

State Chapter Support to Children's Advocacy  
Centers for CAC Quality Improvement and  
Accreditation Advancement (QIAA)



NATIONAL  
CHILDREN'S  
ALLIANCE®

**REQUEST FOR PROPOSALS  
FY2015**

**2016 SUB-AWARD PROCESS**

## PROGRAM DESCRIPTION AND RESOURCES

This funding is received under the OJJDP FY 2015 VOCA Children's Advocacy (CFDA #16.758) to manage a national grant awards program for local children's advocacy center programs. Children's Advocacy Centers (CACs) provide a coordinated response to victims of child abuse through multidisciplinary teams composed of representatives from the statutorily mandated and other involved agencies. The program is authorized under the Victims of Child Abuse Act, 42 U.S.C. Section 13002.

### *Resources*

This RFP includes references to the policies and guidance issued by the Office of Management and Budget (OMB) [Federal Register, 12/26/2013](#). The largest division of the Executive Office of the President, OMB is responsible for implementing and enforcing the President's policies across the entire Federal Government.

Additionally, the RFP includes references to the [2015 DOJ Financial Guide](#) published by the United States Department of Justice.

In accordance with the above document, all applicants must be in compliance with all civil rights nondiscrimination requirements.

All applicants must comply with federal laws that prohibit discrimination in both employment and the delivery of services or benefits based on race, color, national origin, sex, religion, and disability. In addition, federal law prohibits recipients of federal financial assistance from discriminating on the basis of age in the delivery of services or benefits.

All applicants must meet the requirements of the Drug-Free Workplace Act of 1988.

All entities applying for this funding are encouraged to enforce policies that require employees, contractors, or subrecipients to wear seat belts when driving company-owned, rented, or personal vehicles while they are on the job. For the Federal policy on seat belt use, refer to the [Highway Safety Act](#).

All applicants are encouraged to enforce policies that ban text messaging while driving company-owned, rented, or Government-owned vehicles; while driving privately owned vehicles when on official Government business; or when performing any work for or on behalf of the Government. For more on this topic, see the [Federal policy on reducing text messaging while driving \[PDF - 57 Kb\]](#).

Applicants are to disclose whether they are currently designated high risk by another federal grant making agency. This includes any status requiring additional oversight by the federal agency due to past programmatic or financial concerns. If an applicant is designated high risk by another grant making agency, you must notify NCA at [mgadmin@nca-online.org](mailto:mgadmin@nca-online.org) and include the following information at the time of the application submission:

- Email subject line - High Risk Grantee Notification.
- The agency that currently designated the applicant as high risk.
- Date the applicant was designated high risk.
- The high risk point of contact name, phone number, and email address, from that agency.
- Reasons for the high risk status.

NCA seeks this information to ensure appropriate federal oversight of any grant award.

If an applicant is prohibited from receiving federal funds, they need to disclose the debarment and suspension to NCA prior to the application submission. Debarment or suspension of a participant in a program by one agency has a Government-wide effect. The Government-wide guidelines for debarment and suspension are codified in [2 C.F.R. Part 180. DOJ, via 2 C.F.R. Part 2867](#), adopts the OMB guidance in subparts A through I of Title 2 C.F.R. Part 180, as supplemented by 2 C.F.R. Part 2867, as its policies and procedures for nonprocurement debarment and suspension.

Federal funds cannot be used to pay a person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with any of the following covered Federal actions:

- The awarding of any Federal contract;
- The making of any Federal grant;
- The entering into of any cooperative agreement;
- The extension, continuation, renewal, amendment, or modification of any Federal contract, grant, or cooperative agreement.

Additional restrictions on lobbying applicable to all recipients and subrecipients are:

- [18 United States Code \(U.S.C\) 1913](#)
- [Interim Financial Guidance for New Restrictions on Lobbying \[PDF - 34 Kb\]](#)
- [Lobbying Disclosure Act of 1995](#)

As part of your application you will be required to certify that no grant funds will be used for lobbying and/or fundraising activities.

## OVERVIEW

National Children's Alliance, under a cooperative agreement with the United States Department of Justice Office of Juvenile Justice and Delinquency Prevention (OJJDP)\*, is administering \$9,286,000 in federal funds for the establishment, improvement, and expansion of Children's Advocacy Centers (CACs) through the FY2015 RFP. Please note that specific award amounts may change. **All awards are contingent upon the release of funding from the United States Department of Justice.**

## FEDERAL AWARD INFORMATION

This sub-award is provided under the federal grant between NCA and the US Department of Justice with the following specifications:

*Recipient Name: National Children's Alliance ; Recipient DUNS Number: 036770691 ; Federal Award Project Title: Victims of Child Abuse (VOCA) Children's Advocacy Centers National Subgrants Program ; Federal Award Program Title: OJJDP FY15 Youth Development, Prevention and Safety Invited Awards ; Federal Award Identification Number (FAIN): 2015-CI-FX-K001 ; Federal Award Date: 09/28/2015 ; Period of Performance Start and End Date: from 10/01/2015 to 09/30/2016 ; Total Amount of Award: \$11,068,043 ; Federal Award Project Description: The VOCA Children's Advocacy Centers National Subgrants Program will provide funding for a national grant awards program for local children's advocacy center programs, state chapters, and multidisciplinary teams that provide a coordinated investigation and response to child abuse.; Name of Federal awarding agency: Department of Justice, Office of Justice Programs, Office of Juvenile Justice and Delinquency Prevention ; Total amount of Federal Funds in the NCA RFP: \$9,286,000 ; NCA CFDA Number: #: 16.758 ; Identification of whether the award is R&D: No ; NCA Indirect Cost Rate for the Federal Award: 8.7%.*

Under this award, NCA has issued a State Chapter Support to Children's Advocacy Centers for CAC Quality Improvement and Accreditation Advancement (QIAA). As part of their funding formula, a portion of these grants are allocated to providing direct support to the CACs within the state.

## ELIGIBILITY

In order to be considered for a Chapter Tier sub-award, applicants must meet the following eligibility requirements:

- Applicants demonstrate their commitment to a multidisciplinary approach to child abuse. This may be demonstrated through letters of support submitted by applicants.
- Applicants must be committed to helping communities establish or improve facility-based Children's Advocacy Centers, which meet the needs of abused children for support and protection in a safe, child-friendly, and child-focused environment.
- Applicants must be or designate a public or private, not-for-profit entity to receive and administer awards.
- NCA Accredited Children's Advocacy Centers, NCA Associate/Developing Children's Advocacy Centers, NCA Affiliate Members, NCA Satellite Children's Advocacy Centers, or Multidisciplinary Teams (in areas not currently served by a Children's Advocacy Center), are eligible as determined by the approved application of the NCA State Chapter grantee.
- Applicants who are current NCA Accredited, Satellite, Associate/Developing, and Affiliate Members must be in good standing with National Children's Alliance:
  - Current with annual dues;
  - Current with reporting requirements (statistical and/or grant reports); and
  - Signed license and accreditation materials as appropriate.

## AWARD APPLICATION REQUIREMENTS

NCA and NCA State Chapters are required to review and assess the potential risks presented by applicants for federal grants prior to making an award ([2 C.F.R. § 200.205](#)). NCA will use a variety of factors which may include financial capabilities and past performance in a risk-based approach.

In order to assess each applicant's risk of non-compliance for purposes of award monitoring:

- All sub-awardee applicants with annual actual expenses (as determined by United States generally accepted accounting principles) in excess of \$200,000 are required to have an audit of their financial statements. **If there is any audit communications with those charged with governance and/or communicated internal controls identified in the audit, it must be submitted as part of the sub-awardee application.**
- All sub-awardee applicants with annual actual expenses (as determined by United States generally accepted accounting principles) equal to or less than \$200,000 are required to have a review of their financial statements. The review must be in compliance with SSARS 19. **If a management letter is prepared by the independent accountant (CPA), it must be submitted as part of the sub-awardee application.**
- Must be in good standing with reporting and funding requirements from any award previously received from NCA.

- Must be non-profit or government agencies. Awardees will be required to certify the accuracy of the provided information, including Tax Identification Number (EIN), and may be requested to provide proof of their organizational status.
- Applicants must maintain their NCA membership status during the application process and the duration of the grant and be in good standing with National Children’s Alliance:
  - ❑ Current with reporting requirements (statistical, grant narrative, and fiscal reports)
  - ❑ Has signed license and NCA accreditation materials as appropriate
  - ❑ Has signed annual affidavit of NCA accreditation standards compliance as appropriate
  - ❑ Current with annual dues
- NCA Accredited applicants that currently are undergoing re-accreditation, who wish to apply for a sub-award, must be actively fulfilling their submission requirements and deadlines at the time of application submission and throughout the life of any award.
- NCA Accredited applicants in Pending status, who wish to apply for a sub-award, must be actively fulfilling their approved action plan and meeting all required deadlines at the time of application submission, throughout the life of any award, and until all accreditation issues are successfully resolved. The aforementioned requirement pertains both at the time of application submission and throughout the award period.
- The state funding formula incorporates all new accredited centers that have gained their accreditation status with NCA as of the October 2015 board meeting. Regardless of the release date of the RFP, the NCA October Board Meeting is the determining guideline for eligibility of new applicants for accreditation being considered for funding through the RFP process.
- All applicants must have a Data Universal Numbering System (DUNS) number when applying for Federal awards and cooperative agreements (initial or supplemental awards) ([2 C.F.R. Part 25 - Universal Identifier and System of Award Management](#)). As an organization, you can obtain a DUNS number at no cost by calling the toll-free DUNS number request line at 1-866-705-5711.

Applicants should anticipate that failure to submit an application that contains all the specified elements and meets the stated requirements in this solicitation will negatively affect the review of their application. Should a decision be made to make an award, it may result in the inclusion of special conditions that preclude the recipient from accessing or using award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that applications that are not in accordance with the scope of the solicitation or that do not include the required application documents may not be considered for funding. For a list of the required application documents, including formatting requirements, please review the application checklist.

### **State Chapter Support to Children’s Advocacy Centers for CAC Quality Improvement and Accreditation Advancement (QIAA)**

- **Eligibility-** For Chapter Use: NCA Accredited members
- **Maximum Award-** \$9,000
- **Goals:**

- To strengthen and enhance Children’s Advocacy Centers through sub-awards to develop or expand services under the following National Standards for Accreditation:
  - Forensic Interviewing
  - Medical Evaluation
  - Victim Support and Advocacy
  - Mental Health
  - Multidisciplinary Team

**Evaluation Criteria:**

**Program History**

- History of development including description of current program efforts. (This should be no more than 1 paragraph.)

**Proposed Project**

**In order to receive approval, the applicant must reference and plan to report on ONE or TWO maximum of the NCA’s National Standard for Accreditation listed above.**

- Detailed plan including the following:
  - Assessment of need of project. Utilize and/or reference Gap Analysis, OMS, Chapter growth plan data in support of your project
  - Goals and objectives
  - Strategy for implementation and governance structure
  - Measurement for success and timeline

**Budget**

- Budget that clearly corresponds to the goals and objectives of the proposed project
- Budget Narrative with a level of detail that provides support and all calculations for all proposed project expenditures

**Grant Application Checklist**

There are three sections to the application. You must complete all sections for your application to be considered complete.

1. Sub-award Cover Page– Please go to (<http://www.fncac.org/nca-sub-awards.html>) and download the form. The form is in a writable format and includes general organizational information for the applicant along with certification fields. Please fill out, print, sign, and scan this form. In order to prepare it for submission please name the file “City, Organization Name, Cover Page” and email it to [emarl@fncac.org](mailto:emarl@fncac.org) together with the files listed below.

**IMPORTANT:** Based on your certifications, please attach any applicable documents (such as MOU and audit documentation) at the back of the signed cover page.

2. Program Narrative –The narrative must be double-spaced, Times New Roman, 12 size font, with a one-inch margin on all sides, not to exceed 3 pages in length. The narrative must include the information outlined in the evaluation criteria. Please be sure to address all of the sections within the identified page limitations. Please name your file “City, Organization name, Program Narrative”

3. Grant Budget Form- Please go to (<http://www.fncac.org/nca-sub-awards.html>) and download the form. The form is in a writable word format and includes budget table by categories as well as a field for your Budget Narrative. A clearly developed budget is requested that indicates how much funding will be allocated in each category. The Budget Narrative should contain a clearly defined break down of all costs proposed in the grant budget table it should thoroughly and clearly describe every category of expense listed in the grants budget table. The proposed budgets need to be complete, cost-effective, reasonable, allocable, and necessary for project activities.

Applicants should demonstrate in their budget narratives how they will maximize cost effectiveness of grant expenditures. Budget narratives should generally describe cost effectiveness in relation to potential alternatives and the goals of the project. For example, a budget narrative should detail why planned in-person meetings are necessary, or how technology and collaboration with outside organizations could be used to reduce costs, without compromising quality.

The narrative should be mathematically sound and correspond with the information and figures provided in the Award Budget. The narrative should explain how the applicant estimated and calculated all costs, and how they are relevant to the completion of the proposed project. The narrative may include tables for clarification purposes. The applicant must propose budget costs that are in accordance with federal requirements. Proposed costs should be in line with current federal per diem rates which can be located at [www.gsa.gov](http://www.gsa.gov). The applicant must include allowable costs under NCA guidelines. NCA cannot reimburse any unallowable items. Please review the cost list for these specific awards at the end of this document as well as the general Allowable/Unallowable list as posted on the NCA website. In addition, all awards must adhere to the latest addition of the Office of Justice Programs' Financial Guide at <http://ojp.gov/financialguide/DOJ/index.htm> and relevant OMB circulars.

The budget narrative should include the following information for each individual position for which funds are requested:

- Position Title
- Annual salary (if hourly include rate x hours = salary)
- Actual dollar amount (of the salary) funded by NCA
- Percentage of the annual salary (or hourly rate) funded by NCA
- Identify other sources used to pay the percentage not funded by NCA

Please review the cost list for additional information on personnel costs. Timesheets with clearly allocated time and effort will be required for submission as part of the grant reports. If fringe benefits are requested to be reimbursed, such benefits must be allocated in the same manner as the salaries that are allocated to the grant. Only employees approved under the grant category can allocate fringe benefits.

For travel or training include the following information:

- Name of the training and location
- How many individuals attending (estimate if necessary)
- Per diem rate (for lodging) x (number of people) x (number of days)
- Travel cost
- Registration Fees (connected to training)

Funds requested for purchases:

- Type of purchase
- Name of equipment
- Description of equipment
- Cost
- Location of equipment

**Please note that equipment purchases will be very closely scrutinized and must directly pertain to service provision under the accreditation standards listed in this RFP (i.e. recording equipment for forensic interviews, medical exams, etc.). No furniture or soft furnishings may be charged to any NCA award.**

Funds requested to conduct trainings:

- Consultant rate (meeting the federal daily rate of \$650.00 or less)
- Description and estimated cost of materials required to host the training
- Per diem rate (for lodging) x (number of people) x (number of days)
- Travel costs

**Please note that award funds may not be used to purchase or reimburse expenses for food/meals.**

Funds requested for Rent/Insurance/MH screening instruments:

- Total rent payment/lease payment per month
- Percentage and dollar amount for the portion of the rent that is requested to be reimbursed under this award. This calculation needs to be based on the square footage of the program service areas under the chosen standard. The calculation needs to be clearly identified in the budget narrative.
- Professional liability insurance for MH, FI, VA
- MH screening instruments and assessment tools - description, usage, and calculation
- Include these bulleted line items under the grant budget category "Other"

**Please save the Budget Information form on your computer, fill it out, and rename the file "City, Organization Name, Grant Budget."**

**Annual Program Budget:** Current year operating budget including income and expenses. For newly operating programs, a projected budget will be accepted.

**\*Signed Memorandum of Understanding (MOU) or Interagency Agreement:** You will be asked to certify that either you have submitted a current signed MOU or Interagency Agreement to your Chapter or you are attaching it to your sub-awardee application.

**\*Audit/ Financial Review Documents:** You will be required to submit with your application any management letters and any other audit communications that may have been issued as part of your audit or financial review.

**\*Resumes and Job Descriptions:** If you are requesting funds for a position, a job description and resume must be submitted as an attachment. If the position that you are requesting funding for has not been filled as of the application due date, no resume needs to be submitted.

## **APPLICATION SUBMISSION AND REVIEW**

### **How to Submit**

- Application **must be submitted via email to [emarlar@fnac.org](mailto:emarlar@fnac.org)**. Upon submission, you will receive an email confirmation that your Chapter organization received your application. This confirmation will be

emailed to the email address listed on your application form within 24 hours. If you do not receive such a confirmation, please follow up with the Chapter Representative before resubmitting it. Please keep the email confirmation for your records as proof of submission.”}

- Address each question and required topic area, and meet the stated purpose of the grant.
- No mailed or faxed copies will be accepted.
- Applicants must successfully submit and receive confirmation for their submission by 4:30 p.m. **June 24, 2016.**

*Failure to meet the above requirements will result in the declination of the award request.*

## **Review Process**

### **Applications**

All applications receive a two-step review process. First, the Chapter conducts an internal review. The applications approved by their Chapter are forwarded to NCA for final budget approval following award notification and prior to the obligation, expenditure, or disbursement of grant funds. All awards will have special conditions which must be adhered to throughout the award period.

### **Submission Deadline**

All applications need to be submitted to the State Chapter no later than June 24, 2016.

### **Chapter Contact Information**

For any inquiries on the sub-awardee application process please contact Florida Network of Children’s Advocacy Centers:

Phone (850) 671-4791

Email [emarlar@fncac.org](mailto:emarlar@fncac.org)

## **ADMINISTRATIVE AND OTHER LEGAL AWARD REQUIREMENTS**

If selected for funding, in addition to implementing the funded project consistent with the agency-approved project proposal and budget, the recipient must comply with award terms and conditions, and other legal requirements, including but not limited to OMB, DOJ, NCA, or other federal regulations that will be included in the award, incorporated into the award by reference, or are otherwise applicable to the award.

NCA anticipates that it will make any award from this solicitation in the form of a Sub-awardee Cooperative Agreement between the State Chapters and the sub-awarded CACs. Sub-awardee cooperative agreement awards include standard conditions that describe the general allocation of responsibility for execution of the funded program. Generally-stated, under cooperative agreement awards, responsibility for the day-to-day conduct of the funded project rests with the recipient in implementing the funded and approved proposal and budget, and the award terms and conditions; responsibility for oversight and redirection of the project, if necessary, rests with the State Chapter and NCA.

Based on the agency programmatic and financial performance, association and local strategic goals as well as other specific circumstances, special award conditions and reporting requirements may be mandated to all projects under a specific sub-award type and/or only to a specific sub-awardee agency. Some examples of such special conditions are implementing the Outcome Measurement System (OMS) and Gap Analysis project.

## **General Information of Post-Award Steps and Reporting Requirements**

The sub-awarded agencies will be in direct communication with their State Chapters in regards to any award inquiries and project updates. The Grant Reports and Budget Modification Requests will be submitted to the State Chapter Representative. Any required submissions receive a link to the Electronic Grantee Handbook which will contain detailed information about the grantee guidelines and contain all the mandatory documents and forms, including but not limited to, grant reporting deadlines and requirements specific to each award type, sample sub-awardee documents, etc.

All grant funds are to be used over one-year period beginning over January 1, 2016 - December 31, 2016.

# **Attachments**

## TIPS FOR WRITING GOALS, OBJECTIVES, AND PERFORMANCE MEASURES

### Goals

Goals are expected outcomes that provide a program direction

- Goals should be working toward furthering the mission of the organization.
- Goals should not have time frames.
- Goals lend a sense of direction for the program and they are the reasons a program should be funded.

#### *Example of a Goal:*

To decrease the amount of time a child who has allegedly been sexually abused must wait to receive a child-friendly forensic exam by a qualified professional.

### Objectives

Objectives should contain the following elements:

- Time frame,
- Target of the change,
- Results to be achieved, and
- Specific tasks and the person responsible for performing the task.

#### *Example of an Objective:*

To provide on-site forensic medical exams to 90% of alleged child victims of sexual abuse in Cumberland County as designated by the agency's signed protocol. The CAC director will hire a pediatric SANE nurse by January 15, 2009 to conduct on-site medical exams.

### Performance Measures

- Performance measures evaluate whether the objectives have been achieved.
- Performance measures should be concrete and state how the success of an objective will be quantified.
- Performance measures should include a timeframe for measuring success.

#### *Examples of Performance Measures:*

1. Forensic medical evaluations will be provided at the Cumberland County CAC to at least 60 alleged child victims of sexual abuse during the time period of January 2009-December 2009 as measured by statistics kept by the center's case tracking software.
2. During this grant year, 100% of the cases as defined by agency's signed protocol will be referred for a medical evaluation.

### Resources

Kettner, P.M., Moroney, R.M. & Martin, L.L. (1999) Designing and Managing Programs: An Effectiveness-Based Approach. Thousand Oaks: Sage Publications.

This project is supported by a Cooperative Agreement from the Office of Juvenile Justice and Delinquency Prevention, Office of Justice Programs, U.S. Department of Justice. Points of view or opinions in this document are those of the author and do not necessarily represent the official position or policies of the U.S. Department of Justice

## 2016 COST LIST FOR SUB-AWARDS UNDER QUALITY IMPROVEMENT AND ACCREDITATION ADVANCEMENT GRANTS

*Allowable costs are those costs consistent with the principles set out in the Uniform Guidance 2 C.F.R. § 200, Subpart E, and those permitted by the grant program's authorizing legislation and the pass-through entity. To be allowable under Federal awards, costs must be reasonable, allowable, and necessary to the project, and they must also comply with the funding statute and NCA requirements.*

*All costs must be incurred during the grant year. Please direct questions about specific items to the Grants Management Department at 1-800-239-9950. For additional guidance and information please review the DOJ Financial Guide at <http://www.ojp.usdoj.gov/financialguide/>.*

All costs submitted in the request for reimbursement need to be directly linked to the development and expansion of services under ONE or TWO of the following National Standards for Accreditation:

- Forensic Interviewing
- Medical Evaluation
- Victim Support and Advocacy
- Mental Health
- Multidisciplinary Team

**\*Personnel** – Time allocated to the provision of services under the five standards listed above for:

- Forensic Interviewers
- Medical Providers
- Victim Advocates
- Mental Health Providers
- Multidisciplinary Team coordinators
- Executive Directors and other Management Staff (only for the time clearly allocated for **supervision** of onsite/on-staff personnel in one of the above categories, as well as, personnel costs of the actual time spent on the **provision of these services**. Time spent on negotiating Interagency Agreements or protocols, coordination of MDT including case reviews; time associated with electronic information sharing - webinars, conference calls, data tracking systems such as NCAtrak and OMS. In such cases, these allocations and duties need to be clearly demonstrated through the submitted timesheets and job descriptions).
- Other positions – staff members that have case data tracking such as NCAtrak and Outcome Measurement System responsibilities.

In all circumstances the timesheets submitted need to demonstrate the exact time allocated to NCA for the time spent on the goals and objectives outlined in the specific sub-award pertaining to the specific accreditation standard from the list above. If fringe benefits are requested to be reimbursed, such benefits must be allocated in the same manner as the salaries that are allocated to the grant. Only employees approved under the grant category can allocate fringe benefits.

**\*Consultant**

- Contractual employees – time clearly allocated for provision of services under one of the standards listed above.
- Trainers – time spent on providing training on one of the standards listed above.  
(for additional information on the specific line items, please review the Allowable/Unallowable cost list in the [NCA Grantee Electronic Handbook](#))

**\*Rent** – rent costs attributable to the square footage of program service areas under one of the standards listed above, for example offices for FI personnel and forensic interview rooms.

**\*Trainings** – travel costs for MD, MH, FI, VA, MDT trainings (for additional information on the specific line items, please review the Allowable/Unallowable cost list in the [NCA Grantee Electronic Handbook](#))

**\*Insurance** – professional liability insurance for MH, FI, VA

**\*Equipment** – forensic interview, medical, mental health\*\* such as colposcopes, recording systems, etc. (not general office supplies)

**\*Other** - \*\*MH screening instruments and assessment tools