

Military Services

Goal: To establish or expand the provision of CAC services on military installations.

Organization Information

Is the CAC address for this application the same as the address listed in the Applicant Information above? *

The CAC address refers to the place of performance of the grant award.

Select one

- ☐ No
☐ Yes

Organization Details

Organization Name *

Street Address *

The address entered must equal the place of performance of the grant award.

City *

State *

Select one

Postal Code *

Country *

Select one

- United States
- American Samoa
- Canada
- Guam
- Northern Mariana Islands
- Puerto Rico

According to <https://www.ruralhealthinfo.org/am-i-rural> Rural Health Information Hub, is your CAC eligible for the CMS - Rural Health Clinics (RHC) Program? *

Select one

- ☐ No
- ☐ Yes

Contacts

Primary Grant Contact

First name	Last name	Email address	Office telephone	Office extension	Office address	Contact title
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Authorized Agency Representative

Authorized Agent must be a person in your organization authorized to enter into legally binding contracts on behalf of the entire organization.

First name	Last name	Email address	Office telephone	Office extension	Office address	Contact title
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Board President\ED Supervisor

If your organization is hospital- or government-based, please indicate the name of the person who supervises the Program Director.

First name	Last name	Email address	Office telephone	Office extension	Office address	Contact title
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Grant Fiscal Agent Contact

First name	Last name	Email address	Office telephone	Office extension	Office address	Contact title
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Pre Award Checklist

Audit/General Information

Please indicate what type of audit the applicant has had performed *

Select one

- ☐ Audited Financial Statements
- ☐ None of the Above
- ☐ Single Audit

Date of Most Recent Single Audit or Audited Financial Statements

Date should be fiscal year end and not date audit was conducted.

On the most recent audit, what was the auditor's opinion? *

Select one

- ☐ Disclaimer-Going Concern-Adverse Opinions
- ☐ N/A: No audits as described above
- ☐ Qualified Opinion
- ☐ Unqualified Opinion

In the past three fiscal years, no "Materials Weakness" was disclosed.

Select one

- ☐ False
- ☐ True

Has the applicant organization been involved in any other financial or programmatic audits in the last three years? *

Select one

- ☐ No
- ☐ Yes

If yes, please list the agencies that conducted the audit and when the audit was completed.

Has your organization managed Federal grants or cooperative agreements within the last 36 months? *

Select one

- ☐ No
- ☐ Yes

Organization's Annual Budget *

If you are part of an umbrella organization, please specify the budget for your organization only.

Recipients of Federal funds must maintain adequate accounting systems that meet the criteria outlined in 2 CFR §200.302. The responses to this assessment are used to assist in the National Children's Alliance's (NCA) evaluation of your accounting system to ensure the adequate, appropriate, and transparent use of Federal funds.

I certify that the following statements are true:

The applicant organization utilizes accounting software. *

Applicant will be able to provide the necessary reports and ledgers upon request.
Select one

- ☐ False
☐ True

The applicant organization's accounting system separately identifies receipt and expenditure of program funds for each grant. *

Expenses must be identified as expenses for the individual NCA grant award in the accounting system.
Select one

- ☐ False
☐ True

The applicant organization's accounting system provides control and accountability of federal funds. *

Including prevention of expenditures in excess of approved budget and in compliance with federal guidelines.
Select one

- ☐ False
☐ True

The financial management system is capable of producing a detailed activity ledger (GL) for each grant. *

Select one

- ☐ False
☐ True

The applicant has a system in place to track and accurately allocate employees actual time spent performing work for each federal award. *

Records are maintained for each employee that track actual time spent performing work for each federal award, and to accurately allocate charges for employee salaries and wages for each federal award and maintain records to support actual time spent and specific allocation of charges associated with each employee.

Select one

- ☐ False
- ☐ True

The following polices are board adopted/agency approved and currently in place and meet the requirements of 2 CFR 200 and/or the DOJ Financial Guide:

Pay rates and benefits, time and attendance, and payment methods. *

Select one

- ☐ False
- ☐ True

Management of equipment, supplies and property. *

Select one

- ☐ False
- ☐ True

Purchase/procurement of equipment, supplies, property, and services. *

Select one

- ☐ False
- ☐ True

Checking the Excluded Parties List system for suspended or debarred consultants/contractors prior to obligation. *

Select one

- ☐ False
- ☐ True

Record retention *

Select one

- ☐ False
☐ True

Travel Policies *

Select one

- ☐ False
☐ True

Separation of financial duties *

Select one

- ☐ False
☐ True

Appropriate background screening *

Please visit <https://www.nationalchildrensalliance.org/suitability-for-individuals-interacting-with-participating-minors/> Suitability for Individuals Interacting with Participating Minors for more information.

Select one

- ☐ False
☐ True

Employee Eligibility Verification *

Please visit <https://www.nationalchildrensalliance.org/Employment-Eligibility-Verification/> Employment Eligibility Verification for more information.

Select one

- ☐ False
☐ True

Needs Statement

ABSTRACT

Applicants must provide a project abstract, which should include the following information (400 word max):

- 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

Abstract *

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.

Description of Issue/Needs Statement

Applicants should briefly describe the nature and scope of the problem that the program will address (i.e., lack of a coordinated response investigating military cases of child abuse and neglect). Applicants should also describe the effects on the target population and the larger community, any previous or current attempts to address the problem, including progress made through prior projects. *

Project Design & Implementation

Please select only those objectives and outcomes that are relevant to your application scope of work and budget. It is recommended to choose only those objectives that can be fully completed during the award period and should be specific, measurable, achievable, relevant, and time-bound. Please keep in mind that choosing more objectives does not necessarily make for a stronger application.

Military Focus Area *

Select one

Establish Military Partnerships

Expand Military Partnerships

Protocols & Guidelines

Establish written protocols/guidelines for a coordinated CAC/MDT response specific to military-affiliated children and families.

Describe the development of written protocols/guidelines, policies and procedures.

Protocols could include establishing an intake mechanism to identify military families, developing MDT & Service Providers roles/scope of expertise; information sharing; military-affiliated investigation processes, case management, and review; support services referral process, etc.

Describe how you will develop or strengthen partnerships with key military installation personnel, including providing coordinated CAC services to military-affiliated children and families.

Identify and develop best practice processes and resources to be made available to other CACs to enhance services to military families.

Describe the implementation process that leads to enhancing services for military families, and best practice resources that will be developed and made available to other CACs developing their military-affiliated core service delivery.

Expand existing partnerships to strengthen a coordinated and comprehensive military CAC-response to child abuse for military families.

Describe the development of practices and systems to ensure continuity of partnerships through turnover.

Describe the efforts that will be made to expand and strengthen military installation partnerships for long-term sustainability and describe how success will be measured.

Other Military Protocol Objective

Other Military Protocol Objective

Option to enter an objective not listed. Objective must directly state the activity that will be funded and the resulting outcome.

Service Delivery

To implement more efficient delivery methods to increase service delivery/capacity for military-affiliated children and families.

Describe the service delivery improvement to be implemented and the process and timeline for implementation.

Describe how the service delivery improvement will increase and/or improve services.

To implement or expand technology and systems to track and improve case management, case review, and/or MDT participation and decision-making regarding military-affiliated children and families.

Describe the anticipated technology and systems that will be implemented or improved, their timelines, and how these will impact military-affiliated case management, case review, and/or MDT participation and decision-making.

Other Military Service Delivery Objective

Other Military Service Delivery Objective

Option to enter an objective not listed. Objective must directly state the activity that will be funded and the resulting outcome.

CAC Core Service Provision

To increase staff and/or contractor time and effort in one or two of the following service areas to increase CAC core service delivery for military-affiliated children/families:

Staffing Increase in Service Area 1

Select one

- ☐ Forensic Interview
- ☐ Medical Services
- ☐ Mental Health
- ☐ Multi-disciplinary Team
- ☐ Victim Advocacy

Enter the estimated total number of forensic services to be conducted for military-affiliated children. *

Enter the estimated total medical exams/evaluations to be conducted for military-affiliated children. *

Enter the estimated total number of pre-screening assessments to be conducted for military-affiliated children/non-offending caregivers. *

Enter the estimated total number of post-screening assessments to be conducted for military-affiliated children/non-offending caregivers. *

Enter the estimated total number of evidence-based mental health treatments to be completed for military-affiliated children/non-offending caregivers. *

Enter the anticipated total number of children/non-offending caregivers showing improvement after evidence-based treatment(s). *

Enter the estimated total number of victim advocacy services to be provided for military-affiliated children/families. *

Enter the estimated total number of referrals to be provided to military-affiliated children/families. *

Enter the estimated percentage increase in core services for military-affiliated children/families selected above that will result from the increase in staffing.

Staffing Increase in Service Area 2

Select one

- ☐ Forensic Interview
- ☐ Medical Services
- ☐ Mental Health
- ☐ Multi-disciplinary Team
- ☐ Victim Advocacy

Enter the estimated total number of forensic services to be conducted for military-affiliated children. *

Enter the estimated total number of medical exams/evaluations to be conducted for military-affiliated children. *

Enter the estimated total number of pre-screening assessments to be completed for military-affiliated children/non-offending caregivers. *

Enter the estimated total number of post-screening assessments to be completed for military-affiliated children/non-offending caregivers. *

Enter the estimated total number of evidence-based treatments to be completed for military-affiliated children/non-offending caregivers. *

Enter the anticipated total number of children/non-offending caregivers showing improvement after evidence-based treatment(s). *

Enter the estimated total number of victim advocacy services to be provided to military-affiliated children/families. *

Enter the estimated total number of referrals to be provided to military-affiliated children/families. *

Enter the estimated percentage increase in core services for military-affiliated children/families selected above that will result from the increase in staffing.

To hire a dedicated Victim Advocate or Case Manager position to coordinate the provision of core services, education, and support services to military-affiliated child victims and families.

Enter the projected core services, education, and support services that will be offered and estimated number of services (by type) that will be provided to military-affiliated children and families.

Other Military Core Service Objective

Other Military Core Service Objective

Option to enter an objective not listed. Objective must directly state the activity that will be funded and the resulting outcome.

Training & Outreach

Provide training to CAC/MDT and military partners.

Enter the estimated total number of trainings to be provided.

Training to develop CAC competencies in service provision to military-affiliated children and families.

Enter the projected total number of unique professionals trained with grant funds.

Total number of individuals trained with NCA-grant funds. This number should be UNDUPLICATED - if one individual attended multiple training events they would only count as one individual.

Provide outreach to military communities using trauma-informed care and best practices.

Describe the type of outreach events anticipated to be held for military communities.

Enter the estimated total number of outreach events that will be held for military communities.

Enter the estimated total number of children ages 0-10 that will be served with grant funds. *

To be "served" means a program, organization, or system admitted an individual and actively provided them services supported by NCA grant funding.

Enter the estimated total number of children ages 11-17 that will be served with grant funds. *

To be "served" means a program, organization, or system admitted an individual and actively provided them services supported by NCA grant funding.

Applicants must discuss plans for sustainability beyond the grant period. *

Capabilities and Competencies

Describe the experience and capability of your organization and any contractors that you will use to implement and manage this project and the associated Federal funding. Highlight previous experience managing Federal grants, including details on your system for fiscal accountability. *

Provide detailed description of the roles and responsibilities of project staff and explain your organizational structure and operations. *

Organizational Chart *

Please include a copy of an organizational chart showing how your organization operates, including who manages the finances and the management of the project proposed for funding.

Data Collection

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. *

Applicants that receive funding must provide regular performance data as defined by OJJDP that measures the results of the work carried out under the award. Note: Applicants are not required to submit performance data with the application.

Budget

Budget

The applicant must include allowable costs in accordance with federal requirements and NCA guidelines. All proposed costs must occur within the grant period, are allowable, reasonable, and allocable to the specific goals and objectives of the proposed project. All requested expenditures must adhere to the latest edition of the DOJ Grants Financial Guide and 2 C.F.R Part 200.

Important:

The cost of existing, ongoing or renewal software licenses/maintenance agreements is not an allowable cost. Only the cost associated with upgrades will be considered.

Extended warranties that go beyond the grant year will not be approved.

Personnel Amount

Fringe Benefits Amount

Travel Amount

Equipment/Technology

Consultant Amount

Supplies Amount

Other Amount

Indirect Costs

Total Grant Amount Requested *

Must not exceed maximum allowable for the grant category.

Personnel Outcomes/Workload/Output for time charged to NCA Award *

For each staff member included in Personnel, please describe a projected output, product or unit of service based on specific discipline (ex. # of children served; reduction in days on a waitlist; # of sessions conducted per week; # of FI interviews; # of MH assessments; # of professionals trained; etc.).

I certify that no grant funds will be used for Fundraising or Lobbying Activities. *

Select one

☐ False

☐ True

Other Required Attachments

UPLOAD: Grant budget and Timeline (using NCA provided template) *

File name should read: PROJECT BUDGET_ORG NAME

UPLOAD: Your most recently completed audit (including Management Letter, if applicable)

File name should read: SINGLEAUDIT_ORG NAME

Job Descriptions/Resumes

NCA's Certification of De Minimis Indirect Cost Rate Form

Federally Approved Indirect Cost Rate Agreement

Letters of Support/MOUs

Letters of Support/Memoranda of Understanding - Applicants should provide signed and dated letters of support or memoranda of understanding for all key partners that include the following: 1. Expression of support for the program and a statement of willingness to participate and collaborate with it. 2. Description of the partner's current role and responsibilities in the planning process and expected responsibilities when the program is operational.