

# DTVF - Victims of Child Sexual Abuse Materials (CSAM) and Child Sex Trafficking Program-Specific Budget Considerations

This guidance provides budget development considerations specific to the DTVF award. Unlike NCA's Allowable and Unallowable Costs document which lists specific cost items, this program-specific guidance focuses on strategic budget planning principles and best practices for this award type.

Use this guidance alongside NCA's [Allowable and Unallowable Costs](#) list when developing your budget. While the Allowable and Unallowable Costs list tells you **what** costs are permissible, this document helps you determine **how** to structure your budget effectively for program success and compliance with award requirements.

Consider these guidelines as you make budget decisions to ensure your proposed costs align with program objectives and funding priorities.

## Important - All Budget Categories

### General Restriction

DTVF funds are **not** intended to support awareness and prevention activities, please keep this in mind as you develop your project budget.

## Personnel and Fringe

### DTVF Related CAC Personnel

Personnel costs should include only those staff providing direct services to victims of CSAM including those victims of CSAM who are also victims of child sex trafficking, and staff who work directly on the goals and objectives of your project. Where the DTVF award is focused on the development, expansion or enhancement of services being provided to these victims, this grant is not intended to cover staff already in place and doing the work currently. Ideally the budget would include new hires that are being hired to assist with these types of cases, or perhaps an exiting staff member that is moving into a new role with more of a focus on CSAM/CST. For example, if "Mary" is your current Forensic Interviewer and 20% of her cases are CSAM/CST related, you could not cover 20% of her salary under this award, as she is already doing the work so this would not show development, expansion or enhancement to your program. However, if "Mary" was going to be trained in advanced FI, such as CST-FIT and would become the lead FI staff handling these cases, that would be considered as an enhancement in her role and make 20% of her salary allowable under this award.

### Position Alignment

Budgeted personnel should correspond to goals and objectives outlined in your application. For example, if focusing on enhanced Forensic Interviewing and Victim Advocacy, an ideal budget would include no more than two positions: a Forensic Interviewer and a Victim Advocate working on CSAM/CST cases, for the percentage of time they are working these cases.

## **Supervisory and Administrative Positions**

Supervisory and Administrative roles are generally not allowable unless the position also provides direct services to clients, which must be reflected in the Job Description. When including supervisory positions, budget allocation must reflect only the portion of time spent providing direct services, not administrative or supervisory functions.

## **Budget Efficiency**

Applicants should avoid including numerous personnel positions budgeted at minimal funding levels (typically less than 10% of a position). Such fragmented funding creates an administrative burden for both the CAC and NCA while failing to provide meaningful support for program implementation. Instead, focus on fewer positions with more substantial funding allocations that enable effective service delivery.

## **Fringe Expenses**

Applicants should thoroughly review documentation requirements and carefully consider which fringe benefits to assign to this grant. This is especially important for larger CACs or those who work under the umbrella of large organizations such as hospitals, universities, or municipalities, where obtaining detailed invoices and proof of payment for fringe expenses may be challenging. All requested benefits must be identified in the applicant's written policies.

## **Cost Calculation**

Personnel costs should be calculated based on the actual percentage of time each position will dedicate to grant-funded activities, ensuring accurate reflection of effort and appropriate use of federal funds. Approved reimbursement is calculated using actual hours worked on the project, as documented on timesheets, and applied to the corresponding pay period and employer-paid benefits for each pay period.

## **Travel - Typically the largest portion of the budget**

### **Grant-Funded Travel - CAC Staff and MDT Partners**

Travel costs under the DTVF award can include CAC staff and MDT partners that participate in the provision of services to the victims of CSAM/CST, travelling to a training event.

### **Allowable Travel Types**

Common travel expenses mostly include training related travel for CAC Staff and MDT Partners to attend trainings to further their knowledge and skills, to better serve victims of CSAM/CST. Whether the training event is local or nationwide, all typical travel costs such as mileage, airfare, meals per diems, lodging, baggage fees, transfers, etc. are allowable under this award. All trainings must be specifically focused on victims of CSAM and/or child sex trafficking. National conferences as well as specialized classroom type training are common under the DTVF award.

### **Training Requirements**

The DTVF award is a very specialized award focused on CSAM and CST. As noted above, all planned trainings MUST have a focus on CSAM/CST. If you are attending a conference, the agenda over the course of the event must have ongoing sessions with a CSAM/CST focus. If a multi-day conference agenda was mostly general child abuse sessions with one or two CSAM sessions per day, that would not be a good fit. Training travel should support only those educational activities necessary for effective delivery of your funded direct services. Those

attending training events are expected to be in attendance for the full duration of the event every day.

### **Service-Specific Focus**

All travel costs must align with and support the training objectives identified in your grant application.

## **Equipment - Typically Not Allowable**

### **General Restriction**

Equipment costs are typically not allowable under DTVF.

### **Alternative Funding**

If your CAC is in need of equipment, please review the Equipment and Technology Support RFP for appropriate funding opportunities that specifically address equipment needs.

## **Supplies - Limited Budget**

### **Budget Allocation**

Limit supply requests in DTVF budgets. The majority of funds should be allocated toward personnel providing direct services, or travel and training, rather than supplies and materials.

### **Office Supplies**

General office supplies should not be included unless they are necessary for providing the specific services identified in your application. The volume of supplies must align with (be allocable to) the number of clients/families projected to be served by this specific grant project.

### **Computing Equipment**

Computing equipment is allowable when necessary for grant-funded positions. Allocate costs based on the relative benefit to this program. For example, if a Family Advocate position is budgeted at 30% effort on this project and requires a computer, only 30% of the computer cost should be allocated to this grant.

## **Consultant**

### **Service Alignment**

Consultant costs must directly support the DTVF related focus identified in your application. The most common type of expense we see in this cost category for DTVF awards are for Training Consultants. Many DTVF projects and budgets include funds to hire a training consultant for CACs that wish to host a training event with a CSAM/CST focus and bring in trainers and presenters to present locally to their team.

### **Direct Service Focus**

All consultant activities should relate to and enhance the delivery of your services to victims of CSAM/CST. Activities should align with the applicant's goals and objectives and be provided under a signed, written agreement detailing the work to be performed and outline all expenses the CAC may reimburse the contracted entity.

## Other Costs

### **Training Registration**

Common expenses in this category include registration fees for training that relates to CSAM/CST, as identified in your application.

### **Emergency Clothing**

Included in the emergency support services under the DTVF award would be the purchase of emergency clothing for victims of CSAM/CST. Having a supply on hand of various boys and girls clothing in varying sizes, such as pants, socks, shirts, underwear is always beneficial.

### **Printing**

Limited printing costs for informational brochures relating to CSAM/CST to be provided to children and families coming to the CAC would be allowable. If you are hosting a training event and need to print materials related to the training, that would also be allowable.