

**Bureau for Social Services**

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| **Announcement of Funding Availability (AFA)** |
| **Children’s Justice Act** |

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***Proposal Guidance and Instructions***

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| **AFA Title: Children’s Justice Act** |
| **Targeting Regions: Statewide** |
| **AFA Number: BSS-CJA-SFY2026**  **GFO Number: 250000000246** |

**West Virginia Department of Human Services**

**Bureau for Social Services**

***For Technical Assistance please include the AFA # in the***

***Subject line and forward all inquiries by 05/16/2025 to:***

[*bssgrants@wv.gov*](mailto:bssgrants@wv.gov)

[*bsscasgrantscontract@wv.gov*](mailto:bsscasgrantscontract@wv.gov)

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| **Key Dates** | |
| **Date of Release:** | **05/02/2025** |
| **Application Deadline:** | **05/23/2025** |
| **FAQ Posted:** | **05/19/2025** |
| **Available Funding:** | **$118,106** |

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# Introduction

The West Virginia Department of Human Services (Department), Bureau for Social Services (BSS) is soliciting applications from entities interested in developing innovative programs to improve the investigation, prosecution, and judicial handling of child abuse and neglect cases. The purpose of this grant is for the development of recommendations regarding policies, programs, and funding to improve the handling of child abuse and neglect cases and to limit further trauma to the victims of child maltreatment.

Applicants interested in applying for this grant are limited to entities who have experience working with child welfare, mental health, law enforcement, education, and the judicial system.

# II. Background

The Children’s Justice Act (CJA) provides grants to states to improve the investigation, prosecution, and judicial handling of cases of child abuse and neglect, particularly child sexual abuse and exploitation, in a manner that limits additional trauma to the child victim. CJA grantees are responsible for implementing the requirements of the CJA grant program to reform state processes for responding to child abuse and neglect.

Section 107(a) of the Child Abuse and Prevention Treatment Act outlies the purpose of CJA funding, which is to assist states developing, establishing, and operating programs designed to improve:

1. The assessment and investigation of suspected child abuse and neglect cases, including cases of suspected child sexual abuse and exploitation, in a manner that limits additional trauma to the child and the child’s family;
2. The assessment and investigation of cases of suspected child abuse-related fatalities and suspected child neglect-related fatalities;
3. The investigation and prosecution of case of child abuse and neglect, including child sexual abuse and exploitation; and
4. The assessment and investigation of cases involving children with disabilities or serious health-related problems who are suspected victims of child abuse or neglect.

The grantee will be responsible for leading the Children’s Justice Task Force (CJTF) and submitting quarterly and annual reports to the Department.

# III. Program Requirements

**A. Target Population**

Children aged 0 through 18 years.

**B. Required Services**

Grantee must coordinate and oversee the work of the Children’s Justice Task Force (CJTF) which is composed of professionals who have knowledge and expertise in criminal justice and child abuse.  The work of the CJTF must implement recommendations in each of the following categories, as required by legislation:

* + Investigative, administrative, and judicial handling of child abuse and neglect, particularly child sexual abuse and exploitation, as well as cases involving suspected child maltreatment related fatalities, and cases involving a potential combination of jurisdictions.
  + Experimental, model, and demonstration programs for testing innovative approaches and techniques which may improve the prompt and successful resolution of civil and criminal court proceedings or enhance the effectiveness of judicial and administrative action in child abuse and neglect cases, particularly child sexual abuse and exploitation cases, including the enhancement of performances of court-appointed attorneys and guardians ad litem for children and which also ensure procedural fairness to the accused.
  + Reform of state laws, ordinances, regulations, and protocols and procedures to provide comprehensive protection for children from abuse, particularly sexual abuse and exploitation, while ensuring fairness to all affected persons.

Grantee must develop, provide, or arrange for specialized training in the areas of child maltreatment and the judicial system, the multidisciplinary investigative team process, trauma informed care, parental substance use and child safety, drug affected infants, child exploitation and mandatory reporting, as well as coordinate, arrange, and conduct one Statewide Multidisciplinary Team Conference. These trainings should promote and/or provide cross-systems training initiatives that emphasize shared responsibility, collaboration and coordination of timely services for child victims with disabilities as well.

Grantee must complete initial and three-year assessments. They must outline reviews, evaluations and recommendations in all required areas identified by CAPTA Sec. 107(e)(1)(A), (B) and (C).

* Recruit and maintain membership of the Task Force according to grant requirements.
* Schedule and facilitate four quarterly CJTF meetings and maintain minutes to document discussions and recommendations from the meetings.
* Provide support to strengthen the Multidisciplinary Investigative Team (MDIT) process in West Virginia.
* Review CJTF surveys to determine if updates are necessary and, if applicable, modify the survey.  Use the data collected to better inform CJTF training topics and provide technical assistance to the child welfare community when appropriate.
* Enter the information collected through the surveys into an interactive database that can be queried by date, county, discipline and question.
* Review, evaluate and implement national recommendations to better assist child victims and witnesses.
* Support the expansion of the “Handle with Care” program.
* Provide information upon request about treatment issues and availability of treatment in order to assist the child in dealing with the traumatic impact of child abuse and neglect.
* Promote and support WV Department of Human Services in accurately identifying maltreatment cases within the CPS system to show children with disabilities in order to plan for appropriate response and service availability and to gather data necessary to plan for and promote systems change.
* Provide, promote and support ongoing training in the field of child maltreatment and domestic violence.
* Educate the community and stakeholders on the identification, reporting processes and handling of child abuse and neglect cases.
* Promote and support the distribution of informational materials available upon request from the WV Children’s Justice Task Force.
* Develop and maintain a speakers’ bureau on child maltreatment issues with in-state trainers as well as out of state trainers in order to improve the investigation and handling of child abuse and neglect cases.
* Update, maintain and promote the CJTF website.
* Participate in agency and community-based awareness projects which include Children’s Day at the Legislature, Crime Victims Day at the Legislature, and sponsor a booth at conferences.

**C. Service Delivery Area**

Applicants must have the ability to provide the required services statewide.

**D. Time Frames/ Mandatory Start Dates**

July 1, 2025, through June 30, 2026.

**E. Organization Experience/ Capability**

Applicants must demonstrate the following:

* Capacity to collaborate and engage with child welfare, mental health, law enforcement, education, and the judicial system as well as any entity investigating, prosecuting, or serving victims of child abuse or neglect.
* Use communication and outreach methods.
* Maintain records of meetings, survey results, and information necessary to apply for the CJA federal grant funds each year.
* Capacity to provide necessary information to the Department state liaison officer in order to apply for the federal CJA grant by April 10th of each year.

**F. Staffing Requirements**

The applicant’s director shall have a bachelor’s degree. The director shall also have a support staff person.

**G. Outcomes**

Quarterly and annual reports will be provided to the Department from the applicant. These reports will include progress toward the goals set every three years by the CJA Task Force.

The quarterly and annual reports will determine the success or limitation of the programs and services provided by the applicant.

# IV. Narrative/ Work Plan Requirements

Applicant must demonstrate the ability to collaborate and engage child welfare, mental health, law enforcement, education, and the judicial system in trainings.

Applicant must demonstrate the ability to schedule Children’s Justice Task Force (CJTF) quarterly and regional meetings and maintain minutes.

Applicant must attend annual federal Children’s Justice Act Meeting held by the Children’s Bureau.

Applicant must demonstrate the ability to provide necessary information to the Department state liaison officer who will apply yearly for the federal CJA grant.

Applicant must demonstrate the ability to complete documentation regarding the initial and the three-year assessment and provide to the Department state liaison officer who will provide the information in conjunction with the application for the federal CJA grant.

Applicant must be able to arrange and provide training and cross-training for those involved in the intake, investigation, and prosecution of child welfare cases.

Applicants must describe how activities will be monitored and evaluated.

# V. Department Responsibilities

The Department is responsible for the provision of obtaining and distributing current federal grant(s) to the entity selected for this initiative.

# VI. Application Process

Any applicant who wants to receive grant funding must be registered as a vendor with wvOASIS. Applicants who are not a vendor need to register through the wvOASIS Vendor Self-Service (VSS) portal.

**A. Intent to Apply**

NEW PROCESS FOR APPLICATION SUBMISSION: All proposals must be submitted through the WVOASIS Vendor Self Services (VSS Portal) at <http://www.wvoasis.gov>. For more information and training on application submission, please visit the following links:

* [Locating a Grant Funding Opportunity in VSS](https://youtu.be/MzfnWvvSiU4)
* [Creating a Grant Funding Application in VSS](https://youtu.be/f1rlpaJD3Hw)

All proposals for funding will be reviewed by BSS staff for administrative compliance, service need, and feasibility. A review team, including reviewers independent of BSS, will review the full proposals.

Applicants must use 12 pt. Arial or Times New Roman font, single line spacing, and one-inch margins. Page numbers must also be included in the footer.

**B. Administrative Data**

The application cover page and assurances shall include:

• name of Applicant

• service delivery area to be covered

• applicant’s business address

• telephone number

• name of authorized contact person

• signature of person authorized to act in agency’s behalf

• date

The applicant shall provide a summary of the agency’s organization, its size, and resources and include the following information:

• identifying information

• date organization was established

• type of ownership

The applicant shall provide a copy of current license to do business in the State of West Virginia as well as a list of current services being provided, and an organizational chart.

**C. Applicant Capability/ Experience**

Discuss the capability and experience of the applicant organization.

**D. Program Narrative / Work Plan**

Detailed description of activities to be conducted and services to be provided with implementation schedule with timeframes for actions, dates, and responsible parties.

**E. Budget**

Detailed line-item budget and narrative for all costs for the grant period.