

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**CHILD ABUSE AND NEGLECT (CAN) LEGAL RESOURCES WEBSITE PROGRAM
REQUEST FOR APPLICATION**

PART I – INFORMATION

A. INTRODUCTION

This Request for Application (RFA) provides all of the information and forms necessary to prepare an application for the Governor's Office of Emergency Services (OES) grant funds. The terms and conditions described in this RFA supersede all previous RFAs and any conflicting provisions stated in the *Recipient Handbook*. The *Recipient Handbook* provides helpful information for developing the application and can be accessed at the website www.oes.ca.gov by selecting "Plans and Publications, *Recipient Handbook*".

B. CONTACT INFORMATION

Questions concerning this RFA, the application process, or programmatic issues should be submitted to the below contact person by telephone, fax, or e-mail.

Gillsa Miller
(916) 322-1902
fax: (916) 324-8554
gillsa.miller@oes.ca.gov

C. APPLICATION DUE DATE AND SUBMISSION OPTIONS

One original and one copy of the application must be delivered to OES' Law Enforcement and Victim Services Division, Children's Section by the date and time indicated below. Submission options are:

1. Regular mail, **postmarked by MONDAY, OCTOBER 2, 2006**, to:

Governor's Office of Emergency Services
Law Enforcement and Victim Services Division
3650 Schriever Avenue
Mather, CA 95655
Attn: Legal Resources Website Program RFA – Children's Section

2. Overnight mail, **postmarked by MONDAY, OCTOBER 2, 2006**, to:

Governor's Office of Emergency Services
Law Enforcement and Victim Services Division
3650 Schriever Avenue
Mather, CA 95655
Attn: Legal Resources Website Program RFA – Children's Section

D. ELIGIBILITY

For purposes of this RFA, Judicial Council of California, Administrative Office of the Courts, Center for Families, Children, and the Courts is the only applicant eligible to apply for this funding opportunity.

E. FUNDS

The Child Abuse and Neglect (CAN) Legal Resources Website Program is funded with federal Children's Justice Act (CJA) funds. The total amount available for the program is \$238,000.

This allocation is for the second year of a three-year program. The CJA funds available through this RFA are for the grant period beginning January 1, 2007 and ending December 31, 2007. Continuation funding is contingent upon availability of the federal funds, successful project performance, and compliance with the grant award agreement.

F. PROGRAM INFORMATION

The CAN Legal Resources Website Program is funded with federal Children's Justice Act funds. The Children's Justice Act (CJA) is supported by the Federal Crime Victim's Fund, an amalgamation of fines and fees collected from defendants convicted of federal crimes. 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. Recipient states must be eligible for the CAPTA Basic State Grant and establish and maintain a multi-disciplinary task force on children's justice issues.

OES is the administering agency for the CJA grant funds. The CJA is a federal program charged with identifying the need for systemic changes in the area of investigating child abuse. The federal funds provide grants to states to improve the investigation, prosecution, and judicial handling of cases of child abuse and neglect. Since 1993, CJA funds have supported numerous programs throughout California and propelled much needed change in the system's response to child abuse. The overall goal of the CJA is to reduce systemic trauma to children who are victims of child abuse, sexual abuse and exploitation, and preserve the rights of all parties involved in the investigation of such cases. Child fatality cases involving suspected child abuse or neglect also meet CJA criteria.

Sub-grantees must comply with Public Law 103-227, Part C – Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994, which requires smoking not be permitted in any portion of any indoor facility owned or leased or contracted by an entity and used routinely or regularly 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 or loan guarantees, and contracts.

The CJA Task Force (Task Force) is a requirement for California's eligibility to receive the federal funds. This Task Force is comprised of professionals throughout California who have knowledge and expertise in the areas of criminal justice and child abuse, including investigation of child physical abuse, child neglect, child sexual abuse and exploitation, and child maltreatment-related fatalities. The Task Force is responsible for making policy, program, and training recommendations to the State regarding improvements and reform to the way suspected child abuse cases are handled.

To further the goals of the Children's Justice Act, the Task Force has recommended funding for the CAN Legal Resources Website Program. The primary purpose of the program is to purchase and modify the State of Texas' guardian ad litem website for use by California professionals involved with child abuse and neglect cases. The CAN Legal Resources Website will serve as both a means for disseminating a wide array of legal and technical assistance to attorneys, and as a private forum for them to discuss practice challenges and innovative solutions.

A brief description of each of the program activities is included within this RFA in Part II, Section A: Project Narrative.

G. PREPARING AN APPLICATION

For clarity, the forms in Part III include an Application Cover Sheet. Please complete the Application Cover Sheet and attach it to the front of the application.

The following five components are required for a complete application:

- Application Cover Sheet,
- Grant Award Face Sheet (Form A301),
- The Project Narrative,
- The Budget Narrative and Project Budget (Forms A303a-c), and
- The Application Appendix.

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**CHILD ABUSE AND NEGLECT (CAN) LEGAL RESOURCES WEBSITE PROGRAM
REQUEST FOR APPLICATION**

PART II – INSTRUCTIONS

The instructions in this section correspond to each of the application components, as well as to the forms provided in Part III.

The applicant must use the forms provided or computer-generated forms, and plain 8½ x 11" white paper for the project narrative sections. If computer-generated forms are used, they must duplicate the OES forms.

Application must be typed with characters no smaller than standard 12-pitch font. **The applicant must double-space all narrative sections of the application.**

Copies of the application must be assembled separately and individually fastened in the upper left corner. **Do not bind application.**

A. PROJECT NARRATIVE

The project narrative is the main body of information describing the problem to be addressed, the plan to address that problem through appropriate and achievable objectives and activities, and the ability of the applicant to implement the plan.

1. Problem Statement

A problem statement is not required as this was provided in the initial application.

2. Plan and Implementation

Describe how each of the program objectives will be addressed, including a specific plan for accomplishing the program activities, how the plan will be implemented, and how each of the objectives will be documented. The following is a description of each of the program objectives, which must be included in the application:

Objective 1: Complete the adaptation of the Texas website to meet California's needs.

Objective 2: Continue to compile legal research and case law summaries specific to California and additional legal resources, and develop content identified for inclusion on the website.

Objective 3: Develop additional content for the website, including, but not limited to, training materials and technical assistance resources.

B. PROJECT BUDGET

The purpose of the project budget is to demonstrate how the applicant will implement the proposed plan with the funds available through this program. Project costs must be directly related to the objectives and activities of the project. The budget must cover the entire grant

period. In the budget, include **only** those items covered by grant funds, including match funds when applicable. Projects may supplement grant funds with funds from other sources. However, since all approved line items are subject to audit, the applicant should not include in the project budget matching funds (if applicable) in excess of the required match. All budgets are subject to OES modifications and approval.

OES requires the applicant to develop a **line item** budget that will enable them to meet the intent and requirements of the program, ensure the successful implementation of the project, and be cost-effective. Failure of the applicant to include required items in the budget does not exclude responsibility to comply with those requirements during the implementation of the project. The applicant should refer to the *Recipient Handbook* at www.oes.ca.gov. The applicant can select "Plans and Publications, *Recipient Handbook*" for additional information concerning OES budget policy or to determine if specific proposed expenses are allowable. Contact the person listed on page 1, subsection B of this RFA if you have additional budget questions.

The total amount of CJA funds available for the CAN Legal Resources Website Program is anticipated to be \$238,000. The applicant must provide a line item budget and budget narrative for this amount to achieve each of the program's objectives contained within this RFA.

1. **Budget Narrative**

Applicant is required to submit a narrative with the project budget. The narrative must be typed and placed in the application in front of the budget pages. In the narrative describe:

- How the project's proposed budget supports the stated objectives and activities.
- How funds are allocated to minimize administrative costs and support direct services.
- The duties of project-funded staff, including qualifications or education level necessary for the job assignment.
- How project-funded staff duties and time commitments support the proposed objectives and activities.
- Proposed staff commitment/percentage of time to other efforts, in addition to this project.
- The necessity for subcontracts and unusual expenditures.
- Mid-year salary range adjustments.

2. **Specific Budget Categories**

There is a separate form in the Forms Section (Part III) for each of the following three budget categories:

- Personal Services – Salaries/Employee Benefits;
- Operating Expenses; and
- Equipment.

Each budget category requires line item detail that addresses the method of calculation and justification for the expense. Enter the amount of each line item in the right hand column of the Budget Category form. Charges must be clearly documented **and rounded off to the nearest whole dollar**. Enter the total amount of the budget category at the bottom of the form. If additional pages are needed, total only the last page of each budget category.

The bottom of the Equipment Category form contains a format for identifying the project total and fund distribution. This section must be completed and submitted even if there are no line items identified in the equipment category.

a. Personal Services – Salaries/Employee Benefits (OES A303a):

1) Salaries

Personal services include all services performed by staff who are directly employed by the applicant and must be identified by position and percentage of salaries. All other persons are to be shown as consultants in the Operating Expenses Category supported by a memorandum of understanding (MOU), contract, or operational agreement (OA), which must be kept on file by the recipient and made available for review during an OES site visit, monitoring visit, or audit. Furthermore, in the case of grants being passed through a recipient to be operated by another agency, the staff from the second agency will be shown in the Operating Expenses Category. In either case, they may be salaried or hourly, full-time or part-time positions. Sick leave, vacation, holidays, overtime, and shift differentials must be budgeted as salaries. If agency personnel have accrued sick leave or vacation time prior to the approval of grant funding, they may not take that time off using project funds.

2) Benefits

Employee benefits must be identified by type and percentage of salaries. The applicant may use fixed percentages of salaries to calculate benefits. Budgeted benefits cannot exceed those already established by the applicant.

Employer contributions or expenses for social security, employee life and health insurance plans, unemployment insurance, and/or pension plans are allowable budget items. Other benefits, such as uniforms or California Bar Association dues, are allowable budget items if negotiated as a part of an employee benefit package.

A line item is required for each different position/classification, but not for each individual employee. If several people will be employed full-time or part-time in the same position/classification, provide the number of full-time equivalents (e.g., three half-time clerical personnel should be itemized as 1½ clerical positions).

b. Operating Expenses (OES A303b):

Operating expenses are defined as necessary expenditures exclusive of personnel salaries, benefits, and equipment. Such expenses may include specific items directly charged to the project, and in some cases, an indirect cost allowance. The expenses must be grant-related (e.g., to further the program objectives as defined in the grant award), and be encumbered during the grant period.

The following items fall within this category: consultant services such as subcontractors who are not employed by the applicant, travel, office supplies, training materials, research forms, equipment maintenance, software equipment rental/lease, telephone, postage, printing, facility rental, vehicle maintenance, answering service fees, and other consumable items. Furniture and office equipment with an acquisition cost of less than \$1,000 per unit (including tax, installation, and freight) **and/or with a useful life of less than one year fall within this category.**

c. Equipment (OES A303c):

Equipment is defined as nonexpendable tangible personal property having a **useful life of more than one year** and an acquisition cost of \$1,000 or more per unit (including tax, installation, and freight).

A line item is required for each type of equipment, but not for each specific piece of equipment (e.g., three laser jet printers must be one line item, not three).

C. APPLICATION APPENDIX

The Application Appendix provides OES with additional information from the applicant to support components of the application. The following must be included:

- Project Contact Information,
- Operational Agreements,
- Project Summary,
- Additional Signature Authorization, and
- Noncompetitive Bid Justification (if applicable).