

# GOVERNOR'S OFFICE of CRIME CONTROL and PREVENTION

## FFY 2019 Children's Justice Act (CJAC) Grant Program

### Notice of Funding Availability (NOFA) Application Guidance Kit



**Online Submission Deadline: May 17, 2019, 3 pm**

**Funded through:  
The U.S. Department of Health and Human Services (CFDA# 93.643)**

Governor's Office of Crime Control & Prevention  
100 Community Place  
Crownsville, Maryland 21032-2022  
[www.goccp.maryland.gov](http://www.goccp.maryland.gov)  
(410) 697-9338

Larry Hogan, Jr., Governor  
Boyd K. Rutherford, Lt. Governor  
V. Glenn Fueston, Jr., Executive Director

**Note: Hard copy applications are no longer being accepted.**

#### **ELIGIBILITY**

Funding through this application is available to State and local law enforcement agencies, State and local government agencies, and non-profit and non-governmental victim service organizations to improve the investigative, administrative, and judicial handling of cases of child abuse and neglect, including child sexual abuse and exploitation.

#### **IMPORTANT NOTES**

Applicants are required to apply for grant funding through the Governor's Office of Crime Control and Prevention online application process located at <https://grants.goccp.maryland.gov>. Instructions for completing the online application can be found at <http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf>. Additionally, all applicants **MUST** provide proof that they have a valid federal **DUNS** number and be **currently registered** with [www.SAM.gov](http://www.SAM.gov). A screenshot from SAM.GOV reflecting this information is sufficient.

## Getting Started

Thank you for applying for the **Children's Justice Act (CJAC) Program** from the **Governor's Office of Crime Control and Prevention (GOCCP)**. The primary purpose of CJAC is to improve the investigative, administrative, and judicial handling of cases of child abuse and neglect, including child sexual abuse and exploitation, through the development of innovative programming. CJAC funds are to be primarily focused on the front-end, intake, and investigative stage of child welfare. This aligns with GOCCP's objective of reducing victimization in Maryland's children.

If you need application assistance, please contact:

Angela Cromwell, Program Manager  
410-697-9337  
[angela.cromwell1@maryland.gov](mailto:angela.cromwell1@maryland.gov)

Justice Schisler, Chief of Programs  
410-697-9334  
[Justice.Schisler@maryland.gov](mailto:Justice.Schisler@maryland.gov)

The Governor's Office of Crime Control and Prevention's success is measured by sub-recipient success. It is critical that we hear from you, our customers. To share your ideas of how the Governor's Office of Crime Control and Prevention can serve you better, please email your program manager.

## **Governor's Office of Crime Control and Prevention Mission:**

To serve as a coordinating office that advises the Governor on criminal justice strategies. The office plans, promotes, and funds efforts with government entities, private organizations, and the community to advance public policy, enhance public safety, reduce crime and juvenile delinquency, and serve victims.

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## **I. ELIGIBILITY CRITERIA**

### **A. General**

The following entities in Maryland are eligible to submit no more than one (1) application for CJAC funding:

- Local government agencies
- State government agencies
- Local law enforcement
- State law enforcement
- Non-profit organizations

Applications for “continuation” projects must detail success of existing projects and the status of meeting the goals and objectives of the project.

### **B. Non-profit – 501(c)(3)**

An organization must provide proof of this status by submitting a copy of its status letter from the IRS with the application. The requirements for obtaining 501 (c)(3) status can be found on the Internal Revenue Service website ([www.irs.gov](http://www.irs.gov)); search for Publication 557, “Tax-Exempt Status for Your Organization.” If the IRS letter is not available, a letter from your organization’s authorized official listing officers, bylaws, and/or articles is permissible until such time that a copy can be obtained from the IRS.

### **C. Faith-Based Organizations**

Faith-based organizations applying for grant funding do not have to relinquish or modify their religious identity (e.g., remove religious symbols) to be considered eligible applicants. However, grant funding may not be used to fund any inherently religious activity, such as prayer or worship. Organizations may continue to engage in inherently religious activities; however, such activities may not coincide with activities funded by the grant—i.e., such religious activities must be separate (in time and place) from the grant funded activity. Further, any participation in religious activities by individuals receiving services provided under the grant must be voluntary.

## **II. PROGRAM DESCRIPTION**

### **A. Requiring Agency**

Governor’s Office of Crime Control and Prevention (GOCCP)

### **B. Opportunity Title**

Children’s Justice Act (CJAC) Grant Program

### **C. Submission Date**

May 17, 2019 by 3 pm

### **D. Anticipated Period of Performance**

October 1, 2019 to September 30, 2020

***All funding is contingent upon GOCCP receiving the specified grant funds from the U.S. Department of Health & Human Services (HHS). As of the posting of this Notice, HHS HAS NOT RELEASED FY 2019 FEDERAL AWARDS.***

### **E. Funding Opportunity Description**

In 2003, the President signed the Keeping Children and Families Safe Act, Public Law 108-36. The law reauthorizes and amends Section 207(a) of Title I of the Child Abuse Prevention and Treatment Act (CAPTA), originally enacted in 1974, that authorizes grants

to states for the purpose of developing, establishing and operating programs designed to improve the:

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

GOCCP is making approximately \$276,497 available to eligible applicants that demonstrate knowledge of and commitment to improving the administrative, judicial, and/or investigative handling of criminal and/or civil child abuse and/or neglect cases. GOCCP anticipates making 8-10 sub-awards ranging from \$25,000-\$72,000.

Funding for this initiative is made available through the federal Children's Justice Act grant program, which was developed in 1986 by Congress as Section 109 of CAPTA, to improve the investigation, prosecution, and judicial handling of cases of child abuse and neglect, particularly child sexual abuse and exploitation, in a manner that limits additional trauma to the child victim. Within its targeted areas of focus, the three immediate goals of the Children's Justice Act program are to:

- Improve the investigative, administrative, and judicial handling of cases of child abuse and neglect, including child sexual abuse and exploitation, as well as cases involving suspected child maltreatment related fatalities and cases involving a potential combination of jurisdictions, such as interstate, Federal-State, and State-Tribal, in a manner which reduces the additional trauma to the child victim and the victim's family and which also ensures procedural fairness to the accused;
- Develop and implement experimental, model, and demonstration programs for testing innovative approaches and techniques which may improve the prompt and successful resolution of civil and criminal court proceedings or enhance the effectiveness of judicial and administrative action in child abuse and neglect cases, particularly child sexual abuse and exploitation cases, including the enhancement of performance of court-appointed attorneys and guardians ad litem for children, and which also ensure procedural fairness to the accused; and
- Reform State laws, ordinances, regulations, protocols and procedures to provide comprehensive protection for children from abuse, including sexual abuse and exploitation, while ensuring fairness to all affected persons.

### III. PROGRAM REQUIREMENTS

#### A. Priority Areas

CJAC establishes priority areas and criteria for funding based on a triennial assessment conducted by the Children's Justice Act Committee in Maryland. To qualify for funding under this grant, the proposed program **must support one or more of the priority areas outlined in the 2015 triennial assessment** and described below.

1. Enhance the ability of law enforcement to appropriately recognize, assess, and investigate child abuse and/or neglect and to identify threats to a child's safety during police responses to suspected child abuse and/or neglect cases.
  - a. Suggested Activity/Approach:
    - i. Develop and/or implement hospital-based Child Protection Teams to improve the front-end response to child abuse and neglect cases.

- ii. Develop and pilot a safety instrument for police responders to make child abuse reports for use as a tool in assessing the risk and danger to children from abuse and violence in the home. Applicants must ensure law enforcement agency collaboration in this process and the tool developed should be made available and applicable for ultimate statewide use.
    - iii. Enhance resources to address vicarious/secondary trauma of the child welfare workforce including law enforcement and child protective services
  - b. Desired Outcomes: Law enforcement personnel are sufficiently trained to detect and take appropriate action on suspected child abuse and/or neglect cases with special attention given to better identifying and responding to child safety threats.
2. Enhance the skills of Court Appointed Special Advocates, lawyers who represent children (i.e., Children In Need of Assistance (CINA) cases, dependency cases, etc.), and judges in handling child maltreatment cases and enhance court sensitivity to child victims and witnesses while also improving the courts' handling of cases involving very young children.
- a. Suggested Activities/Approaches:
    - i. Provide support for innovative courthouse facility changes, special child-focused courtroom assistance, or targeted child witness education.
    - ii. Develop and/or expand training for judges on emerging issues of child abuse and neglect cases.
    - iii. Develop skill-building trainings for Court Appointed Special Advocate volunteers, children's lawyers, and judges. Emphasis should be placed on local trainings addressing issues and topics of emerging importance such as providing services to LGBTQ youth, families with limited English proficiency, and victims of child human trafficking, that can be replicated throughout the state.
    - iv. Expand the capacity of Court Appointed Special Advocate programs to increase the percentage of children served and the timeliness of the appointment of advocates, through innovative projects with measurable benefits (i.e., increased volunteer retention rates, earlier assignment of volunteers, etc.) that may be replicated throughout the State.
  - b. Desired Outcomes:
    - i. Court Appointed Special Advocates and lawyers are better trained in subject areas of emerging importance.
    - ii. Judges are better trained and more sensitized to handling child abuse and neglect cases.
    - iii. Courts are child-focused/friendly.
3. Enhance response to child abuse and neglect in public and privately operated institutional juvenile facilities including but not limited to: group homes, residential facilities for youth, and foster homes.
- a. Suggested Activities/Approaches: Provide training to help individuals better identify institutional child abuse and provide training on reporting procedures. Proposals must show a collaborative effort and support from the Department of Juvenile Services and/or Department of Human Services.
  - b. Desired Outcomes: Individuals working in institutional juvenile facilities are better equipped to identify child abuse and neglect and understand reporting procedures.
4. Enhance interventions for child abuse or neglect victims who have physical, mental, and/or behavioral disabilities, cognitive impairments, or other serious health conditions including but not limited to: autism and autism spectrum disorder, fetal alcohol spectrum disorders, attention deficit hyperactivity disorder, attention deficit disorder, and language, hearing and speech impairments.
- a. Suggested Activities/Approaches: Training for front-line investigative and intervention personnel on working with child victims with disabilities.
  - b. Desired Outcomes: All front-line investigative and intervention personnel are sufficiently trained to work with child abuse and neglect victims with disabilities.

5. Enhance the use of multi-disciplinary teams & Child Advocacy Centers (CACs) to improve training on suspected child abuse and/or neglect cases including but not limited to victims of child human trafficking, LGBTQ youth, and families with limited English proficiency.
  - a. Suggested Activities/Approaches: Expand and improve multi-disciplinary teams and/or CACs through additional training. Train-the-trainer programs and trainings that expand to include participants from the region and/or statewide are highly encouraged.
  - b. Desired Outcomes: Every county in Maryland has a CAC and a fully functional multi-disciplinary team according to the National Children’s Alliance accreditation standards.
6. Enhance the recognition, assessment, screening, response, referral, and joint investigative process for suspected child abuse and/or neglect cases including but not limited to victims of child human trafficking, LGBTQ youth, and families with Limited English Proficiency.
  - a. Suggested Activities/Approaches: Expand and improve training for front-line staff who are responsible for recognizing, assessing, screening, and referring cases to the appropriate investigative authority such as the multidisciplinary team or CAC.
  - b. Desired Outcomes: All front-line staff are sufficiently trained to recognize and appropriately refer cases of child abuse, neglect, and child human trafficking to the appropriate investigative authority.
7. Forensic Interviewing Training
  - a. Suggested Activities/Approaches: Applicants may apply for funding to coordinate and implement a statewide forensic interviewing training program (e.g., ChildFirst). One grantee will be selected for this purpose area. Successful applicants will be required to coordinate and implement at least two trainings per year with at least 40 participants in each training and must provide a detailed training implementation strategy with this application. Ideally, the training will be held in different regions throughout the State and effort shall be given to ensure a diverse audience with special consideration given to specific jurisdictional needs.
  - b. Desired Outcomes: Teams of social workers, prosecutors, and law enforcement personnel will receive specialized training to conduct skillful and legally-sufficient forensic interviews of child sexual abuse victims in order to improve the response to and prosecution of cases of cases of child abuse.
8. Enhance Knowledge of Adverse Childhood Experiences and Trauma-Informed Practices
  - a. Suggested Activities/Approaches: Develop/implement training on [Adverse Childhood Experiences](#) and promoting trauma-informed practices. Implementing programs that address Adverse Childhood Experiences, such as [Handle with Care](#). Enhance resources to address vicarious/secondary trauma of the child welfare workforce including law enforcement and child protective services. Enhance resources for trauma-informed training for child welfare workers.
  - b. Desired Outcomes: Child welfare staff and multi-disciplinary team members will implement a trauma-informed model to reduce re-traumatization.

Applicants are encouraged to review national best practices and proven/promising program examples in selecting a strategy for implementation. The following are recommended sources:

- National Resource Center for Child Protective Services: <http://nrccps.org/>
- U.S. Department of Health & Human Services, Children’s Bureau: <http://www.acf.hhs.gov/programs/cb/resource/childrens-justice-act>
- National Children’s Alliance: <http://www.nationalchildrensalliance.org/>
- Maryland Children’s Alliance: <https://www.marylandchildrensalliance.org/>

## **B. Collaboration**

One of the primary goals of CJAC is to be inclusive of the various stakeholders and consolidate local or regional efforts to achieve results for children and youth in the community. Youth and family partners are key to achieving that goal and their input into the proposal development must be included in this section. In addition to family partnerships, the need to engage stakeholders in the community is also an integral component of this call for proposals. Applications must describe the level of cooperation from the identified partners as well as general support from the community. Letters of support must be uploaded with the application and referenced in the narrative.

## **C. Performance Measures**

Grantees will be required to track and measure program outputs and outcomes. Outputs and outcomes must be recorded and submitted to GOCCP on a quarterly basis.

The following is a sample list, and is not all inclusive of all potential outputs and outcomes that may be included in final awards:

- Number of victims identified.
- Number of victims served.
- Number of cases investigated.
- Number of cases prosecuted.
- Number of trainings held.
- Number of attendees.
- Number of attendees who reported an increased understanding about the topic as a result of this program.
- Number of Law enforcement personnel reporting training increased their ability to detect and take appropriate action on suspected child abuse and/or neglect cases with special attention given to better identifying and responding to child safety threats.
- Number of courts that are perceived as child-focused/friendly.

## **IV. APPLICATION PROCESS**

Applicants are required to apply for grant funding through the GOCCP web-based application process, which may be accessed through the web URL [www.goccp.maryland.gov](http://www.goccp.maryland.gov) and clicking on **GRANTS MANAGEMENT SYSTEM**, or by going directly to the login screen using the URL: <https://grants.goccp.maryland.gov>.

**In order to use GOCCP's web-based application you must have a User ID.**

If you have *not* previously applied through the web, go to the following URL to obtain instructions and the information required to obtain a User ID and password: <http://goccp.maryland.gov/grants/requesting-access/>.

The last day to request a User ID is May 10, 2019. If you have previously applied through the web, use your existing User ID and password.

If you have previously applied to the GOCCP, **but do not have your User ID, or are having technical issues with the system**, contact the helpdesk via email at [support@goccp.freshdesk.com](mailto:support@goccp.freshdesk.com) for assistance.

If you need assistance completing the program-specific information required in the online application, please contact Angela Cromwell at 410-697-9337 or [angela.cromwell1@maryland.gov](mailto:angela.cromwell1@maryland.gov).

## V. TRAINING/TECHNICAL ASSISTANCE (TA)

To help applicants prepare and submit applications that reflect GOCCP’s established guidelines and procedures, training is provided through training videos posted on the GOCCP website. These may be accessed through the following URL: <http://goccp.maryland.gov/grants/gms-help-videos/>.

Please review the training videos prior to beginning your application to become familiarized with system guidelines, fiscal review and tips, civil rights requirements, etc.

Additionally, instructions for completing the online application can be found at <http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf>. Applicants are encouraged to review these instructions prior to completing the online application. The narrative section of the application should be completed in an outline-style format (retaining all numbering, lettering, and section headers).

## VI. IMPORTANT DATES

Deadline to Request a User ID	May 10, 2019
Deadline to Submit an Online Application	May 17, 2019 by 3 pm
Letter of Intent/Denial Letters Emailed	August 1, 2019
Award Documents Emailed	September 1, 2019
Sub-award Start Date	October 1, 2019
Sub-award End Date	September 30, 2020

## VII. APPLICATION EVALUATION

GOCCP will assess the merits of the proposed program in each of the following areas (See Notice of Funding Availability Application Instructions located at <http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf>):

- Problem Statement/Needs Justification (15 points total)
- Program Goals and Objectives (20 points total)
- Program Strategy/Program Logic (10 points total)
- Performance Measurement (outputs, outcomes, and impacts) (20 points total)
- Timeline (5 points total)
- Spending Plan and Budget (reasonableness, cost effectiveness, detailed justification per line item) (20 points total)
- Management Capabilities (5 points total)
- Sustainability (5 points total)

This is a competitive application process. GOCCP will conduct a three-tier review, to include internal staff and external independent reviewers, of each application submitted in accordance with this Notification of Funding Availability. Children’s Justice Act Committee members will participate in the initial review of applications as well as the final approval of all applications recommended for award. As part of the internal review, GOCCP staff will also review the following for each application:

- Scope (geographic size and location)
- Reach (ability to recognize and address the needs of underserved populations)
- GOCCP audit findings
- Performance history with previous awards with GOCCP

Funding to CACs will be directed at centers that are accredited or are on the path to accreditation by the National Children’s Alliance (NCA). Funding will also be directed to centers that are working to raise awareness and/or address Adverse Childhood Experiences (ACEs).

Applicants should indicate their current status in the accreditation timeline and provide evidence to support this status (ie. submission of Memorandums of Understanding (MOU), list of multidisciplinary team members, multidisciplinary team meeting minutes). The suggested timeline is outlined as follows:

- Year 1: Development of a multidisciplinary team with signed MOUs from each partner
- Year 2 and 3: Develop and implement the medical and therapeutic components
  - Note: CACs can achieve partial or "Associate" level accreditation at the end of Year 3 if certain standards are met. This is a good indicator of the progress that a CAC is making towards accreditation.
- Year 4: The NCA site visits should be scheduled and the CAC's application should be submitted and under review. This also includes time for the center to receive feedback from the NCA and implement recommendations.
- Year 5: Full accreditation

## **VIII. FUNDING SPECIFICATIONS**

### **A. Funding Cycle**

Commencement of awards funded under CJAC for FY 2020 will begin October 1, 2019 and end on September 30, 2020. Funds are paid on a reimbursable basis.

### **B. Allowable Costs**

The following is a listing of services, activities, and costs that are eligible for support with CJAC funds within a sub-recipient's organization:

- Salary & fringe
- Skills training for staff related to stated priority areas
- Training related travel
- Equipment
- Indirect costs

Additionally, if an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits for individuals with limited English proficiency may be allowable. Reasonable steps to provide meaningful access to services or benefits may include interpretation or translation services, where appropriate.

**Note regarding training:** If applicants apply to attend training, please note that attendance will be limited to no more than two staff members per training. Applicants should also detail how they will transmit the information received at the training to the members that were unable to attend.

### **C. Unallowable Costs**

The following services, activities, and costs cannot be supported with CJAC funding:

- Direct services
- Prevention programs/services
- Lobbying/administrative advocacy
- Advertising/public relations (See OMB Circular A-87)
- Capital expenditures
- Fundraising/investment management tools
- Audit expenses
- Food/beverage for meetings, conferences, trainings, or other events
- Property insurance
- Trinkets (e.g., hats, mugs, portfolios, t-shirts, coins, gift bags, etc., whether or not they include the conference name or Office of Justice Programs/Department of Justice logo) must not be purchased with Department of Justice funds as giveaways for

- conferences. Basic supplies that are necessary for use during the conference (e.g., folders, name tags) may be purchased.
- Entertainment/amusement/diversion/social activities and their associated costs (e.g. tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities)

**The list above is not exhaustive. GOCCP reserves the right to make additional budget reductions/restrictions and adjustments at its discretion.**

**D. Consultant Rates**

The limit for consultant rates is \$650 per day.

## **IX. DISTRIBUTION OF FUNDS & REPORTING REQUIREMENTS**

GOCCP will distribute awarded funds to grantees on a quarterly reimbursement of expenditures basis following the timely submission of corresponding quarterly fiscal and programmatic reports. These reports must be submitted through the Grants Management System. All programmatic electronic reports are due within 15 calendar days of the end of each quarter. Financial electronic reports are due within 30 calendar days of the end of each quarter. All reporting activity occurs through the Grant Management System, using the same User ID and password that were used for the application process.

For further post-award instructions, read the Special Conditions specific to your award in the GMS and read the General Conditions which can be found at:

<http://www.goccp.maryland.gov/grants/general-conditions.php>.

**A. Electronic Funds Transfer (EFT)**

GOCCP encourages the use of electronic funds transfer (EFT). To obtain the appropriate form, the address to submit the form, and a general overview, including FAQs, refer to the following website:

[http://comptroller.marylandtaxes.gov/Vendor\\_Services/Accounting\\_Information/Static\\_Files/GADX10Form20150615.pdf](http://comptroller.marylandtaxes.gov/Vendor_Services/Accounting_Information/Static_Files/GADX10Form20150615.pdf).

**B. Match**

There is no match required for this funding source. Do NOT enter a match into your budget. If you wish to show other financial or in-kind contribution to your program, it may be written into your narrative.

**C. Supplanting, Transparency, and Accountability**

Federal funds must be used to supplement existing state and local funds for program activities and must not replace those funds that have been appropriated for the same purpose. See the Office of Justice Programs Financial Guide (Part II, Chapter 3). There are strict federal laws against the use of federal funds to supplant current funding of an existing program. Jurisdictions must provide assurances and certifications as to non-supplanting and the existence of proper administrative/financial procedures.

A strong emphasis is being placed on accountability and transparency. Grantees must be prepared to track, report on, and document specific outcomes, benefits, and expenditures attributable to the use of grant funds. Misuse of grant funds may result in a range of penalties to include suspension of current and future funds and civil/criminal penalties.

## X. APPLICATION CHECKLIST

### What an Application Should Include:

- \_\_\_\_\_ Face Sheet
- \_\_\_\_\_ Project Summary
- \_\_\_\_\_ Narrative
  - \_\_\_ Problem Statement/Needs Justification
  - \_\_\_ Program Goals
  - \_\_\_ Program Strategy
  - \_\_\_ Program Measurement
  - \_\_\_ Timeline
  - \_\_\_ Spending Plan
  - \_\_\_ Management Capabilities
  - \_\_\_ Sustainability
- \_\_\_\_\_ DUNS/SAM Registration
- \_\_\_\_\_ Letters of Support/Commitment (if required)
- \_\_\_\_\_ Budget and Budget Justification
  - \_\_\_ Personnel
  - \_\_\_ Operating Expenses
  - \_\_\_ Travel
  - \_\_\_ Contractual Services
  - \_\_\_ Equipment
  - \_\_\_ Other
- \_\_\_\_\_ Indirect Cost Rate Agreement or Documentation Supporting Use of the De minimis Indirect Cost Rate (if applicable)
- \_\_\_\_\_ Budget Prioritization
- \_\_\_\_\_ Certified Assurances
- \_\_\_\_\_ Certification Regarding Lobbying
- \_\_\_\_\_ Certification of Compliance with 8 U.S.C. § 1373 (If government entity or institution of higher education)
- \_\_\_\_\_ Audit Findings/Corrective Action Plan (if applicable)
- \_\_\_\_\_ Single Audit Requirements (if applicable)
- \_\_\_\_\_ Proof of 501 (c)(3) Status (if applicable)

**More information on each item above can be found in the NOFA Application Instructions found here: <http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf>.**