

Grant Solicitation Packet



Fiscal Year 2017
Tennessee Family Violence Prevention and Services Act (FVPSA)
Grant Program
Tennessee Domestic Violence Victim Advocacy Program

Released on October 20, 2016
Letter of Intent Due: October 31, 2016
Completed Application Due: November 12, 2016

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Family Violence Prevention and Services Act (FVPSA)

Grant Application Instructions

I. INTRODUCTION

The Tennessee Family Violence Prevention and Services Act (FVPSA) was established in 1984, with the passage of T.C.A. Public Chapter 930, and in fiscal year 1986 Congress authorized the Family Violence Prevention and Services Act, which also funded family violence shelters and related assistance services. These funds were established to prevent incidents of family violence and to provide immediate shelter and related assistance for victims of family violence and their dependents in order to prevent future violent incidents.

Several Reauthorizations of the Act have been issued, the most recent of which was in 2010. This New Legislation is Public Law 111-320, the CAPTA Reauthorization Act of 2010 – Notice of FVPSA Reauthorization and extensive statutory changes affecting programs and services (as reauthorized under CAPTA). Program changes and services from the Reauthorization of 2010 are reflected in the attached Grant Application and Guide.

The Office of Criminal Justice Programs in the Tennessee Department of Finance and Administration is the designated state agency responsible for administering the Family Violence Prevention and Services Act (FVPSA) grant program in Tennessee.

II. APPLICANT ELIGIBILITY

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

Eligible sub recipients are limited to agencies already providing some services to victims of domestic violence in **Cheatham, Giles, Houston, Montgomery, Rhea, Roane, Stewart, or Tipton Counties**. These funds are to be used to expand or enhance the delivery of direct victim advocacy and shelter services to domestic violence victims in any of these counties. This may include the use of commercial lodging as defined in the [Family Violence Shelter Standards](#).

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 PRIORITIES

FVPSA Victim Advocacy applications should include proposals which address the OCJP/FVPSA priority of expanding and enhancing services to victims of domestic violence in **Cheatham, Giles, Houston, Montgomery, Rhea, Roane, Stewart, or Tipton Counties**. The FVPSA funds assists organizations in carrying out specific projects related to family violence shelters and services. Services, for the purpose of this grant, are defined in the [Family Violence Shelter Standards](#). The core services that must be provided in the counties designated above are as follows:

- Residential services for survivors of domestic violence
- Twenty-four hour hotline
- Linkage and access to community services to meet survivor needs
- Safety Planning, Crisis Intervention, Survivor Supportive Services, Information sharing on Dynamics of Domestic Violence, Case Planning.
- Advocacy (Individual and Systems)
- Transportation
- Follow-up services
- Community Education.

Agencies who receive funding will be monitored within one year of the contract start date to insure that they meet the requirements in the [Family Violence Shelter Standards](#). If the agency is not in compliance, this could jeopardize continued funding.

Priority will be given to agencies who:

- Demonstrate that they provide services in the designated county.
- Provide services to domestic violence victims for at least one year.
- Provide services in counties where no services currently exist.
- Base advocates full-time in designated county.

IV. LENGTH OF PROJECT SUPPORT

Multi-year contracts will remain contingent, as always, on the availability of funding.

Domestic Violence Victim Advocacy Grants will be thirty (30) months in length and run from **January 1, 2017** until **June 30, 2019**. Applications for funding must focus on victim advocacy and support services for victims of domestic violence in **Cheatham, Giles, Houston, Montgomery, Rhea, Roane, Stewart, or Tipton Counties**.

NOTE: Service delivery must take place in the aforementioned counties.

Eligible applicants may request funds for up to four victim advocates (one Full Time Equivalent (FTE) per county served), and specific assistance for victims of domestic violence. All requested positions must represent an increase to the agency's total number of staff positions as demonstrated by an agency organization chart detailing the positions and a supervision plan for the newly funded staff.

OCJP will only fund additional staff that is performing 100% Family Violence Prevention Services Act (FVPSA) allowable activities, in the designated counties. Staff must provide services full time in **Cheatham, Giles, Houston, Montgomery, Rhea, Roane, Stewart, or Tipton Counties**.

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. Proposals should include a minimum of \$2,000 during the first year of the project for training, conferences, furniture, equipment and technology for newly FVPSA funded staff.

Victim Advocate Projects requests will be capped at \$50,000 per position, however additional funds may be available for hoteling of clients in their home counties.

Projects are to be no more than \$125,000 for the 30 month period project. Agencies may request up to \$125,000 per position requested.

Year 1: Jan. 1, 2017-June 30, 2017 = \$25,000 total project (\$20,000 federal, \$5,000 match)

Year 2: July 1, 2017-June 30, 2018 = \$50,000 total project (\$40,000 federal, \$10,000 match)

Year 3: July 1, 2018-June 30, 2019 = \$50,000 total project (\$40,000 federal, \$10,000 match)

It is expected that full time staff member(s) will be dedicated to this project. Funding is expected to be used for support of the full time therapeutic staff and the clients that will be served by the staff.

V. APPLICATION REQUIREMENTS

The Fiscal Year 2017 Family Violence Prevention Services Competitive Grant Application for Tennessee **requires [Attachment A](#) (Intent to Apply) must be submitted by October 31st, 2017. The completed applications are due no later than midnight on November 12, 2016 to be eligible for funding. (See final page for an application checklist with a list of all documents that must be submitted.)**

VI. 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 January 1, 2017 will be notified whether their application is approved or denied by the beginning of December.

* 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.

VII. PROGRAM PURPOSE

Tennessee's Public Chapter 930 and the Family Violence Prevention Services Act Reauthorization 2010 requires that all programs receiving FVPSA funding meet the following criteria:

1. Use of FVPSA Funds: Funds awarded to eligible entities shall be used to provide shelter, supportive services, or prevention services to adult and youth victims of family violence, domestic violence, or dating violence, and their dependents.
2. Shelter Programs receiving FVPSA funds must protect the confidentiality and privacy of persons receiving services to ensure their safety and their family's safety. FVPSA funded programs 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 to the person, unless compelled by statutory or court mandate. Shelter Programs intending to share aggregate information with other organizations must ensure that such information does not identify specific individuals.
3. The address or location of any shelter facility receiving FVPSA funds that otherwise maintains a confidential location shall not be made public, except with written authorization of the person or persons responsible for the operation of the shelter program.
4. Client Record Documentation: Case records must reflect the range of services provided to the client including services provided to children, other dependents and the perpetrator. Client case record documentation is defined in the [Family Violence Performance Standards](#). Performance Standards for Family Violence Prevention Services Act Programs can be found in the FVPSA Section of the OCPJ Administrative Online Manual.
5. Shelter Support Services must never be presented to residents as being mandatory nor should shelter residency be contingent upon residents and their dependents participating in shelter support services. This includes support group, court advocacy, counseling, case management or any other support service offered by the shelter.
6. Parents Medical Release Form for children is required when applicable. The signed medical release form must be kept in the parent's or child's case file.
7. Client Grievance Procedure is required for all clients receiving direct services. The grievance procedure must be explained to the client and the client must sign as an indication that it has been explained and they understand the process.
8. Documentation of victim eligibility must be maintained in each client file.
9. Agency Documentation: Performance Standards for FVPSA Programs requires agencies to provide twenty-four hour access to telephone crisis hotline and community education, as core components. Documentation for these services may be maintained in a central record following these guidelines.
 - a. Twenty-Four Hour Telephone Hotline: Agencies should have a written plan showing how hotlines will be covered, describe the period of coverage for each responsible person and

provide for backup coverage in the case of an emergency. In addition to the plan for telephone coverage, the agency must keep statistical records on the number of calls received. For confidentiality purposes the names of victims calling the hotline must not be identifiable to non-staff who may come into the office. Agencies should establish their own system to be able to track how many times a victim contacts the hotline.

- b. Community Education: The central record should include documentation that explains how the educational activities were delivered. Documentation must identify date(s) and person(s) conducting training activities, topics discussed, number of participants, and persons referred for direct services.
- c. Community Awareness Activities: Documentation must be maintained on the number of informational forums where domestic violence information is distributed or discussed (e.g. press conferences, public speaking events, health fairs, domestic violence awareness month activities, community events).

10. Agency Records must be maintained according to Chapter III, “FVPSA Reporting Requirements,” FVPSA Section, OCJP Online Administrative Manual.

11. Income Eligibility: No income eligibility standard may be imposed upon individuals with respect to eligibility for assistance or services supported with FVPSA Funding. No fees may be charged to clients for shelter or supportive services.

12. FVPSA grantees must have in place policies prohibiting harassment based on race, sexual orientation, gender, gender identity (or expression), religion, and national origin; furthermore:

- a. grantees must enforce these policies;
- b. grantees must ensure that all staff are knowledgeable about how to prevent and respond to harassment or bullying in all forms, and that any new staff become trained as soon as possible during the award period and;
- c. grantees must have a plan to monitor claims, address them seriously and document their corrective action(s).

VIII. PROGRAM REQUIREMENTS

Confidentiality:

Subrecipients receiving TN Domestic Violence Victim Advocacy Program 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 Domestic Violence Victim Advocacy 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 employ evidence-based programming in their grant project or use best practices (as identified in research) in the implementation of their proposed project. Websites such as www.CrimeSolutions.gov or <http://www.samhsa.gov/programs-campaigns> offer resources that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

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](#).

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 will not fund applications that include these activities:

- 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 Domestic Violence Victim Advocacy Program Statement:

All materials and publications (written, visual, or sound) resulting from TN Domestic Violence Victim Advocacy 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 Domestic Violence Victim Advocacy 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.”

IX. FINANCIAL REQUIREMENTS

General Financial Requirements:

OCJP grants awarded under the FVPSA grant program 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. This policy manual provides information on allowed costs, methods of payment, audit requirements, accounting systems and financial records.

All match must be FVPSA allowable and is subject to the same requirements, restrictions and conditions as the federal FVPSA funds. Subrecipients must maintain records that clearly show the source, the amount, and the period during which the match was allocated. The basis for determining the value of personal services, materials, equipment, and space must be documented. Volunteer services must be documented and to the extent feasible, supported by the same methods used by the subrecipients for its own paid employees.

MATCH:

There is a 20% match requirement imposed on grant funds under the FVPSA Program. A grant made under this program may not cover more than 80% of the total costs of the project being funded. The applicant must identify the source of the **20% non-Federal** portion of the budget and how match funds will be used. Applicants may satisfy the required match with either cash or in-kind services.

Match Formula:

The formula for calculating the required match is:

Total Project Cost X **80%** (Federal Share) = Federal Funds Requested

Total Project Costs x **20%** (Subrecipient Share) = Total Match Amount

Cash match includes actual cash spent by the Subrecipient for project related costs. Funds required to pay the non-federal portion of the cost of each project must be in addition to funds that would otherwise be available for the project.

In-kind match is a non-cash contribution recognized at conservative market value, such as the value of donated time, donated equipment, or donated space. In-kind match may include donations of expendable equipment, office supplies, workshop or classroom materials, work space, or monetary value of time contributed by professional 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 organization or the labor market. Fringe benefits may be included in the valuation. Volunteer services must be documented, and to the extent feasible, supported by the same methods used by the subrecipient organization for its own employees. 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 a privately owned building in the same locality. The basis for determining the value of personal services, materials, equipment and space must be documented. Volunteer services must be documented, and to the extent feasible, supported by the same methods used by the subrecipients for its own paid employees.

Subrecipients must maintain records that clearly show the source, the amount, and the period during which the match was allocated. In-kind match must be documented according to [Chapter III](#) of the OCJP Administrative Manual.

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 of U.S. Department of Justice federal appropriations.*

X. ALLOWABLE USE OF FVPSA FUNDS

FVPSA funds may be used by the Subrecipient for:

- Operating and administering shelter facilities, or providing shelter in other approved facilities per [Family Violence Shelter Standards](#)
- Assistance in developing safety plans and supporting the efforts of victims to make decisions related to their ongoing safety and well-being
- Offering individual and group counseling, peer support groups, and referral to community-based services to assist victims and their dependents in recovering from the effects of violence
- Offering services, training, technical assistance and outreach to increase awareness of family violence, domestic violence and dating violence, and increasing the accessibility of these services
- Offering culturally and linguistically appropriate services
- Offering 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. Additionally, services that include working with the non-abusing parent and the child together are highly recommended
- Offering advocacy, case management services, and information and referral to victims, concerning issues related to family violence, domestic violence, or dating violence.
- Assisting victims and their dependents in accessing related Federal and State financial assistance programs.
- Providing Specific Assistance to individuals that may include making payments on behalf of clients for needed emergency items while they are in shelter.
- Providing Specific Assistance to individuals that may also include the payment of rent, utilities or other expenses on behalf of clients who are in process of securing housing.
- Offering legal and medical advocacy, including referrals for health care services (mental health, substance abuse, etc.) which would not include reimbursement for any health care services
- Assistance in locating and securing safe and affordable permanent housing and homelessness prevention services.

- Offering transportation, child care, respite care, job training, and employment services, financial literacy services and education, financial planning and related economic empowerment services, and parenting or other educational services for victims and their dependents.
- Providing prevention services to underserved populations, including populations underserved because of geographic location (such as rural isolation), underserved racial and ethnic populations, populations underserved because of special needs (such as language barriers, disabilities, alien status, or age)
- Allowable costs are those cost principles identified in the OMB Circular A-87 for State and Local Governments and OMB Circular A-122 for Non-Profit Organizations and in the grant program's authorizing legislation. In addition, costs must be reasonable, allocable, necessary to the project, and comply with the funding statute requirements.
- FVPSA project funds may only be used to purchase groceries for victims who need emergency provisions. Contact your OCJP Program Manager if you have any questions about what is allowable for Food and Beverage.

The following is a list of generic Allowable Costs: conference and workshops, space, software development, depreciation, post-employment benefits, general salaries and personnel cost, consultant fees, equipment, software and hardware, travel.

The following budget items must be pre-approved prior to being implemented by the subrecipient: salary adjustments, staffing changes, capital purchases, depreciation, Sensitive Minor Equipment, furniture, clothing and/or uniforms.

Please reference the Allowable Costs section of the OCJP Administrative Manual for full explanations/restrictions regarding generic Allowable Costs: <https://tn.gov/lawsandpolicies/topic/ocjp-chapter-xiv.-allowable-costs>

Additional explanatory language regarding some of these costs is listed below:

Items Requiring Pre-Approval: The following budget items must be **pre-approved** prior to being included in the application budget: capital purchases, depreciation, Sensitive Minor Equipment, furniture, and clothing.

General Salaries and Personnel Costs: Payment of personnel costs are allowable if costs are a part of an approved project and are necessary and incidental to project implementation and operation. *Overtime pay will only be approved by OCJP on a case by case basis.*

Professional Fees: Individual consultant fees, under FVPSA, are limited to \$650 per day or \$81.25 per hour; this includes legal, medical, psychological, training and accounting consultants. A subcontract with individual consultants or another entity providing direct services is required whenever this budget section is utilized. The subcontract must be pre-approved by OCJP. FVPSA funds can be used to support consultant rates up to \$650 for an 8-hour day or \$81.25 per hour (excluding travel and subsistence). An 8-hour day may include preparation, evaluation and travel time in addition to the time required for actual performance. Please note, however, that this does not mean that the rate can or should be \$650 for all consultants. Compensation for individual consultant services is to be reasonable and consistent with that paid for similar services in the marketplace and consistent with the individual's experience and expertise. Rates should be developed and reviewed on a case-by-case basis and must be reasonable and allowable in accordance with OMB cost principles.

1. Funds budgeted for professional consultant or subcontracting entity employees should be detailed under the “Professional Fee, Grant & Award” line of the budget.
2. Speaker fees for Conferences must be detailed under the “Travel, Conferences & Meetings” line of the budget. All projects providing training instructors/speakers with FVPSA funds will need to submit a Notification of Speakers Agreement for each instructor/speaker 15 days prior to the training event. See Chapter 9 OCJP Administrative Manual.

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, postage and shipping, printing and publication costs, rent, equipment rental costs and insurance costs. **Costs for a program must be prorated across all fund sources.** It is acceptable for FVPSA funding to support the operational costs of a facility, such as a shelter. If the shelter owns its own facility, rent for use of that facility may not be charged to the grant at all; however, related expenses such as utilities and building security may be charged to the grant.

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.

Travel: Expenses and reimbursements for in-state and out-of-state travel must follow the most current comprehensive State of Tennessee Rules and Regulations (<http://www.tn.gov/assets/entities/finance/attachments/policy8.pdf>).

For more information, go to the ‘Instructions’ tab included in the budget form.

XI. LIMITATIONS ON USE OF FUNDS

FVPSA funds may not be used by the Subrecipient for the following:

- Direct monetary funds given to the client (cash, gift cards or checks written to the client). (However, providing Specific Assistance to individuals that may include making payments on behalf of clients for needed emergency items while they are in shelter, is allowable.)
- If a client moves from the shelter into an apartment or house, but later requests direct assistance with rent, utilities or other expenses, FVPSA funds may not be used for this purpose. (However, providing Specific Assistance to individuals who **are in the process of** moving out of the shelter facility, including the payment of rent, utilities or other expenses on behalf of the shelter resident, is allowable.)
- Payment for food and beverages with the exception of food and beverages used within the shelter and for shelter residents.
- FVPSA funds may not be used for fundraising, including financial campaigns, endowment drives, and solicitation of gifts and as direct payment to any victim or dependent of family violence.
- FVPSA funds may not be used for construction.

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 <https://tn.gov/lawsandpolicies/topic/ocjp-chapter-xv.-unallowable-costs>

XII. REPORTING REQUIREMENTS

The necessary reporting forms are included in the FVPSA Fund Source Section of the OCJP Administrative Manual at <https://tn.gov/lawsandpolicies/section/office-of-criminal-justice-programs-grants-manual>. It is the subrecipient's responsibility to obtain and submit reports to OCJP. OCJP subrecipients are expected to participate in all report training events.

Family Violence Prevention and Services Act Annual Narrative Report:

The FVPSA Annual Narrative Report is due no later than October 31, covering the most recently completed fiscal year. This report also requests county of origin for each shelter resident for the fiscal year. This report is emailed to the OCJP Program Manager.

Client Outcome Survey Report:

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

Training Participant Outcome Survey Report:

The Training Participant Survey Outcome Report is required **only if you will use FVPSA funds to provide training to allied professionals**. This does not include community education. The 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 FVPSA 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.

XIII. 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 sub-recipients experiencing problems requiring corrective action. If a monitor identifies a problem area and corrective action is requested OCJP sub-recipients must adhere to the corrective action requirements identified in the OCJP Administrative Manual within the time period required.

XIV. INSTRUCTIONS FOR APPLICANT'S PROPOSED SCOPE OF SERVICE/NARRATIVE

The Office of Criminal Justice Programs has provided a word document for use in constructing an application under this solicitation.

The document for the Domestic Violence Victim Advocate Program application is located at the following link: [FY 17 DV Advocate Scope of Services](#)

First save this document to your computer before completing it.

The Scope of Service/Narrative contains the following headers.

PROBLEMS FOR INTERVENTION AND NEEDS TO BE IMPROVED
PURPOSE
ACTIVITIES
IMPLEMENTATION TIMELINE
INTENDED OUTPUTS (Products)
INTENDED OUTCOMES (Results)
INPUTS
DATA COLLECTION PROCEDURE
COLLABORATION ACTIVITIES

See Section XIV for information on how to submit your application.

XV. INSTRUCTIONS FOR COMPLETING BUDGET NARRATIVE AND LINE- ITEM BUDGET

Begin by saving this document to your computer and then fill in the OCJP Summary spreadsheet followed by the Budget Narrative as required. Please use whole numbers.

You will need a total of three (3) budget documents, one for each year of the grant (FY2017, FY2018, FY2019).

NOTES:

- **Thoroughly read the instruction tab of the budget spreadsheet before preparing the budget.**
- **The Project Title at the top of the budget summary page must match the title submitted in Attachment A and on your Scope of Service/Narrative.**

Each fiscal year project budget consists of two components: the Summary Budget Amounts for the Federal, and Line Item total for each line item; and the Budget Narrative for each line item where narrative detail is required. **All budgeted line items must be reasonable, necessary, and allocable directly to the project.** Salaries should be budgeted 1 – 3 months after the start of your grant project, based upon your jurisdiction’s time frame for creating, advertising, and filling the position. See Section XIV for information on how to submit your application.

XVI. TN DOMESTIC VIOLENCE VICTIM ADVOCACY PROGRAM CONTACTS:

Korey Kemper (615) 532-9763 korey.kemper@tn.gov

XIV. FVPSA APPLICATION PROCESS

1. The first step to the VOCA application process is to submit Attachment A (Letter of Interest) through the following on-line link: [Attachment A](#) by **October 31, 2016** as a letter of your intent to apply for this grant.

2. Initiate Department of Revenue registration or exemption process for sales/use accounts. Information on this process can be found at: [Sales and Use Registration](#)

This process should be initiated at least fifteen (15) business days prior to application due date. You must submit proof of registration with your application packet.

Note that this exemption is not the same as a “sales tax exemption” and a failure to follow the process described may result in the disqualification of this application.

If you previously possessed a grant with the Office of Criminal Justice Programs (OCJP) or other state entity and created a sales/use account or received an exemption then that documentation can be submitted with your completed application packet to satisfy this requirement.

3. The next step is to complete the project narrative on the template found at the following link: [FY17_DV_Advocate_Scope_of_Services.doc](#)
4. The next step is to create a budget using the excel budget sheet(s) at the following link: [Budget](#). **(Instructions are included in the workbook). Complete one budget per each year of funding.**
5. Complete the Other Grant Funds – Application Attachment provided at the following link: [Other Grant Funds](#). **(please follow instructions at this link)**
6. Complete the Non-Supplanting Certification found at the following link: [Non-Supplanting Certification](#)
7. Create and attach a copy of the organizational chart used if awarded this grant.
8. Provide a copy of your organization’s current Fiscal Balance Sheet.

9. Provide proof of 501(c)(3) status for any not for profit agency.
10. Use the attached checklist at the end of this application and submit all required documents via korey.kemper@tn.gov. To ensure prompt processing all e-mails should be titled '**Domestic Violence Victim Advocate Grant: Your Agency Name**'. Include only the e-mail for the assigned program manager.

All completed applications are due no later than 11:59 PM on November 12, 2016 to be eligible for funding.

Application Completion Check-off
(Retain for your own purposes)

- Attachment A Cover Page (Applicant Contact & Profile Information) completed online no later than October 31, 2016**
- Department of Revenue registration or exemption letter**
- Scope of Service/Narrative logic model completed on the forms document and e-mailed**
- Budget Summary and Detail completed on the excel forms document and e-mailed**
- Other Grant Funds Table**
- Non-Supplanting Certification**
- Agency Organizational Chart**
- Current Fiscal Balance Sheet**
- Proof of 501(c)(3) status to be submitted by any nonprofit organization applying for funding**

Applications must be submitted by 11:59 PM on November 12, 2016.

If you have done the above your application is complete.

Please contact Korey Kemper at (615) 532-9763 korey.kemper@tn.gov if you have any questions.