



The Massachusetts Children's Alliance  
Children's Advocacy Center Grants

Request for Response  
FY2008-09 Application for Funding

Massachusetts Children's Alliance  
14 Beacon Street Suite 505  
Boston, MA 02108  
Telephone (617) 573-9800  
Facsimile (617) 573- 9832  
[www.machildrensalliance.org](http://www.machildrensalliance.org)

## 1. Summary of Massachusetts Children's Alliance (MACA)

The Massachusetts Children's Alliance (MACA) is a membership organization that promotes an integrated, multidisciplinary team response to child abuse. MACA is committed to strengthening collaborations and fostering systemic and societal change to protect children. Through support of member organizations, MACA ensures that children and their families have access to the high quality, comprehensive, specialized and culturally- competent services of a Children's Advocacy Center.

The Massachusetts Children's Alliance is accepting proposals to enhance and support Children's Advocacy Centers throughout the State. The goals of this procurement are:

- To improve overall capacity of CACs across the Commonwealth including medical capacity and
- To develop and strengthen CACs' capacity to achieve and maintain national accreditation standards.

The National Children's Alliance's (NCA), of which MACA is a recognized state chapter, is dedicated to the development of CACs nationwide and support and services for its members. It offers three levels of membership:

- **Accredited membership:** Accredited membership is offered to fully functioning CACs meeting NCA's Standards for Accreditation.
- **Associate membership:** Associate members have completed substantial planning towards the establishment of a fully functioning CAC.
- **Support membership:** Support members are individuals or organizations who wish to make a difference in the lives of abused children through their support and contribution to NCA.

## 2. National Standards

To be awarded accredited membership in the National Children's Alliance, an agency must be deemed to have met the following standards after a comprehensive national site review and approval by the NCA Board of Directors. The standards include:

- **Multidisciplinary Team:** A multidisciplinary team for response to child abuse allegations includes representation from the following: law enforcement, child protective services, prosecution, medical, mental health, victim advocacy and Children's Advocacy Center.
- **Cultural Competency and Diversity:** Culturally competent services are routinely made available to all CAC clients and coordinated with the multidisciplinary team response.

- **Forensic Interviews:** Forensic interviews are conducted in a manner that is legally sound, of a neutral, fact finding nature, and are coordinated to avoid duplicative interviewing.
- **Victim Support and Advocacy:** Victim support and advocacy services are routinely made available to all CAC clients and their non-offending family members as part of the multidisciplinary team response.
- **Medical Evaluation:** Specialized medical evaluation and treatment services are routinely made available to all CAC clients and coordinated with the multidisciplinary team response.
- **Mental Health:** Specialized trauma-focused mental health services, designed to meet the unique needs of the child and non-offending family members, are routinely made available as part of the multidisciplinary team response.
- **Case Review:** A formal process in which multidisciplinary discussion and information sharing regarding the investigation, case status and services needed by the child and family is to occur on a routine basis.
- **Case Tracking:** Children’s Advocacy Centers must develop and implement a system for monitoring case progress and tracking case outcomes for all MDT components.
- **Organizational Capacity:** A designated legal entity responsible for program and fiscal operations has been established and implements basic sound administrative policies and procedures.
- **Child Focused Setting:** The child-focused setting is comfortable, private, and both physically and psychologically safe for diverse populations of children and their non-offending family members.

### 3. Children’s Advocacy Centers: Definition, Goals and Benefits

The following is a description of a CAC and its goals and benefits, as described in *Putting Standards Into Practice: A Guide to Implementing NCA Standards for Children's Advocacy Centers* published by the National Children’s Alliance in 2000. A Children’s Advocacy Center (CAC) is a child-focused, facility-based program in which professionals from many disciplines—child protection, law enforcement, prosecution, mental health, medical and victim advocacy—work together as a team to conduct joint forensic interviews and make coordinated, well-informed decisions about the investigation, treatment, case management, and prosecution of child abuse cases. CACs are community-based programs designed to meet the unique needs of a community. They share a core philosophy that child abuse is a multifaceted community problem and no single agency, individual or discipline has the necessary knowledge, skills or resources to

serve all the needs of children and their families and to hold offenders accountable. They also share a belief that the combined wisdom and expertise of professionals of different disciplines will result in a more complete understanding of case issues and the most effective, child- and family-focused system response.

The primary goal of all CACs is to ensure that children are not further victimized by the intervention systems designed to support them. Toward that end, CACs:

- Prevent trauma to children caused by multiple, duplicative, or conflicting interviews and contacts with different professionals
- Establish a child-friendly facility where investigative interviews and services for abused children can be provided
- Develop a comprehensive multidisciplinary, developmentally and culturally appropriate team response to child abuse in a specific community
- Provide needed mental health and medical treatment and other services to children and families; maintain open communication, information sharing and case coordination among professionals and agencies involved in child protection and treatment efforts
- Coordinate and track investigative, child protection, treatment and prosecutorial efforts so that cases do not “fall through the cracks”
- Hold more offenders accountable through improved prosecution of child abuse cases
- Enhance professional skills necessary to effectively respond to cases of child abuse through cross-disciplinary and cross-cultural training and support
- Enhance community awareness of child abuse and prevention efforts

#### 4. Purpose of Procurement Process

The purpose of this Request for Response (RFR) process is to provide a fair and equitable opportunity to receive funding and to provide the candidates with the evaluation criteria against which they will be evaluated. Successful applicants will receive the total grant award in two payments.

The funding for this procurement is provided by the Massachusetts Department of Public Health (DPH). MACA is accountable for all funding allocations and expenditures. As such, all proposals submitted to MACA for consideration must comply with the

application and subsequent reporting processes described herein. The reporting requirements are non-negotiable.

## 5. Proposal Guidelines and Requirements

The bid process is open to CACs in Massachusetts and is noncompetitive. However, to receive an award through this process, applicants must follow the application procedures and subsequent reporting responsibilities. Moreover, **all applicants must be in compliance with past grant reporting requirements PRIOR to receiving funds through this current process.**

Only one application may be submitted from each agency and must be submitted by the CAC or the designated lead agent of the county's multidisciplinary investigation team. Applicants must demonstrate their ability to receive private funds and/or their 501(c) 3 status and provide verifying documentation.

The proposal must be in compliance with the requirements of this RFR as detailed in Section 10 (see APPENDIX for necessary forms):

## 6. Contract Terms

The Massachusetts Children's Alliance and each successful applicant will enter into a contract in which the recipient of MACA funds agrees to expend all funds by June 30, 2009 and agrees to provide two fiscal and project progress reports. Mid-grant fiscal and project progress reports and final fiscal and project progress reports, as well as a site visit by MACA staff and/or members of its Board of Directors, will be required during the contract period.

The mid-grant progress report is due Friday January 16<sup>th</sup>, 2009 and the final progress report is due Friday July 17<sup>th</sup>, 2009. Programs receiving funds through a MACA contract agree to send copies of their NCA Statistical Data forms covering July 1, 2008-December 31, 2008 and January 1, 2009 –June 30, 2009 to MACA with their mid-grant and final reports respectively.

A signed return contract must be received by MACA prior to any funds being dispersed. Grant funds will be dispersed in two checks: one upon receipt of signed contract, and the second upon successful submission of mid-grant reports. Any adjustments to or unanticipated modifications of the proposals as submitted or variations in the actual project implementation must be submitted in writing and approved by the MACA Executive Director before making said adjustments.

**ALL FUNDS RECEIVED BY MACA MUST BE USED BY JUNE 30, 2009 WITHOUT EXCEPTION.**

## 7. Purpose, Description and Objective

Massachusetts Children's Alliance (MACA), with funding from The Massachusetts Department of Public Health, will administer a non-competitive grant process for capacity building and support for Children's Advocacy Centers (CACs) across the Commonwealth. MACA's mission is to ensure that all children and their families in Massachusetts have access to the high quality, comprehensive, specialized and culturally competent services of a Children's Advocacy Center.

Contract allocation for each CAC will be in an amount up to \$25,000.

MACA reserves the right to amend funding levels depending upon legislative appropriation, contract performance, and program need.

The desired outcomes that MACA seeks to support with this funding include:

- (1) A single, functioning CAC in all judicial districts in Massachusetts
- (2) CACs in Massachusetts equipped and resourced to deliver high quality services and
  - (a) Able to meet the National Children's Alliance (NCA) standards for accreditation
  - (b) Able to continually improve operations to reflect CAC philosophy and emerging trends in the field, and
  - (c) Supported and staffed by trained professionals

Ultimately, the goal of increased funding is for CACs to have the opportunity, capacity and capability to respond to all instances of child abuse in the Commonwealth inside and outside of the criminal justice system, regardless of socio-economic or cultural status of the family.

## 8. Timeline

- **Proposals are due no later than 5:00PM EST, Friday, September 12, 2008. We will not accept late proposals.**
- Proposals will be evaluated immediately thereafter for completion. Applicants will be notified if applications are incomplete; applications will be required to submit additional information within five (5) business days of notice of missing components. Should the Review Committee require additional information, the "Primary Contact" noted on the application will be contacted.
- **Notification of awards is expected to be announced by September 26, 2008.** Awards are contingent on availability of State funds.

## 9. Evaluation Criteria

A committee of MACA staff and Board members will review applications for compliance, accuracy and quality. Agencies that submit incomplete applications will be contacted and required to submit additional information within five (5) business days of notice of missing components. Applications that remain incomplete after the five day period will be considered non-compliant and will, therefore, not be funded for FY08-09.

## 10. Format for Application

### GRANT APPLICATION

All applications must be received in the following order:

- A. **MACA Cover Form:** General information form attached
- B. **Program Narrative** (30 points): The narrative should be no more than five (5) pages. The narrative must include the following:
  - Description of the CAC program - Describe the organizational structure, stage of development, staffing and programs of the CAC. Include plans regarding preparation and/or application for national accreditation. Specify any changes in structure, growth, or development instituted since the last funding year.
  - Description of the proposed project - Describe how funding will be utilized and how it will assist the CAC in meeting one or more of the NCA Standards that require further development to achieve accreditation. Describe gaps in CAC program components that funds will be utilized to address.
  - Detailed description of the CAC's commitment and specific efforts to collaborate with both MACA as the state network and other CACs in the state. Please include strengths, benefits and challenges to these critical collaborations, as well as suggestions for improved collaboration (or future collaborative efforts).
  - Clearly stated goals and objectives for the proposed project that are measurable.
- C. **Grant Budget** (20 points): Each budget must be clearly developed, not exceed the maximum amount available and describe the allocation of funding in each expense category. The NCA Grants Handbook (<http://www.nca-online.org/uploads/NCAGranteeReportingGuidelines.doc>) provides a good

reference for budget design. Keep costs within the Federal Per Diem Rates whenever possible (rates available at [www.gsa.gov](http://www.gsa.gov)).

- D. **Budget Narrative** (15 points): Provide a detailed breakdown of all costs listed in the grant budget.
- E. **Annual Program Budget** (10 points): Describe the current year operating budget for the CAC, including income and expenses. For newly operating programs, a current and projected budget will be accepted.
- F. **Grant Activity Timeline** (10 points): Include each goal and objective from your program narrative and indicate the corresponding month(s) during the grant award period when it will be accomplished.
- G. **Job Description and Resumes** (if applicable): If funding will be used to support a position, attach the job description and resume of person in the position.
- H. **Letters of Support** (15 points): Provide three (3) letters of support from key partner agencies. Please ensure that they are dated within the last year and specifically describe the projects proposed.

#### APPLICATION INSTRUCTIONS

- 1) Each agency must submit one original application and three (3) additional copies of the completed application.
- 2) The application must adhere to the following:
  - Be typed double-sided on 8 ½ x 11 paper
  - Be double-spaced with one inch margin all around
  - Be typed in Times New Roman font, size 12
  - Pages must be numbered on both sides, including attachments
  - Include position titles that are consistent throughout the application, in the narrative, and budget.

Please note: Do not use report covers, binders, folders, or staples. Applications should be placed in a paper envelope and held together with a binder clip.

- 3) The completed original application and three copies must be received at the MACA office no later than September 12, 2008. This deadline is non-negotiable. No facsimiles or electronic submissions will be accepted. Please proof read the application carefully, complete the checklist, and include the completed checklist as the first page of the application.

## 11. Format for Reporting

The Mid-project Fiscal and Project Reports and Final Fiscal and Project Reports must follow the following format:

### PROJECT PROGRESS REPORTS:

**Project Progress Narrative:** The narrative should be no more than three (3) pages. The narrative must include the following:

- Description of the progress of the proposed project - Describe how funding has been utilized and how it has assisted the CAC in meeting one or more of the NCA Standards that currently require further development in order to meet the standards for NCA accredited membership. Describe gaps in CAC program components and how the funds have been utilized to address those gaps.
- Description of how funds have been utilized to support specific efforts to collaborate with MACA and other CACs in the state, how these funds have served your CAC and its specific grant-funded project, and suggestions for improved collaboration with both MACA and other CACs based upon the project progress.
- Report that measures the progress in pursuing or achieving the proposed goals and objectives of the project.

### FISCAL PROGRESS REPORTS:

**Grant Budget:** A clearly developed budget that does not exceed the maximum amount available (\$25,000) and indicates how much funding has been and will be allocated in each expense category. Include any amendments to the originally proposed budget.

**Budget Narrative:** A detailed breakdown for all costs listed on the grant budget. Indicate what costs have occurred at the time of the report and what costs are expected to occur within the remainder of the grant period. Indicate the total of MACA funds that have been spent at the time of the report.

**Record of Project Costs:** Include any receipts or invoices for MACA funds that have been spent up to the date of the report.

**Applications are due Friday September 12, 2008 by 5:00PM**

Send applications to:

Thomas King, Executive Director  
Massachusetts Children's Alliance  
14 Beacon Street, Suite 505  
Boston, MA 02108



MASSACHUSETTS CHILDREN'S ALLIANCE

*Forms for completion of application follow*  
Organizational Information Form

Name of CAC: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Primary Contact's Name: \_\_\_\_\_

Primary Contact's Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Web Page: \_\_\_\_\_

CAC Type:

- Free Standing Non-Profit
- Program of a Parent Agency

Agency Name: \_\_\_\_\_

Does CAC have an ability to accept private dollars?        Yes        No

Specify and provide documentation: \_\_\_\_\_

Membership Status with National Children's Alliance:

- Accreditation Eligible/Accredited Member
- Associate Member
- Applying for Accredited Membership within FY 08-09

Date received membership: \_\_\_\_\_

## PROGRAM NARRATIVE

Directions: The Program Narrative cannot exceed five (5) pages and must be double spaced using Times New Roman font, size 12

GRANT BUDGET

Directions: Indicate the proposed use of MACA grant funds in an amount not to exceed \$25,000. The NCA Grants Handbook provides excellent guidance for budget design (<http://www.nca-online.org/uploads/NCAGranteeReportingGuidelines.doc>) and Federal rates can be found at [www.gsa.gov](http://www.gsa.gov).

Category	Amount
Personnel	
Travel	
Training	
Printing	
Supplies/Equipment	
Rent/Utilities	
Other	
Total	

**BUDGET NARRATIVE**

Directions: Describe in detail how the funds allocated in the applicable categories on the Grant Budget page will be spent. The total grant amount may not exceed \$25,000.

Category	Amount
Personnel	
Position	
Annual Salary	
Dollar amount requested by MACA	
Percentage of salary funded by MACA	
Other funding source (if less than 100% MACA)	
Travel	
Rate of mileage reimbursement	
Training	
Name & Location (provide brief explanation)	
Number of Individuals attending	
Per-diem rates	
Printing	
Supplies/Equipment	
Type of supplies & equipment	
Rent/Utilities	
Type of utilities	
Monthly rent	
Other	
<hr/> Total	
<hr/>	

## ANNUAL PROGRAM BUDGET

Directions: Give your agency's annual budget. If you are operating under another agency, provide only the budget specifications that pertain to your entire program. Provide the value of "in-kind" support from parent agencies or other partner agencies.



## GRANT APPLICATION CHECKLIST

- MACA Cover Form
- Program Narrative
  - Description of CAC Program
  - Description of Proposed Project
  - Description of Collaborative Efforts with MACA and other CACs
- Grant Budget
  - Develop a detailed budget up to the maximum funding amount with funding categories
- Budget Narrative
  - Non-Competitive Funding Budget Narrative
- Annual Program Budget
- Grant Activity Timeline
- Attachments
  - Job Description and Resumes (if applicable)
  - Letters of support (3)
- Original application and three (3) copies