

National Subgrants Program

Awards for the Establishment,
Improvement, and Expansion of
Children's Advocacy Centers

2026 REQUEST FOR PROPOSALS



**National
Children's
Alliance®**

*The Force Behind
Children's Advocacy Centers*

NATIONAL SUBGRANTS PROGRAM

REQUEST FOR PROPOSAL

The National Children’s Alliance (NCA) is now accepting applications for the 2026 National Subgrants Program. This grant is being released through NCA’s online application portal. All applications must be submitted online through this system. Late or incomplete applications will not be accepted.

HOW TO APPLY

All applicants must submit their application via the NCA online application portal by clicking the link below.

Start a new NSP
Grant Application

Return to started
Grant Application

WHEN TO APPLY

All applications must be successfully submitted via the online application portal on or before:

Friday, August 8, 2025, at 11:59 p.m. (EDT)

Applicants are strongly encouraged to submit applications at least 48 hours prior to the deadline.

PROPOSED* AWARD PERIOD

January 1, 2026 - December 31, 2026

*Pending DOJ Concurrence

TECHNICAL ASSISTANCE

For technical assistance with submitting an application, please email grantsadvisor@nca-online.org.

NCA is not responsible for technical issues with grant submission within 48 hours of grant deadline.

RFP QUESTIONS

Please use the link below to submit questions about the RFP.

Submit an RFP
Question

RESOURCES

APPLICATION RESOURCE PAGE

NCA's Grants Application Resource page contains useful technical assistance resources for applicants, as well as any required templates to be used during the application process.

Visit Application
Resource Page

RFP VIDEOS

NCA has created video presentations intended to provide technical assistance around the application requirements and process, including important highlights and what to know before applying.

All video presentations can be accessed by clicking the links below.

Access RFP
Overview Video

Access Grant
Proposal Budget
Video

RFP QUESTIONS LIVE WEBINAR

A live webinar will be held to review each award type. There will also be an opportunity to ask questions of the NCA Grants Management Department.

New Portal -

Thursday, July 11, 2025, at 1:00 p.m. (ET)

New Rural -

Thursday, July 17, 2025, at 1:00 p.m. (ET)

Other NSP Award Types in this RFP -

Thursday, July 17, 2025, at 3:00 p.m. (ET)

Register to Access
Live Webinars

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WHAT IS NATIONAL CHILDREN'S ALLIANCE?

National Children's Alliance (NCA) is a nonprofit membership organization and accrediting body for the nation's Children's Advocacy Centers (CACs). A Children's Advocacy Center is a child-friendly facility in which law enforcement, child protection, prosecution, mental health, medical, and victim advocacy professionals work together to investigate abuse, help children heal from abuse, and hold offenders accountable. NCA was first federally funded in 1993 to develop and expand Children's Advocacy Centers across the country through a national sub-grants program. Since that time, NCA has administered more than \$230 million in federal funds for this purpose and has developed more than 1,000 Children's Advocacy Centers across the United States.

OVERVIEW

Under a cooperative agreement with the United States Department of Justice Office of Juvenile Justice and Delinquency Prevention (OJJDP), NCA will administer over 20 million in federal funds for the establishment, improvement, and expansion of Children's Advocacy Centers (CACs) through this request for proposals (RFP). Please note that specific award amounts may change. All awards are contingent upon the release of funding from OJJDP.

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, the Office of Management and Budget (OMB) is responsible for implementing and enforcing the President's policies across the entire Federal Government.

Additionally, the RFP incorporates by reference the [DOJ Grants Financial Guide](#) and the [OJP Grant Application Resource Guide](#).

PROGRAM SCOPE

Activities supported by this grant program are determined by statute, Federal regulations, and National Children's Alliance (NCA) policies. If an applicant receives an award, the funded project is bound by the provisions of this solicitation and the DOJ Grants Financial Guide, including updates to the guide after an award is made. All grants from NCA are reimbursement grants. Verification of expenses along with verification of payment of expenses must be provided to NCA, according to the assigned reporting schedule, and at any time by request, prior to the reimbursement of expenses.

PROGRAM DESCRIPTION AND RESOURCES

This funding is received under the OJJDP Children's Advocacy National Subgrant Program (CFDA# 16.758) to manage a national grant awards program for local Children's Advocacy Center programs on behalf of the Office of Juvenile Justice and Delinquency Prevention. CACs provide a coordinated response to victims of child abuse through multidisciplinary teams composed of

representatives from statutorily mandated and other involved agencies. The program is authorized pursuant to Section 214 of the Victims of Child Abuse Act (34 USC §20304) and FY24 TYP: 34 U.S.C. 11171-72; Pub. L. No. 118-42, 138 Stat. 25, 150.

AVAILABILITY OF FUNDS

This RFP, and awards (if any are made), are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by the agency or by law. In addition, nothing in this solicitation is intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the United States, its departments, agencies, or entities, its officers, employees, or agents, or any other person.

FINANCIAL MANAGEMENT AND SYSTEM OF INTERNAL CONTROLS

Award recipients must, as described in the Part 200 Uniform Requirements as set out at 2 C.F.R. 200.303, comply with standards for financial and program management. The “Part 200 Uniform Requirements” means the Department of Justice (DOJ) regulation at 2 C.F.R. Part 2800, which adopts (with certain modifications) the provisions of 2 C.F.R. Part 200. See the [Award Conditions for NCA Awards](#) page for additional information.

GENERAL ELIGIBILITY

To be considered for an award, applicants must meet the eligibility requirements for each specific category outlined in that section, and in each case, eligible applicants must fall generally within one of the following areas:

Applicants must be a public entity or private, not-for-profit entity.

An applicant may apply, but will not be eligible for a grant award until the entity has prequalified through a series of threshold requirements, including:

All applicants must provide a valid unique entity identifier and maintain an active SAM registration 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 unique entity identifier at no cost by visiting [SAM.gov](#).

Applicants will be required to certify the accuracy of the information provided, including Tax Identification Number (EIN), and may be requested to provide proof of their organizational status.

ORGANIZATION ELIGIBILITY CRITERIA

In addition to the general eligibility criteria, eligible applicants must also meet the following criteria:

Applicants must be NCA Accredited, Associate/Developing, Affiliate or Satellite Children’s Advocacy Centers.

All applicants must be in good standing with reporting and funding requirements from any award previously received from NCA.

Applicants must be current with reporting requirements (statistical and/or grant reports) and annual dues, maintain their membership status during the application process and the duration of the grant, and be in good standing with NCA.

NCA Accredited applicants who are currently undergoing re-accreditation or are in pending status who wish to apply for an award with NCA must be actively fulfilling their submission requirements/approved action plan and meeting all required deadlines at the time of application submission and throughout the life of any award.

Applicants who have recently applied for NCA accreditation and are 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 serves as the determining guideline for the eligibility of new applicants for accreditation being considered for funding through the RFP process.

AWARD TYPE APPLICATION LIMITS

This RFP offers four grant types. Applicants must clearly designate the type under which they are applying. Each type requires a separate application, and applicants are limited to a total of two applications under this RFP.

The award types are organized into two groups, Award Group A and Award Group B. Applicants may submit one (1) application from each group for a total of two (2) applications for this RFP.

Award Group A	Award Group B
<i>Applicants may submit one (1) application under this award group</i>	<i>Applicants may submit one (1) application under this award group</i>
<ul style="list-style-type: none">• PROGRAM IMPROVEMENT - MEETING THE 2023 NATIONAL STANDARDS <p>OR</p> <ul style="list-style-type: none">• PROVISION OF CORE DIRECT CAC SERVICES	<ul style="list-style-type: none">• EXPANDING REACH AND ACCESS TO CACs <p>OR</p> <ul style="list-style-type: none">• RURAL CAC CAPACITY BUILDING AND SUPPORT* * Rural centers only. See location eligibility under the award type.

AWARD TYPES/ CATEGORIES

PROGRAM IMPROVEMENT – MEETING THE 2023 NATIONAL STANDARDS

Maximum Award Amount: \$50,000

Goal: To further align CACs at all stages of development to the 2023 National Standards of Accreditation and continue to improve the quality of the services within CACs.

National Standards

Multidisciplinary Team, Case Review
and Coordination
Forensic Interview
Victim Support and Advocacy
Medical Evaluation

Mental Health
Case Tracking
Organizational Capacity
Child Safety and Protection

Eligibility:

Operational: This grant category is open to CAC programs that need to respond to the 2023 National Standards by setting trainings and practices of care that will continue to meet or exceed these increased minimum practice standards. All applicants are limited to a maximum of 2 standards under this award.

Program Narrative Requirements*:

Description of the Issue/Needs Statement: Applicants should briefly describe their status and ability to respond to the 2023 National Standards. In addition, applicants must describe the barriers to meeting or exceeding the minimum practice standards that they are facing. Applicants must identify specific essential component(s) within the standard (s) that will be addressed through this project, clearly connecting the identified needs to the project activities.

**See Application and Submission Information section for additional requirements*

PROVISION OF CORE DIRECT CAC SERVICES (CORE)

Maximum Award Amount: \$50,000

Goal: To provide necessary support to CACs experiencing funding loss that threatens their ability to maintain capacity to deliver core CAC services.

Core Services*

Victim advocacy

Forensic interviewing

Mental health

Medical services

Multidisciplinary team coordination and case support

**Core services to be provided or supported with these funds must align with the associated National Standards.*

Duration: Awarded projects that have continued demonstrated need and successful completion of year 1 deliverables may be invited to apply for one (1) year of additional funding through a new subaward.

Program Narrative Requirements*:

Description of the Issue/Needs Statement: Applicants must demonstrate a specific, documented funding loss that directly threatens their ability to maintain essential core CAC services. Applicants must also describe how the submitted financial documentation demonstrates their funding loss when responding to this section of the application.

Supporting Documentation Required: Documentation may include annual budget/financial statements demonstrating critical financial loss or notification of funding reduction from other funding agencies.

**See Application and Submission Information section for additional requirements*

EXPANDING REACH AND ACCESS TO CACs (ERA)

Maximum Award Amount: \$50,000

Goal: To expand services to additional communities or increase service capacity in established CACs to meet demonstrated needs and supporting solutions to service delivery barriers.

Focus Areas

Projects must address one of the following priority areas:

- Focus 1: Establish an NCA Satellite member center (only Accredited CACs)
- Focus 2: Increase service capacity to meet the demonstrated need in established CACs.
- Focus 3: Expanding geographic reach through the development of mobile and teleservices

Program Narrative Requirements*:

Description of the Issue/Needs Statement: Applicants must describe their service area need, the current CAC response in their community and explain how existing limitations impact the CAC's ability to provide services. Applicants must include current service provision, availability and accessibility and anticipated caseload when delivering these services. Applicants must also provide data demonstrating the specific needs being addressed and document current barriers to service delivery or organizational capacity. Additionally, applicants must also describe how the submitted documentation demonstrates the need when responding to this section of the application.

Supporting Documentation Required: Documentation may include service area maps and population data, current service statistics, waitlist numbers and other unmet needs data.

**See Application and Submission Information section for additional requirements*

RURAL CAC CAPACITY BUILDING AND EXPANSION (RURAL)

Maximum Award Amount: \$75,000

Goal: To strengthen and sustain CACs serving rural communities by addressing their unique operational challenges and supporting solutions to service delivery barriers.

Focus Areas

Projects must address one or more of the following priority areas identified in the 2025 Rural CAC Needs Assessment:

Focus 1: Establish an NCA Satellite member center (only Accredited CACs)

Focus 2: Expanding geographic reach through the development of mobile and teleservices

Focus 3: Increase service capacity to meet the demonstrated need

Focus 4: MDT Enhancement and Coordination

Focus 5: Organizational Capacity Building

Eligibility:

Location: Must be in a rural area, as defined by the Federal Office of Rural Health Policy (FORHP) or eligible to apply for Rural Health Clinics (RHC) programs.

Supporting Documentation: Applicants must include the [Am I Rural? - Report](#) for their location which demonstrates their eligibility.

Program Narrative Requirements*:

Description of the Issue/Needs Statement: Applicants must describe their rural service area need, the current CAC response in their community and explain how existing limitations impact the CAC's ability to provide services. Applicants must include current service provision, availability and accessibility and anticipated caseload when delivering these services. Applicants must also provide data demonstrating the specific needs being addressed and document current barriers to service delivery or organizational capacity. Additionally, applicants must also describe how the submitted documentation demonstrates the need when responding to this section of the application.

Supporting Documentation Required: Documentation may include service area maps and population data, current service statistics and unmet needs data.

**See Application and Submission Information section for additional requirements*

APPLICATION AND SUBMISSION INFORMATION

The following elements are to be included in the application submission in all award types for the application to meet the basic minimum requirements to advance to peer review and receive consideration for funding. Additional application requirements for specific award types are detailed under each award type description.

BASIC APPLICATION ELEMENTS *Required for all award types*

Completed in NCA online application portal:

Organizational Information – The applicant must complete this information accurately, as it is what is used to identify your agency and determine eligibility.

Pre-Award Checklist – As part of a pre-award risk assessment, applicants must provide information about their internal controls policies and procedures. A screenshot of the information needed is provided in the [NCA Grants Application Resource](#) pages so applicants can prepare in advance for online entry of the data.

Proposal abstract – At a minimum, the Proposal Abstract should be written in 400 words or less, in plain language, avoid acronyms, and include:

- Purpose of the proposed project
- Project activities to be performed
- Expected outcomes, deliverables, or milestones of the proposed project
- Service area
- Intended beneficiary(ies) of the proposed project

Example Proposal Abstract Template: The [insert Entity name] proposes to implement the [insert project name]. The purpose is to _____ in the [insert service area]. Project activities include _____. Expected outcomes include: _____. _____ are the intended beneficiaries of the project.

Program Narrative is compiled in the grantee portal by answers to each of the items below:

Description of the Issue/Needs Statement – See award type for more information.

Project Design and Implementation: Applicants MUST complete the selected award type logic model and will refer to their completed logic model when responding to this section in the application portal.

All applicants must complete a logic model selecting the program's goals and clearly identifying the objectives/activities intended to achieve those goals and the expected outcomes.

The logic model is intended to help applicants and NCA understand how the program's proposed components will achieve the desired outcomes. Applicants are encouraged to complete the logic model as a first step, then refer to the logic model when answering the scored questions.

A sample logic model is provided in the NCA Grants Application Resource pages. Additionally, a fillable logic model template is provided for applicants to use before starting their online application.

ERA and RURAL applicants (Focus 1) - If opening a Satellite center, applications must include submission of a first-time Satellite Membership Application to NCA within the award period/targeted opening date for the center.

Applicants must also discuss plans for sustainability to continue to meet the standards beyond the grant period.

Capabilities and Competencies - This section should describe the experience and capability of the applicant organization and any contractors that the applicant will use to implement and manage their project, highlighting any previous experience implementing projects of similar design or magnitude. Applicants should include details on their system for fiscal accountability. Management and staffing patterns should be clearly connected to the project design described in the previous section. Applicants should describe the roles and responsibilities of project staff and explain the program's organizational structure and operations.

ERA and RURAL applicants (Focus 1) - If opening a Satellite center, provide information about designated staff needed to coordinate the response and provision of services at the center.

Plan for Collecting the Data Required for This RFP's Performance Measures - Describe the process for measuring project performance. Identify who will collect the data, who is responsible for performance measurements, and how the information will be used to guide and evaluate the impact of the project. Describe the process that will be used to accurately report data. Note: Applicants are not required to submit performance data with the application.

NCA will require each award recipient to submit regular progress data that show the completed work's results. The progress data will directly relate to the goals, objectives, and outcomes reported as part of the application. Applicants that receive funding must provide performance measures data that measures the results of the work carried out under the award. A sample list of performance measure questions can be found in the [NCA Grants Application Resource](#) pages.

Grant Budget - Applicants will provide their requested amounts per cost objective in the application portal. Applicants must include a completed Grant Proposal Budget from the template provided.

Required attachments to be uploaded in NCA online application portal:

Grant Proposal Budget and Timeline Template - Applicants will submit a budget and timeline using the provided template and submit it as an Excel document. The timeline template uses the goal and objectives/activities as identified on the completed logic model. Applicants will identify the key action steps associated with the goals and objectives/activities of the project, assign

responsibility for each, and plots completion of each task by month or quarter for the duration of the award.

Applicants should complete the grey cells in both templates and use the two templates to provide a budget timeline by completing the budget summary table at the top of the budget template to include the projected grant budget by quarter. See the Budget Preparation and Submission Information section for more information.

[Organizational Chart](#) - Applicants MUST include a copy of an organizational chart showing how the organization operates, including who manages the finances; and the management of the project proposed for funding.

[Organization's Annual 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. If the applicant is a part of an umbrella organization, please provide the budget for the applicant organization only.

[Letters of Support/Memoranda of Understanding \(ERA and RURAL Focus 1 applicants\)](#) - Applicants should provide signed and dated letters of support or memoranda of understanding for all key partners that include the following:

- Expression of support for the program and a statement of willingness to participate and collaborate with it.
- Description of the partner's current role and responsibilities in the planning process and expected responsibilities when the program is operational.

Letters of Support should be included from partner agencies and local community support within the new and/or expanded service area, as well as from the State Chapter if opening a new Satellite center. An applicant's plan must be coordinated and in compliance with the Chapter growth and development plan.

Letters of support may be addressed to the NCA's CEO, Teresa Huizar. Applicants should combine all letters of support into one attachment. General letters of support for the organization that are not specific to the application being submitted will not satisfy this requirement.

[Resumes and Job Descriptions \(if applicable\)](#)- Applicants requesting funds under personnel must provide a job description and resume for each position requested. If the position for which funds are requested 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.

[Indirect Cost Rate Agreement \(if applicable\)](#) - If the applicant would like to claim indirect costs, this must be included in the grant proposal budget and a copy of their approved agreement or signed Certification of De Minimis Indirect Cost Rate must be included with the application. See the Indirect Costs section for more information.

Audit (if applicable) - All applicants expending \$1,000,000 or more in Federal awards during the applicants' fiscal year are required to have a "Single Audit" of their financial statements. If a management letter is prepared by the independent accountant (CPA), it must be included with the audit report and uploaded as part of the application.

Applicants 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.

An application that NCA determines does not meet the basic minimum requirements will neither proceed to peer review nor receive further consideration.

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 with 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 please review the application checklist.

BUDGET PREPARATION AND SUBMISSION INFORMATION

NCA expects proposed budgets to be complete, cost-effective, reasonable, allocable, and necessary for the project activities.

Applicants should demonstrate in their grant proposal budget how they will maximize cost effectiveness of grant expenditures. The description section should explain how the costs are relevant to the completion of the proposed project. The grant budget should be mathematically sound and correspond with the information and figures provided in the Award Budget section of the online application.

The applicant must propose budget costs that are in accordance with federal requirements. All proposed costs must occur within the grant period, and be allowable, reasonable, and allocable to the specific goals and objectives of the proposed project. Proposed costs should be in line with current federal per diem rates, which can be located at <http://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. A listing of allowable and unallowable items can be found in the [NCA Grants Application Resource](#) pages. In addition, all awards must adhere to the latest edition of the [DOJ Grants Financial Guide](#) and [2 C.F.R Part 200](#).

INDIRECT COSTS

Indirect costs are costs of an organization that are not readily assignable to a particular project but are necessary to the operation of the organization and the performance of the project. Indirect costs are those that benefit more than one activity and are common or joint purpose costs.

Indirect costs may be charged to an award only if:

- The recipient has a current (unexpired), federally approved indirect cost rate; or
- The recipient is eligible to use, and elects to use, the "de minimis" indirect cost rate described in the Part 200 Uniform Requirements, as set out at [2 C.F.R. 200.414\(f\)](#).

An applicant with a current (unexpired) federally approved indirect cost rate must upload a copy of the indirect cost rate agreement as part of the application.

An applicant who is eligible to use the "de minimis" rate and wishes to use the "de minimis" rate must complete NCA's Certification of De Minimis Indirect Cost Rate form located in the [NCA Grants Application Resource](#) pages. A signed copy must be uploaded as part of the application.

SUPPLANTING

Federal funds must be used to supplement existing funds for program activities and cannot replace or supplant non-federal funds that have been appropriated for the same purpose.

APPLICATION REVIEW PROCESS

Review Criteria

Applications that meet basic minimum requirements will be evaluated by peer reviewers. 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 to make award recommendations to NCA. Peer reviewers' ratings and any resulting recommendations are advisory only, although their views are considered carefully.

Applications will be evaluated on how the proposed project/program addresses the following criteria:

Merit Review Criteria

1. Description of the Issue/Needs Statement (20%) - evaluate the applicant's understanding of the program/issue to be addressed.
2. Project Design and Implementation (30%) - evaluate the adequacy of the proposal, including the goals, objectives/activities, outcomes and timelines.

3. Capabilities and Competencies (20%) - evaluate the applicant's administrative and technical capacity to successfully accomplish the goals and objectives.
4. Plan for Collecting the Data Required for this RFP (10%) - evaluate the applicant's understanding of the performance data reporting requirements and the plan for collecting the required data.
5. Budget (20%) - evaluate for completeness, cost effectiveness, and allowability (e.g., reasonable, allocable, and necessary for project activities).

Other Review Criteria/Factors

In addition to peer review ratings, other important considerations for NCA include geographic diversity, strategic priorities, prioritization for demonstrated applicant need, recognized service needs of underserved populations, available funding, past performance, and the extent to which the Grant Proposal Budget and Timeline Template accurately explain project costs that are reasonable, necessary, and otherwise allowable under Federal law and applicable Federal cost principles.

NCA will execute discretion in determining awards and may give priority consideration to new applicants within and across categories to ensure the broadest reach of support under this program.

Review Process

Applications submitted under this solicitation that meet basic minimum requirements will be evaluated for technical merit by a peer review panel(s) in accordance with NCA peer review policy and procedures using the review criteria listed below.

NCA screens applications to ensure they meet the basic minimum requirements prior to conducting peer review. Although specific requirements may vary, the following are common requirements applicable to all NCA applications:

- The application must be submitted by an eligible type of applicant.
- The application must request funding within programmatic funding constraints (if applicable).
- The application must be responsive to the scope of the RFP.
- The application must include all items necessary to meet the basic minimum requirements. *

*Basic minimum requirements are detailed as part of the Application Checklist.

Pursuant to the Part 200 Uniform Requirements, before award decisions are made, NCA also reviews information related to the degree of risk posed by the applicant. Among other things to help assess whether an applicant that has one or more prior Federal awards has a satisfactory record with respect to performance, integrity, and business ethics, NCA checks whether the applicant is listed in SAM as excluded from receiving a Federal award.

All final award decisions will be approved by NCA's CEO and obtain OJJDP concurrence, who may consider not only peer review ratings, but also other factors as indicated in this section.

AWARD NOTIFICATION

For all applications, the online system will send an email 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 the organization's records.

The notification for the outcome of the application submission will be emailed using the email address associated with the online account that submitted the application.

No funds may be expended or disbursed until award documents are signed and the project budget has received final NCA approval.

GENERAL INFORMATION OF SUBRECIPIENT RELATIONSHIP, POST AWARD STEPS, AND REPORTING REQUIREMENTS

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 to implement the funded and approved proposal and budget and abide by the award terms and conditions. Responsibility for oversight and redirection of the project, if necessary, rests with NCA.

The awarded agencies will receive a link to the Electronic Grantee Resource Page, which will contain detailed information about the grantee guidelines and other resources, including but not limited to grant reporting deadlines and requirements specific to each award type, sample grant documents, etc.

All award recipients under this solicitation will be required to submit certain reports and data. Award recipients must submit quarterly financial reports, performance measures reports, pre-closeout spenddown plan, and, if applicable, an annual audit report in accordance with the Part 200 Uniform Requirements or specific award conditions. Future awards and fund drawdowns may be withheld if reports are delinquent (in appropriate cases, NCA may require additional reports).

As part of the grant monitoring responsibilities, NCA will review the information provided in the grant application checklist and the required audits (if applicable) and submit the feedback to the grantees. NCA will contact the applicant regarding any additional steps that need to be taken.

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 regardless of the grant type and Federal funding threshold.

Based on the agency's 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 are implementing the Outcome Measurement System (OMS) and Gap Analysis project.

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.

For additional information on these legal requirements, see the [Award Conditions for NCA Awards](#).

Applicant Disclosure – Grantees Designated as High Risk

Applicants are to disclose whether they are currently designated high risk by another Federal grant making agency. See the [Award Conditions for NCA Awards](#) page for additional information.

Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs

See the [NCA Conference Cost Prior Approval FAQs](#) and [Conference Cost Approval Form](#) for information on Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs.

DISCLOSURES AND ASSURANCES

Compliance with NCA's Critical Incident Policy

All applicants and grantees are subject to the Critical Incident Policy at NCA and are required to report any uncovered embezzlement, theft of grant funds, and active investigations for such cases in their organization. See the [Award Conditions for NCA Awards](#) page for additional information.

Standard Assurances

Review and accept the Certified Standard Assurances in application portal. See the [Award Conditions for NCA Awards](#) page for additional information.

NCA Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements

Applicants will review and accept the requirements outlined on the NCA Award Conditions page regarding lobbying; debarment, suspension, and other responsibility matters; and drug-free workplace requirements. See the [Award Conditions for NCA Awards](#) page for additional information.

As part of the application, applicants will also be required to certify that no grant funds will be used for lobbying and/or fundraising activities.

OTHER INFORMATION

Freedom of Information and Privacy Act (5 U.S.C. § 552 and 5 U.S.C. § 552a)

See the [Award Conditions for NCA Awards](#) for information on Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a).

Provide Feedback to NCA

To assist NCA in improving its application and award processes, NCA encourages applicants to provide feedback on the solicitation, the application submission process, and/or the application review process. Provide this feedback to grantsadvisor@nca-online.org.

IMPORTANT: This email is for feedback and suggestions only. Any prospective applicant that has specific questions on any program or technical aspect of a solicitation must use the appropriate telephone number or email listed on the front of the solicitation to obtain information. These contacts are provided to help prospective applicants directly reach an individual who can address their specific questions in a timely manner.

APPLICATION CHECKLIST

What an applicant must do:

- ❑ Acquire a Unique Entity Identifier (UEI) from [SAM.gov](https://sam.gov)
- ❑ Review the [Award Conditions for NCA Awards](#) and the [NCA Grants Application Resource](#) page
- ❑ Review NCA guidance on conference approval, planning, reporting available at [Conference Cost Prior Approval FAQs](#)

Content of Application Submission:

The following items are critical application elements required to pass Basic Minimum Requirements review. An application that NCA determines does not meet the basic minimum requirements will neither proceed to peer review nor receive further consideration.

- ❑ Proposal Abstract
- ❑ Program Narrative
- ❑ Grant Proposal Budget and Timeline Template

Additional Application Components

- ❑ Logic Model
- ❑ Resumes and Job Descriptions (if requesting personnel funding)
- ❑ Eligibility Documentation (RURAL Only)
- ❑ Need Documentation (Core Services, ERA and RURAL Only)
- ❑ Letters of Support (ERA and RURAL - Focus 1 only)
- ❑ Organization's Annual Budget
- ❑ Organizational Chart
- ❑ Indirect Cost Rate Agreement (if applicable)
- ❑ Audit (if applicable)

RFP Addendum



Addendum No. 002

Date: June 30, 2025

To: All Prospective Applicants

Subject: Clarification on Allowable and Unallowable Costs for NCA Grant Proposals

Allowable and Unallowable Costs

This document provides examples of program activities and specific costs for which NCA grant funds may be used. This is not an exhaustive list and items not listed below are reviewed on a case-by-case basis.

Please use this document along with DOJ's Grants Financial Guide and 2 C.F.R. Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, hereafter "Part 200 Uniform Requirements") as a resource for your budget-related questions, and in conjunction with your tribe's or organization's policies and procedures, to determine the parameters of budgeted costs when developing your Grant Budget Proposal Worksheet.

When considering whether costs are allowable through this grant program, use these two questions as a guide:

1. Is this cost related to the goals and objectives/activities for the grant project?
2. How does this expense help achieve the outcomes of the grant project?

Allowable Costs

Allowable costs are those costs consistent with the principles set out in the Uniform Requirements 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.

Unallowable Costs

Under federal awards, some costs are categorized as unallowable and will not be reimbursed. Awardees must not use award or program income 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 table 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 not relevant under the specific grant type awarded.

There are certain costs that are generally unallowable in grant project budgets, including:

- 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 Chapter Statewide Project expenses that do not clearly fall under the [Eligible Objectives and Activities](#) List.
- Any costs that are incurred either before the start of the project period or after the expiration of the project period.
- Food/beverages/meals/refreshments at meetings, conferences, or trainings (not including M&I per diem).

Examples of Allowable and Unallowable Costs

This document provides examples of program activities and specific costs for which program grant funds may and may not be used. Use it as a guide when developing your Grant Budget and Application Narratives (which should be consistent with each other) to describe the proposal for NCA review. NCA will review all proposed costs in the context of the grant proposal. **Please note that items are subject to change.**

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Personnel

Award funds may be used to pay the salary for full- and part-time employees who will spend their time and effort on grant-related activities. See DOJ Grants Financial Guide ([3.9 Allowable Costs, Compensation for Personal Services](#)) and [2 C.F.R. § 200.430](#).

Recipients must track staff time spent on grant activities. Time not spent on grant-related activities may not be charged to grant funds. Personnel expenses must be based on actual time worked on grant-specific activities, not simply divided based on the percentage the employee is funded/budgeted.

Example:

- If the Forensic Interviewer is expected to spend only 30% of their time on grant activities, the salary for the position should be budgeted at 30% of the annual salary.
- The recipient must keep documentation (e.g., timesheets) that show the Forensic Interviewer's time spent on grant activities, and this documentation must be consistent with the amount of grant funds obligated, expended, and drawn down for those activities.
- If the Forensic Interviewer ends up spending only 20% of their time on grant activities, the grantee may only obligate, expend, and draw down funds commensurate with that, and not the full 30% budgeted.

Cost Category	Allowable Cost Examples	Unallowable Cost Examples
Personnel	<ul style="list-style-type: none"> • Salaries – Compensation must be reasonable and consistent with that paid for similar work in the organization. 	<ul style="list-style-type: none"> • Stipends for attending training • Bonuses (including longevity pay) • Overtime expenses • Performance-based bonuses • Dual compensation of salaried employees • Personnel Activities that include: <ul style="list-style-type: none"> ▪ Fundraising. <i>Grant-funded personnel performing fundraising activities may not charge time/effort spent on those fundraising activities (e.g., coordinating/organizing fundraising) to the award.</i> ▪ Lobbying or advocacy activities with respect to legislation or to administrative changes to

		regulations or administrative policy (cf. 18 U.S.C. § 1913), whether conducted directly or indirectly.
Fringe Benefits		
<p>Allowances and services provided in compensation in addition to regular salaries and wages. Fringe benefits costs must be reasonable and are allowable to the extent required by law, agreement, or established policy of the grantee. Applicants must follow provisions included in the DOJ Grants Financial Guide (3.9 Allowable Costs, Compensation for Personal Services) and the Part 200 Uniform Requirements (2 C.F.R. § 200.431).</p>		
Cost Category	Allowable Cost Examples	Unallowable Cost Examples
Fringe Benefits	<ul style="list-style-type: none"> • Workers' compensation insurance • Unemployment insurance • Employee insurance - <i>(health, dental, vision, life, disability - must be purchased through the CAC)</i> • Federal Insurance Contributions Act (FICA) taxes - <i>employer share for Medicare and Social Security</i> • Retirement contribution • Life insurance 	<ul style="list-style-type: none"> • Profit sharing - unless part of a pension plan • Fringe benefits associated with any unallowable salary costs • Health insurance reimbursement - <i>unless purchased through the CAC through a health reimbursement agreement (HRA)</i> • Health insurance stipends - <i>any payment made directly to employees for health insurance is considered a stipend unless it is part of a health reimbursement agreement (HRA)</i> • Any employee paid expense

Travel

Travel costs are the expenses for transportation, lodging, and related items incurred by employees who are in travel status on official business of the nonfederal entity related to the award. Grantees must reimburse travel expenses based on their agency travel policy and must follow provisions included in the NCA Grantee Resource Pages, DOJ Grants Financial Guide ([3.9 Allowable Costs, Travel](#)) and the Part 200 Uniform Requirements ([2 C.F.R. §200.475](#)). Any grantee that does not have an established travel policy must abide by the federal travel policy, including per diem rates (www.gsa.gov/perdiem).

Cost Category	Allowable Cost Examples	Unallowable Cost Examples
Travel	<ul style="list-style-type: none"> • Mileage reimbursement - <i>for program employees to use their personally owned vehicles to travel to participate in project-related meetings and events.</i> • Airfare, air taxi, railway fare, and bus fare - <i>must be the most economical fare (coach class)</i> • Lodging - <i>up to the maximum federal nightly lodging rate for the city + applicable taxes</i> • Baggage fees • Ground transportation - <i>e.g., shuttle service, rental cars, or rideshare fees such as Uber or Lyft associated with program activities only</i> • Tolls & Parking fees • Per Diem - <i>meals and incidentals may only be claimed at the federal per diem rate as published on https://www.gsa.gov/ for the dates and destinations of travel.</i> • Taxes and fees associated with travel • Tips - <i>Taxi and ride-share tips up to 20% of the total cost of the ride.</i> 	<ul style="list-style-type: none"> • Mileage reimbursement for non-grant-related activities. • Expenses related to travel for unauthorized/unapproved conferences, meetings, or other events. • Expenses purchased using any rewards program, such as mileage points, credit card travel points, my wallet funds, gift cards or other personal rewards. • Recreational trips during a conference - e.g., from a training center to a mall or restaurant. • Cancellation, ticket change, attrition, or seat upgrade fees • Rental Cars (unless the agency has clearly demonstrated that this is the least expensive means of transportation for group travel). • Telephone, Internet charges, laundry, movie costs, or minibar charges incurred at the hotel. • Lodging costs that exceed the federal per diem rate as published on https://www.gsa.gov/ for the dates and destinations of travel cannot be charged to these grant funds. • Meals reimbursed by actual costs or purchased using a company card • Entertainment and Sporting events • Passport charges or visa fees

Equipment

Award funds can be used to obtain equipment for program staff to use to carry out project activities. All equipment obtained with grant funds must be reasonable and necessary for project purposes. The DOJ Grants Financial Guide ([3.7 Property Standards, Equipment](#)) defines equipment as tangible personal property (including information technology systems) having (1) a useful life of more than 1 year **and** (2) a per-unit acquisition cost of \$10,000 or greater (or greater than the organization's capitalization threshold, if it is less than \$10,000). [See Part 200 Uniform Requirements \(2 C.F.R. § 200.1, def. of Equipment\)](#). If the item **does not** meet those thresholds, categorize it under the *Supplies* category

Cost Category	Allowable Cost Examples	Unallowable Cost Examples
Equipment	<ul style="list-style-type: none"> • Interviewing equipment • Equipment necessary to complete medical exams for victims - e.g., <i>forensic medical exams, including an exam table, alternate light source, colposcope, or high-definition camera and related forensic photography equipment.</i> 	<ul style="list-style-type: none"> • Security system equipment • Construction • Equipment for entertainment purposes • Equipment to support law enforcement activities (e.g., surveillance equipment)

Supplies

Award funds can be used to purchase supplies necessary to carry out project activities. Supplies include all other items of tangible personal property **that are not equipment**. This includes computing devices that cost less than \$10,000 per unit (or the organization's capitalization threshold, if that is less than \$10,000). Applicants must follow provisions included in the DOJ Grants Financial Guide under [3.7 Property Standards, Supplies](#), and the Part 200 Uniform Requirements ([2 C.F.R § 200.314](#)) or 2 C.F.R. 200.1 definitions.

Cost Category	Allowable Cost Examples	Unallowable Cost Examples
Supplies	<ul style="list-style-type: none"> • Project office supplies, printing materials, and supplies. • Equipment-like items that come in under \$10,000 each. • Therapeutic supplies - <i>for approved modalities</i> • Educational supplies • Basic meeting supplies** • Computers, laptops, and tablets -<i>must be allocated appropriately</i> • Warranties/Maintenance Contracts - <i>warranties that extend beyond the award period must be pro-rated</i> 	<ul style="list-style-type: none"> • Trinkets (hats, mugs, portfolios, t-shirts, coins, gift bags, etc.) to be given away at grant-funded trainings, conferences, or meetings • Giveaway items such as toys (other than therapeutic toys used during therapy or interviews are allowable), clothing items, food, beverages, and promotional materials • Supplies that support law enforcement-related activities (e.g., bulletproof vests) • Furniture of any kind and soft furnishings of any kind • Artwork - i.e., paintings, murals, frames, sketches, sculptures

Consultant

Award funds can be used to procure goods or services for the benefit of the grantee. Contracts must be conducted using the organization's procurement policies and procedures. Applicants must follow provisions included in the DOJ Grants Financial Guide under [3.8 Procurement under Awards of Federal Assistance](#) and the [Part 200 Uniform Requirements at 2 C.F.R. § 200.317 through 2 C.F.R. § 200.326](#), which detail requirements and restrictions imposed subrecipients that use federal assistance funds to procure services needed to carry out the grant-funded project.

A consultant is defined as anyone, not on the 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 an hour. 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 not exceed a 1:1 ratio.

If a subrecipient has paid a contractor with grant funds without a contract in place, the subrecipient may be required to repay all related contractual expenses for failure to properly support the use of award funds.

NOTE: Special attention should be paid to the relationship with the consultant. Any consultant who is acting as a subrecipient, as defined below, is unallowable.

Cost Category	Allowable Cost Examples	Unallowable Cost Examples
Consultant **see Conference Cost section	<ul style="list-style-type: none"> • Consultant Services - <i>consultants are subject matter experts who guide or assist grantees in carrying out grant-funded activities.</i> <ul style="list-style-type: none"> ◦ Trainers/presenters **- <i>consultants to provide training or make presentations as part of a grantee-sponsored training event.</i> ◦ Training** and Technical Assistance: <i>Retaining the services of an individual or organization to (1) help plan and deliver training to project staff and/or staff from collaborative partners; (2) assist program staff/collaborative partners with resolving problems related to program development and implementation; and/or (3) aid program staff/collaborative partners with</i> 	<ul style="list-style-type: none"> • Reimbursement for rates exceeding \$650/day or \$81.25/hour • Consultant training prep that exceeds a 1:1 ratio • Sole-source contracts over \$250,000 • Retainer fees - fees associated with flat charges that do not define a number of minimum hours or work to be performed • Subrecipients - A nonfederal entity is acting as a subrecipient if it– <ul style="list-style-type: none"> ◦ <i>determines who is eligible to receive grant-funded services;</i> ◦ <i>has its performance measured in relation to whether the objectives of the federal program were met;</i> ◦ <i>bears responsibility for making decisions about programmatic activities;</i>

	<p>implementing innovative strategies to meet the needs of those served by the funded project.</p> <ul style="list-style-type: none"> ○ Mental Health Consulting - only for approved modalities and the service provision must align with NCAs Mental Health Standard, including participation in case review. 	<ul style="list-style-type: none"> ○ bears responsibility for adhering to federal program requirements; and ○ uses award funds to carry out a program for a public purpose specified in the program statute, as opposed to providing goods or services for the benefit of the pass-through entity
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Other Costs

This category includes costs that do not fit into the other budget categories, but that are necessary for the activities proposed in the project. *Note: These costs must be reasonably apportioned if they also support non-grant activities, and may not be charged directly if charged indirectly*

Cost Category	Allowable Cost Examples	Unallowable Cost Examples
<p>Other</p> <p>**see Conference Cost section</p>	<ul style="list-style-type: none"> ● Registration fees - for training and conferences ● Audit Costs - for entities that expend \$1,000,000 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. ● Recording, transcription, or translation services ● Membership fees for professional organizations ● Background investigation for grant-funded staff ● Meeting space/facility rental** - for grant activities (e.g., training event). ● Reproduction/printing costs** - associated with training materials (job aids, workbooks, etc.) for grant-funded training events. ● Telemedicine/telemental health access - subscription fees for a HIPPA-compliant telemedicine platform to provide synchronous, 	<ul style="list-style-type: none"> ● Costs associated with audits for entities that expend less than \$1,000,000 during their fiscal year in federal awards ● Corporate formation fees ● Charitable Registration Fees ● Non-profit incorporation fees ● Credit card fees (<i>transaction/processing fees</i>) ● Late Fees, Fines and penalties ● NCA Annual Membership or Accreditation fees ● Chapter membership fees ● Membership in organizations whose primary purpose is lobbying ● Non-recognized evidence based mental health treatment costs (includes fees for trainings and supplies) ● Mortgages, Capital campaigns, Land acquisition, Construction, Renovations, Remodeling ● Vehicle purchases ● Food or Beverage charges (other than travel related per diem), including conference refreshments.

	<p><i>remote behavioral health services and medical/clinical consultation and supervision.</i></p> <ul style="list-style-type: none">• Software support - <i>subscription and support fees for case management and other data collection software systems.</i>• Website creation/maintenance - <i>costs associated with creating and maintaining a website necessary for the project.</i>	<ul style="list-style-type: none">• Any costs associated with the home office workspace and related utilities• Employee stipends (e.g. phone, mass transit)• Gift cards• Any expense purchased using credit card points, my wallet funds, gift cards, or other personal rewards program
Indirect Costs		
Indirect costs may be charged to an award only if (a) The recipient has a current (unexpired), federally approved indirect cost rate or (b) the recipient is eligible to use, and elects to use the “de minimis” indirect cost rate described in Part 200 Uniform Requirements , as set out at 2 C.F.R. 200.414(f) and Section 3.11 Indirect Costs of the DOJ Grants Financial Guide.		
Cost Category		
Indirect Costs	If indirect costs are included in the budget, a signed current indirect cost rate agreement must be included with the application. If the agreement is expired and the applicant is awaiting approval for a new rate agreement, the applicant must note that in the budget narrative and reimbursement of indirect costs will be prohibited until the new agreement is approved.	
Additional Considerations		
Cost Transfers	Cost Transfers that are required to correct errors or to achieve the proper, consistent, and equitable distribution of costs to grant projects will be allowed, provided adequate justification for the change is provided. Such Cost Transfers should be made as soon as possible after the necessity for the transfer is recognized. A Cost Transfer made within 90 days after the posting date of the transaction will be considered timely. In exceptional instances, Cost Transfers may be required after the 90-day period. In such situations, it is acceptable to process a Cost Transfer beyond the 90-day limit if the Cost Transfer request is properly supported and certified, and adequate documentation is provided	

Program Income	<p>If NCA funds are used to support any part of a revenue producing venture, revenues shall be considered program income. The grant recipient must report any related program income to NCA within 30 days and submit a budget modification request showing how those revenues will be used to further the purpose of the approved NCA grant. Revenues must be expended within the grant year that they were accrued.</p> <p>Program Income is gross revenue earned by the grantee that is generated directly by a supported activity or earned because of a federal award. Please note that Program Income involves gross revenues not net revenues after expenses.</p> <p>Examples of Program Income</p> <ul style="list-style-type: none"> • Use of Federal grant funds to host a conference. Conference participants pay a registration fee. The fees are considered program income. <ul style="list-style-type: none"> ◦ <i>Program income cannot be used to cover the cost of non-grant funded meals</i> • Receiving payment for services provided by a grant funded activity. This includes insurance billing, state reimbursement of exams, etc. • Producing an educational curriculum or pamphlets using Federal grant funds and selling the curriculum or pamphlets. The money from the sales is considered program income. • Developing and delivering training, using Federal grant funds, and participants pay a fee to attend the training. The fees are considered program income. <p>Please refer to NCA's Program Income Guidance located on the Grantee Resource Page.</p>
Conference Costs	<p>Conferences are defined as a prearranged formal event with some of the following characteristics: designated participants and/or registration; a published agenda; and scheduled speakers or discussion panels on a particular topic. This can include meetings, retreats, seminars, training and symposiums.</p> <p>All conferences conducted with grant funding must receive prior written approval and must be submitted within a specified timeframe. An approved budget is not considered prior approval. Conference-related expenses may span multiple cost categories and have specific post-event reporting requirements. Failure to adhere to the advanced deadlines and approval requirements may result in the disallowance of those expenses. For a detailed breakdown of allowable conference costs, submission procedures, approval timelines, and post-event reporting requirements, please refer to NCA's Conference Cost Guidance located on the Grantee Resource Page.</p>

RFP Addendum

Addendum No. 001

Date: June 30, 2025

To: All Prospective Applicants

Subject: Clarification on Grant Reporting Requirements

Grant Reporting Requirements

REPORTING REQUIREMENTS

NCA reserves the right to revise scheduled dates and processes for reporting requirements, including expenditure reports and performance reports.

Performance Measures/Progress Reports

All subrecipients are required to report non-cumulative performance data to NCA. Data reported should represent services provided only by NCA paid staff. Similarly, performance data should only include information on clients/program beneficiaries who are served by NCA paid staff. Data on services provided by other staff should not be included. Additionally, each reporting period subrecipients must submit a non-cumulative progress report on their chosen objectives and outcomes completed during the reporting period. All data points for both performance and progress measures will be reported within the Grantee Portal. Post-award webinars will be offered to subrecipients to provide an overview of the required performance measures/progress reporting and to provide a tutorial on the submission process.

Financial Report

In addition to the quarterly performance measures/progress report, a quarterly grant expenditure report is required.

As a cost reimbursement grant, all requests for reimbursement within expenditure reports must be for actual approved and incurred expenses. Expenditures should be reported in the period in which the expenses were incurred. Detailed backup documentation to support all costs requested for reimbursement must be submitted by the subrecipients agency.

NCA reserves the right to set or adjust what backup documentation is required within the course of an award cycle. The level of backup documentation required with the submission of expenditure reports will change immediately if complete backup documentation to support

expenditures is not available upon request.

Backup documentation for expenditure reports should not include any personally identifiable client/program participant information. If documents that include client information must be submitted as backup documentation, all client information must be thoroughly redacted prior to submission. Examples of client information that should not be included in submitted backup documentation are names, addresses, and dates of birth.

Performance Measures/Progress and Financial Reports must be submitted as instructed according to the following dates:

Requirement	Reporting Period	Dates
Quarterly Reports 1 Due	January 1 through March 30	April 10, 2026
Quarterly Reports 2 Due	April 1 through June 30	July 10, 2026
Quarterly Reports 3 Due	July 1 through September 30	October 10, 2026
Quarterly Reports 4 Due	October 1 through December 31	January 10, 2027

The expenditure report form is contained within the Grant Reporting Workbook. All reports must be submitted via the grantee portal and will require NCA approval. Report submissions must include:

- Grant Reporting Workbook with the relevant reporting period tab completed;
- All supporting fiscal documentation;
- Performance Measures & Programmatic Status Update fields completed by subrecipient in Grantee Portal.

Expenditure reports will not be considered received and eligible for reimbursement until they are submitted accurately and with all necessary accompanying documentation. Reimbursements will then be processed within 45 days.

NCA has created a [Required Fiscal Documentation](#) guide that will help subrecipients ensure they are including the correct documentation with their fiscal reports.