

GOVERNOR'S OFFICE of CRIME CONTROL and PREVENTION
FY 2020 Child Advocacy Center Services (CACS) Grant
Notice of Funding Availability Application Guidance Kit



Online Submission Deadline: February 5, 2019

**Funded through:
State of Maryland**

Governor's Office of Crime Control and Prevention
100 Community Place
Crownsville, Maryland 21032-2022
www.goccp.maryland.gov
(410) 697-9338

Larry Hogan, Jr., Governor
Boyd K. Rutherford, Lt. Governor
V. Glenn Fueston, Jr., Executive Director

Note: Hard copy applications are no longer being accepted.

ELIGIBILITY

Funding through this application is available to accredited Child Advocacy Centers, or those on those path to accreditation, by the National Children's Alliance (NCA).

IMPORTANT NOTES

Applicants are required to apply for grant funding through the Governor's Office of Crime Control and Prevention online application process located at <http://goccp.maryland.gov/grants/>. Instructions for completing the online application can be found at <http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf>. Additionally, all applicants **MUST** provide proof that they have a valid federal **DUNS** number and be **currently registered** with the [System for Award Registration \(SAM\)](#). A screenshot reflecting this information is sufficient.

Getting Started

Thank you for applying for the **Child Advocacy Center Services (CACS) Grant Program** from the **Governor's Office of Crime Control and Prevention (GOCCP)**. The primary purpose of CACS is to coordinate the investigation of child abuse and neglect, and to provide services to children and their non-offending family members without causing further trauma to the child victim. Child Advocacy Centers are dedicated to approaching victims of child abuse in a sensitive, respectful manner and to restoring the lives of abused children through partnerships with local communities and agencies investigating the prosecution of child abuse. These efforts support GOCCP's objective of reducing victimization in Maryland's children by protecting them from abuse or neglect.

If you need application assistance, please contact:

Ellen Blonder, Child Advocacy Center Services Grant Program Manager
410-697-9293
Ellen.Blonder@maryland.gov

Justice Schisler, Chief of Programs
410-697-9334
Justice.Schisler@maryland.gov

The Governor's Office of Crime Control and Prevention's success is measured by sub-recipient success. It is critical that we hear from you, our customers. To share your ideas of how the Governor's Office of Crime Control and Prevention can serve you better, email your program manager.

Mission:

To serve as a coordinating office that advises the Governor on criminal justice strategies. The office plans, promotes, and funds efforts with government entities, private organizations, and the community to advance public policy, enhances public safety, reduce crime and juvenile delinquency, and serve victims.

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I. ELIGIBILITY CRITERIA

Accredited Child Advocacy Centers and those on the path to accreditation are eligible to submit one application for CACS funding.

II. PROGRAM DESCRIPTION

A. Requiring Agency

Governor's Office of Crime Control and Prevention (GOCCP)

B. Opportunity Title

Child Advocacy Center Services (CACS) Grant

C. Funding

GOCCP has made \$300,000 in funding available, not to exceed \$12,500 for each of Maryland's Child Advocacy Centers that are accredited or can show good-faith efforts towards accreditation for FY 2020.

D. Submission Date

February 5, 2019 by 3 PM

E. Anticipated Period of Performance

July 1, 2019 to June 30, 2020

F. Funding Opportunity Description

Child Advocacy Centers are a nationally recognized model for providing a comprehensive, multidisciplinary, community response to child abuse and neglect. These centers coordinate the prevention, investigation, prosecution, and treatment of child abuse and neglect at the local level, working as a multi-disciplinary team comprised of law enforcement, the state's attorney's office, Child Protective Services, medical providers, mental health practitioners, and victim advocates. Research has found that children who receive services from a Child Advocacy Center are more likely to have access to medical evaluations and other forms of medical care, have a referral to therapeutic services, and have greater access to community resources needed to help them recover.

ALL FUNDING IS CONTINGENT UPON GOCCP RECEIVING THE SPECIFIED GRANT FUNDS FROM THE STATE OF MARYLAND.

III. PROGRAM REQUIREMENTS

A. Program Timeline

Funding for child abuse and neglect programs, specifically to Child Advocacy Centers, will be directed at organizations that are accredited or are on the path to accreditation by the National Children's Alliance (NCA). Funding will also be directed to centers that are working to raise awareness and/or address Adverse Childhood Experiences (ACEs). Applicants should indicate their current status in the accreditation timeline and provide evidence to support this status (ie. submission of Memorandums of Understanding (MOU), list of multidisciplinary team members, multidisciplinary team meeting minutes). The approximate timeline is outlined as follows:

- Year 1: Development of a multidisciplinary team with signed MOUs from each partner
- Year 2 and 3: Develop and implement the medical and therapeutic components
 - It was noted that Child Advocacy Centers can achieve partial or "Associate" level accreditation at the end of Year 3 if certain standards are met. This is a good indicator of the progress that a Child Advocacy Center is making towards accreditation.
- Year 4: The NCA site visits should be scheduled and the Child Advocacy Center's application should be submitted and under review. This also includes time for the center to receive feedback from the NCA and implement recommendations.
- Year 5: Full accreditation

B. Accreditation Process

- If not already an accredited Child Advocacy Center, applicants should indicate where they are in the accreditation process, what progress has been made thus far, and/or when an application will be submitted to the NCA for accreditation.

C. Performance Measures

In addition to the above requirements, grantees will be required to track and measure program outputs and outcomes. Outputs and outcomes must be recorded and submitted to GOCCP on a quarterly basis.

The following is a sample list, and is not all inclusive of all potential outputs and outcomes that may be included in the final awards:

- Number of victims identified.
- Number of victims served.
- Number of cases investigated.
- Number of cases prosecuted.
- Number of convictions obtained.
- Number of trainings held.
- Number of attendees.
- Number of attendees who reported an increased understanding about the topic as a result of this program.

IV. APPLICATION PROCESS

Applicants are required to apply for grant funding through GOCCP's web-based application process, which may be accessed through the homepage: www.goccp.maryland.gov by clicking on **GRANTS MANAGEMENT SYSTEM**, or going directly to the login screen using the web URL: <https://grants.goccp.maryland.gov>.

In order to use the Office's web-based application you must have a User ID.

If you have *not* previously applied through the web, go to the following web URL to obtain instructions and the information required to obtain a User ID and password: <http://goccp.maryland.gov/grants/requesting-access/>

The last day to request a User ID is January 25, 2019. If you have previously applied through the web, use your existing User ID and password.

If you have previously applied to GOCCP, but *do not have your User ID*, or are having *technical issues with the system*, contact the GOCCP Helpdesk via email at support@goccp.freshdesk.com for assistance.

If you need assistance completing the program specific information required in the online application, please contact Ellen Blonder at 410-697-9293 or Ellen.Blonder@maryland.gov.

The online application must be submitted no later than 3:00 PM on February 5, 2019.

V. TRAINING/TECHNICAL ASSISTANCE (TA)

To help applicants prepare and submit applications that reflect GOCCP's established guidelines and procedures, training is provided through training videos posted on the GOCCP website. These may be accessed through the following URL: <http://goccp.maryland.gov/grants/gms-help-videos/>.

Please review the training videos prior to beginning your application to become familiarized with system guidelines, fiscal review and tips, civil rights requirements, etc.

Additionally, instructions for completing the online application can be found at

<http://goccp.maryland.gov/grants/programs/>. Applicants are encouraged to review these instructions prior to completing the online application. The narrative section of the application should be completed in an outline-style format (retaining all numbering, lettering, and section headers).

VI. IMPORTANT DATES

Deadline to Request a User ID	January 25, 2019
Deadline to Submit an Online Application	February 5, 2019
Letters of Intent/Denial Letters Emailed	May 1, 2019
Award Packets Emailed	June 1, 2019
Sub-award Start Date	July 1, 2019
Sub-award End Date	June 30, 2020

VII. APPLICATION EVALUATION

GOCCP conducts an internal review of all formula grant applications to ensure applicants adhere to the Notice of Funding Availability eligibility criteria and program requirements. GOCCP will also assess the merits of the proposed program in each of the required areas outlined in the Notice of Funding Availability Application Instructions located at

<http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf>):

Particular emphasis will be placed on the following sections of the application:

- Program goals and objectives
- Program strategy/program logic
- Performance measurement (outputs, outcomes, and impacts)
- Spending plan and Budget (reasonableness, cost effectiveness, detailed justification per line item)

VIII. FUNDING SPECIFICATIONS

A. Funding Cycle

Commencement of awards funded under CACS for FY 2020 will begin July 1, 2019 and end on June 30, 2020. Funds are paid on a reimbursable basis.

B. Allowable Costs for Direct Services

The following is a list of services, activities, and costs that are eligible for support with CACS funds within a sub-recipient's organization:

- Personnel
- Operating expenses
- Contractual services
- Training for staff
- Training materials and travel for training
- Food expenses per diem for travel only
- Equipment
- Fees associated with accreditation
- Other items that have a direct correlation to the overall success of a sub-recipient's project objectives and are necessary for the project to reach full implementation

C. Unallowable Costs

The following services, activities, and costs cannot be supported with CACS funds at the sub-recipient level:

- Food/Beverages for meetings, conferences, training or other events

The list above is not exhaustive. GOCCP reserves the right to make additional budget reductions/restrictions and adjustments at its discretion.

D. Consultant Rates

The limit for consultant rates is \$650 per day.

IX. DISTRIBUTION OF FUNDS & REPORTING REQUIREMENTS

GOCCP will distribute awarded funds to grantees on a quarterly reimbursement of expenditures basis following the timely submission of corresponding quarterly fiscal and programmatic reports. These reports must be submitted through the Grants Management System. All programmatic electronic reports are due within 15 calendar days of the end of each quarter. Financial electronic reports are due within 30 calendar days of the end of each quarter. All reporting activity occurs through the Grant Management System, using the same User ID and password that were used for the application process.

For further post-award instructions, read the Special Conditions specific to your award in the GMS and read the General Conditions which can be found at:

<http://www.goccp.maryland.gov/grants/general-conditions.php>.

A. Electronic Funds Transfer (EFT)

GOCCP encourages the use of electronic funds transfer (EFT). To obtain the appropriate form, the address to submit the form, and a general overview, including FAQs, refer to the following website:

http://comptroller.marylandtaxes.gov/Vendor_Services/Accounting_Information/Static_Files/GADX10Form20150615.pdf.

B. Match

There is no match required for this funding source. Do NOT enter a match into your budget. If you wish to show other financial or in-kind contribution to your program, it may be written into your narrative.

C. Supplanting, Transparency, and Accountability

Federal funds must be used to supplement existing state and local funds for program activities and must not replace those funds that have been appropriated for the same purpose. See the Office of Justice Programs Financial Guide (Part II, Chapter 3). There are strict federal laws against the use of federal funds to supplant current funding of an existing program. Jurisdictions must provide assurances and certifications as to non-supplanting and the existence of proper administrative/financial procedures.

A strong emphasis is being placed on accountability and transparency. Grantees must be prepared to track, report on, and document specific outcomes, benefits, and expenditures attributable to the use of grant funds. Misuse of grant funds may result in a range of penalties to include suspension of current and future funds and civil/criminal penalties.

X. APPLICATION CHECKLIST

What an Application Should Include:

- Face Sheet
- Project Summary
- Narrative
 - Problem Statement/Needs Justification
 - Program Goals
 - Program Strategy
 - Program Measurement
 - Timeline
 - Spending Plan
 - Management Capabilities
 - Sustainability
- DUNS/SAM Registration
- Budget and Budget Justification
 - Personnel
 - Operating Expenses
 - Travel
 - Contractual Services
 - Equipment
 - Other
- Indirect Cost Rate Agreement or Documentation Supporting Use of the De minimis Indirect Cost Rate (if applicable)
- Budget Prioritization
- Certified Assurances
- Certification Regarding Lobbying
- Audit Findings/Corrective Action Plan (if applicable)
- Single Audit Requirements (if applicable)
- Proof of 501 (c)(3) Status (if applicable)

More information on each item above can be found in the NOFA Application Instructions found here:
<http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf>