

National Subgrants Program

**Awards for the Establishment,
Improvement, and Expansion of
Children's Advocacy Centers –
Equipment and Technology Support**

2027 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 National Subgrants Program – Equipment and Technology support awards. This opportunity 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](#)

IMPORTANT DATES

RFP Opening Date: **June 30, 2026**

Application Closing Date: **June 30, 2027**

DEADLINE

Application packages will be accepted on a rolling basis until **June 30, 2027, at 11:59 PM (Eastern Time)** through the online application portal. Applications received after the closing date and time will not be considered for funding.

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.

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.

Friday, July 17, 2026, at 1:00 PM (EDT)

[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 Office of Justice Programs (DOJ, OJP, 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 Notice of Funding Opportunity (NOFO) 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 Centers 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 U.S.C. § 20304).

ROLLING APPLICATION SUBMITTAL AND REVIEW PROCESS

Applications may be submitted under this RFP through June 30, 2027, to provide applicants, to the maximum extent practicable, flexibility on when to submit an application.

Applications will be reviewed and evaluated, as described under Application Review Process, on a rolling basis to facilitate and expedite the review and award process. NCA will make every effort to complete the review process within 90 calendar days. This timeframe is not guaranteed and is dependent on the number and quality of applications received. If, after the review process is complete, an application is determined to be ineligible, applicants will have an opportunity to submit an amended application as described in this section. Applicants will be allowed to submit only one amended application to address ineligible determination.

NCA cannot guarantee that funding will be available through the end of the 12-month application period as funding availability is dependent on the volume and quality of applications received, as well as other applicable programmatic and funding considerations. As such, it is possible that funding could be exhausted before the conclusion of the 12-month application period.

PERIOD OF PERFORMANCE

The period of performance of every award funded under this RFP cannot exceed 180 days. There can be no extensions. Applicants must be prepared to begin the procurement process shortly after they receive the notification of award and approved budget. NCA anticipates that the first awards under this RFP will be made in January and will continue to be made on a rolling basis until funding is exhausted.

AVAILABILITY OF FUNDS

This RFP, and awards (if any are made) under this RFP, 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 Notice of Funding Opportunity 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 applicant must also meet the following criteria:

Applicants must be existing NCA Accredited, Associate/Developing, Affiliate, Satellite, Non-Member Multidisciplinary Teams (multidisciplinary teams in areas in which there are no existing CACs), or entities in the process of establishing a CAC.

**Applicants that are multidisciplinary teams must have in place a task force/steering committee or multidisciplinary team made up of appropriate parties including representatives from local law enforcement, child welfare, prosecution, medical, and mental health that meets at least quarterly.*

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

Applicants who are current NCA members 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 National Children's Alliance.

NCA Accredited applicants who currently are 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.

EQUIPMENT & TECHNOLOGY SUPPORT - CACs

Maximum Award Amount: \$50,000; Minimum Award Amount: \$5,000

Goal: To support the work of the CACs by purchasing or upgrading the necessary equipment including hardware, software, and related services (installation, etc.): *

- **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
- **Case/Peer Review** - First-time installation/upgrade of technology to facilitate remote viewing and HIPAA-compliant 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 by caregivers/youth**- Dedicated tablet or laptop and necessary accessories for storage, charging and security

Program Requirements and Merit Review:

Description of the Issue/Needs Statement (70%): Please describe the current CAC response/ systems, why the CAC needs this equipment/technology, what it will be used for, and the timeline for completion/implementation to determine the project period for award. Describe the impact that this project would have on improving the medical care/forensic interviewing/general operations/OMS collection process of the CAC. Please provide the number of children served and the anticipated caseload, if applicable.

Grant Proposal Budget (30%): Applicants will submit a budget using the provided template and submit as an Excel document. See Budget Preparation and Submission Information section for more information. For any proposed equipment purchases greater than \$10,000, include the most cost-effective selection in the application budget request.

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.

APPLICATION AND SUBMISSION INFORMATION

The following elements are to be included in the application submission for the application to receive consideration for funding.

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.

Required attachments to be uploaded in NCA online application portal:

Grant Proposal Budget – Applicants will submit a budget using the provided template and submit it as an Excel document. Applicants should complete the grey cells in the template and provide a budget timeline by completing the budget summary table at the top of the document to include the projected grant budget by period. Applicants must also complete the Cost Comparison section at the bottom of the document. See the Budget Preparation and Submission Information section for more information.

Audit (if applicable) - All applicants expending \$1,000,000 or more in Federal awards during the applicant's 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.

Letters of Support (if applicable) - 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

Letters of support may be addressed to the NCA's CEO, Teresa Huizar.

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.

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 proposal 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 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](#).

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 will be evaluated on how the proposed project/program addresses the criteria as described under the award type:

Merit Review Criteria

1. Description of the Issue/Needs Statement (70%) – evaluate the strength of the applicant’s current response, need justification, timeline and impact.
2. Budget (30%) – evaluate for completeness, cost effectiveness, and allowability (e.g., reasonable, allocable, and necessary for project activities). For any proposed equipment purchases greater than \$10,000, include the most cost-effective selection in the application budget request.

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 Budget Detail Worksheet and Budget Narrative 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

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.

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 Notice of Funding Opportunity 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.

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.

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.

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 Notice of Funding Opportunity, 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 Notice of Funding Opportunity must use the appropriate telephone number or email listed on the front of the Notice of Funding Opportunity 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](#)

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

RFP Addendum

Addendum No. 001

Date: June 30, 2026

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 9, 2027
Quarterly Reports 2 Due	April 1 through June 30	July 9, 2027
Quarterly Reports 3 Due	July 1 through September 30	October 11, 2027
Quarterly Reports 4 Due	October 1 through December 31	January 10, 2028

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.

RFP Addendum



Addendum No. 002

Date: June 30, 2026

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.

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?

Please note that NCA also offers [Program-Specific Budget Considerations](#) guidance tailored to each award type. While this Allowable and Unallowable Costs document identifies **what** costs are permissible, the Program-Specific Budget Considerations document helps you determine **how** to plan and structure your budget to meet program goals and expectations. We encourage you to use both resources together when developing or modifying your project budget.

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 grant 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	• Salaries - Compensation must be reasonable and consistent with that paid for similar work in the organization. • Paid time off (PTO) - Compensation for PTO is allowable if consistent with the organization's personnel policies and charged to the award in proportion to the employee's documented effort on grant-funded activities.	• Stipends for attending training • Bonuses (including longevity pay) • Overtime expenses • Performance-based bonuses • Dual compensation of salaried employees • Personnel Activities that include: ▪ Fundraising. Grant-funded personnel performing fundraising activities may not charge time/effort spent on those fundraising activities (e.g., coordinating/organizing fundraising) to the award. ▪ 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

Award funds may be used for 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. Fringe benefits must be allocated consistently with the employee's certified time and effort; therefore, only the portion corresponding to the percentage of time worked on grant-funded activities during the applicable period may be charged to the award. 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](#)).

Cost Category	Allowable Cost Examples	Unallowable Cost Examples
Fringe Benefits	• Workers' compensation insurance • Unemployment insurance • Employee insurance - (health, dental, vision, life, disability - must be purchased through the CAC) • Federal Insurance Contributions Act (FICA) taxes - employer share for Medicare and Social Security • Retirement contribution • Life insurance	• Profit sharing - unless part of a pension plan • Fringe benefits associated with any unallowable salary costs • Health insurance reimbursement - unless purchased through the CAC through a health reimbursement agreement (HRA) • Health insurance stipends - any payment made directly to employees for health insurance is considered a stipend unless it is part of a health reimbursement agreement (HRA) • 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	• Mileage reimbursement - for program employees to use their personally owned vehicles to travel to participate in project-related meetings and events. • Airfare, air taxi, railway fare, and bus fare - must be the most economical fare (coach class). • Lodging - up to the maximum federal nightly lodging rate for the city + applicable taxes. • Baggage fees • Ground transportation - e.g., shuttle service, rental cars, or rideshare fees such as Uber or Lyft associated with program activities only. Please note: rental cars require PRIOR written approval in order to be eligible for reimbursement. • Tolls & Parking fees • Per Diem - 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. • Taxes and fees associated with travel • Tips - Taxi and ride-share tips up to 20% of the total cost of the ride.	• 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	• Interviewing equipment • Equipment necessary to complete medical exams for victims - e.g., forensic medical exams, including an exam table, alternate light source, colposcope, or high-definition camera and related forensic photography equipment.	• 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	• Project office supplies, printing materials, and supplies. • Equipment-like items that come in under \$10,000 each. • Therapeutic supplies – for approved modalities • Educational supplies • Basic meeting supplies • Computers, laptops, and tablets – must be allocated appropriately • Warranties/Maintenance Contracts – warranties that extend beyond the award period must be pro-rated	• 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, which are allowable), clothing items, food, beverages, and promotional materials • Supplies that support law enforcement-related activities (e.g., bulletproof vests) • Furniture 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 on subrecipients that use federal assistance funds to procure services needed to carry out the grant-funded project.

A consultant is defined as anyone who is not on the agency's payroll and receiving compensation for work. Compensation is limited to the maximum daily consultant rate of \$650/day based on an 8-hour day, or 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	• Consultant Services – consultants are subject matter experts who guide or assist grantees in carrying out grant-funded activities. ○ Trainers/presenters ** – consultants to provide training or make presentations as part of a grantee-sponsored training event. ○ Training** and Technical Assistance: 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	• 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– ○ determines who is eligible to receive grant-funded services; ○ has its performance measured in relation to whether the objectives of the federal program were met;

	and implementation; and/or (3) aid program staff/collaborative partners with implementing innovative strategies to meet the needs of those served by the funded project. ○ Mental Health Consulting - only for approved modalities and the service provision must align with NCA's Mental Health Standard, including participation in case review.	○ bears responsibility for making decisions about programmatic activities; ○ 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
Other **see Conference Cost section	• Registration fees - for training and conferences • Audit Costs - for entities that expend \$1,000,000 or more during their fiscal year in federal awards, audit costs 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, remote behavioral health services and medical/clinical consultation and supervision. • Software support - subscription and support fees for case management and other data collection software systems. • Website creation/maintenance - costs associated with creating and maintaining a website necessary for the project.	• 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 (transaction/processing fees) • 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. • 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.

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

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.

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.

Examples of Program Income

- Use of Federal grant funds to host a conference. Conference participants pay a registration fee. The fees are considered program income.
 - Program income cannot be used to cover the cost of non-grant funded meals

	• 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. Please refer to NCA's Program Income Guidance located on the Grantee Resource Page.
Conference Costs	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. 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.