REQUEST FOR PROPOSALS

SECP Application Information

Utah Commission on Criminal and Juvenile Justice (CCJJ)

State of Utah
Sexual Exploitation of Children
Prevention Grant
(SECP)

FY 2008 Available Funding - $900,000

Application Deadline: Thursday, September 27th 2007 at 2:00 pm

INTRODUCTION

This document describes procedures and requirements to apply for the State of Utah Sexual Exploitation of Children Prevention grant program (SECP). Funding for the SECP program is provided to the Utah Commission on Criminal and Juvenile Justice (CCJJ) by the Utah State Legislature. CCJJ is responsible for awarding and monitoring all SECP grant projects as well as rendering procedural determinations related to the program.

Utah Legislative Authority Creating the SECP Grant Program
During the 2006 Legislative session, the Utah Legislature approved House Bill 170 – *Prosecution and Prevention of Child Pornography Offenses Amendments.* One provision of H.B. 170 was the establishment of a one-time $1 million grant program to be administered by the Utah Commission on Criminal and Juvenile Justice. Specifically, H.B.170 amends the duties of CCJJ in Subsection 63-25a-104(13) by requiring CCJJ to, *"allocate and administer grants, from monies made available, for approved education programs to help prevent the sexual exploitation of children."* In FY 2007 the Utah Legislature voted to make the SECP grant an on-going program.

Application Information

Sexual Exploitation of Children Prevention Grants (SECP)

Up to $900,000 will be awarded for SECP projects. Due to limited funding it is highly unlikely that any single application will be awarded more than $250,000. Significant collaborative efforts among established SECP project providers may be considered for funding beyond $250,000 under one application. CCJJ will accept only one application per agency. SECP grant projects funded last year that demonstrate significant progress toward established goals will be eligible for 10 points on the scoring rubric.

Eligibility

This is an open solicitation and all types of organizations are encouraged to submit proposals. SECP grants are awarded to units of government, private non-profit, tribal, and faith-based organizations within the State of Utah. Current SECP contractors with existing agreements may apply under this solicitation. Since this is a highly targeted, performance-based solicitation to implement "educational programs to help prevent the sexual exploitation of children", only proposals that demonstrate a statewide impact will be considered eligible.

The purpose of this solicitation is to advance the statewide education / prevention activities initiated during the 2006-07 year by selecting evidence-based interventions that have clearly identified goals, with specific target audiences. The eligible projects will focus on:

- targeted education directly to children, youth, parents, families, and other key community leaders in the dangers posed to children by online predators and others seeking to sexually exploit or abuse unsuspecting victims.

- disseminating information and resources to support children, youth, parents, and families in the prevention of child sexual exploitation

- media messages / campaigns to build awareness, and provide the general population with key information regarding the risks posed by online predators and other individuals seeking to sexually exploit children, utilizing multiple channels of communication

- educational training or professional development programs to provide resource materials and specialized training to key community gatekeepers such as educators, law enforcement personnel, case managers, and others who have a vested interest in child protection

- other relevant prevention / educational efforts designed to reach the target audience as deemed appropriate by the Commission.

SECP Grant Award Process and Funding Period

All SECP grants will be awarded as part of a competitive process. A copy of the SECP scoring sheet will be provided to each applicant so you are aware of the scoring criteria that will be used to measure your grant application. The review committee will consist of

a three member panel of individuals with experience in the area of crime prevention. Awards will be made for a period of twelve months. No applicant is guaranteed funding and there should be no expectation of continuation funding next year.

Utah SECP Grant Contact

The State of Utah SECP funding is administered by the Utah Commission on Criminal and Juvenile Justice (CCJJ). All SECP grant questions, from the application process to the conclusion of your project, should be directed to the State SECP grant program manager:

Richard Ziebarth
Utah SECP Program Mgr.
Utah State SAA's Office
CCJJ
(801) 538-1812
rziebarth@utah.gov

Application Instructions

FY 2008 State Sexual Exploitation of Children Prevention Grant (SECP)

General Submission Requirements

1. All applications for FY 2008 funding must follow the required format and contain the required forms. One original and three (3) copies plus an email copy in Word format are required.

2**. Applications are due by 2:00 pm on Thursday, September 27, 2008 at the:**

The Commission on Criminal and Juvenile Justice
Utah State Capitol Complex, East Office Building - Suite E330,
Salt Lake City, Utah 84114-2330.

* No late applications, faxed applications, or e-mailed applications will be accepted.

3. Your application must be signed by the appropriate officials. All sections of the application pertinent to the proposed project must be completed in full.

4. Letters of participation in the project are required and must detail the specific contributions being provided to the proposed project. Do not include letters of support.

5. Your agency must assure its willingness to comply with all grant requirements for administration, monitoring, reporting, evaluation, and data collection by reviewing and signing all applicable Grant Conditions. The signed assurances must be attached to and submitted with the original grant application.

6. Although an effort will be made to continue the funding of successful projects, each project must stand on its own merit annually. No project is guaranteed continuation funding.

SECP Application Guidelines

- All SECP application proposals must demonstrate the ability to implement a viable education program designed to help prevent the sexual exploitation of children.
- SECP applications proposals must demonstrate the ability to provide **statewide** child sexual exploitation prevention education.
- Applicants will need to target children in the 10 to 16 year old age demographic in their SECP education programs.
- Where possible, application proposals should involve the Utah Department of Education along with Utah teachers and counselors.
- Where possible, application proposals may involve religious institutions as project partners.
- All proposals must include an evaluation component with the ability to measure the results of the project derived from SECP funds.
- All applicants must demonstrate the ability to **implement** their education program within the twelve month time frame of the grant.
- The proposed project must demonstrate its ability to effectively collaborate with other SECP program providers and/or other service providers to maximize networking and information sharing simultaneously while it reduces efforts that are duplicative in nature (ie. similar target audiences or geographical locations).

Cover Page Instructions (section a)

1. Please provide your agency's name and address.
2. Check the level of government responsible for this grant program (if applicable).
3. Provide the **Project Director's** phone number, fax number and e-mail address as they will be considered CCJJ's contact person for this grant program.
4. List the Applicant Agency's nine-digit **Federal tax identification number**. The fiscal officer for your agency can provide this number.
5. Indicate when you want this grant to **start and end,** understandings that most grant awards are made for twelve months. October 1, 2007 - September 30, 2008.
6. The **Title of your Project** should describe your programs focus (e.g. Utah Boys and Girls Club SECP project*).*
7. S**ummarize the budget categories** outlined in the Budget Tables page of the application.
8. Type in the full **name and title of the official authorized** to approve contracts and grants for the unit of local government (e.g. mayor, county commissioner, City Manager, etc.) or State agency chief executive (e.g. Commissioner of Public Safety) or the Director of a private no-profit or faith based organization.

   The individual who signs this cover sheet should also sign all other signature pages which call for the "Authorized Official".

9. The **program director** should ideally be the individual who has the day-to-day responsibility for implementing this program, submitting reports, etc.
10. **Signatures** of the individuals named in items 10 and 11. *Please do not sign in the box set aside for CCJJ* use only. This is where the CCJJ executive director will sign if this application is approved.

The "Cover Page@ should be the first page of your application

Application Narrative (section b)

Your application narrative should be around 7 pages (using a twelve point font and single spaced) including the timeline. Please be clear in your narrative keeping in mind a quality description of your project is more desirable than quantity of pages.

Problem Statement: Explain what problem(s) you are trying to address with your program by answering the following questions: 1) What is the sexual exploitation problem in our state and what factors are driving the problem? Provide data where possible to support your problem statement.

Strategy to Address the Problem: Describe your project strategy. Explain how the project will address the problem you described. Explain what will make the program work and cite relevant research to show that this program strategy is effective.

Statewide Impact: CCJJ requires that any agency considering application for SECP grant funds to demonstrate that they have the capability of providing their services statewide with this grant cycle. Planning to eventually go statewide with your SECP project in the coming years will not be acceptable for meeting this requirement. CCJJ

recommends that any potential applicant that cannot provide statewide SECP services to consider partnering with an established SECP service provider. Contact CCJJ to be put in touch with an established SECP grantee.

Population Served: CCJJ requires that your statewide project serve the 10 to 16 year old demographic. Including other age groups is acceptable as long as the 10 to 16 year old group is the primary focus of your project.

Collaboration: In order to minimize duplication of efforts, CCJJ is requiring each grantee to provide a brief MOU from other services providers participating in your SECP project. Please describe what other SECP grantees or other service providers are involved in your project. Specify what contributions they are making to your project. Each listed organization must provide a letter of participation (MOU), which should be placed at the end of your application. Label this **(Attachment A)** and attach at the end of your grant application. Please do not include letters of support. **Programs that fail to demonstrate active collaboration with other agencies or organizations will not be funded.**

Timeline: Include a timeline of steps needed to implement your project. The timeline should identify project activities for the entire twelve month period of your grant. Ideally your timeline should be in outline form and not take up more than one page.

Goals, Objectives, Performance Measures & Evaluation (section c)

This section should be about 2 or 3 pages long and contain the following information:

1. Project Goal(s)
A project goal(s) is what you hope your project will accomplish in the long-term. For example, your goal may be to prevent the sexual exploitation of children over the internet.

2. Project Objectives
Project Objectives describe the short-term results of your project. Objectives describe the specific activities of your project. Objectives must be measurable. For example, your objective may be to provide NetSmartz training for middle school children in Utah.

3. Performance Measures
Performance measures tell how you plan to measure your project's success in achieving your objectives. Identify what type of data you plan to collect and how you will collect that data. For example, if your objective is to provide Netsmartz training to middle school children in Utah, your performance measures would be the number of trainings provided and the percent of middle school students who completed the training.

A table, such as the one provided here, may be used to show the above information.

Goal: ***To prevent the sexual exploitation of children over the internet.***

Objective	Performance Measures
To provide NetSmartz training for middle school children in Utah.	The number of trainings provided. The percent of middle school students who completed the training.

4. Evaluation Plan
Complete this section by identifying who will be responsible for evaluating the project and how the evaluation plan will be developed. An evaluation that clearly addresses one or two measurable goals capable of demonstrating the results of your project is far better than an evaluation plan with volumes of performance data.

Progress to Date (section d)

If your agency received SECP grant funding in FY 2007, please summarize your project accomplishments including any success meeting documented goals, objectives and performance measures from last years grant. Please include any counts on the number of children, parents, professionals, etc. served by your project last year. SECP grant projects funded last year that demonstrate significant progress toward there established goals will be eligible for up to 10 points on the scoring rubric. (limit to 1 or 2 pages)

Budget Tables & Narrative (section e)

The Budget Tables and Narrative (limit to 1 to 3 pages) must include the individual cost and quantity of each item requested. Within each budget category, you must provide a brief narrative description of the items to be purchased and explain how they will benefit your grant project.

Do not cut and paste a spread sheet or other tables into this section. It is CCJJ's policy not to use grant funds to pay indirect costs or grant management costs associated with these projects.

All budget requests must follow the documented accounting and procurement policies of your agency. In the absence of written accounting and procurement policies by your agency you will need to follow Utah State polices. Contact CCJJ for State of Utah policies.

Information by Budget Category:

Personnel:
List any full-time or part-time employees by job title and name (if known) who will be directly involved in your proposed project.

Show the number of hours each employee will work on the project and the hourly wage of each employee. You can calculate the hourly rate of each person based on 8 hours

per day, 40 hours per week, 174 hours per month, or 2,088 hours per year (FY'08). You may not pay an employee more than the average hourly wage for a comparable position in the community. Paid vacation and sick leave are allowable, but must adhere to your agency's policies.

Fringe benefits are based on the employer's share only. Fringe benefits for part-time employees must be prorated according to the percentage of total time spent on the project. Show how you calculated fringe benefits.

It is required for any individual paid with grant funds to document their hours spent in the service of the grant project each pay period. This will be your record for reimbursement and will be reviewed when your grant is monitored.

Consultants and Contracts:
Persons with specialized skills who are not on the payroll are considered consultants. When a consultant is known, a resume listing the consultant's qualifications must be included with your application. Label this **(Attachment B)** and attach at the end of your grant application.

If you do not know whom you will hire as a consultant, you must describe the type of work the proposed consultant will do and explain why a consultant is needed. If you receive grant funding, you must get approval from CCJJ prior to hiring a consultant.

You must justify the consultant's fee in your budget narrative. You may not pay a consultant more than $56.25 per hour or $450 per day, for an 8-hour day, plus expenses, unless you have received prior approval from CCJJ to exceed these amounts.

Equipment, Supplies and Operating (ESO):
List all necessary project equipment and supplies. List supplies by type (e.g. office supplies, postage, training materials, copying paper) and show the basis of your computation. List any operating expenses associated with your project such as rent, telephone, photocopying and utilities. Please do not use miscellaneous or etc. in your budget tables…always be specific.

CCJJ requires that all items purchased with grant funds must be done in a manner so as to obtain the best possible price. For purchases under $1,000, no competitive quotes are required; however, the best source and price should still be selected. For purchases between $1,000 and $5,001, quotes should be obtained (by phone, fax, or letter) from at least two vendors. You must use the vendor with the lowest quote who meets your minimum requirements and delivery date. For purchases exceeding $5,001, a competitive sealed bid process must be conducted or purchases must be made through the "State Contract" with approved vendors.

Travel and Training:
In this category list all in-state and out-of-state travel and training. **Cost under this section must follow the travel policies and procedures of the State of Utah.** CCJJ will allow you to use your agencies travel policies and procedures only where they are more restrictive then the state.

For out-of-state training, list the actual conferences to be attended, the conference site and date, and estimated costs for travel, registration, lodging and per diem. Identify how

many individuals will attend. Explain how the information acquired at the conference is necessary and beneficial to your project.

If training or conference information is not currently available, list the types of training desired, number of people needing the training, and the estimated costs. If your grant is approved, you will need to obtain pre-authorization from CCJJ to attend any conferences that were not pre-identified in your application.

Some key Utah travel rates are provided here. Please use these rates in your application unless your agency policies are more restrictive:

Lodging Rates:

Utah Instate Lodging Rates	
Cedar City, Layton, Ogden, Panguich, Provo, Orem	$65 plus tax
Logan, Moab, Price, Roosevelt, St. George	$70 plus tax
Vernal	$75 plus tax
Metro Salt Lake City (Draper to Centerville), Tooele, Heber City, Midway, Park City	$80 plus tax
All other areas within the area	$60 plus tax

Conference* hotel rates will be paid at actual cost plus tax.

* Conference hotel is lodging at either the location of the conference or a hotel reserving rooms specifically for the conference you are attending.

Utah Out of State Lodging Rates for Non-Conference hotels you will be reimbursed actual cost plus tax for your lodging if you book it through Utah State travel contractor (call 801- 538-3109 or 801-538-3357 for assistance. Conference hotel rates will be paid at actual cost plus tax.

Meal Rates:

Utah In-state Meal Rates ($35 per day = $8 breakfast, $11 lunch, $16 Dinner)	
Leave Home Base	
1st qtr. leave between 12:01 am and 6:00 am	$35
2nd qtr. leave between 6:01 am and noon	$27
3rd qtr. leave between 12:01 pm and 6:00 pm	$16
4th qtr. leave between 6:01 pm and midnight	$0
Return to Home Base	
1st qtr. return between 12:01 am and 6:00 am	$0
2nd qtr. return between 6:01 am and noon	$16
3rd qtr. return between 12:01 pm and 7:00 pm	$27
4th qtr. return between 7:01 pm and midnight	$35

Utah Out-state Meal Rates ($43 per day = $10 breakfast, $13 lunch, $20 Dinner)	
Leave Home Base	
1st qtr. leave between 12:01 am and 6:00 am	$43
2nd qtr. leave between 6:01 am and noon	$33
3rd qtr. leave between 12:01 pm and 6:00 pm	$20
4th qtr. leave between 6:01 pm and midnight	$0
Return to Home Base	
1st qtr. return between 12:01 am and 6:00 am	$0
2nd qtr. return between 6:01 am and noon	$20
3rd qtr. return between 12:01 pm and 7:00 pm	$33
4th qtr. return between 7:01 pm and midnight	$43

Private Vehicle Mileage Rates:
$.485 per mile for private vehicle use unless you are a state agency

For more information on other state travel rates not mentioned here please contact CCJJ.

Certified Assurances, Grant Conditions, & Costs (section f)

Review the Certified Assurances and Grant Conditions and obtain original signatures. Be advised that these are the conditions of your grant contract so please read them carefully. The Certified Assurances and Grant Conditions are only required to be attached to your original grant application. It is not necessary to include them with your copies.