



**Request for Applications from
Child Advocacy Centers for
Child Advocacy Development Grants for
State Fiscal Year 2025**

Publication Date: March 8, 2024

Response Deadline: April 30, 2024, by 12:00 P.M.

Funding of \$4,047,500 Available

**There will be a non-mandatory virtual conference on Wednesday,
March 20, 2024, at 2:00 P.M. EST**

The link for the conference is:

<https://zoom.us/j/94740068495?pwd=RmsxTGs1eIZCYmJWamVQV1dLdnNtZz09>

**Questions may be sent in advance of the response deadline via email
to DCF.ASKRFP@dcf.nj.gov**

- Technical questions about forms, documents, and format may be emailed at any time prior to the response deadline.
- Questions about the content of this RFA or the application to be submitted in response, including questions regarding the appropriateness of proposed uses for the funds to be granted, must be emailed by 12 P.M. on Thursday, March 28, 2024. Written answers to these timely received questions will be distributed to all those receiving this RFA.

TABLE OF CONTENTS

I.	General Information	Page 3
	A. Background	Page 3
	B. Funding Information	Page 3
	C. Eligibility Requirements	Page 5
	D. Application Submission Instructions	Page 6
II.	Services to be Funded	Page 7
	A. Treatment Services	Page 8
	B. Capital Improvements	Page 10
III.	Application Screening and Review Process	Page 10
IV.	Post Award Requirements and Processes	Page 10
V.	Awards of Residual Funds	Page 11
VI.	Required Documents and Reports	Page 11
	A. Documents Requested to be Submitted with the Application	Page 11
	B. Reporting Requirements for Awarded Applicants	Page 13
	C. Documents Required to be Stored on Site and Submitted to DCF Only If Requested	Page 15

I. General Information

The New Jersey Department of Children and Families (DCF), through its Child Advocacy Center (CAC) Multidisciplinary Team Advisory Board (MTAB), offers funding to CACs in New Jersey for the support of Treatment Services and Capital Improvements as defined below.

A. Background

DCF is a family and child serving agency, working to assist New Jersey families in being or becoming safe, healthy, and connected. A CAC is a separate, child focused space designed to provide a safe, comfortable, and neutral place where forensic interviews can be conducted, and other services can be provided for children and families.

The spaces in which the services are provided are unique and must adhere to the *National Children's Alliance (NCA), Standards for Accredited Members, 2023 Edition*, found at: www.nationalchildrensalliance.org. A physically safe space is central to the creation of a child-focused setting. The location and services must be accessible, and the services tailored to meet the individualized and unique needs of children and families throughout the investigation, intervention, and case management processes.

B. Funding Information

Funding in the amount of up to \$4,047,500 is available to the 21 counties with CACs. DCF reserves the right to award all or a portion of the requested amount. Up to 21 awards may be made.

Each county may apply for some, or all of the funds allocated to it in the following chart:

2025 Funding Allocations by County

County	Base Amount	Additional Percentage	Total Funds Available
Atlantic	\$125,000	\$113,360	\$238,360
Bergen	\$125,000	\$65,944	\$190,944
Burlington	\$125,000	\$45,847	\$170,847

Camden	\$125,000	\$55,267	\$180,267
Cape May	\$125,000	\$69,712	\$194,712
Cumberland	\$125,000	\$18,213	\$143,213
Essex	\$125,000	\$303,341	\$428,341
Gloucester	\$125,000	\$43,648	\$168,648
Hudson	\$125,000	\$79,760	\$204,760
Hunterdon	\$125,000	\$12,561	\$137,561
Mercer	\$125,000	\$35,484	\$160,484
Middlesex	\$125,000	\$146,960	\$271,960
Monmouth	\$125,000	\$115,558	\$240,558
Morris	\$125,000	\$72,224	\$197,224
Ocean	\$125,000	\$48,359	\$173,359
Passaic	\$125,000	\$58,721	\$183,721
Salem	\$125,000	\$8,792	\$133,792
Somerset	\$125,000	\$42,706	\$167,706
Sussex	\$125,000	\$10,677	\$135,677
Union	\$125,000	\$62,804	\$187,804
Warren	\$125,000	\$12,561	\$137,561
Totals	\$2,625,000	\$1,422,500	\$4,047,500

The funds allocated for each county include a base amount of \$125,000 and an additional amount based on the number of children each CAC served between January 1, 2023 through December 31, 2023. Applicants may be awarded the amount of allocated funds that are needed to cover the costs of the Treatment Services and Capital Improvements that DCF and the CAC Advisory Board approve after reviewing their applications in accordance with the criteria described below.

Awarded amounts will be paid in a lump sum when DCF approves the consequent contract of each CAC. Each grant is a one-time funding source. All funding shall

be subject to the appropriation of sufficient funds and the availability of sufficient resources.

The funds received for the costs of approved Treatment Services or Capital Improvements must be expended by June 30, 2025 or must be obligated to be expended in accordance with legally binding agreements, contracts, or purchase orders executed on or before June 30, 2025.

DCF will not provide funding for qualifying expenses incurred prior to the effective date of the contract unless awarded applicants submit supporting documentation. Payment for expenses prior to July 1, 2024, are not allowable. Examples of documentation in support of retroactive payment include:

- 1) Rental budget showing the 12-month amount with its start and end date and the portion occurring during SFY25.
- 2) Proof of purchase date for capital expenses (computers, furniture, etc.).
- 3) Proof of payment date.

Funds awarded under this program may not be used to supplant or duplicate existing funding. To further clarify, agencies may not reduce other funds for an activity specifically because state funds are available (or expected to be available) to fund that same activity. If a question of supplanting arises, the applicant or grantee will be required to substantiate that the reduction in non-state resources occurred for reasons other than the receipt or expected receipt of state funds.

C. Eligibility Requirements

Any fiscally viable entity that meets the eligibility requirements, terms, and conditions of the RFA, may apply if it is a CAC:

- 1) operating as part of a County Government or Prosecutor's Office; or
- 2) operating as a non-profit corporation that is duly registered to conduct business in the State of New Jersey and affiliated with a County Prosecutor's Office by means of a prior Memorandum of Understanding (MOU) or other written agreement.

To conform to the eligibility requirements, applicants must:

- 1) be in good standing with all State and Federal agencies with which they have an existing grant or contractual relationship;
- 2) not be under a corrective action plan in process with DCF or any other New Jersey State agency or authority;

- 3) not be suspended, terminated, or barred for deficiencies in performance of any award, and if applicable, all past issues must be resolved as demonstrated by written documentation;
- 4) be in compliance with the terms and conditions of any of their present contracts with DCF;
- 5) hold current State licenses when required;
- 6) have a governing body that provides oversight as is legally required when they are governmental entities; and
- 7) have the capability to uphold all administrative and operating standards as outlined in this document.

DCF may disqualify and decline to forward for review and consideration applications from those who fail to meet the above eligibility requirements or may refuse to award funds to those later found to be ineligible.

D. Application Submission Instructions

To access the application, go to: <https://www.surveymonkey.com/r/L2JDF2Z>

Complete the application in survey monkey as directed there. A separate copy of the application has been attached for reference. The application shall include:

- 1) A description of the categories/areas/activities, described in the *NCA Standards* at www.nationalchildrensalliance.org, to be supported with Child Advocacy Center grant funds from July 1, 2024 to June 30, 2025.
- 2) The goals and objectives of each proposed project.
- 3) The approaches to be used to achieve the goals and objectives of each proposed project.
- 4) A budget for proposed Treatment Services that is separate from a budget for proposed Capital Treatment Services.

Budgets shall be submitted in the format of the Standard DCF Annex B found at: <https://www.state.nj.us/dcf/providers/contracting/forms/>

For your reference in preparing budgets, the governing state principles for determining costs are set forth in the *DCF Contract Reimbursement Manual* found at: [SECTION 4 - Principles for Determining Costs \(nj.gov\)](#)

- 5) An explanation of the extent to which each project is consistent with or moving towards the *NCA Standards* at www.nationalchildrensalliance.org.
- 6) An accounting of the CAC's status with respect to achieving and maintaining accreditation with the NCA that includes answers to the following questions:
 - a. For accredited CACs:
 - i. When did you last receive accreditation?
 - ii. When are you scheduled for reaccreditation?
 - iii. Do you intend to maintain accreditation with NCA?
 - b. For CACs that have not yet achieved accreditation:
 - i. What is your timeline for applying for accreditation with the NCA?
 - ii. Which NCA Standards are unmet and what is your plan for achieving these unmet Standards?
- 7) The submission of all the required documents listed below in the following section of this application: *VI. Required Documents and Reports; Part A. - Documents Requested to be Submitted with the Application*

II. Services to Be Funded

Applications must propose Treatment Services or Capital Improvements that are consistent with the fulfillment of the *NCA Standards* at: www.nationalchildrensalliance.org. Funds secured through this RFA may be used to support the provision of services for children who are not otherwise being served by DCF's Division of the Children's System of Care (CSOC) or Division of Child Protection and Permanency (CPP). Funds may also be used to support the provision of services for children who are served by CSOC or CPP if the services are provided with the knowledge of, and in coordination with, CSOC and CPP. Interagency Linkage Agreements entered by the CAC and the Regional Diagnostic & Treatment Centers (RDTC) to provide services to CPP involved youth at the CAC facility, shall be vetted for approval by the CPP Local and Area Offices. Such arrangements shall not interrupt services for CPP at the primary RDTC location.

Applicants are advised that funding priorities have moved beyond capital expenses (brick and mortar) as the CAC/MDT model evolves and advances in New Jersey. Although funds are still available for Capital Improvements based on a demonstration of need, DCF and the CAC/MTAB will predominantly focus on the funding of service delivery when evaluating applications.

The lists below of examples of acceptable proposals for the use of these grant funds is not exhaustive. DCF will consider any request that expands service delivery to families and children experiencing abuse, and directly facilitates an improvement to any existing NCA standard at the county based Multi-Disciplinary CAC level. Requests must concisely

explain how service delivery is expanded and/or how the specified NCA standard is satisfied.

Note: These funds may not be used to purchase vehicles, gift cards, clothing, or uniforms; drones to assist in the location of missing or exploited children; polygraph related training or equipment; and computers or computer software that are not directly used to facilitate an NCA standard. Although sexually exploitative images of children are sexually abusive, children in these cases are rarely identified and/or are rarely served by CACs. Thus, requests for items that only benefit Internet Crimes Against Children Taskforce (ICAC) units may be denied unless directly tied to an identifiable child or an NCA standard}.

If you have any questions about appropriate use of funding, please email DCF.ASKRFP@DCF.NJ.GOV.

A. Treatment Services

Treatment Services are defined to include program services, staff salaries, staff training, computer equipment, computer software and Information and Technology (IT) innovations and databases.

Applicants may propose to use their allocated funds for programs that include:

- 1) Telehealth
- 2) Forensic interviewing
- 3) Mental Health Services
- 4) Clinical programs
- 5) Telemedicine

The following are examples of allowable uses of the available funds for Treatment Services:

- 1) The funding of staff and subcontractor consultants to serve full time or part time as:
 - a) Clinical Counselors and Child Advocates, ideally bi-lingual in Spanish and English, for a clinical program to provide extensive trauma focused clinical counseling;
 - b) Intake and Treatment Coordinators, ideally bi-lingual in Spanish and English, who will provide intake and treatment coordination to meet the needs of the MDT;

- c) therapists for clinical programs to provide trauma focused mental health services;
 - d) family advocates to help meet the NCA Standards which require an advocate to be present at every forensic interview to provide families with information and support;
 - e) advocates to provide improved services for youth with non-adjudicated cases;
 - f) CAC data managers;
 - g) CAC Coordinators; and
 - h) additional mental health providers at a partner mental health agency to better serve CAC clients.
- 2) The funding of CAC/MDT in state, local, or in house staff training on such topics as:
- a) forensic interviews with special populations, and the internal and external peer review of forensic interviews;
 - b) improving MDT functionality;
 - c) Post -Traumatic Stress Disorder & dissociation;
 - d) the neurobiology of trauma;
 - e) mental health issues, including suicidal ideation;
 - f) data analytics;
 - g) diversity, equity, inclusion and belonging;
 - h) positive and adverse childhood experiences;
 - i) vicarious & secondary trauma; and
 - j) other pertinent topics identified by the CAC/MDT staff.
- 3) The purchase of technology that is used to facilitate the program services being offered such as:

- a) computers, tablets, or laptops;
- b) technology upgrades to facilitate increased remote access to services; and
- c) CAC/MDT data collection software.

B. Capital Improvements

Funds for Capital Improvements may be used for the construction, renovation, expansion, redesign, relocation, and leasing of an identified safe comfortable and neutral space in which forensic interviews may be conducted and other services or supports may be provided. (**Note:** Funding can only be used for lease payments that occur between July 1, 2024, through June 30, 2025, with the additional caveat noted above on proof needed to support requests for retroactive payments)

If an existing funded CAC renovation or equipment renovation requires additional funding in order to move toward completion this is an acceptable application. Training staff on the use of new equipment is acceptable if the new equipment is part of your capital award.

Applicants may include architects' cost estimates for estimated expenses. State contracts may also be used as a basis for estimated costs.

Projects must be consistent with or moving towards the NCA Accreditation Standards.

III. Application Screening and Review Process

DCF will review each application in accordance with the established criteria outlined in Section II of this document.

The Department reserves the right to reject any and all applications when circumstances indicate that it is in its best interest to do so. The Department's best interests in this context include but are not limited to the State's loss of funding; the inability of the applicant to provide adequate services; the applicant's lack of good standing with the Department, and an indication or allegation of misrepresentation of information or non-compliance with any State contracts, policies and procedures, or State or Federal laws and regulations.

All applicants will be notified in writing of the Department's intent to award a contract.

IV. Post Award Requirements and Processes

Awarded applicants shall be required to comply with the terms and conditions of DCF's contracting rules, regulations, and policies as set forth in the Standard Language Document, the Notice of Standard DCF Contract Requirements found at: [DCF | DCF](#)

[Contracting Forms \(nj.gov\)](#), and the Contract Reimbursement Manual and the Contract Policy and Information Manual. Applicants may review these items via the Internet at: [DCF | Contracting Policy Manuals \(nj.gov\)](#)

Awarded applicants also shall comply with all applicable State and Federal laws and statutes, assurances, certifications, and regulations regarding funding.

Applicants who receive notice of DCF's intent to award them a contract will be referred to the DCF Office of Contract Administration (OCA). As a condition of executing a contract, awarded applicants must resolve with OCA any issues raised in the award letter or otherwise found to be need of clarification. If DCF finds after sending a notice of intent to award that the awarded applicant is incapable of providing the services or has misrepresented any material fact or its ability to manage the program, the award may not proceed to contract execution.

DCF determines the effective date of any contract, which is the date compensable services may begin. Although OCA will initiate the preparation of contracts upon award and complete them for approval and execution at the earliest date possible, the effective date of the contract will be contingent on the availability of funds and the passage of the state budget effective July 1st.

V. Awards of Residual Funds

DCF may elect to reallocate the funds left by one or more CACs when it:

- 1) fails to respond to this RFA; or
- 2) requests less than the full amount allocated to it;
- 3) or is approved to be funded in an amount less than the amount it requested.

If DCF elects to grant additional awards from these residual funds, it will advise the CACs who received the first round of awards of the process for applying for a potential supplemental award. DCF reserves the right to implement a process for the award of residual funds that favors accredited CACs. That is, **DCF may decide to reallocate the unused amounts and make supplemental awards only to accredited CACs.**

VI. Required Documents and Reports

- A. Documents Requested to be Submitted with the Application
- B. Reporting Requirements for Awarded Applicants
- C. Documents Required to be Stored on Site and Submitted to DCF Only If Requested

A. Documents Requested to be Submitted with the Application

The following documents are a prerequisite to the execution of a DCF contract. Applicants for the award of CAC funds are requested to submit these documents for review with their completed applications to facilitate the formation of contracts that follow notices of awards.

- 1) A completed **Budget** for proposed Treatment Services that is separate from a budget for proposed Capital Treatment Services. Budgets shall be submitted in the format of the Standard DCF Annex B found at:

<https://www.nj.gov/dcf/providers/contracting/forms/>

For your reference in preparing budgets, the governing state principles for determining costs are set forth in the *DCF Contract Reimbursement Manual* found at: [SECTION 4 - Principles for Determining Costs \(nj.gov\)](#)

- 2) A completed **Budget Narrative** is required for each completed budget that: a) clearly articulates budget items, including a description of miscellaneous expenses or “other” items; b) describes how funding will be used to meet the project goals, responsibilities, and requirements; and c) references the costs associated with the completion of the project as entered in the Proposed Budget Form found at:

<https://www.nj.gov/dcf/providers/contracting/forms/>. When DCF allows funding requests for start-up costs, include in the Budget Narrative a detailed summary of, and justification for, any one-time program implementation costs documented in the final column of the Proposed Budget Form.

- 3) **Proposed Subcontracts / Consultant Agreements / Memorandum of Understanding** to be used for the provision of contract services for DCF review and approval.

- 4) **Equipment Inventory** (of items purchased with DCF funds) Policy:

https://www.nj.gov/dcf/documents/contract/manuals/CPIM_p4_equipment.pdf

- 5) **Employee Fidelity Bond Certificate** (commercial blanket bond - crime/theft/dishonest acts) [*not applicable to public entities.*] Bond must be at least 15% of the full dollar amount of all State of NJ contracts for the current year when the combined dollar amount exceeds \$50,000. The \$50,000 threshold includes fee-for-service reimbursements made via Medicaid. Not Applicable Note: Should state your agency will not exceed \$50,000 in combined State of NJ contracts for the current year.

Email To: OfficeOfContractAdministration@dcf.nj.gov and copy your contract administrator

Policy: https://www.nj.gov/dcf/documents/contract/manuals/CPIM_p8_insurance.pdf

6) **Liability Insurance** (Declaration Page - Malpractice Insurance - Automobile Liability Insurance) [*not applicable to public entities*]

Important: Policy must show:

- a. DCF as the certificate holder – NJDCF 50 E State Street, Floor 3, P.O. Box 717, Trenton, NJ 08625
- b. Language Stating DCF is “an additional insured”
- c. Commercial Liability Minimum Limits of \$1,000,000 an occurrence, \$3,000,000 aggregate
- d. Commercial Automobile Liability Insurance written to cover cars, vans or trucks, limits of liability for bodily injury and property damage should not be less than \$2,000,000/occurrence.

Email To: OfficeOfContractAdministration@dcf.nj.gov and copy your contract administrator

Policy: https://www.nj.gov/dcf/documents/contract/manuals/CPIM_p8_insurance.pdf

B. Post Award Reporting Requirements for Awarded Applicants

Awarded Applicants are required to produce the following reports in accordance with the criteria set forth below.

1) **Audit or Financial Statement** (Certified by accountant or accounting firm.)

A copy of the Audit must be submitted to DCF by all awarded applicants expending over \$100,000 in combined federal/state awards/contracts if cognizant with any department of the State of NJ. As noted in the Audit DCF Policy CON -I-A-7-7.6.2007 Audit Requirements, section 3.13 of the Standard Language Document, DCF also may request at any time in its sole discretion an audit/financial statement from awarded applicants expending under \$100,000 that are not cognizant with any department of the State of NJ. Note: Document should include copies of worksheets used to reconcile the department's Report of Expenditures (ROE) to the audited financial statements. (DCF Policy CON -I-A-7-7.6.2007 Audit Requirements)

Awarded respondents are to submit the most recent audit or financial statement with the initial contract and then each subsequent one within 9 months of the end of each fiscal year.

Policy: https://www.nj.gov/dcf/documents/contract/manuals/CPIM_p7_audit.pdf

2) **DCF Notification of Licensed Public Accountant Form (NLPA)-and- copy of Non-Expired Accountant's Certification**

Awarded respondents must ensure DCF form is used, and 2 signatures are provided. Not required for awarded applicants expending under \$100,000 in combined federal/state awards or contracts. The \$100,000 threshold includes fee-for-service reimbursements made via Medicaid. Also, the NLPA is a State of NJ form and need only list federal/state funds received via contracts with the State of NJ.

Awarded respondents are to submit this form with each Audit, providing info related to the year subsequent to the audit.

Not Applicable Note: Must state your agency will not exceed \$100,000 in combined Federal/State awards or contracts.

Form: <https://www.nj.gov/dcf/providers/contracting/forms/NLPA.docx>

3) Photocopies of Licensed Public Accountant firm's **license to practice**, and most recent **external quality control review** to be submitted with the NPLA.

4) **Reports of Expenditures (ROE):**

Scheduled Payments Contract Component: To be submitted two times during the contract year: Interim (15 days from the end of the 6th month, and Final (120 days after the end of the fiscal year); or in accordance with any separate DCF directive to file additional ROEs for specific contracted programs. **Quarterly ROEs must be submitted for contracted program budgets funded with federal grants.** The format for the ROE must match that of the Annex B budget form. **Note:** Must be prepared in accordance with the governing cost principles set forth in the *DCF Contract Reimbursement Manual* at [Microsoft Word - SECTION 6 - Expenditure Reporting.doc \(nj.gov\)](#)

5) **Level of Service (LOS) Reports [if applicable]**

Enter the cited DCF Standard Template Form for each month the number of youth, adults, and families served and ages of those receiving services, and the hours/days, county locations, etc. of those services, or record this data into another form, survey, or database that DCF agrees can serve to track LOS for the contracted program.

Website: <https://www.nj.gov/dcf/providers/contracting/forms/>

6) **Significant Events Reporting:**

Timely reports as events occur to include, but not be limited to, changes to: (1) Organizational Structure or Name [DCF.P1.09-2007]; (2) Executive and/or Program Leadership; (3) Names, titles, terms and addresses, of the Board of Directors; (4) Clinical Staff; (5) Subcontract/consultant agreements and the development or execution of new ones; (6) a FEIN; (7) Corporate Address; (8)

Program Closures; (9) Program Site locations; (10) Site Accreditations (TJC,COA,CARF); (11) the contents of the submitted Standard Board Resolution Form; (12) Debarment and SAM status; and (13) the existence and status of Corrective Action Plans, Audits or Reviews by DCF (inclusive of DCF Licensing, Divisions and Offices) or other State entities.

Note: Awarded applicants are under a continuing obligation, through the completion of any contract with the State of NJ, to renew expired forms filed with the NJ Department of the Treasury and to notify Treasury in writing of any changes to the information initially entered on these forms regarding: Investment Activities in Iran as per P.L. 2012, C.25; Investment Activities in Russia or Belarus as per P.L. P.L.2022, c.3; Disclosures of Investigations of the Vendor; Ownership Disclosure if for profit; Service Location Source Disclosure as per P. L. 2005, C.92; Political Contribution Disclosure as per P.L. 2005, C.271; and Report of Charitable Organizations.

Policy:

https://nj.gov/dcf/documents/contract/manuals/CPIM_p1_events.pdf

Website:

<https://www.state.nj.us/treasury/purchase/forms.shtml>

C. Documents Required to be Stored on Site and to be Submitted to DCF Only If Requested

- 1) Affirmative Action Policy/Plan
- 2) Copy of Most Recently Approved Minutes of the Responsible Governing Body
- 3) Books, documents, papers, and records which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts, and transcriptions, and to be produced for DCF upon request.
- 4) Personnel Manual & Employee Handbook (include staff job descriptions)
- 5) Procurement Policy