



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 OJJDP FY 2008 Victims of Child Abuse Program. This program furthers the Department's mission to protect children.

OJJDP FY 2008 Victims of Child Abuse Program

Eligibility

OJJDP will accept applications from the Regional Children's Advocacy Centers, National Children's Advocacy Center, National Children's Alliance, and the National Center for Prosecution of Child Abuse only.

(See "Eligibility," page 3.)

Deadline

All applications are due by 8:00 p.m. E.T., on June 13, 2008.

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

Contact Information

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

Applicants must submit their applications through Grants.gov. The Funding Opportunity Number is OJJDP-2008-1837. 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 2008 Victims of Child Abuse Program CDFA # 16.547

Overview

The purpose of this solicitation is to invite applications from eligible applicants (see “Eligibility,” below) to receive funds through the Victims of Child Abuse Program. This solicitation covers grants authorized by the Victims of Child Abuse Act, 1990, Pub. L. 101-647, Sec. 213 and 214A, as amended [42 U.S.C. 13001b and 13003].

Deadline: Registration

Registering with Grants.gov is a one-time process; however, if you are a first time registrant, it could take 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. There are three steps to complete before you may register: (1) register with the Central Contractor Registry (CCR); (2) register as an Authorized Organization Representative (AOR); and (3) be authorized as an AOR by your organization. For more Information, go to www.grants.gov. **Note:** You must renew your CCR registration once a year. If you fail to renew your registration, OJJDP may prohibit you from submitting your application through Grants.gov.

Deadline: Application

The due date for applying for funding under this announcement is 8:00 p.m. E.T., June 13, 2008.

Eligibility

OJJDP invites applications from the following eligible applicants:

Regional Children’s Advocacy Centers (4 applicants, 1 application each). FY08 funding for Regional Children’s Advocacy Centers represents a continuation of previously competed awards.

- Northeast Regional Children’s Advocacy Center, headquartered at the Philadelphia Children’s Alliance in Philadelphia, Pennsylvania, EIN 232526605.
- Southern Regional Children’s Advocacy Center, headquartered at the National Children’s Advocacy Center in Huntsville, Alabama, EIN 630891512.
- Midwest Regional Children’s Advocacy Center, headquartered at the Children’s Hospitals and Clinics of Minnesota in Minneapolis, Minnesota, EIN 411754276.

- Western Regional Children's Advocacy Center, headquartered at the Children's Advocacy Center for the Pikes Peak Region in Colorado Springs, Colorado, EIN 841241767.

National Children's Alliance (1 applicant, 2 applications)

National Children's Alliance, headquartered in Washington, DC, EIN 631044781

- Coordinated Approach to Training and Technical Assistance.
- National Sub-Grants Program to Local Children's Advocacy Centers.

National Children's Advocacy Center (1 applicant, 1 application)

National Children's Advocacy Center, headquartered in Huntsville, Alabama, EIN 630891512.

National Center for Prosecution of Child Abuse (1 applicant, 1 application)

National Center for Prosecution of Child Abuse, headquartered at the American Prosecutors Research Institute, Alexandria, Virginia, EIN 521295359.

Program-Specific Information

- **Purpose**

The purpose of the Victims of Child Abuse Program is to further the mission of the Office of Juvenile Justice and Delinquency Prevention to protect children.

- **Award Information**

OJJDP will make the awards as prescribed by the FY 2008 appropriations legislation. 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 the Office will make any awards under this solicitation by no later than September 30, 2008.

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
<p>Program objectives will depend on the specific project funded.</p> <p>Generally, most projects can be classified under one or more of the following categories:</p> <p>Prevention Program</p> <p>Examples of objectives may include prevention of delinquency risk behaviors, improvement in family functioning, or prevention of child victimization (including abuse and neglect).</p> <p>Intervention Program.</p> <p>Examples of objectives may include intervening with delinquent youth, status offenders, or system-involved families.</p>	<p>These will differ, depending on the specific program goals and objectives. Examples follow.</p> <p>Prevention/ Intervention Program</p> <p>Percent of programs implementing an evidence-based program or practice.¹</p> <p>Number of child victims/families served with whom an evidence-based program or practice was used.</p> <p>Number of victims of child abuse and/or families served.</p> <p>Number of hours of direct services provided child victims and/or families.</p> <p>Number of child victims who are victimized or revictimized.</p>	<p>OJJDP is developing an online reporting system so that grantees may submit data electronically.</p> <p>Prevention/ Intervention Program</p> <p>Number of programs implementing an evidence-based program or practice.</p> <p>Number of child victims/families served with whom an evidence-based program or practice was used.</p> <p>Number of victims of child abuse and/or families served.</p> <p>Number of hours of direct services provided child victims and/or families.</p> <p>Number of child victims who are victimized or revictimized.</p>

¹ Evidence-based programs and practices are those that have been shown, through rigorous evaluation and replication, to be effective in preventing or reducing juvenile delinquency, victimization, or related risk factors. Evidence-based programs or practices can come from many valid sources (e.g., University of New Hampshire and RTI’s Multi-site Evaluation of Children’s Advocacy Centers, National Children’s Advocacy Center’s Cost-Benefit Analysis of Community Responses to Child Maltreatment and Economic Impact of Child Maltreatment, OJJDP’s Model Programs Guide, SAMHSA’s Model Programs, State Model Program resources). Evidence-based practices may also include practices adopted by agencies, organizations, or staff that are generally recognized as “best practice” based on research literature or the degree to which the practice is based on a clear, well-articulated theory or conceptual framework for delinquency or victimization prevention or intervention.

Objective	Performance Measures	Data Grantee Provides
<p>Systems Improvement Projects (includes training and technical assistance). Examples of objectives may include enhancing organizational capacity, improving program quality, and strengthening system effectiveness through provision of training and technical assistance.</p> <p>Development of training curricula is not included in this category (see below).</p>	<p>Systems Improvement Project</p> <p>Percentage of programs implementing an evidence-based program or practice.</p> <p>Grantees for Systems Improvement Projects must also select at least one measure listed below.</p> <p>Number of MOUs developed between agencies and organizations.</p> <p>Number of planning or training activities conducted.</p> <p>Number of program materials developed.</p> <p>Number of program staff trained.</p> <p>Number of program staff exhibiting increased knowledge of the program area.</p> <p>Number of program policies changed, improved, or rescinded.</p> <p>Number of youth who are (re) victimized (long term).</p>	<p>Systems Improvement Project</p> <p>Number of programs implementing an evidence-based program or practice.</p> <p>Number of MOUs developed between agencies and organizations.</p> <p>Number of planning or training activities conducted.</p> <p>Number of program materials developed.</p> <p>Number of program staff trained.</p> <p>Number of program staff exhibiting increased knowledge of the program area.</p> <p>Number of program policies changed, improved, or rescinded.</p> <p>Number of program youth with an incident of victimization/revictimization.</p>
<p>Research and Development (includes research, evaluation, and statistics projects and development of training curricula). Examples of objectives may include measuring the effectiveness of a prevention program, enhancing understanding of a specific issue related to juvenile justice, and developing a training guide for the juvenile justice field.</p>	<p>Research and Development</p> <p>Percent of deliverables (e.g., reports, curricula, manuals, manuscripts) completed on time.</p> <p>Percentage of deliverables that meet OJJDP's expectations for depth, breadth, scope and quality of study, and pertinence, as determined by OJJDP project manager and management.</p>	<p>Research and Development</p> <p>Number of deliverables to be submitted to OJJDP. (Deliverables will differ depending on specific project and should be outlined in the application.)</p> <p>Number of deliverables completed on time.</p> <p>Number of deliverables that meet OJJDP's expectations for depth, breadth, scope, and quality of study, and pertinence.</p>

Matrix of Applicable Performance Measures

Program Name	Direct Services (Prevention/Intervention)	Systems Improvement	Research and Development
Regional Children's Advocacy Centers		X	X
National Children's Alliance	X	X	X
National Children's Advocacy Center		X	X
National Center for Prosecution of Child Abuse		X	X

How To Apply

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

Grants.Gov Instructions. Applicants can find complete instructions at www.grants.gov. Applicants experiencing difficulties at any point during this process should call the Grants.gov Customer Support Hotline at 1-800-518-4726.

Grants.gov does not support the Microsoft Vista operating system. Nor can Grants.gov process Microsoft Word 2007 documents saved in the new default format with the extension ".docx." Save any documents using the "Word 97-2003 Document (*.doc)" format. Other disallowed file types include, 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, and the funding opportunity number is OJJDP-2008-1837.

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 tracking entities receiving federal funds. The identifier is used 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 to obtain a number. Individuals are exempt from this requirement.

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, using a standard 12-point font (Times New Roman preferred), with 1-inch margins, not exceeding 25 pages of 8½ by 11 inches. (Number pages “1 of 25,” “2 of 25,” 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) program abstract; (2) statement of the problem/program narrative, (3) impact/outcomes and evaluation, (4) project/program design and implementation, and (5) capabilities/competencies. Applicants should clearly delineate the connections between and among each of these sections. For example, applicants should derive the goals and objectives directly from the problems to be addressed. Similarly, applicants should clearly explain in the project design section how the program’s structure and activities will accomplish the goals and objectives identified in the previous section. Each of these sections is described below.

- **Program Abstract**

Applicants must provide a brief summary describing the proposed project, including goals, objectives, major activities to be carried out, and expected outcomes. The abstract must not exceed one-half page of 8½ by 11-inches.

- **Statement of the Problem/Program Narrative**

Applicants must briefly describe the nature and scope of the problem in the jurisdiction that this project will address (e.g., gang activity, underage drinking, drug abuse, truancy, youth employment, school performance, etc.). Applicants should use local data to provide evidence that the problem exists, demonstrate the size and scope of the problem, and document the effects of the problem on the target population and the larger community. Applicants should describe any previous or current attempts to address the problem.

- **Impact/Outcomes and Evaluation**

Applicants must describe the goals of the proposed project and identify its objectives. When formulating the project’s goals and objectives, applicants should be cognizant of the performance measures that OJJDP will require them to provide.

Goals. Applicants should provide a broad statement, written in general terms, that conveys their 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. Applicants should explain how their programs will accomplish their goals. Objectives are specific, quantifiable statements of the desired results of the program, and the applicants should clearly connect them 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.

- **Project/Program Design and Implementation**

Applicants must describe the specific strategies that they will use to implement the proposed program. Applicants should develop a program design that will facilitate the gathering of data on the required performance measures.

In this section, applicants should describe what they propose to do and how they intend to do it. The applicants should identify the program's target population and explain how their proposed strategy will achieve the goals and objectives identified in the previous section.

Applicants must demonstrate that they have queried the SMART system to determine program placement in a community facing significant need. OJJDP will be offering additional training and guidance on the SMART system and this new requirement. In the interim, all applicants should access the SMART system at <http://smart.qismapping.info> and follow the guidance that is provided on the Sign In Page. All applicants will be required to register with the SMART system, become familiar with the data and information that is currently available, and generate a report, based upon the guidance for their particular solicitation.

Applicants should include a logic model that graphically illustrates how the chosen performance measures relate to the specific problems, goals, and program activities. Sample logic models are available at 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 applicants to select evidence-based practices for their programs. This section must also discuss plans for sustainability, i.e., how the program will continue to operate 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. Applicants should identify other federal, state, or private foundation grants that serve the same local area and target population.

Finally, applicants should describe any research or evaluation studies that support their entire project design or any of its components. Applicants should also note previous research related to the selected problem area to indicate the applicants' understanding of the causes of—and potential solutions to—the problems to be addressed. While OJJDP expects applicants to review the research literature for any relevant studies, program staff 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, applicants 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 11.

- **Capabilities/Competencies**

Applicants must describe the roles and responsibilities of project staff and explain their program's organizational structure and operations.

This section of the program narrative must describe how the applicants will manage and staff the project locally. Applicants should clearly connect management and staffing patterns to the project design described in the previous section. This section should describe the experience and capability of the applicants' organization and any contractors who will be used to effectively implement and manage this effort and its associated federal funding. The applicants should highlight any prior experience implementing projects of similar design or magnitude in this section.

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 should include in their budget funds to allow one or more staff to participate in a special conference on child protection in the autumn of 2008. The 4-day conference will include opportunities for the applicant to participate as an exhibitor, presenter, and session sponsor and to attend sessions of interest. OJJDP will determine the location for the conference in early 2008. Applicants should use a city in the Midwest for formulating their estimated travel costs.

Applicants 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, under costs for personnel, the applicant 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 http://www.ojp.usdoj.gov/funding/forms/budget_detail.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, applicants should explain how they calculated fringe benefits, how they estimated travel costs, why they must purchase particular items of equipment or supplies, and how they calculated overhead or indirect costs (if applicable). 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 who 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. Review your organization's schedule of federal financial assistance to determine the agency. 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 materials as attachments to their GMS application. The Other Program Attachments—which applicants must submit 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.)
- 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 their 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.** Provide a road map (with local detail) with the service area clearly depicted. Mark the map 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

Review Process

OJP is committed to ensuring a standardized process for awarding grants. OJJDP reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with program or legislative requirements as stated in the solicitation.

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

Additional Requirements

- Civil Rights Compliance
- Confidentiality and Human Subjects Protections regulations
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act 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](#)
- Suspension or Termination of Funding

- Non-Profit Organizations
- Government Performance and Results Act
- Rights in Intellectual Property

OJJDP encourages applicants to review the information pertaining to these additional requirements prior to submitting their application. Additional information for each can be found at http://www.ojp.usdoj.gov/funding/other_requirements.htm.