

ATTACHMENT E

Definition of Payment Points for Children’s Advocacy Center (CAC)/Children’s Justice Act (CJA) Proposal

NOTE: The Children’s Justice Act (CJA) and the Children’s Advocacy Center (CAC) funds do not pay for direct services (ex. If you plan to provide services like counseling, you would need to have a Community-Based Services contract with DCS)

	Payment Point	Definition
1.0	*Personnel (includes annual salary and fringe benefits) Activities would include coordinating	Show the annual salary rate and the percentage of time of the staff devoted to this project with the exception of the time spent conducting the Forensic Interviewer which is a separate cost. (CJA funds)
1.1	*Personnel (Forensic Interview)	Staff time spent interviewing (this cannot be charged to CJA-it must be charged to CAC (state funds)-the Forensic Interview must include all staff costs and staff time associated with a family/client (child) interview. (State funds)
2.0	Rent/Utilities We assume the rental cost includes the cost associated with the local DCS office use of the CAC for forensic interviews if that is used separately.	List items (rent-provide the square footage and the cost per square foot for rent or provide a monthly rental cost and how many months to rent); list the utilities (water, electric, gas) and an average cost per month
3.0	Telephone/Postage/Supplies	Itemize expenses including telephone, postage, printing, duplicating and advertising. Itemize the office supplies, copying paper, etc.
4.0	Equipment/Purchase/Lease/Renovation	Explain how the equipment is necessary for the success of the project. Attached a narrative describing the procurement method to be used. If leasing equipment, provide a sample of the lease and describe how the leased equipment will be used. *This may also cover the renovation costs of the interview room or the family waiting room. Costs should cover what is being purchased and cannot cover costs of labor.
6.0	Travel	Travel expenses include attending state or national training (should include airfare, mileage (per the state rate) registration, lodging, ground transportation, subsistence (per the in-state and out-of-state daily subsistence)-identify location if known)
7.0	Training (local training (ie. For the MDT, etc.))	Itemize the office supplies, training materials, copying paper, books, printing costs for training materials, etc. that are required for trainings during the course of the project (CJA)
8.0	Translation Services	Costs associated with translation services during the Forensic Interview (State funds)
9.0	Court Costs	Costs associated with court appearances where the Forensic Interviewer has been requested in writing or email or subpoena from DCS (State funds)

Example: If the Forensic Interviewer is the CJA Coordinator or facilitator and 20% of the CJA Coordinator time is the conducting of the Forensic Interview, then state funds will pay for the 20% of all costs associated with the interview (1.1, 2,3,4,5,6,7,8. 80% of the CJA Coordinator is involved with CJA activities, then the 80% of all costs associated with CJA activities would be charged to CJA (1.0,2,3,4,5,6).