



GEORGIA'S CHILDREN'S JUSTICE ACT

FFY2022 Grant Application & Proposal Instructions

Release Date: January 15, 2021

Proposal Submission Deadline: February 15, 2021

Grant Period: October 1, 2021 – September 30, 2022

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CHILDREN'S JUSTICE ACT

The Children's Justice Act (CJA) provides grants to States and territories to improve their approach and response to child abuse and neglect. The focus of the funding is to create systemic changes that prevent additional trauma to child victims, and to protect their rights more effectively.

Section 107(a) of CAPTA outlines the purpose of CJA funding, which is to assist states developing, establishing, and operating programs designed to improve:

- a. 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.
- b. The assessment and investigation of cases of suspected child abuse-related fatalities and suspected child neglect-related fatalities.
- c. The investigation and prosecution of cases of child abuse and neglect, including child sexual abuse and exploitation; and
- d. The assessment and investigation of cases involving children with disabilities or serious health-related problems who are suspected victims of child abuse or neglect.

Since fiscal year 2000, \$17 million in CJA funds as authorized by the Child Abuse Prevention and Treatment Act (CAPTA) have been made available annually for distribution to the 50 states, the District of Columbia, Puerto Rico, American Samoa, Guam, the Northern Mariana Islands, and the Virgin Islands.

Funding for CJA comes from the Crime Victims Fund, which collects fines and fees charged to persons convicted of federal crimes. The fund is administered by the U.S. Department of Justice, Office for Victims of Crime (OVC), and the grants are awarded by the Administration on Children, Youth and Families, U.S. Department of Health and Human Services. (Children's Justice Act Fact Sheet, May 2012; <https://www.acf.hhs.gov/cb/resource/childrens-justice-act>)

Because CJA grants focus on general systemic improvements specifically for children's justice, funding for direct treatment services or prevention programs is not an appropriate use of CJA funding (CJA Program Instruction, March 2017; <https://www.acf.hhs.gov/sites/default/files/cb/pi1703.pdf>).

GEORGIA'S CHILDREN'S JUSTICE ACT PROGRAM

As a recipient of a state CAPTA grant, Georgia is eligible for a CJA grant. State CJA grant recipients are responsible for implementing the requirements of the CJA grant program to reform state processes for responding to child abuse and neglect. In accordance with Section 107(a) of CAPTA, CJA grants are used to support projects and activities designed to:

1. 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, in a manner which reduces additional trauma to the child victim and the victim's family, and which also ensures procedural fairness to the accused.
2. Support of 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, including the enhancement of performance of court appointed attorneys and Guardians Ad Litem for children, and which also ensure procedural fairness to the accused.
3. Reform of State laws, ordinances, regulations, protocols, and procedures to provide comprehensive protection for children from child abuse and neglect, including child sexual abuse and exploitation, while ensuring fairness to all affected persons.

For more information on the Children's Justice Act:

<https://www.childwelfare.gov/topics/systemwide/courts/reform/cja/>

Georgia's Department of Human Services, Division of Family and Children Services (DHS/DFCS), in collaboration and consultation with its Children's Justice Act Task Force (Task Force), is seeking proposals from non-profit agencies and public entity/state agency organizations for projects or activities that are responsive to both CJA objectives, Task Force priorities and opportunities identified in the 2018 Three-Year Assessment. Eligible applicants are agencies, organizations, or professional disciplines involved in the handling of civil and/or criminal cases when child abuse and neglect is suspected or has occurred.

The deadline for submitting a grant application is Monday, February 15, 2021.

To learn more about Georgia's CJA Task Force, visit our website at www.gacrp.com.

If you have any questions about the CJA grant process, please contact:

Deb Farrell, GA CAPTA Panel & CJA Task Force Coordinator, at debfarrell@caresolutions.com.

PART I - OVERVIEW

A. Introduction

These instructions provide the information and forms necessary to prepare a proposal for a Children's Justice Act (CJA) grant. 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, proposal requirements or programmatic issues should be submitted by e-mail to:

Deb Farrell, GA CAPTA Panel & CJA Task Force Coordinator at debfarrell@caresolutions.com
or

Arleymah Gray, DHS/DFCS, Director of Federal Plans, at arleymah.gray@dhs.ga.gov.

C. Application, Submission and Due Date

All CJA applications MUST include:

PROPOSAL DOCUMENTS

- Application Cover
- Proposal Narrative
- Budget & Budget Narrative
- Additional Proposal Attachments, if applicable

ADDITIONAL APPLICATION DOCUMENTS

- Additional Eligibility and Contract Documentation

Grant application is submitted via email to CAPTA Panel & CJA Task Force Coordinator, Deb Farrell, at debfarrell@caresolutions.com, Subject: FFY2022 CJA Grant Application.

The grant application is due Monday, February 15, 2021.

D. Eligibility

This program is open to Georgia state agencies, local governments including courts, nonprofit organizations, and educational institutions who meet Georgia DHS contract eligibility criteria*. For-profit agencies and individuals are ineligible. Previous grantees are not guaranteed CJA funding.

**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 or prohibited from receiving a State contract.*

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.

Recipient states must be eligible for the CAPTA Basic State Grant and establish and maintain a multidisciplinary task force on children's justice issues. The Georgia Department of Human Services, Division of Family and Children Services has been designated by the Governor's Office to administer CJA funds and provide support for the CJA Task Force.

The CJA Task Force collaborates with Georgia's child welfare agency on the administration of its CJA grant and is responsible for identifying projects and activities that are responsive to CJA objectives and support Task Force and state agency priorities.

F. Grant Period

The grant period will begin October 1, 2021 and end September 30, 2022. All proposed activities must be completed by September 30, 2022.

G. Funding Amount

Approximately \$500,000 (estimated) is available for grants. The maximum award per project is \$100,000.

H. Reimbursement Requests

Payment under the CJA contract will be on a reimbursement basis upon completion of identified deliverable(s). Grantee must submit, at a minimum, a quarterly programmatic report and invoice within thirty (30) days after the end of each quarter, supported by appropriate source documentation. Grantee agrees to use the Request for Reimbursement form provided by DHS/DFCS. To be eligible for reimbursement under the CJA contract, a cost must be incurred in accordance with the approved budget, applicable Cost Principles, and within the grant period.

Final invoices are due October 15, 2022.

I. Reporting

Programmatic reports describing completed deliverables during the period must be submitted quarterly with invoices and are due:

January 15, 2022
April 15, 2022
July 15, 2022
October 15, 2022

A final performance report covering all twelve months activities and outcomes must be submitted no later than December 15, 2022 following the close of the grant period. Instructions and guidelines for final performance report will be made prior to November 1, 2022.

Final performance report shall also include a final Financial Status Report, covering all twelve months of funding.

J. Use of Funds

CJA funds should be used to support systemic reform and improve the processes by which the State responds to cases of child abuse and neglect. Proposal must identify and support one or more of following CJA goals:

1. 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 children with disabilities or serious health-related problems who are suspected victims of child abuse or neglect, in a manner which reduces additional trauma to the child victim and the victim's family and which also ensures procedural fairness to the accused.
2. Support of 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, including the enhancement of performance of court appointed attorneys and Guardians Ad Litem for children, and which also ensure procedural fairness to the accused.
3. Reform of state laws, ordinances, regulations, protocols, and procedures to provide comprehensive protection for children from child abuse and neglect, including child sexual abuse and exploitation, while ensuring fairness to all affected persons.

Proposal must identify and target one or more of the following four CJA objectives and demonstrate potential for statewide, systems-level improvement:

- a. Improving 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
- b. Improving the assessment and investigation of cases of suspected child abuse and neglect-related fatalities
- c. Improving the investigation and prosecution of cases of child abuse and neglect, including child sexual abuse and exploitation
- d. Improving the assessment and investigation of cases involving children with disabilities or serious health-related problems who are suspected victims of child abuse or neglect

CJA funds may not be used for prevention, treatment or direct services to child abuse victims and their families.

K. Funding Priorities

The Task Force endeavors to support projects and activities that are responsive to CJA goals and objectives, as well as Task Force and state agency priorities and interests. The Task Force prioritizes projects and activities that emphasize advocacy, multidisciplinary approaches, collaboration, and address Task Force special interests. Additional consideration is given to projects and activities that:

- Demonstrate collaboration between Georgia’s child welfare agency, its partners and community stakeholders
- Demonstrate collaboration with the Court Improvement Project
- Improve the alignment of legislation, policy, and practice among state agencies with child-caring or child protection responsibilities
- Utilize a multidisciplinary approach in proposal development and/or in the design, delivery, and/or evaluation of projects and activities, and/or target a multidisciplinary audience
- Reduce trauma to child victims of abuse
- Ensure that the handling of cases involving child victims with special needs is developmentally and culturally appropriate
- Utilize innovative approaches or evidence-based strategies and practices

TASK FORCE PRIORITIES AND INTERESTS...

ONGOING		
Priorities	Objectives	Opportunities
P1: Child Victims with Special Needs	Improve identification, investigation, prosecution, and judicial handling of cases involving child victims with special needs	Development of policy, protocol, and practice for special handling in cases involving child victims with special needs Training on strategies on handling victims with specific developmental disabilities

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Priorities	Objectives	Opportunities
<p>P2: Experiential opportunities for graduate students in the field of child advocacy</p>	<p>Increase awareness of professional and career opportunities in the field of child welfare</p> <p>Increase local and state resource capacity to develop, evaluate or improve state and/or local child welfare law, policy, and practice</p>	<p>Summer internships</p> <p><i>Especially placements that address or support identified Task Force priorities or findings</i></p>
<p>P3: Medical evaluation of suspected abuse or neglect related injuries</p>	<p>Increase access to, and/or the number of, medically trained personnel in rural/remote areas qualified to assess cases of suspected child maltreatment</p>	<p>Medical Network Expansion & Support</p>
<p>P4: Child Abuse Protocol</p>	<p>Support and improve the multidisciplinary approach to investigating suspected child maltreatment, including maltreatment-related fatalities</p> <p>Improve the quality and consistency with current child welfare law, policy and practice of state and local child abuse protocols</p> <p>Increase the awareness and consistent use and application of child abuse protocol</p>	<p>Online or mobile version of state model child abuse protocol</p>
<p>P5: Forensic Interviewing</p>	<p>Increase the number of professionals qualified to conduct forensic interviews</p> <p>Increase the number of forensic interviewers who can perform interviews successfully when child victims have development disabilities</p> <p>Increase the number of professionals with appropriate training on forensic interviews commensurate with their role in the investigation, prosecution, and judicial handling of cases of suspected child abuse and neglect, sexual abuse and cases of suspected sexual exploitation</p>	<p>Child First: Basic, Advanced and/or Extended</p> <p>Specialized training for forensic interviewers for interviewing children with developmental disabilities</p>

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Priorities	Objectives	Opportunities
<p>P6: Training on strategies for handling child victims with special needs for:</p> <ul style="list-style-type: none"> • Caseworkers • Law Enforcement • First Responders (ie. EMS, fire fighters) • SAAGs • Prosecutors • Judges 	<p>Improve the handling of cases involving child victims with special needs</p> <p>Reduce trauma to child victims with special needs</p>	<p>In addition to increasing awareness of the need for special care and handling of these reports, training must include specific strategies for handling different types of special needs victims from investigation through prosecution</p>
<p>P7: Child Representation/GAL/Child Advocate Training (CAPTA)</p>	<p>Increase the number of individuals appropriately trained to represent children in dependency cases</p> <p>Improve the quality and consistency of child representation</p> <p>Improve advocacy and courtroom skills for individuals appointed to represent a child in judicial proceedings</p>	<p>Development and/or delivery of specialized training on professionals’ role in representing a child</p> <p>Evaluation of frequency of appointments, quality of representation</p>
<p>P8: Mandated Reporter</p>	<p>Improve the quality and consistency of the training for individuals mandated to report suspected child maltreatment</p>	<p>Evaluation of CICC to assess quality and consistency of reports by individuals mandated to report suspected child abuse and neglect and appropriate disposition of reports</p>

Additional consideration is given to projects that address findings or recommendations in the last Three-Year Assessment conducted by the Task Force. The report containing the findings and recommendations is included as an attachment to the annual Children’s Justice Act Task Force report that is included in the 2017 annual CAPTA Panel Report. The annual report and can be found on our website: www.gacrp.com.

SPECIAL PRIORITIES RELATED TO THREE YEAR ASSESSMENT OBJECTIVES

Priorities	Objectives	Opportunities
<p>P9: Legislative</p>	<p>Ensure that required mandated reporter training provided to individuals at state agencies with child caring responsibilities is consistent with current child welfare policy and practice</p>	<p>Develop standards for mandated reporter training required for individuals at state agencies with child caring responsibilities</p>

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Priorities	Objectives	Opportunities
<p>P10: Legislative</p>	<p>Ensure that individuals who respond to or are involved in the investigation of suspected child abuse and neglect cases are required to complete a minimum amount of training on child abuse and neglect commensurate with their role in the investigation</p>	<p>Specifically:</p> <ul style="list-style-type: none"> • EMS personnel, coroners (minimum basic training) • LE (increase in POST training from 6 to 8 hours and one-hour annual professional development)
<p>P11: Basic training on child abuse and neglect for:</p> <ul style="list-style-type: none"> • Law Enforcement • First Responders (ie. EMS, fire fighters) • Coroners • Child Fatality Review Committees 	<p>Increase the number of professionals with appropriate training on recognizing, investigating, or reviewing cases of suspected child abuse and neglect, including child fatalities, commensurate with their role in the response to and/or assessment of these cases</p>	<p>Development and/or delivery of core curriculum, and/or annual professional development, and/or special certification</p>
<p>P12: Injury Assessment for:</p> <ul style="list-style-type: none"> • Caseworkers • Law Enforcement 	<p>Increase tools available to caseworkers and law enforcement to assess injuries</p>	<p>Online version or customized/adapted Child Protector App</p>
<p>P13: Basic training on child development, trauma and trauma-informed practice for:</p> <ul style="list-style-type: none"> • Law Enforcement • First Responders (ie. EMS, fire fighters) • SAAGs • Prosecutors 	<p>Increase the number of professionals trained on the impact of trauma on child victims</p> <p>Reduce trauma to child victims</p>	<p>Development and/or delivery of core curriculum, and/or annual professional development training</p>

CHILDREN’S JUSTICE ACT FFY2022 GRANT APPLICATION & PROPOSAL INSTRUCTIONS

Priorities	Objectives	Opportunities
<p>P14: Advanced training on civil vs. criminal processes and/or courtroom preparation for:</p> <ul style="list-style-type: none"> • Caseworkers • SAAGs • Law Enforcement • Prosecutors 	<p>Increase the number of professionals with appropriate training commensurate with their role in the investigation and criminal prosecution of cases of suspected child abuse and neglect, including maltreatment-related fatalities, and cases of suspected sexual exploitation</p> <p>Improve the collaboration and coordination between LE and DFCS on civil cases that <u>do not rise</u> to criminal prosecution</p> <p>Improve the collaboration and coordination between LE and DFCS on civil cases that <u>do rise</u> to criminal prosecution</p>	<p>Development and delivery of core curriculum, and/or annual professional development training, and/or special certification program</p>
<p>P15: Tools</p>	<p>Increase the number of online or mobile friendly tools available to support the multidisciplinary process of investigating cases of suspected child abuse and neglect</p>	<p>Searchable:</p> <ul style="list-style-type: none"> • Child welfare policy • Child development milestones • Tips for interviewing children • Warning signs/red flags

NEW!!

New Priority for FFY2022 Proposals: The CJA Task Force has had a longstanding interest in the subject of quality legal representation for children. A work group that included representatives from the Task Force, Court Improvement Project, the Office of the Child Advocate, DFCS Legal Counsel and George CASA was convened in 2020 to identify common/complementary objectives and explore potential collaborative opportunities. Emory Law students were engaged to conduct preliminary research study on strategies and practice models that promoted and supported quality legal representation. As a result of the findings and recommendations in the research study completed in November 2020, the Task Force members agreed that the subject of its next three-year assessment (due in spring 2021) would be quality legal representation. The Task Force will conduct a statewide survey early in 2021 to collect information on current local practice and obtain feedback on the potential effectiveness of strategies and practice models identified in the research project.

Proposals for FFY2022 are encouraged that included innovative approaches, and specifically address system reform, that will improve quality of representation for child victims or the accused, in dependency or criminal cases involving child abuse or neglect, child sexual exploitation/trafficking, victims with special developmental or medical needs, and/or abuse and neglect-related fatalities.

All projects or activities MUST meet federal requirements and be responsive to the CJA legislative mandate.

PART II – COMPLETING A PROPOSAL

Do not exceed any specified page limits. Follow required naming convention for each document.

Terms that occur frequently in the process:

- Goal – A broad statement that answers the question, “What does your organization hope to accomplish?”
- Objective – Answers the question, “What steps do you intend to take to accomplish your goal?”
- Outcome – Transformative change in behavior, conditions and/or understanding that demonstrates that you have met stated objective.
- Output – Tangible product, service, and/or knowledge resulting from a grant’s activities
- Activities – Actions and processes employed to produce outputs and/or outcomes

Use 11-point Arial Narrow font, 1.5 spacing with 1-inch margins.

REQUIRED PROPOSAL DOCUMENTS**A. Application Cover - Scan signed document and save pdf as *ApplicantName_Cover***

The Application Cover form is provided as an attachment to this request. Fully complete the information as indicated on the form. The Authorized Official must sign Application Cover. Scan and save signed document.

B. Proposal Narrative (80 Points) - Identify Word document and save as *ApplicantName_Narrative*

The Proposal Narrative is the main body of information describing the issue or opportunity 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.

Proposal Narrative – Limited to 10 pages**I. Project Summary/Abstract (10 points)**

Provide summary of the purpose and anticipated outcomes for the proposed project or activities. Include:

- CJA goal(s) project activities support (see J. Use of Funds, page 5) and why.
- CJA objective(s) that are targeted for improvement (see J. Use of Funds, page 5), and expected change.
- Task Force priorities, if any, that are the focus of the project (See K. Funding Priorities, pages 6-10).

II. Qualifications and Administrative Oversight (10 points)

Describe the qualifications and experience of your organization demonstrating the ability to complete the proposed project or activities, including experience and expertise in the field of child abuse and neglect, and collaborative relationship with the professional disciplines in the development, implementation, or evaluation of the project.

Personnel. Provide information on personnel responsible for administrative oversight of project and supervision of activities. Describe their role, responsibilities, and qualifications.

- III. Subject/Target Population/Professional Discipline & Assessment of Need (10 points)
Describe target population (who will benefit from the project or activities) including relevant demographic characteristics, geographic location, etc., and identify the need that the project seeks to address. The assessment of need should draw on existing research data and where appropriate include specific information based on the applicant's prior work. The applicant should identify any gaps that will be addressed through its proposed project.
- IV. Project Description (20 points)
Describe the work to be undertaken and explain how the proposed project will address the identified needs of the target population. The description of work should include the specific deliverables and outcomes that will be achieved by the end of the grant period. Identify the key individuals who will be working on project activities and describe their roles and responsibilities. Indicate if any subcontractors will be utilized.
- For training activities, also provide:
- Description of training including type, frequency, duration, location
 - Description of trainers/presenters and/or facilitators, including education and/or experience and subject matter expertise (*If necessary, bios or CV's can be identified and included as "Additional Attachments"*).
 - Description of content to be covered or course outlines and/or training materials. (*Copy of agenda, outline of curriculum or other relevant training materials may be included as "Additional Attachments"*)
 - Description of participants including expected number, geographic distribution, and professional disciplines.
 - Description of marketing plan. (*If relevant, copy of brochure can be included as an "Additional Attachment".*)
 - Description of evaluation plan and copy of evaluation instrument. (*Include copy of evaluation instrument as an "Additional Attachment"*)
- V. Alignment with Best Practices (5 points)
Indicate whether proposed project or activities is based on best practices for meeting the identified needs within the target population. Does the proposed approach build on similar projects or other work in Georgia (or nationwide, if applicable) addressing similar needs? If the project is not based on existing best practices, describe the logic used to develop the project and explain why you think it will be successful.
- VI. Project Goals & Objectives (5 points)
Identify measurable goals and objectives for the proposed project. Goals identify the overall effects your program will have on the target population while objectives identify the steps that will be taken to accomplish your goals. The goals and objectives should be specific, realistic, and quantifiable.
- VII. Project Activities & Implementation Plan (10 points)
Identify the activities that will be included in the proposed project and provide anticipated dates for completion. Activities should reflect a sequential approach to achieving the deliverables and outcomes identified in the Project Description.

- VIII. Alignment with CJA Goals & Objectives, and Task Force Priorities (5 points)
Describe how the project or activities supports one or more of the CJA and Task Force objectives, priorities or opportunities identified (see Funding Priorities pages 6-10) and explain how it will impact current practices in this field.
- IX. Outcomes and Evaluation Plan (10 points)
Explain how you will determine whether the project is successful and how data will be collected. Identify the performance measures that will be used to track progress *toward goals and objectives*.
- NEW!!** X. For proposals requesting funding for projects funded in FFY2021 ONLY (and requesting CJA funds for same or comparable activities in FFY2022)
- Describe how implementation plan for FFY2021 activities (timeline, delivery, expenses, etc.) were impacted by the Covid pandemic and how you responded to these challenges to meet your proposal objectives.
 - Describe how your FFY2022 proposal has been modified, if at all, in response to your experience in FFY2021, and why.

C. Budget (15 Points)

The purpose of the proposed 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 or activities. The proposed budget includes a Budget Narrative and a Budget Worksheet. *Please note that the indirect cost rate is limited to a maximum of 15%, unless otherwise approved.

- Budget Worksheet - Identify Excel and save as *ApplicantName_BudgetWorksheet***
An Excel Budget Worksheet has been provided. Refer to Budget Categories definitions to categorize expenses. The Total Expenses should match the amount of funds requested on the Application Cover.
- Budget Narrative - Identify Word Document and save as *ApplicantName_BudgetNarrative***
The Budget Narrative should provide details and justification for all costs necessary to implement support project or activities. The Budget Narrative should explain each corresponding line item on the Budget Worksheet to support project expense and explain how you arrived at the projected costs.

Each description on the Budget Narrative must have a corresponding line item on the Budget Worksheet.

Use expense categories provide in the following section for a description of typical expenses.

All individuals who will be compensated with funds from this grant should also be identified as staff, contractor or sub-contractor as additional documentation may be required to facilitate the preparation of a contract, if proposal is awarded a CJA grant.

The narrative should also 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 activities, and a description of the methodology used to allocate each shared expense.

Please note: Use of CJA funds to cover food costs is prohibited as Federal funds should not be used to cover food costs, such as meals at a conference or training. Only minimal consumer support expenses will be considered.

EXPENSE CATEGORIES DEFINITIONS FOR CJA BUDGETS

The category definitions below are intended to provide guidance for preparing the budget/budget narrative and determining how to classify expenses.

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 – 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. 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.

Category 500 – 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. This includes Contractors (individuals) and Sub-Contractors (other for-profit, non-profit or public entities).

Category 600 – Other

For expenses that do not clearly fit into the categories above, list in Category 600. These expenses will be evaluated for eligibility.

D. Additional Proposal Documents

Additional attachments are limited to:

- Copy of agenda or schedule
- Copy of evaluation tool(s)
- Copy of curriculum
- Examples of outputs

Label any attachments with corresponding section in Proposal Narrative.

Identify each attachment and save as *ApplicantName_AttachmentDescription*

PART III – ADDITIONAL GRANT APPLICATION DOCUMENTATION

Additional Documentation Requirements

The following additional documents must be submitted with proposal to facilitate assessment of eligibility and prepare for contract should proposal be awarded funding. Only submit those documents required based on Applicant’s organizational status – Non-Profit, Public Entity.

All documents and screenshots MUST BE CURRENT. Documents submitted with previous proposal are not acceptable. All screenshots must reflect 2021 status. All dated documents requiring signatures must have a 2021 date.

If proposal is submitted by a Unit under the Division of Family and Children Services umbrella, a Scope of Services – Deliverables and letter of authorization are the only additional documents required with the application.

Additional Document Checklist

NEW!!

✓	Document	Non-Profit	Public Entity	DFCS Unit
	Scope of Services – Deliverables <i>(form provided)</i>	✓	✓	✓
	Vendor Management Form <i>(form provided)</i>	✓	✓	N/A
	Tax Compliance <i>(form provided)</i>	✓	✓	N/A
	W9 <i>(form provided)</i>	✓	✓	N/A
	Federal Excluded Parties List <i>(current screenshot)</i>	✓	✓	N/A
	Secretary of State Registration <i>(current screenshot)</i>	✓	N/A	N/A
	Corporate Resolution <i>(see sample template)</i>	✓	N/A	N/A
	Public Entity Authorization <i>(see sample template)</i>	N/A	✓	✓
	Criminal History Certification <i>(form provided)</i>	✓	✓	N/A
	E-Verify Affidavit <i>(form provided)</i>	✓	✓	N/A
	Pre-Award Risk Assessment <i>(form provided)</i>	✓	✓	N/A
	Certificate of Insurance Liability <i>(obtain from insurance carrier)</i>	✓	N/A	N/A

Completing Additional Required Documents

Based on requirements listed above, complete and submit applicable documentation with proposal. These may include:

- Scope of Services - Deliverables** (Form provided)

List each major deliverable in the expected month of completion (at which time you would submit an invoice). Bullet points only.

Identify and save document as *ApplicantName_ScopeOfServices*

Vendor Management Form (Form provided)

Complete as directed. Sign and scan.

Sign and scan pages 1-2 and save pdf as *ApplicantName_VendorManagement*

 Tax Compliance (Form provided)

Complete as directed.

Identify and save document as *ApplicantName_TaxCompliance*

 W9 (Form provided)

Complete first page only as directed. Sign and scan.

Scan signed page and save pdf as *ApplicantName_W9*

 Federal Excluded Parties List (Screenshot from website)

<https://www.sam.gov/SAM/>

Applicants **MUST**:

- a. Be registered with System for Award Management (SAM), the Official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS.
- b. Provide a screenshot from the SAM website confirming that the entity is 'active' and has no 'active exclusions' to prevent it from entering into a contract with DHS/DFCS.

Identify and save pdf as *ApplicantName_SAM*

 Secretary of State Registration (Screenshot from website <https://ecorp.sos.ga.gov/BusinessSearch>)

Non-profit organizations MUST provide a screenshot obtained from Georgia's Secretary of State website verifying that it is a registered, active, compliant, non-profit organization. Screenshot must indicate that non-profit "Business Status" is "Active" and "Last Annual Registration Year" is 2021. Identification of applicant (agency or organization) and any signatories on all proposal and contract documentation MUST be consistent with how the entity and officers are identified and authorized on the Secretary of State registration screenshot.

Identify and save pdf as *ApplicantName_Registration*

 Corporate Resolution (Copy of certified/notarized resolution)

Non-profit applicants MUST provide certified/notarized copy of resolution identifying individual(s) authorized to act on behalf of the corporation to negotiate and enter into a contract with DHS/DFCS for proposed deliverables.

Scan signed scanned document and save pdf as *ApplicantName_Resolution*

Retain signed original for your records and in the event that it is requested at the time award notices are distributed.

- Public Entity Authorization** (Copy of certified/notarized authorization by the governing board if applicant is a public state, county or local agency or institution and not a non-profit organization)

*Applicant, if a public entity, **MUST** provide proof of authorization passed by the governing body authorizing its representative to enter into an agreement with DFCS to provide proposed services in accordance with the terms of the contract.*

*Applicant, if representing a Unit under the Division of Family and Children Services umbrella, **MUST** submit a letter authorization from Unit Director or Deputy Director acknowledging the proposal, its objectives, and obligations. Certification or notarization is not required.*

Scan signed scanned document and save pdf as **ApplicantName_Authorization**

Retain signed original for your records and in the event that it is requested at the time award notices are distributed.

- Criminal History Certification** (Form provided)

*Applicant **MUST** provide verification that it conducts criminal history background investigations in accordance with DHS/DFCS contract requirements and:*

- a. Is registered with the Georgia Applicant Processing Services (GAPS) at www.ga.coquentid.com, and*
- b. Conducts criminal record background checks to obtain **OIS Fitness Determinations** on all staff, volunteers and/or subcontractors providing direct care, custodial or treatment responsibilities for children served with program funds pursuant to the provisions of O.C.G.A. §49-2-14.*

Scan signed scanned document and save pdf as **ApplicantName_History**

Retain signed original for your records and in the event that it is requested at the time award notices are distributed.

- E-Verify Affidavit** (Form provided)

*All contractors **MUST** complete an affidavit verifying its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the applicant organization is registered with, is authorized to use and uses the Federal Work Authorization Program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Contractors will be responsible for obtaining and/or completing additional affidavits depending on their business structure. If subcontractors are used, each subcontractor must complete a sub-contractor affidavit to also include in the contract. If any subcontractor uses a sub-subcontractor, then sub-subcontractor affidavits would also be required.*

Scan signed scanned document and save pdf as **ApplicantName_EVerify**

Retain signed original for your records and in the event that it is requested at the time award notices are distributed.

Pre-Award Risk Assessment (Form provided)

The Pre-Award Risk Assessment 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 Risk Assessment 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 proposal review team will also use an applicant's past performance as a CJA grantee (if relevant) to evaluate potential risk.

Complete only fields or questions listed below:

- Grantee name (name of applicant)
- Grant amount (amount of finding request)
- Question 1
- Question 2
- Question 3
- Question 4a, d, e, f, k, l, m, n & o

The remaining information will be completed during the review, award decision and contract preparation processes, should a grant be awarded.

Document is NOT signed by the Applicant.

Identify and save Excel as **ApplicantName_RiskAssessment**

Certificate of Insurance Liability (COI obtained from insurance agent)

A Certificate of Insurance (COI) describing liability coverage currently in effect **MUST** be submitted with proposal. Should coverage be insufficient or expire between the date of proposal submission and commencement of the contract, applicants will be required to obtain an updated COI satisfying all coverage requirements prior to receiving a contract. Applicant is also responsible for ensuring that any approved Subcontractors maintain required liability coverage.

Contractor will be required to obtain and maintain the following limits and types of insurance coverage for the duration of the Contract:

- i. Workers Compensation Insurance (Occurrence) in the amounts of the statutory limits established by the General Assembly of the State of Georgia in Title 34, Chapter 9 of the O.C.G.A. (A self-insurer must submit a certificate from the Georgia Board of Workers Compensation stating that Contractor qualifies to pay its own workers compensation claims). Contractor shall require all subcontractors that are required by statute to hold workers compensation insurance and that occupy the premises or perform work under this Contract to obtain an insurance certificate showing proof of Workers Compensation Coverage.
- ii. Commercial General Liability Policy (Occurrence) to include contractual liability. \$1 million per occurrence/\$3 million aggregate policy limits.

- iii. *Business Auto Policy (Occurrence) to include but not be limited to liability coverage on any owned, non-owned and hired vehicle used by Contractor or Contractor's personnel in the performance of this Contract. \$1 million per occurrence.*
- iv. *Malpractice/Professional Liability Policy (Claims Based) with Errors and Omissions Coverage. \$1 million per occurrence/\$3 million aggregate policy limits.*
- v. *Commercial Umbrella Policy (Occurrence). An umbrella policy may cover the aggregate policy limits required herein. There must be no gap between the \$1 million and \$3 million policy limits and the umbrella policy must follow the form of the underlying \$1 million primary policy. Additional umbrella coverage is not required if all other limits are satisfied.*

Identify and save document as *ApplicantName_Insurance*

PART IV – PROPOSAL REVIEW, AWARD DECISIONS AND CONTRACTS

A. Application Review and Initial Screening

CJA Task Force Coordinator and Director of Federal Plans will conduct an initial screening of application to determine whether:

- i. The application is complete.
- ii. The applicant is an eligible entity.
- iii. The application demonstrates the potential for statewide, systems-level improvement and does not request funding for prevention, treatment or direct services to child abuse victims and their families.
- iv. The application is responsive to one or more CJA goals and objectives, address one or more Task Force priority, or is responding to a specified opportunity.

B. Proposal Review and Award Recommendations

A peer review will be conducted on all applications by the Proposal Review Committee composed of CJA Task Force members. The Proposal Review Committee will consider each application and either approve, request revisions, or reject the proposal based on its merits and responsiveness. Based on available grant funds and review results, the Proposal Review Committee will draft funding recommendations for review and consideration by the Task Force.

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 activities or distinctive project elements in its funding decisions.

C. Notification

Applicants will be notified of their application status by email by April 1, 2021.

D. CJA Grant Contract Process

1. **Approval of the Application** - Task Force funding recommendations are submitted to Georgia's Division of Family and Children Services for review and final approval. The DHS/DFCS contract 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 notified that contract has been fully executed, the applicant may commence activities and is then eligible for reimbursement of expenses.
2. **CJA Grant Conditions** – DHS/DFCS or the Task Force may request proposal revisions and/or add conditions to the CJA Grant Contract prior to or after funding. If conditions are added, these will be discussed with the applicant and followed up by email.

3. **Additional Contract Documentation** - Award notification to successful applicants will include instructions on any document revisions required to prepare a contract.
4. **CJA Grant Contract** – An electronic copy of the fully executed CJA Grant Contract and pertinent attachments will be sent to the grantee's Primary Project Contact following its execution.

E. General 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. 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 of a controlled substance is prohibited in the workplace and establish 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).

3. Prohibition Against Lobbying

Federal grant funds provided under this award may not be used by the grantee or any grantee 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.)

4. Monitoring

CJA Task Force Coordinator and the Division's Director of Federal Plans will monitor Grantee's compliance with the performance obligations and fiscal requirements of their contract using appropriate and necessary monitoring and inspections.

5. Source Documentation

Grantee agrees to maintain disbursement records 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.

6. Other Reporting

Grantee shall promptly advise CJA Task Force Coordinator and the Division's Federal Plans Manager in writing of events that will have a significant impact upon the CJA Grant Contract, including:

- (1) Problems, delays, or adverse conditions, including a change of project director or other changes in Grantee 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 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.

7. Logo Credit

Logo credit must be given to the DHS/Division of Family and Children Services and the 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.

8. Amendments

The CJA Grant Contract may be amended by mutual written consent of both parties.

9. Records

Grantee 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 Contract, or until completion of all audits or pending litigation has been completely and fully resolved, whichever occurs last.

10. Program Income

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