

## **Competitive Grant Announcement to Establish “Zero Tolerance” Cultures for Sexual Abuse in Local Adult and Juvenile Detention Facilities**

### **Eligibility and Requirements**

Eligibility for these awards is limited to city, county, or tribal agencies that operate jails, lockups, juvenile detention facilities, and/or community confinement facilities. The intent of this solicitation is to provide resources to these agencies to meet the requirements of the Prison Rape Elimination Act (PREA) standards. These awards will be distributed among agencies of all sizes. Agencies that operate small (less than 100 beds) or medium (less than 500 beds) facilities are strongly encouraged to apply.

Those city, county, or tribal agencies that successfully partnered with their state agency and were awarded funds from the Bureau of Justice Assistance (BJA) under the PREA *Demonstration Projects to Establish “Zero Tolerance” Cultures for Sexual Assault in Local Adult and Juvenile Correctional Facilities* under BJA solicitation BJA-2012-3161 are ineligible to receive additional funding from this solicitation.

Locally and tribally operated adult jails and juvenile detention facilities are encouraged to complete and submit the agency self-assessment included in the facility-appropriate toolkit, which can be found online at the [PREA Resource Center](#), or to provide documentation from a similar assessment analysis. Locally and tribally operated lockups and/or community confinement facilities are not required to complete a formal self-assessment, but are encouraged to undertake analysis of status toward PREA standards implementation as part of the application process.

*Note: For purposes of this solicitation, the term “inmate” represents any facility-specific parallel term, such as detainee, resident, or arrestee. In addition, a “juvenile detention facility” is defined as a facility primarily used for the confinement of juveniles pursuant to the juvenile justice system or criminal justice system.*

### **Pre-Application Web Conference**

The National PREA Resource Center will host a web conference on December 4, 2012 (1:00 – 2:30 pm EST), to review this solicitation and the requirements for applications. Interested agencies may sign up for the web

conference [here](#). The web conference will be recorded and archived on the Resource Center's grant application web page within 5 business days.

### **Allowable Uses of Funds**

Proposed uses of funds from this solicitation are limited to activities and staff that support the implementation and sustainability of the PREA standards. Cameras and other electronic monitoring systems are not allowable uses of these funds. Examples of allowable uses of funds include the following:

#### Leadership, Organizational Culture, and Performance

- Examine extent to which the organizational culture, including leadership and staff/inmate communications, contributes to incidence of sexual abuse. Plan and implement strategies to improve leadership, organizational culture, and performance through policy development, accreditation enhancement activities, training, and other strategies (applicants are strongly encouraged to examine the extensive and cutting-edge resources of the [National Institute of Corrections](#) [NIC]).
- Review current staffing levels and patterns with regard to the make-up of the inmate population and the physical layout of the facility to ensure PREA compliance, creating an implementation or corrective action plan as necessary.
- Support staff positions and develop a sustainability plan to maintain staff after federal funding expires. Staffing support examples could include hiring these types of individuals: PREA Coordinator, additional officers (supervision staff), investigators, and medical and mental health practitioners.

#### Policy and Practice Review, Revision, and Implementation

- Develop and implement or review and revise current policies, procedures, protocols, contracts, training materials, and written materials that are provided to staff to ensure compliance with PREA standards and best practices. These may include the following:
  - » Cross-gender viewing and searches;
  - » Accommodations for inmates with disabilities and inmates who are limited English proficient;
  - » Hiring, termination, and promotion decisions;
  - » Protocols addressing inmate education and reporting;
  - » Sexual assault investigation protocols;

- » Evidence and forensic medical examination protocols;
  - » Medical and mental health screenings and treatment;
  - » Protective custody placement;
  - » Employee/volunteer/contractor training; and
  - » Staff and inmate disciplinary sanctions.
- Develop or review and revise policies/protocols on the use of assessments or classification instruments to screen for risk of sexual victimization and abusiveness, including protocols for reassessing inmate risk level, and use of these assessments to inform housing assignments and supervision.
  - Develop or review and revise partnerships between local juvenile and adult facilities to implement PREA standards and support the safety of youthful inmates or detainees.

#### Inmate Education

- Develop or review and revise and institute offender education programming to promote sexual abuse awareness, sexual abuse reporting mechanisms, victim services, and relevant facility policies and procedures (inmate education programming should be responsive to gender/sexual orientation differences).
- Develop or review and revise written educational materials that are provided to inmates on reporting protocols, investigation protocols, evidence and forensic medical examination protocols, medical and mental health screenings and treatment availability, and victim support services.

#### Victim Support Services

Under the PREA standards, agencies are expected to prevent and address incidents of sexual assault, including the provision of comprehensive treatment and support for inmates who are sexually assaulted while in custody. Agencies are encouraged to use funds available under this solicitation to develop or enhance comprehensive policies, protocols, and practices for victim support services, which may include one or more of the following:

- Develop first-response protocols that detail how to provide victims with a coordinated, victim-centered response while simultaneously managing the investigation.

- Develop and implement or review and revise sustainable provision of medical treatment to ensure victim access to comprehensive and supportive sexual assault forensic medical exams and follow-up medical care.
- Leverage community-based resources and develop relationships with rape crisis centers, and for juvenile facilities, child advocacy centers.
- Establish or develop a formal relationship with the local community's Sexual Assault Response Team (SART).
- Contract with outside community-based organizations or service providers for counseling activities and assistance to facilities to address sexual victimization that occurs in confinement.
- Provide support services to protect vulnerable populations and victims, limiting the use of protective custody. Funding could be used to replicate or test policies or alternative programs that aim to protect this population without relying on long-term segregation.
- Provide support to victims through community-based sexual assault advocates or specially trained staff.
- Initiate partnerships with prosecutors and other involved agencies to more effectively bring cases forward for successful prosecution of abusers.
- Establish a hotline to an external agency for inmates to report incidents of sexual abuse.

#### Data Collection and Performance Measurement

PREA activities and standards implementation will require the continued accumulation and reporting of data reflecting levels of sexual abuse in various settings. As a result, funds can be used for the following data collection activities:

- Develop and implement data collection, analysis, and reporting strategies.
- Build, integrate, and/or enhance data systems, and publish data to further promote best practices.
- Participate in systemwide data-collection efforts such as the Council of Juvenile Correctional Administration's Performance-Based Measures System.

#### **Priority Considerations**

Proposed projects must focus on furthering the intent of PREA in local adult and juvenile correction and detention facilities. Awards will intentionally distribute the funds among a broad array of agency types, sizes, and geographic locations. Priority consideration will be given to the following:

- Applications that are accompanied by a completed PREA Implementation Self-Assessment as found in the PREA Implementation Toolkit (jails or juvenile detention) or similar self-assessment analysis and that link the requested funding to activities that address the gaps identified through the self-assessment.
- Applications that include collaboration between multiple eligible agencies, or between an eligible agency(s) and a community partner(s) (rape crisis center, prosecutors, medical and mental health care providers) needed to support PREA implementation.
- Applications that include clear sustainability of staffing and activities after the award expires.

## **Awards**

Awards under this program may be made for up to \$100,000 for a 12-month period. Awards are limited to \$100,000 for each eligible entity. Collaborative or consortium applications are encouraged. These applications must have one lead agency that will receive the funding. A collaborative or consortium application may be awarded the total cumulative dollar amount of the award limit for each eligible entity, up to a maximum of \$300,000 (example: a collaborative application from a juvenile detention facility, a police agency that runs an adult lockup, and a rape crisis center includes two eligible entities, and may be awarded up to \$200,000).

Agencies that receive funding under this award will be required to submit quarterly reports describing progress made on project activities, as well as fiscal documentation supporting grant expenditures for reimbursement.

## **Application Process and Deadline**

Applications must be completed and submitted online [here](#) by midnight Pacific time on January 15, 2013.

It is the applicant's responsibility to ensure that its application is complete and submitted by the deadline. Once the submission deadline has passed, all submissions will be considered final. In order to be considered for funding, applications must be submitted by the deadline, meet the eligibility criteria, and respond to all the questions in the online application.

*Note: All length guidance below represents maximums. Submissions shorter than the cited length are appropriate.*

The online application includes the following:

**Project narrative.** Applicants must provide a response to the following questions in the space allotted in the online application. Collaborative or consortium applications must include requested information from each of the participating agencies.

1. *Executive summary (1 page/3,000 characters).* A short narrative description of the overall project for which funding is requested, including how various discrete activities fit together to build and strengthen PREA standards implementation, and how the activities and knowledge gained will be sustained.
2. *Agency profile (1 page/3,000 characters).* List all facilities operated by the agency including size, type, and average daily population of each facility, and whether each facility is included in the proposed activities. For collaborative applications, include profile information for all eligible agencies involved in the application.
3. *Agency readiness (2 pages/6,000 characters).* Describe the agency's commitment and readiness to implement the PREA standards; and any available sexual abuse data based on Bureau of Justice Statistics surveys or other available data that suggest past incidents of sexual abuse within the relevant agency, facility, or facilities. For collaborative applications, describe readiness and available data for all eligible agencies involved in the application.
4. *Agency self-assessment (3 pages/9,000 characters).* Describe the current gaps in compliance with PREA standards as identified by the agency or consortium agencies. Include a description of the self-analysis process that was used to identify these gaps. Attach a copy of the completed self-assessment tool for each eligible agency, if one was used (attachments are not considered part of the page limit).
5. *Goals and objectives (3 pages/9,000 characters).* Identify the goals and objectives of the proposed project; provide details about the specific tasks and activities that would be necessary to accomplish each goal and objective. Include the name of each agency, organization, or independent consultant that will provide specific services or work products to achieve these goals and objectives. Include the title of any new position(s) that will be created to staff the project and identify the agency where the new staff person will work, describing the position duties and responsibilities. *Please note that project funding is limited to a 12-month period.*
6. *Project management (2 pages/6,000 characters).* Describe how the project will be managed, and how timelines and deliverables will be met. Include a description of the person or team responsible for project management.

7. *Project outcomes (1 page/3,000 characters).* Describe how success will be determined and measured.
8. *Knowledge sharing (1 page/3,000 characters).* Describe how the success of your project can be shared with other locally and tribally run adult and juvenile detention facilities to establish a culture of “zero tolerance” and support implementation of the PREA standards.
9. *Program sustainability (1 page/3,000 characters).* Describe any challenges you anticipate in sustaining the program beyond the grant funding.

**Document attachments.** Complete application will include two or more document attachments. Required document attachments are noted below and in the online application.

1. *Project timeline (required).* Applicants should submit a timeline or milestone chart encompassing the entire project period that indicates objectives and major tasks, assigns responsibility for each, and includes completion dates of each task for the duration of the award, using “Month 1, Month 2,” etc., not calendar dates. The project timeline submission will be rated on the following criteria:
  - The extent to which the timeline is complete and reasonable given the activities described.
  - The extent to which all activities can be reasonably completed within the grant period and with the resources allocated.
2. *Budget Detail Worksheet and Budget Narrative (required).* Applicants are expected to use a format consistent with the Department of Justice’s Budget Detail Worksheet. A sample can be viewed [here](#).
  - a. The Budget Detail Worksheet should provide the detailed computation for each budget line item, listing the total cost of each and showing how the applicant calculated it. For example, costs for personnel should show the annual salary rate and the percentage of time devoted to the project for each employee paid with grant funds. The Budget Detail Worksheet should present a complete itemization of all proposed costs. There should be a clear link between the activities proposed and the items included in the budget.
  - b. The Budget Narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. The narrative should correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should also explain how all costs were estimated and how they are relevant to the completion of the proposed project. The budget narrative can be incorporated into the budget detail document, or be a separate document.

3. *Indirect Cost Rate Agreement (if applicable)*. If the agency is requesting indirect costs for this project, a copy of the **current**, signed, federally approved Indirect Cost Rate Negotiated Agreement must be included. Indirect costs will not be allowed absent a **current**, signed federally approved Indirect Cost Rate Negotiated Agreement.
4. *Completed agency self-assessment tool (if applicable)*. Applicants are encouraged to complete and attach the applicable PREA Implementation Self-Assessment as found in the PREA Implementation Toolkit (jails or juvenile detention) or similar self-assessment analysis.
5. *Letters of commitment (required for collaborative/consortium applications; optional for individual agency applications)*. Collaborative/consortium applications must include letters of commitment from all eligible agencies involved in the project.
6. *Other documents (optional)*. Uploaded files must be clearly named so as to indicate the applicant and the file contents. These documents may include letters of support, resumes, and job descriptions for unfilled positions, etc.

## Questions

Questions about any aspect of the solicitation must be submitted via email to [Deirdre O'Connor](#).

All questions regarding the solicitation must be submitted by 5:00 p.m. EST on December 17, 2012. All questions that have been submitted in writing prior to the deadline will be answered in writing and posted to the PREA Resource Center [webpage](#) no later than January 4, 2013.