

OFFICE OF CRIMINAL JUSTICE PROGRAMS

**Tennessee Transitional Housing Pilot Program
2016**

Grant Solicitation



Prepared by:

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Department of Finance and Administration
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Grant Application Instructions

I. INTRODUCTION

In 2014, Governor Haslam appropriated additional funding to meet the needs of Family Violence Services Programs. The Office of Criminal Justice Programs in the Tennessee Department of Finance and Administration is the designated state agency responsible for administering this state funded grant program in Tennessee. OCJP engages in annual strategic planning to maximize the funds available to the State of Tennessee to address matters related to family violence, domestic abuse, and dating violence. Nationally and in the State of Tennessee, there is a need to increase the amount of transitional housing available to victims of Domestic Violence.

II. APPLICANT ELIGIBILITY

ELIGIBLE APPLICANTS FOR TN TRANSITIONAL HOUSING PILOT FUNDING INCLUDE:

- Any of the below listed entities that assist victims of family, domestic or dating violence and their dependents and has a documented history of effective work concerning family, domestic or dating violence:
 - Local Public Agencies
 - Non-Profit Organizations
 - Faith-based and Community Organizations
 - Charitable Organizations
 - Tribal Organizations
 - Voluntary Associations
- Partnerships of two or more organizations that include one of the above listed types of entities and that has a demonstrated history of serving populations in their communities, especially those providing culturally appropriate services.

Preference is for those agencies that have or are creating innovative partnerships that improve the overall value and effectiveness of transitional housing by bringing together victim service providers, housing and homelessness organizations, and underserved population specific organizations to provide a broad spectrum of support services that promote self-sufficiency.

Up to four (4) grants will be awarded of up to \$62,500. The first nine (9) months of funding (October – June) is developmental and implementation funding. No Match is required for the first nine (9) months.

An additional two (2) years of funding will be awarded based on the successful development and implementation of the transitional housing program as described in the logic model. Match (up to 20%) may be required either in-kind or cash match.

FUNDING TO FAITH-BASED AND COMMUNITY ORGANIZATIONS:

Consistent with Executive Order 13279, December 12, 2002 and 28 CFR Part 38, faith-based and community organizations that statutorily qualify as eligible applicants are invited and encouraged to apply for assistance awards to fund eligible grant activities. Faith-based and community organizations will be considered for awards on the same basis as other eligible applicants and, if they receive assistance awards, will be treated on an equal basis with all other grantees in the administration of such awards. No eligible applicant or grantee will be discriminated against on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or persons working in the organization. Faith-based organizations are required to abide by the same regulations and requirements specifically associated with the program under which they were awarded a grant as any other agency awarded funding.

III. PROGRAM PURPOSES

The purpose of TN Transitional Housing Pilot Program is to focus on a holistic, victim-centered approach to providing transitional housing services that move survivors into permanent housing. Awards made under this Pilot grant program support programs that provide assistance to victims of family violence, domestic abuse, and dating violence, who are in need of transitional housing, short-term housing assistance, and related supportive services. Successful transitional housing programs provide a wide range of flexible and optional services that reflect the differences and individual needs of victims and allow victims to choose the course of action that is best for them. Transitional housing programs may offer individualized services such as counseling, support groups, safety planning, and advocacy services as well as practical services such as licensed child care, employment services, transportation vouchers, and referrals to other agencies. Trained staff and case managers may also be available to work with survivors to help them determine and reach their goals for permanent housing.

As applicants address their plans to implement one or more of the above purpose areas, they are encouraged to consider the following:

1. Creating innovative partnerships that improve the overall value and effectiveness of transitional housing by bringing together victim service providers, housing and homelessness organizations, and underserved population specific organizations to provide a broad spectrum of support services that promote self-sufficiency. These services could include mentoring, job training, childcare, and literacy education for domestic violence survivors and their dependents.
2. Integrating a Trauma Informed Care approach in the supportive services aspects of the transitional housing project;
3. Designing projects that promote economic independence and financial empowerment strategies for domestic violence survivors;
4. Implementing partnerships that assist domestic violence survivors in obtaining employment that will enable them to afford basic expenses and remain economically independent including non-traditional employment opportunities;
5. Developing innovative programs to provide transitional housing and supportive services to older domestic violence survivors who are age 50 or older by addressing the unique barriers to receiving assistance that these survivors face;
6. Addressing the complex needs of domestic violence survivors with disabilities by providing transitional housing assistance that will enhance the accessibility of services, resources, communication, and outreach to survivors with disabilities;
7. Providing transitional housing in rural jurisdictions while addressing the lack of available resources in those jurisdictions, social and cultural challenges, and geographic isolation; or
8. Developing an innovative approach to improve transitional housing program accessibility for LGBTQ survivors and culturally sensitive services to immigrants while addressing barriers that immigrants experience such as the lack of knowledge about resources, language barriers, and issues surrounding immigration.

IV. PROGRAM REQUIREMENTS

Applications that are submitted and do not meet all Mandatory Program Requirements (see below) will not be considered for funding.

Mandatory Requirements

Applicants must provide both housing and supportive services, but shall limit their use of TN Transitional Housing Pilot Program funds to transitional housing only.

- Applicants must provide documentation of the availability of funds from another source to support the supportive services not being provided by the TN Transitional Housing Pilot Program funds for the duration of the award.
- All projects must offer housing services and supportive services for an anticipated minimum length of stay of six months and a maximum length of stay of 24 months.
- Additionally, all projects must include a plan to provide follow-up support services for a minimum of three months after a victim has secured permanent housing. Follow-up services should be limited to: advocacy, support groups, case management, minimal financial assistance (e.g., security deposit, first month's rent, or childcare) when a survivor is establishing permanent housing.

All support services (e.g., budgeting, counseling, substance abuse treatment) made available to and/or offered to participants of the program must be **voluntary** and **trauma informed**. Applicants **cannot** require participation in services as a condition for participation in and access to transitional housing.

Additional Requirements

Confidentiality:

Subrecipients receiving TN Transitional Housing Pilot Funding funds must protect the confidentiality and privacy of persons receiving services to ensure their safety and their families' safety. Subrecipients are prohibited from disclosing personally identifying information collected in connection with services requested, utilized, or denied through the grantee's program, to any third party or third party database without informed, written, reasonably time-limited, consent of the person, unless compelled by statutory or court mandate. Subrecipients intending to share aggregate information with other organizations must ensure that such information does not identify specific individuals.'

TN Transitional Housing Pilot funded programs must establish and implement policies and protocols for maintaining the safety and confidentiality of the adult victims of domestic violence and their children whom they serve. It is essential that the confidentiality of individuals receiving services be protected. Consequently, when providing statistical data on program activities and program services, individual identifiers of client records will not be used by the State or other grantees or subgrantees. The address or location of any residential facility will, except with written authorization of the person or persons responsible for the operation of such, not be made public and the confidentiality of records pertaining to any individual provided services by any supported program will be strictly maintained.

Evidence-based Programming:

Agencies should make efforts to employ evidence-based and/or evidence-informed programming in their grant project or use best practices (as identified in research) in the implementation of their proposed project.

Mandatory Reporting of Child Abuse and Adult Abuse:

Agencies must comply with Tennessee Code Annotated, Sections 37-1-403 and 37-1-605 by reporting suspected cases of child abuse to the Department of Children's Services and with Tennessee Code Annotated 71-6-103 by reporting cases of adult abuse to the Department of Human Services as required by law.

Limited English Proficiency:

National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI of the Civil Rights Act and the Omnibus Crime Control and Safe Streets Act, recipients are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including interpretation and translation services, where necessary. Subrecipients are encouraged to consider the need for language services for LEP persons served or encountered both in developing their proposals and budgets and in conducting their programs and activities. Reasonable costs associated with providing meaningful access for LEP individuals are considered allowable program costs. The U.S. Department of Justice has issued guidance for Subrecipients to assist them in complying with Title VI requirements. The

guidance document can be accessed at www.lep.gov or by contacting the OJP's Office for Civil Rights at 202-307-0690.

Civil Rights Compliance:

All recipients of grant funds are required to comply with nondiscrimination requirements contained in various State and Federal laws. In the event that a court or administrative agency makes a finding of discrimination on grounds of race, color, religion, national origin, sex, handicap or disability, age, gender identity or sexual orientation against a recipient of funds after a due process hearing, the recipient must agree to forward a copy of the finding to the Office of Criminal Justice Programs within 45 days. All applicants should consult the Certifications and Assurances required with the application funds to understand the applicable legal and administrative requirements. Additional information and requirements can be found in Chapter XXII of the OCJP Administrative Manual located at

<http://www.tn.gov/finance/adm/ocjp/documents/OCJPADMINISTRATIVEGRANTMANUAL.pdf>

Federal Funding Accountability and Transparency Act of 2006 (FFATA), Public Law 109-282: All applicants are required to have a DUNS number, register via SAM, and provide employee compensation information (if applicable) to be eligible for this funding.

1. DUNS Number: To enable state agencies that receive federal awards to report this information, subgrantees (i.e., Subrecipients) are required to obtain and report a DUNS number. A DUNS number is obtained through Dun & Bradstreet (D&B) and is a unique nine digit identification number that is assigned for FREE for all businesses required to register with the US Federal government for contracts or grants A DUNS number is required for this grant and is reported on Attachment A of your application. For more information and/or to obtain a DUNS number go to the following website: <http://fedgov.dnb.com/webform>.

2. System for Award Management (SAM) Registration: To enable OCJP to report subawards in a timely manner, Subrecipients are also required to register with System for Award Management (SAM). SAM is a federally owned and operated **free** website that consolidates the capabilities of CCR/Fed Reg, ORCA and EPLS, and it will be used to populate the information needed to report subaward information. In order to register you must have a DUNS number. Registration can be done at <https://www.sam.gov/portal/public/SAM/>. **Your SAM expiration date must be reported on Attachment A – Intent to Apply form.**

3. Executive Compensation Reporting: FFATA now requires a subgrantee of a federal award to report the names and total compensation of the most highly compensated executives (i.e., officers, managing partners, or any other employees in management positions) if they meet all of the following criteria:

- 80 percent or more of the subgrantee's annual gross revenues from Federal procurement contracts and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320; and
- \$25,000,000 or more in annual gross revenues from Federal procurement contracts, and Federal financial assistance subject to the Transparency Act; and
- The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>).

ACORN: Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of any contract or subaward to either the Association of Community Organizations for

Reform Now (ACORN) or its subsidiaries, without the express written approval of the federal Office of Justice Programs.

Text Messaging While Driving: Pursuant to Executive Order 13513 of October 1, 2009, "Federal Leadership on Reducing Text Messaging While Driving," all Department of Justice (DOJ) recipients and subrecipients are encouraged to adopt and enforce policies that ban text messaging while driving a vehicle when performing work funded under DOJ grant programs.

Religious and Moral Beliefs: The subrecipient understands and agrees that award funds may not be used to discriminate against or denigrate the religious or moral beliefs of students who participate in programs for which financial assistance is provided from those funds, or of the parents or legal guardians of such students.

Additional Federal Funds Received: The subrecipient agrees that if it currently has a contract with OCJP and receives additional federal funding, outside OCJP, and those funds are to be used, in whole or in part, for one or more of the identical cost items for which funds are being provided under the OCJP contract, the subrecipient will promptly notify the OCJP program manager in writing.

Computer Network Requirements: The subrecipient understands and agrees that (a) No award funds may be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography, and (b) Nothing in subsection (a) limits the use of funds necessary for any Federal, State, tribal, or local law enforcement agency or any other entity carrying out criminal investigations, prosecution, or adjudication activities.

Activities That May Compromise Victim Safety and Recovery:

The following activities have been found to jeopardize victim safety, deter or prevent physical and emotional healing for victims, or allow offenders to escape responsibility for their actions. OCJP strongly encourages applicants **not** to include these activities in their application for funding:

- offering perpetrators the option of entering pre-trial diversion programs;
- requiring mediation or counseling for couples as a systemic response to domestic violence or sexual assault, or in situations in which child sexual abuse is alleged;
- requiring victims to report sexual assault, stalking, or domestic violence crimes to law enforcement or forcing victims to participate in criminal proceedings;
- relying on court-mandated batterer intervention programs that do not use the coercive power of the criminal justice system to hold batterers accountable for their behavior;
- supporting policies that deny individuals access to services based on their relationship to the perpetrator;
- developing materials that are not appropriately tailored to the dynamics of domestic violence and sexual assault;
- supporting policies or engaging in practices that impose restrictive conditions to be met by the victim in order to receive services (e.g., attending counseling, seeking an order of protection);
- sharing confidential victim information with outside organizations and/or individuals without the documented consent of the victim;
- placing of batterers in anger management programs; or,
- allowing procedures that would penalize or impose sanctions on victims of domestic violence or sexual assault for failure to testify against the abuser and/or the perpetrator.

TN Transitional Housing Pilot Program Statement:

All materials and publications (written, visual, or sound) resulting from TN Transitional Housing Pilot Program grant activities shall contain the following statements:

“This project was supported by sub grant Number #. _____ awarded by the Office of Criminal Justice Programs for the TN Transitional Housing Pilot Program. The opinions, findings, conclusions, and recommendations expressed in this publication/program/exhibition are those of the author(s) and do not necessarily reflect the views of the Office of Criminal Justice Programs.”

V. FINANCIAL REQUIREMENTS

General Financial Requirements:

OCJP grants awarded under the TN Transitional Housing Pilot Program grant are governed by the provisions of the Office of Management and Budget (OMB) circulars applicable to financial assistance. These circulars, along with additional information and guidance, can be found by referring to the OCJP Administrative Manual and the Family Violence Shelter and Services section located at <http://tennessee.gov/finance/rds/ocjp/manuals.html> . This policy manual provides information on allowed costs, methods of payment, audit requirements, accounting systems and financial records.

Grant Accounting Systems: All grant subrecipients are required to establish and maintain grant accounting systems and financial records to accurately account for funds awarded to them. (OMB Circular A-87, "Cost Principles for State, Local and Indian Tribal Governments." OMB Circular A-122, "Cost Principles for Nonprofit Organizations.")

Grantees should be aware that the Office of Management and Budget (OMB) has issued new Uniform Guidance on Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards (Uniform Guidance) was effective December 26, 2013, and is to be implemented by federal agencies one year from its effective date, December 26, 2014. This new guidance, 2 CFR part 200, can be found on the Electronic Code of Federal Regulations website. The guidance provides a streamlined government-wide framework for grants administration and management that supersedes requirements from eight existing grants-related OMB Circulars, as well as U.S. Department of Justice (DOJ) regulations. A table of the Circulars and guidance that have been consolidated into the Uniform Guidance can be found in the Office of Justice Programs (OJP) Financial Guide's Resources Section 1.2. A new DOJ Financial Guide will be published in Spring 2015, which will include guidance from all DOJ grant making components: OJP, the Office on Violence Against Women, and the Office of Community Oriented Policing Services.

OJP has established a Uniform Guidance Updates page as a one-stop resource to provide more answers to your questions. From this page you will be able to navigate to more specific Uniform Guidance-related resources and training material produced by OJP throughout the FY 2015 funding cycle. For more information on the Uniform Guidance, please go to the COFAR page (<https://cfo.gov/cofar/>).

Subrecipients must make themselves aware of all the above federal requirements. Grantees will be notified when they must comply with the new Uniform Guidance on Administrative Requirements.

Multiple Year Contracting: Multiple year contracting reduces unneeded paperwork and duplication for OCJP, as well as the subrecipient's office. This allows the subrecipient more time to spend on project implementation and evaluation while allowing OCJP more time to provide oversight, technical assistance and evaluation of individual projects and OCJP programs. *Multiple year contracts will remain contingent, as always, on the availability funding.*

VI. ALLOWABLE USE OF TN TRANSITIONAL HOUSING PILOT PROGRAM FUNDS

TN Transitional Housing Pilot Program funds may be used by the Subrecipient for:

1. Programs that provide transitional housing, including funding for the operating expenses of newly developed or existing transitional housing; and/or
2. Programs that provide short-term housing assistance, including rental or utilities payment assistance and assistance with related expenses such as payment of security deposits and other costs incidental to relocation to transitional housing.

Please reference the Allowable Costs section of the OCJP Administrative Manual for full explanations/restrictions regarding generic Allowable Costs:

<http://www.tn.gov/finance/adm/ocjp/manuals.shtml>

Operational Costs: Payment of operational costs is allowable if costs are part of an approved project and are necessary to the project implementation and operation. Operational costs may include supplies, telecommunication costs, rent, equipment rental costs and insurance costs. **Costs for a program must be prorated across all fund sources.**

Equipment: Equipment expenses, which are part of an approved project, if necessary and incidental to that project, are allowable expenses. Equipment is defined as tangible non-expendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. **NOTE:** “Sensitive Minor Equipment” is detail under the **Supplies Line** of the budget and is defined as moveable, high-risk, sensitive property items purchased with a cost between \$500.00 and \$5,000.00 such as tablets, laptops, desktop computers, printers, projectors, external computer peripherals, weapons, TVs, cameras, and small office machines.

VII. UNALLOWABLE USE OF TN Transitional Housing Pilot Program Funds

1. Sanctions Against Survivors
Participation by survivors in support services shall be voluntary, and must not be made a condition for receiving transitional housing and/or rental assistance. Survivors should not be ordered to attend therapy or other specific services or be penalized for choosing not to participate in the criminal justice system. All activities specifying mandatory participation in support services will be considered unallowable.
2. Prevention Activities
Grant funds may not be used for addressing prevention activities (e.g., outreach to elementary and secondary schools, implementation of educational programs regarding domestic and dating violence intervention, and public awareness campaigns).

The following is a list of generic Unallowable Costs: Construction, land acquisition, supplanting, compensation of federal employees, travel of federal employees, bonuses or commissions, military type equipment, lobbying, fund raising, corporate formation, state and local taxes, conferences and workshops have numerous unallowable cost restrictions, legal fees, cost in applying for this grant, any expenses prior to the grant award date, first class travel, management or administrative training, sole source contracts (without the prior written approval from the Office of, Criminal Justice Programs), or a use allowance on idle or excess facilities, and cost incurred outside the project period.

Please reference the Unallowable Costs section of the OCJP Administrative Manual for full explanations and restrictions regarding generic Unallowable Costs at

<http://tennessee.gov/finance/rds/ocjp/manuals.html>

VIII. REPORTING REQUIREMENTS

The necessary reporting forms for the TN Transitional Housing Pilot Program will emailed to you. OCJP subrecipients are expected to participate in all report-training events.

Client Outcome Survey Report:

The Annual Outcome Survey Report is due no later than July 31. This report is submitted online.

Annual Output Report:

The Annual Output Report is due no later than July 31. This report is submitted online.

Project equipment summary report:

The Project Equipment Summary Report is due no later than July 31 **if** equipment or “Sensitive Minor Equipment” was purchased with grant funds. This report is submitted online.

Fiscal Reporting

Invoice for Reimbursement: The invoice is used to request monthly reimbursement. Funds can only be distributed to subrecipients upon receipt of a properly prepared and signed invoice. The invoices are emailed to the Office of Business and Finance of the Department of Finance and Administration. NOTE: Subrecipient agencies must request reimbursement at least once per quarter based on expenditures incurred. However, it is recommended that agencies invoice monthly, when monthly expenditures are incurred.

Policy 03 Quarterly Expense and Revenue Report (Non-profit Agencies Only): The Policy 03 Report is due quarterly no later than thirty (30) calendar days following the end of the quarter for which the report is completed. The report is emailed to the OCJP Fiscal Manager.

Project Equipment Summary Report: The Project Equipment Summary Report is due no later than July 31 **if** equipment or “Sensitive Minor Equipment” was purchased with STOP grant funds. This report is submitted online.

IX. LENGTH OF PROJECT SUPPORT

The Office of Criminal Justice Programs will provide written notification to grantees of this solicitation identifying the length of project support. *Multi-year contracts will remain contingent, as always, on the availability of funding.*

Applicants will apply for funding for **October 1, 2015 – June 30, 2016**. This funding (October – June) is developmental and implementation funding. Funding for July 1, 2016 – June 30, 2018 is contingent upon the successful development and implementation of the transitional housing program as described in the logic model. The intention is that successful projects will receive an additional two years of funding.

In reviewing applications, attention will be paid to not only the numbers of victims that will be served, but also to how the services will be provided.

X. FISCAL AND PROGRAM MONITORING

The Office of Criminal Justice Programs employs program and fiscal monitors to provide routine, program and fiscal monitoring of all OCJP contracts. This monitoring provides program and fiscal contract compliance review, much needed information on how the program is actually being implemented, and assistance to the OCJP Grants Program Manager in identifying Subrecipients experiencing problems requiring corrective action. If a monitor identifies a problem area and corrective action is requested, OCJP Subrecipients must adhere to the corrective action requirements within the time period required. OCJP Subrecipients can expect at least one monitoring visit during any three-year grant contract period.

XI. REVIEW AND EVALUATION OF PROPOSALS

Each application will be rated, utilizing a “weighted” review tool, based on the applicant agency’s ability to provide a logical description of how their project theoretically works to benefit the target group. The project description must tie goals, activities, outputs, and outcomes together in a logical fashion. Applications will be reviewed for financial and programmatic completeness by OCJP staff with expertise in grant requirements and program design. The applications will be rated and funding will be determined through a competitive review process by a review team of professionals knowledgeable in applicable subject material. Grants will be awarded based on current funding patterns, the availability of funds, and the above cited criteria.

All competitive applications will undergo a final review by OCJP Staff and applicants will be notified of approval or denial by the date listed below. If an application is approved, the contract between the state and the subrecipient will be emailed with the approval letter. The contract must be signed by the Authorized Official* and returned to the Office of Criminal Justice Programs for approval by the Commissioner of Finance and Administration. After the Commissioner approves the contract, an executed original contract will be emailed to the subrecipient.

Applicants for grants beginning on October 1, 2015 will be notified whether their application is approved or denied by the beginning of September.

* For non-profit agencies, the authorized official must be the President/Chairperson of the Board of Directors who will be signing the grant on behalf of the agency governing board. If necessary, the Board President may legally designate another board officer or the Executive Director to sign the contract in his/her absence.

XII. TN Transitional Housing Program Contacts:

Justine Bass	(615) 253-1963	justine.bass@tn.gov
Susan Canon	(615) 532-0058	susan.canon@tn.gov
Katie Powell	(615) 253-5591	katie.powell@tn.gov
Angela Slack	(615) 253-8622	angela.slack@tn.gov

XIII. APPLICATION REQUIREMENTS/CHECKLIST

All applicants must submit an online intent to apply form no later than **June 12, 2015**. The Attachment A - Cover Page indicating intent to apply for funding may be completed here at http://ocjpsurveys.state.tn.us/ocjpsurveys/attachmenta_2015-2016.htm. Please do **NOT** click a fund source type.

Applications for FY16 – FY18 funding are due by **June 29, 2015**. The applicant should print and maintain a copy of the completed application in their grant file. Late applications will not be accepted.

To complete the FY2016 TN Transitional Housing Pilot Program Logic Model you must complete the Word document which is linked below. When you are finished, save a copy of the form to your computer and attach a copy via email back to Susan Canon at Susan.Canon@tn.gov.

All required application documents must be submitted via email to Susan Canon:

- [Logic Model/Project Narrative](#)
- [Budget Summary/Detail](#)
- [Other Grant Funding Table](#)
- Agency Organizational Chart
- Proof of 501(c)(3) status must be submitted by any nonprofit organization applying for funding.
- [Certifications and Assurances](#) – All applicants must submit the completed Certifications and Assurances packet. This packet includes compliance information for the following topics: Debarment and Suspension; Lobbying Certification; Civil Rights; EEOP; Diversity Self Survey for Nonprofits; Transparency Act (FFATA); Violence Against Women Act Requirements; and Confidentiality and Privacy Provisions.
- [LGBTQ Accessibility Certification](#)