

<h1 style="font-size: 48px; margin: 0;">ACF</h1> <p style="font-size: 24px; margin: 10px 0;"><b>Administrati on for Children and Families</b></p>	<b>U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Administration on Children, Youth and Families</b>	
	<b>1. Log No. ACYF-CB-PI-14-01</b>	<b>2. Issuance Date: January 31, 2014</b>
	<b>3. Originating Office: Children's Bureau Office on Child Abuse and Neglect</b>	
	<b>4. Key Words: Children's Justice Act</b>	
	<b>5. 42 U.S.C. 5101 et seq.</b>	

**PROGRAM INSTRUCTION**

**TO:** The State Office, Agency, or Organization Designated by the Governor to Apply for a Children's Justice Act Grant (CJA)

**SUBJECT:** Availability of Fiscal Year (FY) 2014 Children's Justice Act Grants to States Under the Child Abuse Prevention and Treatment Act (CAPTA)

**LEGAL**

**REFERENCES:** 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.).

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**PART I: BACKGROUND INFORMATION**

**SUMMARY:** Section 107(a) of the Child Abuse Prevention and Treatment Act (P.L. 111-320) (the Act) authorizes grants to States for the purpose of assisting States in developing, establishing and operating programs designed to improve: (1) 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; (2) the assessment and investigation of cases of suspected child abuse-related fatalities and suspected child neglect-related fatalities; (3) the investigation and prosecution of cases of child abuse and neglect, including child sexual abuse and exploitation; and (4) the assessment and investigation of cases involving children with disabilities or serious health-related problems who are suspected victims of child abuse or neglect.

The term "State" as used in Section 3 (7) of the Act includes each of the several States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa and the Commonwealth of the Northern Mariana Islands. In FY 2013, 50 States, including the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa and the Commonwealth of the Northern Mariana Islands were deemed eligible for grants from funds deposited in the Crime Victims Fund, for a total of \$17,000,000.

Since the Virgin Islands, Guam, American Samoa and the Northern Mariana Islands may submit consolidated grant applications in accordance with 45 CFR Part 97, these jurisdictions need not submit an application under this Program Instruction (PI) if they choose to have their allotments included in a consolidated grant and to expend these funds under the authority of another program that is available for consolidation.

**PURPOSE:** The purpose of this PI is to set forth the eligibility requirements and the grant application procedures for FY 2014 Children's Justice Act (CJA) grants and to provide the tentative State allocation table.

**INFORMATION:**

**Three-Year Assessment Requirement**

Section 107(d) of the Act requires the State Task Force (see description of Task Force at section A.1 on page 9) to undertake a comprehensive review and evaluation of the investigative, administrative and judicial handling of cases of child abuse and neglect and to make training and policy recommendations in each of the three categories in Section 107(e)(1) (the three CJA categories). The State Task Force assessment (review, evaluation and recommendations) is required for an initial application and **at three-year intervals thereafter.**

**The assessment must include a report clearly outlining the review, evaluation, and recommendations in all the areas required in Section 107(e)(1)(A), (B) and (C). See pages 12-13.**

The report should detail the steps conducted by the State to complete the Three-Year Assessment. The review and evaluation should build on prior assessments and note system improvements related to prior work. The review should outline the policy and training recommendations proposed. The report may also include any other relevant comments and recommendations. States may identify numerous training and policy recommendations and choose to prioritize certain recommendations be supported by CJA programming.

States which established their eligibility and first received funding **in FY 2011** and States which completed the three-year assessment requirement and received funding **in FY 2011** must **include in their FY 2014 application** documentation

that the State Task Force complied with the requirement for a State Task Force study at three-year intervals. Those States are:

Alaska          California          Virginia          Wyoming          Puerto Rico

## **Reporting Requirements**

### **FINANCIAL MANAGEMENT:**

Federal funds awarded through these grants must be expended for the purposes for which they were awarded and within the time period allotted, in accordance with the deadlines discussed below.

1. Funding (Project) Period/Obligation Deadline (10/01/2013 – 09/30/2016). The grantee must submit an annual Financial Status Report, using Form SF-425, within 90 days of the end of each 12 months of the three-year obligation/liquidation period.
2. Liquidation Deadline (12/30/2016). The grantee has 90 days to liquidate funds for services that were provided by the end of the obligation/liquidation period (09/30).
3. Financial Reporting: Form SF-425, “Federal Financial Report.” Effective October 1, 2013 – It is mandatory that grantees enter their expenditures into the Online Data Collection system (OLDC). ACF will no longer accept paper submissions of any expenditure reports either by mail, email or fax.

The Web address is: <https://extranet.acf.hhs.gov/oldcdocs/materials.html>. To sign up for access to OLDC, send an e-mail request to Matthew McMahon: [Matthew.McMahon@acf.hhs.gov](mailto:Matthew.McMahon@acf.hhs.gov).

4. Submission Schedule: Annual. Each annual report must be submitted with 90 days following the end of each Federal Fiscal Year. (12/30)
  - a. An Interim report (covering Years 1 through 2 of the project period) is due 90 days following the end of each Federal Fiscal Year (12/30/2014-2015);
  - b. A Final report (cumulative, covering the entire 3-year project period 10/01/2014 – 09/30/2016) is due 90 days following the end of Federal Fiscal Year 3 (12/30/2016).

**EXPENDITURE OF FUNDS:**

States must obligate all FY 2014 CJA funds by September 30, 2016. States must liquidate all FY 2014 CJA funds by December 30, 2016.

States must obligate all FY 2013 CJA funds by September 30, 2015. States must liquidate all FY 2013 CJA funds by December 30, 2015.

States must obligate all FY 2012 CJA funds by September 30, 2014. States must liquidate all FY 2012 CJA funds by December 30, 2014.

States must obligate all FY 2011 CJA funds by September 30, 2013. States must liquidate all FY 2011 CJA funds by December 30, 2013.

**No-cost extension requests will not be approved except in the event of a natural occurrence of destruction or distress.** These circumstances are defined in 45 CFR § 95.22.

Those States requesting an extension due to a natural occurrence of destruction or distress are to provide a written request, explaining the amount of money that remains to be liquidated and the circumstances for such an extension, to: **Associate Commissioner JooYeun Chang, Administration on Children, Youth and Families, ATTN: Children’s Bureau, 1250 Maryland Avenue, S.W., 8<sup>th</sup> Floor Washington, D.C. 20024,** no later than November 1, 2014.

NOTE: The Office of Grants Management is pleased to work with grantees needing guidance in the obligation and liquidation of funds according to the terms and conditions of their grant award.

**AVAILABILITY AND ALLOCATION OF FUNDS:**

Funding for the CJA program is available from the Crime Victims Fund. Legislation requires in any fiscal year that funds be made available to the Department of Health and Human Services for CJA grants to the States, except that 15 percent will be reserved by the Attorney General for CJA grants to Native American Tribes. With the enactment of the Child Abuse Prevention and Enforcement Act (CAPE) in March 2000, the amount transferred to ACF is capped at \$17,000,000. The total funding available for the CJA grants is \$17,000,000.

Funds will be allocated to States based on a formula similar to that used in distributing the CAPTA State grants, i.e., a base amount of \$50,000 will be awarded to each State; an additional amount will be awarded bearing the same ratio to the total funds remaining as the number of children under the age of 18 in each State bears to the total number of children under 18 in all the States.

The tentative FY 2014 allocation for each State is shown in Attachment 1.

**Excess Funds:**

Any excess funds resulting from States not meeting the eligibility requirements will be awarded to eligible States on a pro rata share basis. When a State receives more than their tentative allocation, **supplemental information to explain the State's use of these additional funds should be submitted in the form of a letter to Associate Commissioner JooYeun Chang, Administration on Children, Youth and Families, 1250 Maryland Avenue, S.W., 8<sup>th</sup> Floor, Washington, D.C. 20024 no later than November 29, 2014.**

**The use of excess funds must conform to the guidelines contained in this PI.**

**PROJECTS AND ACTIVITIES:**

In accordance with Section 107(a) of CAPTA, grants awarded are to be used to develop, establish and operate programs designed to improve:

1. 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;
2. the assessment and investigation of cases of suspected child abuse-related fatalities and suspected child neglect-related fatalities;
3. the investigation and prosecution of cases of child abuse and neglect, including child sexual abuse and exploitation; and
4. the assessment and investigation of cases involving children with disabilities or serious health-related problems who are suspected victims of child abuse or neglect.

In particular grant funds should be used to implement State Task Force recommendations in the following three categories (the three categories from Section 107(e)(1)(A) (B) and (C)) of the Act:

- A. investigative, administrative, and judicial handling of cases of child abuse and neglect, including child sexual abuse and exploitation, as well as cases involving suspected child maltreatment related fatalities and cases involving a potential combination of jurisdictions, such as interstate, Federal-State, and State-Tribal, in a manner which reduces the additional trauma to the child victim and the victim's family and which also ensures procedural fairness to the accused;
- B. experimental, model, and demonstration programs for testing innovative approaches and techniques which may improve the prompt and successful resolution of civil and criminal court proceedings or enhance the effectiveness of judicial and

administrative action in child abuse and neglect cases, particularly child sexual abuse and exploitation cases, including the enhancement of performance of court-appointed attorneys and guardians ad litem for children, and which also ensure procedural fairness to the accused; and

- C. reform of State laws, ordinances, regulations, protocols and procedures to provide comprehensive protection for children from abuse, including sexual abuse and exploitation, while ensuring fairness to all affected persons.

The CJA Task Force makes policy and training recommendations regarding methods to better handle these cases and sets the agenda for the work to be supported by CJA funds.

**Supporting child abuse prevention programs or treatment services is not an appropriate use of CJA funds.**

CJA funds are to be primarily focused on the front end, intake and investigative piece of child welfare. Projects selected by State Task Forces should be mindful that funds are spent to support efforts at this point in a child welfare case.

Examples of CJA supported activities include:

- Developing curricula and conducting training for personnel in law enforcement and child protective services, as well as health and mental health professionals, prosecutors and judges. This may include attention to issues of trafficking and exploitation within child welfare.
- Establishing or enhancing child advocacy centers and other multidisciplinary programs to serve child victims and their families in order to minimize trauma.
- Establishing and supporting local and/or State child fatality review teams, including multidisciplinary training, team development, and annual reporting.
- Supporting the enactment of laws to improve system response, including allowing the admission of indirect testimony of children into evidence, making the courtroom setting less intimidating to children, increasing the penalties for sexual offenses against children, requiring mandatory sentencing, shortening the trial process and permitting victims to make statements prior to sentencing.
- The on-going activities of a State Task Force in monitoring implementation of its recommendations and continuing interagency

collaboration in carrying out the intent of the Act may be supported with these funds.

The current Administration has increased its attention on the issue of Human Trafficking. The Children's Bureau, along with the Administration on Children, Youth and Families (ACYF), continues to focus efforts at the intersection of trafficking and child welfare. Guidance from ACYF for States was recently released to support regional and local efforts (and is available at: <http://www.acf.hhs.gov/programs/cb/resource/human-trafficking-guidance>.)

The Children's Justice Act specifically mentions the issue of exploitation in Section 107 of CAPTA. CJA Task Forces have directed CJA funds to projects to address exploitation and trafficking. Projects responding to trafficking must be focused on systems improvement in response to cases of child maltreatment. Examples of appropriate use of CJA funds in this area include: trainings on recognizing trafficked or exploited children for first responders, training/collaborative efforts between child protective services and law enforcement, and/or development of procedures or a resource (tool kit) for professionals to address trafficking or exploitation. Other areas might focus on policies and procedures to promote successful prosecution of the traffickers/exploiters and ways to reduce child victim trauma.

Funds should be used for programs to reform State systems and improve the processes by which States respond to cases of child abuse and neglect, including child sexual abuse and exploitation and cases of suspected child abuse or neglect related fatalities. This will enable States to deal more effectively with both the child victim and the offender and to limit additional trauma to the child victim.



## **PART II: APPLICATION INSTRUCTIONS**

### **A. SUBMISSION INSTRUCTIONS**

**FORMAT:** States are no longer required to submit a SF-424, “Application for Financial Assistance,” although a State may use this form if it so chooses. States may apply in a format best suited to their needs. However, we recommend that States complete and submit the SF-424, because all of its content is required information for the applicant. In addition to the items specified in the SF-424, the application should include the Dun and Bradstreet Data Universal Numbering System (DUNS) number for the agency.

To receive a grant, States must meet the eligibility requirements identified in this PI.

**SIGNATURE:** The *application* may be signed by the Governor or an individual authorized to act on behalf of the State office, agency, or organization designated by the Governor to apply for a CJA grant, and to assume for that agency the obligations imposed by the terms and conditions of the grant award.

The Governor must sign the *Governor’s letter* listing the assurances related to the CJA award. The Governor’s letter requirement is detailed below.

**ACCOMPANYING DOCUMENTS:** The application must be accompanied by required certifications, assurances and/or documentation. *Note:* A signed governor’s letter and lobbying certification is a requirement of the annual reporting. (See “Documentation of Eligibility” on page 9).

**COPIES:** Applications being submitted in hard copy should include the signed original and one copy of the grant application, including all attachments. Applications may also be submitted electronically.

#### **DELIVERY:**

Consistent with Action Transmittal No. OGM-AT-13-01, issued September 25, 2013 by the ACF Office of Grants Management, as of October 1, 2013, all applications, plans and financial reports for mandatory grants must now be submitted electronically. ACF intends to use to the On-Line Data Collection (OLDC) system to accommodate online electronic reporting by all grantees. The OLDC system has long been used to collect financial reports by grantees, but it will now be used to facilitate online submission of plans, applications and reports for mandatory grants, including the Children’s Justice Act grantees.

The Children’s Bureau will provide additional information on how to submit applications/plans through OLDC prior to the due date for submissions. Questions can be directed to Catherine Luby at [Catherine.luby@acf.hhs.gov](mailto:Catherine.luby@acf.hhs.gov).

### **B. ELIGIBILITY INSTRUCTIONS**

1. **Eligibility Requirements**

Eligibility for a CJA grant is based on two sets of requirements:

- (1) States must be in compliance with the child abuse and neglect State Grant requirements set forth in Section 106(b) of CAPTA at the time of the CJA award. States not eligible for a State Grant will not be eligible for a FY 2014 CJA grant.
- (2) States must fulfill the CJA requirements specified in Section 107 of the Act. These requirements differ for: (A) States which have never established eligibility to receive CJA funding; (B) States which met the three-year assessment requirement and received CJA funding in FY 2011; and (C) all other States. These requirements are specified in the "Documentation of Eligibility" section which follows.

2. **Documentation of Eligibility**

**N.B. All States must complete Part A below and applicable sections of Part C on pages 14-15. Both States which have not previously established eligibility, and States required to submit a three-year assessment with this application, must complete the additional requirements in Part B, ADDITIONAL REQUIREMENTS FOR STATES, on pages 13-14.**

A. **REQUIREMENTS FOR ALL STATES**

All States **must provide** as part of the application:

1. **Establishment/Maintenance of a Task Force (Sections 107(b)(2) and 107(c)(1) of the Act)**

Documentation that the State has established or designated and maintained a multidisciplinary Task Force on children's justice, composed of professionals with knowledge of and experience with the criminal justice system and the system handling child physical abuse, child neglect, child sexual abuse and exploitation, and child maltreatment related fatalities.

Applicants must clearly list the member for each discipline. The documentation is to include: **Names, titles, brief descriptions** of the relevant professional experience of each Task Force member, and **designation** of which professional category the task force member represents. Presentation of this information in table format is suggested.

Documentation that the State Task Force includes members representing the following disciplines **as specified in Section 107(c)(1) of the Act:**

- Law Enforcement Community
- Criminal Court Judge(s)
- Civil Court Judge(s)
- Prosecuting Attorney(s)
- Defense Attorney(s)
- Child Advocate(s) (Attorney(s) for Children)
- Court Appointed Special Advocate Representative(s), where such programs are in operation
- Health Professional(s)
- Mental Health Professional(s)
- Child Protective Service Agencies
- Individual(s) experienced in working with children with disabilities
- Parents and Representative of Parent Groups
- Adult former victims of child abuse and or neglect; and
- Individuals experienced in working with homeless children and youths (as defined in section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a)).

2. **Governor's Letter**

A letter addressed to **Associate Commissioner, JooYeun Chang, Administration on Children, Youth and Families, 1250 Maryland Avenue, S.W., 8<sup>th</sup> Floor, Washington, D.C., 20024**, signed by the Governor certifying:

- (a) **the State received the FY 2013 child abuse and neglect Basic State Grant and continues to comply** with the requirements stipulated in Section 106(b) of the Act; or the State has received a recently rendered Federal decision attesting to the State's current compliance with the requirements for the Basic State Grant under Section 106(b); **and**
- (b) **the State will maintain a State multidisciplinary task force on children's justice** (only for those States not currently receiving CJA funds); **or**
- (c) **the State has maintained a State multidisciplinary task force on children's justice** (only for those States currently receiving CJA funds); **and**
- (d) **the State has adopted or continues to progress in adopting recommendations of the State Task Force** or a comparable alternative to such recommendations; **and**
- (e) **the State will make such reports to the Secretary as may reasonably be required, including an annual report** on how assistance received under this program was expended throughout the State, with particular attention to the areas described in paragraphs (1) through (3) of Section 107(a); **and**

- (f) **the State will maintain and provide access to records relating to activities under CJA; and**
- (g) **the State will participate in at least one Federally-initiated CJA meeting each year that the grant is in effect and are authorized to use grant funds to cover travel and per diem expenses for two CJA representatives (CJA Coordinator and Task Force Chairperson) to attend the meeting.**

Please note that a **new and updated** Governor's letter with the aforementioned assurances must be included **every year** as part of the CJA application.

3. **Certifications**

The following certifications are required at the time of application for Federal funds:

(a) **Certification Regarding Lobbying (See Website on Page 18)**

Pursuant to 45 CFR Part 93, the certification must be signed and submitted with the application. If applicable, a SF LLL, which discloses lobbying payments, must be submitted.

**A retyped certification or a State's own certification form Will Not be accepted.**

(b) **Certification Regarding Drug-Free Work Place (See Website on Page 18)**

Signature on the application by an authorized individual attests to the applicant's intent to comply with Drug-Free Work Place requirements. A signed form does not have to be returned with the application.

(c) **Debarment Certification (See Website on Page 18)**

Signature on the application by an authorized individual attests to the applicant's compliance with the Debarment requirements. A signed form does not have to be returned with the application.

(d) **Certification Regarding Environmental Tobacco Smoke (See Website on Page 18)**

Signature on the application by an authorized individual attests to the applicant's compliance with the Environmental Tobacco Smoke requirements. A signed form does not have to be returned with the application.

B. **ADDITIONAL REQUIREMENTS FOR STATES**

**States which have not previously established eligibility and States which are required to submit a Three-Year Assessment with this application must provide:**

1. a statement of the Task Force's function/purpose; and
2. the date the Task Force was established.

**Note:** A Commission or Task Force established after January 1, 1983 and presently maintained with substantially comparable membership and functions meets the Task Force requirements. **However, clear designation of which professional category the task force member represents must be included as part of the documentation.** (See Section 107(c)(2))

States not previously eligible, and States required to submit a Three-Year Assessment with this application, must also provide:

1. **Task Force Recommendations (Section 107(d))**

**Documentation that the Task Force has comprehensively:**

- (a) reviewed and evaluated State investigative, administrative and both civil and criminal judicial handling of cases of child abuse and neglect, including child sexual abuse and exploitation, as well as cases involving suspected child maltreatment related fatalities and cases involving a potential combination of jurisdictions, such as intrastate, interstate, Federal-State, and State-Tribal; and
- (b) made policy and training recommendations in each of the categories described in Section 107(e) of the Act. The task force may make such other comments and recommendations as are considered relevant and useful.

**Documentation must include a report of the State Task Force study including its recommendations in all areas required in Section 107(e) of the Act.**

2. **State Implementation of the Task Force Recommendations (Section 107(e) of the Act**

Documentation that the State adopted the Task Force recommendations as stipulated in 1(b) above.

**Note:** As provided in Section 107(e)(2) of the Act, a State shall be considered to be in fulfillment of Section 107(e)(1) requirements if it:

- (a) adopts comparable alternatives to the recommendations of the Task Force in each of the categories for which the Task Force's recommendations are not adopted; or
- (b) is making substantial progress toward adopting the Task Force recommendations or comparable alternatives to such recommendations.

The documentation must identify all Task Force recommendations adopted and/or comparable alternatives designed to carry out the purposes of the Act; describe the actions yet to be taken and timetables for implementing each recommendation or comparable alternative; or be sufficient to support a showing that the State is making substantial progress in adopting Task Force recommendations or comparable alternatives.

C. **PROGRAM DESCRIPTION INSTRUCTIONS**

**PROGRAM PERFORMANCE REPORTING REQUIREMENTS AND APPLICATION:**

**Performance Report**

The program performance report is required annually. The performance report is to be included as part of the application.

The reporting period for a program performance report should include activities for the 12 month period preceding the date of submission of the application (for example May to May).

A program performance report should focus on the **programming, outputs and outcomes** of CJA activities and projects for the prior year. Reports should include:

- clear statement of the needs of the State as identified by the Task Force;
- activities, outputs and outcomes as they relate to the needs identified, including implementation of evidence-based trainings and programming; and
- results of evaluation work of the CJA projects (both process and program evaluations).

Applications from States currently receiving CJA funds must contain a **performance report** which describes project impact and/or progress in categories listed in the legislation:

- (a) activities to improve the investigative, administrative, and judicial handling of cases of child abuse and neglect, including child sexual abuse and exploitation, as well as cases involving suspected

child maltreatment related fatalities and cases involving a potential combination of jurisdictions, such as intrastate, interstate, Federal-State, and State-Tribal, in a manner which reduces the additional trauma to the child victim and the victim's family and which also ensures procedural fairness to the accused;

(b) 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, particularly child sexual abuse and exploitation cases, including the enhancement of performance of court appointed attorneys and guardians ad litem for children, and which also ensure procedural fairness to the accused; and

(c) reform of State laws, ordinances, regulations, protocols, and procedures to provide comprehensive protection for children, which may include those children involved in reports of child abuse or neglect with a potential combination of jurisdictions, such as intrastate, interstate, Federal-State, and State-Tribal, from child abuse and neglect, including child sexual abuse and exploitation, while ensuring fairness to all affected persons.

### **Application for Proposed Activities**

All applications must contain a performance report as well as an application for proposed activities.

The application is to include a description of the activities (as described in C.1. (a), (b) and (c)) *to be supported* with Children's Justice Act grant funds.

The application should include:

- project goals and objectives
- approaches to be used
- a clear budget for each activity
- evaluation efforts related to the project and
- the extent to which the activity contributes to the reform of State systems handling cases of child abuse and neglect/and furthers implementation of State task force recommendations.

### **PART III: ADDITIONAL INFORMATION**

#### **CLOSING DATE FOR RECEIPT OF APPLICATIONS:**

The signed submissions, including all attachments, must be submitted to the Federal Project Officer at the Office on Child Abuse and Neglect **by May 30, 2014.**

**INTERGOVERNMENTAL REVIEW OF FEDERAL PROGRAMS  
(EXECUTIVE ORDER 12372):**

This program is covered under Executive Order (EO)12372, "Intergovernmental Review of Federal Programs," for State plan consolidation and simplification only (See 45 CFR 100.12). The review and comment provisions of the EO and Part 100 do not apply.

**PAPERWORK REDUCTION ACT**

An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid Office of Management and Budget (OMB) Control Number.

Public reporting burden for this collection of information is estimated to average 60 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information.

In accordance with the Paperwork Reduction Act of 1995 (P.L. 104-13), the Department is required to submit to OMB for review and approval any reporting and record-keeping requirements or program announcements. This program announcement meets all information collection requirements approved for ACF grant applications under OMB Control Number 0980-0196, which expires June 30, 2014.



**CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) # 93.643**

**INQUIRIES TO:**

Catherine E. Luby

Children's Bureau

Office on Child Abuse and Neglect

Telephone: (202) 205-8879

Email address: [Catherine.luby@acf.hhs.gov](mailto:Catherine.luby@acf.hhs.gov)

**EFFECTIVE DATE:** Upon Issuance.

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JooYeun Chang  
Associate Commissioner

## **Websites to CJA Resource Materials**

Please visit the following websites listed below to download the relevant CJA resource materials for this PI:

[http://www.access.gpo.gov/nara/cfr/waisidx\\_01/45cfr92\\_01.html](http://www.access.gpo.gov/nara/cfr/waisidx_01/45cfr92_01.html)

45 CFR Part 92, revised as of October 1, 1996

<http://frwebgate.access.gpo.gov/cgi-bin/get-cfr.cgi?>

[TITLE=45&PART=95&SECTION=22&YEAR=1999&TYPE=TEXT](http://frwebgate.access.gpo.gov/cgi-bin/get-cfr.cgi?TITLE=45&PART=95&SECTION=22&YEAR=1999&TYPE=TEXT)

45 CFR Part 95.22, revised as of October 1, 1999

[http://www.acf.hhs.gov/programs/cb/laws\\_policies/cblaws/capta/capta2010.pdf](http://www.acf.hhs.gov/programs/cb/laws_policies/cblaws/capta/capta2010.pdf)

Child Abuse Prevention and Treatment Act as amended by P.L. 111-320, the CAPTA Reauthorization Act of 2010

<http://www.acf.hhs.gov/programs/ofs/forms.htm#rf>

Certification Regarding Lobbying

Drug-Free Work Place Certification

Certification Regarding Debarment, Suspension, and Other  
Responsibility Matters

Certification Regarding Environmental Tobacco Smoke

<http://www.dpm.psc.gov/>

Payment Management System

## ATTACHMENT I

### TENTATIVE FISCAL YEAR 2014 STATE ALLOCATION TABLE

ALABAMA	264,354
ALASKA	85,668
ARIZONA	359,002
ARKANSAS	185,520
CALIFORNIA	1,811,500
COLORADO	284,742
CONNECTICUT	201,282
DELAWARE	89,090
DISTRICT OF COLUMBIA	70,871
FLORIDA	813,021
GEORGIA	524,701
HAWAII	107,765
IDAHO	131,336
ILLINOIS	634,101
INDIANA	353,395
IOWA	187,822
KANSAS	188,079
KENTUCKY	244,114
LOUISIANA	263,095
MAINE	100,694
MARYLAND	306,178
MASSACHUSETTS	317,162
MICHIGAN	482,150
MINNESOTA	293,281
MISSISSIPPI	192,088
MISSOURI	317,552
MONTANA	92,318
NEBRASKA	138,342
NEVADA	176,503
NEW HAMPSHIRE	102,395
NEW JERSEY	436,303
NEW MEXICO	148,072
NEW YORK (Start 2011)	862,715
NORTH CAROLINA	485,896
NORTH DAKOTA	79,474
OHIO	557,795

<b>OKLAHOMA</b>	228,691
<b>OREGON</b>	214,067
<b>PENNSYLVANIA</b>	572,229
<b>RHODE ISLAND</b>	91,268
<b>SOUTH CAROLINA</b>	255,859
<b>SOUTH DAKOTA</b>	88,922
<b>TENNESSEE</b>	334,815
<b>TEXAS</b>	1,381,701
<b>UTAH</b>	219,280
<b>VERMONT</b>	73,630
<b>VIRGINIA</b>	403,962
<b>WASHINGTON</b>	352,154
<b>WEST VIRGINIA</b>	123,212
<b>WISCONSIN</b>	301,175
<b>WYOMING</b>	75,829
<b>AMERICAN SAMOA</b>	54,473
<b>GUAM</b>	59,973
<b>NORTHERN MARIANA ISLANDS</b>	53,269
<b>PUERTO RICO</b>	171,963
<b>VIRGIN ISLANDS</b>	55,152

## ATTACHMENT II

### Children's Justice Act Suggested Application and Report Template

#### APPLICATION and REPORT COMPONENTS

- I. Governor's Letter**
  - Letter includes the required certifications (listed in PI -- ensure dates are correct).
  - Letter is signed by the State Governor.
  
- II. Task Force Membership and Function (for all required designations)**
  - Listing of Membership - Names, titles and brief background descriptions.
  - Task Force designation (defense attorney, criminal judge, etc.- please clearly note the designation).
  - Information related to how the Task Force works together (structure, work plan, meeting frequency, minutes {if available}).
  
- III. Prior Year Projects/Activities and Performance Report**
  - Description of activities for the 12-month period preceding the date of submission (May to May).
  - Description of programs, outputs, and outcomes and how those items relate to the needs identified by the Task Force, and description of any evaluation work associated with the projects.
  
- IV. Prior Year Budget Expenditure Line Item**
  - Line item and/or narrative detailing how CJA funds were utilized in the previous year.
  
- V. Three-year Assessment (for applicable States)**
  - Descriptive report of the review, evaluation and analysis of recommendations in all areas required in Section 107(e)(1)(A), (B), and (C).
  - Description of system improvements related to prior work.
  - Description of the review and evaluation work from prior assessments.
  - Description of the steps, methods, processes, tools, and resources utilized to complete the assessment.
  - Outline of the policy and training recommendations.
  - Plans to incorporate recommendations into CJA work.
  
- VI. Proposed Activities/Application**
  - Description of proposed activities for the upcoming year.
  - Description of approaches, budget and evaluation efforts.
  - Description of how the activities will reform State systems (adhere to the tenets of CJA).
  
- VII. Certification of Lobbying Form**
  - Download original form (do not re-type/re-format) found at this link:  
<http://www.acf.hhs.gov/grants/certification-regarding-lobbying>.
  - Form is signed by the appropriate authorized representative.

#### **Children's Justice Act Suggested Three-Year Assessment Report Template**

## **ASSESSMENT REPORT COMPONENTS**

- I. Descriptive report of the review, evaluation and analysis of recommendations in all areas required in Section 107(e)(1)(A), (B), and (C).
  - Description of the review and evaluation work from prior assessments.
  - Description of system improvements related to prior assessments.
  - Description of the steps, methods, processes, tools, and resources utilized to complete the assessment.
    - Include Task Force approach (meetings, teleconference, retreats to complete Assessment requirement)
    - Include detail on tool or survey use/development (if applicable)
  - Outline or analysis of the policy and training recommendations.
  - Other relevant comments and recommendations.
  - Description of the Task Force plans to incorporate recommendations into the CJA work.
    - If States identify numerous training and policy recommendations note the prioritized recommendations.