

Virginia Department of Criminal Justice Services

CHILDREN'S JUSTICE ACT FORENSIC INTERVIEW EQUIPMENT GRANT SOLICITATION 2017

Grant Application Due Date

- **Friday, May 17, 2017 by 11:59 PM via email grantsmgmt@dcjs.virginia.gov**

Grant Period

- **July 1, 2017 - October 31, 2017**

Award Limit

- **Up to \$20,000, Reimbursement Based**
- **Competitive Solicitation**

Grant Application Components Consists of:

- **Grant Application Cover Form Signed**
- **Budget Narrative Form**
- **Project Narrative**
- **MDT Collaborative Agreement/Protocol**
- **Signed General Grant Conditions and Assurances**
- **Signed Certifications**

Questions?

- **Contact Mary Wilson at (804) 371-0534 or mary.wilson@dcjs.virginia.gov**

I. INTRODUCTION

The Department of Criminal Justice Services (DCJS) is the administering agency in receipt of the federal Children's Justice Act (CJA) funding granted by the U.S. Department of Health and Human Services, Administration for Child and Family Services. The purpose of CJA is to support initiatives to improve the assessment, investigation and prosecution of child abuse and neglect cases in a manner that limits additional trauma to the child and family.

DCJS is pleased to announce the availability of CJA funds in a competitive solicitation for Forensic Interviewing Equipment Grants to support the expansion of child friendly forensic interview access in the Commonwealth. Virginia jurisdictions with child abuse multidisciplinary teams (MDTs) that are actively developing Child Advocacy Centers (CACs) or CAC satellite centers may apply for funds to purchase electronic equipment necessary to conduct and record child forensic interviews in a dedicated, child friendly interview space. NOTE: This grant is not available to existing CACs which are not expanding to serve un-served areas in Virginia.

Research has shown that the child abuse MDT/CAC model is the best practice for a collaborative, coordinated community response to child abuse and neglect investigations. The highest standards for MDT/CAC practice are outlined in the National Children's Alliance (NCA) Standards for Accredited Members: <http://www.nationalchildrensalliance.org/ncas-standards-accredited-members>. The NCA standards state that the purpose of a forensic interview is to obtain information from a child about abuse allegation that will support accurate and fair decision making by the MDT within the criminal justice, child protection, and service delivery systems. Forensic interviews are conducted in a manner that is developmentally and culturally sensitive, unbiased, fact-finding, and legally sound by a selected, supervised, and appropriately trained professional.

II. APPLICATION GUIDELINES

Eligibility: Virginia local units of government and non-profit organizations are eligible to apply. Each applicant may submit only one application for this solicitation. These funds are intended to support Virginia localities that are actively developing an MDT child interview space/CAC or a CAC satellite.

- Actively developing an MDT child interview space/CAC includes receiving technical assistance from Children's Advocacy Centers of Virginia (CACVA) or working toward applying to the National Children's Alliance for MDT affiliate membership.
- CAC satellites are child friendly facilities offering onsite forensic interviews and victim advocacy services under the sponsorship and oversight of an NCA Accredited Children's Advocacy Center. Actively developing a satellite means that a locality is working with a host CAC to establish a child friendly interview space as it works with the host CAC toward NCA satellite membership.



Collaborative Agreements: The applicant must have an MDT with a collaborative agreement with partner agencies that includes protocol for team response and procedures for conducting forensic interviews. The general forensic interview process must be described in the MDT's written guidelines or agreements. Refer to the NCA standards linked above for best practice guidance on protocols, memorandums of agreement, forensic interviews, etc.

Child Friendly Interview Space: Because of the short timeframe for this grant, applications must support established, local child abuse MDTs that already have identified a child friendly interview space that includes observation space for MDT members with investigative responsibility. Funds cannot support lease, purchase or renovation of space. Funds for office equipment, furniture, or decorating expenses are not allowable.

Allowable Equipment: The intent is that the equipment will remain at the interview site for the purpose of child interviews. Equipment may include, but is not limited to: high quality microphones and video cameras; digital recording equipment; soundproofing panels; professional closed-circuit television equipment; headphones; cables; observation monitors speakers; computers; and recording and transcription software. Equipment must be thoroughly justified in the Budget Narrative.

Unallowable Costs: CJA Forensic Interview Equipment Grant funds may not be used for: personnel salary or benefits; consultants; travel; general supplies; child abuse prevention or treatment; furniture; general office equipment; standard firearms, weapons, ammunition and related equipment normally and routinely provided by the locality to others in the same roles; clothing and uniforms; basic training; construction or renovation; land acquisition; rent; lobbying and political contributions; honoraria; bonuses; personal entertainment such as tickets to sporting events; personal calls; alcohol; or vehicles.

Award Limit: The maximum amount that may be requested per applicant is \$20,000. Applications totaling more than \$20,000 will not be considered. No matching funds are required. Equipment purchase must follow Virginia Procurement Public Act procedures.

Grant Period: Grants will be awarded on a competitive basis for a limited period beginning July 1, 2017 – October 31, 2017. Awarded projects must have funds obligated (establish binding contracts, such as purchase orders, and sign them) no later than September 30, 2017. **Funds must be liquidated (spent) and funds must be requested for reimbursement in the DCJS electronic Grants Management Information System (GMIS) no later than October 31, 2017.** Failure to obligate and/or liquidate funds by these dates will result in forfeiture of funds. No extensions to the grant period will be allowed. Continuation funding will not be available.

Restrictions and Limitations: The following restrictions and limitations apply to the CJA Forensic Interview Equipment Grant program:

- reimbursement will be based on paid invoices for *approved* expenditures;
- no budget amendments will be permitted;
- prepaid transactions outside of the grant period will not be allowed; and



- grant funds may not be used to supplant federal, state, or local funds that otherwise would be available for the same purposes.

III. SUBMISSION REQUIREMENTS AND APPLICATION DEADLINE

Email one complete .PDF file of the following documents to DCJS grantsmgmt@dcjs.virginia.gov. The subject line should include the locality or nonprofit name and “CJA Equipment Grant.”

Applications must be received via email to this address by 11:59 p.m. on May 17, 2017.

A complete application will include the following combined in one .PDF file:

1. Scanned copy of the **Grant Application Cover Form (Attachment A)** signed by the Project Administrator.
2. **Budget Narrative Form (Attachment B)** with itemized budget and justifications completed for the CJA Forensic Interview Equipment Grant
3. **Project Narrative (not to exceed two pages):**

Each application must include a Project Narrative which may not exceed two pages. The Project Narrative heading should include the official name of the submitting entity, a Project Title and the following sections:

- **Need Statement**

In the Need Statement section of your Project Narrative, please provide a brief description of your department or agency and its child abuse forensic interview needs, documented with statistical and/or anecdotal evidence; a description of how you are actively developing an MDT/CAC or satellite CAC including efforts to seek technical assistance from CACVA and/or NCA; and an explanation of why grant funds are needed and not available from another source.

- **Project Description**

In the Project Description section, thoroughly and clearly explain how your equipment purchase will address the child forensic interviewing needs and the anticipated impact on your community.

- **Child Friendly Interview Space**

Provide the location and address of your child forensic interview room space where the equipment will be utilized.

- **Forensic Interviewer**

Provide information on the forensic interviewer(s) including name, title, agency and training received in child forensic interviewing.

- **Project Timeline**

In this section, provide a detailed, thorough project implementation timeline that includes the dates for initiating and completing the project. Note that the grant



period begins July 1, 2017 and ends with funds liquidated and reimbursement requested in DCJS GMIS by October 31, 2017 (see “Grant Period” section above).

4. MDT Collaborative Agreements and Protocol:

Attach a copy of your child abuse MDT agreement and protocol that addresses forensic interviews.

5. Scanned copy of the General Grant Conditions and Assurances (Attachment C) signed by the Project Administrator.

6. Scanned copy of the CJA Certifications Regarding Drug-Free Workplace Requirements; Environmental Tobacco Smoke; Lobbying; and Debarment, Suspension and Other Responsibility Matters (Attachment D) signed by the Project Administrator.

IV. GRANT REVIEW AND REPORTING

Grant Review: Grants will be reviewed by DCJS staff and external reviewers. Eligible projects will be recommended based on completeness, applicant need and readiness to complete the project in a short timeline. It is anticipated that these grant summaries will go to the Grant Committee of the Criminal Justice Services Board (CJSB) prior to the full CJSB meeting on June 15, 2017.

Evaluation and Reporting: Successful applicants will receive instructions on submitting quarterly reports in compliance with grant requirements. All grant-supported programs are required to complete and submit a Project Progress Report and a Financial Report by the 12th working day after the close of each quarter in the DCJS Grants Management Online Information System (GMIS). DCJS developed the Grants Management Online Information System to coordinate financial and program reporting. Financial reports and requests for funds must be completed on-line in GMIS. Additional information about and access to the DCJS GMIS on-line reporting system can be found at: <http://www.dcjs.virginia.gov/grants/gmis-online>.

V. ATTACHMENTS

Attachment A – Grant Application Cover Form

Attachment B – Budget Narrative Form

Attachment C – General Grant Conditions and Assurances

Attachment D – CJA Certifications

