

USE OF REGIONAL CHILDRENS ADVOCACY CENTER FUNDS

This document is intended to provide detailed guidance on the allowable and unallowable use of Child Abuse Multidisciplinary Intervention Fund Regional Children’s Advocacy Center Grant funds.

Allowable costs are those associated with the provision of consultation, education, training, referral, technical assistance or other services approved by ODOJ CVSSD to MDTs and CACs within the service region. Grantees must spend grant funds according to the budget approved by ODOJ CVSSD in the RCAC’s grant. RCACs should focus on services to support and assist CACs and MDTs as outlined in the RCAC RFA. CAMI RCAC funds are not intended to support CAC direct services. Grantees must be prepared to articulate how any and all costs attributed to the RCAC grant benefit and further the purposes of the CAMI RCAC grant program.

Allowable	Unallowable
Personnel	Direct CAC services
Travel	Any portion of equipment not used exclusively for regional services
Equipment (purchase and rental)	Out of state travel or training without prior approval of CAMI Program
Rent, Mortgage	Retirement of Debts
Administrative Costs	
Indirect Costs	
Contractual Services	
Postage	
Printing and Copying	
Office Supplies	
Communication	

RCACs may use CAMI funds to strengthen the functioning of their region’s MDTs through training and/or consultation. CAMI encourages cross training that involves team members from different agencies/disciplines within the team, or among neighboring MDTs. CAMI encourages MDTs to access the training opportunities offered by their RCACs.

Travel costs should be based on the organization’s or program’s travel policy. Per diem rates should not exceed the federal per diem rates found at www.gsa.gov/travel-resources and all travel on common carriers (airplane, train, etc.) shall be coach class. Federal per diem rates <http://www.gsa.gov/portal/category/100120> should be used for grant related travel expenses. If the RCAC elects to pay for travel costs that exceed the federal per diem rate, the RCAC should only do so in

circumstances that are reasonable and justified. The grantee should maintain records of such approvals and their justifications for audit purposes.

Out of state travel paid for with CAMI funds must be pre-approved. Planned out of state travel or training should be included in the RFA budget along with the justification for travel out of state. If the training is included in your grant RFA budget, then approval of the grant RFA without any notation re: planned travel budget modification is considered approval of the proposed travel. Approval of out of state travel or training planned after the RFA is approved may be requested through the grant amendment process. Approval should be obtained prior to obligating funds, if funds are obligated prior to approval by ODOJ CVSSD, grantee risks not being reimbursed for the expense.

CAMI RCAC funds may be used to pay for the portion of staff costs including salary and employer portion of FICA, worker's compensation, unemployment and health insurance, short/long term disability, retirement, etc. commensurate with the percentage of time the staff member is working exclusively providing regional services.

CAMI grant funds may not be used as replacement revenues for currently available funds previously allocated by the counties for child abuse intervention [ORS 418.746 \(2\)](#).

CAMI funds may not be used for non-regional service expenses. Equipment may not be purchased with CAMI funds for non-regional services uses. CAMI funds cannot be spent on training for purposes unrelated to child abuse intervention.

CAMI RCAC funds may be used to pay for continuing education, professional liability insurance, and professional association fees reasonably related to delivery of RCAC services.

The RCAC may propose to use CAMI Program grant funds directly for RCAC purposes or may contract as necessary to provide services.