DOVER HUMAN RELATIONS COMMISSION

AGENDA

AUGUST 22, 2012 - 7:00 P.M. - Council Chambers - City Hall - City of Dover

Public comments are welcomed on any item and will be permitted at appropriate times. When possible, please notify Hollie Ford in the City of Dover, Human Resources Department (736-7163 or email at hford@dover.de.us) should you wish to be recognized.

1. Call to Order/Roll Call

2. Moment of Silence

3. Agenda Additions/Deletions

4. Comments/Presentations from Members of the Community
   This segment is provided to extend the opportunity to the general public to share their questions, thoughts, comments, concerns, and complaints. Discussion of any item appearing on the agenda is prohibited. Citizen comments are limited to three (3) minutes, and this segment will not exceed 30 minutes.

5. Chair's Report (Sudler)

6. Committee Reports
   A. School Programs (Wasfi)
   B. Community Programs (Allen-Pyne)
   C. Assessment (Edamatsu)

7. Unfinished Business
   A. Review of Questions from 2003 DHRC Survey
   B. Suggestions for Community Partnership & Workshops
   C. Review of letter to Mayor and Council regarding Citizen Concerns

8. New Business
   A. Review City of Dover Finance Department Grant Application Procedures
   B. Review of Grant Sample: Office of Juvenile Justice and Delinquency Prevention (OJJDP) FY 2012 Defending Childhood Resource Center: Improving the Nation's Response to Children Exposed to Violence
   C. Review of June 27, 2012 Minutes submitted by Brenda Talton

9. Scheduling of the Next Regular Meeting

10. Announcements

11. Adjournment by 9:00 P.M.

THE AGENDA ITEMS AS LISTED MAY NOT BE CONSIDERED IN SEQUENCE. THIS AGENDA IS SUBJECT TO CHANGE TO INCLUDE THE ADDITION OR THE DELETION OF ITEMS, INCLUDING EXECUTIVE SESSIONS.

Chairman's Report
Roy Sudler, Jr. (302) 465.6975

DHRC

- **B). Draft-1**

Memorandum

Office of the Dover Human Relations Commission
P.O. Box 475
Dover, DE 19903
Phone: (302) 736.7008
E-mail: RoySudlerJr@comcast.net

To: **The Mayor & City Council Members of Dover, DE**

From: **Roy Sudler, Jr. Chairman of Dover Human Relations Commission**

Date: **June 27, 2012**

Subject: DHRC-Outreach Community Meeting Recommendations [March 28, 2012]

****

On **March 28, 2012, @ 7:00 p.m.,** the Dover Human Relations Commission scheduled an outreach community meeting at 680 Forrest Avenue, Dover, Delaware.
During the meeting the following concerns were brought forth by residents of Dover, who were very articulate, respectful, passionate and determined to assist Dover officials with increasing the quality of living in not only their community, but surrounding areas as well.

- Topics that were raised and discussed at the meeting included:

1. People loitering around **20** North New Street Dover, DE near the house of pride
2. The need for no- loitering, stop and search signs to be installed in high crime areas
3. Resident of Dover concerned about the alarming increase of drug, and illegal gang activity in the downtown area
4. Human defecation is often found on public streets and walkways on New Street
5. Complaints concerning language and loud music being played is not conducive to family living
6. Shooting of young kids and certain motorcycle police officers being disrespectful to residents of Dover
7. Need for stronger police presence after 4 p.m. or mini-police stations in the downtown area

DHRC

8. Wesley College Students drinking alcoholic beverages on Governor's Street from Thursday to Sunday being unruly and disrespectful to residents of Dover
9. Certain Dover Police Officers being desensitized to minorities who initially call the police for justice
10. The need to strengthen and reinforce successful family value systems for rearing children today
11. Dover Residents need a better understanding of Zero Tolerance Code from Dover Police Department
12. **2-** Philadelphia Residents who relocated to Dover, DE in 2012 initially felt that Dover was a desirable place to live, but after one month, they no longer felt that way.
13. Incentive programs, which allows residents and ex-felons to turn in guns off the street without criminal and legal ramifications
14. Illegal gang activity impeding upon Dover resident's quality of living in their community
15. The need for more interfaith events and activities for the youth and residents of Dover to attend and be involved in as a deter from illegal gang formation, undesirable behavior and juvenile delinquency

    For Example: **[March for Jesus Christ 2012 Parade]**
16. **1-** Resident of Dover expressed that the lack of jobs available in Dover, has coerce certain residents to continue a lifestyle of criminal activity to survive from day to day

After hearing and discussing the concerns of various Dover resident's, the Commission makes the following Recommendations to the Mayor & City Council Members of Dover, DE.

Recommendations:

1. That the Delaware Department of Justice, Dover & Delaware State University Police Department and the Dover Human Relations Commission partner to conduct a workshop on Zero Tolerance & Loitering Criminal Codes for the City of Dover and, or, State of Delaware.

2. That the City of Dover continue to support and help strengthen interfaith activities, parades, and events throughout the city, by maybe waiving permit fees or other less expensive fees.

3. That the City of Dover's Youth Advisory Board, Title V Policy Prevention Board, and the Dover Human Relations Commission partner to establish additional summer enrichment programs through grants and other resources, to continue to support preventive methods and strategies for decreasing juvenile delinquency and undesirable behavior in the City of Dover.

4. That the Dover Human Relations Commission compensate a grant writer /specialist for researching and being awarded grants on -behalf of the DHRC for the City of Dover to provide additional funding to the Dover Police Department for construction and implementing mini –police stations in high crime and illegal gang activity areas.

Chairman's Report
Roy Sudler, Jr. (302) 465.6975

DHRC

o C). REVIEW OF QUESTIONS FROM 2003 DHRC-SURVEY

In review of the DHRC-Survey dated 2003, the following question are submitted for additional questions for DHRC -2012 Survey on Race Relations in Dover, DE

Suggestions:

1. I have a full understanding of how to identify Hate Crimes
2. My employer has provided workshops or seminars on employees and employers rights in the work place
3. I understand the difference between sexual orientation and gender identity discrimination
4. I understand the Hate Crime Prevention Act U.S.

Chairman's Report
Roy Sudler, Jr. (302) 465.6975

DHRC

o D). SUGGESTIONS FOR PARTNERSHIP & WORKSHOPS

1). That the DHRC, Dover Youth Advisory Committee and Title V Policy Prevention Board for the City of Dover, work together and develop new ideas and programs that will assist and encourage at risk youth, which often grow up to be at risk adults, become more successful and productive citizens that have a better understanding of how to deal with anger, disappointment and life's challenges of today in a productive manner.

Chair Sudler-

June 30, 2012

Hon Carleton E. Carey, Sr.
And Members of City Council
City of Dover
Dover, DE 19903

To the Mayor and Members of City Council:

The Dover Human Relations Commission (DHRC) has frequently held community outreach meetings in order to increase communication with the city's residents and better assess the mood and concerns of the citizens of Dover. This activity has enabled the Commission to fulfill its commitment, as outlined in Article II. Section 58-31 of the City Code, to adopt a philosophy of inclusion, intergroup cooperation, and fair treatment.

On March 28, 2012, one such community outreach meeting was held in the offices of the Delaware Community Outreach Committee, 680 Forrest Avenue, Dover. Most of the 30 community members in attendance felt strongly that measures should be taken to upgrade conditions in downtown Dover in order to improve the quality of life and the safety of the neighborhood. Local residents identified several areas of concern which, in the view of the Commissioners, were entirely justified. They include:

1) Concern about loitering which often involves the use of bad language and playing loud music. Loitering sometimes leads to fights at night, especially on the vacant lot at 110 N. New Street that in the summertime is a haven for prostitution. Residents wondered about the possible effect of a curfew to curb this activity, or at the very least, the posting of "No Loitering" signs;

2) Concern about human defecation on public streets and walkways;

3) Concern that drug activity is increasing all over the city, particularly in the New Street area above Reed Street, even with police activity in the area. Many of those participating in drug activity were observed to come from different areas and even when they were dispersed, they always returned. Extensive police follow-up was not in evidence. Also, it was reported that drug dealers know that there is a 1–1½-hour period during the shift change for local police when they can get away with anything. Local residents recommended strong police presence after 4:00 p.m. or the presence of a mini-police station downtown;

4) Concern about Wesley College students drinking alcoholic beverages on Governors Avenue from Thursday through Sunday, and being unruly and disrespectful to neighborhood residents;

5) Concern about shootings in the area and the fact that there are no recreation facilities for young people in the immediate vicinity. Religious-based programs, such as Rev. Gregory Gordon Sr.'s My Brethren Ministries, have had a positive impact but are not enough to get kids off the street permanently. A suggestion was made that the area needs a recreation center where young people could go, and there should be no fee for joining the Boys & Girls Club since many cannot afford it. One resident pointed out that the Simon Circle Boys & Girls Club used to be free when it first opened. The request was also made to organize a Dover branch of the Police Athletic League;

6) Suggestion to form a Neighborhood Watch program whereby local residents hold meetings which police officers attend and share contact information which residents can use if they observe suspicious activity. Specific police officers could be assigned to the Neighborhood Watch group;

7) Concern about police/community relations and the feeling that police are not always attentive to citizen complaints. There is the perception that certain Dover police officers are desensitized to minority complaints. One resident witnessed police officers sitting and drinking soda with landlords and not focusing on problem situations. Another witnessed a fight erupt and the police officer did not get out of his car or call for police backup. There was a general feeling that the Dover police disrespected local residents and had disparaging attitudes toward them. There is a widespread lack of understanding of the ramifications of Zero Tolerance Code of the Dover Police Department. Such circumstances have created lack of trust in the police;

8) Concern about the growth of illegal gang activity in Dover and the proliferation of guns, which have had an increasingly negative impact on the quality of life. A question was raised as to the possibility of implementing a gun return program in Dover, similar to those in Wilmington and Philadelphia, where those turning in guns could receive food vouchers or cash. Such incentive programs should allow residents and ex-felons to turn in guns without criminal or legal repercussions;

9) Concern about the lack of jobs available in Dover, which contributes to continuing a lifestyle of criminal activity as the only means of survival; and

10) Praise for the positive role of the House of Pride (HOP) in improving the lives of former drug addicts and giving them hope that things can change for the better. There was the general consensus that the city should support the HOP in its efforts to clean up the area, improve the neighborhood and instill faith in the system.

It is the strong recommendation of the Dover Human Relations Commission that the Mayor and City Council engage in a serious review of citizen concerns expressed at the March 2012 DHRC community outreach meeting, which echoed sentiments articulated at previous meetings. Initially, the DHRC recommends that the Delaware Department of Justice, Dover and Delaware State University Police Departments and the DHRC partner to conduct a public workshop on Zero Tolerance and Loitering Criminal Codes. We also suggest that the City of Dover continue to support and help strengthen interfaith activities to improve the quality of life throughout the city (perhaps by waiving or reducing parade and event permit fees). The DHRC stands ready to cooperate with the Mayor and the Council in addressing these citizen concerns in order to make Dover an even better place to live.

Sincerely,

Chair, Dover Human Relations Commission

CITY OF DOVER
DEPARTMENT OF FINANCE
PROCEDURE MANUAL

TITLE: Grant Application Procedures

PROCEDURE # 317
DATE: November 2, 2007
REVISED: December 8, 2008

Introduction

This procedure is intended to establish clear directions for accounting for and administering the funds and resources received by the City through Federal, State, and other Grants.

It is the City's policy to strictly prohibit any political activities related to Federal, State and other political subdivision assisted programs. The City's employees will not engage in such activities nor spend City funds or grant funds in such activities.

Definitions

"Department": Departments are the major organizational sub-divisions. They have a broad overall purpose. The City of Dover is organized into departments as follow: Customer Services, Parks, Recreation & Library, Public Services, Police, Public Utilities, Mayor, Central Services, City Clerk, City Manager, Information Technology, Finance, Human Resources, and Assessor.

"Grants": Funds and resources procured by the City which are restricted as to usage by the government or institution providing the funds. Usually, there is an application process whereby the City provides evidence of its need for the funds, its ability to use the funds in a manner approved by the grantor, and detailing the expenditures expected to be incurred. The primary grant providers to the City are the Federal and State governments.

"Closeout": The process of finalizing a grant project, including completion of the final financial reports, determination of cash balances, accomplishment of necessary accounting entries and placing all project files in a manageable holding system.

"Matching Funds": Dollars that must be available in order to qualify for a grant. Often grantors will not support the entire cost of a project and require that the applicant provides a certain share of the project cost from other sources.

"In Kind Match": A grant where the required match is not a cash contribution, but is existing personnel time, equipment or material made available for the purpose of the grant."

"NOFA": Notice of funding availability. Grant-making agencies issue a NOFA to solicit applications.

"OMB Circular A-87": Establishes principles and standards for determining costs for Federal awards carried out through grants, cost reimbursement contracts, and other agreements with State and local governments.

Departmental Grant Application Decision Making Process

1. The Departments are responsible for seeking out new grant resources. The Department shall analyze the need and future costs of a grant before applying for a grant. A number of questions shall be considered by the department before determining whether a grant application is appropriate. A '**Department Grant Application Analysis Form'** to be completed by each department can be found in Appendix A.

2. A copy of the '**Department Grant Application Analysis Form'** should be maintained in the grant folders at the department level and copies distributed to the City Manager and Finance Director for budgeting and auditing purposes.

3. If the annual project/program cost in excess of the grant award exceeds $25,000.00 Council approval is required. A copy of the **Department Grant Application Analysis Form** should accompany the appropriate approval forms.

Grant Application Process

1. The Application process is the most critical step. The requesting department prepares the grant application package and submits the approved, completed grant packages to the proper grantor institution. The reviewing body will make their decision solely upon the evidence of need as shown in the application. Therefore, a well documented proposal is imperative. Departments should review the requirements of the application closely.

2. City Council must approve the application of all grants which require a 'monetary' match in funds of $25,000 or more from the City of Dover or if the grant requires City Council approval. Grants requiring 'in-kind' matches do not need Council approval. The Department shall be responsible for acquiring City Council approval before applying for grants with these requirements. Please note if the grant and match have been fully identified in the approved budget, Council approval shall be met. This procedure does not negate any requirements of the City Purchasing Policy.

3. The application cannot be submitted to a grantor for consideration without the written approval of the Department Head regardless of the amount. A copy of the application with the Department Head's signature should be kept on file within the submitting department.

4. The requesting department will be responsible for ensuring that all approved applications are signed by the Mayor or appropriate official prior to submission.

Grant Award/Post Award Process

1. The requesting department receives the grant award letter. Federal award notification is received by email. If the City is awarded the grant, a Committee Action Form (CAF) is to be prepared for the Legislative, Finance & Administrative Committee to approve the grant award. The CAF shall include any non-grant funded expenses listed in the '**Department Grant Application Analysis Form'** for the current and future fiscal years.

   Several types of state funded grants are awarded to local law enforcement agencies state-wide based on annual allocations of funds approved by the State Legislature and quarterly

applications for funds resulting from property and drug seizures. The Police Department must conform to the grantor requirements for spending these funds. The Police Chief approves the application for and disbursing of these particular funds.

2. A grant records file shall be maintained and updated by the requesting department for each application throughout the grant process, including the final accounting and closeout. The file shall consist of, at a minimum, the application, acceptance letter and a spreadsheet detailing cash receipts and disbursements. The Department must maintain records of expenditures including any appropriate supporting documentation. The expenditures must be reviewed to determine if they are an eligible expense under the grant agreement.

   Confidential records supporting expenditures for informant funds etc, used by the Police Department will be maintained in accordance with current policies and procedures for the department. Procedural notice 42 Criminal Investigations, section VII outlines those procedures to be followed by the Police Department.

3. The Department Head, or his/her designee, shall monitor the status of the grant application and the subsequent award.

4. The original signed grant contract shall be added to the appropriate grant file and identified with a contract number and the performance period.

5. Copies of all documents are to be provided to the Finance Department to monitor compliance and completion of the annual audit.

6. Where applicable, Public Hearings and Advisory Board Meetings must be held in accordance with the grantor requirements throughout the term of the grant.

Accounting Procedures

1. The Department Head shall request account numbers for grant revenues and expected expenditures from the City Finance office. Where applicable a project number will be assigned to each grant to track receipts and expenses

2. The Finance Department and Department Head are responsible for maintaining separate records for each grant project to avoid commingling of grant funds.

3. The Department Head is responsible for assuring all grant project funds are expended according to the terms of the grant. All grant project funds must be obligated by the termination date(s) specified in the grant. Any matching funds must be expended and reported timely.

4. The Department Head is responsible for submitting any required reimbursement requests to the grantor as authorized expenditures are incurred. At the end of each fiscal year, the Department Head shall submit to the Finance Department a list of all outstanding reimbursement requests and qualified expenditures incurred, but not submitted to the grantor for reimbursement. Accordingly, the Finance Department shall create a grant receivable entry, reconciling this to the grant activity recorded during the period.

5. Purchase, Invoice and Payment processing shall be in accordance with the City of Dover Purchasing Policy, incorporated into this procedure by this reference. Payroll processing shall be in accordance with City payroll procedures.

6. Retention of records shall be in accordance with the State of Delaware's Local Government General Records Retention Schedule for Grants, which specifies grant financial files are to be retained for five years after submission of the grant closeout letter and successful audit.

7. Requests for drawdown of funds must be in accordance with award requirements specified by the grantor.

8. Receipts are received and entered into the General Ledger by the Finance Department.

9. The Department Head is responsible for maintaining records of all inventory purchased and are to provide an updated copy to the Finance Department June 30 each year for audit purposes. All records for equipment, non-expendable personal property and real property shall be retained for a period of at least three years from the date of the disposition, replacement, or transfer.

10. Records must be maintained for each non-expendable item that costs $5,000 or more and has a useful life of one year or more. The Department Head shall send the invoices and appropriate backup data to the Finance Department for recording in the Capital Asset system.

11. The Department Head is responsible for timely submission of reports to the grantor as required under the terms of the grant.

12. The Department Head is responsible for submitting quarterly and final Financial Status Reports (FSRs) for grants if required under the terms of the grant. A copy of any FSR must be submitted to the Finance Department before being sent to the grantor. Finance shall reconcile amounts reported on the FSR with the amounts recorded in the City's accounting system. Any discrepancy shall be resolved by the Department Head and communicated to the Finance Department.

13. The Department Head is responsible for performing and monitoring closeout activities.

14. Any unexpended funds shall be returned to the grantor and any interest earned on cash balances shall be disbursed in accordance with the grant requirements.

15. The Finance Department is responsible for preparing Form SF-SAC, "Data Collection Form for Reporting on Audits of States, Local Governments, and Non-Profit Organizations," in accordance with Federal OMB Circular A-133.

16. A quarterly report will be presented to City Council by the Finance Department for all grants.

Control of Grant Funds

1. Interest Earned and expended is promptly recorded in the accounting records and reported on the FSR's. FSR's are due 45 days after the end of the calendar quarter.

2. Grant funds and interest earned is expended by the end of the allowable period.

3. Matching funds are expended and reported timely.

4. Final FSR's are submitted timely.

5. The Department Head will ensure grant requirements are met and if necessary will request changes from the grantor 60 days before the end of the award period.

6. Draw down of Federal funds will be initiated after the Department submits the quarterly FSR's. This ensures that the department has already paid for the cost of goods or services incurred on behalf of federal grants. Any funds received in advance will be placed in an interest earning account.

7. Department Heads ensure matching funds are spent and that related expenditures are tracked for reporting purposes.

8. Department Heads will obtain permission from federal grantees to spend the interest earned as part of the grant proceeds. They will request a Budge Adjustment Request to augment grant budgets with interest earned revenues that they have received.

DISTRIBUTION

Mayor	CDBG Director	Police Department
City Manager	Department Heads	

Appendix A

Department Grant Application Analysis Form
For Use in Evaluating Grant Opportunities

General Information

Department: Staff Contact:

Grant/Project Title:

Brief Grant/Project Description:

Application Information

Due Date: _____ New ☐ Related Grants:

Recurring ☐

Anticipated Award Date: _____ Anticipated Notification Date: _____

Start Date: _____ End Date: _____

Award Amount: $ _____ Cash ☐ Reimbursement ☐

Approx. reimbursement turn-a-around time _____

Council Approval Needed: Yes ☐ No ☐ Which apply? Match amount ☐

(Council approval is needed for grant projects > $25,000, when match amounts equal or exceed $25,000, or when expressly required by the granting authority.)

Project shortage ☐

Other grant requirement ☐

Grant/Project Costs

Budget Category	Award Amt	Match Amt	Match Source
Contractual			
Equipment/Supplies			
Indirect Cost (ie, vehicle repairs, mileage, IT, telephone)			
Personnel			
Additional Personnel/Over-time (ie, support costs, administrative salaries)			
Travel/Training			
Capital (ie, land, building, vehicles, etc.)			
Other (ie, informant/buy Money)			
Total	**$**	**$**	
	GRAND TOTAL	**$**	**(Award + Match)**

Appendix A-continued

Department Grant Application Analysis Form
For Use in Evaluating Grant Opportunities

Other Information

1. Are any of this project's costs included in the City budget?

2. Are there any lone-term costs or commitments?

3. How will this program/project be funded after the grant expires?

4. What is the maximum amount of funds available from this funding source?

5. If the Department receives only a portion of the amount requested, how will the project be funded?

6. Are there other departments in the City eligible for this funding?

7. Are other departments in the City willing to collaborate on this project?

8. Will this project duplicate or compete with other services or programs provided by the City or other local agency:

Originated	January 4, 1996
Revised	February 27, 2007
Revised	November 2, 2007
Revised	November 13, 2007
Revised	December 8, 2008

U.S. Department of Justice
Office of Justice Programs
Office of Juvenile Justice and Delinquency Prevention

OMB No. 1121-0329

The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Office of Juvenile Justice and Delinquency Prevention (OJJDP) is seeking applications for its FY 2012 Defending Childhood Resource Center: Improving the Nation's Response to Children Exposed to Violence. This program furthers the Department's mission by providing a range of training, technical assistance, and resources to state, tribal, community, and private organizations that serve children who are exposed or at-risk for exposure to violence in their homes, schools, or communities.

OJJDP FY 2012 Defending Childhood Resource Center: Improving the Nation's Response to Children Exposed to Violence

Eligibility

Eligible applicants are limited to nonprofit and for-profit organizations (including tribal nonprofit and for-profit organizations) and institutions of higher education (including tribal institutions of higher education). For-profit organizations must agree to forgo any profit or management fee. (See Eligibility, page 3.)

OJJDP may elect to make awards for applications submitted under this solicitation in future fiscal years, dependent on the merit of the applications and on the availability of appropriations in future years.

Deadline

Applicants must register with Grants.gov prior to submitting an application. (See How To Apply, page 11.) All applications are due by 11:59 p.m. eastern time on July 30, 2012. (See Deadlines: Registration and Application, page 3.)

Contact Information

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, or via e-mail to support@grants.gov. **Note:** Hotline hours of operation are 24 hours a day, 7 days a week, except federal holidays.

For assistance with any other requirements of this solicitation, contact the Justice Information Center (JIC) at 1–877–927–5657, via e-mail to JIC@telesishq.com, or by live Web chat. JIC hours of operation are 8:30 a.m. to 5:00 p.m. eastern time, Monday through Friday, and 8:30 a.m. to 8:00 p.m. eastern time on the solicitation close date.

Grants.gov number assigned to this announcement: OJJDP-2012-3349
Release Date: June 28, 2012

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OJJDP FY 2012 Defending Childhood Resource Center: Improving the Nation's Response to Children Exposed to Violence (CFDA #16.818)

Overview

Under this program, the successful applicant will develop the Defending Childhood Resource Center (Resource Center) to provide education, training, and technical assistance for state, local, tribal, and private organizations who serve children and youth who are exposed or are at-risk for exposure to violence in their homes, schools, and communities. The Resource Center will build upon the recommendations of the Attorney General's National Task Force on Children Exposed to Violence (Task Force) and the National Advisory Committee on Violence Against Women (NAC). The Resource Center will provide opportunities for state, local, and tribal governments and private organizations who work with children and youth exposed to violence or are at-risk for exposure to violence to receive consulting services, participate in peer-to-peer networking opportunities, and receive other tailored assistance to effectively implement the Task Force and NAC recommendations to address children's exposure to violence.

The Office of Juvenile Justice and Delinquency Prevention (OJJDP), in partnership with the Office on Violence Against Women (OVW), will administer the project through a cooperative agreement. This program is authorized by the Department of Justice Appropriations Act, 2012; Pub. L. No. 112-55; 125 Stat. 552, 615.

Deadlines: Registration and Application

Applicants must register with Grants.gov prior to submitting an application. OJP encourages applicants to register several weeks before the application submission deadline. In addition, applicants are urged to submit applications **at least 72 hours prior** to the due date of the application to allow time to receive the validation message and to correct any problems that may have caused a rejection notification. The deadline to apply for funding under this announcement is 11:59 p.m. eastern time on July 30, 2012. See How To Apply, page 11, for details.

Eligibility

Eligible applicants are limited to nonprofit and for-profit organizations (including tribal nonprofit and for-profit organizations) and institutions of higher education (including tribal institutions of higher education). For-profit organizations must agree to forgo any profit or management fee.

OJJDP welcomes joint applications from two or more eligible applicants; however, one applicant must be clearly indicated as the primary applicant (for correspondence, award, and management purposes) and the others indicated as co-applicants.

Program-Specific Information

Every year, millions of children and adolescents in the United States are victimized and exposed to violence in their homes, communities, and schools. Child victims of or witnesses to violence may suffer devastating consequences beyond physical harm, which may include attachment difficulties, regressive behavior, anxiety, depression, and aggression. When these problems go unaddressed, children are at greater risk for school failure, substance abuse, repeat victimization, delinquency, gang involvement, and criminal behavior during adulthood. In short, mitigating children's exposure to violence is central to breaking the cycle of violence.

Note: Exposure to violence includes being a victim of violence or a witness to violence and encompasses abuse, neglect, or child maltreatment, domestic violence, dating violence, sexual assault and stalking, school violence, and community violence.

The Defending Childhood Initiative. The Attorney General's Department-wide Defending Childhood Initiative builds on and incorporates the knowledge gained through research, programs, and demonstration initiatives that have addressed children's exposure to violence over the past decade.

The Initiative features a coordinated, multi-disciplinary approach to identifying successful policies and practices that address the trauma that children exposed to violence experience in their homes, communities, and schools. It will integrate prevention, intervention, treatment, and community organizing strategies to provide a continuum of care to children and teens, ages 0 through 17, who have been exposed to violence. The ultimate goals of the Initiative are to reduce the severity of violence, reduce the frequency of violence, reduce the short- and long-term traumatic impact of violence, increase community safety and accountability, improve the response to children exposed to violence, improve the safety and well-being of children, and create a national dialogue on the issue of children exposed to violence.

The Defending Childhood Task Force on Children Exposed to Violence. The Task Force is a federal advisory committee that the Attorney General convened in 2011 to examine the pervasive problems associated with children's exposure to violence. From November 2011 through April 2012, the Task Force held four public hearings and three practitioner listening sessions in urban, rural, and tribal areas throughout the United States to learn from practitioners, policymakers, researchers, and community members about the extent and nature of the problem. The Task Force will issue a report in late September 2012 that lays out final policy recommendations for the Attorney General. OJJDP expects that the recommendations will have significant implications for public and private agencies and organizations regarding the current system of care provided to children exposed to violence at the local, state, tribal, and federal levels.

The National Advisory Committee. Attorney General Holder rechartered the National Advisory Committee on Violence Against Women (NAC) on March 3, 2010, to recommend ways that the Departments of Justice and Health and Human Services can improve the nation's response to violence against women, with a specific focus on successful interventions with children and teens who witness and/or are victimized by domestic violence, dating violence, and sexual assault. NAC will issue a report outlining final policy recommendations for the Attorney General by July 2012. OVW anticipates that the recommendations will increase knowledge and skills regarding prevention, intervention, enhancing resiliency, and the development and use of

evidence-based practices among government agencies and private organizations. Information on NAC can be found on the OVW Web site at www.ovw.usdoj.gov/nac.html.

Purpose

This project will establish a Defending Childhood Resource Center, which will provide education, training, technical assistance, and specifically tailored support to state, local, and tribal governments to implement child welfare/juvenile justice policies that the Attorney General's Defending Childhood Task Force and NAC have recommended. The Resource Center will promulgate evidence-based, culturally and gender sensitive approaches to prevent, reduce, and mitigate the effects of children's exposure to violence in homes, schools, and communities and advance the scientific knowledge base in this area. The Resource Center will also document, disseminate, and train on best practices, including community-driven solutions.

The successful applicant or consortium of applicants will work under the direction of an OJJDP program manager to fulfill all tasks and deliverables, with the program manager approving all substantive areas of the work. OJJDP will provide considerable guidance and direction and will collaborate with the grantee as emerging needs and priorities under this program are identified.

Goals, Objectives, and Deliverables

The overall goals of the Attorney General's Defending Childhood Initiative include the following:

- developing and implementing activities in families and communities that prevent children's initial and repeated exposure to violence.
- advancing scientific inquiry into the causes and characteristics of childhood exposure to violence and supporting education and outreach efforts to improve understanding.
- improving systems and services that identify and assist children, youth, and families who have been impacted by violence to reduce trauma, build resilience, and promote healing.

The specific objectives of this program are to:

- establish and maintain a Defending Childhood Resource Center and accompanying Web site.
- provide resources, training, and technical assistance on issues related to children's exposure to violence for a range of agencies and community members, including children and families; law enforcement officers; juvenile justice; prosecutors; the judiciary; non-violence organizations; community organizers; victim service providers; advocates for children and victims of domestic violence, sexual assault, educators and child welfare specialists; health and mental health professionals; legal advocates; and others.
- develop and disseminate information to advance understanding of children's exposure to violence and provide guidance on how policies and programs can improve the response to the needs of children exposed to violence and their families.
- leverage strategic partnerships with other organizations to provide access to national-level state-of-the-art training. Specifically, the successful awardee will collaborate with the

Substance Abuse and Mental Health Services Administration's (SAMHSA's) National Child Traumatic Stress Network (NCTSN), and other partners, to coordinate training and technical assistance activities and to avoid duplication of resources and services. Information on the NCTSN can be found at www.nctsn.org/.

- facilitate peer-to-peer consultation and networking between organizations to promote problem solving and innovation across communities.
- provide diverse subject matter experts to offer onsite consultations.
- provide tools and practical techniques for working across different disciplines to facilitate information sharing, communication, and coordination.
- provide a semiannual report to the OJJDP Administrator and the OVW Director of the latest trends, practices, and programming regarding children exposed to violence.

The activities outlined above should incorporate information acquired from research on the needs of children exposed to violence and their families, and from promising and evidence-based programming and practice. They should address the multiple points of entry (e.g., home visitation, law enforcement, courts, hospitals, health clinics, preschool programs, schools, child welfare and juvenile justice systems, etc.). Activities and materials should be gender-sensitive and culturally relevant.

OJJDP will expect the successful applicant to collaborate with other OJJDP training and technical assistance providers to coordinate services to states, tribes, communities, and service providers.

Deliverables

The specific deliverables of this program are to:

- establish and maintain a Defending Childhood Resource Center Web site.
- develop and implement a technical assistance delivery plan to respond to the needs of communities.
- assess the training, informational, technical assistance, and resource needs of state, local, tribal, and private organizations on issues related to children's exposure to violence.
- develop model practices for those who work with children exposed to violence across multiple systems.
- provide content updates for OJJDP's publications and reports.

OJJDP will assign major tasks and deliverables under this solicitation based on a review of the successful application.

Award Information

OJJDP will enter into a cooperative agreement with the successful applicant and will make an initial award of as much as $2 million with a program and budget period of 36 months. This amount is for the entire award period. All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.

In furtherance of the goals and objectives described above, OJJDP's role will include the following tasks:

- reviewing and approving major work plans, including changes to such plans, and key decisions pertaining to project operations.
- providing guidance in significant project-planning meetings and participating in project-sponsored site visits, training events, or conferences.
- reviewing and approving any proposed solicitations prior to release or publication.

Evidence-based Programs or Practices

OJP considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence (generally obtained through one or more outcome evaluations). Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which OJP considers a program or practice to be evidence-based. OJP's CrimeSolutions.gov and OJJDP's Model Program Guide Web sites are two resources that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

Budget Information

Limitation on Use of Award Funds for Employee Compensation; Waiver: With respect to any award of more than $250,000 made under this solicitation, federal funds may not be used to pay total cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that exceeds 110% of the maximum annual salary payable to a member of the Federal Government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. The 2012 salary table for SES employees is available at www.opm.gov/oca/12tables/indexSES.asp. Note: A recipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

The limitation on compensation rates allowable under an award may be waived on an individual basis at the discretion of the Assistant Attorney General of OJP. An applicant requesting a waiver should include a detailed justification in the budget narrative of its application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request the applicant to adjust and resubmit its budget.

The justification should include the particular qualifications and expertise of the individual, the uniqueness of the service being provided, the individual's specific knowledge of the program or project being undertaken with award funds, and a statement explaining that the individual's salary is commensurate with the regular and customary rate for an individual with his/her qualifications and expertise, and for the work to be done.

Minimization of Conference Costs. No OJP funding can be used to purchase food and/or beverages for any meeting, conference, training, or other event. Exceptions to this restriction may be made only in cases where such sustenance is not otherwise available (i.e., extremely remote areas), or where a special presentation at a conference requires a plenary address where there is no other time for sustenance to be obtained. Such an exception would require prior approval from OJP. This restriction does not apply to water provided at no cost, but does apply to any and all other refreshments, regardless of the size or nature of the meeting. Additionally, this restriction does not impact direct payment of per diem amounts to individuals in a travel status under your organization's travel policy.

Updated Department of Justice and OJP guidance on conference planning, minimization of costs, and conference cost reporting will be forthcoming and will be accessible on the OJP website at www.ojp.usdoj.gov/funding/funding.htm.

Costs Associated with Language Assistance (if applicable). If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits by individuals with limited English proficiency may be allowable costs. Reasonable steps to provide meaningful access to services or benefits may include interpretation or translation services, where appropriate.

For additional information, see the "Civil Rights Compliance" section of the OJP "Other Requirements for OJP Applications" Web page (www.ojp.usdoj.gov/funding/other_requirements.htm).

Match Requirement. This solicitation does not require a match. However, if a successful application proposes a voluntary match amount, the match amount incorporated into the OJP-approved budget becomes mandatory and subject to audit.

Performance Measures

To assist the Department in fulfilling its responsibilities under the Government Performance and Results Act (GPRA) of 1993, Public Law 103-62, and the GPRA Modernization Act of 2010, Public Law 111–352, applicants that receive funding under this solicitation must provide data that measure the results of their work done under this solicitation. Any award recipient will be required, post award, to provide the data requested in the "Data Grantee Provides" column so that OJP can calculate values for the "Performance Measures" column. Performance measures for this solicitation are as follows:

Objective	Performance Measure(s)	Data Grantee Provides
To establish a Defending Childhood Resource Center, which will provide education,		During the reporting period:

training, technical assistance, and specifically tailored support to state, local, and tribal governments to implement child welfare/juvenile justice policies on promising and evidence-based prevention, intervention, treatment, and aftercare programs and services for children exposed to violence.	Percent of training requests completed.	Number of training requests received. Number of training requests completed.
	Number of program materials developed.	Number of program materials developed.
	Number of program materials disseminated.	Number of program materials disseminated.
	Number of events held.	Number of events/activities held for families and communities on prevention of children's exposure to violence.
	Number of participants who attended the training.	Number of participants who attended the training.
	Percentage of participants exhibiting increased knowledge of the program area.	Number of people indicating increased knowledge of the program area (determined by pre- and post- testing). Number of participants trained. Number of participants completing the pre and post testing.
	Number of partnerships (by type) established.	Number of partnerships (by type) established.
	Number of policies, procedures, strategies or interventions identified as evidence-based best practices implemented.	Number of policies, procedures, strategies or interventions identified as evidence-based best practices implemented.
	Number of deliverables that meet expectations.	Number of deliverables that meet expectations as outlined in the solicitation.

Submission of performance measures data is not required for the application. Instead, applicants should discuss in their application their proposed methods for collecting data for performance measures. Refer to the section What an Application Is Expected To Include on page 13 for additional information.

Project Evaluations

Applicants that propose to use funds awarded through this solicitation to conduct project evaluations or statistical data collections should be aware that these activities (such as

systematic investigations designed to develop or contribute to generalizable knowledge) may constitute research, which is defined as follows:

> Research means a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge. Activities that meet this definition constitute research for the purposes of this policy, whether or not they are conducted or supported under a program that is considered research for other purposes. For example, some demonstration and service programs may include research activities. 28 C.F.R. § 46.102(d). The following information pertains to applications that propose to conduct research and involves human subjects:

DOJ regulations (28 C.F.R. Part 46) protect the human subjects of federally funded research. In brief, 28 C.F.R. Part 46 requires that most research involving human subjects that is conducted or supported by a federal department or agency be reviewed and approved by an Institutional Review Board (IRB), in accordance with the regulations, before federal funds are expended for that research. As a rule, persons who participate in federally funded research must provide their "informed consent" and must be permitted to terminate their participation at any time. Funding recipients, before they will be allowed to spend OJP funds on any research activity involving human subjects, must submit appropriate documentation to OJP showing compliance with 28 C.F.R. Part 46 requirements, as requested by OJP.

DOJ regulations (28 C.F.R. Part 22) require recipients of OJP funding to submit a Privacy Certificate as a condition of approval of any grant application or contract proposal that contains a research or statistical component under which "information identifiable to a private person" will be collected, analyzed, used, or disclosed. The funding recipient's Privacy Certificate includes a description of its policies and procedures to be followed to protect the confidentiality of identifiable data. 28 C.F.R. § 22.23. The Department's regulations provide, among other matters, that: "Research or statistical information identifiable to a private person may be used only for research or statistical purposes." 28 C.F.R. § 22.21. Moreover, any private person from whom information identifiable to a private person is collected or obtained (either orally or by means of written questionnaire or other document) must be advised that the information will only be used or disclosed for research or statistical purposes and that compliance with the request for information is voluntary and may be terminated at any time. 28 C.F.R. § 22.27.

OJP has developed a decision tree www.ojp.usdoj.gov/funding/pdfs/decision_tree.pdf to assist applicants in assessing whether an activity they plan to undertake with OJP funds may constitute research involving human subjects. **Applicants should review this decision tree and include a specific statement in their application narrative that clarifies if they intend to use any information from a project evaluation or data collection to contribute to "generalizeable knowledge" or if they intend to use the information solely for the purpose of internal improvements and/or to meet OJP's performance measures data reporting requirements**. If an application includes a research, demonstration evaluation, or statistical data collection component, OJP will examine that component to determine whether it meets the definition of research.

For additional information, visit the "Research and Protection of Human Subjects" and the "Confidentiality" sections of the OJP "Other Requirements" Web page at www.ojp.usdoj.gov/funding/other_requirements.htm.

Notice of Post-Award FFATA Reporting Requirement

Applicants should anticipate that OJP will require all recipients (other than individuals) of awards of $25,000 or more under this solicitation, consistent with the Federal Funding Accountability and Transparency Act of 2006 (FFATA), to report award information on any first-tier subawards totaling $25,000 or more, and, in certain cases, to report information on the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients. Each applicant entity must ensure that it has the necessary processes and systems in place to comply with the reporting requirements should it receive funding. Reports regarding subawards will be made through the FFATA Subaward Reporting System (FSRS), found at www.fsrs.gov.

Please note also that applicants should anticipate that no subaward of an award made under this solicitation may be made to a subrecipient (other than an individual) unless the potential subrecipient acquires and provides a Data Universal Numbering System (DUNS) number.

How To Apply

Applications will be submitted through Grants.gov. Grants.gov is a "one-stop storefront" that provides a unified process for all customers of federal awards to find funding opportunities and apply for funding. Complete instructions on how to register and submit an application can be found at www.Grants.gov. If the applicant experiences technical difficulties at any point during this process, call the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, 24 hours a day, 7 days a week, except federal holidays. Registering with Grants.gov is a one-time process; however, **processing delays may occur, and it can take up to several weeks** for first-time registrants to receive confirmation and a user password. OJP highly recommends that applicants start the registration process as early as possible to prevent delays in submitting an application package by the specified application deadline.

All applicants are required to complete the following steps:

1. **Acquire a Data Universal Numbering System (DUNS) number.** In general, the Office of Management and Budget requires that all applicants (other than individuals) for federal funds include a DUNS number in their applications for a new award or renewal of an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Obtain a DUNS number by calling Dun and Bradstreet at 866–705–5711 or by applying online at www.dnb.com. A DUNS number is usually received within 1-2 business days.

2. **Acquire or renew registration with the Central Contractor Registration (CCR) database.** OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the CCR database. An applicant must be registered in the CCR to successfully register in Grants.gov. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Note, however, that applicants must **update or renew their CCR registration annually** to

maintain an active status. Information about CCR registration procedures can be accessed at www.ccr.gov.

3. **Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.** Complete the AOR profile on Grants.gov and create a username and password. The applicant organization's DUNS number must be used to complete this step. For more information about the registration process, go to www.grants.gov/applicants/get_registered.jsp.

4. **Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization's AOR. Note that there can be more than one AOR for the organization.

5. **Search for the funding opportunity on Grants.gov.** Use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance number for this solicitation is 16.818, titled "Children Exposed to Violence" and the funding opportunity number is OJJDP-2012-3349.

6. **Complete the Disclosure of Lobbying Activities.** All applicants must complete this information. An applicant that expends any funds for lobbying activities must provide the detailed information requested on the form, *Disclosure of Lobbying Activities*, (SF-LLL). An applicant that does not expend any funds for lobbying activities should enter "N/A" in the required highlighted fields.

7. **Submit an application consistent with this solicitation by following the directions in Grants.gov.** Within 24–48 hours after submitting the electronic application, the applicant should receive an e-mail validation message from Grants.gov. The validation message will state whether the application has been received and validated, or rejected, with an explanation. **Important:** Applicants are urged to submit applications **at least 72 hours prior** to the due date of the application to allow time to receive the validation message and to correct any problems that may have caused a rejection notification.

Note: Grants.gov will forward the application to OJP's Grants Management System (GMS). GMS does not accept executable file types as application attachments. These disallowed file types include, but are not limited to, the following extensions: ".com," ".bat," ".exe," ".vbs," ".cfg," ".dat," ".db," ".dbf," ".dll," ".ini," ".log," ".ora," ".sys," and ".zip."

Note: Duplicate Applications. If an applicant submits multiple versions of an application, OJJDP will review the most recent version submitted.

Experiencing Unforeseen Grants.gov Technical Issues

If an applicant experiences unforeseen Grants.gov technical issues beyond the applicant's control that prevent submission of its application by the deadline, the applicant must email the Justice Information Center (see Page 1 for contact information) **within 24 hours after the application deadline** and request approval to submit its application. The applicant must include in the e-mail: a description of the technical difficulties, a timeline of submission efforts, the complete grant application, the applicant DUNS number, and Grants.gov Help Desk tracking number(s) the applicant has received. **Note: Requests are not automatically approved by OJJDP.** After the program office reviews all of the information submitted, and contacts the

Grants.gov Help Desk to validate the technical issues reported, OJP will contact the applicant to either approve or deny the request to submit a late application. If the technical issues reported cannot be validated, the application will be rejected as untimely.

To ensure a fair competition for limited discretionary funds, the following conditions are not valid reasons to permit late submissions: (1) failure to begin the registration process in sufficient time, (2) failure to follow Grants.gov instructions on how to register and apply as posted on its Web site, (3) failure to follow all of the instructions in the OJP solicitation, and (4) technical issues experienced with the applicant's computer or information technology environment, including firewalls.

Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP funding Web page at www.ojp.usdoj.gov/funding/solicitations.htm.

What an Application Is Expected To Include

Applicants should anticipate that failure to submit an application that contains all of the specified elements may negatively affect the review of the application; and, should a decision be made to make an award, it may result in the inclusion of special conditions that preclude access to or use of award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that applications that are unresponsive to the scope of the solicitation, or that do not include application elements designated by OJJDP to be critical, will neither proceed to peer review nor receive further consideration. Under this solicitation, OJJDP has designated the following application elements as critical: Program Narrative and Budget Detail Worksheet or a Budget Narrative.

OJP strongly recommends use of appropriately descriptive file names (e.g., "Program Narrative," "Budget Detail Worksheet and Budget Narrative," "Timelines," "Memoranda of Understanding," "Resumes") for all attachments. OJP recommends that resumes be included in a single file.

1. Information to Complete the Application for Federal Assistance (SF-424)

The SF-424 is a standard form used as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov and GMS take information from the applicant's profile to populate the fields on this form. When selecting "type of applicant," if the applicant is a for-profit entity, select "For-Profit Organization" or "Small Business" (as applicable). Instructions on completing the SF 424 are available at www.grants.gov/assets/SF424Instructions.pdf.

2. Program Narrative

Applicants must submit a program narrative that presents a detailed description of the purpose, goals, objectives, strategies, design, and management of the proposed program. The program narrative should be double-spaced with 1-inch margins, not exceeding 30 pages of 8½ by 11 inches, and use a standard 12-point font, preferably Times New Roman. Pages should be numbered "1 of 30," etc. The project abstract, tables, charts, pictures, etc., including all captions, legends, keys, subtext, etc., may be single-spaced, and will count in the 30-page limit. Material required under the Budget and Budget Narrative and Additional

Attachments sections will not count toward the program narrative page count. Applicants may provide bibliographical references as a separate attachment that will not count toward the 30-page program narrative limit. If the program narrative fails to comply with these length-related restrictions, noncompliance may be considered in peer review and in final award decisions.

The program narrative should address the following selection criteria: (1) project abstract; (2) statement of the problem; (3) goals, objectives, and performance measures; (4) program design and implementation; and (5) capabilities/competencies. The applicant should clearly delineate the connections between and among each of these sections. For example, the applicant should derive the goals and objectives directly from the problems to be addressed. Similarly, the project design section should clearly explain how the program's structure and activities will accomplish the goals and objectives identified in the previous section.

The following sections should be included as part of the program narrative.

a. **Project Abstract.** Applicants should include a project abstract as the first page of the program narrative, and it is included in the page limitation specified above. The abstract should not exceed 200 words and should briefly describe the project's purpose, identify the population to be served, and summarize the activities that the applicant will implement to achieve the project's goals and objectives. These goals and objectives should focus on short-term and intermediate outcomes (see Goals, Objectives, and Performance Measures, below). The abstract should describe how the applicant will measure progress toward these goals.

   Permission to Share Abstract and Contact Information with Private Funders: It is unlikely that OJJDP will be able to fund all competitive applications, but may have the opportunity to share unfunded competitive application information with private foundations. Applicants should indicate whether they give OJJDP permission to share their abstract and contact information for both the authorized representative and point of contact with potentially interested private foundations. Granting this permission will not affect OJJDP's funding recommendations, and if the application is not funded, it will not guarantee that information will be shared, nor does it guarantee funding from any other source.

b. **Statement of the Problem.** Applicants should briefly describe the nature and scope of the problem that the program will address. The applicant should use data to provide evidence that the problem exists, demonstrate the size and scope of the problem, and document the effects of the problem on the target population and the larger community. Applicants should describe the target population and any previous or current attempts to address the problem.

   Applicants should describe any research or evaluation studies that relate to the problem and contribute to the applicant's understanding of its causes and potential solutions. While OJJDP expects applicants to review the research literature for relevant studies, they should also explore whether unpublished local sources of research or evaluation data are available.

c. **Goals, Objectives, and Performance Measures.** Applicants should describe the goals of the proposed program and identify its objectives. When formulating the program's

goals and objectives, applicants should be cognizant of the performance measures that OJJDP will require successful applicants to provide.

Goals. Applicants should describe the program's intent to change, reduce, or eliminate the problem noted in the previous section and outline the project's goals.

Program Objectives. Applicants should explain how the program will accomplish its goals. Objectives are specific, quantifiable statements of the project's desired results. They should be clearly linked to the problem identified in the preceding section and measurable.

Performance Measures. OJJDP requires award recipients to report data in support of mandated performance measures for this solicitation (see Performance Measures, page 8.) OJJDP does not require applicants to submit performance measures data with their applications. For the application, applicants should indicate an understanding of these requirements and discuss how they will gather the required data, should they receive funding.

OJJDP encourages award recipients to use information from existing program records to fulfill performance measures reporting requirements rather than initiating new data collection activities for this purpose.

d. Project Design and Implementation. Applicants should detail how the project will operate throughout the funding period and describe the strategies that they will use to achieve the goals and objectives identified in the previous section. Applicants should describe how they will complete the deliverables stated in the Goals, Objectives, and Deliverables section on page 5. Applicants are encouraged to select evidence-based practices for their programs.

This section should also include details regarding any leveraged resources (cash or in-kind) from local sources to support the project and discuss plans for sustainability beyond the grant period.

Applicants should identify any other federal, state, or private foundation grants that serve the same local area and target population.

Logic Model. Applicants should include a logic model that graphically illustrates how the performance measures are related to the project's problems, goals, objectives, and design. Sample logic models are available at www.ojjdp.gov/grantees/pm/logic_models.html. Applicants should submit the logic model as a separate attachment, as stipulated in Additional Attachments, page 17.

Timeline. Applicants should submit a realistic timeline or milestone chart that indicates major tasks associated with the goals and objectives of the project, assigns responsibility for each, and plots completion of each task by month or quarter for the duration of the award, using "Year 1," "Month 1," "Quarter 1," etc., not calendar dates (see "Sample Project Timelines" at ojjdp.gov/grantees/timelines.html).

Applicants should submit the timeline as a separate attachment, as stipulated in Additional Attachments, page 17. On receipt of an award, the recipient may revise the timeline, based on training and technical assistance that OJJDP will provide.

e. **Capabilities and Competencies.** Applicants should describe the roles and responsibilities of project staff and explain the program's organizational structure and operations. Management and staffing patterns should be clearly connected to the project design described in the previous section. This section should describe the experience and capability of the applicant's organization and any contractors that the applicant will use to implement and manage this effort and its associated federal funding, highlighting any previous experience implementing projects of similar design or magnitude.

Letters of Support/Memoranda of Understanding. If submitting a joint application, as described under Eligibility, page 3, applicants should provide signed and dated letters of support or memoranda of understanding for all key partners that include the following:

- expression of support for the program and a statement of willingness to participate and collaborate with it
- description of the partner's current role and responsibilities in the planning process and expected responsibilities when the program is operational
- estimate of the percent of time that the partner will devote to the planning and operation of the project.

3. Budget Detail Worksheet and Budget Narrative

Applicants should provide a budget that (1) is complete, allowable, and cost-effective in relation to the proposed activities; (2) shows the cost calculations demonstrating how they arrived at the total amount requested; and (3) provides a brief supporting narrative to link costs with project activities. The budget should cover the entire award period.

For questions pertaining to budget and examples of allowable and unallowable costs, see the OJP Financial Guide at www.ojp.usdoj.gov/financialguide/index.htm.

a. **Budget Detail Worksheet.** A sample Budget Detail Worksheet can be found at www.ojp.gov/funding/forms/budget_detail.pdf. Applicants who submit the budget in a different format should include the budget categories listed in the sample budget worksheet. The budget detail worksheet should be mathematically sound.

b. **Budget Narrative.** The Budget Narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. Proposed budgets are expected to be complete; reasonable and allowable; cost-effective; and necessary for project activities. The narrative should be mathematically sound and correspond with the information and figures the applicant provides in the Budget Detail Worksheet. The narrative should explain how the applicant estimated and calculated all costs and how they are relevant to the completion of the proposed project. The narrative may include tables for clarification purposes but need not be in a spreadsheet format. As with the Budget Detail Worksheet, the Budget Narrative should be broken down by year.

4. Indirect Cost Rate Agreement (if applicable)

Indirect costs are allowed only if the applicant has a federally approved indirect cost rate. (This requirement does not apply to units of local government.) A copy of the rate approval should be attached. If the applicant does not have an approved rate, one can be requested

by contacting the applicant's cognizant federal agency, which will review all documentation and approve a rate for the applicant organization or, if the applicant's accounting system permits, costs may be allocated in the direct cost categories. If DOJ is the cognizant federal agency, obtain information needed to submit an indirect cost rate proposal at www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf.

5. Tribal Authorizing Resolution (if applicable)

If an application is being submitted by either (1) a tribe or tribal organization or (2) a third party proposing to provide direct services or assistance to residents on tribal lands, then a current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal council or comparable governing body authorizing the inclusion of the tribe or tribal organization and its membership should be included with the application. In those instances when an organization or consortium of tribes proposes to apply for a grant on behalf of a tribe or multiple specific tribes, then the application should include a resolution (or comparable legal documentation, as may be applicable) from all tribes that will be included as a part of the services/assistance provided under the grant. A consortium of tribes for which existing consortium bylaws allow action without support from all tribes in the consortium (i.e., without authorizing resolution or other enactment of each tribal governing body) may submit a copy of its consortium bylaws with the application in lieu of tribal resolutions (or comparable legal documentation).

If an applicant is unable to obtain and submit with its application a fully-executed (*i.e.*, signed) copy of a tribal resolution or other, comparable legal documentation as may be consistent with the tribe's governance structure, then, at a minimum, the applicant should submit an unsigned, draft version of such legal documentation as part of its application (except in cases where, with respect to a tribal consortium applicant, consortium bylaws allow action without the support of all consortium member tribes). If selected for funding, use of and access to funds will be contingent on receipt of the fully-executed tribal resolution or other, comparable legal documentation.

6. Additional Attachments

Applicants should submit the following information, as stipulated in the cited pages, as attachments to their application. While the materials listed below are not assigned specific point values, peer reviewers will, as appropriate, consider these items when rating applications. For example, reviewers will consider résumés and/or Letters of Support/ Memoranda of Understanding when assessing "Capabilities/Competencies." Peer reviewers will not consider any additional information that the applicant submits other than that specified below.

- logic model (see Logic Model, page 15)
- timeline or milestone chart (see Timeline, page 15)
- résumés of all key personnel
- job descriptions outlining roles and responsibilities for all key positions

- letters of support/memoranda of understanding from partner organizations (see Letters of Support/Memoranda of Understanding, page 16)

- evidence of nonprofit status, e.g., a copy of the tax exemption letter from the Internal Revenue Service

- evidence of for-profit status, e.g., a copy of the articles of incorporation.

7. Other Standard Forms

Additional forms that may be required in connection with an award are available on OJP's funding page at www.ojp.usdoj.gov/funding/forms.htm. For successful applicants, receipt of funds may be contingent upon submission of all necessary forms. Note in particular the following forms.

a. Standard Assurances Applicants must read, certify, and submit this form in GMS prior to the receipt of any award funds.

b. Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements Applicants must read, certify, and submit in GMS prior to the receipt of any award funds.

c. Accounting System and Financial Capability Questionnaire (Required for any applicant other than an individual that is a non-governmental entity and that has not received any award from OJP within the past 3 years; this form must be downloaded, completed, and submitted.)

Selection Criteria

The following five selection criteria will be used to evaluate each application, with the different weight given to each based on the percentage value listed after each individual criteria. For example, the first criteria, Statement of the Problem, is worth 10 percent of the entire score in the application review process.

1. Statement of the Problem (10 percent)
2. Goals, Objectives, and Performance Measures (10 percent)
3. Project Design and Implementation (40 percent)
4. Capabilities and Competencies (30 percent)
5. Budget (complete; reasonable and allowable; cost-effective, and necessary for project activities)(10 percent)

See What an Application Is Expected To Include, page 13, for the criteria that the peer reviewers will use to evaluate applications.

Review Process

OJP is committed to ensuring a fair and open process for awarding grants. OJJDP reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation.

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. OJJDP may use either internal peer reviewers, external peer reviewers, or a combination, to review the applications under this solicitation. An external peer reviewer is an expert in the subject matter of a given solicitation who is NOT a current DOJ employee. An internal reviewer is a current DOJ employee who is well-versed or has expertise in the subject matter of this solicitation. Applications that meet basic minimum requirements will be evaluated, scored, and rated by a peer review panel. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations for award recommendations and decisions may include, but are not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding.

The Office of the Chief Financial Officer, in consultation with OJJDP, conducts a financial review of applications for potential discretionary awards to evaluate the fiscal integrity and financial capability of applicants; examines proposed costs to determine if the Budget Detail Worksheet and Budget Narrative accurately explain project costs; and determines whether costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Assistant Attorney General, who also may give consideration to factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding when making awards.

Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. OJP strongly encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. Additional information for each requirement can be found at www.ojp.usdoj.gov/funding/other_requirements.htm.

- Civil Rights Compliance
- Civil Rights Compliance Specific to State Administering Agencies
- Faith-Based and Other Community Organizations
- Confidentiality
- Research and the Protection of Human Subjects
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review

- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with Office of Justice Programs Financial Guide
- Suspension or Termination of Funding
- Nonprofit Organizations
- For-Profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006
- Awards in Excess of $5,000,000 – Federal Taxes Certification Requirement
- Active CCR Registration

Provide Feedback to OJP on This Solicitation

To assist OJP in improving its application and award processes, we encourage applicants to provide feedback on this solicitation, application submission process, and/or the application review/peer review process. Feedback can be provided to OJPSolicitationFeedback@usdoj.gov.

Appendix: Application Checklist

FY 2012 Defending Childhood Resource Center: Improving the Nation's Response to Children Exposed to Violence

This application checklist has been created to assist in developing an application.

Eligibility Requirement:

_____Non-profit or for-profit organization, including tribal non-profit and for-profit organization
_____Institution of higher education, including tribal institution of higher education
_____The federal amount requested is within the allowable limits of $2 million.

What an Application Should Include:

____Disclosure of Lobbying Activities, (SF-LLL) (see page 12)
____Application for Federal Assistance (SF 424) (see page 13)

_____Program Narrative (see page 13)
- _____Format (double spaced, 12-point standard font, 1" standard margins, narrative is 30 pages or less)
- _____Abstract
- _____Statement of the Problem
- _____Goals, Objectives, and Performance Measures
- _____Program Design and Implementation
- _____Capabilities/Competencies

_____Budget Detail Worksheet and Budget Narrative (see page 16)
_____Indirect Cost Rate Agreement (if applicable) (see page 16)
_____Tribal Authorizing Resolution (if applicable) (see page 17)

_____Additional Attachments (see page 17)
- _____logic model
- _____timeline or milestone chart
- _____résumés of all key personnel
- _____job descriptions for all key positions
- _____letters of support/memoranda of understanding from partner organizations
- _____evidence of nonprofit status e.g., copy of articles of incorporation, if applicable
- _____evidence of for-profit status e.g., copy of tax exemption letter from the Internal Revenue Service, if applicable

_____ Other Standard Forms, Certifications, and Other Components, (see page 18) including:
- _____DUNS number
- _____CCR registration
- _____Certifications
- _____Disclosure of lobbying activities (if applicable)
- _____Accounting System and Financial Capability Questionnaire

DOVER HUMAN RELATIONS COMMISSION

MINUTES OF JUNE 27, 2012

CITY COUNCIL CONFERENCE ROOM, CITY HALL, DOVER

Present: Chairman, Roy Sudler, Jr., Ellen O. Wasfi, Richard Senato, Faye Della White, Dr. Linda Hackett, Dr. Edunosu, Kim Walfield, Justina H. Brewington

Absent: Dawn Allen-Pyne

1. **Call to Order:** Chairman, Roy Sudler, Jr. called the Dover Human Relations Commission Meeting to order on this day, Wednesday, June 27, 2012 at 7:16 p.m.

2. **Moment of Silence:** was observed.

3. **Agenda Additions & Deletions:**

   No changes were made.

4. **Adoption of the Minutes of May 23, 2012:**

   a. **Commissioner Senato** motioned to accept the Minutes of May 23, 2012
   b. **Commissioner Wasfi** seconded the motion
   c. Motion carried and the Minutes of May 23, 2012 were accepted as presented.

5. **Comments/Presentations from Members of the Community:**
   There were no comments made.

6. **Chair Report:**
   a. On June 18, 2012 at 8:05am, I (Chairman Sudler) received confirmation from Kim, Esquire...

   <Commissioner Faye White entered the room and was welcomed>

   b. On June 19, 2012 I sent out a letter for the Part-time Contractual Assistant Position.
   c. On June 20, 2012 confirmation was received from two of the three candidates, Ms. Francis and Ms. Talton that they will be present for the June 27, 2012 meeting.

7. **Committee Report:**

a. **School Programs**

Commissioner Wasfi reported on the proposed "Study Circle" Project. This project is a five week program that would run for 2 hours for five consecutive weeks. A discussion was held on finding a feasible location and time frame to implement the program. One of the suggested locations to hold the Study Circle was the Dover Library but the fact that the Dover Library closes at 9pm creates an issue. Other suggestions given were to hold the Study Circle mid-day on Saturdays or when implementing it for the schools doing it during a Study Hall. It was suggested that the Commissioners go through the process first before incorporating the schools. The Study Circle Program would consist of two Facilitators that are not Commissioners presenting hypothetical situations for discussion from the provided Study Circle Guide Book. All participants would go around the table and give input.

Commissioner Senato asked for clarification of the theme and subject matter of the Circle.

Commissioner Wasfi stated that the theme and subject matter of the Circle is breaking down stereotypes, bringing knowledge and self to the table to break through the surface. The Study Circle is not issue oriented but person oriented.

Commissioner Wasfi also shared that she participated in other Circles that had an OUCH statement. (Who am I and why I feel this way is not the case, it is more about how we as individuals react to each other.)

Commissioner Brewington stated that if this is done during the week that 6pm-8pm is not a good time.

It was noted that this program is for the benefit of the Commissioners and that the Community and Faith Leaders can be asked to participate in this program as well.

Chairman Sudler stated that he participated in a Race Study Circle as a young man and it helped him. He thought it would be great and beneficial if the Commission would participate. Chairman Sudler stated that the program will be for five consecutive Fridays for two hours and asked if all can get back to him.

Commissioner White asked is this once a year or just for the five weeks?

It was stated that this is basically a onetime thing. It was also noted that this would be a Race and Relations Study Circle and that there are many other types.

Commissioner White asked are we limited.

Commissioner Wasfi stated that this Study Circle is to establish a human connection to the faces we face daily. It was also stated that stereotyping is a harmful thing.

It was noted that if this is done for the schools and the Commissioners that the Commissioners should be the first to go through the Study Circle Program.

The Study Circle for the high school would include faculty and then get the students involved. We may want to check and see if the school could substitute a Study Circle for a Study Hall.

Chairman Sudler stated that once we the Commissioners go through a Study Circle then we can think of how it can be applied to school.

b. **Community Programs:**
Commissioner Dawn Allen-Pyne not present to report.

c. **Assessment:**
Commissioner Wasfi handed out the Dover Human Relations Commission Survey of Dover Residents with Cost Estimates.

Commissioner Senato asked where the results of the Survey handed out are.

Chairman Sudler suggested that everyone review the Survey and when the Commission meets again to bring additional questions.

Commissioner Wasfi stated that the Dover Post was used, address list was not included, random survey selection and that we only paid for returned survey.

Commissioner Senato suggested that prison ministries can print, fold and label these surveys.

It was noted that a list of names and addresses is needed for the City of Dover.

d. **In day Chair Report:**
Commissioner Wasfi – nothing to report.

8. **Unfinished Business**
   a. **Asian Illegal Gang Formation** – Resolution reviewed for suggestions and recommendations.
   Item a) final a new packet resolution.

Floor opened for comments on the resolution:

Commissioner Wasfi committed on the need for some grammatical corrections and bold facing on **WHERE AS**. She will review the document, make the necessary grammatical corrections and submit.

Chairman Sudler passed out pictures to support the resolution. It was stated that there is no deadline from the Mayor's office for this resolution.

Commissioner Senato asked if this was going to the City Solicitors Office for editing.

Commissioner Wasfi would like to proceed with the recommendations from March 28th Community Relations Meeting.

It was suggested to table a motion to accept to review the letter

Commissioner Wasfi motioned to review the letter

Commissioner Senato seconds the motion

b. Review of Questions from the Dover Human Relations Commission Survey of Dover Residents:

Chairman Sudler asked for suggestions on questions you may or may not want entered on the 2012 Survey.

Suggestion review for 2012 Survey Questions:

1) I have a full understanding of how to identify a hate crime.
2) My employer has provided workshops or seminars on employees or employers rights in the workplace.
3) I understand the difference between sexual orientation and gender discrimination.
4) I understand the Hate Crime Prevention Act.

There were no additional suggestions given at this time.

Chairman Sudler stated that he would hope that all suggestions be in by the next month.

c. Recommendations for March 28th Outreach Committee Meeting
Review letter from Commissioner Wasfi and letter drafted by Chairman Sudler for the Mayor and City Council to review by July 1, 2012 via email.

The Commissioners reviewed Commissioner Wasfi's letter to City Council and Memorandum. It was noted that after proofing the letter and seeing what can be incorporated in the memorandum from the letter, that the letter is the primary line of communication to send to the Mayor and City Council.

Commissioner White thought the letter and memorandum was a repeat.

Commissioner Wasfi said item #6 can be combined with #6 in the memorandum. Item # 6 (in primary letter) reference area about proliferation of guns.
A memorandum is used to strengthen the letter if needed. It was noted that the meeting was in March and recommendations need to be made.

d. **Residents stated in the Community Outreach Meeting:**
There is a problem with Wesley College students drinking Thursday through Saturday.
Commissioner Hackett stated that a recreation site for university age students may help defer students from drinking on Governors Street and becoming unruly and disrespectful to residents.

Commissioner White on Memorandum #5 on Wesley College

Commission reflects what the community brings forth:

- Residents requested more security or a mini police station.
- Some residents are stating that police are being desensitized to minorities calling for services.
- Dover citizens need a better understanding of zero tolerance code.
- Do you think the City of Dover is a desirable place to live?

Commissioner Senato needed to be excused from the remainder of the meeting.

Commissioner Walfield announced several job openings in the area Amazon -1200, Kraft – 200, Citi – 500 and that Redner's will be opening a store in Camden and Milford. She also mentioned that there is a company called Apex that helps past offenders clear their record.

e. **Final Draft of Sexual Orientation and Hate Crimes in the City of Dover**
Need special forum to talk about resolutions. Need approval for agenda and topic.

Commissioner Walfield state she will be absent for the month of July.

Suggestions to correct to forum or any motions to accept forum flow.

Commissioner Wasfi moved to have a Forum

Commissioner Hackett second that motion

Motion for resolution with proper amending's be forwarded to the Mayor and City Council for final correction.

Commission Wasfi motioned to review letter via email first before sending the letter.

Commissioner White second

Commissioner Hackett questioned motion

Commissioner Wasfi will do a modification to the letter and Chairman Sudler will modify Memorandum both will review before sending.

9. **Quick Summary of Self from Part-time Contractual Assistant Applicants :**
   Ms. Frances and Ms. Talton gave a brief summary of who they are and why they applied for the Part-time Contractual Assistant position with the Dover Human Relations Commission.

10. **Selection / Hiring Process:**

    Commissioner Hackett motioned to table hiring process

    Commissioner White seconds the motion.

    Motion carried.

11. **Announcements:**

    a. Mt. Zion Men's Day Community BBQ
    b. Calvary Baptist Movie Fund Raiser July 16, 2012 an Evening with Clifton Davis
    c. Schedule Outreach Location

12. **Adjournment :**

    Commissioner White made motion to adjourn the meeting

    Commissioner Wasfi seconds that motion.

    Motioned carried and the meeting adjourned at 9:40pm.

Respectfully Submitted,
Belinda Talton