges and attorneys responsible for child protection have access to high quality training and training resources. However, despite the work that has been done, many regions in the state do not have enough qualified attorneys to provide adequate representation for children and parents in CPS cases. For years, rural areas across the country have been struggling to attract attorneys. In metropolitan areas of Texas, the state has 1 attorney for every 288 citizens, which is close to the national average of 1:252. However, in rural areas, the ratio becomes 1:896. Eight Texas counties have no attorneys and 67 counties have fewer than five.

Judges and attorneys need adequate, up-to-date training on criminal child abuse cases. For judges, there has been no training in recent years on the forensic science related to child crimes, child friendly courtrooms, dynamics between victim and offender, coordination between civil and criminal justice cases, etc. For prosecutors, child abuse cases can be some of the most challenging cases to prosecute. Training and increased expertise can increase the number of cases prosecuted.

Health Professional Capacity

Texas has numerous challenges to ensuring the physical and mental health of its residents. According to the Kaiser Family Foundation, as of December 31, 2016, Texas has 412 Mental Health Care Health Provider Shortage Areas (HPSAs) with 8,309,798 people living in these designated HPSAs. 185 counties have no psychiatrist, 149 have no licensed psychologist, and 117 counties have no licensed clinical social worker. In the state’s nearly 200 rural counties, there are only 1.8 psychiatrists per 100,000 residents, about half the national rural average of 3.4 and a fraction of the 8.4 in large metro areas (Rural Health Quarterly, Fall 2017). Over the past fifteen years, non-metro counties have had consistently higher suicide rates than metro counties. Rural adolescents commit suicide at roughly twice the rate of urban youths. Texas has 3,513,863 children enrolled in Medicaid/CHIP, higher than any other state, and the

highest number of children under age 18 receiving SSE benefits. 76% of Texas psychiatrists reported not accepting new clients who are recipients of Medicaid and under half of psychiatrists report accepting *any* commercial insurance.

While Texas continues to try and find ways to add physicians to its workforce, this supply is not keeping up with demand. Texas ranks 47th in the nation in practicing primary care physicians per capita. Texas has 39.1 primary care physicians per 100,000 residents practicing in rural counties. The national average for rural counties is 54.5 per 100,000 (Rural Health Quarterly, Fall 2017). This is also a problem that affects urban areas. There are 432 Primary Care Health Professional Shortage Areas and many of them are located in the most populous counties, including Houston, Dallas, and San Antonio. Only 41% of Texas physicians accepted Medicaid patients according to a 2016 Texas Medical Association Survey. Texas also has a shortfall of roughly 16,000 nurses.

Texas has the highest infant death rate. 147 counties in Texas do not have an OB/GYN. There are more high risk pregnancies and higher pre-term births in rural counties. Infant deaths are higher in rural America for four of the five leading causes – SIDS, congenital malformations, unintentional injuries and homicides. With SIDS, the rural rate is almost double the urban rate. The poverty rate and unemployment rate is higher in rural Texas. The rural uninsured rate for people under the age of 65 in Texas is 25.3% - the second highest in the U.S. The percentage of children diagnosed with a mental, behavioral, or developmental disorder is higher in rural areas as is the percentage of the rural population under age 65 who lives with a disability. In other words, in the areas of the state where the need is greatest, we have the fewest resources.

Additionally, there is the trend of rural hospitals closing. Since 2013, 16 rural hospitals in the state have closed – 8% of all rural hospitals in Texas. The closures are largely driven by Medicare cuts, Medicaid underpayment and the uninsured. These closures are often economically devastating to the local communities.

Behavioral and medical health professionals are critical to the front-end of the child protection system. Families in FBSS stage of CPS case are often referred for services to preserve the family and these services will usually involve mental health assessments and treatments for the children as well as the parents. Child victims of abuse will need some sort of behavioral health intervention to treat their trauma and be able to heal. Children with disabilities and special health care needs are particularly susceptible to abuse and neglect. Physicians are vital to being able to correctly identify injuries caused by abuse as well as the collection of forensic evidence needed to successfully prosecute a child abuse case. The health care system also plays a crucial role in the identification and reporting of child abuse and neglect and in recognizing risk factors in a child’s caregivers. For infants and toddlers who are not yet in the school system, the health system is the only system with “eyes” on them.

Death Investigations

Many Texas counties, even the most populous ones, do not have a medical examiner. In counties without a medical examiner, the cause of death is determined by roughly 860 elected justices of the

peace who also sign death certificates. The cause of death determination can vary widely depending on the JP and the method of death investigation can vary greatly depending on where a death occurs.

The cause of death in a child case is difficult to determine. High quality death investigations, including standardized response by first responders, death scene investigations by law enforcement and justices of the peace, standardized autopsies conducted by trained forensic pathologists with knowledge of pediatric pathology, and open communication between law enforcement, CPS, healthcare professionals, coroners, and medical examiners, are necessary in order to make the correct determination in a child death case. If any of these critical areas is inadequate, the system runs the risk of failing. In these cases in particular, joint investigations are critical. When child deaths are not reported to CPS in a timely manner or not at all, the case disposition might be entirely based on law enforcement and medical examiner findings. The evaluation would miss out on possibly critical information from CPS. When first responders are not trained on how to appropriately manage unexpected infant death, the investigation may be compromised. If law enforcement and coroners across the state are not using consistent, standardized protocols to investigate infant and child death, the outcomes of investigations may be not be achieving justice. Death certification will not and cannot be accurate without an adequate scene investigation. Child abuse fatalities are less attributable as homicide from the outset and initial circumstances may show no obvious cause of death. This might be true even after an autopsy. In order to keep the appropriate data about child abuse and neglect fatalities, those children must first be identified at the investigations stage. Consistency in every level of the investigation is critical. To what extent this is happening consistently throughout the state is unclear.

This lack of consistency and a standardized system means that child abuse and neglect fatalities are more difficult to track, prosecute and prevent.

Recommendations

The CJA Task Force recommends supporting creative solutions to address the unequal access to the necessary resources to investigate, assess, and prosecute suspected cases of child abuse and neglect in various regions of the state.

Examples of strategies supported by CJA may include:

- Support the development of pilot projects or programs that creatively use technology to enhance education, collaboration and resource sharing.
- Support projects, such as telemedicine, to leverage the capacity of existing resources to improved healthcare delivery, particularly child abuse examinations, to underserved areas of the state.
- Support projects to support regional collaboration to enhance capacity and resource sharing and support regional multidisciplinary trainings.
- Support the development of pilot projects to test creative solutions to resolve capacity challenges in various disciplines (law enforcement, attorneys, health professionals, etc.).

- Support projects that ensure that smaller communities have consistent access to the training, resources and expertise necessary to investigate and prosecute crimes against children.
- Effective dissemination of best practices in the medical diagnosis of child abuse and enhanced collaboration between child abuse pediatricians, CPS, law enforcement, and medical professionals in Texas;
- Support an innovative platform for the effective dissemination of best practices, new resources and tools, new research, etc., across stakeholders and regions.

PART II – APPLICATION SUBMISSION REQUIREMENTS

CJA is accepting applications for these two project categories:

- Category A: Regional training, resource development, and professional education to target specific needs, build community collaboration, and enhance local capabilities
- Category B: State capacity building projects that challenge conventional strategies, include creative systems of delivery, and systems change

Application Process – Category A:

Projects applying for funding under this category should look to enhance existing multidisciplinary, multisystem collaborations or support the development of new collaborations. It is the intention of this RFP to fund local and regional efforts to support the development of a qualified workforce capable of assessing and responding to cases of child abuse.

Examples of types of activities supported include:

- Regional collaborations to enhance capacity and resource sharing;
- Regional and local multidisciplinary trainings;
- Development of resources, tools or technical assistance to address a specific regional or community need that will improve the investigation and/or prosecution of child abuse and neglect cases;
- Local or regional pilot projects to leverage capacity that have the potential for broader impact or statewide dissemination.

Activities supported will result in:

- Improved investigations and prosecutions of cases of child abuse and neglect;
- Trauma-informed systems;
- Enhanced community stakeholder collaborations around proactive planning and resource development to meet the needs of child victims and their supportive caregivers;
- Improved community-wide, coordinated, planned response to cases of child abuse and neglect.

Projects under this category can be up to \$20,000 each and the funding period can be up to one year.

A. Preparing an Application

Please provide the following application components in the order listed below:

1. Application Coversheet
2. Contact Information
3. Project Narrative
4. Budget Narrative
5. Budget Workbook
6. Pre Award Questionnaire

7. Additional Attachments as listed below

B. Application Coversheet

The Application Coversheet form is provided as an attachment to this request and is also available on the CJA website. Fully complete the information as indicated on the form. The authorized official must read and initial certifications. Include the coversheet with the application submission.

C. Contact Information

The Contact Information form is provided as an attachment to this request. Complete the information as indicated on the form and include as part of application submission.

D. Project Narrative (80 Points)

The project narrative is the main body of information describing the problem to be addressed, the plan to address the identified problem through appropriate and achievable objectives and activities, and the ability of the applicant to implement the plan. The project narrative should not exceed four (4) pages. Pages should be single spaced. Please use 12-point font with 1-inch margins.

The Project Narrative should be organized as follows:

- (a) Organization Information - Give a brief description of your organization and its mission.
- (b) Project Summary/Abstract – Summary of the purpose and anticipated outcomes of the project that could be shared separately from the application.
- (c) Target Population & Statement of Need – Describe the target population and the geographic area served by your project/program (including demographic characteristics, risk factors, geographic location, etc.) and identify the need that the project seeks to address. Detail how your region or community will benefit from this program. Use documented statistics and research whenever possible.
- (d) Goals – Describe the desired change or impact you would like to achieve through this program/project?
- (e) Outputs – Describe the specific results of the project/program. What will be produced? Who will be affected? (example: A training on ___ topic that will reach ___ number of individuals from ___ number of disciplines from ___ geographic area.)
- (f) Project Activities & Implementation Timeline – Identify the activities that will be included in the proposed project and provide anticipated dates for completion.
- (g) Outcomes – What are the measurable expected outcomes of the project or program?
- (h) Evaluation Plan – Describe the evaluation tools your organization will use to measure your outcomes and what data will be tracked.

E. Project Budget (20 Points)

The purpose of the project budget is to demonstrate how the applicant will implement the plan with the funds available through this program. Project costs must be directly related to the objectives and activities of the project. The project budget includes a budget narrative and a budget

workbook.

1. Budget Narrative

The budget narrative clearly explains all costs necessary to implement the proposed project, as well as other contributing funding sources. The narrative should expand on the budget line item, describing how you arrived at the projected dollar amounts. Additional consideration with this section will help the proposal avoid unnecessary red flags. The narrative should coincide with the specific budget categories described on Tab 2 of the Budget Workbook and support project activities. The narrative should include a description of anticipated program income, if applicable. For expenses shared between CJA and other funding sources, applicant should include the total expense, the percentage budgeted to CJA, and a description of the methodology used to allocate each shared expense.

2. Budget Workbook

A sample Excel Budget Workbook has been provided as part of this request. Budget Category definitions are also provided for your reference. The left column on each budget category worksheet requires line item detail including the calculation and justification for each expense. Enter the amount of each line item in the right column. Charges should be rounded up to the nearest whole dollar. The budget total should match the amount of funds requested on the Application Coversheet.

G. Pre Award Questionnaire (High Risk = -5 points; Medium Risk = -1 points; Low Risk = 0 points)

The Pre Award Questionnaire form is **required** and provided as an attachment to this request. Complete the information as indicated on the form and include the form as part of the application submission. The Pre Award Questionnaire will be used to conduct a grantee risk assessment. The results of the risk assessment will result in the addition/subtraction of points to the application score. CJA staff will also use an applicant’s past performance as a CJA grantee (if relevant) to evaluate potential risk.

H. Additional Attachments

Please label and submit the following materials electronically with completed application:

1. Key staff list
2. Most recent audited financial statement (if available)
3. Annual report (if available)
4. IRS determination letter, if applicable

Application Process – Category B

These projects should be designed to develop and strengthen the state’s capacity to investigate, assess and prosecute child abuse and neglect cases. Examples of types of activities supported include:

- Pilot or demonstration projects that test innovative strategies to improve the capacity of local or regional law enforcement, health care professionals, courts and legal professionals, etc., to respond to cases of suspected child abuse and neglect and manage caseloads;
- Projects that expand or enhance access to information, training and educational resources related to improving the assessment, investigation and prosecution of child abuse as well as creative approaches to dissemination and information sharing;
- Projects that provide support for and/or facilitate access to services and resources that contribute to the improved handling of cases of child abuse;
- Projects that leverage capacity of existing resources to improve service delivery or find creative ways to extend expertise and services to rural, underserved areas of the state;
- Projects that collect data to better understand current practices and needs throughout the state
- Projects that create and disseminate products that effectively transfer the information and ideas to relevant audiences across the state or provide technical assistance to facilitate the adaptation of effective programs and procedures;
- Projects that formulate new procedures and techniques or creatively enhance existing procedures and techniques.

Proposed projects should particularly focus on improving the capacity of disciplines identified by the CJA Task force including law enforcement, legal professionals, medical and behavioral health, and death investigation. Projects should address underserved populations and geographic regions of the state.

Funding in this category will not be made available for the ordinary, routine operation of any organization or program.

Projects under this category can be up to \$250,000 each fiscal year and the funding period can be up to three years.

*Please note that CJA grants are **not** intended to be used as a source of ongoing, continuous funding. The CJA funding philosophy is to support one program for a maximum of three years. When your project period is up, there will not be an opportunity to apply for a renewal. Organizations that are awarded multi-year grants will not be required to resubmit proposals annually. Continued funding is contingent upon meeting the terms of your grantee agreement and progress on the proposed work.

A. Preparing an Application – Category B

Please provide the following application components in the order listed below:

1. Application Coversheet
2. Contact Information
3. Project Narrative

4. Budget Narrative
5. Budget Workbook
6. Pre Award Questionnaire
7. Additional Attachments as listed below

B. Application Coversheet

The Application Coversheet form is provided as an attachment to this request and is also available on the CJA website. Fully complete the information as indicated on the form. The authorized official must read and initial certifications. Include the coversheet with the application submission.

C. Contact Information

The Contact Information form is provided as an attachment to this request. Complete the information as indicated on the form and include as part of application submission.

D. Project/Program Description (55 Points)

The project narrative is the main body of information describing the problem to be addressed, the plan to address the identified problem through appropriate and achievable objectives and activities, and the ability of the applicant to implement the plan. The project narrative should not exceed eight (8) pages. Pages should be single spaced. Please use 12-point font with 1-inch margins.

The Project Narrative should be organized as follows:

- (a) Organization Information - Please provide a brief description of the organization unit (the project team or department that is most relevant to the project) including any related projects or programs. Please note if there is any in-kind or direct financial support from your organization that will contribute to the project. **(5 points)**
- (b) Project Summary/Abstract – Summary of the purpose and anticipated outcomes of the project that could be shared separately from the application. **(5 points)**
- (c) Target Population & Statement of Need – Please describe the main issue, problem, or subject and why it is important. Please include relevant research and data to support your statements. **(15 points)**
- (d) Proposed Activities and Rationale– Please describe the proposed project including a schedule describing the major **activities** to be carried out and the rationale for choosing the selected activities. Describe the expected **inputs** required for these activities as well as the expected **outputs** (deliverables), measurable **outcomes** and long-term **impacts**. Include an account of other sources of financial support as well as expected collaborations. Consider using a logic model to plot inputs, activities, outputs, outcomes and impacts. Are your expected outcomes S.M.A.R.T.? That is, are they Specific, Measurable, Action-Oriented, Realistic, and Timed? **(30 points)**

E. Evaluation (20 points)

Projects in Category B should be testing theories about how to achieve best results; effect behavioral change; identify, replicate, or scale innovative models; or catalyze change in systems, policies or institutions. Evaluation for these projects will be a high priority. As you design your evaluation plan, please consider the following questions:

- What is expected to change as a result of this project?
- How will the proposed activities lead to this change?
- What baseline information do you have and what new information will be collected and reported to demonstrate progress toward and achievement of these outcomes and activities (refer to your statement of need and your proposed activities)?
- What methods will be used to gather data?
- How will the evaluations results be used?

The evaluation can focus both on the process of the project as well as the outcomes. A process evaluation determines whether program activities have been implemented as intended and resulted in certain outputs. Outcome evaluation measures program effects in the target population by assessing the progress in the outcomes that the program is intended to address.

F. Sustainable Outcomes (10 points)

What is your sustainability plan for this project/program? What ongoing activities, outcomes and capacity will still be creating measurable benefits?

G. Project Budget (15 Points)

The purpose of the project budget is to demonstrate how the applicant will implement the plan with the funds available through this program. Project costs must be directly related to the objectives and activities of the project. The project budget includes a budget narrative and a budget workbook.

1. Budget Narrative

How does the project’s budget support the activities described above? What are your assumptions and allocation of resources among objectives, partners and types of activities. Please make sure you provide explanations of any cost categories where you plan expenses and indicate assumptions that are the basis of cost calculation. ***Additional consideration with this section will help the proposal avoid unnecessary red flags.*** The narrative should include a description of anticipated program income, if applicable. For expenses shared between CJA and other funding sources, applicant should include the total expense, the percentage budgeted to CJA, and a description of the methodology used to allocate each shared expense.

2. Budget Workbook

A sample Excel Budget Workbook has been provided as part of this request. Budget Category definitions are also provided for your reference. The left column on each budget category worksheet requires line item detail including the calculation and justification for each expense.

Enter the amount of each line item in the right column. Charges should be rounded up to the nearest whole dollar. The budget total should match the amount of funds requested on the Application Coversheet.

G. Pre Award Questionnaire (High Risk = -5 points; Medium Risk = -1 point; Low Risk = 0 points)

The Pre Award Questionnaire form is **required** and provided as an attachment to this request. Complete the information as indicated on the form and include the form as part of the application submission. The Pre Award Questionnaire will be used to conduct a grantee risk assessment. The results of the risk assessment will result in the addition/subtraction of points to the application score. CJA staff will also use an applicant’s past performance as a CJA grantee (if relevant) to evaluate potential risk.

H. Additional Attachments

Please label and submit the following materials electronically with completed application:

1. Key staff list
2. List of current funders for this project and amount of support
3. List of pending requests for support for this project and amounts requested, if applicable
4. Organizational budget for current fiscal year
5. Most recent audited financial statement (if available)
6. Annual report (if available)
7. IRS determination letter, if applicable

PART III – POLICIES AND PROCEDURES**A. Review and Selection****a. Initial Screening**

CJA staff will conduct an initial screening to determine whether:

- i. The application is complete
- ii. The applicant is an eligible entity
- iii. The application is responsive to the RFP, appropriate to either Category A or B, and does not request funding for prevention, treatment or direct services to child abuse victims and their families.

b. Application Scoring

Applications will be reviewed by the CJA Program Director and Grant Administrator to ensure that they meet the initial program criteria. All applications meeting the initial program criteria will be passed on to the Grants Committee for consideration. The Grants Committee will consider each application and either approve, revise, or reject the proposal. Grant applications that receive an average Committee score below 80 points will not be recommended for CJA funding. The final recommendations of the Grants Committee, along with summaries of the relevant applications, will be presented to the full Task Force for approval. The Grants Committee or the Task Force may request additional information from applicants in order to make funding decisions.

CJA may elect not to fund applicants with management or financial problems that would indicate an inability to successfully complete the proposed project. Applications may be funded in whole or in part. Successful applicants may be funded at an amount lower than that requested. CJA reserves the right to consider a preference to fund projects aimed at serving emerging, unserved, or under-served populations, and to consider the geographic distributions of CJA funds or distinctive project elements in its funding decisions.

c. Notification Process

Applicants will be notified of their application status by email after July 23, 2018.

B. Finalizing the Grant Award Agreement

1. **Approval of the Application** - This application is subject to approval by the Texas Children’s Justice Act Task Force. All applications must first be approved by the CJA Task Force and the Grant Award Agreement must be fully executed before expenditures can be reimbursed. Expenditures incurred prior to authorization are made at the applicant’s own risk and may be disallowed. When the fully executed grant agreement is received, the applicant may begin to submit monthly requests for reimbursement (RFRs).
2. **Grant Award Conditions** – TCJ may add grant award conditions to the Grant Award Agreement prior to or after funding. If conditions are added, these will be discussed with the applicant and a copy of the conditions will be sent to the recipient.
3. **Grant Award Agreement** – An electronic copy of the executed Grant Award Agreement and pertinent attachments will be sent to the Project Director following its execution.

C. General Grant Terms and Conditions

The following requirements apply to projects selected for funding and are explained below for the recipients planning purposes. Failure to comply with these terms and conditions may result in the loss of Federal funds and may be considered grounds for the suspension or termination of the grant award.

1. Program Standards

Section 107(a),(b),(c),(d),(e), and (f) of the Child Abuse Prevention and Treatment Act (CAPTA) (42 U.S.C. 5106c et seq.) as amended by Public Law (P.L.) 111-320 enacted December 20, 2010; and the Victims of Crime Act of 1984, as amended (42 U.S.C. 10603 et seq.).

2. Administrative Requirements:

The regulation which apply to the administration of this grant are contained in 45 CFR Part 92, “Uniform Administrative Requirements for Grants and Cooperative Agreements to States and Local Governments.”

3. These programs are governed by the Office of Management and Budget **2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)**.

4. Public Law 103-333

In accordance with Public Law 103-333, the “Departments of Labor, Health and Human Services, and Education, and Related Agencies Appropriations Act of

1995,” the following provisions are applicable to this grant award:

Section 507: “Purchase of American-Made Equipment and Products – It is the sense of Congress that, to the greatest extent practicable, all equipment and products purchased with funds made available in this Act should be American-made.”

Section 508: “When issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, all States receiving Federal funds, including but not limited to State and local governments and recipients of Federal research grants, shall clearly state (1) the percentage of the total costs of the program or project which will be financed with Federal money, (2) the dollar amount of Federal funds for the project or program, and (3) percentage and dollar amount of the total costs of the project or program that will be financed by nongovernmental sources.”

5. Drug-Free Workplace Requirements

In accordance with provisions of Title V, Subtitle D of Public Law 100-690 (41 USC 701 et. seq.), the “Drug-Free of Workplace Act of 1988,” all grantees must maintain a drug-free workplace and must publish a statement informing employees that the unlawful manufacture, distribution, dispensing, possession, or use if a controlled substance is prohibited in the workplace and establishing the actions that will be taken against employees violating this prohibitions. The Grantee must notify ACF if an employee is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for debarment. (See 2 CFR Part 382)

6. Smoking Prohibitions

In accordance with Title XII of Public Law 103-227, the “PRO-KIDS Act of 1994”, smoking may not be permitted in any portion of any indoor facility owned or regularly used for the provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs whether directly or through State or local governments. Federal programs include grants, cooperative agreements, loans and loan guarantees, and contracts.

7. Religious Activity Prohibitions

Direct Federal grants, subawards, or contracts under this program shall not be used to support inherently religious activities such as religious instruction, worship, or proselytization. Therefore, organizations must take steps to separate, in time or location, their inherently religious activities from the services funded under this program.

8. Prohibition Against Lobbying

Federal grant funds provided under this award may not be used by the grantee or any subgrantee to support lobbying activities to influence proposed or pending Federal or

State legislation or appropriations. This prohibition is related to the use of Federal grant funds and is not intended to affect an individual’s right or that of any organization, to petition Congress, or any other level of Government, through the use of other resources. (See 45 CFR Part 93.)

9. Human Trafficking

These awards are subject to the requirements of Section 106(g) of the “Trafficking Victims Protection Act of 2000” (22 USC 7104).

10. Transparency Act Requirements

Awards under these programs are included under the provisions of the P.L. 109-282 of the “Federal Funds Accountability and Transparency Act of 2006” (FFATA). Under this statute, the State is required to report information regarding executive compensation and all subgrants, contracts, and subcontracts in excess of \$25,000 through the Federal Subaward Reporting System (<https://www.fsr.gov/>) and in accordance with the terms found in the Federal regulations at 2 CFR Part 170, including Appendix A.

11. Construction Prohibitions

Unless superseded by program-specific regulations, these awards may not be used for construction of the purchase of land.

12. Debarment and Suspension

No organization may participate in this project in any capacity or be a recipient of Federal funds designated for this project if the organization has been debarred or suspended or otherwise found to be ineligible for participation in Federal assistance programs under Executive Order 12549, “Debarment and Suspension.” (See 45 CFR 92.35 and 45 CFR 74.13.)

13. Monitoring

CJA staff will monitor Subgrantee’s compliance with the performance obligations and fiscal requirements of this Agreement using appropriate and necessary monitoring and inspections. If Subgrantee is designated as high-risk, Texas Center for the Judiciary (TCJ) reserves the right to impose additional monitoring requirements. TCJ has the right to examine all records, books, papers, or documents related to this Agreement.

14. Method of Payment

Payment under this Agreement will be on a reimbursement basis. Subgrantee agrees to submit monthly Requests for Reimbursement within thirty (30) days after the end of the billing period supported by appropriate source documentation. Subgrantee agrees to use the Request for Reimbursement form provided by staff. To be eligible for reimbursement under this Agreement, a cost must be incurred in accordance with the approved budget, applicable Cost Principles, and within the grant period.

15. Source Documentation

Subgrantee agrees to maintain all checks supported by appropriate documentation. Documentation may include copies of contracts, invoices, purchase orders, canceled checks, etc. and must be kept in accordance with generally accepted accounting principles and state and federal procurement and purchasing requirements. Staff salaries and wages must be supported by personnel activity reports, as prescribed in the applicable Cost Principles.

16. Performance Reporting

Subgrantee shall submit quarterly performance reports. The first report will cover the first 3 months of funding, and is due no later than fifteen (15) days following the close of the reporting period. A final performance report covering all twelve months of funding must be submitted no later than thirty (30) days following the close of the grant period. TCJ reserves the right to require more frequent reporting. Subgrantee will use the Performance Report form provided.

17. Financial Reporting

Subgrantee shall submit a final Financial Status Report, covering all twelve months of funding must be submitted no later than thirty (30) days following the close of the grant period. TCJ reserves the right to require more frequent reporting. Subgrantee will use the Financial Status Report form provided.

18. Other Reporting

Subgrantee shall promptly advise CJA staff in writing of events that will have a significant impact upon this Agreement, including: (1) Problems, delays, or adverse conditions, including a change of project director or other changes in Subgrantee personnel, that will materially affect the ability to attain objectives and performance measures, prevent the meeting of time schedules and objectives, or preclude the attainment of project objectives or performance measures by the established time periods. This disclosure shall be accompanied by a statement of the action taken or contemplated and any TCJ or federal assistance needed to resolve the situation; and (2) Favorable developments or events that enable meeting time schedules and objectives sooner than anticipated or achieving greater performance measure output than originally projected.

19. Logo Credit

Logo credit must be given to the Texas Children’s Justice Act program in all promotional and educational materials distributed in association with any CJA-funded program, including brochures, pamphlets, flyers, postcards, etc.

20. Prior Approvals

Subgrantee will abide by the applicable federal administrative requirements and the terms and conditions of the Grant Award Agreement regarding prior approval

requirements.

21. Audit Requirements

Subgrantees who expend \$750,000 or more in federal grant money annually shall engage an independent, licensed Certified Public Accountant to conduct an annual OMB Circular A-133 audit. Subgrantee shall submit a copy of the audit report no later than fifteen (15) days after receipt from the audit firm.

22. Disallowance

In the event Subgrantee claims and receives payment from TCJ for a service, reimbursement for which is later disallowed, Subgrantee shall promptly refund the disallowed amount to TCJ on request, or at its option, TCJ may offset the amount disallowed from any payment due or to become due to Subgrantee under this Agreement or any other agreement. Similarly, a disallowance under a prior agreement may be offset against this Agreement.

23. Withholding Payment

TCJ may withhold payment until reports required under the Grant Award Agreement are received and approved by TCJ. TCJ may also withhold payment if Subgrantee is not in compliance with this agreement.

24. Full Cost Recovery of Investigation and Audit Costs

Subgrantee shall reimburse TCJ for all direct and indirect expenditures incurred in conducting an audit/investigation when Subgrantee is found in violation of the terms of the contract. Reimbursement for such costs shall be withheld from any amounts due to Subgrantee pursuant to the payment terms of the grant, or from any other amounts due to Subgrantee from TCJ.

25. Amendments

The Grant Award Agreement may be amended by mutual written consent of both parties.

26. Records

Subgrantee agrees to maintain all reports, documents, papers, accounting records, books, and other evidence pertaining to costs incurred and work performed hereunder, for three (3) years from the date of final payment under this Agreement, or until completion of all audits or pending litigation has been completely and fully resolved, whichever occurs last.

Duly authorized representatives of TCJ, and their designees shall have access to the records. This right of access is not limited to the three (3) year period but shall last as long as the records are retained.

27. Indemnification

To the extent permitted by law, Subgrantee, if other than a government entity, shall indemnify, hold, and save harmless TCJ and its officers and employees from all claims and liability due to the acts or omissions of Subgrantee, its agents, or employees. Subgrantee also agrees, to the extent permitted by law, to indemnify, hold, and save harmless TCJ from any and all expenses, including but not limited to attorney fees, all court costs and awards for damages incurred by TCJ in litigation or otherwise resisting such claims or liabilities as a result of any activities of Subgrantee, its agents, or employees.

Further, to the extent permitted by law, Subgrantee, if other than a government entity, agrees to protect, indemnify, and save harmless TCJ from and against all claims, demands, and causes of action of every kind and character brought by any employee of Subgrantee against TCJ due to personal injuries or death to such employee resulting from any alleged negligent act, by either commission or omission on the part of Subgrantee.

If Subgrantee is a government entity, both parties to this Agreement agree that no party is an agent, servant, or employee of the other party and each party agrees it is responsible for its individual acts and deeds, as well as the acts and deeds of its contractors, employees, representatives, and agents.

28. Disputes and Remedies

The Grant Award Agreement supersedes any prior oral or written agreements. Subgrantee shall be responsible for the settlement of all contractual and administrative issues arising out of procurement made by Subgrantee in support of Agreement work. Disputes concerning performance or payment shall be submitted to TCJ for settlement, with the Executive Director or his or her designee acting as final referee.

29. Termination

The Grant Award Agreement shall remain in effect until Subgrantee has satisfactorily completed all services and obligations described herein and these have been accepted by TCJ, unless:

- a. This Agreement is terminated in writing with the mutual consent of both parties;
- b. There is a written thirty (30) day notice by either party; or
- c. TCJ determines that the performance of the project is not in the best interest of TCJ and informs Subgrantee that the project is terminated immediately.

Subgrantee shall neither incur nor be reimbursed for any new obligations after the effective date of termination.

30. Inspection of Work

TCJ or any authorized representative thereof, has the right at all reasonable times to

inspect or otherwise evaluate the work performed or being performed hereunder and the premises on which it is being performed.

31. Procurement and Property Management

Subgrantee shall establish and administer a system to procure, control, protect, preserve, use, maintain, and dispose of any property furnished to it by TCJ or purchased pursuant to this Agreement in accordance with its own property management procedures, provided that the procedures are not in conflict with applicable Federal administrative requirements.

32. Program Income

Program income earned during the grant period shall be reported and retained by the Subgrantee.



CHILDREN'S JUSTICE ACT PROGRAM · TEXAS CENTER FOR THE JUDICIARY
 1210 San Antonio, Suite 800 · Austin, Texas 78701
 (512) 482-8986 PHONE · (512) 469-7664 FAX

- I. Program Title:** _____
- II. Amount of Funds Requested:** \$ _____
- III. Total Project Budget:** \$ _____

IV. Applicant Information	
Authorized Official (Name):	
Title:	
Organization:	
Address:	
Phone:	
Fax:	
E-mail:	

V. Requestor is designated as a(n):

- State Agency
- Unit of Local Government
- Other (describe): _____
- Non-Profit Organization
- Educational Institution

VI. Certifications

Authorized official must initial each of the following:

_____ Official understands that CJA grants are federal funds governed by grant administrative requirements under 45 CFR 92, audit requirements and cost principles under OMB 2 CFR 200.

_____ Official is an officer of the applicant organization and has full authority to apply for CJA funding on behalf of the applicant organization.

_____ Applicant understands that funding is subject to approval by the Children's Justice Act Task Force and the full execution of a Grant Award Agreement.

Contact Information

1. Project Director

Name

Title

Address

City, State

Phone

Fax

E-mail

2. Financial Officer

Name

Title

Phone

Fax

E-mail

3. Person with routine programmatic responsibility for the project

Name

Title

Phone

Fax

E-mail

4. Person with routine financial responsibility for the project

Name

Title

Phone

Fax

E-mail

Contact Information

5. Executive Director of Chief Executive Officer

Name

Title

Phone

Fax

E-mail

Budget Line-Items

Category 100: Salaries

Description	Expense

\$ _____ -

Category 200: Benefits

Description	Expense

\$ _____ -

Category 300: Travel

Description	Expense

\$ _____ -

Category 400: Equipment

Description	Expense

\$ _____ -

Category 500: Operating

Description	Expense

\$ _____ -

Category 600: Contractual

Description	Expense

\$ _____ -

Total of All Categories	\$ _____ -
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EXPENSE CATEGORIES DEFINITIONS FOR CJA GRANTS

The category definitions below are intended to give subgrantees guidance for preparing the budget portion of their grant request and determining how to classify each expense submitted with their monthly Requests for Reimbursement (RFR). The categories also aid in tracking of grant expenses by our accounting department.

Category 100 – Salaries

This category is for full-time and part-time staff directly employed by the applicant. Salary expenses must be identified by position and percentage of gross salary. Salaries paid to staff not directly employed by the applicant should not be included in this category.

Category 200 – Benefits

Employee benefits must be identified by type and percentage of salaries. Employer contributions or expenses for social security, employee life and health insurance plans, unemployment insurance, and/or pension plans are allowable budget items. Applicant may use fixed percentages of salaries to calculate benefits.

Category 300 – Travel

Travel expenses such as meals, lodging, airfare, mileage, car rental, and parking/tolls.

Category 400 – Equipment

Equipment means an article of non-expendable, tangible personal property having a useful life of more than one year and an acquisition cost which equals or exceeds the lesser of the capitalization level established by the applicant for financial statement purposes, or \$5,000. Equipment purchases must be made in accordance with *2 CFR Pt. 225, Appendix B Selected Items of Cost, 15* and *2 CFR Pt. 230, Attachment B Selected Items of Cost, 15*; the rules regarding prior approvals of equipment purchases for states and nonprofits, respectively.

Category 500 – Operating

This category is for day-to-day operational expenses. Rent, telephone, utilities, postage/freight, printing/copying, equipment rental, professional fees and services, bank service charge, dues/subscriptions, and staff training are category 500 expenses. Additionally, office supplies such as copy paper, pens, postage, etc. fall into this category. Operating expenses may include specific items directly charged to the project, and in some cases, an indirect cost allowance. Expenses must be grant-related and encumbered during the grant period. Equipment purchases with an acquisition cost less than \$5,000 fall into this category.

Category 600 – Contractual

This category is designed for expenses paid to individuals who receive payment for services but are not included on your regular monthly/bi-weekly payroll. This group may include temporary support services, faculty, consultants, speaker fees, etc.



Children's Justice Act

Pre-Award Questionnaire

Applicant Organization	
Project Title	
Amount Requested	
EIN	
DUNS	
Questionnaire Completed By	
Date	

1. Have you requested funding for this project from any other funding source?
 - a. If so, please explain the nature of that request. Was it for full or partial funding? Who is the prospective funder? When will you know if you have received that award?

2. Is current staff experienced in performing the stated activities of the grant?

- a. Is the current level of staffing sufficient to perform stated activities of the grant? If no, please describe hiring plan.

 - b. Has there been significant staff turnover in the past year? Please describe any staff turnover related to key positions.

3. Are there policies and procedures in place to cover time sheets, payroll, overtime, vacation/sick leave and compensatory time? Please describe procedures to ensure sufficient supporting documentation for salaries paid to employees charged to federal awards. Please include any written policies and procedures (you may link to your organization website).

4. Are there personnel policies that describe qualifications, duties and responsibilities, salary ranges, equal employment opportunities, annual performance appraisals and types and levels of fringe benefits for positions involved in this project? Please include any written policies and procedures.

5. Explain your processes for reporting time
 - a. Do personnel and payroll record actual hours of time attendance, leave and earnings for all employees?

- b. Are records maintained to show the actual amount of time spent on an employee on more than one project or program?
 - c. Do time sheets cover the total payroll period?
 - d. Are employees time sheets approved and by whom?
- 6. Are there policies and procedures to ensure all costs assigned to the grant are necessary, reasonable, allocable and allowable? Please include any relevant written policies and procedures.
- 7. Does your organization have experience managing federal funds?
- 8. Is there a system to track and record cost-sharing? Please describe.
- 9. Will equipment be purchased using grant funds? If so, does your organization have written policies and procedures regarding purchasing and inventory management? Please include a copy of those policies.

10. Does your organization have written policies regarding the use of contractors/consultants? Please include a copy of those policies, if relevant to this grant project.

11. Are consultants required to sign consulting agreements? If so, please provide a copy of the consulting agreement, if relevant to this grant project.

12. Are there written policies and procedures regarding travel? Please include a copy of those policies.

13. Is there a central file containing official records for each grant award? What are the contents of each file?

14. What is the policy on record retention?

15. Will the program earn income?

a. If yes, is there a term and condition for program income in the grant agreement?

16. Have you had or are you subject to an A-133? If not, are you subject to an external audit?

17. When does your fiscal year begin and end?