

Applicants must also outline specific tasks and a timeline chart for completing Phases II and III, as described above, with responsible staff/collaborative members identified.

*Management and Organizational Capability (40 Points)*

Applicants should use this section to describe a sound leadership design and an administration and operating structure that is capable of carrying out the proposed initiative. Applicants should demonstrate the following: Organizational and collaborative readiness, an effective team management structure involving the lead court and the collaborative partners, and a strong organizational capability that is commensurate with the scope of work outlined in this solicitation. These elements and their share of the 40 points available under this criterion are discussed below.

*Section One: Organizational and Collaborative Readiness (15 Points).* Applicants should provide a detailed description of how the court and its partners are ready to engage in the full scope of this project. Applicants should demonstrate a readiness to implement court improvement strategies based on data from automated reports and measurements, which will be generated through the project. In addition, applicants must (1) describe how the proposed vision and project design will build on and complement current collaborative planning processes to achieve the project's objectives; (2) discuss the court and its partners' history of collaboration and planning; (3) include a description of participants, major milestones, and the nature and process of the collaboration; (4) clarify what has been done, what is in process, and what remains to be done; and (5) demonstrate the existence, viability, and accomplishments to date of multidisciplinary arrangements whereby various courts and agencies in a jurisdiction are working cooperatively or collaboratively to improve the lives of children and families, especially those arrangements involving child abuse and neglect and domestic violence.

Applicants should also demonstrate evidence of a climate favorable to children and families by listing current court and agency policies, legislation, cross-agency/cross-court protocols, and interagency agreements that aid collaboration in regard to child welfare issues and cases. Applicants should provide examples of policies or legislation in the appendix.

*Section Two: Management (15 Points).* Applicants should outline a proposed staffing structure and management plan

that includes at least one high-level, experienced lead coordinator. Key technology staff and data specialists should also be identified. Applicants should identify roles and responsibilities for all staff and describe the core management team. In addition, the capabilities and experience of all staff and consultants who will participate in the management team or play lead roles in the effort should be included. Applicants should (1) provide résumés of key personnel and include their job descriptions in the appendix, (2) indicate the percentage of time that each named staff person or consultant will devote to the project, (3) describe the supervision lines and lines of authority, and (4) describe the management structure and practices that will be used to evaluate the staff, take corrective action when needed, and ensure the success of the program.

*Section Three: Organizational Capability (10 Points).* Applicants should identify members of the collaborative's key leadership and describe their respective roles and responsibilities. Key leadership must include, at a minimum, the presiding judge or judges. (See the Project Design section above for specific membership requirements.) Court administrators also should play a key leadership role. Applicants must have demonstrated expertise in the organizational capabilities necessary to oversee a project of this size and scope. In particular, applicants should provide evidence of specific and detailed experience in leading collaborative and court improvement efforts. Applicants also must clearly demonstrate a commitment to participating collaboratively with OJJDP, the national partners and technical advisors, and other relevant partners in the completion, tailoring, and testing of the yet-to-be finalized national performance measures and functional standards. Furthermore, applicants should demonstrate a willingness and ability to build capacity beyond their own jurisdiction and to transfer knowledge to other courts and related partner agencies.

*Budget (10 Points)*

Applicants must provide a detailed budget and supporting budget narrative that are complete, detailed, reasonable, allowable, and cost effective in relation to the activities to be performed. The budget narrative should indicate the extent to which resources have been committed for the 24 months of the budget and project period. Applicants may apply for up to \$200,000, depending on need and current

infrastructure. Budgets must be reasonable and consistent with the infrastructure and project vision described in this solicitation. (Please note the Matching or Cost-Sharing Requirement section, which appears below.)

Additionally, applicants should provide a breakdown of their budgets by phase. Access to and use of funds available at each of the three phases will be contingent on the successful completion of the identified deliverables for each phase (as indicated above). This contingency will ensure that funding is available for all aspects of project implementation and completion.

*Appendix (10 Points)*

To help reviewers gauge the likelihood of awardee success, applicants must submit the following appendixes as evidence of their readiness and potential.

Applicants are encouraged to submit relevant materials in the appendixes described below:

*Appendix A: State of the Court.*

Applicants may submit materials as evidence to support the State of the Court section of the application.

*Appendix B: Evidence of Organizational and Collaborative Capability.* Applicants may submit materials demonstrating their capacity to meet the scope of this project—not only from an information systems perspective but from a collaborative, court improvement perspective. Capacity should be demonstrated internally (within the court), across other relevant courts, and with other agencies. Evidence of improvement strategies implemented within and across agencies and courts will demonstrate the strongest support for collaborative efforts.

Applicants must document the existence of a climate favorable to children and families by listing current court and agency policies, legislation, cross-agency/cross-court protocols, and interagency agreements that aid collaboration in regard to child welfare issues and cases. Applicants may provide a bibliography that includes effective date(s) and relevant pages.

*Appendix C: Key Staff and Consultant Résumés.* Applicants must include résumés and job descriptions for the key staff and consultants named in the Management and Organizational Capability section of the application.

**Format**

The narrative portion of the application (excluding forms, assurances, and the appendix) must not