National Subgrants Program

Awards to Expand Children's Advocacy Centers in American Indian and Alaska Native Communities

2024 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 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 AIAN Grant Application**   **Return to started Grant Application**

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

Thurs., August 31, 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 – June 30, 2025

*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.

Thursday, August 3, 2023, at 4:00 p.m. (ET)

> Register to Access Live Webinar

Contents

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 federal funds to expand CAC services to American Indian tribal areas and Alaska Native villages to better meet the needs of child victims and their families living on tribal lands, Alaskan villages and more remote areas not easily accessible to CACs. 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 National Children's Alliance American Indian Alaska Native Subgrant Program (CFDA# 16.758) to manage a national grant awards program to support the Office of Justice Program's goal of expanding CAC services to American Indian tribal areas and Alaska Native villages to better meet the needs of child victims and their families living on tribal

lands, Alaskan villages and more remote areas not easily accessible to CACs currently. The program is authorized pursuant to the Section 214 of the Victims of Child Abuse Act (34 USC §20304).

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.

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.

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). 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 detail how the project will operate throughout the funding period and describe the strategies that they will use to achieve the goals and objectives. Applicants must also discuss plans for sustainability beyond the grant period.

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.

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 - Applicants must provide letters of support from key stakeholders from any or all of the following: the Native American Community, Multi-Tribe Consortiums, or Alaska Native Corporations. The letter needs to confirm the existing partnership with a Tribal MDT/CAC that meets the eligibility requirement in the RFP.

In addition, applicants must have a letter of support from the Multi-disciplinary team and the state chapter. The provided letters need to confirm the applicant's commitment to support the Native American Communities to establish or further develop Children's Advocacy Centers which meet the needs of abused children for support and protection in a safe, child-friendly, and child-focused environment. If an applicant is enlisting the support of an NCA Chapter to serve as a fiscal agent on the grant, a letter from the said chapter is required as well.

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.

AWARD TYPES/ CATEGORIES

Expansion of CAC Response in the Native Communities in Alaska
Maximum Award Amount: $150,000 (total for the entire award period)

Goal: The goal of this category is to increase and improve access to high quality CAC services for children and families in Alaska Native communities.

Eligibility:
Organization Type - the following entities are eligible to apply:
- Federally recognized Indian tribes in Alaska[1];
- Multi-Tribe Consortiums with a history of delivering victim services with a specified tribe(s) in Alaska;
- Alaska Native Villages; Regional Alaska Native Corporations with a history of delivering victim services in Alaska;
- Accredited, Associate or Affiliate CAC located in Alaska with an existing relationship and in partnership with a tribal partner or partners;
- Tribal Multidisciplinary Teams (MDTs) or MDTs serving tribal communities located in Alaska that will meet the requirements as an NCA affiliate center within 12 months of receiving an award.
- Incorporated non-profit community-based Alaska Native organizations with a history of delivering child victim services with specified tribe(s) and is partnered with an existing Tribal MDT that meets the above requirement.

All applications must demonstrate (through the information provided) the existence of an active MDT comprised of law enforcement, child protective services, and prosecutors; that they conduct case review of active cases; and that they conduct forensic interviews in a neutral setting. Those applicants who currently have an active MDT but haven't met the requirements for affiliate level of service provision must commit to doing so within 12 months of award: Accredited, Associate, Affiliate or Satellite status.

Those applicants that have currently achieved affiliate, associate or satellite CAC service provision levels with NCA are expected to expand service provision or advance to the next provision level by aligning their services to meet the requirements of respectfully associate, satellite, accredited status.

Additional Program Narrative Requirements:

Deliverables:

- Develop a Children's Advocacy Center with culturally responsive services that meets NCA Associate or Accredited standards of practice. The following types are allowable:
  - Mobile units;

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[1] See 25 U.S.C. § 5304(e) which, for purposes of this solicitation, provides the applicable definition of "Indian tribe."

- o Satellite CACs;

- Standalone CACs (whether nonprofit, government based, tribal government based, or hospital based).

- Improve service delivery to AI/AN children and families within an existing CAC by adding missing service provision in core CAC services (medical, mental health, forensic interviews, and victim's advocacy).

- Coordination and/or expansion of Tribal Multi-Disciplinary Team

All applicants must develop a plan to progress through the CAC service provision levels towards accreditation ([What Accreditation Means - National Children's Alliance](#)). The ultimate goal is for all children in AI/AN communities to have access to the full array of CAC services that are sustainable and meet the evidence-based requirements of the accreditation standards.

All applicants with an active OJJDP award under the FY2020 Alaska CAC Expansion Initiative for Child Abuse Victims must clearly demonstrate that the grant dollars will be utilized for further developing the service provision to meet the requirements for the next CAC level and in service of AI/AN children.

All grantees providing services need to report on the number of children (including AI/AN children) served under this grant. The accepted data will be only aggregate and non-identifying.

Please note that applicants who may not be ready or able to meet this requirement for meeting the affiliate level of service provision and who are interested in developing their MDTs may receive training and technical assistance at no cost through OJJDP's national tribal training and technical assistance provider the Alaska Children's Alliance.

Expansion of CAC Response in the Native Communities in the Lower 48
Maximum Award Amount: $150,000 (total for the entire award period)

Goal: The goal of this category is to increase and improve access to high quality CAC services for children and families in American Indian communities.

Eligibility:
Organization Type - the following entities are eligible to apply:
- Federally recognized Indian tribes in within the contiguous 48 states[2];
- Multi-Tribe Consortiums consisting of two or more federally recognized Indian tribes;
- Accredited, Associate or Affiliate CAC with an existing relationship and in partnership with a tribal partner or partners located in the contiguous 48 states;
- Accredited Chapter with an existing relationship and in partnership with a tribal partner or partners located in the contiguous 48 states;
- Tribal Multidisciplinary Teams (MDTs) or MDTs serving tribal communities located in the contiguous 48 states that will meet the requirements as an affiliate center within 12 months of receiving an award;
- Incorporated non-profit community-based Indian organizations with a history of delivering child victim services with specified tribe(s) and is partnered with an existing Tribal MDT that meets the above requirement.

All applications must demonstrate (through the information provided) the existence of an active MDT comprised of law enforcement, child protective services, and prosecutors; that they conduct case review of active cases; and that they conduct forensic interviews in a neutral setting. Those applicants who currently have an active MDT but haven't met the requirements for affiliate level of service provision must commit to doing so within 12 months of award: Accredited, Associate, Affiliate or Satellite status.

Those applicants that have currently achieved affiliate, associate or satellite CAC service provision levels with NCA are expected to expand service provision or advance to the next provision level by aligning their services to meet the requirements of respectfully associate, satellite, accredited status.

Additional Program Narrative Requirements:

Deliverables:

- Develop a Children's Advocacy Center with culturally responsive services that meets NCA Associate or Accredited standards of practice. The following types are allowable:
  - Mobile units;
  - Satellite CACs;

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[2] See 25 U.S.C. § 5304(e) which, for purposes of this solicitation, provides the applicable definition of "Indian tribe."

- Standalone CACs (whether nonprofit, government based, tribal government based, or hospital based).

- Improve service delivery to AI/AN children and families within an existing CAC by adding missing service provision in core CAC services (medical, mental health, forensic interviews, and victim's advocacy).

- Coordination and/or expansion of Tribal Multi-Disciplinary Team

All applicants must develop a plan to progress through the CAC service provision levels towards accreditation (What Accreditation Means - National Children's Alliance). The ultimate goal is for all children in AI/AN communities to have access to the full array of CAC services that are sustainable and meet the evidence-based requirements of the accreditation standards.

All applicants with an active OJJDP award under the FY2020 American Indian CAC Expansion Initiative for Child Abuse Victims must clearly demonstrate that the grant dollars will be utilized for further developing the service provision to meet the requirements for the next CAC level and in service of AI/AN children.

All grantees providing services need to report on the number of children (including AI/AN children) served under this grant. The accepted data will be only aggregate and non-identifying.

Please note that applicants who may not be ready or able to meet this requirement for meeting the affiliate level of service provision and who are interested in developing their MDTs may receive training and technical assistance at no cost through OJJDP's national tribal training and technical assistance provider the National Native Children's Trauma Center.

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

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 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

- Timeline

- Resumes and Job Descriptions (if requesting personnel funding)

- Letters of Support (**Required from both the** MDT and the State Chapter as well as from one or more of the following: the Native American Community, Multi-Tribe Consortiums, or Alaska Native Corporations)

- Annual Program Budget

- Organizational Chart

- Indirect Cost Rate Agreement (if applicable)

- Audit (if applicable)