



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

Request for Response
FY2007-08 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

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 collaboration and fostering systemic and societal change to protect children. Through support of member organizations, MACA ensures that children and their families have access to high quality, comprehensive, specialized and culturally-competent services of a Children's Advocacy Center.

The Massachusetts Children's Alliance is accepting proposals to create, enhance and support Children's Advocacy Centers throughout the State. The goals of this procurement are to 1) improve overall capacity of CACs across the Commonwealth including medical capacity and 2) develop and strengthen CAC's 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 CAC's 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.

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:

- **Child-appropriate/Child-Friendly Facility:** A CAC provides a comfortable, private, child-friendly setting that is both physically and psychologically safe for clients.
- **Organizational Capacity:** A designated legal entity responsible for program and fiscal operations has been established and implements basic sound administrative practices.
- **Cultural Competency and Diversity:** The CAC promotes policies, practices and procedures that are culturally competent.

- **Multidisciplinary Team (MDT):** A MDT response to child abuse allegations includes representation from the following: law enforcement, child protective services, prosecution, mental health, medical, victim advocacy, children's advocacy center.
- **Forensic Interviews:** Forensic interviews are conducted in a manner which is of a neutral, fact finding nature and coordinated to avoid duplicative interviewing.
- **Medical Evaluation:** Specialized medical evaluation and treatment are to be made available to CAC clients as part of the team response, either at the CAC or through coordination and referral with other specialized medical providers.
- **Therapeutic Intervention:** Specialized mental health services are to be made available as part of the team response, either at the CAC or through coordination and referral with other appropriate treatment providers.
- **Victim Support/Advocacy:** Victim support and advocacy are to be made available as part of the team response, either at the CAC or through coordination with other providers, throughout the investigation and subsequent legal proceedings.
- **Case Review:** Team discussion and information-sharing regarding the investigation, case status and services needed by the child and family are to occur on a routine basis.
- **Case Tracking:** CACs must develop and implement a system of monitoring case progress and tracking case outcomes for team components.

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 protect 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 through MACA by funding received from 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. These reporting requirements are non-negotiable.

5. Proposal Guidelines and Requirements

This process is open to CACs in Massachusetts and is noncompetitive. However, in order 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 can 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 the successful applicants will enter into a contract in which the recipient of MACA funds agrees to expend all funds by June 30, 2008 and agrees to provide two fiscal and project progress reports. Two 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 first report is due March 31, 2008 and the second and final report is due July 18, 2008. Programs receiving funds through the MACA contract agree to send copies of their NCA Statistical Data forms covering July 1, 2007-December 31, 2007 and January 1, 2008 –June 30, 2008 to MACA with their March and final reports respectively.

A signed return contract must be received by MACA prior to any funds being dispersed.

The grant funds will be dispersed in two checks: one upon receipt of signed contract, and the second upon successful submission of mid-year reports. Any adjustments/unanticipated modifications from the proposals submitted and actual project implementation must be submitted in writing and approved by the MACA Executive Director in advance of making said adjustments.

ALL FUNDS RECEIVED BY MACA MUST BE USED BY JUNE 30, 2008 WITHOUT EXCEPTION.

7. Purpose, Description and Objective

Massachusetts Children's Alliance (MACA), with funding from The Massachusetts Department of Public Health, will administer \$460,000 in 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 Massachusetts children and their families 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 \$41,500.

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

The desired outcomes that funding seeks to support include:

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

Ultimately, it is the goal that increased funding that CACs will 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, December 14, 2007. We will not be able to 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 December 28, 2007.** 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 not be able to be evaluated and will, therefore, not be able to be funded for FY08.

10. Format for Application

GRANT APPLICATION

All applications need to be received in the following order:

MACA Cover Form: General information form attached

Program Narrative: (30 points) The narrative should be no more than five (5) pages. The narrative must include the following:

- Description of 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 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.

- Description of CAC's commitment and specific efforts to collaborate with MACA and other CACs in the state and suggestions for improved collaboration
- Clearly stated goals and objectives for the proposed project that are measurable.

Grant Budget: (20 points) A clearly developed budget that does not exceed the maximum amount available and indicates how much funding will be allocated in each expense category. The NCA Grants Handbook (<http://www.nca-online.org/uploads/Grant%20Handbook.pdf>) can serve as a good reference when designing budgets.

Budget Narrative: (15 points) A detailed breakdown for all costs listed on the grant budget.

Annual Program Budget: (10 points) Current year operating budget for CAC including income and expenses. For newly operating programs, a current and projected budget will be accepted.

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.

Job Description and Resumes (if applicable): If funding will be used to support a position, attach job description and resume of person in the position.

Letters of Support: (15 points) Please provide three letters of support from key partner agencies

APPLICATION INSTRUCTIONS

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

Please note: Do not use report covers, binders, or folders. Applications should be placed in a paper envelope and held together with a binder clip. No staples please.

- 3) The completed original application and three copies must be received at the MACA office no later than December 14, 2007. This deadline is non-negotiable. No facsimiles or electronic submissions accepted. Please proof read the application carefully and complete the Checklist. The Checklist should be completed and submitted as the first page of the application.

Applications are due Friday, December 14, 2007 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

Date received membership: _____

PROGRAM NARRATIVE

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

GRANT BUDGET

Directions: Indicate proposed use of MACA grant funds in the amount of \$41,500. The NCA Grants Handbook (<http://www.nca-online.org/uploads/Grant%20Handbook.pdf>) can serve as a good reference when designing budgets.

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 is not to exceed \$41,500.

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	
Total	

ANNUAL PROGRAM BUDGET

Directions: Give your agency's annual budget. If you are operating under another agency, give only the budget specifics that pertain to your entire program. Please 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