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FFY2019 Family Violence Prevention and Services/Domestic Violence Shelter and Supportive Services ("FVPSA") – Solicitation for New Programs

Overview

Released From: The Criminal Justice Council
Release Date in Egrants: May 28, 2019
Close Date in Egrants: June 21, 2019

The Delaware Criminal Justice Council (hereinafter the "CJC") is soliciting applications for potential funding under the Federal Fiscal Year 2019 Family Violence Prevention and Services Act (FVPSA) Formula Grant Program (the "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 Program is designed to provide funding to non-profit organizations 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.

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.

This competitive solicitation is specifically seeking new community-based programs to provide services to victims of intimate partner and family violence. Expansions of current FVPSA community-based projects are welcome; the expansion must be clearly delineated. **This solicitation is not for the provision of shelter or shelter services.**

Eligible Applicants

This funding solicitation is specifically for **new or expanded** FVPSA community-based subgrant programs to:

- 1) prevent incidents of family violence, domestic violence, and dating violence;
- 2) provide supportive services and access to community-based programs for victims of family violence, domestic violence, or dating violence, and their dependents; and
- 3) provide specialized services for children exposed to family violence, domestic violence, or dating violence including victims who are members of underserved populations (45 CFR § 1370.10(a)).

To be eligible, an organization must be:

- A. 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

- B. A partnership of two or more agencies or organizations that includes an agency or organization described in paragraph (1); ***in partnership with*** an agency or organization that has a demonstrated history of serving populations in their communities, including providing culturally appropriate services.

Priority Funding

The CJC welcomes programs in any of the allowable funding categories to apply. Programs that aim to reduce the gaps in services faced by intimate partner and family violence victims that are **underserved**, **inadequately served**, and **unserved** will be prioritized. Those populations have been identified as the following:

- **Underserved** and **inadequately served** populations include: racial and ethnic minority identifying victims (include Latinx, Haitian, Tribal communities, Muslims, Asians, and African victims), LGBTQ+ identifying victims, disabled victims, immigrant victims, elderly victims, and families with children.
- **Unserved** populations include: male victims, trafficking victims, immigrants, and victims with co-morbid conditions (e.g. addiction, mental health diagnoses).
- Programs that increase capacity around transportation, transitional housing or housing assistance for victims of intimate partner and family violence will also be given priority.

AVAILABLE AMOUNT: \$184,274

Under the “FY2019 FVPSA for NEW Community-Based Services” funding announcement in Egrants, the amount to be released for new community-based programs for **non-shelter, community-based** supportive services for victims of family violence, domestic violence or dating violence is **\$184,274.00**. Requests for funding may not exceed the total amount available. The CJC’s goal is to distribute the funds statewide.

Award Period

Proposals should be based on a project end date on or before **9/30/2020**. The projected start date is on or before 10/1/2019. Budgets should include an allowance for project implementation including, but not limited to, the hiring of new personnel.

Budgets must be reasonable, and reflect the proposed project period. Programs that are selected for funding may be eligible to receive continued funding for two more years.

Match

Sub grantees must 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.

Deadline and Contact Information

Completed applications must be **submitted through Egrants by June 21, 2019 - no exceptions will be made**. Please see below for program and submission criteria. Unsubmitted applications will be automatically closed by the Egrants system on 6/22/19 at 12:01am. Steps for Egrants registration for new Agencies and new users can be found on the DCJC website: <http://cjc.delaware.gov/e-grants/>. Visit <https://cjc.delaware.gov/cjc-grant-training/> and select “**Session I**” for detailed directions (starting on slide 29) to submit a Concept Paper.

The registration of Agencies, users, and the processing of Security Role Requests can take a week or longer. Please plan accordingly and contact Kathleen Kelley or the Egrants Help Desk (cjcegrantssupport@delaware.gov) with questions. All agency roles must be fulfilled by the applicant agency. **Registrations for new agencies and any new egrants users for this funding announcement must be received by June 10, 2019. Please reference “FVPSA Funding Announcement” in all phone and electronic inquiries.**

If you have any other questions regarding this solicitation, please contact:
Kathleen Kelley at (302) 577-8725 or KathleenD.Kelley@delaware.gov

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: When applicable, 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.

Allowable and Unallowable Subrecipient Costs and Activities:

This section includes information on: allowable services, activities, and costs; key definitions; non-allowable costs and activities; no income eligibility to receive services; and supplanting. This section applies to FVPSA programs as a whole; this funding announcement is for community-based programs ONLY.

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-2018-ACF-ACYF-FVPS-1346 announcement to States.* For more information, visit: <https://www.govinfo.gov/content/pkg/FR-2016-11-02/pdf/2016-26063.pdf>

States are required to use the following definitions in carrying out FVPSA-funded programs and activities (defined in 42 U.S.C. § 10402 of FVPSA).

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 following factors: The length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. This part of the definition reflects the definition also found in Section 40002(a)(10) of the Violence Against Women Act (VAWA)(as amended), 34 U.S.C. § 12291(a), as required by FVPSA. Dating violence also includes but is not limited to the physical, sexual, psychological, or emotional violence within a dating relationship, including stalking. It can happen in person or electronically, and may involve financial abuse

or other forms of manipulation which may occur between a current or former dating partner regardless of actual or perceived sexual orientation or gender identity.

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. This definition also reflects the statutory definition of “domestic violence” found in Section 40002(a)(8) of VAWA (as amended), 34 U.S.C. § 12291(a). This definition also includes but is not limited to criminal or non-criminal acts constituting intimidation, control, coercion and coercive control, emotional and psychological abuse and behavior, expressive and psychological aggression, financial abuse, harassment, tormenting behavior, disturbing or alarming behavior, and additional acts recognized in other federal, tribal state, and local laws as well as acts in other federal regulatory or sub-regulatory guidance. This definition is not intended to be interpreted more restrictively than FVPSA and VAWA but rather to be inclusive of other, more expansive definitions. The definition applies to individuals and relationships regardless of actual or perceived sexual orientation or gender identity.

Family Violence: Any act or threatened act of violence, including any forceful detention of an individual that results or threatens to result in physical injury and is committed by a person against another individual, to or with whom such person is related by blood or 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.

Primary Prevention: Strategies, policies, and programs to stop both first-time perpetration and first-time victimization. Primary prevention is stopping domestic and dating violence before they occur. Primary prevention includes, but is not limited to: School-based violence prevention curricula, programs aimed at mitigating the effects on children of witnessing domestic or dating violence, community campaigns designed to alter norms and values conducive to domestic or dating violence, worksite prevention programs, and training and education in parenting skills and self-esteem enhancement.

Secondary Prevention: Identifying risk factors or problems that may lead to future family, domestic, or dating violence, and taking the necessary actions to eliminate the risk factors and the potential problem, and may include, but are not limited to, healing services for children and youth who have been exposed to domestic or dating violence, home visiting programs for high-risk families, and screening programs in health care settings.

****Shelter:*** The provision of temporary refuge in conjunction with supportive services in compliance with applicable state or tribal law or regulations 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 definition also includes emergency shelter and immediate shelter, which may include housing provision, rental subsidies, temporary refuge, or lodging in properties that could be individual units for families and individuals (such as apartments) in multiple locations around a local jurisdiction, tribe/reservation, or state; such properties are not required to be owned, operated, or leased by the program. Temporary refuge includes a residential service, including shelter and off-site services such as hotel or motel vouchers or individual dwellings, which is not transitional or permanent housing, but must also provide comprehensive supportive services. The mere act of making a referral to shelter or housing shall not itself be considered provision of shelter. Should other jurisdictional laws conflict with this definition of temporary refuge, the definition which provides more expansive housing accessibility governs.

***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.

Underserved populations: Populations who face barriers in accessing and using victim services, and includes populations underserved because of geographic location, religion, sexual orientation, gender identity, underserved racial and ethnic populations, and

populations underserved because of special needs including language barriers, disabilities, immigration status, and age. Individuals with criminal histories due to victimization and individuals with substance use disorders and mental health issues are also included in this definition. The reference to racial and ethnic populations is primarily directed toward racial and ethnic minority groups (as defined in section 1707(g) of the Public Health Service Act (42 U.S.C. § 300(u-6)(g)), which means American Indians (including Alaska Natives, Eskimos, and Aleuts); Asian American; Native Hawaiians and other Pacific Islanders; Blacks and Hispanics. The term “Hispanic” or “Latino” means individuals whose origin is Mexican, Puerto Rican, Cuban, Central or South American, or any other Spanish-speaking country. This underserved populations definition also includes other population categories determined by the Secretary or the Secretary’s designee to be underserved.

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.

No Charge to Victims for FVPSA Funded Services

No income eligibility standard will be imposed on individuals with respect to eligibility for assistance or services supported with funds appropriated to carry out the FVPSA (42 U.S. C. § 10406(c)(3)).

No fees will be levied for assistance or services provided with funds appropriated to carry out the FVPSA (42 U.S.C. § 10406(c)(3)).

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.

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 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 Requirements:

Applicants under this solicitation must address each of the following:

- 1 **Main Summary:** Complete this section to include compliance with all Federal, State and CJC reporting requirements and grant administration guidelines. ***Section must be completed by the PROGRAM CREATOR before other sections can be accessed.***
- 2 **Project Summary:** Briefly describe the problem, the goal, the approach and the results or benefits expected from this project, including the projected number of people to be served. Include evidence of expertise knowledge and/or experience in providing services to meaningfully address domestic and family violence. Describe how the applicant meets the requirements including program parameters and allowable use of funds. ***Section must be completed by the PROGRAM CREATOR.***
- 3 **Project Narrative:** This Concept submission is an opportunity to justify your project and the need for funding. ***Section must be completed by the PROGRAM CREATOR.*** Within the Egrants Project Narrative Section, please address the following:

The Problem: Accurate problem definition is essential because the application can only be reviewed and evaluated according to the problem it aims to resolve. Describe the problem in a manner which offers the potential to observe and measure its dimensions before, during and after the project activity.

- a) Include 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) Provide evidence of expertise knowledge and/or experience in providing services to victims of domestic and family violence.
- c) Describe how the applicant meets the requirements including program parameters and allowable use of funds.

Goal Statement and Measurable Objectives: This response should clearly and concisely describe precisely what the project will achieve and/or demonstrate. The goal statement and measurable objectives should be directly related to the statement of the problem so that the project can be evaluated in terms of its ability to resolve the problem identified.

Provide 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 (implementation section) and definition of successful program completion (impact section).

- a) Please provide the implementation objectives for this project. Implementation objectives define your target timeline for implementing the program. Describe items needed such as personal and/or equipment to begin program operation and a timeline for obtaining such items. Have in place an established relationship with collaborative partners, especially with any new partners and a plan to formalize (if not already) and maintain the relationship.
- b) Performance objectives indicate activities necessary to achieve the goals of the program. Describe the action steps you will need to take to obtain your goal. These objectives should include monthly activities in measureable terms and number of expected individuals to be served.
- c) Impact objectives demonstrate the achievement of the goal of the project or program. What will be accomplished at the end and how will your project measure success? What difference will be made? In other words, what impact will your project make on the targeted population/community? Define successful program completion and target number for services.

Methods and Procedures: This response should address the impact of the program by quantifying the results.

- a) Clear methods and procedures for the implementation of the project. How data/information will be collected for reporting purposes.

- b) Ability to track program participants including collecting demographic data such as gender, age, race, etc.
- a. A sustainability plan regarding the future of the program once federal funding is no longer available.

Evaluation Design: This response should describe the specific plans and activities which will be pursued to measure progress toward and achievement of the goal statement(s) and objectives identified. The evaluation design should provide for and rely upon objective measures and judgments of project personnel, local officials or advisory groups. The evaluation strategy should describe how the Concept assesses all program requirements and the impact of the project.

Continuation: Indicate what prospects and willingness for continued financing of the project is to be sought after CJC support has been terminated. Furthermore, indicate the amount of CJC funding to be sought. Please provide an "assumption of local costs" timetable so that staff can determine the likelihood of continuation beyond CJC funds. Include a sustainability plan regarding the future of the program once federal funding is no longer available.

“Is this application for CJC funding for a Continuation Grant?” **If your Concept is for a brand new program, mark “no” and skip the following section, “Past Progress Report.”** If your Concept is written to expand a current program, mark “yes” and provide the following information:

- Past Progress Report: The purpose of the past progress report is to provide information on past results in summary form so that their utility can be applied to the continuing effort. Provide a summary for the last complete funding cycle in the state. Summarize your past grant achievements in 30 words or less.

- 4 **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. New projects should budget for implementation (allocate time for hiring, etc.).
 - a. ***Budget Detail section must be completed by the FINANCIAL CREATOR.***
 - b. ***Budget Narrative section must be completed by the PROGRAM CREATOR.***

Questions to Ask as You Design Your Program:

- Who are you targeting for your program? (Refer to requirements for target population and program criteria)
- Do the needs of your target population match the services and supports you are proposing to fund through your grant application?
- Which evidence-based practices will you incorporate into your program model? How will you ensure fidelity to those practices?
- What is the supervisory structure for your staffing model?

- How will you involve the client in determining their needs for services and developing intervention recommendations?
- Are these interventions based upon a systematic assessment of individual needs?
- How will you collect case level data to comply with the reporting requirements?

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

◆ **(0-15 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; and relevant statistics; 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 and annual 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 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>)*

Threshold Requirement Checklist

- Applicant agency must be a registered agency with the Criminal Justice Council's EGrants Management System ("Egrants"). The "Agency Registration Request Form" may be found on the Egrants Help page: <http://cjc.delaware.gov/Egrants.shtml>
- Project Director and Fiscal Officer must be approved users in Egrants. Individuals' Security Roles are determined by their agency/department. The "New User Security Role Request Form" must be completed, and online user created at the time this concept paper is submitted. Forms and Instructions to complete online registration may be found: <http://cjc.delaware.gov/Egrants.shtml>
- Digital Completion of the Criminal Justice Council's "FY2019 FVPSA for NEW Community-Based Services" Concept Paper in Egrants.
- 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 at no cost to the individual seeking services.
- 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/fairness-practices/>
- 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 must provide services to victims of federal crimes on the same basis as to victims of crimes under State or local law.
- 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.
- A copy of the agency's most recent fiscal year audit report is on file with the CJC.
- DUNS # Provided.
- SAM Registry Status Provided.
- Certification of the organization's Non-Profit Status (when appropriate).
- 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

A team consisting of Criminal Justice Council staff and independent reviewers will review all applications submitted by the due date and make final recommendations to the Victims Services Advisory Committee (VSAC). 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 **August 2019**. Approved programs will be notified shortly thereafter.

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 "*FY2019 FVPSA for NEW Community-Based Services*" concept form. At a minimum, concepts must include the information detailed in the "Required Format" section (beginning on p. 9) of this funding announcement.

Please do not upload letters of support, brochures or other documents. 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.

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

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

Deadline and Contact Information Summary

Completed applications must be **submitted into Egrants by 11:59pm on June 21, 2019 - no exceptions will be made**. Un-submitted applications will be automatically closed by the Egrants system on 5/22/19.

If you have questions, please contact:

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