

National Subgrants Program

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

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: **July 1, 2024**

Application Closing Date: **June 30, 2025**

Anticipated Start of Period of Performance for Initial Selections: **Late Fall 2024**

DEADLINE

Application packages will be accepted on a rolling basis until **June 30, 2025, 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

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

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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 \$200 million in federal funds for this purpose and has developed more than 950 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 20 million in federal funds for the establishment, improvement, and expansion of Children's Advocacy Centers (CACs) through the NSP 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 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).

ROLLING APPLICATION SUBMITTAL AND REVIEW PROCESS

Applications may be submitted under this RFP through June 30, 2025, 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 an 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 rolling 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 the late Fall of 2024 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 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.

**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.

EQUIPMENT & TECHNOLOGY SUPPORT

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** – Forensic camera systems (including portable systems), telemed forensic exam equipment, forensic alternate light sources, colposcopes (including digital/video), medscopes, 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, Smartboards for improved interaction and recording during interviews.
- **Medical/Forensic Interview Peer Review** – First-time installation/upgrade of technology to facilitate review and HIPAA-compliant digital recording storage and sharing of recordings/images.
- **Victim advocacy**– Laptops, tablets
- **Mental health** – PCIT room, telehealth
- **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.

Eligibility:

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

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 (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.

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 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 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.

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 (20%) – evaluate for completeness, cost effectiveness, and allowability (e.g., reasonable, allocable, and necessary for project activities).
3. Cost Comparison (10%) – evaluate for completeness and the applicant’s completion and rationale for selection.

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 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 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 solicitation, 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 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](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)