

State of New Hampshire Department of Justice



Children's Justice Act (CJA) Grant Funding Competitive Grant Request for Proposal (RFP)

Release Date: December 2, 2019
Application Due: 4:00 pm January 10, 2020

Solicitation # 2020CJA01

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Part 1. Purpose

- 1.1 The Children’s Justice Act Grant (CJA) is authorized in Section 107(a) of the Child Abuse Prevention and Treatment Act (P.L. 111-320). It provides funding for the purpose of assisting States in developing, establishing and operating programs designed to improve:
 - 1.1.1 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;
 - 1.1.2 the assessment and investigation of cases of suspected child abuse-related fatalities and suspected child neglect-related fatalities;
 - 1.1.3 the investigation and prosecution of cases of child abuse and neglect, including child sexual abuse and exploitation; and
 - 1.1.4 the assessment and investigation of cases involving children with disabilities or serious health-related problems who are suspected victims of child abuse or neglect.
- 1.2 The New Hampshire Department of Justice administers this grant on the state level. CJA funds can be distributed to eligible agencies to fund programs and initiatives that reform the systems that respond to cases of child abuse and neglect. CJA funding should be used to enable the states to more effectively address both the child victim and the offender and to limit additional trauma to the child victim.

Part 2. Allowable Activities and Unallowable Activities

- 2.1 In accordance with CJA guidelines, these funds are directed at improving and supporting systems that respond to cases of abuse and neglect and should focus on the front-end, intake, assessment, investigative and prosecutorial phases of child welfare.
- 2.2 Examples of **allowable** CJA supported activities include, but are not limited to:
 - 2.2.1 Developing curricula and training for law enforcement on the investigation of child abuse and neglect, child exploitation or child abuse related fatalities.

- 2.2.2 Enhancing child advocacy centers or other multidisciplinary programs to serve child victims and their families in order to minimize trauma.
- 2.2.3 Conducting trainings for law enforcement, child protective services, medical and mental health professionals, prosecutors and judges. This may include attention to issues of trafficking and exploitation within child welfare.
- 2.2.4 Evaluating activities to determine specific outcomes, changes in practice and any related improvements to the systems that handle cases of child abuse and neglect.
- 2.2.5 Providing training and information on the importance of high quality legal representation for parents involved with the child welfare system.

2.3 Examples of **unallowable** CJA supported activities include:

- 2.3.1 Prevention programs, initiatives or activities.
- 2.3.2 Positions providing direct services or handling child abuse cases directly (child protection workers, law enforcement officers, GALs, forensic interviewers, medical, mental health practitioners or social workers providing treatment or care etc.)
- 2.3.3 The provision of services (medical examinations or treatments, mental health counseling or alternative therapies etc.)
- 2.3.4 Lobbying (to seek to influence a political or public official on any issue)
- 2.3.5 Research and studies, with the exception of project or program evaluation
- 2.3.6 Fundraising

Part 3. Eligibility

- 3.1 Eligible applicants for CJA funding are public or non-profit organizations that are involved in either the assessment, investigative or judicial handling of cases of child abuse and neglect.

Part 4. Project Period

- 4.1 Subgrants will be made from April 1, 2020 to September 30, 2021. Applicants are allowed to apply for any specified period of time, within this time period.

Part 5. Funding Availability

- 5.1 The State of New Hampshire Department of Justice (“the Agency”) announces a solicitation to award CJA funding in the amount of up to **\$60,000**.

- 5.2 Funds awarded as result of this RFP must develop, establish or operate programs or initiatives designed to improve:
 - 5.2.1 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;
 - 5.2.2 the assessment and investigation of cases of suspected child abuse-related fatalities and suspected child neglect-related fatalities;
 - 5.2.3 the investigation and prosecution of cases of child abuse and neglect, including child sexual abuse and exploitation; or
 - 5.2.4 the assessment and investigation of cases involving children with disabilities or serious health-related problems who are suspected victims of child abuse or neglect.

- 5.3 Funding will begin on or around April 1, 2020 and expire on September 30, 2021.

Part 6. Schedule of Events

6.1.1 The following table provides a Schedule of Events for this RFP through Grant Agreement negotiations. The Agency reserves the right to amend this Schedule at its sole discretion and at any time through a published Addendum.

| EVENT | DATE | LOCAL TIME |
|--|-------------|-------------------|
| RFP Released to Proposers | 12/2/2019 | |
| Applicant Inquiry Period Ends | 12/16/2019 | 4:00 PM |
| Final Agency Responses to Proposer Inquiries | 12/20/2019 | 4:00 PM |
| Applicant Submit Proposals/Applications | 1/10/2020 | 4:00 PM |

| | | |
|--|-----------|--|
| Estimated Notification of Selection and Begin Grant Agreement Negotiations | 1/31/2020 | |
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Part 7. Proposal Inquiries

7.1 All inquiries concerning this RFP, including but not limited to, requests for clarifications, questions, and any changes to the RFP, shall be submitted via email to the following RFP designated Points of Contact:

TO: Danielle.snook@doj.nh.gov

CC: grants.apps@doj.nh.gov

7.2 Inquiries must be received by the Agency’s RFP Points of Contact no later than the conclusion of the Applicant Inquiry Period (see Schedule of Events section, herein). Inquiries received later than the conclusion of the Applicant Inquiry Period shall not be considered properly submitted and may not be considered.

7.3 The Agency intends to issue official responses to properly submitted inquiries on or before the date specified in the Schedule of Events section, herein; however, this date is subject to change at the Agency’s discretion. The Agency may consolidate and/or paraphrase questions for sufficiency and clarity. The Agency may, at its discretion, amend this RFP on its own initiative or in response to issues raised by inquiries, as it deems appropriate. Oral statements, representations, clarifications, or modifications concerning the RFP shall not be binding upon the Agency. Official responses by the Agency will be made only in writing by the process described above.

Part 8. Grant Application Process

8.1 To apply for a CJA subgrant, please use the CJA grant application package at <http://www.doj.nh.gov/grants-management/funding-availability.htm> or calling the Grants Management Unit at 271-7820. Applications are due by email at Danielle.snook@doj.nh.gov, or before 4:00 pm on January 10, 2020.

Part 9. Selection Criteria and Award Process

9.1 Awards will be made based on a competitive scoring process and are subject to the approval of the Attorney General and the Governor and Executive Council. A review committee comprised of NH Department of Justice staff and one or more members from outside of NHDOJ will review and score all eligible applications. Approved applicants may be funded for an amount less than that applied for.

9.2 Scoring Values:

Problem Statement – 20 pts

Project/Program Design and Implementation – 40 pts

Sustainability and Evaluation Plan– 10 pts

Budget Detail – 20 pts

Budget Narrative – 10 pts

9.3 Applicants are permitted to submit applications for the full funding amount and the highest scored applicants will receive a recommendation for funding until the total has been awarded or there are no additional qualified applicants to consider.

Recommendations for funding are contingent upon approval by the Attorney General and the Governor and Executive Council.

9.4 It is anticipated that applicants will be notified by January 31, 2020, of the amount of funding, if any, that will be awarded to the applicant. The Agency may enter into negotiations on a Grant Agreement in the amount indicated with the selected applicants. The form of Grant Agreement will be substantially similar to the document set forth as Appendix A.

Part 10. Subrecipient Requirements

10.1 Eligible Applicants must meet the following requirements before the Agency may enter into a Grant Agreement. The Agency will provide technical assistance in completing these requirements if needed, after notification of selection and prior to receipt of award.

10.1.1 Applicants must obtain a **DUNS** (Data Universal Numbering System) number prior to submitting an application. <http://fedgov.dnb.com/webform>

10.1.2 Applicants are required to register and renew annually, with the System for Award Management (**SAM**) <https://www.sam.gov/sam/>

10.1.3 Certifications: If selected for funding, the following Certifications must be signed and included with the CJA Grant Agreement:

- Certification Regarding Lobbying
- Certification Regarding Drug-Free Work Place
- Debarment Certification
- Certification Regarding Environmental Tobacco Smoke

10.2 If selected for funding, successful applicants (“subgrantees”) must meet the following requirements as a condition of reimbursement and continued funding:

10.2.1 Subgrantees will be required to file **expenditure reports** and to provide backup documentation upon request.

10.2.2 NH Department of Justice will reserve the right to conduct a **desk reviews or request financial documentation** with all subgrantees to ensure financial, programmatic and special condition compliance

10.2.3 Reimbursement to subgrantees for allowable expenses will be contingent upon the Subgrantee’s adherence to the final special conditions.

Part 11. Additional Terms

11.1 RFP Addendum -The Agency reserves the right to amend this RFP at its discretion, prior to the Proposal submission deadline. In the event of an addendum to this RFP, the Agency, at its sole discretion, may extend the Proposal submission deadline, as it deems appropriate.

11.2 Public Disclosure - Pursuant to RSA 21-G:37, all responses to this RFP shall be considered confidential until the award of a grant agreement. At the time of receipt of proposals, the Agency will post the number of responses received with no further information. No later than five (5) business days prior to submission of a Grant Agreement to the Department of Administrative Services pursuant to this RFP, the Agency will post the name, rank or score of each proposer. The content of each

Proposer's Proposal shall become public information upon the award of any resulting Contract. Any information submitted as part of a response to this request for proposal (RFP) may be subject to public disclosure under RSA 91-A. In addition, in accordance with RSA 9-F:1, any contract entered into as a result of this RFP will be made accessible to the public online via the website Transparent NH (<http://www.nh.gov/transparentnh/>). Accordingly, business financial information and proprietary information such as trade secrets, business and financials models and forecasts, and proprietary formulas may be exempt from public disclosure under RSA 91-A:5, IV. If you believe any information being submitted in response to this request for proposal, bid or information should be kept confidential as financial or proprietary information; you must specifically identify that information in a letter to the agency, and must mark/stamp each page of the materials that you claim must be exempt from disclosure as "CONFIDENTIAL". A designation by the Proposer of information it believes exempt does not have the effect of making such information exempt. The Agency will determine the information it believes is properly exempted from disclosure. Marking of the entire Proposal or entire sections of the Proposal (e.g. pricing) as confidential will neither be accepted nor honored. Notwithstanding any provision of this RFP to the contrary, Proposer pricing will be subject to disclosure upon approval of the contract. The Agency will endeavor to maintain the confidentiality of portions of the Proposal that are clearly and properly marked confidential. If a request is made to the Agency to view portions of a Proposal that the Proposer has properly and clearly marked confidential, the Agency will notify the Proposer of the request and of the date the Agency plans to release the records. By submitting a Proposal, Proposers agree that unless the Proposer obtains a court order, at its sole expense, enjoining the release of the requested information, the Agency may release the requested information on the date specified in the Agency's notice without any liability to the Proposers

- 11.3 Non-Commitment - Notwithstanding any other provision of this RFP, this RFP does not commit the Agency to award a grant. The Agency reserves the right, at its sole discretion, to reject any and all Proposals, or any portions thereof, at any time; to cancel this RFP; and to solicit new Proposals under a new acquisition process.

- 11.4 Ethical Requirements - From the time this RFP is published until a contract is awarded, no bidder shall offer or give, directly or indirectly, any gift, expense reimbursement, or honorarium, as defined by RSA 15-B, to any elected official, public official, public employee, constitutional official, or family member of any such official or employee who will or has selected, evaluated, or awarded an RFP, or similar submission. Any bidder that violates RSA 21-G:38 shall be subject to prosecution for an offense under RSA 640:2. Any bidder who has been convicted of an offense based on conduct in violation of this section, which has not been annulled, or who is subject to a pending criminal charge for such an offense, shall be disqualified from bidding on the RFP, or similar request for submission and every such bidder shall be disqualified from bidding on any RFP or similar request for submission issued by any state agency. A bidder that was disqualified under this section because of a pending criminal charge which is subsequently dismissed, results in an acquittal, or is annulled, may notify the department of administrative services, which shall note that information on the list maintained on the state's internal intranet system, except in the case of annulment, the information, shall be deleted from the list.
- 11.5 Agency Rights - The Agency reserves the right to waive minor or immaterial deviations from the RFP requirements, if deemed to be in the best interest of the State.

Part 12 **Contact Information**

- 12.1 From the date of release of this RFP until an award is made and announced regarding the selection of a Proposer, all communication with personnel employed by or under contract with the Agency regarding this RFP is forbidden unless first approved by the RFP Point of Contact listed in the Proposal Inquiries section, herein. Agency employees have been directed not to hold conferences and/or discussions concerning this RFP with any Contractor during the selection process, unless otherwise authorized by the RFP Point of Contact. Questions related to this request for grant proposal should be sent to the RFP Point of Contact Danielle Snook CJA Coordinator at Danielle.snook@doj.nh.gov or (603) 271-3671.