

A D M I N I S T R A T I V E M A N U A L

CHILD ADVOCACY CENTERS GRANT PROGRAM

July 1, 2009

**Joe Manchin III
Governor**

DIVISION OF CRIMINAL JUSTICE SERVICES

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PREFACE

This manual provides procedures for the administration of the West Virginia Child Advocacy Centers Grant Program and is applicable to all grants approved by the Governor after July 1, 2009. When revisions and corrections are deemed necessary, appropriately changed pages will be issued.

Sample application, reporting and other forms and schedules are provided in this manual and are for demonstration and information purposes only. Actual forms may be obtained from the Division of Criminal Justice Services.

The staff of the Division of Criminal Justice Services will be pleased to discuss any questions which are not adequately covered in this manual and will be receptive to recommendations that might make the administration of grant funds easier and more efficient. For further information, clarification, materials or submission of ideas, please contact:

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Chapter 1

GENERAL INFORMATION AND APPLICATION PROCESS

A. Background

The West Virginia Child Protection Act of 2006 (Chapter 15, Article 11, of the West Virginia State Code) codified a series of programs, criminal law revisions and other reforms to provide and promote the ability of the children of this state to live their lives without being exposed and subjected to neglect and physical and sexual abuse. As a result, the targeted increases in terms of incarceration, enhanced treatment, post-release supervision and new approaches toward the state's child protection system will strengthen government's ability to address this most serious problem. This Act will provide for greater intervention among and punishment and monitoring of individuals who create a risk to our children's safety and well-being.

During the course of the 2007 Regular Session, the Legislature passed Senate Bill 626, recognizing the important role that child advocacy centers play in realizing the intents of the Child Protection Act of 2006.

A copy of the Child Protection Act of 2006 can be found in **Appendix A**. A copy of the Senate Bill 262 can be found in **Appendix B**.

B. Administration of State Special Revenue Funds

The 2008 Legislature appropriated funding to implement a system of child advocacy centers throughout the State. This funding is intended to provide grant relief to be passed through the West Virginia Division of Criminal Justice Services (DCJS) to those child advocacy centers in need of supplemental financial assistance.

C. Proposal Applications

By invitation only, applications for funds by eligible entities are initiated by completing a Child Advocacy Centers (CAC) Grant Program application and submitting it to the DCJS.

The standard proposal application form must be used for all grants. Copies of this form are available from DCJS. Contact with staff should be maintained during the preparation of the proposal application.

A copy of the standard application instructions can be found in **Appendix C**. A copy of the proposal application can be found in **Appendix D**. A copy of the standard program guidelines can be found in **Appendix E**.

D. Program Standards

CACs Grant Program core elements.

All fundable child advocacy centers must include the core elements established in a or b below (documentation required), depending on the center's circumstance. All child advocacy centers must include core element c:

a. Accredited membership in the National Children's Alliance (NCA).
The following program components are necessary for accredited membership in the National Children's Alliance:

Child-Appropriate/Child-Friendly Facility: A child advocacy center provides a comfortable, private, child-friendly setting that is both physically and psychologically safe for clients.

Multidisciplinary Team (MDT): An MDT for response to child abuse allegations includes representation from the following:

- Law enforcement;
- Child protective services;
- Prosecution;
- Mental health;
- Medical;
- Victim advocacy; and,
- Children's Advocacy Center.

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 child advocacy center promotes policies, practices and procedures that are culturally competent. Cultural competency is defined as "*the capacity to function in more than one culture, requiring the ability to appreciate, understand and interact with members of diverse populations within the local community.*"

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 child advocacy center clients as part of the team response, either at the center 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 center 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 center 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: The child advocacy center must develop and implement a system for monitoring case progress and tracking case outcomes for team components.

b. Associate membership in the NCA. Associate members must have developed a substantial plan toward the establishment of a fully functioning child advocacy center. Associate members must have **(1)** established a multidisciplinary team for investigations; **(2)** have begun conducting joint forensic interviews; and, **(3)** have based their child advocacy center in a facility.

c. Program evaluation. A written plan shall be developed which measures the success of the program. The plan should include the following elements: goals, objectives, and data to be captured regarding each client and services rendered utilizing standardized forms.

DCJS reserves the right to waive the core element b, if an entity or entities can adequately demonstrate an aggressive posture toward gaining associate membership status in the NCA.

E. Eligibility Criteria

In order to be eligible for CACs funding, a program must be designed to address the intents of the Child Protection Act of 2006, and meet the following additional requirements:

a. Record of effective services.

2nd year + granted programs must demonstrate progress toward meeting the requirements of accreditation and/or providing effective services. This includes having the support and approval of its services by the community, a history of providing direct services in a cost-effective manner, and financial support from other sources or documented attempts to gain financial support from other sources.

b. New programs.

Those established and operational programs that have not yet demonstrated a record of providing effective services may be eligible to receive CACs funding, if the program can demonstrate that a portion of their financial support comes from local community or other sources, and that a plan is in place to provide effective services. It is important that entities have a variety of funding sources in order to ensure financial stability. This requirement may be waived by DCJS.

NOTE: CACs funding may not be used for “start-up” costs.

c. Promote community efforts.

Programs must promote, within the community, coordinated public and private efforts to assist and support the child advocacy center. Coordination may include, but is not limited to, serving on state, federal, or local task forces, commissions, working groups, coalitions, and/or multi-disciplinary teams which either directly or indirectly impact the child advocacy center. Coordination efforts may also include developing written agreements that contribute to better and more comprehensive services. Coordination efforts qualify an organization to receive CACs funding and are also activities that can be supported with said funds.

d. Compliance with rules regulating grants.

Programs shall comply with State of West Virginia rules regulating grants. These rules include maintaining appropriate programmatic and financial records that fully disclose the amount and disposition of CACs funds received. This includes but is not limited to: financial documentation for disbursements; daily time and attendance records specifying time

dedicated to providing allowable services under the CACs Grant Program; client files; that portion of the project supplied by other sources of revenue; job descriptions; contracts for services; and other records which facilitate an effective audit.

e. Victim compensation benefits.

Programs must make a concerted effort to assist victims of crime in the application for compensation benefits. Such assistance may include identifying and notifying crime victims of the availability of compensation, assisting them with the application forms and procedures, obtaining necessary documentation, and/or checking on the status of claim(s).

f. Confidentiality.

At the time of a forensic interview, the child advocacy center will inform parents or guardians about the importance of a coordinated team investigation and ask him/her to permit sharing of information about the case with all MDT members, as well as other specifically named professionals who are already involved with the family. A signed copy of this permission statement listing all approved professionals must be kept in the child advocacy center case file and will be provided upon request to those on the list. MDT members are responsible for adhering to the confidentiality requirements of their own discipline. Case files, recorded forensic interviews, and case information shared or discussed by MDT members at any time must be considered confidential within the MDT. Aside from the aforementioned exceptions concerning the MDT, child advocacy center client information must be kept confidential as required by state and federal law except with the express permission of the parent or guardian.

g. Compliance with additional state criteria.

Programs must abide by any additional eligibility or service criteria as established by the State of West Virginia including submitting upon request, statistical and programmatic information of the use and impact of CACs funds.

F. Eligible Organizations

By invitation only, funding under this program is available to:

Units of State or Local Government. For the purposes of this program, a unit of local government is a town or township, village, city, or county that carries out substantial governmental duties and powers.

Private Non-Profit Agencies. Meeting the core elements established in Section D. Non-profit agencies must submit (1) a copy of the Certificate of Incorporation (from the West Virginia Secretary of State's Office) of the organization which is making the application; (2) a copy of the IRS Determination Letter – 501(c)(3); and, (3) a copy of the latest Income Statement Balance Sheet.

Child advocacy centers currently accredited by the National Children's Alliance are eligible to apply for a maximum of \$100,000.00 in funding from DCJS.

Child advocacy centers that are in a process of accreditation are eligible to apply for a maximum of \$35,000.00, in funding from DCJS, for **no more than five (5) years eligibility**. Following this 5 year term, if the applicant agency is not accredited, they will be determined ineligible to receive further funding from DCJS under this grant program. DCJS reserves the right to waive this 5 year term limit.

G. Ineligible Applicants

Federal Agencies. Receipt of CAC funds would constitute an augmentation of the federal budget with money intended for state agencies.

H. Application Process

The application process consists of the following steps:

a. Requests for proposals.

Requests for proposals (RFP's) will be mailed invitation only to all recognized, currently accredited or in a process of accreditation entities.

b. Application kits.

An application kit will be mailed. The application kits will include the new fiscal year application and program guidelines, as well as DCJS contact information and the application deadline date.

c. Acknowledgement of receipt of applications and initial review.

Applications will be promptly acknowledged upon receipt and reviewed for completeness by DCJS staff. The applicant will be immediately contacted if omissions appear.

d. DCJS Staff assessment.

Staff will assess the merit and overall need of the project as well as evaluate how the specific project will satisfy state goals and objectives. Comments and recommendations will be noted. Staff assessment may be based on, but will not necessarily be limited to:

- Organization of the project, including potential assumption of either a portion of or all costs by the applicant agency.
- Probability that the grant will achieve its objective(s).
- Adequate fiscal responsibility.
- Coordination of efforts with local criminal justice, child protection, mental health and medical service providers.
- Evidence of local support for the program, for example financial support by County Commission, United Way, Church or civic group, or individual number of volunteers.
- Need for the project.
- Geographic area(s) to be served.
- Determination that the program meets the requirements established in Section B.

e. Funding recommendations.

DCJS will:

- Approve the application.
- Approve the application with conditions, budget adjustments, or amendments to the application.
- Return the application for revision (the required revision will be appended to the application).
- Deny.

f. Funding decisions.

Staff will take the necessary actions to affect the recommendations which include conveying those recommendations to the Governor via a predetermined format.

NOTE: Authority to make grant awards is vested only in the Governor of the State of West Virginia. Staff recommendations are advisory only and should not, at any time, be considered indicative of the final action by the Governor.

I. Award

After the Governor issues award letters, DCJS will send contract agreements to all programs receiving a grant award for the current Fiscal Year. The contract agreement document must be signed by the Authorized Official of the grant and returned to DCJS for review and final approval. Grants officially begin on July 1 each year; however, reimbursement requests will not be processed until all required documentation is signed and returned to DCJS.

Each approved project not operational within 60 days of the approved starting date of the grant period must report by letter to DCJS the steps taken to initiate the project, the reasons for delay, and the expected starting date.

If a project is not operational within 90 days of the original starting date of the grant period, the grantee must submit a second statement to DCJS explaining the implementation delay. Upon receipt of the 90-day letter, DCJS may cancel the project and redistribute the funds to other project areas or under extenuating circumstances, extend the project period.

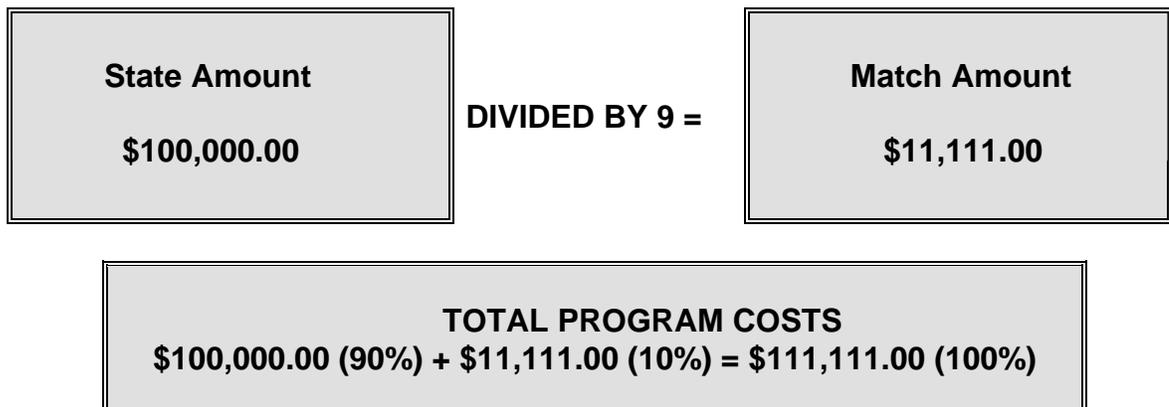
Chapter 2

MATCHING FUNDS REQUIREMENTS

A. General

State funds provided under a grant from the CACs Grant Program may not exceed 90% of the total cost of the program. **The applicant assures responsibility for the required 10% cash match.**

The amount of the required match can be computed by calculating one-ninth of the state portion of program costs. For example, if \$100,000.00 is requested (representing **90%** of the total cost of the program), this amount divided by 9, produces the local match amount of \$11,111.00 (representing **10%** of the total cost of the program). The state amount of \$100,000.00, plus the match amount of \$11,111.00, should be combined to equal the total program cost of \$111,111.00.



The applicant agency is responsible for ensuring that a commitment for the matching funds is available **prior** to submitting an application. The applicant must certify as part of its application, that the funds required to pay the matching portion of the cost of each program will be made available for expenditure during the grant period. This certification is made by including the total match amount on the application form where appropriate and signing page 1 of the application. Regardless of the source of the match, it must be expended during the project period.

All grantees must maintain records that clearly show the source, the amount, and the timing of all matching contributions. All grant award recipients must provide the required 10% cash match. **There is no waiver provision for the match.**

B. Multi-jurisdictional Projects

Where a group of counties (jurisdictions) combine and submit a joint application for funds, such application shall contain a cooperative agreement indicating each jurisdiction's willingness to collaborate. Such multi-jurisdictional applications shall provide for the appointment of one (1) fiscal agent to coordinate the financial activities of the grant award.

C. Expending Matching Funds

The grantee matching share must be expended in the same manner and proportion as budgeted in the Proposal application. The grantee share must also be expended in the same time concurrence (grant period) as the state funds are expended.

D. Records of Matching Funds

Since the requirement for grantee matching funds is mandatory, accurate records must be maintained and show the amount and timing of these contributions. These records are subject to audit in the same manner and to the same extent as books and records dealing with the receipt and expenditure of CAC funds.

Chapter 3

ALLOWABILITY OF COSTS

A. General

The purpose of this chapter of the manual is to set forth the cost allowability rules and principles. These rules and principles for determining allowable costs apply to all grants awarded. The basic guidelines for determining allowability of costs will be the extent to which these costs contribute to the purpose and execution of the state assisted child advocacy center. In general, project costs are “all necessary charges made by a grantee to accomplish the objectives of a project during the grant period.”

All agencies will be subject to annual audit reviews by the State of West Virginia Auditor’s Office. All irregularities reported during these audit reviews must be issued in full to DCJS within 30 days of receiving the formal audit report and findings.

B. Basic Principles

The basic guide in determining allowability of costs will be the extent to which these costs contribute to the purpose and execution of state assisted programs. It will be assumed that:

1. Applicant agencies will each bear their appropriate share of allocated costs as allowable under federal, state and local law or regulation.
2. DCJS and its grantees have the primary responsibility for employing whatever form of organization and management techniques will be necessary to assure proper and efficient fiscal administration and cost allocation, including accounting, budgeting, reporting, auditing and other review controls.
3. Costs pertinent to carrying out unrelated function (i.e., unrelated to programs receiving grant support) are not allowable and there cannot be recognition of “profit” or increment above true cost in executing grants.

C. General Guidelines

The following categorical guide can be used as an aid in determining **allowable** costs:

1. Personnel Costs. Costs that are directly related to providing administration and direct services, such as staff salaries and fringe benefits, including malpractice insurance; the cost of advertising to recruit CAC-funded personnel; and the cost of training paid and volunteer staff.
2. Special Services. Special services are those necessary to operate an effective child advocacy center and meet the core elements of the program guidelines. These special services include: direct services such as client therapy or advocacy, information and referral, case management, forensic interviewing, court testimony, prevention and education programs, MDT meeting participation, case reviews and case tracking and program evaluation.

D. Other Related Allowable Costs

The services, activities, and costs listed below are not generally considered direct services, but are often a necessary and essential activity to ensure that quality direct services are provided. Before these costs can be supported with CAC funds, the sub grantee must clearly demonstrate that direct services to clients cannot be offered without support for these expenses; that the sub grantee has no other source of support for them; and that proportionate and reasonable amounts of CAC funds will be used for these purposes. The following list provides examples of such items:

1. Skills Training for Staff. CACs funds designated for training are to be used exclusively for developing the skills of direct service providers including paid staff and volunteers, so that they are better able to offer quality services to clients, the criminal justice system and the community. **All** trainings must be approved by DCJS prior to attending any training by submitting a written request for training approval. If training is specifically outlined in the original request for funds, and is approved, a subsequent request is not necessary.
2. Training Materials. CACs funds can be used to purchase materials such as books, training manuals, and videos for direct service providers, within the funded organization, and can support the costs of a trainer for in-service staff development. Staff from other organizations can attend in-service training activities that are held for the subrecipient's staff.
3. Training Related Travel. CACs funds can support costs such as travel, meals, lodging, and registration fees to attend training. Sub grantees are encouraged to first look for available training within their immediate geographical area, as travel costs will be minimal. However, when necessary training is unavailable within the immediate geographical area, funds may be used to support training outside of the geographical area.

All travel expenses must adhere to State of West Virginia travel regulations, without exception.

4. Equipment and Furniture. CACs funds may be used to purchase furniture and equipment that provides or enhances direct services to clients and the community.

Funds cannot support the entire cost of an item that is not used exclusively for CACs Grant Program activities. However, CACs funds can support a prorated share of such an item. In addition, a sub grantee cannot use funds to purchase equipment for another organization or individual to perform services that is not related to the CACs Grant Program. Examples of allowable costs may include beepers; computers, printers, video cameras; two-way mirrors; and other equipment and furniture necessary for the program.

5. Purchasing or Leasing Vehicles. Recipients may use CACs funds to purchase or lease vehicles if they can demonstrate to DCJS that such an expenditure is essential to delivering services to a child advocacy center. DCJS must give prior approval for all such purchases.

6. Advances Technologies. At times, computers and other advanced technologies such as TTY/TDD machines may increase a program's ability to reach and serve its clients, the criminal justice system and the community. In making such expenditures, CACs Grant Programs must describe to DCJS how the advanced technology will enhance services to the program and/or the community; how it will be integrated into and/or enhance the subrecipients current system; the cost of installation; the cost of training staff to use the computer equipment; the on-going operational costs such as maintenance agreements and supplies; and how these additional costs will be supported. Property insurance is an allowable expense.

7. Contracts for Professional Services. CACs funds generally should not be used to support contracts for professional services. At times, however, it may be necessary for recipients to use a portion of their grant to contract for specialized services. Examples of these services include mental health services, sign and/or interpretation for deaf/speech-impaired clients, or for clients whose primary language is not English.

NOTE: Programs are prohibited from using a majority of CACs funds for contracted services, which contain administrative, overhead, and other indirect costs included in the hourly or daily rate.

8. Operating Costs. Operating costs are allowable under the CACs Grant Program. Examples of allowable operating costs include utilities; supplies; equipment use fees, when supported by usage logs; printing, photocopying, and postage; brochures which describe available services; and, books and other program-related materials. Funds may support administrative time to complete CACs Grant Program required time and attendance sheets and programmatic documentation and statistics, as well as administrative time to maintain required client records and program reports.
9. Supervision of Direct Service Providers. CACs funds may be utilized for supervision of direct service providers when it is determined that such supervision is necessary and essential to provide direct services for the child advocacy center. For example, DCJS may determine that using CACs funds to support a coordinator of staff and volunteers is a cost-effective way of better serving clients.
10. Repair and/or Replacement of Essential Items. CACs funds may be used for repair or replacement of items that contribute to maintaining a healthy and/or safe environment for clients, staff, and the community. In the event that a vehicle is purchased with CACs funds, related items such as routine maintenance and repair costs and automobile insurance are allowable.
11. Public Presentations. CACs funds may be used to support presentations that are made in the community, to criminal justice professionals, or other public forums, and that are designed to identify needs of clients, the community and the local criminal justice system and provide or refer them to needed services. Specifically, activities and costs related to such programs including presentation materials, brochures, and newspaper notices can be supported by CACs funds.

E. Unallowable Costs

The following services, activities, and costs, although not exhaustive, cannot be supported with WVCC grant funds:

1. Activities outside the purposes and activities specifically covered by the approved program description and project budget.
2. Lobbying, Legislative and Administrative Advocacy. CAC funds cannot support legislation or continued legislation, or administrative reform, whether conducted directly or indirectly with grant funds.
3. Fundraising Activities. Fundraising is an unallowable expense.

4. Indirect Organizational Costs. For example, capital improvements, security guards and bodyguards, property losses and expenses, real estate purchases and construction may not be supported with CAC funds.
5. The purchase of real estate.
6. Bad debts.
7. Contingencies.
8. Contributions or donations.
9. Entertainment.
10. Fines and penalties.
11. Interest and other financial costs.
12. Prior obligations.
13. Under-recovery of costs under grant agreements.
14. Legislative expenses.
15. Start up costs.
16. Relocation Expenses – WVCC funds cannot support relocation expenses such as moving expenses, security deposits on housing, ongoing rent, and mortgage payments for offenders or program staff.

F. Costs Requiring Prior Approval

1. Out of State travel
2. Training Expenses
3. Consultant awards/fees
4. Contract awards/fees
5. Any expenses not specifically covered by the approved program description and grant budget.

Chapter 4

GRANTEE REPORTING

A. General

Grantees are required to constantly monitor performance under grant-supported activities to assure that time schedules are being met, projected work units by time periods are being accomplished, and other performance goals are being achieved.

B. Types of Reports

Grantees are required to prepare and submit progress and financial reports regarding the grant project. These reports are to be prepared and submitted on a monthly basis. They are due at the DCJS office no later than 20 days following the close of the reporting month. Example: If the reporting period is the month of September, (9/1/09 - 9/30/09), the report is due October 20th.

The grantee will also be required to submit various Evaluation Reports throughout the grant period: (4) Quarterly Evaluation Reports and (1) Final Report, and

Monthly Financial Reporting Forms (a copy can be found in appendix F)

1. **Project Financial Report**

This report must be prepared and submitted on a monthly basis and is due at the DCJS office no later than 20 days following the close of the reporting month. Attach copies of invoices, as well as, proof of payment, to verify all expenditures.

2. **Request for Reimbursement**

A copy of this form is to be submitted monthly with the Project Financial Report for the purpose of DCJS issuing a reimbursement check. The total requested should agree with amounts listed on the Project Financial Report. The Request for Reimbursement must be signed with an **original** signature by the "**Authorized Official**" or the "**Fiscal Officer**", as identified on the grant contract, in order for payment to be processed. Blue ink is recommended for the signature.

3. **Financial Recap Page**

A copy of this form is to be submitted monthly with the Project Financial Report and the Request for Reimbursement. This form supplies a breakdown of specific items and funds being requested for reimbursement.

Monthly Progress Reporting Forms (a copy is can be found in Appendix G)

4. **Funded Staff's Report**

To be filled out by all personnel/contractual positions that are funded with EUDL grant funds. Summarize the activities of the project, for the month. Include activities, events and meetings. Due by the twentieth day of the month following the reporting period. It is recommended that you keep a journal and calendar to be viewed by the compliance monitor on the site visit.

5. **Project Director's Report**

To be completed by the Project Director. This report should note any administrative problems, concerns or comments they would like to bring to the attention of DCJS. ***If the Project Director is a funded staff position, he/she will only need to complete this form.***

6. **Demographic Report**

This form is a summary of the number of youth participating in the project that affect the designated categories. Some youth may appear in more than one high risk group. Complete and submit monthly.

Evaluation Reports (copies can be found in Appendix H and I)

7. **Quarterly Evaluation Team Reports**

This form is required of all projects and is due with in 20 days of the end of each quarter. For example the first quarterly evaluation report would cover June 1 through August 30 and would be due on September 20. This report is to be filled out by the Multidisciplinary (Investigative) Team (MDT) and should provide a specific description of the methods used to determine the effectiveness of the program. Those methods should include: reviewing the status of accomplishing goals and objectives; identifying any barriers or problems and strategies for resolving or minimizing any problems; and reviewing data collected and grant record keeping such as client files, and monthly progress reports. Attached to the report – signatures of the Team members that completed the form.

Financial Reports will be held until Quarterly Reports have been submitted.

6. **Final Report**

This form is required of all completed projects, and is due within 20 days following the close of the project or any approved extension thereof. This report is to be filled out by the project director and should provide a summary of the major achievements and results obtained during the project period. A detailed listing of all equipment purchased must accompany the final report.

Chapter 5

ACCOUNTING BOOKS AND RECORDS

A. General

Grantees must maintain accounting records in accordance with generally accepted accounting procedures, which will insure that state and grantee matching funds are accounted for, adequately. The minimum requirements for such records are explained below.

B. Minimum Requirements

In addition to complying with its regular accounting procedure, the grantee must keep special accounting records, which will accomplish the following:

1. Account for the receipt of state funds approved for each grant project.
2. Account for the expenditure of state and matching funds approved for each grant project by the broad budget categories set forth below:
 - a. **Personnel/Contractual:** Salaries, employee benefits, and contracts for hiring of consultants. Consultant services require advance DCJS approval. A copy of all job descriptions and resumes and contractual agreements must be on file at DCJS prior to any reimbursement for expenses for those staff, consultant, and/or contractual services.
 - b. **Travel/Training:** Lodging, transportation, registration fees, and subsistence expenses for project personnel. Training projects require advance DCJS approval. Expenses may not exceed ceiling established by West Virginia state travel regulations. Approval from DCJS will require a written request letter that provides information on the training event (agenda or brochure) and a specific breakdown of expenses to be covered.
 - c. **Equipment:** Computers and software; advanced technologies or other singular item costing over the amount of \$5,000.00.
 - d. **Other:** Allowable expenses not otherwise classified. *Please note that computer, software, office equipment, and printer purchases*

under \$5,000 are allocated to this category; however, *an Office and Computer Equipment Listing Form must be completed for all purchases regardless of the amount.*

C. Documentation

Adequate documentation for all project costs must be maintained. Such documentation must be retained and available for audit purposes for the period of time specified in Chapter 6, Section F – Record Retention. Adequate documentation is defined as follows, for each major budget category.

1. **Personnel/Contractual:** Documentation includes daily time and attendance records signed by each project employee and his/her supervisor. Additional documentation includes payroll records, which indicate payroll period, payment rate, hours per day, and other related information. Contractual services require documentation by way of the consultant agreement and statement from the consultant indicating time period, payment rate, hours per day, signature of consultant and approval of project director. **(Appendix J - Sample Timesheet).**
2. **Travel:** Documentation includes detailed expense vouchers, signed by the employees and approved by the employees' supervisor. **(Appendix K – Travel Expense Sheet)**
3. **Training:** Documentation includes detailed expense vouchers, receipts from the training organization, and brochures, etc. from training. Documentation when your organization provides training for other participants includes consultant agreement and copies of the actual receipts for other expenses.
4. **Equipment:** Documentation for “equipment” includes purchase orders, audited vendor invoices approved by the project director, and copies of checks issued for payment. An Office and Computer Equipment Listing Form must be completed for all purchases regardless of the amount. **(Appendix L - Equipment Listing Form).**
5. **Other:** Documentation for “other” includes purchase orders, audited vendor invoices approved by the project director, and copies of checks issued for payment.

D. Technical Assistance

The staff of DCJS can make a determination of the adequacy of the grantee's accounting records. Technical assistance will be provided if necessary.

Chapter 6

GENERAL FISCAL AND ADMINISTRATIVE REQUIREMENTS

A. Budget Deviations

Deviations (increases or decreases) from the submitted cost estimates of each budget category are allowable provided that the deviations do not exceed 10% of the budget category total. Deviations in excess of the limit specified above require prior written approval from DCJS. In no event, however, may the grantee charge to the grant amounts in excess of the approved federal funding.

Example 1. The approved budget for the "Other" category is \$2000, for the purchase of program materials. Expenses of \$2,200 are charged to the grant for the purchase of these materials. These purchases do not exceed the total grant award. No additional approval is necessary from DCJS.

Example 2. The approved budget for the "Personnel" category is \$4,000, for the salary expenses of overtime for officers conducting compliance checks. The grantee wishes to transfer \$1,000, of unexpended funds from the "Travel/Training" category to "Personnel" in order to cover the expenses of an additional officer on duty. This adjustment exceeds the 10% limit; therefore, a written request for approval to revise the budget must be submitted to DCJS.

Adjustment Notices are forwarded to grantees reflecting approval of changes to the budget line items and itemizing budget narrative revisions.

B. Written Approval of Changes

Grantee must obtain **prior, written** approval from DCJS for major project changes. These include:

- (1) changes in substance and project activities, design, or research plans set forth in the approved application (**Appendix M – Sample Travel/Training Request**);

- (2) changes in the project director, fiscal officer, authorized official, grant funded staff, or other key professional personnel;
- (3) changes in the project budget which cannot be made in accordance with (A) above (**Appendix N – Sample Budget Adjustment Request**);

***No more than 3 budget adjustment will be allotted during the grant period.**

- (4) changes in the length of the project period (**Appendix O - Sample Time Extension Request**).

Please note a written grant adjustment notice (GAN) must be issued by DCJS for the project change to be valid. Refer to **Appendix P** for an example of a GAN form.

C. Obligation of Funds

Project funds (state and grantee) may not be obligated prior to the effective date or subsequent to the closing or termination date of the project period. Obligations outstanding as of the closing or termination date shall be liquidated within 30 days. Such obligations must be related to goods or services provided within the project period.

Unexpended grant funds will be deobligated after a grant has ended. If a grantee determines that there will be unexpended grant funds prior to the end of the grant period, those funds will be deobligated. That will allow those funds to be rewarded to another project.

D. Time Extensions

If adequate justification is provided, DCJS does occasionally approve time extensions. A situation where an extension might be approved would be if the grant project started later than originally planned due to **extenuating** circumstances. An extension would allow sufficient time for the grantee to fully expend the grant funds. Grantees must request approval from DCJS in writing. If after reviewing the individual circumstances, an adjustment is justified, an adjustment notice will be forwarded to the grantee reflecting the approval of the time extension.

E. Travel Regulations and Rates

Project travel expense charges are to be determined in accordance with the State of West Virginia travel regulations and rates, unless the grantee's travel regulations are more restrictive, then its regulations will govern. *Reimbursement is*

limited to actual expenses incurred. A complete copy of the current state rates and regulations can be found at www.state.wv.us/admin/purchase/Travel. A copy of the most current per diem rates can be found at www.dtic.mil/perdiem/pdrates.

Meal allowance: Costs are only allowable for overnight stay travel. Please refer to the State of West Virginia Travel Regulations and nationwide per diem rates.

Motor Vehicle: Reimbursement for the use of employee's personal car in connection with grant business will be based on the State Government rate. Such reimbursement rates shall apply between the employee's headquarters and any designated location of work as approved by the project director. There will be no reimbursement of expense for commuting purposes other than in cases where an employee has complete his/her workday and is called out to return to his/her headquarters.

Duplicate Reimbursements: Notwithstanding any provision of these rules and regulations to the contrary, no official or employee shall be permitted to receive reimbursement for any expenses incurred in instances in which such expenses have been paid or are to be paid by any person, firm, corporation, partnership, association or any other third party. No official or employee shall receive reimbursements for any expense incurred in instances in which such expenses have been paid or are to be paid by DCJS as part of registration fee.

Registration Fees: Registration fees for conferences and/or seminars must be supported by receipts and attached to the attendee's expense report. Lodging and/or food that are included in the registration should be indicated on the expense report. Additional reimbursement will not be made for lodging or food that is included in registration fees.

F. Record Retention

Records of the grantee and its contractors, including books of original entry, source documents supporting accounting transaction, the general ledger, subsidiary ledgers, personnel and payroll records, canceled checks, and related documents and records must be retained for a period of at least three years. The retention period starts from the date of the submission of the final expenditure report or, for grants, which are renewed annually from the date of the submission of the annual expenditure report. The three-year retention period is qualified as follows:

1. Records for nonexpendable property acquired with state grant funds shall be retained for three years after its final disposition.
2. Records must be retained beyond the three-year period when an audit is in progress and/or the findings of a completed audit have not been

resolved satisfactorily. If an audit is completed and the findings are resolved prior to the three-year period, records will be retained until the end of the three-year period. If the three-year period has passed and no audit has been initiated, the records will be retained in accordance with other federal, state, and local laws. If state and local law requires a longer period of record retention, access to the records will be allowed for purposes of an audit.

3. DCJS may request transfer of certain records to its custody when it determines that the records possess long-term retention value.

G. Project Income

Project income is defined to be “gross income earned by grant supported activities.” Regarding project income, the following general rules apply:

1. All other program income earned during the grant period shall be retained by the grantee and, in accordance with the grant agreement, shall be:
 - a. Added to funds committed to the project by the grantor and grantee and be used to further eligible program objectives, or
 - b. Deducted from the total project costs for the purpose of determining the net costs on which the state share of costs will be based.

H. Lobbying

All grants funded with State of West Virginia funds, will contain in the grant contract a certification regarding lobbying. The certification will be signed by the authorized official of the grant indication that no grant funds will be used to lobby, or if lobbying is engaged in by anyone associated with the grant, it will be done with non-state funds. A Disclosure of Lobbying Activities form must be completed and submitted to DCJS in all instances of grantee lobbying with non-state funds.

Chapter 7

PURCHASING PROCEDURES

A. General

This section sets forth procedures for purchasing supplies, equipment, construction, and other services through state grant funds. These procedures are furnished to insure that such materials and services are obtained in an effective manner and in compliance with the provisions of applicable law.

Grantees may use their own purchasing regulations and procedures which reflect applicable state and local laws provided that purchases made with grant funds adhere to the minimum requirements set forth below:

B. Minimum Requirements

1. All purchasing transactions, regardless of whether negotiated or advertised and without regard to dollar value, shall be conducted in a manner so as to provide maximum open and free competition. The grantee should be alert to organizational conflicts of interest or non-competitive practices among contractors, which may restrict or eliminate competition or otherwise restrain trade.
2. Proposed purchases shall be reviewed by grantee officials to avoid purchasing unnecessary or duplicative items. Where appropriate, an analysis shall be made of lease and purchase alternatives to determine which would be the most economical, practical procurement.
3. Invitations for bids or requests for proposals shall be based upon a clear and accurate description or the technical requirements for the material, produce, or service to be procured. Such description shall not, in competitive procurements, contain features, which unduly restrict competition.
4. Positive efforts shall be made by the grantees to utilize small business and minority-owned business sources of supplies and services. Such efforts should allow these sources the maximum feasible opportunity to compete for contracts to be performed utilizing grant funds.

5. Formal advertising, with adequate purchase description, sealed bids, and public openings shall be the required method to ensure a sound procurement. However, procurement of \$4,999 or less need not be so advertised unless otherwise required by state or local law or regulations. Where such advertised bids are obtained the awards shall be made to the responsible bidder whose bid is responsive to the invitation and is most advantageous to the grantee price and other factors (such as discounts, transportation costs, and taxes may be considered in determining the lowest bid considered). Invitations for bids shall clearly set forth all requirements, which the bidder must fulfill in order for his/her bid to be evaluated by the grantee. Any or all bids may be rejected when it is in the grantee's interest to do so, and such rejections are in accordance with applicable state and local law, rules, and regulations.
6. Procurements may be negotiated if it is impracticable to use formal advertising. Negotiation may also be used to obtain an equitable adjustment for a unilateral, grantee-directed change in a contract provision, or to resolve a mutually acceptable amendment or supplement to an existing contract.
7. A system for contract administration shall be maintained to assure contractor conformance with terms, conditions, and specifications of the contract or order, and to assure adequate and timely follow-up of all purchases.

C. Approval of Contracts

Prior to entering into any contract exceeding \$4,999, which will be paid in whole or in part with project funds, a copy of the proposed contract must be submitted to DCJS for review and approval. This is to assure that the above provisions have been included in the proposed contract. In addition, grantees must submit to DCJS the selection basis (i.e., competitive bids, competitive negotiations, or sole source procurement) used in awarding the proposed contract. Copies of bids, proposals, or other documentation, which would support selection basis, must also be provided.

Chapter 8

MONITORING

A. General

All projects receiving state grant funds are subject to annual on-site visits by DCJS staff to monitor the performance of grant-supported activities. A copy of the standard monitoring form is found in **Appendix Q**. Monitoring visits will be conducted to:

1. Determine progress made toward achieving project objectives;
2. Determine compliance with terms, conditions, and purpose of grant;
3. Identify technical assistance needs; and
4. Provide guidance of future design or funding of similar projects.

Chapter 9

CHILD ADVOCACY CENTERS PROGRAM APPROVAL

A. General

Child Advocacy Centers requesting state funding must submit an official program proposal application to the Division of Criminal Justice Services. All applicants must follow the special conditions and assurances in the proposal application, as well as meet all program standards, established in Chapter 1, Section D.

B. Approval of Child Advocacy Centers Programs with Request for State Funds

Those child advocacy centers requesting state funding for the implementation of their program shall adhere to the following process/guidelines:

1. Applications must be received (NOT "postmarked") by DCJS on or before the indicated application deadline.
2. The application will be received, reviewed and considered.
3. Applicants may be required to orally present their application to the Division or a peer review panel.
4. Upon approval, the grant will begin on July 1 and end on June 30.
5. Funding awards will be for a one-year period and on a competitive basis.
6. Programs must provide a minimum of 10% cash match;
7. Applicants must submit all administrative paperwork including the award contract, an award resolution, a certification of debarment, an Equal Opportunity Employer certification and if applicable, copies of the Certificate of Incorporation, IRS Determination Letter – 501(c)(3) and the latest Income Statement Balance Sheet.
8. State funds will be disbursed to the applicants through a monthly reimbursement system.
9. Applicants must submit monthly progress reports.

10. Applicants must collect statistical data as required by NCA and submit the data on a semi annual basis to DCJS.

11. Applicants must submit an annual progress report.

APPENDIX A

CHAPTER 15. PUBLIC SAFETY.

ARTICLE 11. THE CHILD PROTECTION ACT OF 2006.

§15-11-1. The Child Protection Act of 2006.

This article and those other amendments and additions to this code established by this Act, enacted during the first extraordinary session of the West Virginia Legislature, two thousand six shall be known as "The Child Protection Act of 2006."

§15-11-2. Legislative findings.

(a) The purpose of "The Child Protection Act of 2006" is to put in place a series of programs, criminal law revisions and other reforms to provide and promote the ability of the children of this state to live their lives without being exposed and subjected to neglect and physical and sexual abuse. The targeted increases in terms of incarceration, enhanced treatment, post-release supervision and new approaches toward the state's child protection system will, in the aggregate, strengthen government's ability to address this most serious problem. The Legislature finds that the broad reaching measures encompassed in this Act will provide for greater intervention among and punishment and monitoring of individuals who create a risk to our children's safety and well-being.

(b) The Legislature further finds that the following reforms implemented as part of this Act will provide protections to the children of this state and are all important to eliminate risks to children and are essential elements of "The Child Protection Act of 2006":

(1) Creating a special unit in the State Police specializing in the investigation of child abuse and neglect -- section fifteen, article two, chapter fifteen of this code;

(2) Modifying the Sex Offender Registration Act to ensure more effective registration, identification and monitoring of persons convicted of sexual offenses -- article twelve, chapter fifteen of this code;

(3) Establishing the Child Abuse and Neglect Registry, requiring the registry to disclose information to certain state and local officials -- article thirteen, chapter fifteen of this code;

(4) Providing for coded driver's licenses and nondriver identification cards to more easily identify sexually violent predators -- section three, article two, chapter seventeen-b of this code;

(5) Prohibiting contractors and service providers convicted of certain offenses from accessing school grounds and providing for the release of criminal history information by the central abuse registry to county school boards -- section fifteen-c, article five, chapter eighteen of this code;

(6) Establishing a task force to study the feasibility of constructing separate correctional facilities for the incarceration and treatment of sex offenders -- section twenty-two, article one, chapter twenty-five of this code;

(7) Requiring the State Police and the Department of Health and Human Resources to maintain statewide child abuse and neglect statistical indexes of all convictions and allegations, respectively -- section fifteen, article two, chapter fifteen and section eleven, article six-a, chapter forty-nine of this code;

(8) Providing for increased terms of incarceration for first degree sexual assault and first degree sexual abuse committed against children under the age of twelve -- sections three and seven of article eight-b, chapter sixty-one of this code;

(9) Eliminating eligibility of certain sex offenders for probation, home incarceration and alternative sentences and providing for enhanced terms of incarceration for certain subsequent sex offenses committed by recidivist sex offenders -- sections nine-a and nine-b of article eight-b, chapter sixty-one of this code;

(10) Providing for polygraph examinations for certain sex offenders on probation, parole or supervised release -- article eleven-d, chapter sixty-two of this code;

(11) Providing for electronic monitoring of certain sex offenders on probation, parole and supervised release -- article eleven-d, chapter sixty-two of this code;

(12) Establishing a task force to develop measures aimed at managing sexually violent predators released from confinement -- article eleven-e, chapter sixty-two of this code;

(13) Making psychiatric evaluations a condition of probation eligibility for certain sex offenders -- section two, article twelve, chapter sixty-two of this code;

(14) Authorizing the Department of Health and Human Resources to establish qualifications for sex offender treatment programs and counselors -- sections two and twenty-six, article twelve, chapter sixty-two of this code;

(15) Providing for extended supervision of certain offenders and supervised release requirements for sexually violent offenders -- section twenty-six, article twelve, chapter sixty-two of this code; and

(16) Providing for prerelease risk assessments of certain sex offenders -- section twenty-seven, article twelve, chapter sixty-two of this code.

(c) In addition, the Legislature finds that those enhanced terms of incarceration and post-conviction measures provided for in this Act which impact certain offenders convicted of sexual offenses against adults are necessary and appropriate to protect children from neglect and physical and sexual abuse given that: (1) Clinical research indicates that a substantial percentage of sexual offenders "cross over" among age groups in selecting their victims; (2) many of the risk factors prevalent among sex offenders that "cross over" (e.g., substance abuse, lack of empathy toward victim, inability to control inappropriate impulses, childhood abuse) also are prevalent among perpetrators of child abuse and neglect; and (3) enhanced terms of incarceration, post-conviction supervision, monitoring and treatment measures will enable the criminal justice system to identify and address those "cross over" offenders before they can victimize additional children.

APPENDIX B

ENROLLED

Senate Bill No. 626

(By Senators Caruth, Prezioso, Foster and Plymale)

[Passed March 5, 2007; in effect ninety days from passage.]

AN ACT to amend and reenact §49-1-3 and §49-1-4 of the Code of West Virginia, 1931, as amended; and to amend and reenact §49-5D-2 and §49-5D-3 of said code, all relating to child advocacy centers; defining terms; providing for role of child advocacy center in multidisciplinary teams; and providing for the role of a child advocacy center in multidisciplinary treatment teams.

Be it enacted by the Legislature of West Virginia: That §49-1-3 and §49-1-4 of the Code of West Virginia, 1931, as amended, be amended and reenacted; and that §49-5D-2 and §49-5D-3 of said code be amended and reenacted, all to read as follows:

ARTICLE 1. PURPOSES AND DEFINITIONS.

§49-1-3. Definitions relating to abuse and neglect.

(a) "Abused child" means a child whose health or welfare is harmed or threatened by:

(1) A parent, guardian or custodian who knowingly or intentionally inflicts, attempts to inflict or knowingly allows another person to inflict, physical injury or mental or emotional injury, upon the child or another child in the home; or

(2) Sexual abuse or sexual exploitation; or

(3) The sale or attempted sale of a child by a parent, guardian or custodian in violation of section sixteen, article four, chapter forty-eight of this code; or

(4) Domestic violence as defined in section two hundred two, article twenty-seven, chapter forty-eight of this code.

In addition to its broader meaning, physical injury may include an injury to the child as a result of excessive corporal punishment.

(b) "Abusing parent" means a parent, guardian or other custodian, regardless of his or her age, whose conduct, as alleged in the petition charging child abuse or neglect, has been adjudged by the court to constitute child abuse or neglect.

(c) "Battered parent" means a parent, guardian or other custodian who has been judicially determined not to have condoned the abuse or neglect and has not been able to stop the abuse or neglect of the child or children due to being the victim of domestic violence as defined by section two hundred two, article twenty-seven, chapter forty-eight of this code, which domestic violence was perpetrated by the person or persons determined to have abused or neglected the child or children.

(d) "Child abuse and neglect" or "child abuse or neglect" means physical injury, mental or emotional injury, sexual abuse, sexual exploitation, sale or attempted sale or negligent treatment or maltreatment of a child by a parent, guardian or custodian who is responsible for the child's welfare, under circumstances which harm or threaten the health and welfare of the child.

(e) "Child abuse and neglect services" means social services which are directed toward:

- (1) Protecting and promoting the welfare of children who are abused or neglected;
- (2) Identifying, preventing and remedying conditions which cause child abuse and neglect;
- (3) Preventing the unnecessary removal of children from their families by identifying family problems and assisting families in resolving problems which could lead to a removal of children and a breakup of the family;
- (4) In cases where children have been removed from their families, providing services to the children and the families so as to reunify such children with their families or some portion thereof;
- (5) Placing children in suitable adoptive homes when reunifying the children with their families, or some portion thereof, is not possible or appropriate; and
- (6) Assuring the adequate care of children who have been placed in the custody of the department or third parties.

f) "Child advocacy center" means a community-based organization that is a member in good standing with the West Virginia Child Abuse Network, Inc., and is working to implement the following program components:

- (1) Child-appropriate/child-friendly facility: A child advocacy center provides a comfortable, private, child-friendly setting that is both physically and psychologically safe for clients.
- (2) Multidisciplinary team (MDT): A multidisciplinary team for response to child abuse allegations includes representation from the following: Law enforcement; child protective services; prosecution; mental health; medical; victim advocacy; child advocacy center.
- (3) Organizational capacity: A designated legal entity responsible for program and fiscal operations has been established and implements basic sound administrative practices.
- (4) Cultural competency and diversity: The CAC promotes policies, practices and procedures that are culturally competent. Cultural competency is defined as the capacity to function in more than one culture, requiring the ability to appreciate, understand and interact with members of diverse populations within the local community.
- (5) Forensic interviews: Forensic interviews are conducted in a manner which is of a neutral, fact finding nature and coordinated to avoid duplicative interviewing.

(6) 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.

(7) 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.

(8) 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.

(9) 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.

(10) Case tracking: CACs must develop and implement a system for monitoring case progress and tracking case outcomes for team components: *Provided*, That a child advocacy center may establish a safe exchange location for children and families who have a parenting agreement or an order providing for visitation or custody of the children that require a safe exchange location.

(g) "Imminent danger to the physical well-being of the child" means an emergency situation in which the welfare or the life of the child is threatened. Such emergency situation exists when there is reasonable cause to believe that any child in the home is or has been sexually abused or sexually exploited, or reasonable cause to believe that the following conditions threaten the health or life of any child in the home:

(1) Nonaccidental trauma inflicted by a parent, guardian, custodian, sibling or a babysitter or other caretaker;

(2) A combination of physical and other signs indicating a pattern of abuse which may be medically diagnosed as battered child syndrome;

(3) Nutritional deprivation;

(4) Abandonment by the parent, guardian or custodian;

(5) Inadequate treatment of serious illness or disease;

(6) Substantial emotional injury inflicted by a parent, guardian or custodian; or

(7) Sale or attempted sale of the child by the parent, guardian or custodian.

(h) "Legal guardianship" means the permanent relationship between a child and caretaker, established by order of the circuit court having jurisdiction over the child, pursuant to the provisions of this chapter and chapter forty-eight of this code.

(i) "Multidisciplinary team" means a group of professionals and paraprofessionals representing a variety of disciplines who interact and coordinate their efforts to identify, diagnose and treat specific cases of child abuse and neglect. Multidisciplinary teams may include, but are not limited to, medical, educational, child care and law-enforcement

personnel, social workers, psychologists and psychiatrists. Their goal is to pool their respective skills in order to formulate accurate diagnoses and to provide comprehensive coordinated treatment with continuity and follow-up for both parents and children. "Community team" means a multidisciplinary group which addresses the general problem of child abuse and neglect in a given community and may consist of several multidisciplinary teams with different functions.

(j) (1) "Neglected child" means a child:

(A) Whose physical or mental health is harmed or threatened by a present refusal, failure or inability of the child's parent, guardian or custodian to supply the child with necessary food, clothing, shelter, supervision, medical care or education, when such refusal, failure or inability is not due primarily to a lack of financial means on the part of the parent, guardian or custodian; or

(B) Who is presently without necessary food, clothing, shelter, medical care, education or supervision because of the disappearance or absence of the child's parent or custodian;

(2) "Neglected child" does not mean a child whose education is conducted within the provisions of section one, article eight, chapter eighteen of this code.

(k) "Parenting skills" means a parent's competencies in providing physical care, protection, supervision and psychological support appropriate to a child's age and state of development.

(l) "Sexual abuse" means:

(A) As to a child who is less than sixteen years of age, any of the following acts which a parent, guardian or custodian shall engage in, attempt to engage in, or knowingly procure another person to engage in, with such child, notwithstanding the fact that the child may have willingly participated in such conduct or the fact that the child may have suffered no apparent physical injury or mental or emotional injury as a result of such conduct:

(i) Sexual intercourse;

(ii) Sexual intrusion; or

(iii) Sexual contact;

(B) As to a child who is sixteen years of age or older, any of the following acts which a parent, guardian or custodian shall engage in, attempt to engage in, or knowingly procure another person to engage in, with such child, notwithstanding the fact that the child may have consented to such conduct or the fact that the child may have suffered no apparent physical injury or mental or emotional injury as a result of such conduct:

(i) Sexual intercourse;

(ii) Sexual intrusion; or

(iii) Sexual contact;

(C) Any conduct whereby a parent, guardian or custodian displays his or her sex organs to a child, or procures another person to display his or her sex organs to a child, for the purpose of gratifying the sexual desire of the parent, guardian or custodian, of the person making such display, or of the child, or for the purpose of affronting or alarming the child.

(m) "Sexual contact" means sexual contact as that term is defined in section one, article eight-b, chapter sixty-one of this code.

(n) "Sexual exploitation" means an act whereby:

(1) A parent, custodian or guardian, whether for financial gain or not, persuades, induces, entices or coerces a child to engage in sexually explicit conduct as that term is defined in section one, article eight-c, chapter sixty-one of this code;

(2) A parent, guardian or custodian persuades, induces, entices or coerces a child to display his or her sex organs for the sexual gratification of the parent, guardian, custodian or a third person, or to display his or her sex organs under circumstances in which the parent, guardian or custodian knows such display is likely to be observed by others who would be affronted or alarmed.

(o) "Sexual intercourse" means sexual intercourse as that term is defined in section one, article eight-b, chapter sixty-one of this code.

(p) "Sexual intrusion" means sexual intrusion as that term is defined in section one, article eight-b, chapter sixty-one of this code.

(q) "Parental rights" means any and all rights and duties regarding a parent to a minor child, including, but not limited to, custodial rights and visitational rights and rights to participate in the decisions affecting a minor child.

(r) "Placement" means any temporary or permanent placement of a child who is in the custody of the state in any foster home, group home or other facility or residence.

(s) "Serious physical abuse" means bodily injury which creates a substantial risk of death, which causes serious or prolonged disfigurement, prolonged impairment of health or prolonged loss or impairment of the function of any bodily organ.

(t) "Siblings" means children who have at least one biological parent in common or who have been legally adopted by the same parents or parent.

(u) "Time-limited reunification services" means individual, group and family counseling, inpatient, residential or outpatient substance abuse treatment services, mental health services, assistance to address domestic violence, services designed to provide temporary child care and therapeutic services for families, including crisis nurseries and transportation to or from any such services, provided during fifteen of the most recent twenty-two months a child has been in foster care, as determined by the earlier date of the first judicial finding that the child is subjected to abuse or neglect, or the date which is sixty days after the child is removed from home.

§49-1-4. Other definitions.

As used in this chapter:

(1) "Child welfare agency" means any agency or facility maintained by the state or any county or municipality thereof, or any agency or facility maintained by an individual, firm, corporation, association or organization, public or private, to receive children for care and maintenance or for placement in residential care facilities or any facility that provides care for unmarried mothers and their children;

(2) "Child advocacy center" means a community-based organization that is a member in good standing with the West Virginia Child Abuse Network, Inc., and is working to implement the following program components:

(A) Child-appropriate/child-friendly facility: A child advocacy center provides a comfortable, private, child-friendly setting that is both physically and psychologically safe for clients.

(B) Multidisciplinary team (MDT): A multidisciplinary team for response to child abuse allegations includes representation from the following: Law enforcement; child protective services; prosecution; mental health; medical; victim advocacy; child advocacy center.

(C) Organizational capacity: A designated legal entity responsible for program and fiscal operations has been established and implements basic sound administrative practices.

(D) Cultural competency and diversity: The child advocacy center promotes policies, practices and procedures that are culturally competent. Cultural competency is defined as the capacity to function in more than one culture, requiring the ability to appreciate, understand and interact with members of diverse populations within the local community.

(E) Forensic interviews: Forensic interviews are conducted in a manner which is of a neutral, fact-finding nature, and coordinated to avoid duplicative interviewing.

(F) Medical evaluation: Specialized medical evaluation and treatment are to be made available to child advocacy center clients as part of the team response, either at the child advocacy center or through coordination and referral with other specialized medical providers.

(G) Therapeutic intervention: Specialized mental health services are to be made available as part of the team response, either at the child advocacy center or through coordination and referral with other appropriate treatment providers.

(H) Victim support/advocacy: Victim support and advocacy are to be made available as part of the team response, either at the child advocacy center or through coordination with other providers, throughout the investigation and subsequent legal proceedings.

(I) 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.

(J) Case tracking: Child advocacy centers must develop and implement a system for monitoring case progress and tracking case outcomes for team components: *Provided,*

That a child advocacy center may establish a safe exchange location for children and families who have a parenting agreement or an order providing for visitation or custody of the children that require a safe exchange location.

(3) "Community based", when referring to a facility, program, or service, means located near the juvenile's home or family and involving community participation in planning, operation and evaluation and which may include, but is not limited to, medical, educational, vocational, social and psychological guidance, training, special education, counseling, alcoholism and any treatment and other rehabilitation services;

(4) "Court" means the circuit court of the county with jurisdiction of the case or the judge thereof in vacation unless otherwise specifically provided;

(5) "Custodian" means a person who has or shares actual physical possession or care and custody of a child, regardless of whether such person has been granted custody of the child by any contract, agreement or legal proceedings;

(6) "Department" or "state department" means the state Department of Health and Human Resources;

(7) "Division of Juvenile Services" means the division within the Department of Military Affairs and Public Safety pursuant to article five-e of this chapter;

(8) "Guardian" means a person who has care and custody of a child as a result of any contract, agreement or legal proceeding;

(9) "Juvenile delinquent" means a juvenile who has been adjudicated as one who commits an act which would be a crime under state law or a municipal ordinance if committed by an adult;

(10) "Nonsecure facility" means any public or private residential facility not characterized by construction fixtures designed to physically restrict the movements and activities of individuals held in lawful custody in such facility and which provides its residents access to the surrounding community with supervision;

(11) "Referee" means a juvenile referee appointed pursuant to section one, article five-a of this chapter, except that in any county which does not have a juvenile referee, the judge or judges of the circuit court may designate one or more magistrates of the county to perform the functions and duties which may be performed by a referee under this chapter;

(12) "Secretary" means the Secretary of Health and Human Resources;

(13) "Secure facility" means any public or private residential facility which includes construction fixtures designed to physically restrict the movements and activities of juveniles or other individuals held in lawful custody in such facility;

(14) "Staff-secure facility" means any public or private residential facility characterized by staff restrictions of the movements and activities of individuals held in lawful custody in such facility and which limits its residents' access to the surrounding community, but is

not characterized by construction fixtures designed to physically restrict the movements and activities of residents;

(15) "Status offender" means a juvenile who has been adjudicated as one:

(A) Who habitually and continually refuses to respond to the lawful supervision by his or her parents, guardian or legal custodian such that the child's behavior substantially endangers the health, safety or welfare of the juvenile or any other person;

(B) Who has left the care of his or her parents, guardian or custodian without the consent of such person or without good cause;

(C) Who is habitually absent from school without good cause; or

(D) Who violates any West Virginia municipal, county or state law regarding use of alcoholic beverages by minors;

(16) "Valid court order" means a court order given to a juvenile who was brought before the court and made subject to such order and who received, before the issuance of such order, the full due process rights guaranteed to such juvenile by the constitutions of the United States and the State of West Virginia.

ARTICLE 5D. MULTIDISCIPLINARY TEAMS.

§49-5D-2. Multidisciplinary investigative teams; establishment; procedures; coordination between agencies.

(a) The prosecuting attorney shall establish a multidisciplinary investigative team in each county. The multidisciplinary team shall be headed and directed by the prosecuting attorney or his or her designee and shall include as permanent members the prosecuting attorney or his or her designee, a local child protective services caseworker from the Department of Health and Human Resources, a local law-enforcement officer employed by a law-enforcement agency in the county, a child advocacy center representative where available and, where appropriate to the particular case under consideration and available, a representative from the licensed domestic violence program serving the county. The Department of Health and Human Resources and any local law-enforcement agency or agencies selected by the prosecuting attorney shall appoint their representatives to the team by submitting a written designation of the team to the prosecuting attorney of each county within thirty days of the prosecutor's request that the appointment be made. Within fifteen days of the appointment, the prosecuting attorney shall notify the chief judge of each circuit within which the county is situated of the names of the representatives so appointed. Any other person or any other appointee of an agency who may contribute to the team's efforts to assist a minor child as may be determined by the permanent members of the team may also be appointed as a member of the team by the prosecutor with notification to the chief judge.

(b) Any permanent member of the multidisciplinary investigative team shall refer all cases of accidental death of any child reported to their agency and all cases when a child dies while in the custody of the state for investigation and review by the team. The multidisciplinary investigative team shall meet at regular intervals at least once every calendar month.

(c) The investigative team shall be responsible for coordinating or cooperating in the initial and ongoing investigation of all civil and criminal allegations pertinent to cases involving child sexual assault, child sexual abuse, child abuse and neglect and shall make a recommendation to the county prosecuting attorney as to the initiation or commencement of a civil petition and/or criminal prosecution.

(d) State, county and local agencies shall provide the multidisciplinary investigative team with any information requested in writing by the team as allowable by law or upon receipt of a certified copy of the circuit court's order directing said agencies to release information in its possession relating to the child. The team shall assure that all information received and developed in connection with the provisions of this article remains confidential. For purposes of this section, the term "confidential" shall be construed in accordance with the provisions of section one, article seven of this chapter.

§49-5D-3. Multidisciplinary treatment planning process.

(a) (1) A multidisciplinary treatment planning process shall be established within each county of the state, either separately or in conjunction with a contiguous county, by the secretary of the department with advice and assistance from the prosecutor's advisory council as set forth in section four, article four, chapter seven of this code. The Division of Juvenile Services shall establish a similar treatment planning process for delinquency cases in which the juvenile has been committed to the custody of the director of the division.

(2) Treatment teams shall assess, plan and implement a comprehensive, individualized service plan for children who are victims of abuse or neglect and their families when a judicial proceeding has been initiated involving the child or children for juveniles and their families involved in status offense or delinquency proceedings when, in a status offense proceeding, the court refers the juvenile for services pursuant to sections eleven and eleven-a, article five of this chapter and when, in a delinquency proceeding, the court is considering placing the juvenile in the department's custody or placing the juvenile out of home at the department's expense pursuant to the provisions of section thirteen of said article. In any such status offense or delinquency case, the juvenile probation officer shall notify the local office of the Department of Health and Human Resources and the Division of Juvenile Services at least five working days before the court proceeding in order to allow the multidisciplinary treatment team to convene and develop a comprehensive individualized service plan for the child: *Provided*, That such notice is not required in cases where the child is already in state custody or there exist exigent circumstances which justify taking the child immediately into custody without a judicial proceeding. In developing an individualized service plan for a child, the team shall utilize a uniform comprehensive assessment of the child. The department shall adopt a standard uniform comprehensive assessment instrument or protocol to be used by treatment teams.

(3) Prior to disposition, in each case in which a treatment planning team has been convened, the team shall advise the court as to the types of services the team has determined are needed and the type of placement, if any, which will best serve the needs of the child. If the team determines that an out-of-home placement will best serve the needs of the child, the team shall first consider placement at facilities or programs located within the state. The team may only recommend placement in an out-of-state

facility if it concludes, after considering the best interests and overall needs of the child, that there are no available and suitable in-state facilities which can satisfactorily meet the specific needs of the child.

(b) Each treatment team shall be convened by the child's or family's case manager in the Department of Health and Human Resources or the Division of Juvenile Services if the juvenile has been ordered into its custody for examination and diagnosis pursuant to section thirteen, article five of this chapter. The treatment team shall consist of the child's custodial parent or parents, guardian or guardians, other immediate family members, the attorney or attorneys representing the child, the parent or parents of the child, the child's attorney, the guardian ad litem, if any, the prosecuting attorney or his or her designee, a member of a child advocacy center when the child has been processed through the child advocacy center program(s) and, where appropriate to the particular case under consideration and available, a court- appointed special advocate, a member of a child advocacy center, an appropriate school official and any other person or an agency representative who may assist in providing recommendations for the particular needs of the child and family. The child may participate in multidisciplinary treatment team meetings if such is deemed appropriate by the multidisciplinary treatment team. For purposes of delinquency proceedings, the juvenile probation officer shall be a member of the treatment team. Any person authorized by the provisions of this chapter to convene a multidisciplinary team meeting may seek and receive an order of the circuit court setting such meeting and directing attendance. Members of the multidisciplinary team may participate in team meetings by telephone or video conferencing: *Provided*, That a member of a child advocacy center should participate in any case when appropriate to the particular case under consideration.

(c) The treatment team shall coordinate its activities and membership with local family resource networks and coordinate with other local and regional child and family service planning committees to assure the efficient planning and delivery of child and family services on a local and regional level.

(d) State, county and local agencies shall provide the multidisciplinary treatment teams with any information requested in writing by the team as allowable by law or upon receipt of a certified copy of the circuit court's order directing said agencies to release information in its possession relating to the child. The team shall assure that all information received and developed in connection with the provisions of this article remain confidential. For purposes of this section, the term "confidential" shall be construed in accordance with the provisions of section one, article seven of this chapter.

(e) Nothing in this section may be construed to require a multidisciplinary team meeting to be held prior to temporarily placing a child out-of-home under exigent circumstances or upon a court order placing the juvenile in a juvenile facility operated by the Division of Juvenile Services.

APPENDIX C

Child Advocacy Centers Grant Program

West Virginia State Fiscal Year 2010

Application Kit



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Child Advocacy Centers Grant Program

Grant Application Instructions

Section I

Overview: The goal of this program is ensure a comprehensive, culturally competent, multidisciplinary investigative team response to allegations of child abuse in a dedicated, child-friendly setting and provide or facilitate mental health interventions and victim advocacy services.

Section II

Application Deadline: Applications must be received by close of business on or before ***Friday, May 22, 2009.*** Please return completed applications to:

Attn: Kimberly S. Mason
Juvenile Justice Specialist
WV Division of Criminal Justice Services
1204 Kanawha Boulevard, East
Charleston, WV 25301
Telephone: (304) 558-8814, ext 284
Fax (304) 558-0391
E-mail: Kimberly.S.Mason@wv.gov

Section III

What an Application Must Include:

General Administrative Information – Page 1

The following information will need to be completed in its entirety for the application to be considered complete.

- ☞ **Applicant:** List name, address, and telephone number of the agency applying for CAC grant funds. The applicant must be a unit of state or local government or a private non-profit agency.
- ☞ **Type of Agency:** Check the type of agency applying for funds, either State, County, Municipal, or Other.
- ☞ **Project Director:** List name, address, telephone number, fax number, and e-mail or the individual actually in charge of facilitating the project. This individual cannot also be the fiscal officer or authorized official.
- ☞ **Fiscal Officer:** List the name, address, telephone number, fax number, and e-mail of the person responsible for the fiscal records of the project. This individual cannot also be the authorized official or project director.
- ☞ **Amount Requested:** Enter the total amount of CAC grant funds being requested.
- ☞ **Amount Recommended:** DO NOT ENTER ANYTHING IN THIS BOX. This amount will be completed by DCJS when final recommendations are made.

- ☞ **Prior CAC Grant Funding:** If the applicant has received a prior year(s) of funding, indicated how many years.
- ☞ **Geographic Area Served:** Indicate the county or counties served by this grant project. If the grant project will serve the entire state, reflect a "Statewide" service area.
- ☞ **Estimated number of youth to be served through the grant:** Provide a projected number of youth to be served through this project.
- ☞ **Cost per youth:** Provide an approximate cost per youth. To calculate cost per youth, divide the amount requested by the estimated number of youth to be served.
- ☞ **Project Period:** Fiscal Year 2009 CAC grant funds will be funded for twelve (12) months beginning July 1, 2009 and ending June 30, 2010.
- ☞ **Project Title:** If applicable, provide a brief title for the proposed project.
- ☞ **Description:** Provide an overview of the program which will include a BRIEF summary of the program's concept and overall goal. *Please limit your description to no more than 400 words.*
- ☞ **Authorized Official:** List the name, title, address, telephone number, fax number, and e-mail of the individual authorized to apply for these grant funds on behalf of the applicant. Example of authorized officials could include County Commission Presidents, Mayors, or State Agency Directors (Heads). This individual cannot also be the project director or fiscal officer.

Budget Summary – Page 2

List the applicant and the applicant's Federal Employee Identification Number (FEIN) in the spaces provided. For example, a ten-digit number usually starting with 55.

- ☞ **CAC Requested Funds Column:** Indicate the amount of grant funds requested in the various category items allowable under the CAC grant program.
- ☞ **Other Funds Column:** Indicate the other funds allocated to the various budget line items.
- ☞ **Total Budget:** CAC requested grant funds plus other funds
- ☞ **Funding Strategy:** List separately each source of funds for the project and indicate the status of each funding source as outlined under the Funding Strategy section.

Note - CAC grant funds are set up on a reimbursement basis only – no lump sum distributions. Financial reports are submitted each month to obtain reimbursement through the grant for monthly project expenditures.

Note - All grantees are required to provide a minimum ten percent (10%) cash match to the project. State (90%) + Match (10%) = Total Project Cost (100%). Please study the Program Guidelines concerning match.

Budget Detail – Page 3

Provide a breakdown of the category totals listed on Page 2. This information should include general line item information by budget category.

- ☞ **Personnel / Contractual:** Compensation for all positions funded through the grant, including wages and contractual services. Include job description, pay rate, and breakdown of **EACH** fringe benefit, if claimed. Samples of contractual agreements including evaluators and trainers are included here.
- ☞ **Travel / Training:** These costs are to include travel and training expense(s) incurred by program personnel for the purpose of meeting the objectives of the program. Include title of Training and additional requests (meals, lodging, miles, registration fees, etc.) Expenses may not exceed ceilings established by either State of West Virginia travel regulations or the applicant entity's travel regulations, **whichever is stricter**.
- ☞ **Equipment:** For items purchased which has an estimated life expectancy of one or more years and costs more than \$5,000 per individual item.
- ☞ **Other:** Items not meeting the requirements of equipment and other expenses not classified elsewhere.
- ☞ **Match:** All grantees are required to provide a minimum ten percent (10%) cash match to the project. State (90%) + Match (10%) = Total Project Cost (100%). Please study the Program Guidelines concerning match.

Allowable and Unallowable Costs Allowable Costs - please see the Program Guidelines.

Budget Justification – Page 4

Provide a further breakdown of all costs listed in the Budget Detail worksheet. This should not only provide a breakdown of costs, but also why this expense is need to carry out the proposal. This should contain specific criteria and data used to arrive at estimates and/or costs for all items listed. Please differentiate between project grant and matching funds.

Applications submitted which do not provide a sufficient narrative may be subject to exclusion. Use additional blank pages as necessary.

For line items listed, sufficient breakdown would include:

- ☞ **Personnel / Contractual:** List positions as contractual (no benefits) or personnel with the benefits spelled out in detail. To show personnel with benefits, reflect the gross wages (salary) plus any benefits and taxes, such as FICA, Worker's Compensation, Retirement, etc. For hourly employees, indicate the hourly rate, the number of hours to be worked in a day, and the total number of days to be worked during the grant cycle. For example: \$10 / hour x 3 hours / day x 180 days = \$5,400.00
- ☞ **Travel / Training:** Describe all trainings identified on the budget page. For each item show the calculation. Specifically, for mileage expenses document approximate number of miles and the mileage rate used. Reflect the applicant's mileage rate unless this rate exceeds the state per diem rate, in which case you will use the state per diem rate. Training expenses should reflect workshop or conference registration fees, lodging, and meal allowance. Meal allowances are

limited to the Federal Per Diem rates and in accordance with West Virginia State Travel Regulations.

- ☞ **Equipment:** Provide a detailed description of the equipment requested and how this will benefit the project.
- ☞ **Other:** All items listed under this category need to be clearly itemized. For instance, an itemization for workbook materials to be used would be outlined as cost per participant (35 participants x \$10 per workbooks = \$350.00).

Project Narrative – Page 5

Provide a detailed description of how the applicant will use CAC grant funds including plans for the continuation of the program if future funding is not made available.

Complete the Project Narrative following the format as outlined below and attach additional pages as needed. **Additional pages should be labeled 5-1, 5-2, 5-3, etc.**

- A. **Statement of Need or Problem Statement:** The problem/need should be clearly identified and substantiated by research and statistics specific for the targeted service delivery area and population.
 - The target population to be served should be identified and described.
 - The needs of the target population are outlined.
 - Supporting current data (preferable base-line data as well as written demonstration) is provided to justify why programming of this type is needed.
- B. **Program Description and/or Solution to the Problem:** the following should be addressed
 - Describe the proposed program and how it will address the needs identified in the statement of need.
 - Describe the program's overall goal(s) and the anticipated impact on the targeted population.
 - Describe the activities to be implemented in the program – when discussing these activities, be sure to include an implementation schedule.
 - If applicable, describe how youth will be referred to the program.
 - Discuss the program's management and supervision – indicate the role of the project director, the supervision of CAC-funded staff, the role of the governing board, the role of the multi-disciplinary team, and if volunteers will be used to implement the program.
 - Existing projects **should** show past impact of their project on the targeted population.
 - Outline the methods, procedures, and activities used to accomplish goals and objectives.
- C. **Collaboration:** Describe the degree of interagency linkage and community ties with the project:
 - How will the program integrate or coordinate with existing related initiatives?
 - Describe the networking system to be used with other agencies.
- D. **Program Evaluation:** Provide an evaluation strategy to determine the success of the project.

- Describe the plan for measuring program effectiveness – this should be based on the goal(s) and objective(s) as well as any base-line data provided.
- Identification of data elements to be used to measure the program's progress.
- Identification of data elements to measure the program's outcomes.
- Description of how the data will be collected.
- Description of how the data will be analyzed and to whom the results will be reported.

E. **Success of previously funded projects:** If the project has received prior CAC funding, identify how many years the project has been funded and the successes of the project.

Grant Goal(s) & Objective(s) – Page 6

Overall grant goal(s) and objective(s) will be described in the program description and/or program evaluation, but all grant goal(s) and objective(s) need to be documented in this section. **Additional pages should be labeled 6-1, 6-2, etc.**

- ☞ State your goal(s) and provide clear, precise, and measurable objectives. Objectives should identify what and how much is anticipated to be accomplished, who will be responsible for making it happen, and when it is anticipated to be completed.
- ☞ Describe the implementation strategy for each objective. Strategies need to be brief and to the point.

A general description for the terminology used on this form is listed below:

Goal - Broad statement about what the program intends to accomplish. This statement should state the long-term desired impact of the program; set scope or foundation; state long-range target or purpose; identify target population; and state the condition to be changed.

You may only have one goal for your project with several objectives and activities to meet that goal.

Objective - A specific statement of the desired short-term, immediate outcome of the program which support accomplishment of the goal. Each objective must be **S.M.A.R.T.** (Specific, Measurable, Attainable, Results oriented and Time bound).

Outcome Measure - The data or tool used to measure achievement of the objective.

Activities - What will be done and who will accomplish it. **You must have at least one (1) activity per objective.**

Timeline - When will the activity begin and end. **You must have a timeline for each activity.**

Multi-Disciplinary (Investigation) Team Members – Page 7

List the name, area represented, and agency address of each team member.

Organizational Charts – Page 8

Provide organization charts for the applying agency and for the proposed project.

Hiring Procedures and Job Descriptions – Page 9

Provide a description of the agency's procedure for hiring employees who will be or a funded under the CAC grant. Include with this a job description and qualification for the position(s) proposed. If the position(s) is/are already filled, then include a resume for each filled position.

Special Conditions and Assurance – Pages 10 through 18

Sub-grants funded under the CAC grant program agree to comply with all special conditions and assurance listed. By certifying and signing the application on page one, the applicant is indicating they will comply and understand all special conditions and assurance listed in this section.

Organization Budget – Attachment A

Attach the applying agency's organization budget. CAC grant funds are distributed on a reimbursement only basis. The organizational budget will help in determining if sufficient resources are available for the applicant to operate in this manner.

Membership List of Governing Board – Attachment B

List the members of the grantee governing board with agency addresses. Examples of governing boards include board of directors.

Other Attachments – Attachment C

Attach any other items that may be relevant to the grant proposal. These include, but are not limited to: NCA Membership Status, IRS Determination Letter, Certificate of Incorporation, and Articles of Incorporation.

Section IV**Application Checklist:**

Child Advocacy Centers Grant Program
Application Checklist

Applicant: _____ **Amount Requested:** _____

- General Administrative Information – Page 1
 - Applicant Information Complete
 - Project Director Information Complete
 - Fiscal Officer Information Complete
 - Number of Years Previously Funded Indicated
 - Brief Description of Program Provided

- Budget – Pages 2 - 4
 - Budget Summary (Complete with Applicant and FEIN Number)
 - Funding Strategy
 - Budget Detail
 - Budget Justification

- Project Narrative – Page 5
 - Narrative addresses all information contained within the grant application instructions section – including, but not limited to:
 - Statement of Need
 - Program Description and/or Solution to the Problem
 - Collaboration
 - Program Evaluation
 - If Applicable, Success of Previous CAC-Funded Projects

- Goals and Objectives – Page 6

- Multi-Disciplinary (Investigation) Team Members – Page 7

- Organizational Charts – Page 8
 - Included both an organization chart for the applicant agency and the proposed organizational chart for the project.

- Hiring Procedures and Job Descriptions – Page 9

- Other Attachments (as needed) – Attachments A through C
 - Organization Budget
 - Membership List of Governing Board
 - Other Attachments

APPENDIX D

General Administrative Information:

Applicant: Address: Phone:	<u>Type of Agency</u> <input type="checkbox"/> State <input type="checkbox"/> County <input type="checkbox"/> Municipal <input type="checkbox"/> Private
--------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------

<u>Project Director:</u> Address: Phone: Fax: Email:	<u>Fiscal Officer:</u> Address: Phone: Fax: Email:
----------------------------------------------------------------------	--------------------------------------------------------------------

Amount Requested: _____ Amount Recommended:
 Program Category: CAC Number of years previously funded? _____ Geographic Area Served: _____
 Estimated number of youth to be served through the grant: _____ Project Period: **July 1, 2009 – June 30, 2010**
 Cost per youth: _____
 Project Title: _____
 Description: _____

Certification: To the best of my knowledge, the information contained in this application is true and correct. The submission thereof has been duly authorized by the governing body, and the applicant will comply with the attached special conditions and assurances if funding is provided.

Authorized Official:	Title:
Address:	Phone: Fax: E-Mail:
Signature:	Date:

Budget Summary

Applicant:	FEIN Number:
------------	--------------

Category	Requested Funds	Matching Funds	Total Budget
Personnel / Contractual			
Travel / Training			
Equipment			
Other			
Totals			

Funding Strategy

Funding Source(s)	Amount	Status
Total		

Funding Source - Separately list each source of funds that will be used in the program.

Amount - Enter the amount received or anticipated for each

Status - Indicate the status of each funding source of funds as follows:

P – Projected grant, loan or donation

A – Application submitted and under review

C – Funds Committed

R – Funds received, appropriated or on hand

Budget Justification

Project Narrative

Grant Goal(s) & Objective(s)

Descriptions:

Goal - Broad statement about what the program intends to accomplish. This statement should state the long-term desired impact of the program; set scope or foundation; state long-range target or purpose; identify target population; and state the condition to be changed.

You may only have one goal for your project with several objectives and activities to meet that goal.

Objective - A specific statement of the desired short-term, immediate outcome of the program which support accomplishment of the goal. Each objective must be **S.M.A.R.T.** (Specific, Measurable, Attainable, Results oriented and Time bound).

Outcome Measure - The data or tool used to measure achievement of the objective.

Activities - What will be done and who will accomplish it. **You must have at least one (1) activity per objective.**

Timeline - When will the activity begin and end. **You must have a timeline for each activity.**

Goal Number: _____

Objective Number: _____

Outcome Measure:

Baseline Data:

Activities to meet objective:

- 1.
- 2.
- 3.
- 4.

Timeline for each activity:

- 1.
- 2.
- 3.
- 4.

Objective Number: _____

Outcome Measure:

Baseline Data:

Activities to meet objective:

- 1.
- 2.
- 3.
- 4.

Timeline for each activity:

- 1.
- 2.
- 3.
- 4.

Additional Grant Goal(s) & Objective(s)

Goal Number: _____

Objective Number: _____

Outcome Measure:

Baseline Data:

Activities to meet objective:

1.

2.

3.

4.

Timeline for each activity:

1.

2.

3.

4.

Objective Number: _____

Outcome Measure:

Baseline Data:

Activities to meet objective:

1.

2.

3.

4.

Timeline for each activity:

1.

2.

3.

4.

Objective Number: _____

Outcome Measure:

Baseline Data:

Activities to meet objective:

1.

2.

3.

4.

Timeline for each activity:

1.

2.

3.

4.

Multi-Disciplinary (Investigation) Team Members

Please list or attach the names, area represented, and agency address of each team member.

Organization Chart

Please either use this page or attach a copy of your agency's organization chart *and the proposed organizational chart for this project.*

Hiring Procedures and Job Descriptions

Provide a brief statement outlining your agency's procedures for hiring employees who are funded under this grant. Include with this application a job description and qualifications for the position(s) proposed under this grant. If position(s) is/are already filled, then include a resume for each position filled.

1. **Legal Authority** – The applicant hereby certifies it has the legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body authorizing the filing of the application, including all understandings and assurances contained therein, and directly authorizes the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
2. **Relationship** – The relationship of the grantee to Division of Criminal Justice Services (DCJS) shall be that of an independent contractor, not that of a joint enterprise. The grantee shall have no authority to bind DCJS for any obligation or expense without the express prior written approval from DCJS.
3. **Law of West Virginia** – This grant application/contract shall be governed in all respects by the laws of the State of West Virginia. State procedures and practices will apply to all funds disbursed by DCJS, regardless of the original funding source. This grant is on a “**REIMBURSEMENT ONLY**” mechanism.
4. **Access to Records** – DCJS through any authorized representative shall have access to and the right to examine all records, books, papers, or other documents related to the grant, and to relevant books and records of contractors.
5. **Use of funds** – Funds awarded through DCJS may be expended **ONLY** for the purposes and activities specifically covered by the grantee's approved project description and budget. By attaching their signature, the grantee recognizes that **any** deviations from the original grant budget are unallowable.
6. **Allowable / Unallowable Costs** – Allowable and unallowable costs incurred under this grant shall be determined in accordance with General Accounting Office principles and standards.
7. **Commencement Within 60 Days** – This project must be operational within 60 days of the project starting date, as specified in the grant contract agreement. If the project is not operational within 60 days of the specified project starting date, the grantee must report by letter to DCJS, the steps taken to initiate the project, the reasons for delay, and the expected starting date.
8. **Operational Within 90 Days** – If the project is not operational within 90 days of the specified project starting date, the grantee must submit a second statement to DCJS explaining the delay in implementation. Upon receipt of the 90-day letter, DCJS may cancel the project and redistribute the funds to other project areas and/or eligible applicants.
9. **Consultant Fees** – Approval of this grant does not indicate an approval of consultant rates in excess of \$450 per day. Specific and detailed justification must be submitted to, and approved by DCJS prior to obligation or expenditure of such funds.
10. **Project Income** – All income earned by the grantee as a result of the conduct of this project, must be accounted for and included in the total budget. Project income is subject to the same expenditure guidelines established by DCJS as are established for granted funds. All grantees must maintain records that clearly show the source, the amount and the timing of all project income. There is no waiver provision for the project income requirement.
11. **Written Approval of Changes** – The grantee must obtain prior written approval from DCJS for all project changes (programmatic, fiscal or otherwise).

12. **Matching Contribution** – The grantee will have available, and will expend as needed, adequate resources to defray that portion of the total costs as set forth in this application as "cash match" and as approved by the West Virginia Division of Criminal Justice Services. The applicant assures that the cash matching funds required to pay the grant portion of the cost of each program and project, for which funds are made available, shall be in addition to funds that would otherwise be made available for the proposed project by the recipients of grant funds and shall be provided on a project-by-project basis. Cash Matching contributions are subject to the same expenditure guidelines established by the West Virginia Division of Criminal Justice Services for this program. All grantees must maintain records that clearly show the source, the amount and the timing of all cash matching contributions. There is no waiver for the cash match requirement.
13. **Property Accountability** –The grantee shall establish and administer a system to control, protect, preserve, use, maintain, and properly dispose of any property or equipment furnished it, or made available through a grant by DCJS. This obligation continues as long as the property is retained by the grantee, notwithstanding the expiration of this agreement. Prior to sale, trade in or disposal of property, disposition instructions will be obtained from DCJS. Grantee assures inventory checks will be performed annually or pursuant to guidance promulgated in the Administrative Manual for this program (if applicable), with copies provided to DCJS.
14. **Accounting Requirements** – Grantee agrees to record all project funds and costs following generally accepted accounting procedures. A unique account number or cost recording must separate all project costs from the grantee's other or general expenditures. Adequate documentation for all project costs and income must be maintained. Adequate documentation of financial and supporting material, must be retained and be available for audit purposes.
15. **Obligation of Project Funds** – Funds may not, without prior written approval from DCJS, be obligated prior to the effective start date or subsequent to the termination date of the project period. Obligations outstanding as of the project termination date shall be liquidated within thirty (30) days.
16. **Reporting of Irregularities** – Grantees are responsible for reporting promptly to DCJS the nature and circumstances surrounding any fiscal irregularities discovered. Failure to report known irregularities may result in suspension of the grant or other remedial action.
17. **Equal Employment Opportunity Plan** – Each grantee certifies, that it has executed and has on file, an Equal Employment Opportunity Plan which conforms with the provisions of 28 CFR Section 42.301, et. seq., Subpart E, or that in conformity with the foregoing regulations, no Equal Employment Opportunity Plan is required.
18. **Project Changes** – The sub-grantee must obtain written approval from DCJS for major project changes. These include: (1) changes in project activities and services, (2) changes in job qualifications for any Child Advocacy Center's (CAC) grant-funded position, (3) any adjustment to budget line items within the approved budget.
19. **Administrative Changes** – The sub-grantee must advise DCJS immediately in writing if there are any changes in the: (1) Project Director, (2) Fiscal Officer, (3) Authorized Official, or (4) CAC Grant-funded staff position(s). Please also submit to DCJS a new membership list if there are any changes in the members of a governing board, such as the Board of Directors, or changes in members of the Multi-Disciplinary (Investigation) Team.

20. **Trainings / Workshop Attendance** – Sub-grantee representatives (project director and CAC - funded staff positions) and/or Multi-Disciplinary (Investigation) Team members will be required to attend training workshops deemed critical by DCJS.
21. **Sub-Grant Reporting** – The grantee shall submit, at such times and in such form as may be prescribed, such reports as DCJS may reasonable require, including but not limited to:
 - a. Monthly Progress Reports
 - b. Monthly Financial Reports
 - c. Year End Final Report
22. **Monthly Progress Reports** – The sub-grantee is required to submit monthly progress reports by the 20th day of each month to DCJS which are to include:
 - ☞ A summary of activities for the month which should be prepared by the CAC-funded staff (Funded Staff Report). The project director should also submit a monthly summary report reflecting the status of the project (Project Director's Report).
 - ☞ A monthly calendar outlining event, meetings, etc.
 - ☞ Demographic Report – this report reflects the number of youth served as well as age levels, etc.
23. **Direct Services** – If no direct service is provided during a month, no direct service salary expense should be charged to the grant.
24. **Travel / Training** – Any sub-grantee receiving CAC Grant funding for training must submit in writing to DCJS a training plan, and must request in writing any adjustments to a training plan. Also, any CAC grant-funded staff position who attends any training workshop or conference must submit a written narrative identifying the training, its purpose, what specific workshops were attended, and the useful information obtained that will assist in implementing the JJDP grant project. **All training must be approve in advance by DCJS** by submitting a written request identifying the staff person who will be attending, the name of the conference and purpose, and attaching a brochure outlining the costs and the agenda.
25. **Grant File** – Sub-grantee must maintain a grant file containing all grant-related documents, such as the grant agreement, monthly financial reports, monthly progress reports, and any grant-related correspondence. In some situations, the project site is at a different location than the official sub-grantee. Therefore, an official grant file should be maintained by both the official sub-grantee and the project site. These records are to be available at any time for review by DCJS.
26. **Hiring Procedures** – Hiring procedures outline in the grant application should be followed in hiring CAC grant-funded staff positions. Staff hired must meet the qualifications outlined in the job description for the position. DCJS is to be advised in writing if these are any difficulties in filling CAC grant-funded staff positions.
27. **Conflict of Interest** – No public official or employee of the grantee agency, who performs any duties under the project, may participate in an administrative decision with respect to the project if such a decision can be expected to result in any benefit or remuneration to that individual or that individual's immediate family.

28. **Patents and/or Copyrights and Rights in Data** – Grantee acknowledges that DCJS reserves a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use, and authorize others to use, for State or Federal government purposes: (1) the copyright in any work developed under an award or sub award; and, (2) any rights of copyright to which a recipient or sub recipient purchases ownership, in whole or in part, with State or Federal support.

Grantee agrees to consult with DCJS re the allocation of any patent rights that arise from, or are purchased with, this funding.

29. **Program Accountability – Federal Requirements** –

- a. Federal Office of Management and Budget (OMB) Circular A-133 sets forth standards for obtaining consistency and uniformity for the audit of states, local government, and non-profit organizations expending Federal awards. This grant shall adhere to the audit requirements set forth in OMB Circular A-133 at the time of award.

As of 10/1/04, the requirements set forth by OMB Circular A-133 are as follows: Non-Federal entities that expend \$500,000 or more in a year in Federal awards shall have a single or program-specific audit conducted for that year. Non-Federal entities that expend less than \$500,000 a year in Federal awards are exempt from Federal audit requirements for that year, but records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and General Accounting Office.

- b. OMB Circular A-110 sets forth standards for obtaining consistency and uniformity for the audit of institutions of higher education, hospitals, and other non-profit organizations expending Federal awards. This grant shall adhere to the audit requirements set forth in OMB Circular A-110.

As if 10/1/04, the requirements set forth by OMB Circular A-110 are as follows: Recipients and sub recipients that are institutions of higher education or other non-profit organizations (including hospitals) shall be subject to the audit requirements contained in the Single Audit Act Amendments of 1996 (31 USC 7501-7507) and revised OMB Circular A-133.

- c. If an audit must be conducted pursuant to OMB Circular A-133 and A-110, a copy of the audit shall be submitted to DCJS as well as to the Federal clearinghouse.

As of 10/1/04, the Federal clearing house is as follows:

Federal Audit Clearinghouse
Bureau of the Census
1201 E. 10th Street
Jeffersonville, IN 47132

30. **Program Accountability – State Audit Requirements** – Sub grantee assures that it has read, understands, and is in full compliance with all requirements as set forth in §12-4-14., Code of West Virginia, as amended, and is not currently debarred from receiving state grant funds as a result of non-compliance with §12-4-14., as amended. Sub grantee further understands that if it is currently debarred or is not in compliance with §12-4-14., as amended, it is ineligible to receive funding from the West Virginia Division of Criminal Justice Services.

31. **Sanctions for Noncompliance** – in the event of the Grantee's noncompliance with the terms, conditions, covenants, rules, or regulations of this grant, DCJS shall impose such contract sanctions as it may deem appropriate, including but not limited to:
- ☞ Withholding of payments to the grantee until the grantee complies, or
 - ☞ Cancellation, termination or suspension of the contract, in whole or in part, or
 - ☞ Refrain from extending any further assistance to the grantee until satisfactory assurance of future compliance has been received.

32. **Civil Rights Compliance** – Grantee will comply with all federal civil rights laws, including Title VI of the Civil Rights Act of 1964, as amended. Grantee will comply with all federal civil rights laws, These laws prohibit discrimination on the basis of race, color, religion, national origin, and sex in the delivery of services.

National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI, grantees will take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary.

Grantees are encouraged to consider the need for language services for LEP persons served or encountered both in developing their proposals and budgets and in conducting their programs and activities.

33. **Political Activity** – The Hatch Act restricts the political activity of executive branch employees of the federal government, District of Columbia government and some state and local employees who work in connection with federally funded programs. In 1993, Congress passed legislation that significantly amended the Hatch Act as it applies to federal and D.C. employees (5 U.S.C. §§ 7321-7326). (These amendments did not change the provisions that apply to state and local employees. 5 U.S.C. §§ 1501- 1508.)

34. **Release of Information** – All records, papers and other documents kept by recipients of grant funds are required to be made available to DCJS. These records and other documents submitted to DCJS and its grantees, including plans and application for funds, reports, etc., may be subsequently required to be made available to entities under Federal Freedom of Information Act, 5. U.S.C. §552, or Chapter 29B, Article 1 (West Virginia Freedom of Information) of the West Virginia Code.

DCJS recognizes that some information submitted in the course of applying for funding under this program, or provided in the course of its grant management activities, may be considered law enforcement, personnel or juvenile sensitive or otherwise important to national or state security interests. This may include threat, risk, and needs assessment information, and discussions of demographics, transportation, public works, and industrial and public health infrastructures. While this information under state control is subject to requests made pursuant to the Chapter 29B, Article 1 of the West Virginia Code, **all** determinations concerning the release of information of this nature are made on a case-by-case basis by DCJS, and may fall within one or more of the available exemptions under the Act.

Grantees must consult applicable state and local laws and regulations regarding the release or transmittal of information to any entity which may be considered sensitive in nature. Applicants may also consult DCJS regarding concerns or questions about the release of potentially sensitive information under state and local laws.

35. **National and State Evaluation Efforts** – The grantee agrees to cooperate with any national and/or state evaluation efforts directly or indirectly related to this program as requested.
36. **Press Releases** – Pursuant to the Stevens Amendment, any release of information pertaining to this grant must include the following information:
- a. Grant Amount;
 - b. State involvement (name of state entity responsible for administering the grant); and
 - c. Federal involvement if applicable (name of federal entity responsible for administering the grant).
37. **Peer Review Sub Grantee Evaluation Process** – The applicant agrees to discharge if necessary - at the request of DCJS - knowledgeable, competent personnel (preferably a Project Director) to participate in a contemplated "peer review" process/advisory council. The purpose of this process would be to assist DCJS in making grant funding recommendations and furthered policy development regarding Child Advocacy Centers throughout the State. This would be no more than 2-3 days per annum.
38. **Lobbying** – Grantee will comply with any and all lobbying provisions and/or restrictions as outlined in OMB circular A-122, and/or relevant State laws.
39. **Non-Supplanting** – Granted funds must be used to supplement existing funds for program activities and may not replace (supplant) funds that have been appropriated for the same purpose. Potential supplanting will be the subject of monitoring and audit. Violations can result in a range of penalties, including suspension of future funds under this program, suspension or debarment from state grants, recoupment of monies provided under this grant, and civil and/or criminal penalties. The grantee hereby certifies that funds made available under this grant will not be used to supplant other funding sources.
40. **Reports** – Each grantee shall submit such reports as DCJS shall deem reasonably necessary to the execution of monitoring, stewardship and evaluation of programmatic and fiscal responsibilities
41. **Suspension of Funding** – DCJS may suspend, in whole or in part, terminate, or impose other sanctions on any grantee funds for the following reasons:
- ☞ Failure to adhere to the requirements, standard conditions, or special conditions and assurances of this program;
 - ☞ Failure to submit reports;
 - ☞ Filing a false certification in this application or in another report or document; or
 - ☞ Other cause shown.
42. **Submission/Release of Proposed Publication** – The grantee shall submit one copy of all reports and proposed publications resulting from this agreement to DCJS twenty (20) days prior to public release. Any publications (written, visual, sound, or otherwise), whether published at the grantee's or government's expense, shall contain the following statements:
- "This document [product] was prepared under a grant from the West Virginia Division of Criminal Justice Services (or simply "DCJS"). Points of view or opinions expressed in this document [product] are those of the authors and do not necessarily represent the official position or policies of the State of West Virginia or the Division of Criminal Justice Services."

43. **Criminal Penalties** – Whoever embezzles or endeavors to embezzle, willfully misapplies, steals or obtains by fraud any funds, assets, or property which are the subject of grant or contractor or other form of assistance pursuant to this title, whether received directly or indirectly from the administration; or whether receives, conceals, or retains such funds, assets, or property to his use or gain, knowing such funds, assets, or property to have been embezzled, willfully misapplied, stolen, or obtained by fraud, shall be fined not more than \$10,000 or imprisoned not more than five years, or both.

Whoever knowingly and willfully falsifies, conceals, or covers up by trick, scheme, or device, any material fact in any application for assistance submitted pursuant to the Act shall be subject to prosecution under the provisions of Section 1011 of Title 18, United States Code. Any law enforcement and criminal justice program or project underwritten, in whole or in part, by any grant, or contract or other form of assistance pursuant to the Act, whether received directly or indirectly from the administration, shall be subject to the provisions of Section 871 of Title 18, United States Code.

44. **Collaboration with Other Federal and State Grants** – Where warranted, this initiative/grantee shall make every effort to support or assist other federally funded or State grant programs in any manner, including but not limited to, providing personnel, supplies, equipment and any other resources deemed necessary by DCJS.
45. **Use of Grant Funds to Enact Laws, Policies, Etc.** – Grantee understands and agrees that it cannot use any grant funds, either directly or indirectly in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government.
46. **Information Systems** – With respect to programs related to criminal justice information systems, the grantee agrees to comply with the provisions of 28 CFR, Part 20 governing the protection of the individual privacy and the insurance of integrity and accuracy of data collection. The grantee further agrees:
- a. That all computer programs (software produced under this grant) will be made available to DCJS for transfer to authorized users in the criminal justice community without cost other than that directly associated with the transfer. The software will be documented in sufficient detail to enable potential users to adapt the system, or portions thereof, to usage on a computer of similar size and configuration.
 - b. To provide a complete copy of the computer programs and documentation, upon requests, to DCJS. The documentation will include, but not be limited to, system description, operating instruction, program maintenance instructions, input forms, file descriptions, report formats, program listings, and flow charts for the system and programs.
 - c. That whenever possible all application programs will be written in standardized programming languages (i.e. Cobol, Fortran, C, C++, XML, etc.) or will adhere to Open Database Connectivity format for use on general operating systems that can be utilized on at least three different manufacturers of computer hardware with similar size and configuration capabilities.
 - d. To avail itself, to the maximum extent possible, of computer software already produced and available without charge. The Criminal Justice Systems Clearinghouse (916/392-2550) should be contacted to determine availability of software prior to any development effort.

47. **Limited English Proficiency** – Grantee must take reasonable steps to provide meaningful access to their programs and activities for persons with limited English proficiency. For more information on the civil rights responsibilities that grantees have in providing language services to limited English proficiency individuals, please see the website www.lep.gov.
48. **Purchasing** – When making purchases relevant to the grant, the grantee will abide by applicable State and local laws, which address purchasing procedures by a state or local unit of government or other agency.
49. **Lease Agreement** – Grantee agrees to provide DCJS with a description of proposals to use grant funds to enter into lease arrangements with private entities for the purpose of fulfilling the goals and objectives of this project.
50. **Veterans Preference** – This program includes a provision that grantees utilizing funds to hire additional personnel, to the extent possible, give suitable preference in employment to military veterans. DCJS defines “suitable preference” as the requirement that a grantee agency have in place a mechanism ensuring that veterans are given consideration in the hiring process.
51. **Immigration and Naturalization Verification** – The grantee agrees to complete and keep on file, as appropriate, applicable Immigration and Naturalization Service Employment Eligibility Verification Forms. These forms are to be used by recipients of state funds to verify that employees are eligible to work in the United States.
52. **Purchase of American-Made Equipment/Products** – It is the sense of DCJS that to the greatest extent practicable, all equipment and products purchased with state funds made available under this grant should be American-made.
53. **Personnel Training** - For projects involving payment of personnel or overtime pay, DCJS reserves the right to require training as a condition of the grant before or at any time during the project period.
54. **Transfer of Funds Prohibition** – The grantee is expressly prohibited from transferring funds between any DCJS programs.
55. **Marking of Equipment** – Grantee will ensure that, when practicable, any equipment purchased with grant funding shall be prominently marked as follows: “Purchased with funds provided by the West Virginia Division of Criminal Justice Services.”
56. **Time Extensions** – In general, time extensions for this program are unallowable. Unexpended grant funds remaining at the close of the grant period shall be deobligated.
57. **Computer Equipment** – Grantees purchasing computer equipment (hardware, software, or peripherals) with grant funds are required to adhere to the established bidding procedures for their respective units of government or agency. To ensure reputable vendors are obtained, grantees may consider utilizing the current applicable State computer contract. The following are minimum and recommended hardware requirements, as well as software requirements, established by DCJS for this grant program, which must be recognized when purchasing computer equipment, in whole or in part, utilizing grant funds:

Standard Computer (PC) Specifications:

Note: Options may vary depending on budget and unique operating environment (i.e. network card not needed if stand-a-lone PC). Preferred Computers include: Award Wining Computers based on industry-standards such as: Hewlett Packard Vectra, Dell Optiplex or Gateway 2000 E-series.

Computer Requirements:

Mini Tower
Intel Pentium 4 Processor 2.0GHz, 512K Cache
512MB DDR Non-ECC SDRAM (1 DIMM)
40GB EIDE 7200RPM
1.44MB 3.5 inch floppy drive
Omega Internal Zip Disk Drive (250MB)
48X DVD-CDRW Combo Drive
3 PCI, 1 16-bit ISA slot, 1 PCI/ISA (shared), 1 AGP slot
ATI 16 MB AGP 2X Rage Pro Video Card (**may** be integrated)
PS/2 101-key keyboard
PS/2 button mouse with scroll wheel
1 Parallel, 2 Serial, 2 USB
Integrated Sound Blaster Compatible sound card with speakers
Integrated 10/100 Ethernet Network Card (if PC is to be connected to network or high-speed internet connection)
V.90 56K internal modem (if connecting PC to Internet via phone line)
Diagnostics and Drivers on CD
3 Year Parts + On-site labor
Windows XP Professional w/ CD using NTFS operating system
XML language compatible
APC UPS Backup power protection (adequate size to handle power load)

Monitor Requirements:

Minimum 17" SVGA monitor meeting following specs.
.25mm dot pitch
1600x1280 maximum resolution; 116Hz refresh at 1024x768
Anti-Radiation, Anti-Glare Screen
TCO '95 Certified, Energy Star compliant
3-year warranty
48 hour express exchange warranty (if available)

Organization Budget

Please either use this page, or attach an agency-wide budget

Membership List of Governing Board

Please use this page or attach to this page a list of the member of the grantee governing board (Board of Directors) with addresses and telephone numbers.

Letters of Support

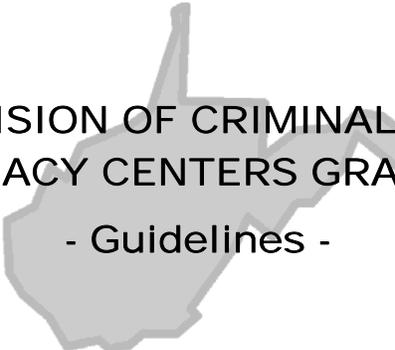
Please attach in this section all letters of working agreements received from key agencies that demonstrate interagency linking in providing services to youth and community support of the project.

Child Advocacy Centers Grant Program	Grant Application Attachment D
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Other Attachments

Please use this section to attach the following – (1) NCA Membership Status, (2) IRS Determination Letter, (3) Certificate of Incorporation, and (4) Articles of Incorporation.

APPENDIX E



WEST VIRGINIA DIVISION OF CRIMINAL JUSTICE SERVICES
CHILD ADVOCACY CENTERS GRANT PROGRAM

- Guidelines -

SECTION 1: GENERAL INFORMATION

1.1. The West Virginia Child Advocacy Centers (CACs) Grant Program.

The West Virginia Child Protection Act of 2006 (Chapter 15, Article 11, of the West Virginia State Code) codified a series of programs, criminal law revisions and other reforms to provide and promote the ability of the children of this state to live their lives without being exposed and subjected to neglect and physical and sexual abuse. As a result, the targeted increases in terms of incarceration, enhanced treatment, post-release supervision and new approaches toward the state's child protection system will strengthen government's ability to address this most serious problem. This Act will provide for greater intervention among and punishment and monitoring of individuals who create a risk to our children's safety and well-being.

During the course of the 2007 Regular Session, the Legislature passed Senate bill 626, recognizing the important role that child advocacy centers play in realizing the intents of the Child Protection Act of 2006.

The 2008 Legislature appropriated funding to implement a system of child advocacy centers throughout the State. This funding is intended to provide grant relief to be passed through the West Virginia Division of Criminal Justice Services (DCJS) to those child advocacy centers in need of supplemental financial assistance.

1.2. Beginning the process.

By invitation only, applications for funds by eligible entities are initiated by completing a DCJS, CACs Grant Program application and submitting it to DCJS. Applications should be submitted to:

West Virginia Division of Criminal Justice Services
1204 Kanawha Boulevard, East
Charleston, West Virginia 25301

1.3. CACs Grant Program goals.

The following goal(s) have been identified for the CACs Grant Program:

- Ensure a comprehensive, culturally competent, multidisciplinary **investigative** team response to allegations of child abuse in a dedicated, child-friendly setting; and,
- Provide or facilitate mental health interventions and victim advocacy services.

SECTION 2: PROGRAM STANDARDS

2.1. CACs Grant Program core elements.

All fundable child advocacy centers must include the core elements established in 2.1.a. or 2.1.b. below (documentation required), depending on the center's circumstance. All child advocacy centers must include core element 2.1.c.:

2.1.a. Accredited membership in the National Children’s Alliance (NCA). The following program components are necessary for accredited membership in the National Children’s Alliance:

Child-Appropriate/Child-Friendly Facility: A child advocacy center provides a comfortable, private, child-friendly setting that is both physically and psychologically safe for clients.

Multidisciplinary Team (MDT): An MDT for response to child abuse allegations includes representation from the following:

- Law enforcement;
- Child protective services;
- Prosecution;
- Mental health;
- Medical;
- Victim advocacy; and,
- Children’s Advocacy Center.

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 child advocacy center promotes policies, practices and procedures that are culturally competent. Cultural competency is defined as *“the capacity to function in more than one culture, requiring the ability to appreciate, understand and interact with members of diverse populations within the local community.”*

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 child advocacy center clients as part of the team response, either at the center 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 center 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 center 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: The child advocacy center must develop and implement a system for monitoring case progress and tracking case outcomes for team components.

2.1.b. Associate membership in the NCA. Associate members must have developed a substantial plan toward the establishment of a fully functioning child advocacy center.

Associate members must have **(1)** established a multidisciplinary team for investigations; **(2)** have begun conducting joint forensic interviews; and, **(3)** have based their child advocacy center in a facility.

2.1.c. Program evaluation. A written plan shall be developed which measures the success of the program. The plan should include the following elements: goals, objectives, and data to be captured regarding each client and services rendered utilizing standardized forms.

DCJS reserves the right to waive the core element 2.1.b., if an entity or entities can adequately demonstrate an aggressive posture toward gaining associate membership status in the NCA.

SECTION 3: OTHER ELIGIBILITY REQUIREMENTS

In order to be eligible for CACs funding, a program must be designed to address the intents of the Child Protection Act of 2006, and meet the following additional requirements:

3.1. Record of effective services.

2nd year + granted programs must demonstrate progress toward meeting the requirements of accreditation and/or providing effective services. This includes having the support and approval of its services by the community, a history of providing direct services in a cost-effective manner, and financial support from other sources or documented attempts to gain financial support from other sources.

3.2. New programs.

Those established and operational programs that have not yet demonstrated a record of providing effective services may be eligible to receive CACs funding, if the program can demonstrate that a portion of their financial support comes from local community or other sources, and that a plan is in place to provide effective services. It is important that entities have a variety of funding sources in order to ensure financial stability. This requirement may be waived by DCJS.

NOTE: CACs funding may not be used for “start-up” costs.

3.3. Promote community efforts.

Programs must promote, within the community, coordinated public and private efforts to assist and support the child advocacy center. Coordination may include, but is not limited to, serving on state, federal, or local task forces, commissions, working groups, coalitions, and/or multi-disciplinary teams which either directly or indirectly impact the child advocacy center. Coordination efforts may also include developing written agreements that contribute to better and more comprehensive services. Coordination efforts qualify an organization to receive CACs funding and are also activities that can be supported with said funds.

3.4. **Resolutions.**

Programs must have obtained a resolution passed by the governing body that authorizes the recognized official of that entity to act on its behalf to make an application for CACs funding.

3.5. Compliance with rules regulating grants.

Programs shall comply with State of West Virginia rules regulating grants. These rules include maintaining appropriate programmatic and financial records that fully disclose the amount and disposition of CACs funds received. This includes but is not limited to: financial documentation for disbursements; daily time and attendance records specifying time dedicated to providing allowable services under the CACs Grant Program; client files; that portion of the project supplied by other sources of revenue; job descriptions; contracts for services; and other records which facilitate an effective audit.

3.6. Victim compensation benefits.

Programs must make a concerted effort to assist victims of crime in the application for compensation benefits. Such assistance may include identifying and notifying crime victims of the availability of compensation, assisting them with the application forms and procedures, obtaining necessary documentation, and/or checking on the status of claim(s).

3.7. Confidentiality.

At the time of a forensic interview, the child advocacy center will inform parents or guardians about the importance of a coordinated team investigation and ask him/her to permit sharing of information about the case with all MDT members, as well as other specifically named professionals who are already involved with the family. A signed copy of this permission statement listing all approved professionals must be kept in the child advocacy center case file and will be provided upon request to those on the list. MDT members are responsible for adhering to the confidentiality requirements of their own discipline. Case files, recorded forensic interviews, and case information shared or discussed by MDT members at any time must be considered confidential within the MDT. Aside from the aforementioned exceptions concerning the MDT, child advocacy center client information must be kept confidential as required by state and federal law except with the express permission of the parent or guardian.

3.8. Compliance with additional state criteria.

Programs must abide by any additional eligibility or service criteria as established by the State of West Virginia including submitting upon request, statistical and programmatic information of the use and impact of CACs funds.

SECTION 4: APPLICATION AND RECEIPT OF FUNDS

4.1. Eligible applicants.

By invitation only, funding under this program is available to units of local government and private non-profit agencies meeting the core elements established in Section 2 of these guidelines. For the purposes of this program, a unit of local government is a town

or township, village, city, or county that carries out substantial governmental duties and powers. Non-profit agencies must submit (1) a copy of the Certificate of Incorporation (from the West Virginia Secretary of State's Office) of the organization which is making the application; (2) a copy of the IRS Determination Letter – 501(c)(3); and, (3) a copy of the latest Income Statement Balance Sheet.

Child advocacy centers currently accredited by the National Children's Alliance are eligible to apply for a maximum of \$100,000.00 in funding from DCJS. Child advocacy centers that are in a process of accreditation are eligible to apply for a maximum of \$35,000.00, in funding from DCJS, for no more than five (5) years eligibility. Following this 5 year term, if the applicant agency is not accredited, they will be determined ineligible to receive further funding from DCJS under this grant program. DCJS reserves the right to waive this 5 year term limit.

4.2. Ineligible recipients.

4.2.a. Federal agencies.

Federal "agencies" are ineligible to receive CACs funds.

SECTION 5: ALLOWABLE COSTS

5.1. Basic guidelines.

The basic guidelines for determining allowability of costs will be the extent to which these costs contribute to the purpose and execution of the state assisted child advocacy center. In general, project costs are "all necessary charges made by a grantee to accomplish the objectives of a project during the grant period." It will be assumed that:

- Applicant agencies will each bear their appropriate share of allocated costs as allowable under federal, state and local law or regulation.
- DCJS and its grantees have the primary responsibility for employing whatever form of organization and management techniques will be necessary to assure proper and efficient fiscal administration and cost allocation, including accounting, budgeting, reporting, auditing and other review controls.
- Costs pertinent to carrying out unrelated function (i.e., unrelated to programs receiving grant support) are not allowable and there cannot be recognition of "profit" or increment above true costs in executing grants.

5.2. Direct services.

The following services are considered direct service project expenses:

5.2.a. Personnel costs.

Personnel costs are those that are directly related to providing administration and direct services, such as staff salaries and fringe benefits, including malpractice

insurance; the cost of advertising to recruit CACs funded personnel; and the cost of training paid and volunteer staff.

5.2.b. Special services.

Special services are those necessary to operate an effective child advocacy center and meet the core elements of the program guidelines. These special services include: direct services such as client therapy or advocacy, information and referral, case management, forensic interviewing, court testimony, prevention and education programs, MDT meeting participation, case reviews and case tracking and program evaluation.

5.3. Other allowable costs.

The services, activities, and costs listed below are not generally considered direct services, but are often a necessary and essential activity to ensure that quality direct services are provided. Before these costs can be supported with CACs funds, the sub grantee must clearly demonstrate that direct services to clients cannot be offered without support for these expenses; that the sub grantee has no other source of support for them; and that proportionate and reasonable amounts of CACs funds will be used for these purposes. The following list provides examples of such items:

5.3.a. Skills training for staff.

CACs funds designated for training are to be used exclusively for developing the skills of direct service providers including paid staff and volunteers, so that they are better able to offer quality services to clients, the criminal justice system and the community. **All** trainings must be approved by DCJS prior to attending any training by submitting a written request for training approval. If training is specifically outlined in the original request for funds, and is approved, a subsequent request is not necessary.

5.3.b. Training materials.

CACs funds can be used to purchase materials such as books, training manuals, and videos for direct service providers, within the funded organization, and can support the costs of a trainer for in-service staff development. Staff from other organizations can attend in-service training activities that are held for the subrecipient's staff.

5.3.c. Training related travel.

CACs funds can support costs such as travel, meals, lodging, and registration fees to attend training. Sub grantees are encouraged to first look for available training within their immediate geographical area, as travel costs will be minimal. However, when necessary training is unavailable within the immediate geographical area, funds may be used to support training outside of the geographical area. All travel expenses must adhere to State of West Virginia travel regulations, without exception.

5.3.d. Equipment and furniture.

CACs funds may be used to purchase furniture and equipment that provides or enhances direct services to clients and the community.

Funds cannot support the entire cost of an item that is not used exclusively for CACs Grant Program activities. However, CACs funds can support a prorated share of such an item. In addition, a sub grantee cannot use funds to purchase equipment for another organization or individual to perform services that is not related to the CACs Grant Program. Examples of allowable costs may include beepers; computers, printers, video cameras; two-way mirrors; and other equipment and furniture necessary for the program.

5.3.e. Purchasing or leasing vehicles.

Recipients may use CACs funds to purchase or lease vehicles if they can demonstrate to DCJS that such an expenditure is essential to delivering services to a child advocacy center. DCJS must give prior approval for all such purchases.

5.3.f. Advanced technologies.

At times, computers and other advanced technologies such as TTY/TDD machines may increase a program's ability to reach and serve its clients, the criminal justice system and the community. In making such expenditures, CACs Grant Programs must describe to DCJS how the advanced technology will enhance services to the program and/or the community; how it will be integrated into and/or enhance the subrecipients current system; the cost of installation; the cost of training staff to use the computer equipment; the on-going operational costs such as maintenance agreements and supplies; and how these additional costs will be supported. Property insurance is an allowable expense.

5.3.g. Contracts for professional services.

CACs funds generally should not be used to support contracts for professional services. At times, however, it may be necessary for recipients to use a portion of their grant to contract for specialized services. Examples of these services include mental health services, sign and/or interpretation for deaf/speech-impaired clients, or for clients whose primary language is not English.

NOTE: Programs are prohibited from using a majority of CACs funds for contracted services, which contain administrative, overhead, and other indirect costs included in the hourly or daily rate.

5.3.h. Operating costs.

Operating costs are allowable under the CACs Grant Program. Examples of allowable operating costs include utilities; supplies; equipment use fees, when supported by usage logs; printing, photocopying, and postage; brochures which describe available services; and, books and other program-related materials. Funds may support administrative time to complete CACs Grant Program

required time and attendance sheets and programmatic documentation and statistics, as well as administrative time to maintain required client records and program reports.

5.3.i. Supervision of direct service providers.

CACs funds may be utilized for supervision of direct service providers when it is determined that such supervision is necessary and essential to provide direct services for the child advocacy center. For example, DCJS may determine that using CACs funds to support a coordinator of staff and volunteers is a cost-effective way of better serving clients.

5.3.j. Repair and/or replacement of essential items.

CACs funds may be used for repair or replacement of items that contribute to maintaining a healthy and/or safe environment for clients, staff, and the community. In the event that a vehicle is purchased with CACs funds, related items such as routine maintenance and repair costs and automobile insurance are allowable.

5.3.k. Public presentations.

CACs funds may be used to support presentations that are made in the community, to criminal justice professionals, or other public forums, and that are designed to identify needs of clients, the community and the local criminal justice system and provide or refer them to needed services. Specifically, activities and costs related to such programs including presentation materials, brochures, and newspaper notices can be supported by CACs funds.

SECTION 6: MATCHING FUNDS REQUIREMENTS

6.1. Matching funds.

State funds provided under a grant from the CACs Grant Program may not exceed 90% of the total cost of the program. **The applicant assures responsibility for the required 10% cash match.**

The amount of the required match can be computed by calculating one-ninth of the state portion of program costs. For example, if \$100,000.00 is requested (representing **90%** of the total cost of the program), this amount divided by 9, produces the local match amount of \$11,111.00 (representing **10%** of the total cost of the program). The state amount of \$100,000.00, plus the match amount of \$11,111.00, should be combined to equal the total program cost of \$111,111.00.



TOTAL PROGRAM COSTS
\$100,000.00 (90%) + \$11,111.00 (10%) = \$111,111.00 (100%)

The applicant agency is responsible for ensuring that a commitment for the matching funds is available **prior** to submitting an application. The applicant must certify as part of its application, that the funds required to pay the matching portion of the cost of each program will be made available for expenditure during the grant period. This certification is made by including the total match amount on the application form where appropriate and signing page 1 of the application. Regardless of the source of the match, it must be expended during the project period.

All grantees must maintain records that clearly show the source, the amount, and the timing of all matching contributions. All grant award recipients must provide the required 10% cash match. **There is no waiver provision for the match.**

6.2. Expending matching funds.

The grantee matching share must be expended in the same manner and proportion as budgeted in the application. The grantee share must also be expended in the same time frame (grant period) as the state funds are expended.

6.3. Records of matching funds.

Since the requirement for grantee matching funds is mandatory, accurate records must be maintained which demonstrate the amount and timing of these contributions. These records are subject to audit in the same manner and to the same extent as books and records dealing with the receipt and expenditure of CACs funds.

SECTION 7: UNALLOWABLE COSTS

7.1. List of unallowable costs.

Some services, activities, and costs, cannot be supported with CACs funds. These include but are not limited to the following:

- Activities determined to be outside the purposes/activities specifically covered by the approved program description and project budget.
- Lobbying, Legislative and Administrative Advocacy. CACs funds cannot support legislation or continued legislation, or administrative reform, whether conducted directly or indirectly with grant funds.
- Fundraising Activities. Fundraising is an unallowable expense.

- Indirect Organizational Costs. For example, capital improvements, security guards and bodyguards, property losses and expenses, real estate purchases and construction may not be supported with CACs funds.
- The purchase of real estate.
- Bad debts.
- Contingencies.
- Contributions or donations.
- Entertainment.
- Fines and penalties.
- Interest and other financial costs.
- Prior obligations.
- Under-recovery of costs under grant agreements.
- Legislative expenses.
- Start-up costs.
- Relocation Expenses. CACs funds cannot support relocation expenses such as moving expenses, security deposits on housing, ongoing rent, and mortgage payments for clients, family members of clients or program staff.

7.2. Program audits.

All agencies will be subject to annual audit reviews by the State of West Virginia Auditor's Office. All irregularities reported during these audit reviews must be issued in full to DCJS within 30 days of receiving the formal audit report and findings.

SECTION 8: PROGRAM APPLICATION PROCESS

8.1. Application steps.

The application process consists of the following steps:

8.1.a. Requests for proposals.

Requests for proposals (RFP's) will be mailed invitation only to all recognized, currently accredited or in a process of accreditation entities.

8.1.b. Application kits.

An application kit will be mailed. The application kits will include the new fiscal year application and program guidelines, as well as DCJS contact information and the application deadline date.

8.1.c. Acknowledgement of receipt of applications and initial review.

Applications will be promptly acknowledged upon receipt and reviewed for completeness by DCJS staff. The applicant will be immediately contacted if omissions appear.

8.1.d. DCJS Staff assessment.

Staff will assess the merit and overall need of the project as well as evaluate how the specific project will satisfy state goals and objectives. Comments and recommendations will be noted. Staff assessment may be based on, but will not necessarily be limited to:

- Organization of the project, including potential assumption of either a portion of or all costs by the applicant agency.
- Probability that the grant will achieve its objective(s).
- Adequate fiscal responsibility.
- Coordination of efforts with local criminal justice, child protection, mental health and medical service providers.
- Evidence of local support for the program, for example financial support by County Commission, United Way, Church or civic group, or individual number of volunteers.
- Need for the project.
- Geographic area(s) to be served.
- Determination that the program meets the requirements established in Section 2 of these guidelines.

8.1.e. Funding recommendations.

DCJS will:

- Approve the application.
- Approve the application with conditions, budget adjustments, or amendments to the application.
- Return the application for revision (the required revision will be appended to the application).
- Deny.

8.1.f. Funding decisions.

Staff will take the necessary actions to affect the recommendations which include conveying those recommendations to the Governor via a predetermined format.

NOTE: Authority to make grant awards is vested only in the Governor of the State of West Virginia. Staff recommendations are advisory only and should not, at any time, be considered indicative of the final action by the Governor.

8.2. Requirements regarding time-frame for a program to be operational following an award.

Each approved project not operational within 60 days of the approved starting date of the grant period must report by letter to DCJS the steps taken to initiate the project, the reasons for delay, and the expected starting date.

If a project is not operational within 90 days of the original starting date of the grant period, the grantee must submit a second statement to DCJS explaining the implementation delay. Upon receipt of the 90-day letter, DCJS may cancel the project and redistribute the funds to other project areas or under extenuating circumstances, extend the project period.

SECTION 9: APPROVAL OF PROGRAMS

9.1. Programs requesting state funding:

Those child advocacy centers requesting state funding for the implementation of their program shall adhere to the following process/guidelines:

- Applications must be received (NOT “postmarked”) by DCJS on or before the indicated application deadline.
- The application will be received, reviewed and considered.
- Applicants may be required to orally present their application to the Division or a peer review panel.
- Upon approval, the grant will begin on July 1 and end on June 30.
- Funding awards will be for a one-year period and on a competitive basis.
- 10% cash match is required as stipulated within these guidelines.
- Applicants must submit all administrative paperwork including the award contract, an award resolution, a certification of debarment, an Equal Opportunity Employer certification and if applicable, copies of the Certificate of Incorporation, IRS Determination Letter – 501(c)(3) and the latest Income Statement Balance Sheet.
- State funds will be disbursed to the applicants through a monthly reimbursement system.

- Applicants must submit monthly progress reports.
- Applicants must collect statistical data as required by NCA and submit the data on a semi annual basis to DCJS.
- Applicants must submit an annual progress report.

SECTION 10: ACCOUNTING BOOKS AND RECORDS

10.1. Generally accepted accounting procedures.

Grantees must maintain accounting records in accordance with generally accepted accounting procedures, which will ensure that state and grantee matching funds are adequately accounted for.

10.2. Special accounting procedures.

In addition to complying with its regular accounting procedure, the grantee must keep special accounting records, which will accomplish the following:

- Account for the receipt of state funds approved for each grant project.
- Account for the expenditure of state and matching funds approved for each grant project by the broad budget categories set forth below:
 - Personnel/Contractual: Salaries, employee benefits, and contracts for hiring of consultants. Consultant services require advance DCJS approval.
 - Travel/Training: Lodging, transportation, registration fees, and subsistence expenses for project personnel. Training projects require advance DCJS approval. Expenses may not exceed ceiling established by West Virginia state travel regulations.
 - Equipment: Computers and software; advanced technologies or other singular item costing over the amount of \$5,000.00.
 - Other: Allowable expenses not otherwise classified.

SECTION 11: TRAVEL REGULATIONS AND RATES

11.1. State of West Virginia travel regulations.

Project travel expenses are to be determined in accordance with the State of West Virginia travel regulations and rates, unless the grantee's travel regulations are more restrictive, then its regulations will govern. **Reimbursement is limited to actual expenses incurred.** A complete copy of the current state rates and regulations can be found at www.state.wv.us/admin/purchase/Travel. A copy of the most current per diem rates can be found at <http://perdiem.hqda.pentagon.mil/perdiem/>.

11.1.a. Meal allowance.

Costs are **ONLY** allowable for overnight stay travel and at 75% maximum on the first and last day of travel. **Please refer to the State of West Virginia Travel Regulations and nationwide per diem rates.**

11.1.b. Motor vehicle.

Reimbursement for the use of employee's personal car in connection with grant business will be based on the State Government rate. Such reimbursement rates shall apply between the employee's headquarters and any designated location of work as approved by the project director. There will be no reimbursement of expense for commuting purposes other than in cases where an employee has completed his/her workday and is called out to return to his/her headquarters.

11.1.c. Duplicate reimbursements.

Notwithstanding any provision of these guidelines to the contrary, no official or employee shall be permitted to receive reimbursement for any expenses incurred in instances in which such expenses have been paid or are to be paid by any person, firm, corporation, partnership, association or any other third party. No official or employee shall receive reimbursements for any expense incurred in instances in which such expenses have been paid or are to be paid by DCJS as part of registration fee.

11.1.d. Registration fees.

Registration fees for conferences and/or seminars must be supported by receipts and attached to the attendee's expense report. Lodging and/or food that are included in the registration should be indicated on the expense report. Additional reimbursement will not be made for lodging or food that is included in registration fees.

SECTION 12: PROJECT INCOME

12.1. General rules of project income.

Project income is defined to be "*gross income earned by grant supported activities.*" The following general rules apply regarding project income:

- All other program income earned during the grant period shall be retained by the grantee and, in accordance with the grant agreement, shall be:
 - Added to funds committed to the project by the grantor and grantee and be used to further eligible program objectives; or,

- Deducted from the total project costs for the purpose of determining the net costs on which the state share of costs will be based.

SECTION 13: MONITORING

13.1. Annual on-site visits.

All projects receiving state grant funds are subject to annual on-site visits by DCJS staff to monitor the performance of grant-supported activities. Monitoring visits will be conducted to:

- Determine progress made toward achieving project objectives;
- Determine compliance with terms, conditions, and purpose of grant;
- Identify technical assistance needs; and,
- Provide guidance of future design or funding of similar projects.

APPENDIX F

WEST VIRGINIA

Division of Criminal Justice Services

Project Financial Report

Final Report

Page 1 of 1

Report #:

Subgrantee: 	Prepared By:	For Period:	Project #:
Address:	Phone #:	Date Prepared:	
Signature:			

CATEGORY	APPROVED BUDGET		EXPENDED THIS PERIOD		EXPENDED TO DATE		UNPAID OBLIGATIONS Grant Funds ONLY
	Grant Funds	Cash Match	Grant Funds	Cash Match	Grant Funds	Cash Match	
Personnel / Contractual							
Travel / Training							
Equipment							
Other							
TOTALS							

INSTRUCTIONS

The following instructions should be observed when preparing a Project Financial Report:

DUE DATES: Reports are due in the DCJS Division by the 20th day of the month following the period of this report.

SUBGRANTEE: Enter the name and address of the State Agency, Unit of Local Government, or Non-Profit Agency that is designated as the grant recipient.

PREPARED BY: Type the name and phone number (including extension) of the person preparing this report. The preparer must sign in the space provided.

FOR PERIOD ____ to ____: Enter the month(s) covered by this report.

FINAL REPORT: Check this block if this is the last report.

DATE PREPARED: Enter the date this report was prepared.

PROJECT #: Enter the number assigned by the Division of Criminal Justice Services.

REPORT #: Assign consecutive numbers as each report is submitted.

APPROVED BUDGET: Enter the latest approved project budget.

EXPENDED THIS PERIOD: Enter expenditures made during this reporting period. Expenditure information should be based on actual disbursements and should not be rounded.

Copies of the appropriate documentation supporting this period's expenditures must be attached to this form.

EXPENDED TO DATE: Enter cumulative expenditure to date based on actual disbursements and not rounded.

UNPAID OBLIGATIONS: Enter all obligations that have been incurred during this reporting period that have no been paid.

Submit **original** report to:

**Division of Criminal Justice Services
1204 Kanawha Boulevard, East
Charleston, WV 25301**

QUESTIONS: Phone (304) 558-8814 between 8:30a.m. and 4:30p.m.

GRANTEE: 	PROJECT #:
PREPARED BY: 	MONTH:

PERSONNEL/CONTRACTUAL CALCULATION

NAME _____			
Total Salary/Wages	\$ _____	Other Benefits:	
Total Fringe Benefits	\$ _____		\$ _____
(%) FICA	\$ _____		\$ _____
(%) W/C	\$ _____		\$ _____
(%) U/C	\$ _____		\$ _____
TOTAL	\$ 		\$ _____

NAME _____			
Total Salary/Wages	\$ _____	Other Benefits:	
Total Fringe Benefits	\$ _____		\$ _____
(%) FICA	\$ _____		\$ _____
(%) W/C	\$ _____		\$ _____
(%) U/C	\$ _____		\$ _____
TOTAL	\$ 		\$ _____

NAME _____			
Total Salary/Wages	\$ _____	Other Benefits:	
Total Fringe Benefits	\$ _____		\$ _____
(%) FICA	\$ _____		\$ _____
(%) W/C	\$ _____		\$ _____
(%) U/C	\$ _____		\$ _____
TOTAL	\$ 		\$ _____

TOTAL PERSONNEL/CONTRACTUAL CHARGED TO CAC THIS MONTH **\$**

TRAVEL/TRAINING CALCULATION

Name(s)	Amount
_____	\$ _____
_____	\$ _____
_____	\$ _____

TOTAL TRAVEL/TRAINING CHARGED TO CAC THIS MONTH **\$**

EQUIPMENT / OTHER CALCULATION

Explanation/Purchases	Amount
_____	\$ _____
_____	\$ _____
_____	\$ _____

TOTAL "OTHER" CHARGED TO CAC THIS MONTH **\$**

TOTAL AMOUNT REQUESTED FOR REIMBURSEMENT THIS MONTH (Should match the total amount requested on front reimbursement page)	\$
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APPENDIX G

Child Advocacy Centers Grant Program	Funded Staff Monthly Report
-------------------------------------------------	----------------------------------------

To be filled out by the staff members that works in the program. Summarize the activities of the project for the month. Include activities, events and meetings. Attach additional pages if needed.

Due by the 20th day of the month following the reporting

Staff's Signature Date

Project Director's Signature Date

Child Advocacy Centers Grant Program	Project Director Monthly Report
-------------------------------------------------	--------------------------------------------

Progress Reports should adequately convey specific activities, progress, achievements, and difficulties encountered throughout the reporting period. The structure of this report should be in narrative form and directly relate to the accomplishment of activities, which compliment the objectives, goals, and impact of the project as stipulated in the original grant agreement or in any subsequent grant adjustment issued by DCJS.

Due by the 20th day of the month following the reporting

Project Director's Signature Date

Child Advocacy Centers Grant Program	Monthly Reporting Forms
Grantee: [REDACTED]	Project #: [REDACTED]
Assembled By: [REDACTED]	Month: [REDACTED]

Please Note: all data requested should be calculated as accurately as possible. If the categories listed are different from yours, please choose the category that most closely matches. Please do not provide percentages.

Total New Children Served	Number
Total number of new children served at the CAC THIS MONTH. Only those who have never before been seen at the CAC.	
Total number of new children served FOR ENTIRE GRANT PERIOD.	

CASE INFORMATION
The following questions should only reflect data from new children served for THIS REPORTING MONTH. Unless otherwise noted by an asterisk.

Gender of Children	Number
Male	
Female	

Age of Children at First Contact	Number
0-6 Years	
7-13 Years	
13-18+ Years	

Race or Ethnicity of Children	Number
White	
Black / African American	
Hispanic / Latino	
American Indian	
Asian / Pacific Islander	
Multi-Racial	
Other	

Types of Abuse Reported*	Number
Sexual Abuse	
Physical Abuse	
Drug Endangered	
Neglect	
Witness to Violence	
Other	

Alleged Offender Information***Number**

Number of Alleged Offenders	
-----------------------------	--

Relationship of Alleged Offender to Child***Number**

Parent	
Step-Parent	
Other Relative	
Parent's Boyfriend / Girlfriend	
Other Known Person	
Unknown	

Age of Alleged Offender**Number**

Under 13 Years	
13-17 Years	
18+ Years	
Unknown	

Total Children Served**Number**

Total number of children served at the CAC THIS MONTH. This includes all active children seen at the CAC (including new children served and ongoing clients).	
Total number of children served FOR ENTIRE GRANT PERIOD. This should be a complete total (including new children served and ongoing clients).	

SERVICE INFORMATION

The following questions should reflect data from
all children served for one reporting month, including new children and ongoing clients.

Number of Services Provided**Number**

Forensic Interviews (total)	
Onsite	
Offsite	
Medical Exams / Treatments	
Referral to Therapy / Counseling	
Therapy / Counseling Initiated	
Victim Support / Advocacy	
On-site Case Management/Coordination	
Other (please specify)	

Criminal Justice Response**Number**

Number of cases investigated, concluded and closed	
Unsubstantiated/unprosecutable	
Accused died	
Mentally incompetent to stand trial	
Prosecution refuses to extradite	
Victim unwilling to proceed	
Other (please specify)	
Number of cases investigated where charges were filed	
Number of cases indicted	
Number of cases convicted by trial	
Number of cases convicted by plea	
Number of cases acquitted	
Number of cases dismissed	
Number of juvenile offender petitions filed	
Number of juveniles adjudicated	
Other (please specify)	

APPENDIX H

Multidisciplinary Investigation Team (MDIT)

Quarterly Report

Report #: [REDACTED]
Evaluation Period: [REDACTED] to [REDACTED]

CAC PROGRAM
Multidisciplinary Investigation Team

EVALUATION FORM

Evaluation Period: [] to [] Date of Evaluation: []

Grantee: _____ Project Number: _____

Grant Award: \$ _____ Grant Period: July, 1 2008 to June 30, 2009

1. How many times has the Multidisciplinary Investigation Team (MDIT) met during the evaluation period?

2. Do present members of the MDIT include representation from the following: law enforcement; child protective services; prosecution; mental health; medical; victim advocacy; child advocacy center? Yes No

Please provide a sign-in sheet indicating the name and position of persons attending.

3. a. Non-Accredited Programs:
Briefly outline how youth are referred to the program. If a formal referral agreement has been developed, please attach a copy.

Has the referral process been successful?

b. Accredited Programs:

Please provide the protocol for youth referrals. On subsequent reports, please indicate whether any changes have been made during the quarter.

4. a. Non-Accredited Programs:
Please outline the interagency linkages that have been utilized in coordinating services to youth.

Were any written interagency agreements developed? Yes No

If so, please attach copies of the agreements.

Is there a need to modify any of the interagency agreements? Yes No

If so, please explain what needs to be done:

b. Accredited Programs:

Please provide the protocol for interagency linkages. On subsequent reports, please indicate whether any changes have been made during the quarter.

SUMMARY

1. Please outline the program strengths, major accomplishments, and successful features of the grant program achieved during the evaluation period.
2. Please identify any weaknesses, barriers or any problems that have been encountered during this evaluation period and indicate strategies that have already been used to resolve the problem. Please reflect suggestions or solutions suggested by the Multidisciplinary Investigation Team.
3. Please outline any summary comments, suggestions, etc. discussed by the Multidisciplinary Investigation Team.

APPENDIX I

**CHILD ADVOCACY CENTERS
GRANT PROGRAM**

**FINAL REPORT OF PROGRESS
SELF EVALUATION (PAGE 1)**

GRANTEE:

PROJECT #

PROJECT TITLE:

GRANT PERIOD: **07/01/09 – 06/30/10**

PROJECT DIRECTOR:

TELEPHONE #

ADDRESS:

DATE:

Amount of funds granted for your program: \$ _____

How many youth did the CAC serve? _____

Total number of youth that received follow-up services: _____

Total number of non-offending care givers served: _____

Does this project use volunteers? Yes No

Number of volunteers for this project: _____

Number of paid staff for this project: _____

Have client records been maintained on all youth participants? Yes No

Would these records be available for DCJS review at any time? Yes No

Has technical assistance been provided by the WV Child Advocacy Network, during the evaluation period?
 Yes No

Has a coordinator visited your site? Yes No
If so, how many times?

1. What was the assessed need for your program?

2. Attach a separate page listing the grants goals and objectives. Please provide a summary of the progress that was made toward each goal.

3. What were the strengths, accomplishments, and successful features of your program?

4. Identify problems that you encountered in implementing your program and summarize steps that were taken to overcome problems.

5. In what ways did you coordinate your program with other agencies or organizations (Examples: social services, law enforcement, prosecution, or a medical or mental health agency)?

6. What quantitative data do you have indicating the effectiveness of your program?
Please attach a copy of sample forms and the composite findings of this data.

7. What qualitative data do you have indicating the effectiveness of your program?
Be as specific as possible.

8. Did staff or MDIT members attend any training? If so, have any new procedures or practices been implemented as a result of training provided by this project?

9. For those currently working toward accreditation, please list the 10 components necessary for accreditation by National Children's Alliance and the Child Advocacy Center's progress toward each of those standards.

10. How would Child Advocacy Centers be beneficial to other communities?

11. Does your program offer any form of community education? Yes No

If so, please explain:

12. Is this project continuing? Yes No

How is it being funded? (Grants, donations, etc.)

13. Other Comments:

Prepared By: _____

Date: _____

CHILD ADVOCACY CENTERS GRANT PROGRAM

Final Progress Report

Due 20 days After the Completion of the Grant Cycle.

APPENDIX J

DAILY TIME RECORD

1. Name of Employee: <div style="text-align: center;">[REDACTED]</div>	2. Month and Year: <div style="text-align: center;">[REDACTED]</div>	3. Project Number: <div style="text-align: center;">[REDACTED]</div>
4. Title of Employee: <div style="text-align: center;">[REDACTED]</div>	5. Social Security #: <div style="text-align: center;">[REDACTED]</div>	6. Grantee Name: <div style="text-align: center;">[REDACTED]</div>

Day of Month	Hours Worked		Day of Month	Hours Worked		Day of Month	Hours Worked		
	CAC	Other		CAC	Other		CAC	Other	
1			11			21			
2			12			22			
3			13			23			
4			14			24			
5			15			25			
6			16			26			
7			17			27			
8			18			28			
9			19			29			
10			20			30			
						31			
TOTAL HOURS									

Paid by:	
Check #(s):	
Check Date(s):	

CERTIFIED AND SUBMITTED AS TRUE AND CORRECT

Employee's Signature

Date

Supervisor's Signature

Date

APPENDIX K

APPENDIX L

GRANT COMPUTER & OFFICE EQUIPMENT LISTING FORM

INSTRUCTIONS

The following instructions should be observed when preparing computer & office equipment listing form:

- DUE DATES:** **Monthly**, within twenty (20) days after the end of the month in which equipment was purchased. Must be submitted with the corresponding grant financial report.
- SUBGRANTEE:** Enter the name of the Agency or Unit of Local Government that is designated as the grant recipient.
- PREPARED BY:** Type the name, address, phone and fax number of the person preparing this report, and sign.
- PROJECT #:** Enter the number assigned by the Division of Criminal Justice Services.
- PROJECT TITLE:** Enter the same title of the project that was used in the grant application.
- FOR PERIOD FROM/THROUGH:** Enter the period of time covered by this report.
- REPORT #:** Assign consecutive numbers as each report is submitted.
- DATE PREPARED:** Enter the date this report was prepared.
- DESCRIPTION OF EQUIPMENT:** Enter a concise but complete description of each piece of equipment purchased in whole or in part with grant funds.
- FROM WHOM PURCHASED:** Enter the name of the vendor the equipment was purchased from.
- TOTAL COST:** Enter the total funds used to purchase the equipment including federal and subgrantee funds.
- DATE PURCHASED:** Enter the date the equipment was ordered.
- SERIAL NUMBER:** Enter the serial number of the manufacturer. If none is available, enter the model number.
- CONDITION:** Enter either new or used depending on status at time of order.
- LOCATION:** Enter the exact location of the equipment.

ADDITIONAL INFORMATION (ALL PURCHASES)

1. Please describe how the equipment enhances services at the Child Advocacy Center.
2. What was the cost of installation?
3. What was the cost of training staff to use the equipment?
4. What was or will be the on-going operational costs, such as maintenance agreements, supplies, etc.? How will these additional costs be supported?

APPENDIX M

SAMPLE:
TRAINING – TRAVEL REQUEST

Juvenile Justice Specialist
Division of Criminal Justice Services
1204 Kanawha Boulevard, East
Charleston, West Virginia 25301

RE: Travel / Training Request – Grant Number: **??-CAC-???**

Dear Juvenile Justice Specialist:

The _____ (organization) requests approval to send _____, our project director to The 10th National Conference on Child Sexual Abuse and Exploitation, in New Orleans, LA, August 25 – 27, 2009. The total cost for attending this conference will be approximately \$1,200. This figure includes registration, car rental, mileage, meals, parking, and lodging expenses. A brochure is enclosed that outlines the conference topics.

Thank you for your prompt consideration of the request. Please contact me if you have any questions.

Sincerely,

Authorized Official,
Project Director, or
Fiscal Officer

APPENDIX N

SAMPLE:
BUDGET ADJUSTMENT REQUEST

Juvenile Justice Specialist
Division of Criminal Justice Services
1204 Kanawha Boulevard, East
Charleston, West Virginia 25301

RE: Budget Adjustment Request – Grant Number: ??-CAC-???

Dear Juvenile Justice Specialist:

The _____ (organization) requests an adjustment in our Child Advocacy Center's Grant Budget. The \$500 set aside for a filing cabinet in the original budget will not be needed since the a local organization has donated one to our project. Instead, we would like to request approval to use the \$500 to cover a portion of the project director's salary and benefits that was not requested in the original budget. The individual is paid hourly, but there was not an increase in the rate of pay. Resume and job description have already been submitted.

Please adjust our budget as follows:

Budget Category	Approved Budget	Change	Revised Budget
Personnel / Contractual	\$20,000.00	\$500.00	\$20,500.00
Travel / Training	1,000.00		1,000.00
Other	1,500.00	(500.00)	1,000.00
Total	\$22,500.00	-0-	\$22,500.00

Thank you for your consideration of the request. Please contact me if you have any questions.

Sincerely,

Authorized Official,
Project Director, or
Fiscal Officer

APPENDIX O

SAMPLE:
TIME EXTENSION REQUEST

Juvenile Justice Specialist
Division of Criminal Justice Services
1204 Kanawha Boulevard, East
Charleston, West Virginia 25301

RE: Time Extension Request – Grant Number: ??-CAC-???

Dear Juvenile Justice Specialist:

The _____ (organization), was not able to fill the Project Director's position until September 1, 2009. Because of this delay in hiring, we will not be able to utilize the entire grant funds budgeted for personnel expenses by the end of the grant cycle, June 30, 2010. Therefore, we would like to request approval to extend our grant period from June 30, 2010, to September 30, 2010. This would enable us to cover the personnel expenses for the Project Director for an additional three months and fully expend all grant funds.

Thank you for your consideration of the request. Please contact me if you have any questions.

Sincerely,

Authorized Official,
Project Director, or
Fiscal Officer

APPENDIX P

Division of Criminal Justice Services
1204 Kanawha Boulevard, East
Charleston, West Virginia 25301
Telephone (304) 558-8814
FAX (304) 558-0391

GRANT ADJUSTMENT NOTICE

Child Advocacy Centers Grant Program	Page <u>1</u> of <u>1</u>
---------------------------------------------	----------------------------------

<u>Grantee Name and Address:</u>	<u>Project Number:</u>
	<u>Adjustment Number:</u>
<u>Authorized Official:</u>	<u>Date:</u>
<u>Project Title:</u>	<u>Nature of Adjustment:</u>

Section I - Supplemental Awards and Deobligation

Grant Award Amount	\$0.00
Adjustment	\$0.00
Adjusted Award Amount	\$0.00

Section II – Changes

Change Authorized Official	From:	To:
Change Project Director	From:	To:
Change Fiscal Officer	From:	To:
Change Grant Period	From:	To:

Section III - Other Adjustments and Information

Typed Name and Title of Program Manager	Signature of Program Manager
------------------------------------------------	-------------------------------------

APPENDIX Q

Child Advocacy Centers Grant Program (CAC) On-Site Monitoring Report

Records

1. *Is there a grant file that includes the following: approved grant applications, special conditions, monthly reports, project budget adjustments, and approval?*

Yes		No	
-----	--	----	--

If no, explain:

2. *Did the project implementation occur within 60 days of the designated start date?*

Yes		No	
-----	--	----	--

If no, explain:

3. *Was the project operational within 90 days?*

Yes		No	
-----	--	----	--

If no, explain:

4. *Does the grantee have regular audits?*

Yes		No	
-----	--	----	--

If yes, has an independent audit in compliance with this section been completed?

Yes		No	
-----	--	----	--

Has a copy of the audit been submitted to DCJS.

Yes		No	
-----	--	----	--

Comments:

5. *Does the grantee have a copy of the Administrative Manual?*

Yes		No	
-----	--	----	--

6. *Has credit been given to Federal Sources of funds in any public descriptions of the program?
If yes, list and attach copies if available.*

Yes		No	
-----	--	----	--

If not, why?

7. *If applicable, does the grantee have an EEOP of file?*

Yes		No		N/A	
-----	--	----	--	-----	--

8. *Are required project reports submitted in a timely and satisfactory manner?*

Yes		No	
-----	--	----	--

If not, why?

9. *If applicable, are daily attendance and activity reports on file?*

Yes		No		N/A	
-----	--	----	--	-----	--

10. *Do files document the number of youth served?*

Yes		No	
-----	--	----	--

Number of youth files observed:

Individual:

Personnel / Contractual:

If the employment of personnel is part of the project, the following questions must be answered:

Approved Personnel / Contractual Budget Line Item:

1. Are all personnel hired?

Yes		No	
-----	--	----	--

If no, explain:

2. Do job descriptions for CAC-funded staff positions outline the qualification requirements, job duties, and responsibilities?

Yes		No	
-----	--	----	--

3. Are personnel records on file for all JJDP-funded employees?

Yes		No	
-----	--	----	--

Where are these records kept?

4. If employee(s) spends considerable time away from their office(s) performing project duties, are reports prepared for their supervisor disclosing weekly or monthly activities?

Yes		No		N/A	
-----	--	----	--	-----	--

5. Are grantee personnel being paid in accordance with the salary specified in the approved grant budget?

Yes		No	
-----	--	----	--

6. Do personnel and/or payroll forms, or similar records include the following:

A daily attendance or time sheet record?

Yes		No	
-----	--	----	--

A payroll register?

Yes		No	
-----	--	----	--

7. If applicable, were all positions filled with new hires to your agency?

Yes		No		N/A	
-----	--	----	--	-----	--

8. Were there any problems in filling the funded staff positions?

Yes		No	
-----	--	----	--

Have there been any changes in funded staff positions?

Yes		No	
-----	--	----	--

If so, how long were the positions vacant?

9. Did the hiring of any position require a backfilling of a position?

Yes		No	
-----	--	----	--

If so, who backfilled the position and what was their hiring date?

10. Have job descriptions been developed for all funded staff positions?

Yes		No	
-----	--	----	--

Have job descriptions, qualifications, and resumes been submitted to DCJS?

Yes		No	
-----	--	----	--

Is there a need to modify any job description?

Yes		No	
-----	--	----	--

If so, briefly explain:

Travel / Training

If travel / training is a JJDP approved category, answer the following questions:

Approved Travel / Training Budget Line Item:

1. *Does the grantee understand how to maintain adequate documentation for travel expenses?*

Yes	No	N/A
-----	----	-----

2. *Does the grantee have a copy of the State of West Virginia travel regulations?*

Yes	No	N/A
-----	----	-----

3. *Does the grantee have a written policy in effect?*

Yes	No	N/A
-----	----	-----

Explain:

4. *Has a written training plan been submitted and approved by the program specialist?*

Yes	No	N/A
-----	----	-----

List of Trainings:

5. *Has the training occurred?*

Yes	No	N/A
-----	----	-----

6. *Is there documentation from participants regarding the successes and deficiencies of the training (summary of workshop, evaluation)?*

Yes	No	N/A
-----	----	-----

If no, explain:

7. *Have any new procedures or practices been implemented as a result of training provided by this project?*

Yes	No	N/A
-----	----	-----

If yes, explain:

Equipment

If equipment is an approved budget item, answer the following question:

List other items approved by the grant:

1. *Are purchases consistent with the grant award agreement and/or adjustments?*

Yes		No	
-----	--	----	--

If no, explain:

List type of Equipment

ID Numbers

2. *If equipment has been purchased, did the project submit an equipment list form?*

Yes		No	
-----	--	----	--

Other

If other expenses are an approved budget item, answer the following question:

List other items approved by the grant:

1. *Are purchases consistent with the grant award agreement and/or adjustments?*

Yes		No	
-----	--	----	--

If no, explain:

Program Site

1. Are the facilities appropriate for the services being offered, for both staff and clients?

Yes		No	
-----	--	----	--

If no, explain:

2. If children are served, is play space with appropriate toys and equipment provided?

Yes		No	
-----	--	----	--

If no, explain:

Cash Match

Amount of Cash Match required:

List all categories where cash match is identified. Include the amount identified in the budget.

1. Are cash match purchases consistent with the grant award agreement and/or budget adjustments?

Yes		No	
-----	--	----	--

If no, explain:

2. Is documentation on file showing cash match?

Yes		No	
-----	--	----	--

If not, when will the documentation be submitted to DCJS and what documents will be submitted as proof of match?

3. Does the grantee submit matching funds at least on a quarterly basis?

Yes		No	
-----	--	----	--

4. Will the grantee be able to meet the cash match requirement by the end of the grant period?

Yes		No	
-----	--	----	--

If no, explain:

List the goals and/or objectives of this project and state if the project is progressing toward achieving those goals and/or objectives.

Goal 1.			
	<i>Completed</i>	<i>Support Documentation</i>	
	<i>In Progress</i>		<i>Attached</i>
	<i>Scheduled to Begin</i>		<i>Will be submitted</i>
	<i>Will not complete because</i>		<i>With monthly report</i>

Obj. 1

<i>Progress:</i>	

Goal 2.			
	<i>Completed</i>	<i>Support Documentation</i>	
	<i>In Progress</i>		<i>Attached</i>
	<i>Scheduled to Begin</i>		<i>Will be submitted</i>
	<i>Will not complete because</i>		<i>With monthly report</i>

Obj. 1

<i>Progress:</i>	

Goal 3.			
	<i>Completed</i>	<i>Support Documentation</i>	
	<i>In Progress</i>		<i>Attached</i>
	<i>Scheduled to Begin</i>		<i>Will be submitted</i>
	<i>Will not complete because</i>		<i>With monthly report</i>

Obj. 1

<i>Progress:</i>	

Multidisciplinary Investigation Team (MDIT)

List the members and titles of the Planning and Evaluation Team:

1. *Did the MDIT meet at least once every month?*

Yes	No
-----	----

If no, explain:

2. *Is the MDIT made up of representation from the following: law enforcement; child protective services; prosecution; mental health; medical; victim advocacy; child advocacy center?*

Yes	No
-----	----

If no, explain:

3. *Were minutes from MDIT meetings submitted with monthly reports and/or quarterly evaluation reports?*

Yes	No
-----	----

4. *Were quarterly evaluation reports submitted in a timely manner?*

Yes	No
-----	----

If no, explain:

Impact

1. *Is data being collected for evaluation of the project?*

Yes		No	
-----	--	----	--

Explain:

2. *How are referrals made to the project?*
3. *What evidence is there of public or community interest in the project?*
4. *Do recipients view the project as being effective?*

Names of the persons contacted to complete monitoring of this project:

<i>Name</i>	<i>Title</i>

Findings and Recommendations

Finding:

Recommendation:

Attachments

Attachment #1

Attachment #2

Kimberly S. Mason
Juvenile Justice Specialist

Date

Leslie S. Boggess
Associate Deputy Director

Date

Children's Advocacy Centers
Components Necessary for Accreditation
by National Children's Alliance

Membership Level

- Accredited Membership
- Associate Membership
- Developing Membership

- 1. **Child-Appropriate/Child-Friendly Facility:** A Children's Advocacy Center provides a comfortable, private, child-friendly setting that is both physically and psychologically safe for clients.
- 2. **Multidisciplinary Team (MDT):** A multidisciplinary team for 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
- 3. **Organizational Capacity:** A designated legal entity responsible for program and fiscal operations has been established and implements basic sound administrative practices.
- 4. **Cultural Competency and Diversity:** The CAC promotes policies, practices and procedures that are culturally competent. Cultural competency is defined as the capacity to function in more than one culture, requiring the ability to appreciate, understand and interact with members of diverse populations within the local community.
- 5. **Forensic Interviews:** Forensic interviews are conducted in a manner which is of a neutral, fact finding nature, and coordinated to avoid duplicative interviewing.
- 6. **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.

- 7. **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.
- 8. **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.
- 9. **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.
- 10. **Case Tracking:** CACs must develop and implement a system for monitoring case progress and tracking case outcomes for team components.