



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

Telephone: (302) 577-5030
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SFY2017 Domestic Violence Fund –Solicitation for New Programs for Services for Victims of Domestic Violence.

Eligible Applicants

Grantee eligibility: An organization must provide direct services to victims of domestic violence. The organization must be operated by a nonprofit organization. The organization must be registered in the Delaware Criminal Justice Council Egrants electronic grants management system. Organizations that have divisions, sections or components which offer services to victims of domestic violence or clients that have been victims of domestic violence but provide other services or functions, are eligible. For example, Faith-based and neighborhood programs, hospitals and emergency medical facilities that perform a wide variety of functions but are capable of providing direct services to victims of domestic violence, are eligible.

Deadline

Completed applications must be **submitted into Egrants by October 18, 2017 - no exceptions will be made.** . Unsubmitted applications will be automatically closed by the Egrants system on 10/19/17 and will not be eligible for review or subsequent funding.

Contact Information

If you have questions in regard to this solicitation, please contact Terica Jones at (302) 577-8726 or terica.jones@state.de.us . Steps for Egrants registration for new Agencies and new users can be found on the DCJC website: <http://cjc.delaware.gov/e-grants/>. For help or questions about registering, please contact Terica Jones or the Egrants Help Desk (cjcegrantssupport@state.de.us). **Registration of Agencies, users, and the processing of Security Role Requests can take three to five business days. Please plan accordingly.**

Released From: The Criminal Justice Council
Release Date: September 25, 2017

The Delaware Criminal Justice Council (hereinafter the "CJC") is soliciting applications for potential funding under the State Fiscal Year 2017 Domestic Violence Fund. The intent of these funds is to increase and enhance the domestic violence services statewide. Priority consideration will be given to those programs detailing services statewide, or collaborations between agencies in all three counties to ensure services are equitably distributed and available to victims. If multiple agencies are developing collaborative applications, please be mindful that the total amount available is \$80,245.

This solicitation is specifically seeking **new** programs to provide direct service to victims of domestic violence.

Eligible Applicants:

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AVAILABLE AMOUNT:

Under the 2017 Domestic Violence Fund Direct Services for New Programs solicitation, the **amount requested may be less than, but cannot exceed \$80,245.**

Programs that are selected for funding may be eligible to receive continued funding pending availability of state funds.

Award Period:

Proposals should be based on one-year (12 months) project period; applicants should be prepared for a state date of January 1, 2018.

Budgets must be reasonable, and reflect the proposed project period.

Priority Funding:

There are no priority funding areas. All projects will be considered equally based on their merit.

Match:

There is no match requirement for these funds.

APPLICATION PROCESS:

Potential applicants must submit a Concept Paper through the CJC Egrants system for the **2017 Domestic Violence Fund**. Applicant Agencies must be properly registered in Egrants, and Fiscal and Program personnel must have an active username and appropriate security roles enabled. For more information and the steps for registration, visit <http://cjc.delaware.gov/Egrants.shtml>.

Completed concepts will be reviewed and scored. If selected, the agency will be invited to apply through E-grants.

CJC’s Electronic Grants Management System:

The CJC launched an online Grants Management System (“*Egrants*”) in 2014. The “**2017 Domestic Violence Fund**” competitive solicitation will follow an electronic submission and review process. Any programs that are approved for funding will be notified and invited to submit an application in the Egrants System for award and reporting purposes.

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. There is no cost to register.

Non-Profit Organization (NPO) Status Certification: Applicant agencies and subgrant recipients must certify their non-profit status by submitting a statement affirmatively asserting the agency is a non-profit organization. Applicants can submit a copy of the agency’s 501(c)(3) designation letter; or a copy of the agency’s certificate of incorporation that substantiates its non-profit status.

IF SELECTED to be a subgrantee, the NPO should be prepared to provide the CJC with a copy of the most-recent financial statements. This will be made available on the CJC’s website, per federal requirement. CJC staff will provide more guidance and information for projects selected for subgrant awards.

Ineligible Applicants:

Federal and state agencies are not eligible to apply.

Non-allowable Costs and Activities:

Grant funds under the Domestic Violence Grant Program may not be used for any unauthorized purposes, including but not limited to the following activities:

- Lobbying
- Fundraising
- Research projects
- Building renovations

Supplanting:

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

Domestic Violence 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 state funds being made available through the CJC. Domestic Violence 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 other 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, Domestic Violence funds could be requested to cover costs up to the amount lost- if the applicant can substantiate that funding has been lost).

Required Format:

Complete each of the sections in the Criminal Justice Council Concept Paper utilizing the CJC Egrants System. **It is the responsibility of the applicant to ensure that the concept proposal is complete and submitted properly.**

Project Concept Narrative Component Requirements:

Applicants under this solicitation must address each of the following:

1. **Project Summary:** Briefly describe the problem, the goal, the approach and the results or benefits expected from this project. Include evidence of expertise knowledge and/or experience in providing services to meaningfully address sexual assault. Describe how the applicant meets the requirements including program parameters and allowable use of funds.
2. **Project Narrative:** Provide a detailed project narrative including the following
 - a. A sound problem statement using statistical evidence and local data gathered in regard to the specific service to be provided. Describe the gap in service the proposal seeks to address.
 - b. A goal statement and measurable objectives. Provide a clear description of the nature of the service: What, How, and When it will be delivered. List objectives of the program in measurable terms and number of individuals to be served. Include referral process for receiving clients and definition of successful program completion.
 - c. Clear methods and procedures for the implementation of the project. How data/information will be collected for reporting purposes and overall grant management.
 - d. A description of how the evaluation strategy assesses all program requirements and the impact of the project.
 - e. A sustainability plan regarding the future of the program once federal funding is no longer available.
3. **Budget:** Submit a budget that is complete, cost effective and allowable. Complete the budget detail and budget narrative as well as the recipient agency budget.
4. **Main Summary:** Complete this section to include compliance with all Federal, State and CJC reporting requirements and grant administration guidelines.

Threshold Requirements:

- ✓ Digital Completion of the Criminal Justice Council's 2017 Domestic Violence Fund CJC Egrants Concept Paper.
- ✓ 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.
- ✓ Promote, within the community served, coordinated public and private efforts to aid victims of domestic violence.
- ✓ Applicant has the ability to protect the confidentiality and privacy of persons receiving services under this program and prohibits the release of personally identifying information or client information except in certain circumstances.
Applicant has procedures in place to allow and safely share certain non-identifying data and court-generated information, law-enforcement generated information, and law enforcement- and prosecution- generated information in certain circumstances.
 - Nothing in this section prohibits compliance with legally mandated reporting of abuse or neglect.
- ✓ Applicants may provide direct services regardless of a victim's participation in the criminal justice process.
- ✓ Applicant will certify victims' eligibility under this program for direct services is not dependent on the victim's immigration status.
- ✓ 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>
- ✓ A copy of applicant's the most recent fiscal year audit report is on file with the Criminal Justice Council.
- ✓ DUNS # Provided
- ✓ SAM Registry Status Provided
- ✓ Certification of the organization's Non-Profit Status (if applicable)
- ✓ Comply with all CJC reporting requirements and grant administration guidelines.

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

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◆ **(0-15 points) Project Summary**

Briefly describe the problem, the goal, the approach and the results or benefits expected from this project.

◆ **(0-65 points) Project Narrative**

- *Problem Statement (0-20 points) Description of problem; use of research based literature, relevant statistics and detailed nature of services (how, what and where services will be offered).*
- *Goals and Objectives (0-25 points) Established history in community; collaborative partners; and measurable outcomes;*
- *Methods and procedures (0-10 points) Methods and procedures the subgrantee plans to use for data collection and/or management for quarterly reporting.*
- *Evaluation (0-5 points) Define the project's outcomes. Describe the mechanisms/methods to measure the outcomes.*
- *Sustainability (0-5 points) 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 Detail (0-5 points) Are calculations correct; Are costs reasonable and allowable;*
- *Budget Narrative (0-5 points) Does the budget narrative list costs and provide context to explain why costs are necessary to the program?*

◆ **(0-10 Points) Main Summary**

- *Follows format; agency's performance history as a CJC subgrantee; Required NPO Certification (if applicable); SAM Registry Status; and agency's current status to the CJC Racial and Ethnic Fairness survey (<http://cjc.delaware.gov/REFSurvey.shtml>)*

Match Requirements:

There is no match requirement for these funds.

Process and Funding

Applicants will be notified of the final decision and outcome before December 31, 2017. The VAWA Implementation Committee, 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 VAWA Implementation Committee seeks to make final recommendations to the Council by **December 11, 2017**. Approved programs will be notified shortly after 12/11/17.

As defined in § 3132 (b) of Title 16 the Delaware State Code, "the fee charged for each certified copy of a marriage license/certificate shall be \$25, except that upon production of a valid

military identification card, active members of the military and their spouses shall be exempt from paying such fee. This fee shall be collected by the Bureau of Vital Statistics or the Clerk of the Peace, whichever agency issues the certified copy. Each Clerk of the Peace and the Bureau of Vital Statistics shall file a semi-annual report of the fees collected with the Department of Revenue and shall deposit \$15 from each fee for a certified marriage license/certificate copy into the Domestic Violence Fund, to be administered by the Criminal Justice Council.”

And further defined in § 8704 (10) of Title 11, the CJC must “allocate funds resulting from the certified copy fees for marriage license/certificates, pursuant to § 3132(b) of Title 16. Moneys resulting from the copy fees shall constitute The Domestic Violence Fund.”

Applications will be considered for new or expanded services. Projects that are approved for funding under this solicitation may be obligated continuation funding under SFY2018 Domestic Violence Fund.

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

Completed concept papers must be **submitted into EGrants no later than October 18, 2017, no exceptions will be made.** . Unsubmitted applications will be automatically closed by the Egrants system on 10/19/17 and will not be eligible for review or subsequent funding.

If you have questions, please contact Terica Jones at (302) 577-8726 or Terica.Jones@state.de.us