INSTRUCTIONS: SFY 2012 APPLICATION FOR START-UP FUNDING FOR CHILDREN'S ADVOCACY CENTERS

OVERVIEW

Section 3109.172 of the Ohio Revised Code provides that child abuse and child neglect prevention advisory boards (or County Family and Children First Councils ((FCFCs)) that have been designated to serve as the child abuse and child neglect prevention advisory boards) 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 (CAC).

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 OCTF is governed by a Board of fifteen members that is responsible for the overall policy, direction and expenditures of the Trust Fund.

OBJECTIVE

The purpose of start-up funding is to assist CACs 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 services once they are fully established.

ELIGIBILITY

Each child abuse and child neglect prevention advisory board/FCFC may request one-time funding from the OCTF to be used toward start-up costs for the establishment and operation of a CAC. In order to be eligible for the one-time funding to be used toward start-up costs, a prospective CAC shall have as part of its planned delivery of services a strategy to deliver primary prevention services once they are fully established.

A CAC that has previously received funding from the OCTF for any purpose is *not eligible* for start-up funding.

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 CAC 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 2151.426[1] of the Ohio Revised Code;
(2) The center must currently be in the process of establishing or have completed an interagency agreement that explains the functions and activities to be performed by the multidisciplinary team as well as the services to be provided by the multidisciplinary team in accordance with section 2151.428[2] 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 CAC shall use the start-up funds only for establishment and operation of the center in accordance with provisions outlined in sections 2151.425[3] to 2151.428[4] 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 child abuse and child neglect prevention advisory board/FCFC must complete the following:

- The **Application for Child Advocacy Center Start-up Funding**.
- The **Program Narrative** and **Budget Narrative**. When 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 should be submitted electronically to: CAC_OCTF_APPLICATIONS@jfs.ohio.gov

APPLICATION DEADLINES

The application, along with required attachments, must be received by the Ohio Children's Trust Fund by close of business on **Wednesday, April 27, 2011**. The anticipated contracting period will begin during State Fiscal Year 2012 (approximately October, 2011).

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[1] See Attachment A
[2] See Attachment B
[3] See Attachment A
[4] See Attachment B

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 Local Advisory Board/Family and Children First Council Chair to ensure that the Family and Children First Council has reviewed and supports the request.

- Memorandum of Understanding to establish a Children's Advocacy Center in accordance with Ohio Revised Code 2151.426.

- Signed Interagency Agreement or statement that the center is currently in the process of establishing an Interagency Agreement explaining the functions and activities to be performed by the multidisciplinary team as well as the services to be provided by the multidisciplinary team in accordance with section 2151.428[5] of the Ohio Revised Code.

- Signed written agreement with a fiscal agent that will manage funding.

(3) Program Narrative: The narrative should provide additional information to support the CAC start-up expenses for which the local child abuse and child neglect prevention advisory board/FCFC is applying. The program narrative must also include information on 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 category[6].

As a reminder, OCTF CAC start-up funds cannot be used to pay for any ongoing expenses associated with the operation of the CAC such as personnel costs, training costs, travel expenses, etc.

CAC start-up funds can be used for expenses associated with the following:

Purchases and Equipment:
- Type of purchase
- Name of equipment
- Description of equipment

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[5] See Attachment B

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

- Cost
- Location of equipment

Utilities:
- Type of utilities
- Estimated monthly breakdown of utility cost

Repairs/Renovation:
- Description of repair/renovation
- Breakdown of repair/renovation costs

Supplies:
- Description of supplies
- Cost
- Purpose

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 OCTF grant dollars for CAC start-up expenses.

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

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

Repairs/Renovation
- Repairs/renovations for the purpose of enhancing the facility's ability to accommodate children and that further the objective of the CAC.

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

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 CAC and the mission of the OCTF is unallowable.

Travel
- Airfare, railway fare, bus fare
- Rental Cars
- Recreational trips during a conference (from training center to mall or restaurant)

Lodging
- Lodging rate, applicable taxes and/or related expenses

Training
- Registration fees
- Rental of conference rooms, meeting space, staff offices
- Equipment rental
- Cancellation or attrition fees

Mileage
- Auto travel to meetings, trainings, and work-related events for staff and consultants
- Up to the maximum state mileage rate

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

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
- Salaries/fringe benefits and/or related expenses

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
- 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