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The [U.S. Department of Justice](#), [Office of Justice Programs](#), [Office of Juvenile Justice and Delinquency Prevention](#), is pleased to announce that it is seeking applications for funding under the Court Appointed Special Advocates Program. This program furthers the Department's mission by providing grants, cooperative agreements, and technical assistance to CASA programs through the National CASA Association as authorized by the Juvenile Justice and Delinquency Prevention Act of 2002.

# OJJDP FY 2007 Court Appointed Special Advocates Program

## Eligibility

Applicants are limited to the National Court Appointed Special Advocates Association.

(See "Eligibility," page 3.)

## Deadline

All applications are due by 8:00 p.m. E.T., on February 1, 2007.

(See "Deadline: Application," page 3.)

## Contact Information

For assistance with the requirements of this solicitation, contact Cecilia Duquela-Fuentes, Court Appointed Special Advocates Program Manager, at 202-514-9372 or [Cecilia.Duquela@usdoj.gov](mailto:Cecilia.Duquela@usdoj.gov).

This application must be submitted through [Grants.gov](http://Grants.gov). The funding opportunity number is OJJDP-2007-1529. For technical assistance with submitting the application, call the Grants.gov Customer Support Hotline at 1-800-518-4726

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# OJJDP FY 2007

## Court Appointed Special Advocates Program

### CFDA Number: 16.547

#### Overview

The purpose of the Victims of Child Abuse Act of 1990, as amended (Public Law 101-647), is that all abused and neglected children involved in dependency proceedings receive timely, sensitive, and effective advocacy. The Act directs that a “court-appointed special advocate shall be available to every victim of child abuse or neglect in the United States that needs such an advocate.” The Court Appointed Special Advocate (CASA) program ensures that abused and neglected children receive high-quality, sensitive, effective, and timely representation in dependency court hearings. This program makes funding for CASA programs available through one or more grants to the National Court Appointed Special Advocates Association. The statutory authority for this grant is 42 U.S.C. 13013.

#### Registration

Registering with [Grants.gov](http://Grants.gov) is a one-time process; however, if you are a first time registrant, it could take up to several weeks to validate and confirm your registration and to receive your user password. OJJDP highly recommends that you start the registration process as early as possible to prevent delays in submitting your application package to our agency by the deadline specified. You must complete three steps before you may register: (1) register with the Central Contractor Registry (CCR); (2) register yourself as an authorized organization representative (AOR); and (3) be authorized as an AOR by your organization. For more Information, go to [www.grants.gov](http://www.grants.gov). **Note: You must renew your CCR registration once a year. Failure to renew your CCR registration may prohibit you from submitting a grant application through [Grants.gov](http://Grants.gov).**

#### Deadline: Application

The due date for applying for funding under this announcement is 8:00 p.m. E.T., February 1, 2007.

#### Eligibility

OJJDP invites the National Court Appointed Special Advocates Association headquartered in Seattle, Washington, EIN 911255818, to apply to this solicitation. OJJDP will accept an application for this solicitation only from the aforementioned organization. No other applications will be accepted.

#### Program-Specific Information

Child abuse and neglect are associated with a range of risks for the victim—juvenile delinquency, suicide, unemployment, and poor school performance. Children who are victims of abuse and neglect need effective representation before the courts to ensure that

their psychological, educational, and social needs are met and that they do not spend more time than necessary in out-of-home care.

As reported by the U.S. Department of Health and Human Services, approximately 1 million children are victims of child abuse and neglect each year. Moreover, more than 500,000 children are currently in the foster care system.

**Purpose.** The purpose of the CASA program is to provide the most effective representation possible to children in foster care. To that end, the program seeks to increase the number of children receiving advocacy services from CASA volunteers and to increase the number of volunteers that the CASA program recruits. In addition, grant funds will assist in training volunteers so that they may provide effective advocacy to the children that the CASA program serves and in recruiting program staff and volunteers from diverse backgrounds.

**Goals, Objectives, and Deliverables.** OJJDP will assign major tasks and deliverables under this guidance based upon a review of the application. At a minimum, the grantee will provide and submit semi-annual progress reports through the Grants Management System.

**Award Information.** OJJDP will make two awards under this solicitation: one to support the CASA Grants Program and one to support the CASA Training and Technical Assistance Program. The grants will be awarded for 1 year. In subsequent years, OJJDP will require the grantee to reapply for funds.

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. OJJDP anticipates that any awards that this Office may make under this solicitation should be awarded no later than September 30, 2007.

**Match Requirement:** Match is not required for this program.

## Performance Measures

To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act (GPRA), P.L. 103–62, applicants who receive funding under this solicitation must provide data that measures the results of their work. Performance measures for this solicitation are as follows:

Objective	Performance Measures	Data Grantee Provides
To increase the number of children receiving services under the CASA Program.	Percentage of new children receiving CASA volunteer advocacy services	Number of new children being served by state and local CASA programs from local program surveys, compared with data from previous year.
To increase the number of advocate volunteers serving children under the CASA Program.	Percentage of advocate volunteers serving children.	Number of volunteers providing services to children from local program surveys compared with data from previous year.
To enhance the matching of children to volunteer advocates, by increasing the percentage of volunteer advocates recruited and trained who have ethnic, cultural and racial backgrounds that are similar to the children served by the CASA program.	Percentage of volunteer advocates recruited and completing training who have ethnic, cultural and/or racial backgrounds that are similar to the children served by the CASA program.	Number of volunteer advocates recruited and completing training who have ethnic, cultural and/or racial backgrounds that are similar to the children served by the CASA program, compared with number of volunteer advocates recruited and completing training.
To increase recruitment of advocate volunteers under the CASA program.	Percentage of new volunteer advocates recruited.	Number of new volunteer advocates recruited, compared with number from local program survey for previous year.

## How to Apply

DOJ is participating in the e-Government initiative, one of 25 initiatives included in the President's Management Agenda. Part of this initiative—Grants.gov—is a “one-stop storefront” that provides a unified process for all customers of federal grants to find funding opportunities and apply for funding.

**Grants.Gov Instructions.** The applicant can find complete instructions at [www.grants.gov](http://www.grants.gov). If you experience difficulties at any point during this process, please call the Grants.gov Customer Support Hotline at 1–800–518–4726.

**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–2007–1529.

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

## **What an Application Must Include**

**Standard Form-424.** The applicant must complete the Application for Federal Assistance (SF-424), a standard form that most federal agencies use, following the instructions it provides.

**Program Narrative.** The applicant 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, using a standard 12-point font (Times New Roman is preferred), with 1-inch margins, not exceeding 30 pages of 8½ by 11-inches. (Please number pages “1 of 30,” “2 of 30,” and so forth.) Material required under the “Budget and Budget Narrative” and “Other Attachments” sections will not count toward the program narrative page count. OJJDP may deem applications that do not adhere to the required format to be ineligible.

The program narrative must address the following selection criteria: (1) statement of the problem/program narrative, (2) impact/outcomes and evaluation, (3) project/program design and implementation, and (4) capabilities/competencies. The applicant should clearly delineate the connections between and among each of these sections. For example, the goals and objectives should derive directly from the problems to be addressed. Similarly, the project design section should 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.** The applicant must describe the problem of lack of effective representation of abused and neglected children, especially those in the foster care system. The applicant should use national and local data to provide evidence that demonstrates the size and scope of the problem and documents the effects of the problem on abused and neglected children, the community, and the family and dependency court systems. The applicant should describe its current attempts to address the problem, including a description of the program’s target audience (state and local program staff, volunteers, board members, judges and others) and the strategies developed by the program to provide training and technical assistance and funding to state and local programs. The applicant should describe the program’s goals and objectives and their relationship to the National CASA Association’s strategic plan. Specifically, the applicant should address the following areas: new program development, current program expansion, recruitment and retention of volunteers from diverse backgrounds, and program development assistance to local programs. In addition, the applicant should provide a

detailed description of current and future efforts in the areas of data collection, evaluation and quality assurance.

- **Impact/Outcomes and Evaluation.** The applicant must describe the goals of the proposed project and identify its objectives. When formulating the project's goals and objectives, the applicant should be cognizant of the performance measures that will be required of successful applicants.

**Goals.** The applicant should provide a broad statement, written in general terms, that conveys the program's intent to change, reduce, or eliminate the problem described. This section of the program narrative must outline the specific goals of the project.

**Program Objectives.** The applicant should explain how the program will accomplish its goals. Objectives are specific, quantifiable statements of the desired results of the program, and they should be clearly connected to the problems identified in the preceding section. The objectives should be measurable. (Examples of measurable objectives might 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.** OJJDP requires award recipients to collect and report data in support of performance measures. (See "Performance Measures," page 4). Recipients' assistance in obtaining this information will facilitate future program planning and will allow OJP to provide Congress with measurable results associated with federally funded programs. Performance measures must reflect the specific problems, goals and objectives, and design (see "Project/Program Design and Implementation" below) associated with this grant.

To ensure that the Performance Measures that the grantee selects reflect the specific problems, goals, objectives, and design strategy of the project, OJJDP has developed mandatory performance measures. To determine those that apply to your application, visit [ojjdp.ncjrs.gov/grantees/performance.html](http://ojjdp.ncjrs.gov/grantees/performance.html).

- **Project/Program Design and Implementation.** The applicant must describe the specific strategies that will be used to implement the proposed program. The applicant should develop a program design that will facilitate the gathering of data on the required performance measures.

In this section, the applicant should describe what it proposes to do and how it intends to do it. The applicant should identify the program's target population (children who are victims of abuse and neglect and who are in the dependency system) and explain how the National CASA Association's proposed strategy will achieve the goals and objectives identified in the previous section.

The applicant should include a logic model that graphically illustrates how the chosen performance measures relate to the problem of lack of representation of children who are victims of child abuse and neglect in the dependency system, the goals of the National CASA Association program, and the program activities designed to improve outcomes for children who are victims of child abuse and neglect. Sample logic models are available at [ojjdp.ncjrs.gov/grantees/performance.html](http://ojjdp.ncjrs.gov/grantees/performance.html).

This section should be detailed and describe how the project will operate throughout the duration of the funding period. OJJDP encourages the applicant to select evidence-based practices for their programs. This section must also discuss plans for sustainability, i.e., how the applicant will operate the program beyond the period of the OJJDP grant award.

This section should also include details regarding any leveraged resources (cash or in-kind) from local sources to support the project. The applicant should identify any other federal, state, or private foundation grants that serve the same local area and target population.

Finally, the applicant should describe any research or evaluation studies that support the entire project design or any of its components. Also, the applicant should note previous research related to the selected problem area to indicate the applicant's understanding of the causes of—and potential solutions to—the problems to be addressed. While the applicant is expected to review the research literature for any relevant studies, it should also explore whether any unpublished local sources of research or evaluation data are available.

In addition to the narrative description of the project design, the applicant must also submit a timeline or milestone chart that indicates major tasks in the proposed design, assigns responsibility for each major task, and plots completion of these tasks by month or quarter for the duration of the award. The applicant should submit this timeline/milestone chart as a separate attachment as stipulated in "Other Attachments," page 9.

- **Capabilities/Competencies.** The applicant 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 grantee will manage and locally staff the project. The applicant should clearly and evidently connect management and staffing patterns to the project design described in the previous section. This section should describe the experience and capability of the applicant's organization and any contractors that the grantee will use to effectively implement and manage this effort and its associated federal funding. Any prior experience implementing projects of similar design or magnitude should be highlighted in this section.

**Budget and Budget Narrative.** The applicant 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.

Applicant must submit a budget that includes both a detailed worksheet itemizing all costs and a narrative explaining and justifying each budget item:

- **Budget detail worksheet.** The worksheet should provide the detailed computation for each budget line item. The worksheet must list the cost of each item and show how the applicant calculated the cost. For example, costs for personnel should show the annual salary rate and the percentage of time that each employee paid through grant funds will devote to the project. The budget detail worksheet should present a complete and

detailed itemization of all proposed costs. A Budget Detail Worksheet template is available at [www.ojp.usdoj.gov/Forms/budget.pdf](http://www.ojp.usdoj.gov/Forms/budget.pdf).

- **Budget narrative.** The narrative should describe each budget item and relate it to the appropriate project activity. It should closely follow the content of the budget detail worksheet and justify all proposed costs. In the budget narrative, the applicant should 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. The budget narrative should justify the specific items listed in the budget detail worksheet (particularly supplies, travel, and equipment) and demonstrate that all costs are reasonable.

**Indirect Cost Rate Agreement.** Applicants that do not have a federally negotiated indirect cost rate and wish to establish one, can 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 [www.ojp.usdoj.gov/oc/indirectcosts.htm](http://www.ojp.usdoj.gov/oc/indirectcosts.htm).

**Other Attachments.** The applicant must submit the following materials as attachments to the application. The Other Program Attachments—which must be submitted as a Microsoft Word document (.doc), PDF file (.pdf), or text document (.txt)—must include:

- Annualized project timeline containing each project goal, related objective, activity, expected completion date, and responsible person or organization. Do not use actual calendar months/years in your timeline; instead prepare the timeline using "Year 1," "Month 1," etc. (See "Sample Project Timelines" at [ojjdp.ncjrs.gov/grantees/timelines.html](http://ojjdp.ncjrs.gov/grantees/timelines.html).)
- Résumés of all key personnel.
- Job descriptions outlining roles and responsibilities for all key positions.
- Letters of support/commitment and memorandums of understanding (where appropriate).

**Geographic Information.** To help OJP develop a geographic information system (GIS) strategic planning capacity, applicants must provide the following two items of information on the geographic area that the funded activity ("service area") serves in the formats specified below. If the mailing address is in a rural area with no street address, include the nearest street intersection. If the program has multiple service areas, include the required information for each area. If proposed multiple service areas have not been determined, simply provide the requested information for the applicant.

- **Physical address.** If the mailing address is a P.O. Box, specify the physical address of the location where services are to be provided.

(example with street address)  
ABC Associates  
123 First Street  
Shrewsbury, PA 17361

(example with no street address)  
ABC Associates  
First Street and Holiday Drive  
Shrewsbury, PA 17361

- **Map and street description.** Please provide a road map (with local detail) with the service area clearly depicted. The map should be marked with information identifying the grant application it is tied to, including applicant's name, application number, and contact name and phone number. Also include a written description of streets bounding the service area. If GIS files are available, e-mail them to Dennis Mondoro at [Dennis.Mondoro@usdoj.gov](mailto:Dennis.Mondoro@usdoj.gov).

## Additional Requirements

- Civil Rights Compliance
- Confidentiality and Human Subjects Protections Regulations
- 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 or Local Funds
- Criminal Penalty for False Statements
- Compliance with Office of the Comptroller Financial Guide *[hyperlink]*
- Suspension or Termination of Funding
- Non-Profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property

OJJDP strongly encourages every applicant 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/otherrequirements.htm](http://www.ojp.usdoj.gov/funding/otherrequirements.htm).