



STATE OF ARKANSAS
**Department of Finance
and Administration**

Office of Intergovernmental Services

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<https://www.dfa.arkansas.gov/intergovernmental-services>

APPLICATION

(For Continuation of Funding)

Application Deadline: July 7, 2021

Proposal Application

Applications should be completed and submitted in the following order and in accordance with the instructions provided.

1. Application Checklist
2. Organizational Information
3. Funding Standards 1-10 [submit copy from last application]
4. Additional Information [submit copy from last application]
5. Program Plan [submit copy from last application]
6. Budget* [unless making changes, submit copy from last application]
7. Budget Narrative [unless making changes, submit copy from last application]
8. Assurances
9. Required Attachments

*Budgets

Submit updated form if changes are needed to budget categories or reallocations of amounts between categories. Please use the budget categories listed.

Required Attachments

Save application and required attachments to your **online folder** (see Request for User Access Form).

All applicant information and attachments requested in this RFP are for the period of July 1, 2021 through June 30, 2022.

Questions?

Email questions to Betsy.Stokes@dfa.arkansas.gov

We look forward to the receipt of your application.

Funding Requirements

If a Center is approved to receive funds, expenditures must begin within sixty (60) days of receipt and fully spent by June 30, 2022. Activities will be monitored through quarterly financial and statistical reporting to DFA and CAC Chapter (Chapter). Failure to submit any requested or mandatory documentation, including, but not limited to quarterly reports, site visit documentation, or budget modifications, may result in the withholding of funds until the Center is in compliance with the request.

Quarterly Reporting

Each Center is required to submit quarterly financial and statistical reports. Quarterly reports are due by July 15th, October 15th, January 15th, and April 15th each year. **Funding for the following year may be held until all financial reports are received and approved.** Centers are responsible for providing accurate data for each reporting period.

Site Visits

Site visits will occur based on each Center's level of membership with the Children's Advocacy Centers of Arkansas (CACA). For Affiliate and Associate/Developing members, site visits will occur at least once per grant cycle. For Accredited members, a site visit will occur every other year. Current membership status with the chapter will be determined at the time of submission of this application.

In addition, site visits can be conducted at any time. Visits may also be conducted if a Center experiences changes in NCA accreditation status, CACA status, executive directors or other major staff positions, or if it is deemed necessary for any other reason by DFA. Centers must produce requested site visit information before additional funding will be released.

Budget Modifications

After funds are awarded, budget modifications may be made at any time throughout the funding cycle. Budgets can be modified--not recreated--based on the approved budget. If new items are to be added to the originally approved budget, Centers must submit a budget modification and narrative to be approved by DFA. All budget modifications should be submitted electronically via your [online folder](#). Centers are required to notify DFA within twenty (20) days when staffing changes (including funding) are made. Centers are required to submit resumes of new employees funded through this grant as soon as possible.

Application Checklist

- Organizational Information
- Additional Information
- Budget
- Budget Narrative
- Assurances (sign and date)
- Eight (8) Attachments below

Attachments required:

- 1) Copy of Center **previously signed** Memorandum of Understanding.
- 2) Complete Center staff listing with names and job titles.
- 3) Current Board of Directors listing with names, positions, and contact information.
- 4) Proof of current membership status with National Children's Alliance and proof of current membership status and good standing with CACA - documentation should be recently dated.
- 5) Completed and signed W-9 Form.
- 6) Voided check for the deposit account.
- 7) Funding Standards 1-10 **[submit copy from last application]**.
- 8) Program Plan **[submit copy from last application]**.

Organizational Information

Applicant Organization: _____

Mailing Address: _____

Physical Address: _____

Check box if either address has changed since July 1, 2020

Phone: (____) _____ Fax: (____) _____

Contact Person: _____ Title: _____

Name of Person Responsible for Financial Matters: _____

Phone: (____) _____ Fax: (____) _____

Email: _____

Signature of Executive Director: _____

Printed Name of Executive Director: _____

Signature of Board Chair or President: _____

Printed Name of Board Chair or President: _____

Additional Information

Please answer the following:

1. Current membership status with the National Children's Alliance.

- Accredited
- Developing/Associate
- Affiliate

Projected date for accreditation/re-accreditation with NCA: _____

2. Current membership status with CACA:

- Accredited
- Developing/Associate
- Affiliate

3. Is the center in good standing with CACA at this time (i.e., dues are current)

- Yes
- No

4. Site Visits: please check one of the following-

- I did receive a site visit from ACCARDV during the last grant cycle (2020-2021)
Date: _____
- I did not receive a site visit from ACCARDV during the last grant cycle (2020-2021)

Center Budget for State Funds
July 1, 2021 - June 30, 2022

Expenses

*Total Personnel:	_____
Salaries:	_____
Fringe:	_____
Training:	_____
**Medical:	_____
***Travel:	_____
Operational:	_____
Other (Please specify):	_____
Total Expenses:	_____

*** If your Center employs someone for advocacy or interviewing in a “moonlighting” capacity that already receives partial or full time salary support from another state funded position, clarification of hours being requested for salary support from this state grant is required.**

**** If requesting medical expenses, please include Crime Victims Reparations (CVR) reimbursements for the past funding cycle, July 1, 2021 - present**

***** Current state mileage rate is \$.42/mile**

Budget Narrative

Please describe in detail how each line-item amount will be utilized. **Please provide the percentage breakdown of any salary paid through DFA grant funding.** Expenditures must begin within 60 days of receipt unless an extension is granted. If any of the funds being applied for through this RFP will be used to supplant existing funds, please explain.

[Complete budget narrative only if you have made changes to your budget]

ASSURANCES

By executing these assurances the applicant agency agrees that any award under this RFP will be administered, and activities or services provided, in accordance with applicable state and federal laws and regulations. This agency agrees to use any funds awarded under this RFP only for those activities described in this application.

The applicant agency agrees to the following:

- 1) It shall maintain records that document the nature and outcomes of its activities, including records necessary for the appropriate accounting of funds received and disbursed.
- 2) It shall make available to DFA, CAC Chapter, authorized sub-contractors or the Arkansas Legislature all records or documents related to activities funded under this RFP.
- 3) It shall make such reports (financial and programmatic) to DFA, CAC Chapter, or authorized sub-contractors as may reasonably be required.
- 4) It shall protect confidentiality and prevent the inappropriate disclosure of information related to victims and shall be a signatory of a confidentiality agreement of any local or regional Multidisciplinary Team (MDT) which applicant agency participates in.
- 5) No person shall, on the basis of sex, race, disability, or religion be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any program or activity funded in whole or part by awarded funds. Applicable laws include but may not be limited to 1) Title VI of the Civil Rights Act of 1964, 2) Title IX of the Education Amendments of 1972, 3) Section 504 of the Rehabilitation Act of 1973, and 4) Age Discrimination Act of 1975.
- 6) It shall initiate proposed activities within 60 days of award unless prior written approval of a delay is obtained from DFA.
- 7) It shall, where allowable and if applying for program funding which includes expenses for activities conducted previously which would have been eligible for funding by this source, provide necessary documentation requested to verify those activities.
- 8) It shall be willing to collaborate locally and statewide.
- 9) It shall submit quarterly or other reports, as required.

10) It shall not permit any funds to be paid to any current or past member of the Arkansas legislature or current State employee without notifying DFA beforehand.

To the best of my knowledge and belief, all information in this application is true and correct. This application has been duly authorized by the applicant's governing body and **a copy of this finalized document will be provided to each member of the governing body.** The applicant will comply with all assurances and requirements should this project be awarded funding. Furthermore, I understand that this program will be required to complete progress reports (format to be provided by the DFA) should the project be awarded funds.

Signature of Executive Director

Date

Signature of Board Chair or President

Date