



NATIONAL
CHILDREN'S
ALLIANCE®

January 1, 2017 - December 31, 2017

2017 NCA Grantee Guidelines

PROGRAM DESCRIPTION AND RESOURCES

The following funding is received under the OJJDP FY 2016 VOCA Children's Advocacy National Subgrant Programs *(CFDA #16.758) to manage a national grant awards program for local children's advocacy center programs and the National Subgrant Program – Domestic Trafficking Victims **(CFDA #16.543) to manage a national grant awards program for supporting service provision to victims of child pornography and trafficking at local children's advocacy centers. Children's Advocacy Centers (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 under the Victims of Child Abuse Act, 42 U.S.C. Section 13002.

Resources

The grantee documents include 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 grantee documents include references to the [2015 DOJ Financial Guide](#) published by the United States Department of Justice.

In accordance with the above document, all award recipients must be in compliance with all civil rights nondiscrimination requirements.

All award recipients must comply with federal laws that prohibit discrimination in both employment and the delivery of services or benefits based on race, color, national origin, sex, religion, and disability. In addition, federal law prohibits recipients of federal financial assistance from discriminating on the basis of age in the delivery of services or benefits.

All award recipients must meet the requirements of the Drug-Free Workplace Act of 1988.

All entities applying for this funding are encouraged to enforce policies that require employees, contractors, or sub-recipients to wear seat belts when driving company-owned, rented, or personal vehicles while they are on the job. For the Federal policy on seat belt use, refer to the [Highway Safety Act](#).

All award recipients are encouraged to enforce policies that ban text messaging while driving company-owned, rented, or Government-owned vehicles; while driving privately owned vehicles when on official Government business; or when performing any work for or on behalf of the Government. For more on this topic, see the [Federal policy on reducing text messaging while driving \[PDF - 57 Kb\]](#).

Award recipients are to disclose whether they are currently designated high risk by another federal grant making agency. This includes any status requiring additional oversight by the federal agency due to past programmatic or financial concerns. If an award recipient is designated high risk by another grant making agency, you must notify NCA at mgadmin@nca-online.org and include the following information:

- Email subject line - High Risk Grantee Notification.

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Victims of Child Abuse Act (VOCA) Children's Advocacy Center National Subgrants Program; Awards for the Establishment, Improvement, and Expansion of Children's Advocacy Centers *2015-CI-FX-K001*; *CFDA 16.758* and National Sub-Award Program for expanding Access to Children's Advocacy Centers' Resources and Services for Victims of Child Pornography and Human Trafficking *2016-NZ-NX-K056*; *CFDA 16.543*.

- The agency that currently designated the recipient as high risk.
- Date the recipient was designated high risk.
- The high risk point of contact name, phone number, and email address, from that agency.
- Reasons for the high risk status.

NCA seeks this information to ensure appropriate federal oversight of any grant award.

If a recipient is prohibited from receiving federal funds, they need to disclose the debarment and suspension to NCA immediately. Debarment or suspension of a participant in a program by one agency has a Government-wide effect. The Government-wide guidelines for debarment and suspension are codified in [2 C.F.R. Part 180. DOJ, via 2 C.F.R. Part 2867](#), adopts the OMB guidance in subparts A through I of Title 2 C.F.R. Part 180, as supplemented by 2 C.F.R. Part 2867, as its policies and procedures for nonprocurement debarment and suspension.

Federal funds cannot be used to pay a person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with any of the following covered Federal actions:

- The awarding of any Federal contract;
- The making of any Federal grant;
- The entering into of any cooperative agreement;
- The extension, continuation, renewal, amendment, or modification of any Federal contract, grant, or cooperative agreement.

Additional restrictions on lobbying applicable to all recipients and sub-recipients are:

- [18 United States Code \(U.S.C\) 1913](#)
- [Interim Financial Guidance for New Restrictions on Lobbying \[PDF - 34 Kb\]](#)
- [Lobbying Disclosure Act of 1995](#)

FEDERAL AWARD INFORMATION

** General Federal Award Information DOJ-NCA*

Recipient Name: National Children's Alliance ; Recipient DUNS Number: 036770691 ; Federal Award Project Title: OJJDP FY16 Victims of Child Abuse (VOCA) Children's Advocacy Centers National Subgrants Program ; Federal Award Identification Number (FAIN): 2015-CI-FX-K001 ; Federal Award Date: 09/27/2016 ; Period of Performance Start and End Date: from 10/01/2015 to 09/30/2017 ; Total Amount of Continuation Award: \$9,768,639 ; Federal Award Project Description: The VOCA Children's Advocacy Centers National Subgrants Program will provide funding for a national grant awards program for local children's advocacy center programs, state chapters, and multidisciplinary teams that provide a coordinated investigation and response to child abuse.; Name of Federal awarding agency: Department of Justice, Office of Justice Programs, Office of Juvenile Justice and Delinquency Prevention ; Total amount of Federal Funds in the NCA RFP: \$8,106,000 ; NCA CFDA Number: #: 16.758 ; Identification of whether the award is R&D: No ; NCA Indirect Cost Rate for the Federal Award: 9.76%

****General Federal Award Information DOJ-NCA**

Recipient Name: National Children's Alliance ; Recipient DUNS Number: 036770691 ; Federal Award Project Title: Victims of Child Abuse (VOCA) Children's Advocacy Centers National Subgrants Program – Domestic Trafficking Victims Funds; Federal Award Program Title: OJJDP FY16 Youth Development, Prevention and Safety Invited Awards ; Federal Award Identification Number (FAIN): 2016-NZ-NX-K056 ; Federal Award Date: 09/27/2016; Period of Performance Start and End Date: from 10/01/2016 to 09/30/2017 ; Total Amount of Award: \$2,000,000 ; Federal Award Project Description: The VOCA Children's Advocacy Centers National Subgrants Program – Domestic Trafficking Victims Funds will provide funding for a national grant awards program for expanding access to Children's Advocacy Centers' resources and services for victims of child pornography and human trafficking.; Name of Federal awarding agency: Department of Justice, Office of Justice Programs, Office of Juvenile Justice and Delinquency Prevention ; Total amount of Federal Funds in the NCA RFP: \$1,600,000 ; NCA CFDA Number: #: 16.543; Identification of whether the award is R&D: No ; NCA Indirect Cost Rate for the Federal Award: 9.76%.

OVERVIEW OF GENERAL GUIDELINES

All awardees must be in compliance with the requirements and the resources referenced in the NCA Request for Proposals documents:

Awards for the Establishment, Improvement, and Expansion of CACs

National Sub-Award Program for expanding Access to CACs' Resources and Services for Victims of Child Pornography and Human Trafficking

The grantee documents must include the following information, at the minimum:

- Catalog of Federal Domestic Assistance (CFDA)
- Award Name
- Award Identification Number
- Awarded Amount
- Name of Awarding Agency
- Grant Period
- Original award flow- through requirements applicable to the sub recipient
- Any other policies and special conditions to be met
- Allowable/Unallowable cost list
- Report Deadlines

Cooperative agreement form

The Cooperative Agreement (CA) is the official agreement between the awarded agency and National Children's Alliance (NCA). Its execution is required after the receipt of the Grantee Award Notification. It acknowledges that the awarded agency accepts the funding awarded by NCA and will follow all requirements stipulated in the Uniform Guidance, DOJ Financial Guide as well as NCA Grantee

Electronic Handbook. However, the release of the grant funds is contingent upon NCA review and approval of the grantee budget.

Carefully select the appropriate designee at your agency; this person will receive all reporting materials, inquiries, and updates. All funding checks will be written to the agency name only. Checks will not be written to those affiliated with the agency including the contact person listed on the agreement, consultants or multidisciplinary team members.

The CA should be filled out by the deadline stated in your grant correspondence. In order to submit your CA form, **please go to https://www.grantrequest.com/SID_1093/?SA=AM , log in to your account that you have created for your grant application, upload the document, and make a copy for your program files.** Failure to submit by the deadline stated on the document may result in your forfeiture of the grant.

In addition to the overarching conditions listed in the grantee documents that are applicable to all NCA sub-recipients, each Cooperative Agreement will contain additional specific conditions pertaining to the award type and/or recipient's organization.

Award identification number

The Award Identification Number (AIN) was developed to assist program auditors with tracking grant awards. Grant awardees can find this number on the Award email notification. This number should be filed in your records to be used with all correspondence concerning your grant with NCA. If you have more than one grant with NCA, each award will have a different number that should be used with all correspondence related to that specific grant.

OVERVIEW OF GRANT MONITORING PROCEDURES

The purpose of the National Children's Alliance sub-recipient monitoring is to ensure that all sub-awards are being used for achieving the goals and objectives of the awarded grant projects, in compliance with the federal and grant requirements, laws, and regulations.

Sub-recipient pre-award risk assessment

The National Children's Alliance Request for Proposals (RFP) will define each year the criteria for applicant risk assessment such as specifying audit requirements, member in good standing requirements, requirements for organizational status, and provision of EIN and DUNS information. NCA staff will utilize its link to guidestar.com or IRS database through the GIFTS online grants system for reviewing and checking the submitted required applicant information.

Sub-recipient monitoring

In order to effectively monitor all sub-recipients NCA will ensure that the Federal award information and grant compliance requirements are identified through the grant and sub-recipient communication documents. The sub-recipient activities will be monitored throughout the grant cycle to ensure so that the

grant awards have been utilized in accordance with Federal and grant requirements, laws, and regulations.

Upon approval of all awards by the Executive Director of NCA, The Director of Grants Management will authorize the dissemination of the grant award notifications and the annual grant documents. A NCA staff member (Program Associate) will be assigned on each specific grant. They will closely monitor the performance of the sub-recipients and provide 1:1 technical assistance throughout the grant cycle. Through these interactions and contacts with sub-recipients the Program Associates will monitor milestones achieved in the grant projects, any significant problems, concerns and delays. Based on this information, conference calls may be required with the participation of the Authorized Agency, Board of Representatives of the sub-recipient agencies, the assigned Program Associate and the Director of Grants Management. A service map with the contact information for Program Associates and their assigned states will be published at www.nationalchildrensalliance.org in the beginning of each grant cycle.

The sub-recipient agreements will contain special conditions specific to the award type in general and each sub-recipient entity (if needed). The special conditions may include submission of documents and work products by assigned deadlines, audit and monitoring requirements, as well as grant reporting requirements. The Director of Grants Management and the CFO of NCA will conduct a series of webinars to discuss the grant requirements throughout the grant year based on a schedule published at www.nationalchildrensalliance.org in the beginning of each grant cycle. Each webinar will be recorded and saved for a 30 day period during which the sub-recipients that were unable to attend live will be able to watch and subsequently follow up with any questions as needed.

National Children's Alliance will publish Grantee Electronic Handbooks for Chapters and Centers at the beginning of each grant cycle on its website. The handbooks will contain the mandatory grant forms for compliance throughout the grant cycle.

Each year an in-person orientation will be organized for new chapter directors, bringing them up to speed with their annual grant obligations.

The ongoing monitoring of sub-recipients will include:

- Ongoing contact with NCA assigned Program Associate
- Post award budget approval
- Review and approval of signed cooperative agreement
- Review and approval of all required grant reports
- Corrective Action- based on the fiscal and programmatic performance and as part of ongoing risk assessment, desk audits and/or site visits might be performed

The Critical Incident Report policy (CIR) will be applied to all sub-awardee accredited chapters and centers using NCA awards. These cases will be reviewed by the Director of Grants Management and reported to the Executive Director of the National Children's Alliance. Then the cases will be submitted for review at the next meeting of the Executive Committee of the NCA Board of Directors.

Remedies for noncompliance

If the Department of Justice or NCA finds that the award recipient or sub-recipient has failed to comply with Federal statutes, regulations, or the terms and conditions of an award, additional specific award conditions may be imposed. These additional conditions may be applied if the sub-recipient has a history of failure to comply with the general or specific terms and conditions of a Federal award; if the sub-recipient fails to meet the goals of the award; if the sub-recipient is not otherwise responsible or has an active Critical Incident Report (CIR).

The additional award conditions may include items such as the following:

- Requiring payments as reimbursements rather than advance payments;
- Withholding authority to proceed to the next phase until receipt of evidence of acceptable performance within a given period of performance;
- Requiring additional, more detailed financial reports;
- Requiring additional project monitoring;
- Requiring the non-Federal entity to obtain technical or management assistance; or
- Establishing additional prior approvals.

National Children's Alliance will notify the sub-recipient on the nature of the noncompliance; the reason for their imposition; the nature of the action needed to remove the additional requirement; the nature of the action needed and the time allowed for completing the actions if applicable.

However, if it is determined that noncompliance cannot be remedied by imposing additional conditions NCA may take one or more of the following actions:

- Temporarily withhold cash payments pending correction of the deficiency
- Disallow all or part of the cost of activities or actions not in compliance;
- Fully or partly suspend or terminate the award;
- Designate the award recipient as a high-risk recipient;
- Withhold future awards; or
- Take other remedies.

National Children's Alliance may terminate in whole or in part an award for failure to comply with the statutes, regulations, or terms and conditions of the award. NCA will provide the sub-recipient with a notice of termination.

The ongoing monitoring of sub recipients will include:

- Ongoing contact with NCA assigned Program Associate
- Post award budget approval
- Review and approval of signed cooperative agreement
- Review and approval of all required grant reports
- Corrective Action- based on the fiscal and programmatic performance and as part of ongoing risk assessment, desk audits and/or site visits might be performed

National Children's Alliance funding is available through a cooperative agreement with the United States Department of Justice, Office of Juvenile Justice and Delinquency Prevention. In order to comply with guidelines and regulations set by the U.S. Department of Justice, National Children's Alliance must adhere to the following guidelines and requirements throughout the grant year.

Reporting Requirements

In order to report on the grant project, each grantee organization has to submit a Report Form (specific to the grant type) accompanied by appropriate fiscal documentation. The report form will be published on our website at www.nationalchildrensalliance.org as part of the Grantee Electronic Handbook page. It should be accompanied by the appropriate **fiscal documentation** illustrating how dollars were spent. Presenting it in an organized and easy-to-review format is part of the report formatting requirements. The fiscal documentation for the expended funds should follow the same order in which it was itemized in the report form. The report form should clearly and accurately show how the totals in each category were formed. For more detailed information on the supporting fiscal documentation needed please review the documents published in the Grantee Electronic Handbook. Expenses that are not properly documented will not be allowed for reimbursement.

Federal Per Diem rates at the time of expenditure should be verified at www.gsa.gov before:

- 1) Spending grant funds requiring reimbursement for meetings, conferences or trainings
- 2) Making travel or lodging arrangements, and/or
- 3) Submitting fiscal documentation. NCA will only distribute funding when agencies abide by federal per diem guidelines, even if unmet guidelines were overlooked in the original grant application.
- 4) Keep in mind that no food/meals or furniture/soft furnishings reimbursement will be allowed with FY14 funds.

Any income that the grantee may incur from the award is considered Program Income. Program Income needs be used to advance the grantee program objectives. The Program Income may only be used for allowable costs and must be spent and reported as part of the next grant report due to NCA within the current grant year.

As part of the initial approval of your grant budget, you may request to cover indirect costs. The indirect cost rate to be used by the sub-recipient will be its current federally-approved rate. In case the sub-recipient has never applied and been approved for such rate in the past, they may request to cover the de minimis direct cost rate of 10%. The sub-recipient will be required to provide documentation of the federally-approved rate, or in order to qualify for the de minimis, certification that the agency has never negotiated a federally-approved rate in the past. In addition to that a description of the line items included in the indirect costs may be required. All costs included in the direct rate must be allowable under the specific grant type, and none duplicative to the items charged directly to the grant.

All grantee organizations need to provide upon request to the National Children's Alliance (NCA) and the Department of Justice (DOJ) additional fiscal documentation demonstrating the expenditures included in the grant reports such as:

- 1) Bank statements for personnel, fringe benefits, consultant/contractors, travel, equipment, supplies, & other expenditures;

2) ACH transactions for personnel expenditures; &

3) Proof of payment for credit card transactions All requested documentation will be submitted to NCA within five business days.

All backup fiscal documentation will be kept on file for five years after the closeout of the sub-award grant year.

NCA anticipates that all grantees will expend and satisfactorily document their *full* grant award. Should you experience any difficulty or significant delay in spending your grant money please contact your Program Associate immediately.

In addition to the submitted report form and appropriate fiscal documentation, grantees must submit any additional required documents as listed on the report form that are specific to the type of grant they receive. Such documents may contain, but are not limited to, Affidavit of Standards Compliance, Statistical Data Submission, Narrative Questions, Programmatic Reports, Training Information, etc.

All reports and grant documents will be reviewed by NCA assigned Program Associates per geographical region. The Program Associates will serve as a main point of contact throughout the grant administration cycle. The contact information is listed on <http://www.nationalchildrensalliance.org>.

(1) Reimbursement Based Funding Distribution – Program Improvement; Program Development; Program Expansion; Tribal Expansion of CAC Services; National Training and Technical Assistance for Tribal Communities; Improving CAC Response to Children with Sexual Behavior Problems; Improving CAC Response to Physical Abuse; Improving CAC Response to Child Pornography (CP) Cases and Provision of Services to Victims of CP and Human Trafficking; Training Awards on Technology-Facilitated Child Sexual Exploitation/Child Pornography, and CAC Resources for Victims of Child Pornography.

The release of grant funds is contingent upon the NCA satisfactory review and approval of the Cooperative Agreement and the Grantee application budget. Agencies can receive reimbursement funding from NCA up to three times per year (see due dates below), after the receipt and approval of each grant report.

Grantee Programmatic and Fiscal Responsibilities - Program Improvement; Program Development; Program Expansion; Tribal Expansion of CAC Services; National Training and Technical Assistance for Tribal Communities; Improving CAC Response to Children with Sexual Behavior Problems; Improving CAC Response to Physical Abuse; Improving CAC Response to Child Pornography (CP) Cases and Provision of Services to Victims of CP and Human Trafficking; Training Awards on Technology-Facilitated Child Sexual Exploitation/Child Pornography, and CAC Resources for Victims of Child Pornography.

For all Individual and Collaborative CAC Grants, agencies **must** submit three Reports during the grant year. The submission dates are the following:

| | |
|----------------|--|
| First Report: | June 15 th of the grant year |
| Second Report: | October 15 th of the grant year |
| Third report: | January 15 th of the following year |

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Victims of Child Abuse Act (VOCA) Children’s Advocacy Center National Subgrants Program; Awards for the Establishment, Improvement, and Expansion of Children’s Advocacy Centers *2015-CI-FX-K001; CFDA 16.758* and National Sub-Award Program for expanding Access to Children’s Advocacy Centers’ Resources and Services for Victims of Child Pornography and Human Trafficking *2016-NZ-NX-K056;CFDA 16.543*.

The submitted reports need to meet all the formatting and content requirements as specified on the report form and contain all the required documents such as fiscal and programmatic information on the grant project and back up fiscal documentation. All grantee documentation needs to be submitted through the NCA online grant portal. Failure to meet all the reporting requirements by the reporting deadlines may affect your good standing with NCA including forfeiture of the grant.

(2) Disbursement and Reimbursement Funding Distribution –State Chapter Support to Children’s Advocacy Centers for CAC Quality Improvement and Accreditation Advancement (QIAA) for Tier 1, Tier 2, Tier 3 and Tier 4 Awards

QIAA award recipients will receive, as a pre-award cost approval, funding distribution from NCA to cover costs incurred for grant administration and Chapter infrastructure related to the management of the project. This first disbursement payment will be distributed at the beginning of the calendar year. The release of grant funds is contingent upon the NCA satisfactory review and approval of the Cooperative Agreement and the Chapter application budget. Thereafter, all other payments are made on a reimbursement basis. Agencies may submit up to two requests for reimbursement (see due dates below). In order to be reimbursed, an agency will need to follow all the reporting requirements and submit its report in a timely manner. These instructions and the report forms will be available on the NCA website at <http://www.nationalchildrensalliance.org>.

Grantee Programmatic and Fiscal Responsibilities - State Chapter Support to Children’s Advocacy Centers for CAC Quality Improvement and Accreditation Advancement (QIAA) for Tier 1, Tier 2, Tier 3 and Tier 4 Awards

These reports are divided alphabetically in two groups with the following reporting deadlines:

First Report: (documenting January-June expenditures)

| | |
|---------------------|---|
| Chapter Tier 3 & 4: | July 31 st of the grant year |
| Chapter Tier 2: | August 15 th of the grant year |
| Chapter Tier 1: | August 31 st of the grant year |

Second Report: (documenting July-December expenditures)

| | |
|---------------------|---|
| Chapter Tier 3 & 4: | January 15 th of the following grant year |
| Chapter Tier 2: | January 31 st of the following grant year |
| Chapter Tier 1: | February 15 th of the following grant year |

Both the fiscal documentation and report forms should cover the period of time for which the dollars are being requested. All must be linked to the specific goals and objectives of your approved award. No request for payment will be considered after the submission deadline for the last grant report.

The submitted reports need to meet all the formatting and content requirements as specified on the report form and contain all the required documents for the Chapter admin funds as well as sub-awardee reports. The reports need to contain all required documents such as Chapter Fiscal Report form, confirmation of Chapter Narrative Report and all applicable sub-awardee documentation (sub-awardee report forms, back up fiscal documentation, etc.). All grantee documentation needs to be submitted

through the NCA online grant portal. Failure to meet all the reporting requirements by the reporting deadlines may affect your good standing with NCA including forfeiture of the grant.

Special Award Conditions

All grantees must designate at least one staff member from the grantee's organization to attend the 2017 NCA Leadership Conference held June 4th - June 7th in Washington DC. In addition, all DTVF grantees must designate at least one staff member to attend the 2017 NCA Child Pornography and Human Trafficking training that will be held in conjunction with the Leadership Conference in Washington, DC. Costs that can be covered by this grant money include registration, airfare, ground transportation, and lodging. If no one from the grantee's organization is able to attend, the amount budgeted for the Leadership Conference will be deducted from the grant award at the end of the grant year.

All grantees must designate at least one staff member from the grantee's organization to participate in the training webinars during the course of the award as announced by NCA.

Please review carefully the NCA Cooperative Agreement for the NCA special conditions on your award.

Grant Close-Out

The end date for grant awards is December 31 of the grant year. Please ensure that all funds are obligated by December 31st, and fully expended no later than 30 days past the closing date of the award period. Grant recipients with unspent funding will receive further instruction on how to proceed on a case-by-case basis. All grant files and supporting documentation need to be retained for three years after the date on the close-out notification.

Mandatory Grant Forms

All forms will be available on our website, <http://www.nationalchildrensalliance.org> published in the Grantee Electronic Handbook.

Report Form

This form assists NCA in processing reports and monitoring spending. Grantees are expected to complete the form as requested and fill out all the required information. They should report how the agency has spent the NCA grant dollars, update NCA on the progress of the goals and objectives in the original grant proposal, and indicate any challenges.

Grant Adjustment Notices

A Grant Adjustment Notice is a request to make a programmatic, administrative, or financial change to a grant.

Budget Modification Request

If agencies wish to modify their budget they can submit up to two requests during the grant, and modifications will not be accepted after November 30 of the grant year. The form will be posted on www.nationalchildrensalliance.org. The Budget Modification needs to be submitted and approved by an NCA Program Associate **prior** to any expenses being

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charged to the grant. Grant recipients will not have access to remove any Special Conditions of the award. Determination regarding the budget modification request will be made by the Grants Management Department within 30 days of the receipt of the request. An email response to the request will be sent to the agency and a copy will be placed in the program file at NCA.

You may submit a budget modification request to modify an approved budget to reallocate funds among the budget categories. It can also be used to de-obligate a portion of the award amount; however, the original award amount may not be increased by this procedure. Recipients with an approved indirect cost rate may not transfer funds into or out of the indirect cost category without prior approval.

You **must** initiate a Grant Adjustment Notice for a budget modification if the proposed cumulative change is greater than 10 percent of the total award amount. If the cumulative change is less than 10 percent, the grantee must contact their Program Associate from NCA in case of any suggested budget or programmatic changes in the scope of the project.

Grant Extension Request

NCA anticipates that all grantees will expend and satisfactorily document their full grant award during the grant year January 1-December 31, 2017. However, NCA realizes that there may be rare cases where this is not possible. *Program Improvement; Program Development; Program Expansion; Tribal Expansion of CAC Services; National Training and Technical Assistance for Tribal Communities; Improving CAC Response to Children with Sexual Behavior Problems; Improving CAC Response to Physical Abuse; Improving CAC Response to Child Pornography (CP) Cases and Provision of Services to Victims of CP and Human Trafficking; Training Awards on Technology-Facilitated Child Sexual Exploitation/Child Pornography, and CAC Resources for Victims of Child Pornography* may request extensions on their grant projects. NCA will review extension requests received by November 30 of the grant year on a case-by-case basis. However, no grant extensions are available for Chapter grants. Please contact your Program Associate before submitting a grant extension.

Change of Contact Profile Form

The Change of Contact Profile form must be submitted to NCA should any changes occur in the grantee contact information such as address, phone number, email, name of organization, fiscal agent, authorized agency representative or organizational status (for example, transitioning to or from an Independent 501c3). Should a Chapter awardee receive a change of contact form from a sub-awardee, it needs to be immediately forwarded to NCA. Profile update link:

<https://www.grantrequest.com/Login.aspx?ReturnUrl=%2fapplication.aspx%3fSA%3dSNA%26FID%3d35153%26sid%3d1093&SA=SNA&FID=35153&sid=1093>

Additional Grantee Information

Please visit www.nationalchildrensalliance.org regularly. We will be posting any updates as well as additional tips and information that might be helpful to your organization. The Grantee Electronic Handbooks for Centers and Chapters are located on the member only section of the NCA website at [Information for NCA Grantees](#)

Contact Information

National Children's Alliance
516 C Street NE
Washington, DC 20002
202-548-0090

NATIONAL CHILDREN'S ALLIANCE PROVIDES FUNDING THROUGH A COOPERATIVE AGREEMENT WITH THE UNITED STATES DEPARTMENT OF JUSTICE, OFFICE OF JUVENILE JUSTICE AND DELINQUENCY PREVENTION.

Allowable Costs

Allowable costs are those costs consistent with the principles set out in the Uniform Guidance 2 C.F.R. § 200, Subpart E, and those permitted by the grant program's authorizing legislation. To be allowable under Federal awards, costs must be reasonable, allocable, and necessary to the project, and they must also comply with the funding statute and NCA requirements.

Use the following list of Allowable and Unallowable costs as a guideline. It does not mention every item(s) that is allowed for purchase with NCA funds. All costs must be incurred during the grant year. Please direct questions about specific items to the Grants Management Department at 1-800-239-9950. For additional guidance and information always consult the DOJ Financial Guide at

<http://www.ojp.usdoj.gov/financialguide/>

Travel

- Airfare, railway fare, bus fare
 - Most economical fare (coach class)
- Shuttle service and taxicab fares
 - To/from/between airports, hotels, and conference centers ONLY
- Tolls
- Parking fees

Lodging

- Up to the maximum federal lodging rate for the city + applicable taxes
 - Available at www.gsa.gov
- Per diem rate (for lodging) x (number of people) x (number of days)

Training

- Registration fees
- Rental of conference rooms, meeting space, staff offices
- Equipment rental

Mileage

- Auto travel to meetings, trainings, and work-related events for staff and consultants
- Up to the maximum federal mileage rate
 - Available at www.gsa.gov
- Gas reimbursement only if mileage reimbursement is not requested

Consultant

Defined as anyone not on agency's payroll and receiving compensation for work.

- Up to the maximum daily consultant rate: \$650/day based on an 8 hour day, if a consultant works less than 8 hours follow the rate of \$81.25 a hour
- Trainers
- Speakers
- Professional services
- Computer technicians
- Therapists
- Interviewers
- Nurses
- Any individual conducting contract work on the CACs behalf (medical exams, therapy, accountants, etc.)

Compensation for individual consultant services is to be reasonable and consistent with that paid for similar services in the marketplace. The prep time allocated for the provision of these services may be included in an 8 hour workday, however, the correlation with the time spent on conducting the actual project must be reasonable and justifiable.

Personnel

- Salaries
- Fringe benefits

Supplies

- General office supplies
- Printing materials and supplies
- Software or other technology tools that are below \$5,000

Equipment

- Interviewing equipment
- Medical equipment
- Software above \$5,000

Other

- Audit costs for entities that expend \$750,000 or more during their fiscal year in federal awards must be prorated and charged to the grant based on the ratio of all Federal grants being audited
- Postage
- Publications and periodicals (i.e. medical journals, advocacy related, managerial)
- Publicity (i.e. brochures, ads, signs)
- Recording, transcription, or translation services
- Membership fees for professional organizations
- NCAtrak and other case tracking software
- Insurance
- Rent/lease of space for agency

- Electric, gas, water
- Telephone, Internet, teleconferencing
- Maintenance and grounds keeping services

Unallowable Costs

Under federal awards there are costs that are categorized as unallowable that will not be reimbursed. Awardees must not use award or match funding for unallowable costs. Also within the category of unallowable costs are any costs considered inappropriate by NCA as a pass-through entity.

Standard unallowable costs are identified in [2 C.F.R. § 200, Subpart E - Cost Principles](#) and [2 C.F.R. § 200.31 \(Disallowed Costs\)](#). (For-profit entities and hospitals follow different cost principles – see FAR 31.2, and 2 C.F.R. Part 200b Appendix. IX, respectively). The general list below contains some items of unallowable costs that may be of particular relevance to the NCA grants, however, it is not a comprehensive list of all costs that may be considered unallowable or non-relevant under the specific grant type awarded.

Please direct questions about specific items to the Grants Management Department at 1-800-239-9950. For additional guidance and information always consult the DOJ Financial Guide at <http://www.ojp.usdoj.gov/financialguide/>

- Any expenditure that is not directly related to the Children’s Advocacy Center and the mission of the CAC is unallowable.
- Any activity or payment related to lobbying or fundraising (to finance related or complementary project activities) is unallowable.
- Any expenditure not directly related to the NCA-approved goals and objectives of the project.
- Any costs that are incurred either before the start of the project period or after the expiration of the project period.

Travel

- Recreational trips during a conference (from training center to mall or restaurant)
- Cancellation fees or ticket change fees
- Rental Cars (Unless the agency has clearly demonstrated that this is the least expensive means of transportation for group travel)
- Meals & Incidentals- no FY16 grant funds may be used to purchase or reimburse meals or food. There will be no exceptions during the grant period.

Lodging

- Telephone, Internet charges, laundry, movie costs, or mini bar charges incurred at the hotel
- Lodging costs that exceed the federal per diem rate as published on www.gsa.gov for the dates and destinations of travel cannot be charged to these grant funds. They are unallowable costs.

Training

- Entertainment

- Sporting events
- Passport charges or visa fees
- Cancellation fees
- Attrition fees

Personnel

- Dual compensation of salaried employees
- Stipends for attending training
- Bonuses
- Health insurance reimbursement unless purchased through the CAC
- Salary for employees or consultants for time spent lobbying or fundraising

Rent/Utilities

- Late fees
- Rent or utilities paid to any individual that is a staff person (or immediate family member) of the Children's Advocacy Center or fiscal agent for the grant award

Other

- Audits for entities that expend less than \$750,000 during their fiscal year in federal awards are unallowable costs
- Land acquisition
- Corporate formation fees
- Non-profit incorporation fees
- Credit card fees
- Fines and penalties
- Tips/gratuities
- NCA annual Membership fees
- NCA Accreditation and Re-Accreditation fees
- Under chapter sub-awards – Chapter membership fees
- Membership fees in any country club or social or dining club or organization
- Membership in organizations whose primary purpose is lobbying
- New construction
- Routine renovations
- Remodeling
- Mortgages
- Capital campaigns
- Vehicle purchases
- Bar charges/alcohol beverages
- Furniture of any kind and soft furnishings of any kind
- Artwork (i.e. paintings, murals, frames, sketches, sculptures)

- Giveaways of any kind- examples:
 - Toys (therapeutic toys used during therapy or interviews are allowable)
 - Clothing items
 - Food and beverages (even for children who come for an interview)