



PROGRAM INSTRUCTIONS: APPLICATION FOR START-UP FUNDING FOR CHILDREN'S ADVOCACY CENTERS

OVERVIEW

Section 3109.172 of the Ohio Revised Code provides that child advocacy centers may apply to the Ohio Children's Trust Fund (OCTF) for up to \$5,000 for one-time start-up costs. Contingent upon the availability of funds, the OCTF will make up to \$5,000 available to eligible applicants for costs associated with the establishment and operation of a children's advocacy center.

WHAT IS THE OHIO CHILDREN'S TRUST FUND?

In 1984, the Ohio General Assembly enacted legislation creating the Ohio Children's Trust Fund (OCTF) as the only State dedicated public funding mechanism for primary and secondary child abuse and neglect prevention. The Ohio Children's Trust Fund is governed by a Board of fifteen members and is responsible for overall policy, direction and expenditures from the Ohio Children's Trust Fund.

OBJECTIVE

The purpose of start-up funding is to assist children's advocacy centers (CAC's) in their initial development in order that they may establish a common and child-friendly area for professionals from multiple systems to interview children in lieu of sending a traumatized child to multiple sites. In addition to providing a child-friendly environment for professionals from multiple systems to collaboratively manage the process of investigating causes of potential abuse and neglect, CAC's receiving money from the OCTF must have incorporated into their business plan a strategy to deliver primary prevention services¹.

ELIGIBILITY

Each Children's Advocacy Center may request one-time funding from the Ohio Children's Trust Fund to be used toward start-up costs for establishment and operation of a children's advocacy center. In order to be eligible for the one-time funding to be used toward start-up costs, a children's advocacy center shall have as part of its planned delivery of services primary prevention strategies.

A children's advocacy center that has previously received funding from the Ohio Children's Trust Fund for any purpose is *not eligible* for start-up funding; that center may be eligible, however, for ongoing funding and should complete the *Application for Child Advocacy Center Ongoing Funding*.

¹ The CAC must demonstrate as part of its long-term business plan, a strategy to deliver primary prevention services once fully established.

Primary prevention strategies, as defined in Ohio Revised Code section 3109.13 are "*activities and services provided to the public designed to prevent or reduce the prevalence of child abuse and child neglect before signs of abuse or neglect can be observed.*"

In order to receive approval from the OCTF for start-up funding, a children's advocacy center shall meet all of the following requirements:

- (1) The center must have executed a memorandum of understanding to establish a children's advocacy center in accordance with section 2151.426² of the Ohio Revised Code;
- (2) The center must have established an interagency agreement to assemble a multi-disciplinary team to conduct joint investigations in accordance with section 2151.428³ of the Ohio Revised Code;
- (3) The center must have established a written agreement with a fiscal agent that will manage funding.
- (4) The center agrees to provide primary prevention services as defined in division (B) of section 3109.13 of the Ohio Revised Code.
- (5) The center *cannot* be currently operating as a CAC, or be accredited by the National Children's Alliance.

GRANT APPLICATION REQUIREMENTS

A children's advocacy center shall use the start-up funds only for establishment and operation of the center in accordance with provisions outlined in sections 2151.425⁴ to 2151.428⁵ of the Revised Code. Such funds shall be encumbered by the center for expenditure in the same state fiscal year in which they are received. Any funds not so encumbered shall be returned to the treasurer of state for re-deposit in the Ohio Children's Trust Fund.

HOW DO I APPLY?

To apply for start-up funding, a children's advocacy center must complete the following:

- The *Application for Child Advocacy Center Start-up Funding*.
- The **Program Narrative** and **Budget Narrative**. If submitting electronically, these should be saved as Microsoft Word documents and submitted as attachments.
- Prepare and scan all the additional materials, such as an annual program budget, job descriptions and resumes if applicable.

Applications can be mailed to the Trust Fund, or submitted electronically. Applications should be mailed to:

The Ohio Children's Trust Fund
30 E. Broad Street, 32nd Floor
Columbus, Ohio 43215

Electronic applications should be submitted to: CAC_OCTF_APPLICATIONS@jfs.ohio.gov

² See Attachment A

³ See Attachment B

⁴ See Attachment A

⁵ See Attachment B

APPLICATION DEADLINES

The application, along with required attachments, must be received by the Ohio Children's Trust Fund by close of business ***February 24, 2010***. The anticipated contracting period will begin the next state fiscal year 2011 (approximately July 1, 2010).

GRANT REVIEW PROCESS

All applications receive a two step review process. First, the OCTF conducts an internal review. The purpose of the initial OCTF review is to provide a technical and programmatic evaluation of all applications. If the applicant has successfully followed the general application requirements and is eligible for the grant, the application will be forwarded to the Ohio Children's Trust Fund Board for final approval.

GRANT APPLICATION CHECKLIST

All applications must contain the following information:

(1) Completed *Application for Child Advocacy Center Start-up Funding*

(2) Attachments: applications must include the following attachments in order to be considered for funding

- Statement of Assurance: Signed by the Family and Children First Council Chair to ensure that the Family and Children First Council has reviewed and supports the request, and that the primary prevention services to be provided by the CAC do not duplicate any current prevention efforts being undertaken by the Family and Children First Council at the local level.
- Memorandum of Understanding to establish a Children's Advocacy Center in accordance with Ohio Revised Code 2151.426.
- Signed Interagency Agreement to assemble a multi-disciplinary team to conduct joint investigations in accordance with Ohio Revised Code 2151.428.
- Signed written agreement with a fiscal agent that will manage funding.

(3) Program Narrative: The narrative should provide additional information to support the selected program(s) and or service(s) for which the Children's Advocacy Center is applying. The program narrative must include the center's strategy to deliver primary prevention services once fully established.

(4) Budget Narrative: A clearly developed budget that does not exceed the maximum amount available and indicates how much funding will be allocated in each category⁶.

⁶ Please see *Attachment C* for a general listing of permissible grant expenditures

Please note that certain expenses must be in compliance with the State of Ohio, Office of Budget and Management's (OBM) expense reimbursement policies. Please refer to the state's policies at: <http://obm.ohio.gov/MiscPages/Publish/TravelPolicy.aspx>.

Personnel

The budget narrative should include the following information for each individual position for which funds are requested:

- Position Title.
- Annual salary (if hourly include rate x hours = salary).
- Actual dollar amount (of the salary) funded by OCTF.
- Percentage of the annual salary (or hourly rate) funded by OCTF.
- Identify other sources used to pay the percentage not funded by OCTF.

Travel:

Please note that grant funds may not be used to purchase or reimburse expenses for food/meals.

- Name of the training and location.
- How many individuals attending (estimate if necessary).
- Per diem rate (for lodging) x (number of people) x (number of days).
- Travel cost.
- Registration Fees (associated with training).

Purchases and Equipment:

Equipment purchases must directly relate to service provision.

- Type of purchase.
- Name of equipment.
- Description of equipment.
- Cost.
- Location of equipment.

Funds requested to conduct trainings:

Please note that grant funds may not be used to purchase or reimburse expenses for food/meals.

- Consultant rate.
- Description and estimated cost of materials required to host the training.
- Per diem rate (for lodging) x (number of people) x (number of days).
- Travel costs.

Funds requested for Rent/Utilities:

- Type of utilities.
- Estimated monthly breakdown of utility cost.
- Rent payment/lease payment per month.

(5) Annual Program Budget: Submit a current year operating budget including income and expenses. Newly operating programs should submit a projected budget.

(6) Certify that You Have a Signed Memorandum of Understanding (MOU) or Interagency Agreement: eligible applicants must have a signed MOU or Interagency Agreement. Grantees may be required to submit this document as a part of the special conditions of their award.

Attachment A

Ohio Revised Code 2151.425: Children's Advocacy Center - Definitions.

(A) "Children's advocacy center" means a center operated by participating entities within a county or two or more contiguous counties to perform functions and activities and provide services, in accordance with the interagency agreement entered into under section 2151.428 of the Revised Code, regarding reports received under section 2151.421 of the Revised Code of alleged sexual abuse of a child or another type of abuse of a child that is specified in the memorandum of understanding that creates the center as being within the center's jurisdiction and regarding the children who are the subjects of the report.

(B) "Sexual abuse of a child" means unlawful sexual conduct or sexual contact, as those terms are defined in section 2907.01 of the Revised Code, with a person under eighteen years of age or a mentally retarded, developmentally disabled, or physically impaired person under twenty-one years of age.

Ohio Revised Code 2151.426: Children's Advocacy Centers – Memorandum of Understanding

(A)(1) A children's advocacy center may be established to serve a single county by execution of a memorandum of understanding regarding the participation in the operation of the center by any of the following entities in the county to be served by the center:

- (a) The public children services agency;
- (b) Representatives of any county or municipal law enforcement agencies serving the county that investigate any of the types of abuse specified in the memorandum of understanding creating the center as being within the center's jurisdiction;
- (c) The prosecuting attorney of the county or a village solicitor, city director of law, or similar chief legal officer of a municipal corporation in the county who prosecutes any of the types of abuse specified in the memorandum of understanding creating the center as being within the center's jurisdiction in the area to be served by the center;
- (d) Any other entity considered appropriate by all of the other entities executing the memorandum.

(2) A children's advocacy center may be established to serve two or more contiguous counties if a memorandum of understanding regarding the participation in the operation of the center is executed by any of the entities described in division (A)(1) of this section in each county to be served by the center.

(3) Any memorandum of understanding executed under this section may include a provision that specifies types of abuse of a child, in addition to sexual abuse of a child, that are to be within the

jurisdiction of the children's advocacy center created as a result of the execution of the memorandum. If a memorandum of understanding executed under this section does not include any provision of that nature, the children's advocacy center created as a result of the execution of the memorandum has jurisdiction only in relation to reports of alleged sexual abuse of a child.

(B) Each entity that participates in the execution of a memorandum of understanding under this section shall cooperate in all of the following:

(1) Developing a multidisciplinary team pursuant to section 2151.427 of the Revised Code to perform the functions and activities and provide the services specified in the interagency agreement entered into under section 2151.428 of the Revised Code, regarding reports received under section 2151.421 of the Revised Code of alleged sexual abuse of a child and reports of allegations of another type of abuse of a child that is specified in the memorandum of understanding that creates the center as being within the center's jurisdiction, and regarding the children who are the subjects of the reports;

(2) Participating in the operation of the center in compliance with standards for full membership established by the national children's alliance;

(3) Employing the center's staff.

(C) A center shall do both of the following:

(1) Operate in accordance with sections 2151.427 and 2151.428 of the Revised Code, the interagency agreement entered into under section 2151.428 of the Revised Code relative to the center, and the standards for full membership established by the national children's alliance;

(2) Register annually with the attorney general.

Attachment B

Ohio Revised Code 2151.428: Children's Advocacy Centers – Interagency Agreement

(A) If a children's advocacy center is established under section 2151.426 of the Revised Code, in addition to the memorandum of understanding executed under that section, each public children services agency that participates in the execution of the memorandum of understanding, the children's advocacy center, and the children's advocacy center's multidisciplinary team assembled under section 2151.427 of the Revised Code shall enter into an interagency agreement that stipulates all of the following regarding reports received under section 2151.421 of the Revised Code of alleged sexual abuse of a child and reports of allegations of another type of abuse of a child that is specified in the memorandum of understanding that creates the center as being within the center's jurisdiction:

- (1) The protocol and procedures for any and all referrals and investigations of the reports;
- (2) Any and all coordinating activities between the parties that enter into the agreement;
- (3) The authority or responsibility for performing any and all functions and activities, and providing any and all services, regarding the reports and the children who are the subjects of the reports.

(B) The parties that enter into an interagency agreement under division (A) of this section shall comply with the agreement in referring the reports, investigating the reports, coordinating the activities between the parties, and performing and providing the functions, activities, and services relative to the reports and the children who are the subjects of the reports.

(C) Nothing in this section, section 2151.421, or sections 2151.425 to 2151.427 of the Revised Code pertaining to the operation of a children's advocacy center shall relieve any public official or agency from any legal obligation or responsibility.

Attachment C

Allowable Costs

The following list is to be used as a guideline for acceptable purchases and expenditures. Please note that the list does not include every item that may be allowable for purchase using Ohio Children's Trust Fund grant dollars.

All costs must be incurred during the grant year and after receipt of contract purchase order.

Please note that certain expenses must be in compliance with the State of Ohio, Office of Budget and Management's (OBM) expense reimbursement policies. Please refer to the state's policies at: <http://obm.ohio.gov/MiscPages/Publish/TravelPolicy.aspx>.

Travel - *Travel must be directly related to and be necessary/critical to the carrying out of the proposed child abuse and neglect program. Applicants will be responsible for demonstrated why the travel is required in order to meet the stated goals of the program.*

- Airfare, railway fare, bus fare
- Shuttle service and taxicab fares to/from airports and conference center *only*
- Rental Cars

Lodging

- Up to the maximum state lodging rate + applicable taxes
- 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 state mileage rate (Fuel reimbursement only if mileage reimbursement is not requested)

Consultant

- Trainers
- Speakers
- Computer Technicians
- Therapists
- Interviewers
- Nurses
- Any individual conducting contract work on the CACs behalf (medical exams, therapy, accountants, etc.)

Personnel - *Program funds may be used to compensate employees for time spent specifically on duties to execute grant programs.*

- Salaries
- Fringe benefits

Printing

- Costs associated with printing materials (in-house or outsourced)

Supplies/Equipment

- General office supplies and equipment
- Computer equipment (purchase or lease)
- Computer Software (for computers located/operated by the CAC)
- Interviewing equipment
- Medical equipment
- Database materials
- Storage equipment
- Furniture (i.e. desks, chairs, tables, cabinets) for offices, interview rooms, medical examination rooms.
- Materials for therapy and forensic interviews (i.e. anatomical dolls, art supplies)

Rent/Utilities

- Rent/lease of space for agency
- Electric, gas, water
- Telephone, Internet, teleconferencing
- Maintenance and grounds keeping services
- Insurance

Other

- Postage
- Publications and Periodicals (i.e. medical journals, advocacy related, managerial)
- Publicity (i.e. Brochures, ads, signs)
- Recording, transcription, or translation services

Unallowable Costs

Any expenditures falling within the attached categories will *not* be reimbursed by the Ohio Children's Trust Fund. Please note that the following list is a guideline, and does not cover every purchase(s) that is unallowable with Trust Fund grant dollars.

Any expenditure that is not directly related to the Children's Advocacy Center and the mission of the Ohio Children's Trust Fund is unallowable.

One Day Events - *No expenditures for an awareness activity that takes place one time during a calendar year. This includes informational fairs, one-day Child Abuse Prevention Month Awareness activities.*

Child Abuse Prevention Month Awareness Materials – *OCTF ongoing Funds to Child Advocacy Centers can be used for public awareness of child abuse and the prevention thereof; however, awareness materials should not be limited to the month of April. Any purchases of awareness materials must be for use year round.*

Travel

- Travel to any conferences and/or training that is not *directly related* to and *required* in order to carry out the mission of the Child Advocacy Center.
- Recreational trips during a conference (from training center to mall or restaurant)
- Cancellation fees or ticket change fees

Lodging

- Telephone, Internet charges, laundry, movie costs, or any other incidental charges from hotel/lodging will not be reimbursed.

Training

- Cancellation fees
- Attrition fees

Meals & Incidentals

- No OCTF grant funds may be used to purchase or reimburse meals or food. There will be no exceptions during the grant period.

Personnel

- Dual compensation of salaried employees
- Stipends for attending training
- Bonuses
- Salary for employees or consultants for time spent lobbying or fundraising

Rent/Utilities

- Late fees
- Indirect costs or administrative fees (i.e. An agency pays a percentage of a building's total utility fees), unless these are documented by receipts/invoices and proofs of purchase with clear indication of the agency's percentage.

Other

- Any activity or payment related to lobbying or fundraising (to finance related or complementary project activities) is unallowable.
- Land acquisition
- Corporate Formation fees
- Non-profit incorporation fees
- New construction
- Routine renovations (except for the purpose of enhancing the facility's ability to accommodate children and that further the objective of the CAC).
- Remodeling
- Mortgages
- Capital campaigns
- Vehicle purchases
- Refrigerators (unless used for medical purposes)
- Giveaways of any kind- examples:
 - Toys (Therapeutic Toys used during therapy or interviews are allowable)
 - Clothing items
 - Food and beverages