**P2 NARRATIVE Georgia Children's Justice Act Grant Program (CJA) FOA**

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| **Agency Name** |  |
| **Program Name:** |  |
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| **Instructions:** |
|  | * Respond to each question below. If any question is not applicable, indicate “N/A” and briefly explain why.
* Boxes will expand as you type.
* Do not exceed page limit of 10 pages.
* The proposal narrative must be written in 11-point Arial font, with 1.5 spacing, and should not exceed 10 pages.
* Save as a pdf and identify as “AgencyName\_Narrative”.
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| **PROJECT OVERVIEW** |
| ***Briefly describe the key elements of your proposal.*** |
| **Please define or describe the following:** |
|  | 1. Your project and how it relates to the CJA objectives and goals to improve assessment and investigation of child abuse and neglect.
2. An overview of the project’s purpose and participation population
3. How the proposed project identifies and targets one or more of the CJA objectives and demonstrates how it could help improve the system-level response to child abuse and neglect.
4. Activities that emphasize advocacy, multidisciplinary approaches, collaboration, and address CJA special interests related to quality legal representation?
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| **NEEDS ASSESSMENT** |
| ***Describe how the project is aligned with the Georgia CJA Task Force’s priority for quality legal representation and activities that support system improvement for children’s justice.*** |
| **Please define or describe the following:** |
|  | 1. The needs of the target population and what data was used to identify the importance and need for the project?
2. Successful efforts to work with community stakeholders and DFCS for their input regarding the project service area?
3. Any new or creative practices approaches to addressing the CJA and Task force objectives (A)investigative, administrative, and judicial handling of cases B. innovated ideas that improve civil and criminal court proceedings in child abuse and neglect cases; C. Reform of state laws, regulations and procedures that protect children involved in child abuse and neglect reports.
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| **ORGANIZATIONAL INFORMATION** |
| ***Proposal must demonstrate that applicant has sufficient organizational and administrative resources and is qualified to provide, supervise, and monitor service delivery as proposed.*** |
| **Please define or describe the following:** |
|  | ***Agency History*** |
|  | 1. Your project’s organizational and administrative resources to provide, supervise, and monitor service delivery as proposed?
2. Indicate a plan to subcontract the services to another entity and their plan to supervise those services?
 |
| a. |  |
| b. |  |
|  | ***Administrative Oversight and Fiscal Management*** |
|  | 1. Briefly describe the agency’s organizational structure, leadership and staff.
2. Identify and describe qualifications of individual(s) responsible for providing administrative and financial oversight for CJA-related activities.
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| a. |  |
| b. |  |
|  | ***Supervision*** |
|  | 1. Identify individual(s) and their qualifications who are responsible for supervision of staff, volunteers and/or contractor(s) providing proposed CJA-related services.
2. Briefly describe agency’s practice for regular supervision and ongoing support for individuals with CJA service responsibilities.
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| a. |  |
| b. |  |
| 1. **Subcontractors** (paid non-profit or for-profit agencies or public entities who provide any service on your behalf) Complete this section if any proposed services will be provided by a Subcontractor as defined above. Be brief. Subcontractors cannot provide more than 49% of proposed services.

Do not include private individuals with whom you contract to provide any service. These individuals are considered private Contractors. |
| 1. Identify Subcontractor(s) (name, address, and principals) and their organizational status (for-profit, non-profit, or public entity).
2. Describe Subcontractor(s) history and relationship to applicant.
3. Identify proposed services to be subcontracted.
4. Describe protocol for exchange of information regarding referrals, services, and client participation.
5. Describe how Subcontractor(s) will be monitored to ensure quality and consistency of service delivery.
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| **Non-Profit Agencies ONLY:** Financial Information (as reported in last fiscal year-end financial report or audit). A copy of the report or audit may be requested at a later date. Please complete A-C below as directed. |
| 1. Report any capital available in reserves at the end of the period.
2. Describe any restricted funds.
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| 1. ***Period (FY) covered by Report or Audit***:
 |  | 1. ***Total Operating Expenses:***
 |  | 1. ***Total Revenue (from all Sources)***
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| **BUDGET** |
| **State the amount of funding being requested, and how it will be used to execute the project.**  |
| **Please define or describe the following:** |
|  | **Simple budget and how the funding will be used.** |
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| **PROJECT TIMELINE, OUTCOMES AND EVALUATION** |
| Proposal must demonstrate that agency has a plan to monitor consistency and quality of proposed services and fidelity to evidence-based strategies, practices, or models. Proposal must also demonstrate that program has a process for continuous quality improvement. |
| **1.** | **Program Activities** |
| 1. Briefly describe your proposed activities on a quarterly basis.
2. Briefly describe how your proposed activities will be monitored to maintain the quality and consistency of services and service delivery, including commitment to evidence-based model requirements, responsiveness to both CJA goals and objectives, and Task Force priorities identified in the 2021/2024 Three-Year Assessment to improve the quality of legal representation.
 |
| a. |  |
| b. |  |
| **2.** | **Service Effectiveness & Program Evaluation** |
| How will you determine if the services respond to the needs identified in the CJA Three Year Assessment? Describe your agency’s plan for evaluating the program to determine its overall success. Include information and data that will be collected and analyzed to demonstrate and report results. |
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