



**Closed-Circuit Television and Recording Technology
For Use in Child Abuse Cases**

**American Bar Association
Center on Children and the Law**

**Program Guide and Application Kit
June 2009**



*American Bar Association
Center on Children and the Law*

This request for proposals is supported through grant number 2007-TT-BX-K001, administered by the Bureau of Justice Assistance, Office of Justice Programs, U.S. Department of Justice.

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1.0 PROGRAM OVERVIEW

1.1 Introduction

The American Bar Association Center on Children and the Law (ABA) is pleased to announce the availability of grant funding for the purchase and/or upgrade of closed-circuit television (CCTV) and/or recording equipment for use in criminal child abuse cases, and for the development and delivery of related personnel training.

The primary goal of this Program is to reduce the trauma to children who testify at hearings or trials, or whose disclosures are recorded during investigation, by increasing the number of locations where CCTV/Recording Technology is available. A secondary goal is to encourage states to pass laws that allow the use of CCTV/Recording Technology in criminal proceedings against individuals charged with violating laws relating to child abuse.

Under this Program, grant funds may be used to:

- Purchase new CCTV/Recording equipment;
- Upgrade existing CCTV/Recording equipment;
- Provide related training and technical assistance; and/or
- Establish supportive procedures and protocols.

Eligible entities under this Program include:

- States — all US States, the District of Columbia, Puerto Rico, Virgin Islands, American Samoa, Guam, and the Northern Mariana Islands
- Local Units of Government —
 - a town or township, village, city or county
 - an Indian Tribe or Native Alaska village
 - a Child Advocacy Center

A successful applicant under this Program must:

- Provide a 25% cash match, based on total project costs. Examples of acceptable matching sources include:
 - designating a percentage of the personnel costs associated with staff working on the project;
 - using non-grant dollars to cover a percentage of the equipment purchases or upgrades;
- File quarterly financial and progress reports with ABA (templates to be provided)
- File a final report with ABA (template to be provided)
- Comply with the terms of a Subgrant Agreement with the ABA

The CCTV/Recording Technology Grant Program is administered by the ABA with support from the US Department of Justice, Bureau of Justice Assistance (BJA), through grant number 2007-TT-BX-K001. The Program is authorized by Part N of the Omnibus Crime Control and Safe Streets Act of 1968, as amended.

1.2 Background

Allegations of child physical and sexual abuse are often difficult to resolve in the criminal justice system, and testifying in these cases may be traumatic for victims. Several interrelated factors combine to make these cases problematic, including the victim's age, the number of agencies involved, the time needed for the investigation, the difficulty of obtaining convictions, and the trauma resulting from the abuse.

Researchers and legal experts agree that there are many ways in which criminal justice processing of such cases may increase a child's trauma. Unlike adult victims of sexual assault, child victims must often endure multiple interviews by social service caseworkers, school counselors, police, medical and/or mental health care personnel, prosecutors, and defense attorneys. After giving an initial statement, they may testify at a preliminary hearing, before a grand jury, at deposition, and/or at trial. At the same time, a concurrent investigation may be conducted by the child protection system, if the alleged perpetrator is a parent or other relative. This can result in a secondary set of interviews and testimony.

Recognizing the challenges present in child abuse cases, prosecutors, courts, and child protection agencies have introduced special techniques to elicit information from the victim while protecting them from further trauma. Among these, the use of recording equipment has gained wide applicability in child abuse cases. Recordings of forensic interviews may be used to bolster a child's trial testimony. Recordings of depositions and testimony may be used for introduction at preliminary hearings, or trial, depending on state law. In addition, the use of CCTV equipment can protect the child victim from having to see the defendant at trial while still allowing the defendant the right to "face" the accuser.

1.3 Purpose and Goals

The purpose of the CCTV/Recording Technology Grant Program is to award grant funds to eligible states and local units of government for the purchase and/or upgrade of CCTV/Recording equipment for use in child abuse cases, and for related training and technical assistance. Grant funds may not be used to reimburse states or local units of government for equipment purchased prior to participation in this Program.

The goals of the CCTV/Recording Technology Grant Program are to:

- Help eligible states and local units of government purchase new and/or upgrade existing CCTV/Recording Technology equipment;
- Support the development and delivery of related training and technical assistance
- Demonstrate the practical use of CCTV/Recording Technology in obtaining testimony from child witnesses for use in criminal proceedings;
- Identify prototype CCTV/Recording Technology programs;
- Encourage the replication of effective CCTV/Recording Technology programs; and
- Assess the effectiveness of projects funded under this Program.

1.4 Terms and Definitions

For purposes of this Program, the following terms and definitions are used:

- “Child abuse case” — a criminal case involving the physical or mental injury, sexual abuse or exploitation, or negligent treatment of an individual under the age of 18 years
- “Closed-Circuit Television (CCTV)” — the live presentation of courtroom testimony from a remote location
- “Recording” — the videotaping, dvd recording or digital recording of forensic interviews, grand jury testimony or depositions.

2.0 APPLICATION INFORMATION

2.1 Application Deadline

Applications must be submitted to the ABA by hardcopy by no later than July 17, 2009. Applications received after the deadline date will not be considered.

2.2 Eligibility Requirements

States or local unit of governments must meet the following conditions in order to be eligible for grant funding under this Program:

1. For both CCTV and recording technology projects, provide a 25% cash match, based on total project costs.
2. For CCTV projects (i.e., projects that support the live presentation of courtroom testimony from a remote location):
 - a. Certify that there is a state law in effect that permits the use of CCTV for testimony of children in criminal proceedings relating to the abuse of children. (See Appendix A for a Certification Statement to be completed and submitted with the application.)
 - b. Attach a copy of the state law permitting the use of CCTV that meets the following criteria:
 - i. A judge must determine, on a case-by-case basis, that a child witness will be traumatized by the presence of the defendant
 - ii. The trauma suffered must be more than *de minimis*
 - iii. The child witness must give his or her statement under oath
 - iv. The child witness must submit to cross-examination
 - v. The finder of fact must be permitted to observe the demeanor of the child witness in making his or her statement, and the defendant must be permitted to communicate with the defense attorney during testimony

Certification and documentation of state law is not required for recording technology projects (i.e., projects that support the use of recorded forensic interviews, grand jury testimony or depositions only.)

2.3 Application Requirements

States and local units of government applying for grant funds under this Program must complete the following:

- Short concept narrative, not to exceed 6 pages
- Application Form
- Budget Detail Worksheet
- Task and Timeline chart
- Disclosure of Lobbying Activities
- Certification Statements (3 Statements)
- Program Assurances

2.4 Concept Narrative Format and Criteria

A short concept narrative, not to exceed 6 pages, is required of all applicants. This narrative should be double-spaced in an easily read 12-point font with 1-inch margins. The 6-page limit applies to the concept narrative and a budget summary; the budget narrative, task and timeline chart, supporting documents, and all required forms must be provided as attachments and are not counted in the 6-page limit.

Concept narratives must address the proposed use of the grant funds and must follow the scoring criteria in the same order presented below. If statistics, research, or other materials are used, simply cite the information source.

1. What is your approach to implementing CCTV and/or recording technologies for child victim testimony in criminal proceedings (35 points)?

This section should explain the goals of the proposed CCTV/Recording Technology project. It should discuss the current process, what changes are proposed and why, how those changes will be realized, and what the process will look like after the 12-month grant period has ended.

This section should indicate if the approach is new or if it expands on an existing CCTV/Recording Technology project. It also should discuss how the proposed project will meet community needs.

Potential challenges to the Program, as well as plans for overcoming these challenges, should be identified. Priority will be given to applicants who can demonstrate they have in place (or a plan to assemble) a multidisciplinary team approach. Applicants who present a credible plan with reasonable objectives and goals maximize their fundability.

2. Describe your coordination activities across agencies and organizations involved in the implementation of the project (30 points).

This section should discuss plans for involving project stakeholders, including prosecutors, judges, child advocates, law enforcement, defense attorneys, and other professionals involved with child victims. Priority will be given to applicants who can demonstrate they have in place (or a plan to assemble) a multidisciplinary team. Supporting documents, such as letters of support or memoranda of understanding, may be included as an appendix, not counted in the 6-page limit.

3. What is your plan to provide training and technical assistance to a broad spectrum of professionals in the use of the technologies (10 points)?

This section should describe plans for providing related training and technical assistance, including the training of staff charged with operating the equipment. Other training topics may include technical aspects of using the equipment; legal requirements for setting up the equipment and meeting the standards for allowing a victim's testimony; and procedural and legal requirements for conducting forensic interviews via recoding technology.

If a needs assessment is to be completed before a training and technical assistance plan is to be developed, this section should describe plans for completing such an assessment and for acting on identified needs. Plans for evaluating training and technical assistance efforts also should be discussed.

4. How will you assess the effectiveness of your project (10 points)?

This section should discuss what process and indicators will be used to evaluate the project. Indicators may be about process (e.g., has a multidisciplinary team been established? has it met?) or impact (e.g., how many times has the equipment been requested? how many times has it been used?). Evaluation may be conducted in-house or through agreements with external organizations, such as local universities or research groups.

Successful applicants will be required to track the use of equipment using a data collection form provided by, or adapted from, the ABA. Successful applicants also will be required to allow the ABA or its agents access to case records, in accordance with laws and policies regarding confidentiality, and to ensure that practitioners will be available for interviews with ABA evaluators, if requested.

5. Organizational Capacity (5 points).

This section should describe the applicant's ability to conduct the project successfully from programmatic and financial positions. It should describe the organization's experience in this field. It should note qualifications of project staff. It should discuss what relationships exist between the applicant and various community stakeholders.

If the organization has previous experience administering grants, that should be noted. For all proposals, a Project Director must be designated.

A Task and Timeline Chart, identifying which staff will be responsible for what tasks during the 18-month grant period should be included as an attachment, not counted in the 6-page limit. (See Attachment D for a Sample Task and Timeline Chart)

6. Budget (10 points).

This section should include a budget that is reasonable and necessary for the proposed activities. This budget must be supported by a narrative that documents how estimated costs for budgeted items are derived and that relates those costs to the purposes of the project.

In states or local units of government where an individual is currently working on CCTV/Recording Technology efforts (e.g., an individual who is providing training, project coordination, project outreach, etc.), grant funds may be used to pay for the percent of that person's salary that is dedicated to the proposed activities.

The budget must be submitted as an appendix to the application and is not counted in the 6-page limit. Note: If the budget includes a request for fringe benefits or indirect costs, a copy of the applicant organization's Negotiated Indirect Cost Rate Agreement (NICRA) must be supplied.

3.0 PROGRAM REQUIREMENTS

3.1 Subgrant Agreement Requirements

The successful applicant under this Program must meet the requirements set forth in the Subgrant Agreement, including, but not limited to, inspections and audits, records retention, confidentiality, and non-discrimination.

3.2 Reporting Requirements

The successful applicant under this Program must:

1. Comply with audit requirements of Office of Management and Budget (OMB) Circular A-133. Information on the scope, frequency, and other aspects of the audits can be found on the Internet at <http://www.whitehouse.gov/omb/circulars>;
2. Submit Quarterly Financial Reports. Within 30 days of the end of the calendar year quarter following the start of the project period, and every calendar year quarter thereafter throughout the project period, a quarterly financial report shall be submitted. These reports identify cash expenditures against the authorized funds for the grant. Failure to submit the report may result in the inability to access grant funds. If the state is the unit

of government and will be distributing to small jurisdictions, the state office maintains responsibility for submitting all reports. Completed reports and accompanying receipts should be sent hardcopy to the ABA at the address provided below. (A standardized quarterly financial report form will be e-mailed to successful applicants prior to the submission deadline.)

3. **Submit Quarterly Progress Reports.** Within 30 days of the end of the calendar year quarter following the start of the project period, and every calendar year quarter thereafter throughout the project period, a quarterly progress report shall be submitted. Failure to submit the report may result in loss of access to grant funds. If the state is the unit of government and will be distributing to small jurisdictions, the state office maintains responsibility for submitting all reports by the required date. Grantees will be required to provide detailed information including: program approach, coordination efforts, equipment needs and purchases, training and technical assistance, and evaluation measures. Completed reports should be e-mailed or sent hardcopy to the ABA at cctv@staff.abanet.org or the address provided below. (A standardized quarterly progress report form will be e-mailed to successful applicants prior to the submission deadline.)
4. **Submit a Final Report.** Within 90 days following the end of the project period a final report, to include final financial and Program progress information, must be submitted. If the state is the unit of government and will be distributing to small jurisdictions, the state office maintains responsibility for submitting all reports. A standardized final report form will be sent to all successful applicants. Completed reports should be e-mailed or sent hardcopy to the ABA at cctv@staff.abanet.org or the address provided below. (A standardized final report form will be e-mailed to successful applicants prior to the submission deadline.)

4.0 AWARD INFORMATION

4.1 Selection Process

Awards will be competitively selected and issued in amounts adequate to meeting Program goals and objectives. Applications will be reviewed by an independent review panel and approved by the ABA, with oversight by BJA.

4.2 Notice of Award

Each applicant will receive written notification of the outcome of the selection process. Applicants who are selected for funding may be required to respond to special conditions placed on their application before funding can proceed. Letters of notification do not provide authorization to begin work under the Program. A Subgrant Agreement, to be signed by the ABA and the Project Director, is the authorizing document.

4.3 Award Period

Grantees selected for awards will be funded for a period of eighteen (18) months.

4.4 Award Amounts

Approximately 5 grants of no less than \$20,000 and no more than \$30,000 per grant will be awarded under this Program through a simplified, but competitive, award process.

5.0 OTHER INFORMATION

5.1 Submission Address

All required forms and documentation must be completed and submitted in hardcopy to the ABA by the application deadline. An original and three (3) copies of the application, including all supporting documentation, must be sent to:

Sharon Elstein
American Bar Association
Center on Children and the Law
740 15th Street, N.W.
Washington, DC 20005

5.2 Contact Information

For further information about this Program, contact Ms. Elstein at the address provided above or via email at cctv@staff.abanet.org.

5.3 Information Session

The ABA will be hosting a free 30-minute information session on this Request for Proposals via audio and web conferencing at 12n ET on June 17, 2009. To sign-up for this free session, send an email to cctv@staff.abanet.org with "CCTV RFP Information Session" listed in the subject line. Details about the session will be posted on the ABA website (www.abanet.org/child) and an archived recording will be available following the session. Interested parties are encouraged to participate in this session prior to submitting an application.

5.4 Additional Resources

The ABA has made available additional relevant resources, including a sample application and a list of Frequently Asked Questions (FAQs), on its website (www.abanet.org/child). From the ABA homepage, select “CCTV and Recording Technology for Use in Child Abuse Cases Program” from the list of “Center Projects.” Interested parties are encouraged to review posted materials prior to submitting an application.

6.0 ADMINISTRATIVE REQUIREMENTS

6.1 Application Form, Certifications, Assurances and Disclosure

Applicants should review, complete and sign all required forms associated with this Program Guide and Application Kit, including the Application Form; Budget Worksheet; Task and Timeline Chart; Certification Statements; Program Assurances; and Disclosure of Lobbying Activities. Applications submitted without these forms will not be considered. Copies of the forms are included as appendices to this Guide.

6.2 Civil Rights

Successful applicants under this Program must comply with nondiscrimination requirements contained in various Federal laws. Specifically, the statute that governs programs or activities funded by the Office of Justice Programs (Section 809(c), Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 U.S.C. 3789d) prohibits discrimination as follows:

No person in any state shall, on the grounds of race, color, religion, national origin, sex [or disability]* be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, or denied employment in connection with, any program or activity funded in whole or in part with funds made available under this title.

* Section 504 of the Rehabilitation Act of 1973 prohibits identical discrimination on the basis of disability.

If funded, a grantee must acknowledge that failure to submit an acceptable Equal Employment Opportunity Plan approved by the ABA (if the grantee is required to submit one pursuant to 28 CFR 42.302) is a violation of the grantee’s certified assurances and may result in the suspension of funds.

If any court or administrative agency makes a finding of discrimination on the grounds of race, color, religion, national origin, sex, disability, or age against a recipient of funds, the recipient must agree to forward a copy of the findings to the ABA.

6.3 Audit Information

State and local governments are governed by the Single Audit Act of 1984 and OMB Circular A-133, "Audits of State and Local Governments and Nonprofit Organizations." Recipients who expend \$300,000 or more per year in Federal awards shall have a single or program-specific audit conducted in accordance with the provisions of this circular.

6.4 Suspension or Termination of Funding

ABA may suspend (in whole or in part), terminate funding for, or impose another sanction on a recipient for any of the following reasons:

- Failure to substantially comply with the requirements or statutory objectives of the Program, Program guidelines issued thereunder, or other provisions of Federal law
- Failure to make satisfactory progress toward the goals or strategies set forth in the application
- Failure to adhere to the requirements in the agreement, standard conditions, or special conditions
- Proposal or implementation of substantial changes in the plan to the extent that, if the revised plan were the one originally submitted, the application would not have been selected for funding
- Failure to submit reports
- Filing of a false certification in the application or other report or document

Before imposing sanctions, ABA will provide reasonable notice to the recipient of its intent to impose sanctions and will attempt to resolve the problem informally.

Attachment A
Certification Statements

**Closed Circuit Television and Recording Technology for Use in Child Abuse Cases
Certification Statement: Legislative Citation**

I _____ on behalf of _____ certify that:
(Name) (State or Local Unit of Government)

_____ includes the following elements:
(Legislative Citation)

- A case-by-case determination by a judge that a child witness will be traumatized by the presence of the defendant.
- A statement that the trauma suffered must be more than de minimis.
- Evidence that the child witness' statement is given under oath.
- Evidence that the child witness has or will submit to cross-examination.
- Evidence that the finder of the fact was permitted to observe the demeanor of the child witness in making his or her statement and that the defendant was permitted to communicate with the defense attorney during testimony.

(Signature and Title)

(Date)

Note: Copy of State law must be included with this Certification Statement.

**Closed Circuit Television and Recording Technology for Use in Child Abuse Cases
Certification Statement: Environmental Impact**

I _____ on behalf of _____ certify that:
(Name) (State or Local Unit of Government)

None of the following activities will be conducted using funds received under this Program:

- New construction;
- Any renovation or remodeling of a property either (a) listed on or eligible for listing on the National Register of Historic Places, or (b) located within a 100-year flood plain;
- A renovation that will change the basic prior use of a facility or significantly change its size;
- Research and technology whose anticipated and future application could be expected to have an effect on the environment; and
- Implementation of a program involving the use of chemicals.

(Signature and Title)

(Date)

**Closed Circuit Television and Recording Technology for Use in Child Abuse Cases
Certification Statement: Funds will Supplement Not Supplant**

I _____ on behalf of _____ certify that:
(Name) (State or Local Unit of Government)

funds received as a result of participation in this Program will supplement, but not supplant, state and local funds.

(Signature and Title) *(Date)*

Attachment B
Application Form, Disclosure of Lobbying Activities,
Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility
Matters; and Drug-Free Workplace Requirements, and Program Assurances

Closed Circuit Television and Recording Technology for Use in Child Abuse Cases Application Form

Project Information

Project Title: _____

Project Abstract (50 words or less): _____

Application checklist:

- | | |
|---|---|
| <input type="checkbox"/> Application form | <input type="checkbox"/> Disclosure of Lobbying Activities (attached) |
| <input type="checkbox"/> Concept narrative, not to exceed 6 pages | <input type="checkbox"/> Certification Statements (3 attached) |
| <input type="checkbox"/> Budget worksheet | <input type="checkbox"/> Program Assurances (attached) |
| <input type="checkbox"/> Task and Timeline chart (attached) | |

Applicant Information

Name: _____

Address: _____

City: _____ County: _____ State: _____ Zip: _____

Employer/Taxpayer Identification Number (EIN/TIN): _____

Applicant Type: State (specify): _____

Local Unit of Government:

Town, township, village, city or county (specify): _____

Indian Tribe or Native Alaska Village (specify): _____

Child Advocacy Center (specify): _____

Contact Information

Name: _____

Title: _____

Phone: _____ Fax: _____ Email: _____

Funding Information

Total Project Costs: _____

Amount requested from American Bar Association: _____

Amount provided from applicant as cash match (minimum: 25% of total project costs): _____

Amount provided from other sources, if applicable (specify): _____

Areas Affected by Project

By jurisdiction (cities, counties, states, etc.): _____

By Congressional District (CA-05, NC-8, etc): _____

Is the Applicant delinquent on any federal debt?

No Yes, explain: _____

Authorized Representative

Printed Name: _____

Title: _____

Phone: _____ Fax: _____ Email: _____

Signature: _____ Date: _____

**Closed Circuit Television and Recording Technology for Use in Child Abuse Cases
Disclosure of Lobbying Activities**

Status of Award

Application Initial Award: (award number): _____ Post Award: (award number): _____

Report Type

Initial Filing Material Change (date of last report): _____

Name and Address of Reporting Entity

Prime Subawardee (*tier, if known: _____ (e.g., the first subawardee of the prime is the 1st tier)*)

Name: _____

Address: _____

City: _____ County: _____ State: _____ Zip: _____

Congressional district: _____

If reporting entity is subawardee, name and address of prime:

Name: _____

Address: _____

City: _____ County: _____ State: _____ Zip: _____

Congressional district: _____

Lobbying Entity

Name: _____

Title: _____

Phone: _____ Fax: _____ Email: _____

Individual Performing Services

Name: _____

Title: _____

Phone: _____ Fax: _____ Email: _____

Payment Information

Amount of payment: \$ _____ Actual Planned

Form of payment: Cash In-kind (specify nature and value): _____

Type of payment: Retainer One-time fee Commission Contingent Fee Deferred
 Other (specify): _____

Description of Services

Brief description of services performed, or to be performed and date(s) of service, including officer(s), employee(s), or Member(s) of Congress contacted, for payment indicated above (attached additional sheet(s) if needed): _____

Authorized Representative

Printed Name: _____

Title: _____

Phone: _____ Fax: _____ Email: _____

Signature: _____ Date: _____

Closed Circuit Television and Recording Technology for Use in Child Abuse Cases Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the following certifications:

1. Lobbying

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this

Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

2. Debarment, Suspension, and Other Responsibility Matters (Direct Recipient)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510—

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. Drug-Free Workplace (Grantees Other Than Individuals)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620—

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an on-going drug-free awareness program to inform employees about—
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Sharon Elstein, American Bar Association, Center on Children and the Law, 740 15th Street, NW, Washington, DC 20005. Notice shall include the identification number(s) of each affected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—
 - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drugfree workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant: Place of Performance (Street address, city, county, state, zipcode): _____

Check if there are workplaces on file that are not identified here.

Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check if the State has elected to complete OJP Form 4061/7.

4. Drug-Free Workplace (Grantees Who Are Individuals)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67; Sections 67.615 and 67.620—

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Sharon Elstein, American Bar Association, Center on Children and the Law, 740 15th Street, NW, Washington, DC 20005.

Authorized Representative

Printed Name: _____

Title: _____

Phone: _____ Fax: _____ Email: _____

Signature: _____ Date: _____

Closed Circuit Television and Recording Technology for Use in Child Abuse Cases Program Assurances

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.

2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.

3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.

4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.

5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).

6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to:

- (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin;
- (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex;
- (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps;
- (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age;
- (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse;
- (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism;
- (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records;
- (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing;
- (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and,
- (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.

8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.

10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.

11. Will comply with environmental standards which may be prescribed pursuant to the following:

- (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514;
- (b) notification of violating facilities pursuant to EO 11738;
- (c) protection of wetlands pursuant to EO 11990;
- (d) evaluation of flood hazards in floodplains in accordance with EO 11988;
- (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.);
- (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.);
- (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and,
- (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).

12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).

14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.

15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.

16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.

17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."

18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

Authorized Representative

Printed Name: _____

Title: _____

Phone: _____ Fax: _____ Email: _____

Signature: _____ Date: _____

Attachment C
Budget Detail Worksheet and Sample Budget

**Closed Circuit Television and Recording Technology for Use in Child Abuse Cases
Budget Detail Worksheet**

Purpose: The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided.

A. Personnel - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Name/Position	Computation	Cost
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TOTAL PERSONNEL: _____

B. Fringe Benefits - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman’s Compensation, and Unemployment Compensation. Note: If fringe benefits are requested, documentation supporting the requested fringe rate must be supplied.

Item	Computation	Cost
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TOTAL FRINGE BENEFITS: _____

C. Equipment - List non-expendable items that are to be purchased. (Note: Organization’s own capitalization policy for classification of equipment should be used.) Expendable items should be included in the “Supplies” category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the “Contractual” category. Explain how the equipment is necessary for the success of the project. A narrative describing the procurement method to be used, as well as a copy of the organization’s procurement policy, may be required.

Item	Computation	Cost
-------------	--------------------	-------------

TOTAL EQUIPMENT: _____

D. Supplies - List items by type (e.g., office supplies, postage, training materials, copying paper, and other expendable items such as books) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

Item	Computation	Cost
TOTAL SUPPLIES: _____		

E. Renovation - List the type(s) of renovation (e.g., installing equipment housing units, upgrading electrical or computer wiring, renovating interview rooms) to be undertaken in support of the project.

Purpose	Description of Work	Cost
TOTAL RENOVATION: _____		

F. Consultants/Contracts - Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450.00 per day require additional justification and prior approval from ABA.

Name of Consultant	Service Provided (Computation)	Cost
SUBTOTAL, CONSULTANT FEES: _____		

Consultant Expenses: List all expenses to be paid from the grant to the individual consultant in addition to their fees (i.e., travel, meals, lodging, etc.)

Item	Location (Computation)	Cost
SUBTOTAL, CONSULTANT EXPENSES: _____		

Contracts: Provide a description of the product or services to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts.

Item

Cost

SUBTOTAL, CONTRACTS: _____

TOTAL CONSULTANTS/CONTRACTS: _____

TOTAL DIRECT COSTS: _____

G. Indirect Costs - Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. Note: If indirect costs are requested, a copy of the applicant organization's Negotiated Indirect Cost Rate Agreement (NICRA) letter must be supplied

Description

Computation

Cost

TOTAL INDIRECT COSTS: _____

Budget Summary - When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs.

Budget Category	Amount
A. Personnel	_____
B. Fringe Benefits	_____
C. Equipment	_____
D. Supplies	_____
E. Renovation	_____
F. Consultants/Contracts	_____
Direct Costs	_____
G. Indirect Costs	_____
TOTAL PROJECT COSTS	_____
<i>(25% Cash Match)</i>	_____
TOTAL AMOUNT REQUESTED	_____

**Closed Circuit Television and Recording Technology for Use in Child Abuse Cases
Sample Budget Detail**

The following sample budget is provided for your review. A summary of the information presented below must be included in the short concept narrative. Full budget details must be provided as an attachment, not counted as part of the 6-page limit.

A. Personnel

Name/Position	Computation	Cost
Leslie Smith, Manager	(\$40,000 x 1.5 x 10%)	\$ 6,000
Chris Jones, Administrative Assistant	(\$20,000 x 1.5 x 10%)	<u>\$ 3,000</u>
		\$ 9,000

Leslie Smith, Manager, will serve as Project Director for this Program, working at 10% FTE. Chris Jones, Administrative Assistant, will prepare reports and provide other support to the Project Director, working at 10% FTE. Personnel computations are based on an 18-month period to align with the proposed project period. No funds are requested for these staff; all personnel costs will be paid for using non-grant funds as part of the 25% cash match.

TOTAL PERSONNEL: \$9,000

B. Fringe Benefits

Item	Computation	Cost
Employer's FICA	(\$9,000 x 7.65%)	\$ 690
Retirement	(\$9,000 x 6%)	\$ 540
Health Insurance	(\$9,000 x 12%)	\$ 1,080
Workman's Compensation	(\$9,000 x 1%)	\$ 90
Unemployment Compensation	(\$9,000 x 1%)	\$ 90

A total of \$2,490.00 is requested to cover fringe benefit costs associated with the aforementioned personnel.

TOTAL FRINGE BENEFITS: \$ 2,490

C. Equipment

Item	Computation	Cost
2 – Video cameras	\$1,800 x 2 cameras	\$3,600
2 – Laptop computers	\$1,000 x 2 computers	\$2,000
1 – Monitor	\$350 x 1 monitor	\$ 350
1 – Surge protector	\$500 x 1 surge protector	\$ 500
2 – Microphones	\$250 x 2 microphones	\$ 500
1 – Mixer	\$500 x 1 mixer	\$ 500
2 – DVD players	\$250 x 2 players	\$ 500
1 – Video player	\$1500 x 1 player	\$1,500
1 – Set of Speakers	\$50 x 1 set	\$ 50
1 – Picture-in-Picture generator	\$850 x 1 generator	\$ 850
1 – Joystick control panel	\$850 x 1 panel	\$ 850
1 – Earpiece	\$700 x 1 earpiece	\$ 700
4 – Computer cables	\$25 x 4 cables	\$ 100

This equipment listed above will be used to support the recording project. Equipment purchases will be made in a matter consistent with the applicant's written procurement policy (see attached).

TOTAL EQUIPMENT: \$12,000

D. Supplies

Item	Computation	Cost
Office Supplies	(\$45/month x 12 months)	\$ 540
Postage	(\$15/month x 12 months)	\$ 180
Training Materials	(\$2/set x 300 sets)	\$ 600

Office supplies and postage are needed for general operation of the project. Training materials will be developed and used in training and technical assistance programs.

TOTAL SUPPLIES: \$1,320

E. Construction

Purpose	Description of Work	Cost
Renovation	Electrical wiring	\$2,000
	Computer cabling	\$1,500

The renovations are needed to support the recording equipment requested under this proposal.

TOTAL CONSTRUCTION: \$3,500

F. Consultants/Contracts

Consultant Fees:

Name of Consultant	Service Provided	Computation	Cost
Pat Walker	Installation & Training	(\$150/day x 90 days)	\$13,500
Bobby Allen, Ph.D.	Evaluation	(\$200/day x 25 days)	\$ 5,000

Pat Walker will provide equipment installation and training. Bobby Allen, Ph.D., will provide evaluation services for the project. Funds are requested for only a portion of the consultant fees (\$14,500); the remaining amount (\$4,000) will be paid for using non-grant funds as part of the 25% cash match.

TOTAL CONSULTANTS/CONTRACTS: \$18,500

TOTAL DIRECT COSTS: \$46,810

G. Indirect Costs

Description	Computation	Cost
10% of direct costs	(\$46,810 x 10%)	\$ 4,680

An indirect cost rate of 10% was approved by the U.S. Department of Justice, the applicant's cognizant Federal agency, on January 1, 1994 (see attached NICRA).

INDIRECT COSTS: \$ 4,680

TOTAL PROJECT COSTS: \$ 51,490

Budget Summary

Budget Category	Amount
A. Personnel	<u>\$ 9,000</u>
B. Fringe Benefits	<u>\$ 2,490</u>
C. Equipment	<u>\$12,000</u>
D. Supplies	<u>\$ 1,320</u>
E. Construction	<u>\$ 3,500</u>
F. Consultants/Contracts	<u>\$18,500</u>
Direct Costs	<u>\$46,810</u>
G. Indirect Costs	<u>\$ 4,680</u>
TOTAL PROJECT COSTS	<u>\$51,490</u>
<i>(Cash Match)</i>	<u>\$13,000</u>
TOTAL AMOUNT REQUESTED	<u>\$38,490</u>

Attachment D
Sample Task and Timeline Chart

Closed Circuit Television and Recording Technology for Use in Child Abuse Cases
Sample Task and Timeline Chart

	Mth1	Mth2	Mth3	Mth4	Mth5	Mth6	Mth7	Mth8	Mth9	Mth10	Mth11	Mth12	Mth13	Mth14	Mth15	Mth16	Mth17	Mth18
Convene Project Team Meeting	LS					LS						LS						LS
Request bids for equipment			CJ	CJ														
Review bids					LS/CJ	LS/CJ												
Order equipment								CJ										
Oversee Renovation							LS	LS										
Install equipment										PW								
Provide training											PW	PW/LS		PW/LS			PW/LS	
Evaluate training													BA		BA		BA	
Track/assess equipment use												BA			BA			BA
Submit Quarterly Rpt				CJ				CJ				CJ				CJ		
Submit Final Rpt																		CJ

LS: Leslie Smith, Manager
 CJ: Chris Jones, Administrative Assistant
 PW: Pat Walker, Equipment Consultant
 BA: Bobby Allen, Evaluation Consultant