National Subgrants Program

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

2024 REQUEST FOR PROPOSALS
NATIONAL SUBGRANTS PROGRAM
REQUEST FOR PROPOSAL

The National Children’s Alliance (NCA) is now accepting applications for the 2024 National Subgrants Program. This grant is being released through NCA’s online application portal. All applications must be submitted online through this system. Late or incomplete applications will not be accepted.

HOW TO APPLY

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

Start a new NSP Grant Application  Return to started Grant Application

WHEN TO APPLY

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

**Friday, August 4, 2023, at 11:59 p.m. (EDT)**

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

PROPOSED* AWARD PERIOD

January 1, 2024 – December 31, 2024

*Pending DOJ Concurrence

TECHNICAL ASSISTANCE

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

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

RFP QUESTIONS

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

Submit an RFP Question
# RESOURCES

## APPLICATION RESOURCE PAGE
NCA’s Grants Application Resource page contains useful Technical Assistance resources for applicants as well as any required templates to be used during the application process.

[Visit Application Resource Page]

## ON-DEMAND WEBINARS
NCA has created on-demand webinars intended to provide technical assistance around the application requirements and process, including important highlights and what to know before applying.

All on-demand webinars can be accessed by clicking the link below.

[Access On-Demand Webinars]

## 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.

**Wednesday, July 12, 2023, at 2:00 p.m. (ET)**

[Register to Access Live Webinar]
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 $200 million in federal funds for this purpose and has developed more than 924 Children’s Advocacy Centers across the United States.

OVERVIEW

NCA, under a cooperative agreement with the United States Department of Justice Office of Juvenile Justice and Delinquency Prevention (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.

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, OMB is responsible for implementing and enforcing the President’s policies across the entire Federal Government.

Additionally, the RFP incorporates by reference the DOJ Grants Financial Guide and the OJP Grant Application Resource Guide.

PROGRAM SCOPE

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

PROGRAM DESCRIPTION AND RESOURCES

This funding is received under the OJJDP FY2023 VOCA Children’s Advocacy National Subgrant Program (CFDA# 16.758) to manage a national grant awards program for local Children’s Advocacy Center programs on behalf of the Office of Juvenile Justice and Delinquency Prevention. CACs provide a coordinated response to victims of child abuse through multidisciplinary teams.
composed of representatives from the statutorily mandated and other involved agencies. The program is authorized pursuant to the Section 214 of the Victims of Child Abuse Act (34 USC §20304).

SPECIFIC INFORMATION

This RFP offers five grant types. Applicants must clearly designate the type under which they are applying. Each type requires a separate application, and applicants are limited to a total of two applications under this RFP. See the Grant Category Eligibility Matrix by Organization Type for more information.

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 solicitation is intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the United States, its departments, agencies, or entities, its officers, employees, or agents, or any other person.

FINANCIAL MANAGEMENT AND SYSTEM OF INTERNAL CONTROLS

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

GENERAL ELIGIBILITY

In order 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 existing Children’s Advocacy Centers, multidisciplinary teams*, or entities in the process of establishing a CAC. or Accredited NCA Chapters.

*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.

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](https://www.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:

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 that 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.

Applicants who have recently applied for NCA accreditation and are under consideration at the NCA October Board Meeting may apply as an Accredited center pending the decision of the NCA Board of Directors. Applicants denied Accredited status or new applicants given “Pending” status at the October Board Meeting will be deemed ineligible for funding exclusively available to Accredited centers. Regardless of the release date of the RFP, the NCA October Board Meeting is the determining guideline for eligibility of new applicants for accreditation being considered for funding through the RFP process.
APPLICATION AND SUBMISSION INFORMATION

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

BASIC APPLICATION ELEMENTS Required for all award types

Completed in NCA online application portal:

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

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

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

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

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

Logic Model - All applicants must complete a logic model clearly describing the program’s goals, the objectives/activities intended to achieve those goals, outputs that will be used to monitor those activities, and the expected outcomes.

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

A sample logic model is provided on the NCA Grants Application Resource page. Additionally, a fillable logic model template is provided for applicants to use before starting their online application and is a required attachment when submitting.
Program Narrative is compiled by answers to each of the items below:

**Description of the Issue/Needs Statement (10%)** - Applicants should briefly describe the nature and scope of the problem that the program will address (i.e., high cases of child abuse and neglect, increase in victims of child pornography, and lack of coordinated response investigating military cases of child abuse and neglect). In addition, applicants must address any need-based eligibility requirements described under the award type/category which they are applying for. The applicant should use data to provide evidence that the problem exists, demonstrate the size and scope of the problem, and document the effects of the problem on the target population and the larger community. Applicants should describe the target population and any previous or current attempts to address the problem.

**Project Design and Implementation (30%)** - Applicants should refer to their completed logic model when responding to this section. Applicants should detail how the project will operate throughout the funding period and describe the strategies that they will use to achieve the goals and objectives identified in the logic model (described above) as well. Applicants must discuss plans for sustainability beyond the grant period. Reference the award type/category for any additional requirements to be addressed.

**Capabilities and Competencies (30%)** - This section should describe the experience and capability of the applicant organization and any contractors that the applicant will use to implement and manage their project, highlighting any previous experience implementing projects of similar design or magnitude. Applicants should include details on their system for fiscal accountability. Management and staffing patterns should be clearly connected to the project design described in the previous section. Applicants should describe the roles and responsibilities of project staff and explain the program's organizational structure and operations. Applicants MUST include a copy of an organizational chart showing how the organization operates, including who manages the finances and the management of the project proposed for funding.

**Plan for Collecting the Data Required for This RFP's Performance Measures (10%)** - 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. A sample list of performance measure questions can be found on the NCA Grants Application Resource page.

Describe the process for measuring project performance. Identify who will collect the data, who is responsible for performance measurements, and how the information will be used to guide and evaluate the impact of the project. Describe the process that will be used to accurately report data. Note: Applicants are not required to submit performance data with the application.

**Grant Budget (20%)** - Applicants will provide their requested amounts per cost objective in the application portal. Applicants must include a completed Grant Proposal Budget from the template provided.
**Required attachments to be uploaded in NCA online application portal:**

**Grant Proposal Budget** - 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. See Budget Preparation and Submission Information section for more information.

**Logic Model** - Applicants MUST submit a logic model using the provided template. See Basic Application Elements section for more information.

**Timeline** - Applicants MUST submit a realistic timeline or milestone chart that indicates major tasks associated with the goals and objectives of the project, assigns responsibility for each, and plots completion of each task by month or quarter for the duration of the award, using “Month 1,” “Quarter 1,” etc., not calendar dates. Applicants should submit the timeline as a separate attachment, as stipulated in Additional Application Components.

**Organizational Chart** - Applicants MUST include a copy of an organizational chart showing how the organization operates, including who manages the finances; how the organization manages subawards, if there are any; and the management of the project proposed for funding.

**Organization’s Annual Budget** - Current year operating budget including income and expenses. For newly operating programs, a projected budget will be accepted, however this needs to be specified in the annual program budget. If applicant is part of an umbrella organization, please provide the budget for the applicant organization only.

**Letters of Support/Memoranda of Understanding (if required by award type)** - Applicants should provide signed and dated letters of support or memoranda of understanding for all key partners that include the following:

- Expression of support for the program and a statement of willingness to participate and collaborate with it.
- Description of the partner’s current role and responsibilities in the planning process and expected responsibilities when the program is operational.
- Estimate of the percentage of time that the partner will devote to the planning and operation of the project.

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

**Resumes and Job Descriptions (if applicable)** - Applicants requesting funds under personnel must provide a job description and resume for each position requested. If the position for which funds are requested has not been filled as of the application due date, then a job description
alone will suffice. However, it must be clearly specified in the budget narrative whether the positions are filled or unfilled at the time of submission of the application.

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

Audit (if applicable) - All applicants expending $750,000 or more in Federal awards during the applicants’ fiscal year are required to have a “Single Audit” of their financial statements. If a management letter is prepared by the independent accountant (CPA), it must be included with the audit report and uploaded as part of the application.

Applicants are strongly encouraged to thoroughly prepare for application submission by drafting all required documents and thoroughly reading and adhering to RFP guidelines before beginning the online submission.

An application that NCA determines does not include the required application elements that must be included in the application submission in order for the application to meet the basic minimum requirements will neither proceed to peer review nor receive further consideration.

Applicants should anticipate that failure to submit an application that contains all the specified elements and meets the stated requirements in this solicitation will negatively affect the review of their application. Should a decision be made to make an award, it may result in the inclusion of special conditions that preclude the recipient from accessing or using award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that applications that are not in accordance with the scope of the solicitation or that do not include the required application documents will neither proceed to peer review nor receive further consideration. For a list of the required application documents, including formatting requirements, please review the application checklist.
GRANT CATEGORY ELIGIBILITY MATRIX BY ORGANIZATION TYPE

Please use the matrix below to identify which grant types your organization can apply under. The award types are organized into two groups, Award Group A and Award Group B. Please review the descriptions provided under each award group for additional information.

<table>
<thead>
<tr>
<th>Accredited CAC</th>
<th>Associate/Developing</th>
<th>Affiliate</th>
<th>Satellite</th>
<th>Non-member MDTs (areas in which there are no existing CACs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Award Group A*</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Applicants may submit one (1) application under this award group.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• PROGRAM IMPROVEMENT – MEETING THE 2023 NATIONAL STANDARDS OR</td>
<td>• PROGRAM DEVELOPMENT FOR COMMUNITIES OR</td>
<td>• PROGRAM DEVELOPMENT FOR COMMUNITIES OR</td>
<td>• PROGRAM DEVELOPMENT FOR COMMUNITIES OR</td>
<td>• PROGRAM DEVELOPMENT FOR COMMUNITIES OR</td>
</tr>
<tr>
<td>• PROVISION OF CORE DIRECT CAC SERVICES</td>
<td>• PROGRAM IMPROVEMENT – MEETING THE 2023 NATIONAL STANDARDS OR</td>
<td>• PROVISION OF CORE DIRECT CAC SERVICES</td>
<td>• PROVISION OF CORE DIRECT CAC SERVICES</td>
<td>• PROVISION OF CORE DIRECT CAC SERVICES</td>
</tr>
</tbody>
</table>

| Award Group B | |
| Applicants may submit one (1) application under this award group, if also applying for one under Award Group A. If not applying under Award Group A, applicants may submit an application for each of the categories below, for a total of two (2) applications. |
| • EXPANDING REACH AND ACCESS TO CACs AND/OR | • EXPANDING REACH AND ACCESS TO CACs AND/OR | • EXPANDING REACH AND ACCESS TO CACs AND/OR | • EXPANDING REACH AND ACCESS TO CACs AND/OR | • EQUIPMENT & TECHNOLOGY SUPPORT |
| • EQUIPMENT & TECHNOLOGY SUPPORT | • EQUIPMENT & TECHNOLOGY SUPPORT | • EQUIPMENT & TECHNOLOGY SUPPORT | • EQUIPMENT & TECHNOLOGY SUPPORT | Tribal MDTs |
| • EQUIPMENT & TECHNOLOGY SUPPORT (only) |

*2022 & 2023 Provision of Core Direct CAC Services grant recipients: A maximum of two (2) NSP applications from a specific applicant organization are permitted. The opportunity to continue your 2022 or 2023 Core Direct CAC Services grant for an additional year of funding in the 2024 cycle, is considered an Award Group A application. As such, you may only submit one (1) application for either of the two grant categories under Award Group B.
AWARD TYPES/ CATEGORIES

PROGRAM DEVELOPMENT FOR COMMUNITIES
Maximum Award Amount: $25,000

Goal: To develop a CAC or expand the provision of services to unserved and underserved areas that will enable them to take the next developmental step in the CAC model.

Eligible uses of the funding include any of the following:

- Develop new community-based CACs to start service delivery.
- Facilitate development of services in start-up CAC programs, enabling them to take the next developmental step in the CAC model towards meeting the national standards.

Eligibility:
Organization Type: Reference Eligibility Chart

Need based: Applicants must be able to demonstrate the service area need and describe the current CAC response in their community to develop/expand this response, including current service provision and anticipated caseload. This must include data from Gap Analysis, Chapter plans, and/or other documents that verify unserved/underserved population(s) and support from Chapter in addressing expansion in the identified community.

Additional Program Narrative Requirements:
Description of the Issue/Needs Statement: Applicants must provide detailed information on how they meet the need-based eligibility described above.

Project Design and Implementation: An applicant’s plan must be coordinated and in compliance with the Chapter growth and development plan. For additional information on the requirements of the growth and development plans, please review Chapter Standards and discuss the application with the State Chapter. Applicants must also include the timing of the submission of the membership application, which is expected by the close of the project period.

Letters of Support: Letters of Support should be included from partner agencies and local community support within the new and/or expanded service area, as well as from the State Chapter if opening a new CAC.
PROGRAM IMPROVEMENT – MEETING THE 2023 NATIONAL STANDARDS

Maximum Award Amount: $50,000

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

National Standards
Multidisciplinary Team
Diversity, Equity and Access of Services
Forensic Interview
Victim Support and Advocacy
Medical Evaluation

Mental Health
Case Review and Coordination
Case Tracking
Organizational Capacity
Child Safety and Protection

Eligibility:
Organization Type: Reference Eligibility Chart

Operational: This grant category is open for the CAC programs with well-established, stable operations that need to respond to the 2023 National Standards by setting trainings and practices of care that will continue to meet or exceed these increased minimum practice standards.

Need Based: Applicants must clearly identify the specific standard(s) that they must improve to continue to meet or exceed these increased minimum practice standards. All applicants are limited to a maximum of 3 standards.

Additional Program Narrative Requirements:
Timeline: Applicants must identify when they anticipate meeting the standard.
PROVISION OF CORE DIRECT CAC SERVICES
Maximum Award Amount: $50,000

Goal: To provide necessary support to developed CACs to ensure capacity to deliver core CAC services is maintained or increased to meet the demonstrated financial and community needs:

- Victim advocacy
- Forensic interviewing
- Mental health
- Medical services
- Multidisciplinary team coordination and case support

Eligibility:
Organization Type: Reference Eligibility Chart

Operational: This grant category is closed for current active Core Services grantees. Current active Core Services grantees with continued demonstrated need, successful completion of deliverables and compliance with reporting requirements may be invited to apply for a continuation award at a later date.

Need Based: Applicants must identify the type of need under which they are applying:

**Increased Capacity:** Applicants must be able to demonstrate that the number of cases/services needed exceed current financial supports and thus would not be delivered by the CAC if funding is not received.

**Funding Loss:** Applicants must adequately demonstrate the funding loss that threatens the ability to maintain and thus meet the current described core service need.

Additional Program Narrative Requirements:

Need Documentation: Applicants must also describe how the submitted documentation demonstrates their funding loss or their increased capacity when responding to this section of the application.

Additional Attachment Requirements:

Need Documentation: Applicants must upload clear supporting documentation providing evidence of the need for assistance so that the CAC may continue to provide the expected core services.

**Increased Capacity:** Documentation may include verifiable data demonstrating the number of cases/services have increased based on prior years and annual budget/financial statements demonstrating the lack of increase in funding to support the increase in cases/services.

**Funding Loss:** Documentation may include annual budget/financial statements demonstrating critical financial loss or notification of funding reduction from other funding agencies.
EXPANDING REACH AND ACCESS TO CACs

Maximum Award Amount: $50,000 (Focus 1) or $20,000 (Focus 2 or 3)

Goal: Expand the services and the service area of a CAC in a previously unserved or underserved communities, including rural, tribal, frontier, and diverse populations.

Eligible uses of the funding include any of the following:

- Focus 1: Establish an NCA Satellite member center (only Accredited CACs)
- Focus 2: Expand service provision to increase services to diverse populations
- Focus 3: Develop telemental health, teleforensic interviewing, and/or telehealth services

Eligibility:

Organization Type: Reference Eligibility Chart

Need Based: Applicants must demonstrate the service area need and describe the current CAC response in their community to develop/expand this response for serving diverse populations and/or supporting a teleservices and/or Satellite location. Include current service provision and anticipated caseload when delivering these services or at the Satellite.

Additional Program Narrative Requirements:

Establishing a Satellite

Project Design and Implementation: An applicant’s plan must be coordinated and in compliance with the Chapter growth and development plan. For additional information on the requirements of the growth and development plans, please review Chapter Standards and discuss the application with the State Chapter.

Timeline: Must include submission of first-time Satellite Membership Application to NCA within the award period/targeted opening date for center.

Capabilities and Competencies: Please provide information about designated staff needed to coordinate the response and provision of services at the Satellite center.

Letters of Support: Letters of Support should be included from partner agencies and local community support within the new and/or expanded service area, as well as from the State Chapter if opening a new Satellite center.
EXPANDING REACH AND ACCESS TO CACs (cont.)

Diverse Populations

Project Design and Implementation: An applicant’s plan must describe how services will be improved and/or expanded upon to serve the diverse population.

Tele-Services

Project Design and Implementation: An applicant’s plan must identify the specific type of tele-services being offered to children and families.
EQUIPMENT & TECHNOLOGY SUPPORT

Maximum Award Amount: $50,000; Minimum Award Amount: $5,000 (Rolling grant period ending no later than December 31.)

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

- Medical – Colposcopes, medscopes, digital/video colposcopy, exam tables
- Forensic interviewing – Equipment, computers used for record-keeping, slide review and video observation, first-time installation/upgrade of HIPAA-compliant digital recording storage.
- Victim advocacy- Laptops, tablets
- Mental health – PCIT room, telehealth
- Operations- First-time installation/upgrade of human resources or accounting software

Eligibility:
Organization Type: Reference Eligibility Chart

Equipment grants do not require the proposal abstract, program narrative as described in the Application and Submission Information section. See specific requirements below.

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 of the CAC. Please provide the number of children served and the anticipated caseload, if applicable.

Grant Proposal Budget (20%): 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.

Cost Comparison (10%): Cost comparison and rationale for any proposed equipment purchases in excess of $10,000. Please 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. However, if those accessories are bundled onto the initial invoice, then they would be considered allowable up to $10,000.
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 propose budget costs that are in accordance with federal requirements. All proposed costs must occur within the grant period, and be allowable, reasonable, and allocable to the specific goals and objectives of the proposed project. Proposed costs should be in line with current federal per diem rates, which can be located at http://www.gsa.gov. Per diem rates are updated throughout the year.

The applicant must include allowable costs under NCA guidelines. NCA cannot reimburse any unallowable items. For a listing of allowable and unallowable items, please review the NCA Grants Application Resource page on NCA’s website. In addition, all awards must adhere to the latest edition of the DOJ Grants Financial Guide and 2 C.F.R Part 200.

INDIRECT COSTS

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

Indirect costs may be charged to an award only if:

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

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

An applicant that is eligible to use the "de minimis" rate and wishes to use the "de minimis" rate must complete NCA’s Certification of De Minimis Indirect Cost Rate form located on the NCA Grants Application Resource page. A signed copy must be uploaded as part of the application.

SUPPLANTING

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

Review Criteria

Applications that meet basic minimum requirements will be evaluated by peer reviewers. The purpose of the peer review process is to provide a technical and programmatic evaluation of all applications by professionals who are considered topic area experts to make award recommendations to NCA. Peer reviewers’ ratings and any resulting recommendations are advisory only, although their views are considered carefully.

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

Merit Review Criteria
1. Description of the Issue/Needs Statement (20%) – evaluate the applicant’s understanding of the program/issue to be addressed.

2. Project Design and Implementation (30%) – evaluate the adequacy of the proposal, including the goals, objectives and timelines.

3. Capabilities and Competencies (20%) – evaluate the applicant’s administrative and technical capacity to successfully accomplish the goals and objectives.

4. Plan for Collecting the Data Required for This RFP’s Performance Measures (10%) – evaluate the applicant’s understanding of the performance data reporting requirements and the plan for collecting the required data.

5. Budget (20%) – evaluate for completeness, cost effectiveness, and allowability (e.g., reasonable, allocable, and necessary for project activities).

Other Review Criteria/Factors
In addition to peer review ratings, other important considerations for NCA include geographic diversity, strategic priorities, prioritization for demonstrated applicant need, recognized service needs of underserved populations, available funding, past performance, and the extent to which the 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
Applications submitted under this solicitation that meet basic minimum requirements will be evaluated for technical merit by a peer review panel(s) in accordance with NCA peer review policy and procedures using the review criteria listed below.
NCA screens applications to ensure they meet the basic minimum requirements prior to conducting peer review. Although specific requirements may vary, the following are common requirements applicable to all NCA applications:

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

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

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

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

**AWARD NOTIFICATION**

For all applications, the online system will send an e-mail confirmation immediately after successfully submitting an award application. This will be the official notification of the receipt of the award application from NCA. Please print and keep this for the organization’s records.

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

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

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

NCA anticipates that it will make any award from this solicitation in the form of a cooperative agreement. Cooperative agreement awards include standard conditions that describe the general allocation of responsibility for execution of the funded program. Generally stated, under cooperative agreement awards responsibility for the day-to-day conduct of the funded project rests with the recipient to implement the funded and approved proposal and budget and abide by the award terms and conditions. Responsibility for oversight and redirection of the project, if necessary, rests with NCA.
The awarded agencies will receive a link to the Electronic Grantee Handbook, which will contain detailed information about the grantee guidelines and contain all the mandatory documents and forms, 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. Any additional steps that need to be taken will be discussed on the grantee programmatic calls.

Based on the grant performance, financial stability of the recipient, and other special circumstances, NCA may require an audit to be submitted/conducted by any of the recipient entities regardless of the grant type and Federal funding threshold.

Based on the agency programmatic and financial performance, association, and local strategic goals as well as other specific circumstances, special award conditions and reporting requirements may be mandated to all projects under a specific award type and/or only to a specific awardee agency. Some examples of such special conditions are implementing the Outcome Measurement System (OMS) and Gap Analysis project.

**ADMINISTRATIVE AND OTHER LEGAL AWARD REQUIREMENTS**

If selected for funding, in addition to implementing the funded project consistent with the agency-approved project proposal and budget, the recipient must comply with award terms and conditions and other legal requirements, including but not limited to OMB, DOJ, NCA, or other Federal regulations that will be included in the award, incorporated into the award by reference, or are otherwise applicable to the award.

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

**Applicant Disclosure – Grantees Designated as High Risk**

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

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

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

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

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

NCA Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements
Applicants will review and accept the requirements outlined on the NCA Award Conditions page regarding lobbying; debarment, suspension, and other responsibility matters; and drug-free workplace requirements. See the Award Conditions for NCA Awards page for additional information.

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

OTHER INFORMATION


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

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

What an applicant must do:

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

Content of Application Submission:

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

- Program Abstract
- Program Narrative
- Grant Proposal Budget Workbook

Additional Application Components

- Need Documentation (Core Services Only)
- Logic Model
- Timeline
- Resumes and Job Descriptions (if requesting personnel funding)
- Letters of Support (Program Development and Expanding Reach and Access only)
- Annual Program Budget
- Organizational Chart
- Indirect Cost Rate Agreement (if applicable)
- Audit (if applicable)