

**National Sub-Award Program
for expanding Access to Children's Advocacy
Centers' Resources and Services for**

**Victims of Child Pornography and Human
Trafficking**



NATIONAL
CHILDREN'S
ALLIANCE®

REQUEST FOR PROPOSALS

December 2017

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PROGRAM DESCRIPTION AND RESOURCES

This funding is received under the OJJDP FY 2017 VOCA Children's Advocacy Centers National Sub-Grant Program – Domestic Trafficking Victims Funds to manage a national grant awards program for supporting service provision to victims of child pornography and trafficking at the local Children's Advocacy Centers. 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 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 non-procurement 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 sub-recipients are:

- [18 United States Code \(U.S.C\) 1913](#)
- “Interim Financial Guidance for New Restrictions on Lobbying”
- [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)*, will administer \$1,600,000 in federal funds for expanding access to Children's Advocacy Centers' resources and services for victims of child pornography and human trafficking through this 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.

WHAT IS NATIONAL CHILDREN'S ALLIANCE?

Founded in 1988, National Children's Alliance (NCA) is the national association and accrediting body that supports and advocates on behalf of Children's Advocacy Centers and multidisciplinary teams nationwide. Children's Advocacy Centers are facility-based programs, which utilize a multidisciplinary approach (including child protective services, law enforcement, medical, and mental health services, victim services and prosecution) to investigate and intervene in child abuse cases.

ELIGIBILITY

In order to be considered for an award, applicants must meet the following eligibility requirements:

- a. Applicants demonstrate their commitment to a multidisciplinary approach to child abuse intervention, including the response to human trafficking and victims of child pornography. This may be demonstrated through letters of support submitted by applicants.
- b. Applicants must be committed to improve an existing facility-based Children's Advocacy Center, which meet the needs of abused children for support and protection in a safe, child-friendly, and child-focused environment.
- c. Applicants must be or designate a public or private, not-for-profit entity to receive and administer awards.
- d. Because an effective response to human trafficking and child pornography must rest on a solid foundation of core Children's Advocacy Center services, only Accredited Children's Advocacy Centers (or their umbrella agencies on their behalf) may apply.

**General Federal Award Information DOJ-NCA*

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 – Domestic Trafficking Victims Funds; Federal Award Program Title: OJJDP FY17 Youth Development, Prevention and Safety Invited Awards ; Federal Award Identification Number (FAIN): 2016-NZ-NX-K056 ; Federal Award Date: 09/12/2017; Period of Performance Start and End Date: from 10/01/2017 to 09/30/2018 ; Total Amount of Award: \$2,000,000 ; Federal Award Project Description: The VOCA Children's Advocacy Centers National Subgrants Program – Domestic Trafficking Victims Funds will provide funding for a national grant awards program for expanding access to Children's Advocacy Centers' resources and services for victims of child pornography and human trafficking.; 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: \$1,600,000; NCA CFDA Number: #: 16.834; Identification of whether the award is R&D: No ; NCA Indirect Cost Rate for the Federal Award: 11.96%.

AWARD APPLICATION REQUIREMENTS

NCA is 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 applicants:

- All applicants for individual CAC awards with gross annual revenue (as determined by United States generally accepted accounting principles) in excess of \$500,000 are required to have an audit of their financial statements. If a management letter is prepared by the independent accountant (CPA), it should be included with the audit report.
- All applicants for individual CAC awards with gross annual revenue (as determined by United States generally accepted accounting principles) at or below \$500,000 and above \$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 should be included with the review report.
- 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 who are current NCA Accredited members must maintain their 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 and/or grant 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 an 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 an 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.
- A respondent to this solicitation that is also a new applicant for NCA accreditation under consideration at the NCA October Board Meeting may apply as an accredited center pending the decision of the NCA Board of Directors. Applicants denied accredited status or new applicants given "Pending" status at the October Board Meeting will be deemed ineligible for funding exclusively available to accredited centers. 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 will neither proceed to peer review nor receive further consideration. For a list of the required application documents, including formatting requirements, please review the application checklist.

HOW DO I APPLY?

Carefully read the Applicant Eligibility, Application Requirements, and the Award Application Checklist. Using the instructions listed in this RFP, complete the appropriate application:

- 1) Complete the **Program Narrative** and **Budget Narrative** and save them as Word documents. Please follow the formatting and content requirements for these forms.
- 2) Prepare and scan all additional materials, i.e. **Annual Program Budget** and **Letters of Support** (required for all grant types) as well as **resumes, and job descriptions**, if applicable. The files cannot exceed 25 MB combined and need to be in .doc, .xls, .pdf, .rtf, or .txt format. (For Macintosh users, please note the filename must include the appropriate 3 or 4 letter extension.) Also, please do not attempt to upload a document that is password-protected or contains macros. This will cause the process to fail.

In the grant online portal, you will attach all previously prepared and aforementioned documents as attachments.

- 3) Once logged in, fill out online the **Organizational Information** and **Grant Budget form**.

All applicants must submit their application via the NCA online system using this web portal:

https://www.GrantRequest.com/SID_1093?SA=SNA&FID=35193

Important: After accessing the portal and logging in please select the correct award type corresponding to your application. Failure to do so will result in incorrect coding and your application won't reach the review panel.

Once you have saved your application and wish to continue, refer to your **registration confirmation email** with the subject line "You have created an NCA account." Click on the link within the email to get back to the application you started.

You are strongly encouraged to thoroughly prepare for application submission by drafting all required documents and thoroughly reading and adhering to RFP guidelines before beginning the online submission.

While technical support is available for the system, it has limited staffing. You are strongly encouraged not to wait until hours before the deadlines to begin the online process. It is the responsibility of the applicant to begin early enough to complete the process (including any technical support they may need to do so) prior to the application deadlines.

APPLICATION SUBMISSION DEADLINES

Deadline:

All applications must be **successfully submitted** via the online system by **5:00 PM ET on January 31, 2018**. The online system will automatically shut down at 5:00 PM promptly and will not accept any more applications in progress.

*Late award applications will not be accepted.
Faxed, mailed, or e-mailed award applications will not be accepted.*

AWARD REVIEW PROCESS

Applications:

NCA is committed to ensuring a fair and thorough process for awarding grants. A peer review panel reviews the applications to make sure the information presented is reasonable, understandable, measureable, and achievable as well as consistent with the solicitation.

All applications receive a three step review process.

First, NCA conducts an internal review. For purposes of assessing whether applicants have met the basic minimum requirements, NCA screens applications for compliance with specified program requirements to help determine which applications should proceed to further consideration for award. If the applicant has successfully followed the general *Grant Application Requirements*, the *Application Checklist*, and is *Eligible* for the award type, the application will be forwarded to a peer review panel.

A peer review panel will evaluate, score, and rate applications that meet basic minimum requirements. The purpose of the peer review process is to provide a technical and programmatic evaluation of all applications by professionals who are considered topic area experts in order to make award recommendations to NCA. The review panels will rate all applications based on the extent to which they meet the evaluation criteria for the award type and category. The evaluation criteria and assigned point values are outlined in this document.

Peer reviewers' ratings and any resulting recommendations are advisory only, although their views are considered carefully. In addition to peer review ratings, considerations for award recommendations and decisions may include, but are not limited to, underserved populations, geographic diversity, strategic priorities, past performance under prior awards, and available funding. Recommendations for funding are not final until approved by NCA's Executive Director.

The third step is budget approval, which is conducted internally by NCA staff, following award notification and prior to the obligation, expenditure, or disbursement of award funds.

NOTIFICATION PROCEDURES

For all applications, the online system will send you an e-mail confirmation immediately after successfully submitting an award application. This will be the official notification of the **receipt** of the award application from NCA. **Please print and keep this for your records.**

All applicants will receive **notification for the outcome** of their application by email by **February 28, 2018**.

An Electronic Grantee Handbook will be posted and available to the awarded applicants shortly thereafter. No funds may be expended or disbursed until award documents are signed and the project budget has received final NCA approval.

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 cooperative agreement. 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 NCA.

General Information of Post-Award Steps and Reporting Requirements

The awarded agencies will 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.

In addition to the report required documents **all CAC agency recipients** of individual CAC awards **with gross annual revenue in excess of \$500,000** are required to submit an audit of their financial statements (electronic copy) within 9 months after their fiscal year end and **all CAC agency recipients** of individual CAC awards **with gross annual revenue equal to or less than \$500,000 and above \$200,000** are required to have a review of their financial statements. The review must be in compliance with SSARS 19 and submitted (electronic copy) within 9 months after their fiscal year end.

If a management letter is prepared by the independent accountant (CPA), it must be included with the audit report.

Based on the grant performance, financial stability of the recipient, and other special circumstances, NCA may require an audit to be submitted/conducted by any of the recipient entities with expenditures below the \$200,000 threshold.

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 award type and/or only to a specific awardee agency. Some examples of such special conditions may include

prior approval of products created with award funds, specific financial restrictions, required training for subrecipients, etc. The award period is January 1, 2018 - December 31, 2018.

NCA CONTACT INFORMATION

General Questions for Awards Help Desk: Toll Free (800) 239-9950: Extension 109
cacprograms-dtvf@nca-online.org

Technical Assistance Questions:

NCA will offer a webinar intended to provide technical assistance around the application requirements and process. This webinar, which will be offered in "listen only" format, will provide information by award category and type. If you are interested in participating, please register here:

<https://attendee.gotowebinar.com/register/1968759519638844675>

If you have any further questions in regards to the webinar registration, please contact mgadmin@nca-online.org for registration information.

Webinar schedule:

December 13th, 2017 at 12:30 PM ET

AWARD APPLICATION CHECKLIST

Please review this checklist before submitting your online application. All applications must contain the following information:

Organizational Information (to be completed online): The applicant must complete this information accurately, as it is what is used to identify your agency and determine eligibility.

Program Narrative: The document must include the information outlined in the evaluation criteria. Please be sure to address all of the sections within the identified page limitations.

The submitted narrative must be double-spaced, typed in Times New Roman, size 12 font with a one inch margin on all sides. Tables will be counted towards the maximum page limitation allowed per award type. The font within the table must be Times New Roman, size 12. **The program narrative must not exceed the maximum page limitation identified in the Application Requirements Chart (under attachments).** This page limit does not include cover sheets, budget and budget narratives or required attachments. If the program narrative fails to comply with these formatting and length related constrictions, the application will not pass an internal review and will not be forwarded to the peer review panel.

Award Budget (to be completed online): A clearly developed budget that does not exceed the maximum amount available per award type and indicates how much funding will be allocated in each category.

The expenses for the **Child Pornography and Human Trafficking Training held at the Leadership Conference (LC)** need to be allocated in the following manner: Registration fee (\$550) under budget category "Other" and LC travel and lodging expenses as a separate line item under category "Travel."

Budget Narrative: The Budget Narrative should thoroughly and clearly describe every category of expense listed in the grants award budget above. NCA expects proposed budgets 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. Per Diem rates are updated throughout the year.

The applicant must include **allowable costs** under NCA guidelines. NCA cannot reimburse any unallowable items. For a listing of allowable and unallowable items, please see attachments. 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 needs to 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

For travel or training include the following information:

- Name of the training and location
- Number of individuals attending (estimate if necessary)
- Per diem rate (for lodging) x (number of people) x (number of days)
- Travel cost
- Registration fees

For funds requested for purchases include the following information:

- 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 (i.e. recording equipment for forensic interviews, medical exams, etc.). No furniture or soft furnishings may be charged to any NCA award.

For funds requested to conduct trainings include the following information:

- Consultant rate (meeting the federal daily rate of \$81.25 per hour 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.

For funds requested for rent/utilities include the following information:

- Type of utilities
- Estimated monthly breakdown of utility cost
- Rent payment/lease payment per month

Annual Program Budget: Current year operating budget including income and expenses. For newly operating programs, a projected budget will be accepted; however, this needs to be specified in the annual program budget.

Letters of Support: Letters of Support are required under every award type. The letters must show support for the submitted award application/project.

***Certify that you have a Signed Memorandum of Understanding (MOU) or Interagency Agreement:** You will be asked to certify that you have a signed MOU or Interagency Agreement. Awardees may be required to submit this document as a part of the special conditions of their award.

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, then a job description alone will suffice. However, it must be clearly specified in the budget narrative whether the positions are filled or unfilled at the time of submission of the application.

***The identified items are required for some award types. Please carefully read the application requirements for your award application type to determine whether or not these items are required.**

AWARD TYPES AND SCORING CRITERIA:

Improving CAC Response to Child Pornography (CP) Cases and Provision of Services to Victims of CP and Human Trafficking

(Total funds available- \$900,000)

- **Eligibility-** NCA Accredited Children’s Advocacy Centers
- **Maximum Award Amount-** \$75,000. (You may request less than the maximum award.)
- **Goals:**
 - To support the development, expansion, or enhancement of the full array of CAC services to Victims of CP and human trafficking.
 - To facilitate the development of written protocols/guidelines, policies and procedures for a coordinated MDT response specific to child pornography and sex trafficking cases.
 - To improve the availability of CAC facilities to law enforcement partners after-hours, such as the FBI and ICAC task forces.
 - To provide temporary housing resources for victims of child pornography or child pornography and trafficking. This is limited up to the total amount charged by a shelter per night or for a hotel room at or below government per diem rates, if it is needed as part of the direct provision of services in the process of returning a victim home to their family or caregiver.

All project goals and objects must include a component addressing child pornography.

Evaluation Criteria:

The application must be relevant to the award type goal(s) and true to the purpose of promoting and achieving improvement in the coordinated CAC/MDT response in child pornography and trafficking cases. The scoring formula will be weighted and 10 additional points awarded for those proposed projects that expand the provision of services in tribal, rural and underserved areas. CACs with projects that impact such areas are strongly encouraged to apply.

Program Need and Project Design (65 points)

- Describe your current CAC response and the need for its improvement (5 points)
- Describe the impact that this project would have on improving the provision of services in your community and the need of your agency to implement this project (10 points)
- Describe in detail a plan for improvement and the specific outcomes you are committing to achieving with the grant funds. (50 points)
 - This detailed plan should include:
 - Detailed goals and objectives
 - Detailed implementation plan and timeline
 - Measurement for success and program evaluation plan
 - Partner agency support for the activities
 - Plan for sustainability beyond the grant period

Organizational Capacity/Leadership (15 points)

- Governance structure sufficient to ensure adequate oversight and continuance of project (5 points)

- Leadership structure including staff expertise related to project; if using consultant(s) identify qualifications (5 points)
- Success in previous program efforts such as new program development, expansion efforts, and community outreach efforts (5 points)

Budget (20 points)

- Budget that clearly corresponds to the goals and objectives of the proposed project (10 points)
- Budget Narrative with a level of detail that provides support and all calculations for all proposed project expenditures (10 points)

“Improving CAC Response to Child Pornography (CP) Cases and Provision of Services to Victims of CP and Human Trafficking” grantees MUST designate and budget for one staff member to attend the 2018 NCA Child Pornography and Human Trafficking training in June 2018. The event will be held in conjunction with the Leadership Conference in Washington, DC. For budgeting purposes, use the federal lodging rates of Washington, DC. To include registration, airfare, ground transportation, and lodging, please allocate no less than \$2,500 total. Please see Attachment II for Program Narrative Page Limit.

Training Awards on Technology-Facilitated Child Sexual Exploitation/Child Pornography

(Total funds available- \$650,000)

- **Eligibility-** NCA Accredited Children’s Advocacy Centers
- **Maximum Award Amount-** \$50,000 (You may request less than the maximum award.)
- **Goal:** To develop CAC competencies in service provision to victims portrayed in sexual abuse images.

Applicant must focus the application on one or more of the following training types:

- Specialized FI training for interviewing victims of child pornography (CP) and human trafficking (HT).
- Trainings for identification and screening of victims of CP and HT.
- Training for Mental Health clinicians on evidence-based interventions for children depicted in child pornography.
- Trainings on MDT response to child pornography cases and the provision of services to the victims.
- Trainings for the MDT on working with adolescent victims in cases of youth-produced sexual image.
 - Training for local community organizations and groups on a coordinated response to CP and HT.

All project goals and objects must include a component addressing child pornography.

*Applicants are encouraged to partner with neighboring or multiple CACs, where possible, to maximize the number of MDT professionals trained. However, one CAC will need to serve as lead applicant.

Evaluation Criteria:

The application must be relevant to the award type goal(s) and true to the purpose of promoting and achieving improvement in case coordination, investigation, prosecution, and treatment of cases involving child pornography.

Community Need and Project Design (60 points)

- Describe your current CAC response and the need for its improvement (5 points)
- Describe the impact that this project would have on improving the provision of services in your community and the need of your agency to implement this project (5 points)
- Describe in detail a training plan to yield improvement and the specific outcomes you are committing to achieving with the grant funds. (50 points)
 - This detailed plan should include:
 - Detailed goals and objectives
 - Detailed training and implementation plan and timeline
 - Measurement for success and program evaluation plan
 - Partner agency support for the activities
 - Plan for sustainability beyond the grant period

Organizational Capacity/Leadership (20 points)

- Governance structure sufficient to ensure adequate oversight and continuance of project (5 points)
- Leadership structure including staff expertise related to project; if using consultant(s) identify qualifications (5 points)
- Success in previous training and implementation efforts. Emphasis should be given to training yielding measurable improvements/outcomes. (10 points)

Budget (20 points)

- Budget that clearly corresponds to the goals and objectives of the proposed project (10 points)
- Budget Narrative with a level of detail that provides support and all calculations for all proposed project expenditures (10 points)

“Training Awards on Technology-Facilitated Child Sexual Exploitation/Child Pornography” grantees **MUST** designate and budget for one staff member to attend the 2018 NCA Child Pornography and Human Trafficking training in June 2018. The event will be held in conjunction with the Leadership Conference in Washington, DC. For budgeting purposes, use the federal lodging rates of Washington, DC. To include registration, airfare, ground transportation, and lodging, please allocate no less than \$2,500 total.

Please see Attachment II for Program Narrative Page Limit.

CAC Resources for Victims of Child Pornography

(Total funds available- \$50,000)

- **Eligibility-** NCA Accredited Children’s Advocacy Centers and their subject matter expert partners.
- **Maximum Award Amount-** \$50,000 (You may request less than the maximum award.
- **Goal:** To supplement the resource tools available to the Children’s Advocacy Centers in child pornography cases and treatment of child pornography victims.

Applicant must focus the application on developing only one of the following resources:

- Develop, publish, and disseminate training curricula for Mental Health Clinicians specific to serving victims of child pornography and human trafficking. This curricula should be specific to incorporating this work in an evidence-supported way into an existing evidence-based treatment model. This curricula should include: a trainer’s guidebook for using the curricula; a fact sheet for caregivers on how these issues are addressed within the evidence-based treatment; and at least one fact sheet for clinicians.

- Develop, publish, and disseminate training curricula specific for each of the disciplines involved in the MDT response to child pornography and human trafficking cases. This curricula should also include: a trainer’s guidebook for using the curricula; a customizable handbook for caregivers of such child victims, and at least one fact sheet for multidisciplinary team members to be used in the CAC setting.

All project goals and objects must include a component addressing child pornography.

*Please note that awards in this grant category will require close collaboration with National Children’s Alliance on content approval, publication, and dissemination.

Evaluation Criteria:

The application must be relevant to the award type goal(s) and true to the purposes of the award goals outlined above. Applicants must demonstrate that they possess the subject matter expertise to successfully produce the required resources for dissemination to the field. NCA expects applicants to avail themselves of subject matter expertise external to the CAC, such as academic partners, as needed. Collaborative projects are encouraged, as long as one or more Accredited CAC(s) is the lead applicant. All resources developed using grant funds are owned by the US Department of Justice and will be distributed free of charge to Children’s Advocacy Centers and Multidisciplinary Teams.

Subject Matter Expertise, Project Plan, and Capabilities (55 points)

- Describe your current CAC response to child victims of child pornography (5 points)
- Describe your CAC’s experience in developing resources such as training curricula, handbooks, fact sheets, bibliographies, etc. (20 points)
- Describe in detail a plan for the development, publication, and dissemination, of the specific resource you selected for focus. (30 points)
 - This detailed plan should include:
 - Detailed goals and objectives
 - Detailed implementation plan and timeline
 - Measurement for success and program evaluation plan
 - Subject matter expert participation and support for the project
 - Plan for sustainability beyond the grant period

Organizational Capacity/Leadership (25 points)

- Governance structure sufficient to ensure adequate oversight and continuance of project (5 points)
- Describe your CAC’s subject matter expertise beyond service provision to child victims, including partnership with other subject matter experts. (10 points)
- Leadership structure including staff expertise related to project; if using consultant(s) identify qualifications (5 points)
- Success in previous training and materials development efforts (5 points)

Budget (20 points)

- Budget that clearly corresponds to the goals and objectives of the proposed project (10 points)
- Budget Narrative with a level of detail that provides support and all calculations for all proposed project expenditures (10 points)

“CAC Resources for Victims of Child Pornography” grantees MUST designate and budget for one staff member to attend the 2018 NCA Child Pornography and Human Trafficking training in June 2018. The event will be held in conjunction with the Leadership Conference in Washington, DC. For budgeting purposes, use the federal lodging

rates of Washington, DC. To include registration, airfare, ground transportation, and lodging, please allocate no less than \$2,500 total.

Please see Attachment II for Program Narrative Page Limit.

FREQUENTLY ASKED QUESTIONS/ FURTHER INFORMATION ABOUT APPLYING

- 1) **Can award applications be sent by mail, fax, or email?** No, all award applications must be submitted via the online system. No hard copies of the award application will be accepted.
- 2) **If I am applying online do I still need to send a copy of my application to NCA?** No, you will only need to submit your application online. All necessary copies will be made by NCA.
- 3) **Can I apply for more than one award on the electronic system?** Yes, you may apply for multiple awards via the online system.
- 4) **Can we submit additional information not requested by the RFP?** No, only submit applications and attachments that are described in the RFP. Additional information that is sent will not be considered with the application. Do not include reporting forms from another award, application for membership, or any other correspondence with your application.
- 5) **Can I apply for more than one award within the same award type?** No, each CAC may only apply for one award within each award type, regardless of whether it is an individual or collaborative application.
- 6) **How can I find out if my application has been received by NCA?** Once you have successfully completed the submission process, you will receive an e-mail confirmation indicating that the application has been received by NCA.
- 7) **What if I miss the deadline?** Please note that late applications will not be accepted under any circumstances.

Attachments

ATTACHMENT I

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, 2018 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 2018-December 2018 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.

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ATTACHEMENT II

<i>Grant Type</i>	<i>Program narrative (not including budget, budget narrative or other attachments) <u>must not exceed the number of pages indicated below.</u></i>	<i>Letters of Support</i>	<i>Letters of Support Accepted From</i>
Improving CAC Response to Child Pornography (CP) Cases and Provision of Services to Victims of CP	10	Required	Partner agencies within the MDT/CAC.
Training Awards on Technology-Facilitated Child Sexual Exploitation	10	Required	Partner agencies within the MDT/CAC.
CAC Resources for Victims of Child Pornography	10	Accepted but not required	Entities attesting to the capability and subject matter expertise of the applying entity.

ATTACHEMENT III

NATIONAL CHILDREN'S ALLIANCE PROVIDES FUNDING THROUGH A COOPERATIVE AGREEMENT WITH THE UNITED STATES DEPARTMENT OF JUSTICE, OFFICE OF JUVENILE JUSTICE AND DELINQUENCY PREVENTION.

Allowable Costs

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. To be allowable under Federal awards, costs must be reasonable, allocable, and necessary to the project, and they must also comply with the funding statute and NCA requirements.

Use the following list of Allowable and Unallowable costs as a guideline. It does not mention every item(s) that is allowed for purchase with NCA funds. 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 always consult the DOJ Financial Guide at <http://www.ojp.usdoj.gov/financialguide/>

Travel

- Airfare, railway fare, bus fare
 - Most economical fare (coach class)
- Shuttle service and taxicab fares
 - To/from/between airports, hotels, and conference centers ONLY
- Tolls
- Parking fees

Lodging

- Up to the maximum federal lodging rate for the city + applicable taxes
 - Available at www.gsa.gov
- Per diem rate (for lodging) x (number of people) x (number of days)

Training

- Registration fees
- Rental of conference rooms, meeting space, staff offices
- Equipment rental

Mileage

- Auto travel to meetings, trainings, and work-related events for staff and consultants
- Up to the maximum federal mileage rate
 - Available at www.gsa.gov
- Gas reimbursement only if mileage reimbursement is not requested

Consultant

Defined as anyone not on agency's payroll and receiving compensation for work.

- Up to the maximum daily consultant rate: \$650/day based on an 8 hour day, if a consultant works less than 8 hours follow the rate of \$81.25 a hour
- Trainers
- Speakers
- Professional services
- Computer technicians
- Therapists
- Interviewers
- Nurses
- Any individual conducting contract work on the CACs behalf (medical exams, therapy, accountants, etc.)

Compensation for individual consultant services is to be reasonable and consistent with that paid for similar services in the marketplace. The prep time allocated for the provision of these services may be included in an 8 hour workday, however, the correlation with the time spent on conducting the actual project must be reasonable and justifiable.

Personnel

- Salaries
- Fringe benefits

Supplies

- General office supplies
- Printing materials and supplies
- Software or other technology tools that are below \$5,000

Equipment

- Interviewing equipment
- Medical equipment
- Software above \$5,000

Other

- Audit costs for entities that expend \$750,000 or more during their fiscal year in federal awards must be prorated and charged to the grant based on the ratio of all Federal grants being audited
- Postage
- Publications and periodicals (i.e. medical journals, advocacy related, managerial)
- Publicity (i.e. brochures, ads, signs)
- Recording, transcription, or translation services
- Membership fees for professional organizations
- NCAtrak and other case tracking software
- Insurance
- Rent/lease of space for agency

- To provide temporary housing resources for victims of child pornography or child pornography and trafficking. This is limited to the total amount charged by a shelter per night or for a hotel room at or below the government per diem rates (www.gsa.gov) if it is needed as part of the direct provision of services in the process of returning the victim home to their family or caregiver. The support for the provision of such direct services is allowable to the extent that it covers a critical missing gap in those services.
- Electric, gas, water for agency
- Telephone, Internet, teleconferencing
- Maintenance and grounds keeping services

Unallowable Costs

Under federal awards there are costs that are categorized as unallowable that will not be reimbursed. Awardees must not use award or match funding for unallowable costs. Also within the category of unallowable costs are any costs considered inappropriate by NCA as a pass-through entity.

Standard unallowable costs are identified in [2 C.F.R. § 200, Subpart E - Cost Principles](#) and [2 C.F.R. § 200.31 \(Disallowed Costs\)](#). (For-profit entities and hospitals follow different cost principles – see FAR 31.2, and 2 C.F.R. Part 200b Appendix. IX, respectively). The general list below contains some items of unallowable costs that may be of particular relevance to the NCA grants, however, it is not a comprehensive list of all costs that may be considered unallowable or non-relevant under the specific grant type awarded.

Please direct questions about specific items to the Grants Management Department at 1-800-239-9950. For additional guidance and information always consult the DOJ Financial Guide at <http://www.ojp.usdoj.gov/financialguide/>

- Any expenditure that is not directly related to the Children’s Advocacy Center and the mission of the CAC is unallowable.
- Any activity or payment related to lobbying or fundraising (to finance related or complementary project activities) is unallowable.
- Any expenditure not directly related to the NCA-approved goals and objectives of the project.
- Any costs that are incurred either before the start of the project period or after the expiration of the project period.

Travel

- Recreational trips during a conference (from training center to mall or restaurant)
- Cancellation fees or ticket change fees
- Rental Cars (Unless the agency has clearly demonstrated that this is the least expensive means of transportation for group travel)
- Meals & Incidentals- no grant funds may be used to purchase or reimburse meals or food. There will be no exceptions during the grant period.

Lodging

- Telephone, Internet charges, laundry, movie costs, or mini bar charges incurred at the hotel
- Lodging costs that exceed the federal per diem rate per night as published on www.gsa.gov for the dates and destinations of travel cannot be charged to these grant funds. They are unallowable costs.

Training

- Entertainment
- Sporting events
- Passport charges or visa fees
- Cancellation fees
- Attrition fees

Personnel

- Dual compensation of salaried employees
- Stipends for attending training
- Bonuses
- Health insurance reimbursement unless purchased through the CAC
- Salary for employees or consultants for time spent lobbying or fundraising

Rent/Utilities

- Late fees
- Rent or utilities paid to any individual that is a staff person (or immediate family member) of the Children's Advocacy Center or fiscal agent for the grant award

Other

- Audits for entities that expend less than \$750,000 during their fiscal year in federal awards are unallowable costs
- Land acquisition
- Corporate formation fees
- Non-profit incorporation fees
- Credit card fees
- Fines and penalties
- Tips/gratuities
- NCA annual Membership fees
- NCA Accreditation and Re-Accreditation fees
- Membership fees in any country club or social or dining club or organization
- Membership in organizations whose primary purpose is lobbying
- New construction
- Routine renovations
- Remodeling
- Mortgages
- Capital campaigns
- Vehicle purchases
- Bar charges/alcohol beverages
- Furniture of any kind and soft furnishings of any kind
- Artwork (i.e. paintings, murals, frames, sketches, sculptures)
- Giveaways of any kind- examples:
 - Toys (therapeutic toys used during therapy or interviews are allowable)
 - Clothing items
 - Food and beverages (even for children who come for an interview)
 - Promotional items (pens, notepads, toys)