



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

1210 San Antonio, Suite 800 · Austin, Texas 78701
Phone (512) 482-8986 · Fax (512) 469-7664

June 15, 2010

Dear Colleague,

The Texas Children's Justice Act (CJA) is pleased to announce its 2011 Grant Program. CJA's mission is 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. Meeting this challenge will require focused, multidisciplinary collaboration among the participants in the child welfare system throughout the state of Texas.

One of the principle methods of achieving CJA's mission is through our grant process. The 2011 funding priorities were determined by CJA's Task Force and include providing professional training to improve the handling of cases of child abuse and neglect, creating and expanding programs to ensure that all children and youth have access to advocacy and the judicial system, and developing and implementing programs that address the unique challenges faced by those victims of child abuse who also suffer from mental or physical disabilities.

Within the funding priorities, CJA has determined four types of project categories:

- Demonstration Projects
- Training/Technical Assistance Projects
- Research and Evaluation Projects
- Venture Grants

CJA is now accepting proposals under these four project categories and our specified recommendations. The deadline for submitting a complete proposal is August 13, 2010.

Additional information about the CJA Grant Program can be found here. To learn more about CJA and/or our grant program, please contact our Program Director, Ginny Woods at ginnyw@yourhonor.com or our Grant Administrator, Heidi Penix at heidip@yourhonor.com.

Thank you,

A handwritten signature in black ink that reads 'Ginny Woods'. The signature is written in a cursive, flowing style.

Ginny Woods
Children's Justice Act Program Director
Texas Center for the Judiciary

PROGRAM INSTRUCTIONS – FY2011 – CJA PROJECT GRANTS

TABLE OF CONTENTS

PART I – OVERVIEW

A. Introduction.....1
B. Contact Information.....1
C. Application Due Date and Submission.....1
D. Eligibility.....1
E. Source of Funds.....1
F. Grant Period.....2
G. Funding Amount.....2
H. Program Information.....2

PART II – APPLICATION REQUIREMENTS

A. Preparing an Application.....8
B. Application Coversheet.....8
C. Contact Information.....8
D. Project Narrative.....8
E. Project Budget.....10
F. Organizational Capacity.....11
G. Non Profit Determination Letter.....11

PART III – POLICIES AND PROCEDURES

A. Review and Selection12
B. Finalizing the Grant Award Agreement.....15
C. General Grant Terms and Conditions.....15

PART IV – APPENDIX

FORMS (including web links).....23

PROGRAM INSTRUCTIONS - FY2011 - CJA PROJECT GRANTS

PART I – OVERVIEW

- A. Introduction**
 - B. Contact Information**
 - C. Application Due Date and Submission**
 - D. Eligibility**
 - E. Source of Funds**
 - F. Grant Period**
 - G. Funding Amount**
 - H. Program Information**
-

A. Introduction

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

B. Contact Information

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

Ginny Woods
CJA Program Director
ginnyw@yourhonor.com

C. Application Due Date and Submission

The application should be emailed to Ginny Woods at ginnyw@yourhonor.com by Friday, August 13, 2010.

D. Eligibility

This program is open to state agencies, local governments including courts, non-profit organizations, and educational institutions. Submissions must address one or more specific Task Force recommendations and demonstrate potential for statewide, systems-level improvements.

E. Source of Funds

This program instruction is supported by Children’s Justice Act (CJA) funds. CJA 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, as authorized by Section 107 of the Child Abuse Prevention and Treatment Act (CAPTA), as amended, October 3, 1996.

PROGRAM INSTRUCTIONS - FY2011 - CJA PROJECT GRANTS

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

F. Grant Period

The grant period will begin October 1, 2010 and end September 30, 2011.

G. Funding Amount

Approximately \$100,000 is available through this program.

Maximum Award - \$100,000

Minimum Award - \$0

H. Program Information

- 1. Background** - The CJA program provides funds to state agencies, local governments including courts, non-profit organizations, and educational institutions to develop, establish, and operate programs designed to improve (1) the handling of child abuse and neglect cases, particularly cases of child sexual abuse and exploitation, in a manner which limits additional trauma to the child victim; (2) the handling of cases of suspected child abuse or neglect related fatalities; (3) the investigation and prosecution of cases of child abuse and neglect, particularly child sexual abuse and exploitation; and (4) the handling of cases involving children with disabilities or serious health-related problems who are victims of abuse or neglect. Specific funding priorities are determined by CJA Task Force recommendations and carried out through Task Force and grantee activities.

Through its recommendations, the CJA Task Force provides guidance for how the child protection system can be improved. To that end, CJA supports research, training and technical assistance, demonstration initiatives, as well as innovative "venture" grants to enhance the child protection system.

In April and May of 2010, CJA Task Force engaged in a process to refine its previous recommendations and determine how to direct CJA resource in the upcoming grant year. The 2011 recommendations and associated outcomes are a result of that process and are intended to inform the use of CJA funding. Successful applicants must demonstrate how their proposed project supports the implementation of one or more of the specific Task Force recommendations listed below:

- 1) Provide statewide and local professional training to improve the handling of child abuse and neglect cases.

PROGRAM INSTRUCTIONS - FY2011 - CJA PROJECT GRANTS

- Desired outcome/effect: Improved decision making through better trained judges, law enforcement, attorneys and CPS workers.
- 2) Create and/or expand programs that ensure all children and youth have continuing access to advocacy and the judicial system.
- Desired outcome/effect: Initiatives will develop/support advocacy for elevating the youth voice in the judicial system (criminal &/or civil) to affect decisions made about the youth's life.
- 3) Develop and implement programs that address the unique challenges faced by victims of child abuse with mental or physical disabilities
- Desired outcome/effect: Children with disabilities will have an advocate who, along with investigative and intervention personnel, are trained on issues related to child victims with mental and/or physical disabilities

2. Project Categories – To be considered for funding, projects must meet the requirements of one of the following categories:

- i. **Demonstration Projects** – Demonstration project grants are to be used to develop and implement an evidence-based model with specific components or strategies that are based on theory, research, or evaluation data; or to replicate or test the transferability of successfully evaluated program to improve systems' responses to child abuse and/or neglect.

Demonstration projects must be able to:

- Determine the effectiveness of the model and its components or strategies using a comprehensive evaluation of both processes and outcomes;
- Identify target audiences; assess their needs; produce detailed procedures, materials and other products based on program evaluation; and disseminate information about assessed needs, project designs, evaluation related to process and outcomes, lessons learned, etc.
- Contribute to and promote evidence-based strategies, practices, and programs that may be used to guide replication, program improvements, systems change or testing in other setting.

Demonstration projects may test whether a program or service that has proven successful in one location or setting can work in a different context; test a theory, idea, or method that reflects a new and different way of thinking about service delivery; address the needs of a very specific group of clients or focus on one service component available to all clients; be broad and comprehensive in scope or narrow and targeted to a specific audience.

PROGRAM INSTRUCTIONS - FY2011 - CJA PROJECT GRANTS

CJA expects that demonstration projects will contribute to building an evidence base for new and innovative strategies for improving responses to child abuse and neglect. As such, projects are required to conduct both outcome and process evaluations. Applicants should include in their proposal an evaluation plan that includes both outcome and process evaluation components. Applicant should describe specific data to be collected and the method for collecting such data.

The outcome evaluation should utilize a sufficiently rigorous approach to examine how the strategy affected key outcomes of interest. Applicant should identify clear indicators for determining success of the project. Indicators of success should adequately reflect the effects the project will have on the target audience. The process evaluation should describe and document in detail information to assess and monitor the degree to which the tested strategy has been successfully implemented, including the following:

- Quantity and frequency of activities and services performed
- Descriptive data about the particular strategy being tested
- Descriptive data about activities carried out to implement strategy
- Data about the degree to which adoption and implementation of the particular strategy has occurred
- Data about changes in readiness, capacity, infrastructure, and organization intended to support and sustain implementation

- ii. **Training &/or Technical Assistance Projects (T/TA)** – T/TA project grants are to develop training and/or technical assistance to improve how the child protection system responds to cases of child abuse and neglect. Training and/or technical assistance activities may include the development, coordination, and/or assurance of quality of services; strengthening program evaluation; improving information exchange; developing relevant policy; and/or training or disseminating information to the programs and professionals that work with a target population.

CJA expects organizations receiving T/TA grants to provide leadership in collaborating, networking, and exchanging knowledge with related agency programs, stakeholders, organizations, and professionals that work with a target population in order to increase knowledge and improve relevant outcomes.

T/TA projects may include one or more of the following approaches:

- Identifying problems and issues in planning and providing services to a target population;
- Examining and disseminating information on the emerging issues and trends related to a target population;

PROGRAM INSTRUCTIONS - FY2011 - CJA PROJECT GRANTS

- Identifying T/TA needs of programs that serve a target population;
 - Improving access to or quality of services for a target population;
 - Identifying issues from related fields and assisting the field in adopting such resources to meet the specific needs of a target population;
 - Developing or participating in the development of a plan to meet particular identified needs of a target population;
 - Designing, developing, and delivering T/TA to a network of programs designed to meet the needs of a target population;
 - Recruiting, assigning, and deploying staff with appropriate experience providing T/TA;
 - Providing T/TA and consultation to service providers working with economically, racially, and culturally diverse populations;
 - Developing evaluation strategies and providing T/TA on evaluation methodologies;
 - Designing, developing, delivering, and evaluating T/TA materials;
 - Conducting a statewide training conference for child protection professionals and stakeholders;
 - Participating in education or research to enhance policy development or improve practice; and/or
 - Developing and disseminating model protocols, policies or procedures to relevant organizations, professionals and stakeholders.
- iii. **Research and Evaluation Projects** – Research and evaluation project grants are to research and evaluate programs and initiatives that focus on the child protection system response to cases of child abuse and neglect and system improvement. Research and evaluation projects are expected to seek answers to questions to inform policy and improve practice. Research and evaluation project grants should advance understanding of how the child protection system responds to child abuse and to generate research that has practical application for child protection system improvement.

CJA expects organizations receiving research and evaluation grants to develop a central research question and present a thorough and reasonable research methodology. Additionally, projects must consider how research will suggest ways in which the child protection system can be improved.

Research and evaluation projects must be able to:

- Identify gap or need for research on how to improve the child protection system;
- Present the status and knowledge base of the current literature on relevant research and the capacity to answer the research question;
- Investigate the question using a reasonable research design and methodology; and

PROGRAM INSTRUCTIONS - FY2011 - CJA PROJECT GRANTS

- Present how the findings from the proposed study will inform the field and provide policy suggestions on how to improve the child protection system.

As part of their application, applicants should describe the primary research question(s) and how they address existing gaps in the literature and will inform future practice and the strategies that will be used to implement the proposed research or evaluation. Design elements should follow directly from the research or evaluation project goals and objectives, and data should be collected to support these ends. Applicant should describe the research methodology in detail and demonstrate the validity and usefulness of the data that they will collect, as well as the analysis method and the tools to be used. Finally, applicant should demonstrate its expertise and capability to complete the proposed evaluation.

- iv. **Venture Projects** – Venture project grants are grants to be used for innovative projects that respond to an existing or emerging need within the community. This does not include replication, enhancement, or expansion of an existing program unless that program is currently receiving CJA funding. The Venture Grant program is designed to encourage organizations to test new ideas.

Projects applying for funding should be innovative, collaborative and have the potential to attract additional grant support. Innovative programs are defined as those that use strategies or services that are promising yet new, uncommon and untested and aim to effect change through methods currently outside of common practices. It should be noted that not all CJA Task Force members and staff will have expertise in all program areas and it is, therefore, important to fully explain (with back-up data, if possible) why a project is innovative and why the innovative component is considered promising.

If a project is currently receiving CJA funding, it is eligible to receive additional support through the Venture Grant program. Funds are specifically to be used for project evaluation, replication or dissemination or for other proposed project enhancement. These funds are not to be used as continuation funding for an existing project.

As part of their application, applicants must be able to demonstrate:

- Potential for success if funded, as defined by the objectives of the project itself, and as indicated by the capabilities of the agency/organization;
- Potential for a positive and meaningful impact upon identified service recipients, or community population;
- The relationship between the expected impact of the project and the amount of funding requested through the Venture Grant program;
- The degree of duplication with other services/programs currently available to the target population in the identified geographic service area;
- The innovative, creative, and/or non-traditional characteristics of the project;

PROGRAM INSTRUCTIONS - FY2011 - CJA PROJECT GRANTS

- The ability of the agency or project to attract or develop funds to continue the project after funding through CJA's Venture Grant Program is terminated;
- The relationship between the project and the need for the proposed services; and
- The pilot or demonstration characteristics of the project, meaning that Venture Grant applicants will be given priority if the program has not been previously operated or funded by other revenue sources.

PROGRAM INSTRUCTIONS - FY2011 - CJA PROJECT GRANTS

I. PART II – APPLICATION REQUIREMENTS

- A. Preparing an Application
 - B. Application Coversheet
 - C. Contact Information
 - D. Project Narrative
 - E. Project Budget
 - F. Organizational Capacity
 - G. Non Profit Determination Letter
-

A. Preparing an Application

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

- Application Coversheet
- Contact Information
- Project Narrative
- Budget Narrative
- Budget Workbook
- Pre Award Questionnaire
- Nonprofit Determination Letter, if applicable

B. Application Coversheet

The Application Coversheet form is provided as an attachment to these instructions and is also available on the CJA website (www.texascja.org). Fully complete the information as indicated on the form. The program title should include the specific name of the proposed project, as well as the project type as described in pages 3-7. The authorized official must read and initial certifications. Include the coversheet with the application submission.

C. Contact Information

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

D. Project Narrative

The project narrative is the main body of information describing the problem to be addressed, the plan to address the identified problem through appropriate and achievable objectives and activities, and the ability of the applicant to implement the plan. Applicant should refer to pages 3-7 for more information on specific project requirements. The project narrative should include the headings and information set out below.

1. **Project Summary/Abstract** – Provide a clear, accurate, and concise summary of application's project description without reference to other parts of application. Include

PROGRAM INSTRUCTIONS - FY2011 - CJA PROJECT GRANTS

description of the proposed grant project including needs to be addressed, proposed services, and population to be served. The project summary should be no more than one page.

2. **Statement of Need** - Describe the current issue/need to be addressed by the project and the weaknesses of the current resources to address the need. Provide data on the significance or prevalence of the problem or issues to be addressed by the project. Provide a description of the numbers and characteristics of the target population.
3. **Goal(s)** – The goal is the largest overall effect your program will have on its target audience. Addressing the issues that were identified in the statement of need, specify the overall goals of the project.
4. **Objectives** – Objectives focus on the methods that will be used to address the need. They should be clearly stated, realistic, and measurable. They should be related to the project activities and support the achievement of project goals. Describe in detail the objectives that will be implemented to achieve the project goal(s).
5. **Approach** – Outline the scope and detail of how work will be accomplished. Describe the innovative components/approaches/strategies of the program, as well as the specific activities necessary to implement the project. Specific activities should be detailed, reflective of the project budget, and support the achievement of project objectives. Detail the person(s) responsible performing each activity, including whether existing staff and/or contractors will perform tasks, or if new persons will need to be hired. Include timeframes for completing specific activities. Include as attachments any relevant 3rd party agreements. Agreements should detail the scope of work to be performed, work schedules, remuneration, and other terms and conditions that define the relationship.
6. **Evaluation** – Describe how the conduct of project and its results will be evaluated. Identify the outcome(s) you are trying to achieve for your target population. Outcomes reveal the extent and kinds of impact the project has on its participants. Outcomes may reflect a change in behavior, attitude, skills, knowledge, or condition of the participant population. Identify specific indicators for use in determining whether you've achieved those outcomes. Explain the specific data you will collect and how you will collect it. Outcomes should be specific, measurable, achievable, realistic and time-based.
7. **Dissemination Plan** – Include a plan for distributing reports and other outputs to colleagues and to the public. Describe the method, volume, and timing of distribution.
8. **Sustainability Plan** – Describe how the proposed approach will create project self-sufficiency and help to ensure that the effect of the project will continue after CJA assistance has ended.

PROGRAM INSTRUCTIONS - FY2011 - CJA PROJECT GRANTS

E. Project Budget

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

1. **Budget Narrative** – The budget narrative clearly explains all costs necessary to implement the proposed project, as well as other contributing funding sources. The narrative should coincide with the specific budget categories described below and support project activities. The narrative should include a description of anticipated program income, if applicable.
2. **Budget Workbook** - An Excel Budget Workbook has been provided as part of this request. Enter the applicant information on the Getting Started tab of the Workbook (tab 1). The point of contact should be the person responsible for preparing the project budget and available to answer budget-related questions. Tab 3 contains a worksheet for each specific budget category. The left column on the worksheet requires line item detail including the calculation and justification for each expense. Enter the amount of each line item in the right column. Charges should be rounded up to the nearest whole dollar. You may insert additional rows if necessary. The budget summary on Tab 1 is pre-formatted to automatically pull totals from the subsequent budget category worksheet. These cells will be locked. The total of all budget categories will calculate on this page. The budget total should match the amount of funds requested on the application coversheet. The line-item worksheet contains each of the following budget categories (Category definitions are also included on Tab 2 of the Budget Workbook):
 - a. **Salaries (100)** - 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.
 - b. **Benefits (200)** - 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.
 - c. **Travel (300)** - Travel expenses such as meals, lodging, airfare, mileage, car rental, and parking/tolls.
 - d. **Equipment (400)** - Equipment means an article of non-expendable, tangible personal property having a useful life of more than one year and an acquisition cost which equals or exceeds the lesser of the capitalization level established by the applicant for financial statement purposes, or \$5,000. Equipment purchases must have the prior approval of CJA staff.
 - e. **Operating (500)** - This category is for day-to-day operational expenses. Rent, telephone, utilities, postage/freight, printing/copying, equipment rental, professional fees and services, bank service charge, dues/subscriptions, and staff training are

PROGRAM INSTRUCTIONS - FY2011 - CJA PROJECT GRANTS

category 500 expenses. Additionally, office supplies such as copy paper, pens, postage, etc. fall into this category. Operating expenses may include specific items directly charged to the project, and in some cases, an indirect cost allowance. Expenses must be grant-related and encumbered during the grant period. Equipment purchases with an acquisition cost less than \$5,000 fall into this category.

- f. **Contractual (600)** - 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 supports services, faculty, consultants, speaker fees, etc.

F. Organizational Capacity – Include information relevant to the applicant’s ability to implement the proposed project.

1. **Qualifications** – Describe the training or qualifications of the applicant relevant to its ability to complete the proposed project, including the applicants experience or expertise in the field of child abuse and neglect; the applicants ability to access or collaborate with the various professional disciplines in the development/implementation/evaluation of the project; and experience and expertise in the development of similar programs. Include as attachments relevant documentation, such as bios or key personnel and job descriptions for vacant key personnel, information on partnering organizations relevant to their ability to fulfill identified roles and functions, and organizational charts.
2. **Pre Award Questionnaire** - The Pre Award Questionnaire form is provided as an attachment to this request. Complete the information as indicated on the form. Include the form as part of application submission.

G. Nonprofit Determination Letter

If applicable, a copy of the applicant’s nonprofit determination letter should be included as part of the application submission.

PROGRAM INSTRUCTIONS - FY2011 - CJA PROJECT GRANTS

PART III – POLICIES AND PROCEDURES

- A. Review and Selection**
 - B. Finalizing the Grant Award Agreement**
 - C. General Grant Terms and Conditions**
-

A. Review and Selection

1. Initial Screening

CJA Staff will conduct an initial screening to determine whether the application was submitted by the deadline and whether the requested amount exceeds award ceiling. Applications which are late or those with requests that exceed the deadline will not be reviewed. CJA Staff will also determine whether or not the application is within the scope of allowable activities.

2. Application Score and Ranking

Eligible applications received by the deadline will be evaluated and scored by CJA staff and members of the Task Force. Applications will then be ranked according to their score. CJA may elect to not fund applicants with management or financial problems that would indicate an inability to successfully complete the proposed project. Applications may be funded in whole or in part. Successful applicants may be funded at an amount lower than that requested. CJA reserves the right to consider a preference to fund projects aimed at serving emerging, unserved, or under-served populations, and to consider the geographic distribution of CJA funds or distinctive project elements in its funding decisions.

3. Funding Criteria

a. Project Summary

- Applicant provides a clear, concise and accurate summary of the project. Applicant includes a description of the needs to be addressed, the proposed approach, and the population to be served.

b. Statement of Need

- Applicant clearly describes and documents the need to be addressed by the proposed project.
- Applicant clearly identifies the numbers and characteristics of the target population, including, if applicable, justification for selecting specific subpopulation. Applicant includes relevant data and statistics.
- Applicant describes current barriers to addressing the needs of the target population.

PROGRAM INSTRUCTIONS - FY2011 - CJA PROJECT GRANTS

c. Goals

- Applicant demonstrates a clear understanding of project goals.

d. Objectives

- Applicant clearly states realistic and measurable objectives which support the overall goals of the project.

e. Approach

- Applicant clearly presents a reasonable timeline for implementing and evaluating the proposed project. The timeline includes in chronological order all the major activities to be conducted, resulting in a reasonable schedule of accomplishments and target dates.
- Applicant presents realistic plan of action and demonstrates that this plan will accomplish the project's stated objectives and overall project goals, and the applicant describes unique features that would benefit the project, such as design or technological innovations or reductions in cost or time.
- Applicant describes how proposed services, activities, and/or materials will be developed and provided in a manner that is racially and culturally sensitive to the population being served.
- Applicant identifies organizations, agencies, and other key individuals or groups who will work on the project.
- Applicant identifies an advisory board/planning committee that will provide overall program direction and guidance on project activities. This body includes relevant consumer representation.
- Applicant describes established and on-going interdisciplinary collaborative efforts or a plan to establish interdisciplinary collaborative efforts in the development, implementation, and ongoing evaluation of the proposed project.

f. Evaluation

- Applicant clearly identifies clear indicators for determining the success of the project. The success of the project adequately reflects the effects the project will have on its target audience.
- Applicant describes specific data to be collected and articulates clear methods for data collection.

g. Dissemination Plan

- Applicant describes a plan for preparing and disseminating information to the field and methods for disseminating information.

PROGRAM INSTRUCTIONS - FY2011 - CJA PROJECT GRANTS

h. Sustainability Strategy

- Applicant details how the proposed project approach will create project self-sufficiency and help to ensure that the impact of the project will continue after CJA assistance has ended.

i. Budget

- The costs of the project are reasonable in view of the activities to be conducted and the expected results and benefits.
- Applicant describes all costs associated with implementing the project, as well as other contributing funding sources, and anticipated program income.

j. Organizational Capacity

- Applicant clearly demonstrates that it and any partnering organizations have sufficient experience and expertise to implement the proposed project.
- Applicant demonstrates the ability to effectively and efficiently administer and implement the proposed project. The application presents a sound management plan for achieving the objectives of the proposed project on time and within budget.
- Applicants' fiscal controls and organizational and accounting procedures are reasonable to ensure prudent use and accurate accounting of CJA funding.
- Applicant has secured the commitment of necessary and key partners, if applicable. Documentation in the form of MOUs or letters of commitment are included, if relevant.

k. Past Performance

- Applicant has a prior history of negative administrative and/or program performance.

l. Overall Assessment

- Applicant presents a clear vision for the proposed project; provides a clear description of the activities to be completed; and connects these activities to a clear statement of the goals (end product of an effective project) and objectives (measurable steps for reaching these goals) of proposed project.
- Applicant provides adequate justification of the proposed approach to address the identified needs based on existing research/evidence and/or a strong theoretical model.
- Applicant makes a strong case that the project goals and objectives are in support of a specific Task Force recommendation and contribute to the achievement of the associated outcome.

PROGRAM INSTRUCTIONS - FY2011 - CJA PROJECT GRANTS

4. Criteria Weight

50%	Project Summary Statement of Need Goals Objectives Approach	Evaluation Dissemination Plan Sustainability Strategy Budget Organizational Capacity
50%	Overall Assessment	

5. Notification Process

The CJA Task Force will make final funding decisions at its Task Force meeting, September 9, 2010. The successful applicant will be notified in writing following that meeting. Applicants not selected for funding will receive a denial letter containing their application score, ranking, and additional comments.

B. Finalizing the Grant Award Agreement

- 1. Approval of the Application** - Funding is subject to approval by the Children's Justice Act Task Force. The Texas Center for the Judiciary does not have authority to award funding until the application has been approved by the CJA Task Force and the Grant Award Agreement has been fully executed. Expenditures incurred prior to authorization are made at the applicant's own risk and may be disallowed. When the fully executed grant agreement is received, the applicant may begin to submit monthly requests for reimbursement (RFR).
- 2. Grant Award Conditions** – TCJ may add grant award conditions to the Grant Award Agreement prior to or after funding. If conditions are added, these will be discussed with the applicant and a copy of the conditions will be sent to the recipient.
- 3. Grant Award Agreement** – An electronic copy of the executed Grant Award Agreement and pertinent attachments will be sent to the Project Director following its execution.

C. General Grant Terms and Conditions

The following requirements apply to projects selected for funding and are explained below 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

The provisions of Section 107 of the Child Abuse Prevention and Treatment Act and the Victims of Crime Act of 1984, as amended.

PROGRAM INSTRUCTIONS - FY2011 - CJA PROJECT GRANTS

2. Administrative Requirements

- a. Uniform Grant Management Standards (UGMS), 2004.
- b. The following regulations from Title 45 of the Code of Federal Regulations (CFR):

45 CFR Part 16	Procedures of the Departmental Grant Appeals Board;
45 CFR Part 30	Claims Collections;
45 CFR Part 76	Debarment and Suspension from Eligibility for Financial Assistance (Nonprocurement);
45 CFR Part 80	Nondiscrimination Under Programs Receiving Federal Assistance through the Department of Health and Human Services, Effectuation of Title IV of the Civil Rights Act of 1964;
45 CFR Part 81	Practice and Procedures for Hearings Under Part 80 of this Title;
45 CFR Part 84	Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving Federal Financial Assistance;
45 CFR Part 86	Nondiscrimination on the Basis of Sex in Education Program and Activities Receiving or Benefiting from Federal Financial Assistance;
45 CFR Part 87	Equal Treatment for Faith-Based Organizations;
45 CFR Part 91	Nondiscrimination on the Basis of Age in Health and Human Services Programs or Activities Receiving Federal Financial Assistance;
45 CFR Part 93	New Restrictions on Lobbying;
45 CFR Part 97	Consolidation of Grants to the Insular Areas;
45 CFR Part 100	Intergovernmental Review of Department of Health and Human Services Programs and Activities.

- c. If Subgrantee is a nonprofit organization or an institution of higher learning:

45 CFR Part 74	Uniform Administrative Requirements For Grants and Agreements with Institutions of Higher Educations, Hospitals, and other Non-Profit Organizations;
-----------------------	--

PROGRAM INSTRUCTIONS - FY2011 - CJA PROJECT GRANTS

2 CFR Part 230 Cost Principles for Nonprofit Organizations.

d. If Subgrantee is a state or local government:

45 CFR Part 92 Uniform Administrative Requirements for Grants and Cooperative Agreements to State, and Local, and Tribal Governments;

2 CFR Part 225 Cost Principles for State, Local and Indian Tribal Governments.

e. The following Circular from the Office of Management and Budget:

OMB Circular A-133 Audits of States, Local Governments, and Non-Profit Organizations and the **Single Audit Act of 1984**, as amended.

3. Religious Activities

Direct Federal grants, subawards, or contracts under this program shall not be used to support inherently religious activities such as religious instruction, worship, or proselytization. Therefore, organizations must take steps to separate, in time or location, their inherently religious activities from the services funded under this program. Regulations pertaining to the prohibition of Federal funds for inherently religious activities can be found on the HHS website at: <http://www.os.dhhs.gov/fbc/waisgate21.pdf>.

4. Prohibition Against Lobbying

Federal grant funds provided under this award may not be used by the grantee or any subgrantee to support lobbying activities to influence proposed or pending Federal or State legislation or appropriations. This prohibition is related to the use of Federal grant funds and is not intended to affect an individual's right or that of any organization, to petition Congress, or any other level of Government, through the use of other resources. (See 45 CFR Part 93.)

5. Public Law 103-333

In accordance with Public Law 103-333, the "Departments of Labor, Health and Human Services, and Education, and Related Agencies Appropriations Act of 1995," the following provisions are applicable to this grant award:

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

Section 508: "When issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, all States receiving Federal funds, including but not limited to State and local governments and recipients of Federal research grants, shall clearly state (1) the percentage of

PROGRAM INSTRUCTIONS - FY2011 - CJA PROJECT GRANTS

the total costs of the program or project which will be financed with Federal money, (2) the dollar amount of Federal funds for the project or program, and (3) percentage and dollar amount of the total costs of the project or program that will be financed by nongovernmental sources.”

6. Public Law 103-227, Part C

In accordance with Part C of Public Law 103-227, the “Pro-Children Act of 1994,” smoking may not be permitted in any portion of any indoor facility owned or regularly used for the provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments. Federal programs include grants, cooperative agreements, loans and loan guarantees, and contracts. The law does not apply to children’s services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions or facilities and used for inpatient drug and alcohol treatment.

The above language must be included in any subawards that contain provisions for children’s services and that all subgrantees shall certify compliance accordingly. Failure to comply with the provisions of this law may result in the imposition of a civil monetary penalty of up to \$1,000 per day.

7. Debarment and Suspension

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

8. Monitoring

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

9. Method of Payment

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

10. Source Documentation

Subgrantee agrees to maintain all checks supported by appropriate documentation. Documentation may include copies of contracts, invoices, purchase orders, canceled checks, etc. and must be kept in accordance with generally accepted accounting principles and state and

PROGRAM INSTRUCTIONS - FY2011 - CJA PROJECT GRANTS

federal procurement and purchasing requirements. Staff salaries and wages must be supported by personnel activity reports, as prescribed in the applicable Cost Principles.

11. Performance Reporting

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

12. Financial Reporting

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

13. Other Reporting

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

14. Logo Credit

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

15. Prior Approvals

Subgrantee will abide by the applicable administrative requirements (45 CFR 74 and 92), cost principles (2 CFR Parts 220, 225 and 230), and the terms and conditions of the Grant Award Agreement regarding prior approval requirements.

16. Audit Requirements

Subgrantees who expend \$500,000 or more in federal grant money annually shall engage an independent, licensed Certified Public Accountant to conduct an annual OMB Circular A-133 audit. Subgrantee shall submit a copy of the audit report no later than fifteen (15) days after receipt from the audit firm.

PROGRAM INSTRUCTIONS - FY2011 - CJA PROJECT GRANTS

17. Disallowance

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

18. Withholding Payment

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

19. Full Cost Recovery of Investigation and Audit Costs

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

20. Amendments

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

21. Records

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

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

22. Indemnification

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

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

PROGRAM INSTRUCTIONS - FY2011 - CJA PROJECT GRANTS

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

23. Disputes and Remedies

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

24. Termination

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

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

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

25. Inspection of Work

TCJ or any authorized representative thereof, has the right at all reasonable times to inspect or otherwise evaluate the work performed or being performed hereunder and the premises on which it is being performed.

26. Procurement and Property Management

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

27. Program Income

Program income earned during the grant period shall be retained by the Subgrantee and deducted from the total project or program allowable cost in determining the net allowable costs on which the Federal share of the cost is based.

28. Conflicting Policies

Subgrantees will follow their own written operating policies and procedures; however, TCJ requires that Subgrantees maintain internal controls in compliance with all applicable federal regulations.

PROGRAM INSTRUCTIONS - FY2011 - CJA PROJECT GRANTS

29. Travel Policies

For in-state and out-of-state travel expenses to be reimbursable, Subgrantee must follow its own written travel policies and procedures. If Subgrantee does not have written travel policies and procedures, Subgrantee must follow the federal travel policies and procedures (see the Federal General Services Administration guidelines at <http://www.gsa.gov/>).

PROGRAM INSTRUCTIONS - FY2011 - CJA PROJECT GRANTS

PART IV - APPENDIX

FORMS

Click on the links below to access the corresponding form. Save the form to your hard drive before filling it out.

[Application Coversheet](#)

[Contact Information](#)

[Budget Workbook](#)

[Pre Award Questionnaire](#)