

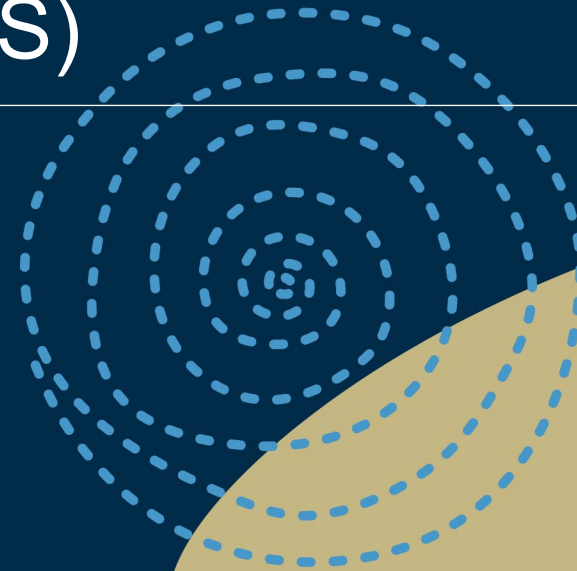
Grant Application & Budget Proposal Worksheet Completion

Equipment and Technology Support (ETS)



**National
Children's
Alliance®**

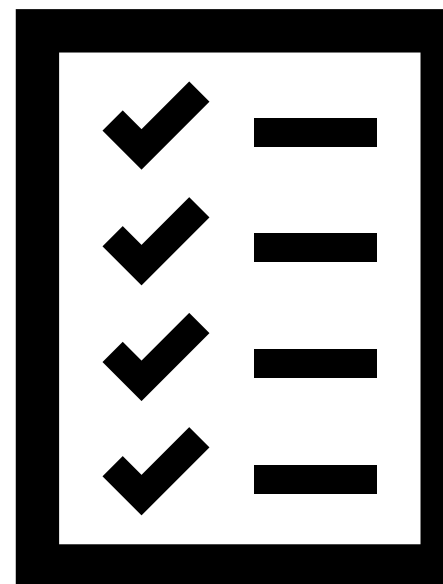
*The Force Behind
Children's Advocacy Centers*



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In this PRESENTATION ...

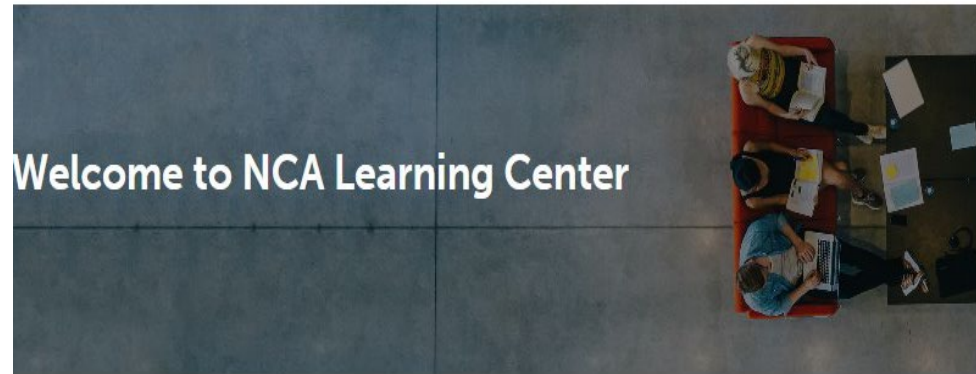
- *Getting Started*
- *Grant Portal*
- *Content Navigation*
- *Grant Application Resource Page*
- *Important Dates and Deadlines*
- *Questions and Support*
- *Budget Completion*



Getting Started



Communities Learning Center Calendar Catalog Dashboard Cart (0 Items)



TOP CONTENT

Training Calendar

Your NCA Member Home

VOCA and Advocacy Resources

Resources for Rural CACs

CAC-Military Partnership
Resources

Child Sexual Exploitation (CSEC)
Resources

National Children's Alliance Application Resource Page Request for Proposals

Welcome!

New to NCA Engage? Visit [NCA Engage Getting Started](#) page for step-by-step instructions to request an NCA Engage account.

The account request form will include a field that asks for an Organizational ID number. The Organizational ID number will inform us that the person signing into NCA Engage is employed at or partnered with a member organization. Please email membership@nca-online.org if you need your Organizational ID.



New Grant Portal

National Children's Alliance Grants Portal Request for Proposals



AS OF MAY 2025, NCA HAS ADOPTED A NEW GRANTS PORTAL. ALL APPLICANTS MUST APPLY THROUGH THIS NEW PORTAL.

NCA's grants management system, Blackbaud, has implemented a new grants portal, YourCause from Blackbaud. The new portal includes some helpful features and updates that will improve the overall grantee and applicant experience. ALL applicants must apply through this new portal and are required to sign in with a new Blackbaud ID (i.e., new login information) or may use an existing Blackbaud ID if they utilize other Blackbaud products (i.e. certain organizations might already have an active Blackbaud ID).

Detailed directions, important links and easy to reference FAQs are available below.

What You Need to Know

- All new grant applications must be submitted through the updated Grants Portal, which requires a Blackbaud ID (new login credentials).
- Please bookmark the portal link to access and manage any applications submitted on or after June 30, 2025.
- To support collaboration, applicants and grantees are encouraged to add additional contacts to their applications.
- Please add noreply@yourcause.com AND mail@grantapplication.com AND grantsadvisor@nca-online.org to your safe senders list to ensure you receive all communications through the grantmaking system and from the NCA Grants Team.

Creating an Account



1 Create an account using the new portal.

Follow [this link](#) to create a new account and use our [step-by-step instructions](#) to guide you through the process. A new Blackbaud ID is required to apply for a grant. However, if you already have an existing Blackbaud ID (i.e. certain organizations might already have an active Blackbaud ID to use programs such as Raiser's Edge) simply login to the grants portal.

2 Follow the steps to create your account.

Once you enter your email, you will be prompted to have a confirmation code sent to you. After confirming the code, you will create your password and add your name. Be aware of the password requirements listed.

3 Congratulations! You are ready to apply.

This page includes all grant applications through Blackbaud. Once you have created your new account, you are ready to apply for an NCA grant. [Click here](#) to access the main grants page. This page includes links to each individual grant page where links to applications will be available.

Highlights:

- All new grant applications must be submitted through the updated Grants Portal, which requires a Blackbaud ID (new login credentials).
- Follow the “Creating and Account” steps
- Read through the ‘Frequently Asked Questions’ at the bottom of the page, prior to submitting questions.
- Use the form on the ‘RFP Questions’ page to submit your Technical Assistance questions.

RFP Page Navigation



Grant Application Resource Page

RED EXPERIENCES
STRONGER PRACTICES.

iAGE

Communities Learning Center Calendar Catalog Dashboard Cart (0 Items)

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Welcome to NCA Learning Center

CONTENT

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National Children's Alliance

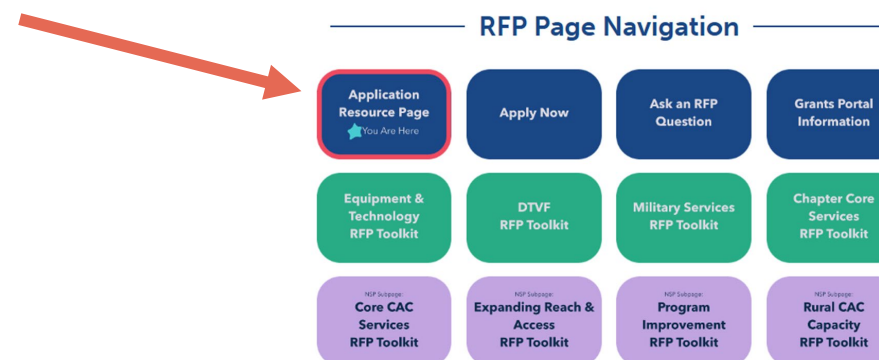
Application Resource Page

Request for Proposals

Welcome!

Highlights:

- RFP Overview Video
- RFPs
- Grant Eligibility
- Important Dates
- How to Submit Questions



Content Navigation

RFP Page Navigation



Important Dates and Deadlines

Equipment Grants - The Equipment and Technology Support RFP will accept applications on a rolling basis through June 30, 2027, or until all funding for the year is exhausted, whichever comes first

Important Dates

Application Deadline

Rolling basis through June 30, 2027

ETS Live Q&A Webinar

July 17, 2027 at 1:00 PM Eastern

Anticipated Award Announcement

First round awards by January 1, 2027

Period of Performance

Determined by timing of rolling award decisions
and, therefore, may vary by award



Equipment and Technology Support (ETS) RFP Toolkit

Awards for the Establishment, Improvement, and Expansion of CACs - Equipment and Technology Support

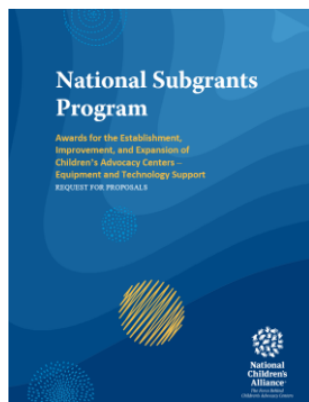
NCA, under a cooperative agreement with the United States Office of Justice Programs (DOJ, OJP, OJJDP), will administer over 15 million in federal funds for the establishment, improvement, and expansion of Children's Advocacy Centers (CACs) through this request for proposals (RFP). Please note that specific award amounts may change. All awards are contingent upon the release of funding from OJJDP.

Eligible Organization Types

Accredited CACs, Associate/Developing Centers, Affiliate MDTs, Satellite CACs, and Non-Member Multidisciplinary Teams or entities in the process of establishing a CAC.

Deadline to Apply

Application packages will be accepted on a rolling basis until June 30, 2027, at 11:59pm Eastern, or until funding is exhausted (*For More Information - See Page 6 of RFP*).



[Download RFP](#)

Important!

Please Note

Furniture such as cabinets, chairs, or waiting area sofas, and supplies are not allowable. For each of the bulleted items, please make sure to request that the vendor consolidate the purchase in one invoice with all line items clearly listed. An additional purchase of cables, lenses, etc. that is not part of the invoice for the main equipment piece will not be considered allowable.

ETS Budget Template

Please be sure to use the correct budget template when preparing your Equipment and Technology Support application. The correct budget template is linked below under the "ETS Application Tools" section.

Click the link below to start a new Equipment & Technology Support application

[Start a NEW Application](#)

Click the link below to access your in-progress application

[Access Your In-Progress Application](#)

How to Prepare



Click here to watch the [RFP Overview](#) Video available on the Application Resource Page



Watch the 'Grant Proposal Budget Worksheet Completion' video below before developing your project budget



Are you new to the Grants Portal? Click here to visit the Grants Portal Information page to set up a new account



Review the Budget resources below to learn about important considerations for ETS budgets, view an example ETS budget, and other helpful information as you plan out your project



Carefully read through the Equipment and Technology Support RFP and watch the ETS RFP Overview video available above, or by clicking here



Download the 'ETS Budget Template' below to begin developing your project budget



Review the 'ETS Application Tools' section below to see examples of how to complete an ETS application



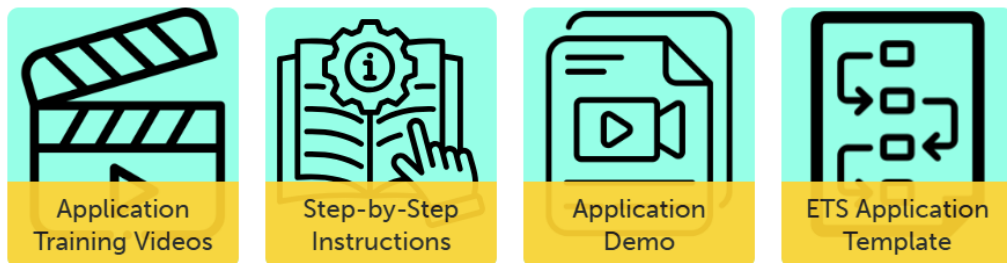
Use the application checklist below to ensure you have all the critical elements and APPLY!



Application Tools & Templates

| ETS Application Resources

The following resources are designed to guide you through the application process from start to finish. Whether you prefer watching a walkthrough or following written steps, you'll find everything you need to complete your application thoroughly and confidently.



| Budget Template & Resources

After watching the video, download and use the Grant Proposal Budget and Timeline Template to create your project budget. The resources in this section provide valuable information to assist in developing your budget.



ETS Application Checklist

The ETS Application Checklist lists critical application elements required to pass Basic Minimum Requirements review. An application that NCA determines does not meet the Basic Minimum Requirements listed below, will neither proceed to peer review nor receive further consideration.

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](#)

Content of Application Submission:

- ❑ Description of the Needs Statement/Issue
- ❑ Grant Proposal Budget Workbook (including cost comparison)
- ❑ Audit (if applicable)
- ❑ Letter of Support (ONLY Non-Member Multidisciplinary Teams (multidisciplinary teams in areas in which there are no existing CACs) or entities in the process of establishing a CAC)

* Must provide a Letter of Support from the State Chapter to document that the application is coordinated and in compliance with the state Chapter growth and development plan

Support Center

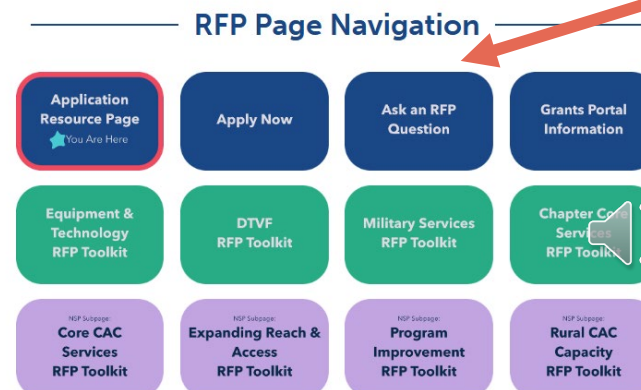


ETS FAQs

Questions and Technical Support

- Any questions related to the RFP **MUST** be:
 - ★ Submitted using the Q/A form located here - <https://learn.nationalchildrensalliance.org/rfpquestions>
 - ★ Asked during the RFP Questions Live Webinar
 - Dates for the RFP Questions Live Webinar can be found in each RFP and on the Grant Application Resource Homepage
 - Each Q&A webinar will be recorded and available to all
- Should you have a question that is **specific to the grants application portal** you should also submit it through the RFP questions form.
 - ★ NCA is not responsible for technical issues with grant submission within 48 hours of grant deadline.

*****Please do not reach out to any Program Associates. We will not be taking questions from individual applicants via email or phone*****



ETS Budget Proposal

● Budget *Requirements & Reminders*:

★ NCA Expects proposed budgets to:

- Be Complete, Cost-Effective, Reasonable, Allocable, and Necessary
- Describe every line item and list it in the appropriate grant category
 - ✧ How costs are relevant to the completion of the proposed project?
- Include any required items as specified in the RFP instructions
- Only include allowable costs under
 - ✧ NCA Guidelines
 - ✧ Office of Justice Programs' Financial Guide
 - ✧ Uniform Guidance



ETS Budget Proposal

Grant Proposal Budget SUMMARY

APPLICANT ORGANIZATION NAME	CAC Near Me
AWARD TYPE	EQUIPMENT & TECHNOLOGY SUPPORT
AUTHORIZED AGENCY REPRESENTATIVE	Grant C. Kerr

NCA INFORMATION (IF AWARDED)	
NCA AWARD NUMBER	
NCA CONTACT	
DATE BUDGET APPROVED BY NCA	

GRANT PROPOSAL BUDGET SUMMARY YEAR 1			
BUDGET CATEGORIES	PROPOSED BUDGET YEAR 1	NCA APPROVED ORIGINAL BUDGET YEAR 1	NCA NOTES
DIRECT PROJECT COSTS			
Equipment	\$ 29,000.00	\$ -	
Supplies	\$ 8,500.00	\$ -	
TOTAL DIRECT PROJECT COSTS	\$ 37,500.00	\$ -	



Sample Completed Proposal BUDGET

GRANT PROPOSAL BUDGET DETAIL				
A. EQUIPMENT				
Non-expendable items with a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity or \$5,000. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technological advances. Review DOJ's purchasing guidelines here.				
Item	Describe how the equipment/technology is necessary for the success of the project	Quantity	Unit Cost	Requested Amount
PCIT Audio/Visual Equipment System	Assist in establishing a PCIT therapy room	1	\$ 11,000.00	\$ 11,000
Forensic Interviewing Recording System	Enhance our ability to meet legal criteria for Forensic Interviews	1	\$ 18,000.00	\$ 18,000
		0	\$ -	\$ -
		0	\$ -	\$ -
		0	\$ -	\$ -
		0	\$ -	\$ -
		0	\$ -	\$ -
		0	\$ -	\$ -
TOTAL EQUIPMENT			\$	29,000
ATTENTION: If NCA funds are to be used for any product or service in excess of \$10,000.00, at least three quotes must be obtained to ensure that the selection process is competitive. The procurement process is outlined in DOJ Guide to Procurement Procedures, which is included as part of the Application Resource Pages. Consideration must be given to ensure more economical, cost effective, and efficient ways to obtain or use common or shared goods or services as well as assessment of available resources. Any charges for such expenditures or requests for sole source contracts are subject to prior approval by NCA and review of the procurement documentation to ensure it meets DOJ guidelines. The procurement entity must avoid "splitting" of purchases or transactions to circumvent the dollar threshold limitations.				
Please complete the cost and price analysis below the supplies section.				
If your requests are less than \$10,000, they should be listed in Section B - Supplies below.				
B. SUPPLIES				
Review DOJ's purchasing guidelines here.				
Item	Describe how the supplies are necessary for the success of the project	Quantity	Unit Cost	Requested Amount
Video Colposcope	Complete medical evaluations	1	\$ 8,500.00	\$ 8,500

COST AND PRICE ANALYSIS - Required for all purchases of \$10,000 or more.				
Item	Vendor Name	Quoted Amount	Selected Vendor?	Please provide rationale for the chosen vendor
PCIT Audio/Visual Equipment System	Example Vendor 1	\$ 11,000.00	Yes	Most cost effective option that is compatible with our IT systems
	Example Vendor 2	\$ 9,500.00	No	Equipment not compatible with current IT infrastructure
	Example Vendor 3	\$ 17,500.00	No	Not the most cost effective option
Item	Vendor Name	Quoted Amount	Selected Vendor?	Please provide rationale for the chosen vendor
Forensic Interviewing Recording System	Example Vendor 1	\$ 18,000.00	Yes	Most cost effective option that is compatible with our current systems
	Example Vendor 2	\$ 14,000.00	No	Not compatible with our case management software
	Example Vendor 3	\$ 26,000.00	No	Not the most cost effective option
Item	Vendor Name	Quoted Amount	Selected Vendor?	Please provide rationale for the chosen vendor
Video Colposcope	Example Vendor	\$ 8,500.00	Yes	Expense under \$10,000 - additional quotes not required
	N/A			N/A
	N/A			N/A

Equipment CATEGORY

- Organization's Capitalization policy
 - ★ What is your capitalization threshold?
 - Less than \$10,000 – follow your policy
 - Greater than \$10,000 – follow the Federal policy
- All requested equipment expenses must include the following information:
 - ★ Item Name
 - ★ Description of how the equipment is necessary for the success of the project
 - ★ Purchase quantity
 - ★ Unit Cost
 - ★ Be prepared to discuss your procurement procedures in detail with your NCA Program Associate
 - ★ For any product or service in excess of \$10,000, at least three quotes must be obtained to ensure that the selection process is competitive.
- Equipment purchases will be
 - ★ Closely scrutinized and must directly pertain to service provision
- No furniture or soft furnishings may be charged to any NCA award.

REMINDER - The Equipment threshold is currently \$10,000.



Supplies CATEGORY

- Expendable items or Equipment that falls below capitalization threshold
- All requested supply expenses must include:
 - ★ Item description
 - ★ Description of how the purchase is necessary for the success of the project
 - ★ Quantity
 - ★ Unit Cost
 - ★ Like supplies should be grouped together as 1 line item



Allowable Expenses Include:

- Medical Examination Equipment

- ★ Forensic camera systems (including portable systems)
- ★ Telemed forensic exam equipment
- ★ Forensic alternate light sources
- ★ Colposcopes (including digital/video)
- ★ Medscopes
- ★ Exam Tables

- Forensic Interviewing Systems

- ★ Recording equipment
- ★ Observation systems
- ★ First-time installation/upgrade of HIPAA-compliant digital evidence management
- ★ Smartboards for improved interaction and recording during interviews



Allowable Expenses Include:

- Case/Peer Review

- ★ First-time installation/upgrade of technology to facilitate remote viewing and HIPAA-complaint digital recording storage and sharing of recordings/images

- Victim Advocacy Technology

- ★ Mobile advocacy equipment

- Mental Health Service Equipment

- ★ PCIT rooms
- ★ Telehealth platforms

- Operations

- ★ First-time installation/upgrade of human resources or accounting software

- Electronic OMS Survey Completion:

- ★ Dedicated tablet or laptop and necessary accessories for storage, charging and security to be used for survey completion by caregivers/youth



FAQs:

- Can subscriptions be included in our budget?
 - ★ Subscriptions can be included but are limited to first-time implementation. Ongoing or multi-year subscriptions are generally not supported.
- Can we include training in the ETS grant application?
 - ★ Yes, training can be included in the ETS application. However, any training costs should be incorporated into the vendor's invoice – not submitted separately as a consulting or standalone contract.
- Can ETS grants support Personnel costs?
 - ★ No. Personnel and Fringe costs are unallowable on ETS grants.
- Are letters of support required?
 - ★ Yes. Non-Member MDTs (multidisciplinary teams in areas in which there are no existing CACs) or entities in the process of establishing a CAC MUST provide a Letter of Support from the State Chapter to document that the application is coordinated and in compliance with the state Chapter growth and development.



Thank you!



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