



STATE OF DELAWARE
EXECUTIVE DEPARTMENT
CRIMINAL JUSTICE COUNCIL
STATE OFFICE BUILDING – 10th FLOOR
820 FRENCH STREET
WILMINGTON, DELAWARE 19801

Telephone: (302) 577-5030
Fax: (302) 577-3440

SOLICITATION

TO: Prospective Applicants

FROM: The Victims Services Advisory Committee of the Criminal Justice Council

DATE: June 23, 2016

SUBJECT: FFY2016 Family Violence Prevention and Services Act ("FVPSA") Grant Program ~ Solicitation for NEW Community-Based Services

The Delaware Criminal Justice Council (hereinafter the "CJC") is soliciting concept papers for potential funding under the Federal Fiscal Year 2016 Family Violence Prevention and Services Act (FVPSA) Formula Grant Program. The United States Department of Health & Human Services, Administration on Children, Youth and Families (ACYF)/Family and Youth Services Bureau (FYSB) is charged with administering this Program, in conjunction with State Administering Agencies like the CJC. The purpose of this grant is to: 1) assist Delaware's efforts to increase public awareness about, and primary and secondary prevention of, family violence, domestic violence, and dating violence; and 2) assist Delaware's efforts to provide immediate shelter and supportive services for victims of family violence, domestic violence, or dating violence (Section 301 (b)(1-2) of the FVPSA, as amended by Section 201 of the Child Abuse Prevention and Treatment Act (CAPTA) Reauthorization Act of 2010, Pub.L. 111-320.

FVPSA funds are to assist States in their efforts to support the establishment, maintenance, and expansion of programs and projects: 1) to prevent incidents of family violence, domestic violence, and dating violence; 2) to provide immediate shelter, supportive services, and access to community-based programs for victims of family violence, domestic violence, or dating violence, and their dependents; and 3) to provide specialized services for children exposed to family violence, domestic violence, or dating violence, underserved populations, and victims who are members of racial and ethnic minority populations.

Delaware's award for FFY2016 is \$801,859.00. In the distribution of the grant funds, the State must ensure that not less than 70% (\$561,301.00) of the FVPSA funds are used for the primary purpose of providing immediate shelter and supportive services to adult and youth

victims of family violence, domestic violence, or dating violence, and their dependents; not less than 25% (\$200,466.00) of the funds will be used for the purpose of providing supportive services in the community and services which prevent further acts of violence.

This solicitation is for the amount available for non-shelter, community-based supportive services for victims of family violence, domestic violence or dating violence. Funds under the 25% FVPSA community-based category have already been appropriated to the Delaware Coalition Against Domestic Violence (DCADV). Those funds will be used to support training and technical assistance initiatives provided by the Coalition.

AVAILABLE AMOUNT:

A total of **\$180,466.00** is available under this competitive solicitation for **non-shelter, community-based supportive services for victims of family violence, domestic violence or dating violence**.

Requests for funding may be less than, but not exceed the total amount available. The CJC's goal is to distribute the funds statewide.

Programs that are selected for funding may be eligible to receive continued funding for two more year pending availability of federal funds (*may be eligible for a 2nd and 3rd year of funding under the FFY2017 and FFY2018 FVPSA grant program*).

Eligible Applicants:

To be eligible to receive a subgrant from the State, an entity shall be—

1. a nonprofit private organization (including faith-based and charitable organizations, community-based organizations, tribal organizations, and voluntary associations) that assists victims of family violence, domestic violence, or dating violence, and their dependents, **and** has a documented history of effective work concerning family violence, domestic violence, or dating violence; or
2. a partnership of two or more agencies or organizations that includes—
 - a. an agency or organization described in paragraph (1); and
 - b. an agency or organization that has a demonstrated history of serving populations in their communities, including providing culturally appropriate services.

CJC's Electronic Grants Management System

The CJC launched an online Grants Management System (“Egrants”) in 2014. In order to be fair to new agencies, not fully experienced with Egrants, we are not opening up this competitive process in Egrants.

The “*FFY2016 FVPSA New Community-Based Services Programs*” competitive solicitation will follow a paper submission and review process.

Any programs that are approved for funding will notified and asked to enter the approved project and budget in the Egrants System for award and reporting purposes.

Please make sure your agency is properly registered, and the identified users are registered for the appropriate security levels. You can find Egrants information by following this link: <http://cjc.delaware.gov/Egrants.shtml>

Concept Papers:

Potential applicants must submit the “FY2016 FVPSA for NEW Community-Based Services” Concept Package. This concept package is attached to the solicitation.

Completed concept papers will be reviewed. If selected, the agency will be asked to enter the information in Egrants.

Dun & Bradstreet Data Universal Numbering System: All applicants must have a Data Universal Numbering System (DUNS) number when applying for these federal funds. Organizations may receive a DUNS number at no cost, by calling the toll-free DUNS number request line at 1-866-705-5711.

System for Award Management (SAM): All potential subgrant recipients must register with the System for Award Management (SAM). SAM is the Official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS. Registrants must update or renew their registration at least once per year to maintain an active status. It is the applicants’ responsibility to provide the CJC the status of SAM registration (active, inactive, pending).

<https://www.sam.gov/portal/public/>

Any selected applicants must be prepared to provide documentation of an active SAM prior to a CJC subgrant award.

Allowable Services, Activities, and Costs:

- Assistance in developing safety plans, and supporting efforts of victims of family violence, domestic violence, or dating violence to make decisions related to their ongoing safety and well-being
- Provision of individual and group counseling, peer support groups, and referral to community-based services to assist family violence, domestic violence, and dating violence victims, and their dependents, in recovering from the effects of the violence
- Provision of services, training, technical assistance, and outreach to increase awareness of family violence, domestic violence, and dating violence, and increase the accessibility of family violence, domestic violence, and dating violence services
- Provision of culturally and linguistically appropriate services
- Provision of services for children exposed to family violence, domestic violence, or dating violence, including age-appropriate counseling, supportive services, and services for the non-abusing parent that support that parent’s role as a caregiver, which may, as appropriate, include services that work with the non-abusing parent and child together

- Provision of advocacy, case management services, and information and referral services, concerning issues related to family violence, domestic violence, or dating violence intervention and prevention, including:
 - 1) Assistance in accessing related Federal and State financial assistance programs;
 - 2) Legal advocacy to assist victims and their dependents;
 - 3) Medical advocacy, including provision of referrals for appropriate health care services (including mental health, alcohol, and drug abuse treatment), which does not include reimbursement for any health care services;
 - 4) Assistance locating and securing safe and affordable permanent housing and homelessness prevention services;
 - 5) Transportation, child care, respite care, job training and employment services, financial literacy services and education, financial planning, and related economic empowerment services; and
 - 6) Parenting and other educational services for victims and their dependents
 - 7) Provision of prevention services, including outreach to underserved populations

Ensuring the Well-Being of Vulnerable Adults, Children, Youth, and Families

ACYF is committed to facilitating healing and recovery and promoting the social and emotional well-being of adult victims, children, youth, and families who have experienced domestic and dating violence, maltreatment, exposure to violence, and/or trauma. Subgrant awards made under this competitive solicitation, and other current fiscal year expenditures, are designed to ensure that effective interventions and trauma-informed practice are in place to build skills and capacities that contribute to the healthy, positive, and productive functioning of individuals and families.

An important component of promoting social and emotional well-being includes addressing the impact of trauma, which can have a profound effect on the overall functioning of adults, children, youth, and families. ACYF promotes a trauma-informed approach, which involves understanding and responding to the symptoms of chronic interpersonal trauma and traumatic stress across the domains outlined above, as well as the behavioral and mental health sequelae of trauma. Services must also be provided on a voluntary basis; receipt of emergency shelter or housing must not be conditioned on participation in supportive services (Section 10408(d)(2)).

Client Confidentiality

In order to ensure the safety of adult, youth, and child victims of family violence, domestic violence, or dating violence, and their families, FVPSA-funded programs must establish and implement policies and protocols for maintaining the confidentiality of records pertaining to any individual provided domestic violence services. Consequently, when providing statistical data on program activities and program services, individual identifiers of client records will not be used by the State or FVPSA subgrantees (Section 10406(c)(5)).

Definitions: *As defined in the HHS-2016-ACF-ACYF-FVPS-115 announcement to States.*

States are required to use the following definitions in carrying out FVPSA-funded programs and activities (Section 10402).

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall

be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

Domestic Violence: Felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Family Violence: Any act or threatened act of violence, including any forceful detention of an individual that: (a) results or threatens to result in physical injury; and (b) is committed by a person against another individual (including an elderly individual) to or with whom such person is related by blood, or is or was related by marriage, or is or was otherwise legally related, or is or was lawfully residing.

Additionally, the definitions of family and domestic violence encompass same-sex marriage and spouses consistent with the Supreme Court's decision in *Obergefell v. Hodges* (2015), which held that same-sex marriages are entitled to equal treatment under the law. All FVPSA-funded grantees and contractors are required to serve program recipients regardless of whether an individual may be married to a person of the opposite or same sex. Please note that this guidance is not a change in previous grantee guidance as survivors of intimate partner violence, regardless of marital status, have always been eligible for FVPSA-funded services and programming.

Intimate Partner Violence: A term used interchangeably with "domestic violence, or dating violence."

Personally Identifying Information or Personal Information: Any individually identifying information for or about an individual, including information likely to disclose the location of a victim of domestic violence, dating violence, sexual assault, or stalking, regardless of whether the information is encoded, encrypted, hashed, or otherwise protected, including: a first and last name; a home or other physical address; contact information (including a postal, e-mail or Internet protocol address, or telephone or facsimile number); a social security number, driver's license number, passport number, or student identification number; and any other information, including date of birth, racial or ethnic background, or religious affiliation, that would serve to identify any individual.

Shelter: The provision of temporary refuge and supportive services in compliance with applicable state law (including regulation) governing the provision, on a regular basis, of shelter, safe homes, meals, and supportive services to victims of family violence, domestic violence, or dating violence, and their dependents.

This solicitation is not for the provision of shelter or shelter services.

Supportive Services: Services for adult and youth victims of family violence, domestic violence, or dating violence, and dependents exposed to family violence, domestic violence, or dating violence, that are designed to:

- Meet the needs of victims of family violence, domestic violence, or dating violence, and their dependents, for short-term, transitional, or long-term safety; and
- Provide counseling, advocacy, or assistance for victims of family violence, domestic violence, or dating violence, and their dependents.

Non-Allowable Costs and Activities:

- A. Lobbying and Administrative Advocacy
- B. Needs Assessments, Surveys, Evaluations, and Studies.
- C. Fundraising activities, financial campaigns, endowment drives, and any activities soliciting gifts or contributions.
- D. The costs of liability insurance on buildings; capital improvements; security guards and body guards; property losses and expenses; real estate purchases; mortgage payments; and construction may not be supported with FVPSA funds
- E. Property Loss.
- F. Grant funds cannot be used towards the purchase of a vehicle
- G. Grant funds cannot be used for medical costs.
- H. Grant funds cannot be used as direct payment to any victim or dependent of a victim of family violence, domestic violence, or dating violence.
- I. Grant funds shall not be used to purchase food and/or beverages for any meeting, conference, training, or other event.
- J. Administrative Staff Expenses: Salaries, fees, and reimbursable expenses associated with administrators, board members, executive directors, consultants, coordinators, and other individuals unless these expenses are incurred while providing direct services to victims of domestic violence, dating violence or family violence.

Supplanting:

FVPSA grant funds **may not replace** state, local, or federal funds that have been appropriated for the same purpose.

FVPSA grant funds are to be used to **enhance or expand** services to victims, not to substitute (supplant) other funding sources. In other words, funds presently appropriated for the project may not be decreased due to additional federal funds being made available through the CJC. FVPSA funds must **add to**, not replace, what already exists.

In those instances where a question of supplanting arises, the applicant or subgrantee will be required to substantiate that the reduction in non-Federal resources occurred for reasons other than the receipt or expected receipt of federal funds. (For example: an agency received \$10,000 from a foundation or corporate funder; during the past year and this year will only be receiving \$5,000, FVPSA could be requested to cover costs up to the amount lost- if the applicant can substantiate that funding has been lost).

Required Form:

Applicants must complete each of the following sections as part of their response to this solicitation. **It is the responsibility of the applicant to ensure that the CJC's "FY2016 FVPSA for NEW Community-Based Services" concept package is complete.**

Expenditure and Subaward Project Period:

Funds may be used for expenditures from October 1, 2016 through September 30, 2017. No extensions will be considered by the CJC.

Reporting Requirements:

Awarded programs are required to submit quarterly fiscal and programmatic progress reports within twenty days following the close of each quarter:

Quarter ending March 31 – Reports are due April 20

Quarter ending June 30 – Reports are due July 20

Quarter ending September 30 – Reports are due October 20

Quarter ending December 31- Reports are due January 20

In addition to the CJC Quarterly Reports, all FVPSA Subgrantees are required to submit an annual **Performance Progress Reports (PPR)**. The annual PPR is submitted in addition to the quarterly program reports. Subgrantees are required to submit the annual report by November 15th of each year.

CJC staff will provide more information for programs selected for subgrant awards.

No Charge to Victims for FVPSA Funded Services:

The purpose of the FVPSA Grant program is to provide services to victims of domestic violence, dating violence or family violence, regardless of their ability to pay for services rendered or availability of insurance or other third-party payment resources. The CJC strongly discourages any program that applies a fee for service. All FVPSA funded program and match income, no matter how large or small, is restricted to the same uses as the FVPSA grant, and must be fully expended within the designated grant period. Any agency that charges for services must demonstrate to the CJC the capability to track program income in accordance with federal financial accounting requirements

Required Format:

Applicants must complete each of the following sections as part of their response to this solicitation. **It is the responsibility of the applicant to ensure that the concept proposal is complete.**

Concepts must be:

- 8 ½ x 11 inch paper
- One inch margins
- Type no smaller than 12 point, Times New Roman font
- Number each page (page # of #)

Concept Proposal Packages must include:

- Organization's SAM Registry Status (submit as attachment)
- Organization's Data Universal Numbering System (DUNS) number
- Two program contacts
- Program narrative
- Preliminary budget (calculations)
- Budget narrative (description of budgeted items)

Threshold Requirements:

- ✓ Completion of the Criminal Justice Council's "FY2016 FVPSA for NEW Community-Based Services" Concept Form (Attached).
- ✓ Applicants must provide evidence of expertise and/or experience in providing direct services to victims of domestic violence, dating violence and/or family violence.
- ✓ FVPSA funded programs must have established policies and protocols for maintaining confidentiality of records pertaining to any individual provided services
- ✓ FVPSA funded services must be widely accessible to all. Services must not discriminate on the basis of age, gender, disability, race, color, national origin or religion.
- ✓ FVPSA funded services must be on a voluntary basis.
- ✓ Ability to provide the required 20% match of the **TOTAL** cost of program. In-kind match may be utilized to satisfy this requirement. To determine match amount, please use the calculation: \$ federal request / 80% x 20% = required match.
- ✓ Demonstrated ability to establish a client base (referral procedures) or documented current client base.
- ✓ Impose no income eligibility standards on individuals receiving assistance or services.
- ✓ Provide direct services to victims of domestic violence, dating violence, or family violence
- ✓ Promote, within the community served, coordinated public and private efforts to aid victims of domestic violence, dating violence or family violence.
- ✓ Response to the CJC's "*Declaration of Leading Practices to Protect Civil Rights and Promote Racial and Ethnic Fairness in the Criminal Justice System.*" An updated survey must be on file with the CJC. For more information, please visit: <http://cjc.delaware.gov/REFSurvey.shtml>
- ✓ Comply with all Federal, State and CJC reporting requirements and grant administration guidelines.

Match Requirements:

As indicated above, applicants must document an ability to provide the required 20% match of the **TOTAL** cost of program (calculation above). All funds designated as match are restricted to the same uses as the federal funds, and must be expended within the grant period.

For the purposes of this program, in-kind match may include donations of expendable equipment, office supplies, or the monetary value of time contributed by professionals and technical personnel and other skilled and unskilled labor, if the services they provide are an integral and necessary part of a funded project. The value placed on donated services must be consistent with the rate of compensation paid for similar work in the subrecipient's organization. If the required skills are not found in the subrecipient's organization, the rate of compensation must be consistent with the labor market. Work space may be donated as in-kind match. The value of donated space may not exceed the fair rental value of comparable space as established by an independent appraisal of comparable space and facilities in privately-owned buildings in the same locality.

Process and Funding

The Victims Services Advisory Committee (VSAC), with the assistance of CJC Staff, will review all applications submitted by the due date. The Committee's recommendations will be forwarded to the Criminal Justice Council for final approval. The VSAC seeks to make final recommendations to the Council by **September 19, 2016**. Approved programs will be notified shortly after 09/19/2016.

The funds are made available under the U.S. Department of Health and Human Services, Administration on Children, Youth and Families (ACYF), Family and Youth Services Bureau (FYSB). The Family Violence Prevention and Services/Grants for Domestic Violence Shelters and Supportive Services/Grants to States grant program was authorized under the Child Abuse Prevention and Treatment Act (CAPTA) Reauthorization Act of 2010, Public Law 111-320.

Concept papers should be concise and must be submitted on the CJC "*FY2016 FVPSA for NEW Community-Based Services*" concept form. At a minimum, the submitted concept must include a cover sheet (should not exceed one page), project narrative, statement identifying collaboration with other agencies or entities, a preliminary budget with a budget narrative, and a list of other possible funding sources.

This packet includes a cover sheet and a Concept Paper Format that must be used. Please do not attach letters of support, brochures or other documents, except from agencies mentioned in Question H of the Concept Form. Only letters verifying that the collaborating agency has agreed to cooperate and the success of the project depends on that collaboration will be accepted. Attachments submitted for any other purpose will not be considered.

Scoring:

Projects/applications that meet the above-referenced eligibility requirements and minimum thresholds will be accessed and scored based on the following criteria:

TOTAL POSSIBLE POINTS = 100

- ◆ **(0-20 points) Statement of Problem**
 - *Description of problem; use of research based literature; and relevant statistics.*
- ◆ **(0-50 points) Program Description**
 - *Established history in community; collaborative partners; detailed nature of services (how, what and where services will be offered); and measurable outcomes; Does applicant clearly state the primary victimization(s) the project will serve?*
- ◆ **(0-5 points) Evaluation**
 - *Define the project's outcomes. Describe the mechanisms/methods to measure the outcomes.*
- ◆ **(0-5 point) Sustainability Plan**
 - *Describe the agency's efforts to continue the project's goals and services beyond the availability of federal funds. Detail the action steps to secure funding when federal funding is no longer available.*
- ◆ **(0-10 points) Budget & Budget Narrative**
 - *Are calculations correct; Are costs reasonable and allowable; Is the source of match provided/clearly identified? Does the budget narrative explain why costs are necessary to the program?*
- ◆ **(0-10 Points) Meets Base Requirements**
 - *Submitted on the proper concept package; Provided evidence of expertise and/or experience in providing direct services to victims of domestic violence, dating violence and/or family violence; Agency has established policies and protocols for maintaining confidentiality of records of individuals served; Services are available and accessible to all requesting them (may not discriminate); DUNS Number Provided; SAM Registry Status Provided; and agency's current status to the CJC Racial and Ethnic Fairness survey (<http://cjc.delaware.gov/REFSurvey.shtml>)*

Completed applications must be **received at the CJC Office no later than 2:00PM on Monday, July 25, 2016, no exceptions will be made.**

Concept papers received after the deadline will not be eligible for funding. Concept papers may be submitted via mail or e-mail. Please ask for confirmation of receipt of concept.

Concept packages submitted via fax will not be accepted for review.

Please submit your application to:

**Maureen Monagle
Criminal Justice Council
820 N. French Street, 10th Floor,
Wilmington, Delaware 19801.**

~OR~

Maureen.Monagle@state.de.us

If you have questions, please contact Maureen Monagle at (302) 577-8442 or
Maureen.Monagle@state.de.us