2019-2021 Domestic Violence Prevention and Treatment (DVPT) Grant Solicitation

Request for Proposals

The Indiana Criminal Justice Institute (ICJI) is now accepting applications for the 2019-2021 DVPT program. This grant is being released through Intelligrants. All applications must be submitted online through this system.

*Funding is dependent on pending State Budget approval*

Applicants must be registered in Intelligrants in order to access the electronic application. Applications must be submitted via Intelligrants on or before

11:59 P.M. (ET) on Friday, April 5, 2019

Applicants are strongly encouraged to submit applications 72 hours prior to the deadline.

See “Deadlines: Registration and Application”
Late or incomplete applications will not be accepted.

Award Period: July 1, 2019 through June 30, 2021

For technical assistance with submitting an application, contact the ICJI Helpdesk at CJIHelpDesk@cji.in.gov. Help Desk hours are Monday – Friday, 8:00 am to 4:30 pm ET, except state holidays.

ICJI is not responsible for technical issues with grant submission within 48 hours of grant deadline.

For assistance with any other requirements of this solicitation, please contact The Victim Services Division at ICJI.
PROGRAM PURPOSE AND BACKGROUND

The Domestic Violence Prevention and Treatment (DVPT) grant fund is established in Indiana Code and may be used in the following ways: (1) to establish and maintain domestic violence prevention and treatment centers, (2) to develop and establish training programs for professional, paraprofessional or volunteer personnel who are engaged in areas related to the problems of domestic violence, and (3) to develop and implement the means for prevention and treatment of domestic violence.

This funding is available to grantees that meet program eligibility and statutory requirements prescribed by Indiana law. Grantees who accept DVPT grant funds must agree that funding will be used to offer services or to establish services for domestic violence.

Availability of Funds

Awards for 2019-2021 are available through this solicitation for a (24) twenty-four month period of funding from July 1, 2019 through June 30, 2021.

Application Review Process

All applications will be reviewed on the basis of the following criteria:

- Eligibility;
- Quality of proposal;
- Applicant's assessed risk level;
- History of agency's grant management and financial management;
- Compliance with past ICJI reporting requirements

If your program has previously received funds from the Victims' Services Division, your program's past performance, particularly in terms of financial management, reporting, and compliance with prior year grant requirements, will be given consideration in the review process.

Funding Requirements

1. Applicants are required to provide programs and services consistent with the statute in Indiana Code in Indiana Code 5-2-6.7 et. seq.

2. Applicants are required to comply with best practice standards and provide services to victims in strength-based and trauma informed manners.

3. Applicants are required to be in good standing with the Indiana Secretary of State, the Indiana Department of Revenue, and Indiana Department of Workforce Development. Applicants are required to be an active registrant on www.SAM.gov.

4. Applicants are required to submit all progress reports, fiscal claims, and supporting documentation in order to be reimbursed for funds spent.

5. Grantees must be aware that they may be subject to audit by the Indiana State Board of Accounts and monitoring visits by ICJI staff.
Allowable Activities

Allowable activities include:

1) Support the operations and service delivery of residential and nonresidential domestic violence programs statewide. Basic activities are defined as:
   - Providing emergency shelter. Shelter may be provided either at a residential facility or by arrangement at temporary residential facilities available in the community.
   - Providing 24-hour crisis intervention, information and referral, support and advocacy.
   - Providing emergency transportation services.
   - Providing information, referral, and victim services in the areas of housing, health care advocacy, social and mental health services, family counseling, job training and employment opportunities, and legal assistance and counseling for dependents.
   - Retaining and/or expanding agency staffing to support program activities.
   - Providing organizational management and infrastructure support. Activities may include, but are not limited to: governance, internal controls and policies, compliance and monitoring, fiscal management, and human resources. No more than twenty percent (20%) of an applicant’s total requested grant funds may be allocated toward providing organizational management and infrastructure support.

2) Expand basic domestic violence services to underserved and unserved communities. Basic services may be provided by shelters, satellite offices operated by an existing program, and/or non-residential service providers who provide advocacy services.

3) Develop and establish a primary prevention initiative that addresses risk and protective factors related to domestic violence.
   - Primary prevention initiatives are defined as a systematic processes that promote safe and healthy environments and behaviors, primary prevention strategies seek to prevent first-time perpetration or victimization, (i.e., teen dating violence, healthy relationships). The CDC Technical Packages for Violence Prevention can be found at https://www.cdc.gov/violenceprevention/pub/technical-packages.html.

4) Develop and establish training programs for professionals, paraprofessionals, or volunteers who are engaged in the areas related to the prevention or intervention of domestic violence. Training includes training others in the community as well as staff and volunteer training.

5) Develop a coordinated effort to address the system response to domestic violence. A system response can include:
   - Collaboration with local or statewide agencies and organizations that interface with survivors.
   - Providing technical assistance to agencies that work with survivors.
   - Participating or collaborating with a local task force, commission or advisory council to address domestic violence.

6) Increase organizational capacity through meeting data collection and technology needs.

7) Provide emergency one-time flexible funding to support survivors immediate financial needs. Emergency financial assistance is defined as financial assistance not to exceed $500 per client that assists survivors with re-establishing their lives free of domestic violence. This may include but is not limited to rental assistance, utility deposits, car repairs, phone costs. A maximum of
$10,000 per agency may be requested for emergency financial assistance, and supporting documentation will be required for reimbursement.

8) Provide or coordinate language access services for victims/survivors of domestic violence. Language access allows for people with limited English proficiency to use and benefit from a wide range of services. Any organization that receives federal funding is required to provide language access to its services. Types of language access services include in-person (face-to-face) interpreting, remote (telephone & video) interpreting, and document translation.

Programmatic Reporting Outline for DVPT Grants

I. Funding
   a. Explain how funding has been spent this quarter (select from checklist)
   b. Select the impact(s) funding has had (from checklist)
   c. Outcomes of goals
   d. Briefly explain how services have expanded and/or increased.
   e. Identify challenges that your program faced this quarter (select from checklist)

II. Clients Served
   a. Residential Services
      i. Number of women
      ii. Number of men
      iii. Number of gender not specified
      iv. Number of children and youth (primary and secondary victims)
         1. Number of youth (IPV victims)
      v. Number of residential shelter nights
      vi. Number of nights over capacity
   b. Unmet Needs
      i. Number of unmet requests due to
         1. Not appropriate for services
         2. Denied due to potential harm
         3. Over capacity
         4. Other (If you select Other, you must explain the unmet need)
   c. Non-Residential Services
      i. Number of women
      ii. Number of men
      iii. Number of gender not specified
      iv. Number of children and youth (primary and secondary victims)
         1. number of youth (IPV victims)
      v. Number of arranged shelter requests
   d. Total domestic violence clients served

III. Demographics (Residential and Non-residential)
   a. Gender
   b. Race/Ethnicity
   c. Age
   d. Self-identified LGBTQ+
   e. Relationship to Offender
   f. Number of Victims Served by County
   g. Domestic Violence Fatalities

IV. Services
   a. Volunteers
   b. Crisis/Hotline Calls
c. Support Services for Adults
d. Support Services for Children and Youth
e. Children’s Activities
f. Community Education and Public Awareness Presentations
g. Number of clients needing language services, including interpretation and translation
h. Number of adult victims receiving criminal/legal advocacy
i. Number of adult victims receiving medical accompaniment
j. Number of adult victims receiving transportation services

V. Service Outcomes
a. Service Outcome Survey Data

DVPT Intelligrants Application Outline

1) Contact Information
a) Enter contact information into all required fields in the following tables:
   i) Program Location
   ii) Project Director
   iii) Fiscal Agent
   iv) Contact

2) Project Information
a) Enter your project title
b) Enter a short project summary
c) Enter the amount of funding requested
d) The agency’s SAM expiration date
e) Answer whether the applicant organization has been audited

3) Programmatic Information
a) Enter the applicant’s current DVPT award amount
b) Enter the name of the person responsible for completing the application
c) Select your agency type
d) Enter your permanent bed capacity
e) Please select the activities that fit the needs of your community and service area. Please be aware that you are not required to choose every option listed.

Allowable activities include:
   i. Support the operations and service delivery of residential and nonresidential domestic violence programs statewide. Basic activities are defined as:
      • Providing emergency shelter. Shelter may be provided either at a residential facility or by arrangement at temporary residential facilities available in the community.
      • Providing 24-hour crisis intervention, information and referral, support and advocacy.
      • Providing emergency transportation services.
      • Providing information, referral, and victim services in the areas of housing, health care advocacy, social and mental health services, family counseling, job training and employment opportunities, and legal assistance and counseling for dependents.
      • Retaining and/or expanding agency staffing to support program activities.
      • Providing organizational management and infrastructure support. Activities may include, but are not limited to: governance, internal controls and policies, compliance and monitoring, fiscal management, and human resources. No more than twenty percent (20%) of an applicant’s total requested grant funds may be allocated toward providing organizational management and infrastructure support.
ii. Expand basic domestic violence services to underserved and unserved communities. Basic services may be provided by shelters, satellite offices operated by an existing program, and/or non-residential service providers who provide advocacy services.

iii. Develop and establish a primary prevention initiative that addresses risk and protective factors related to domestic violence.
   - Primary prevention initiatives are defined as a systematic processes that promote safe and healthy environments and behaviors, primary prevention strategies seek to prevent first-time perpetration or victimization, (i.e., teen dating violence, healthy relationships). The CDC Technical Packages for Violence Prevention can be found at https://www.cdc.gov/violenceprevention/pub/technical-packages.html.

iv. Develop and establish training programs for professionals, paraprofessionals, or volunteers who are engaged in the areas related to the prevention or intervention of domestic violence. Training includes training others in the community as well as staff and volunteer training.

v. Develop a coordinated effort to address the system response to domestic violence. A system response can include:
   - Collaboration with local or statewide agencies and organizations that interface with survivors.
   - Providing technical assistance to agencies that work with survivors.
   - Participating or collaborating with a local task force, commission or advisory council to address domestic violence.

vi. Increase organizational capacity through meeting data collection and technology needs.

vii. Provide emergency one-time flexible funding to support survivors immediate financial needs. Emergency financial assistance is defined as financial assistance not to exceed $500 per client that assists survivors with re/establishing their lives free of domestic violence. This may include but is not limited to rental assistance, utility deposits, car repairs, phone costs. A maximum of $10,000 per agency may be requested for emergency financial assistance, and supporting documentation will be required for reimbursement.

viii. Provide or coordinate language access services for victims/survivors of domestic violence. Language access allows for people with limited English proficiency to use and benefit from a wide range of services. Any organization that receives federal funding is required to provide language access to its services. Types of language access services include in-person (face-to-face) interpreting, remote (telephone & video) interpreting, and document translation.

f) Describe in detail the plans you have to accomplish these activities checked above:

g) Answer whether the program or organization is faith-based

h) Identify which county or counties your proposed program will serve

i) If grant/match funds will be used to provide staff located in an offices(s) in other counties (ex. Satellite offices), identify each county and the services to be provided in each county. If staff will not be located in other counties enter N/A.

j) If you are currently receiving DVPT funds, enter the number of victims did your program (not your entire agency) serve from January 1, 2018 through December 31, 2018? If you are not currently receiving DVPT funds, please enter 0.
k) Enter the number of victims you anticipate your proposed program (not your entire agency) will serve from July 1, 2019 through June 30, 2021.
l) If your program already exists, provide a detailed description of the source(s) of the current dollars the agency is receiving to support the program.
m) If the proposed program was established due to a recognized need in the community or to fill a gap in services, identify the need or gap.
n) If the services of the proposed program are currently being offered at your agency, indicate the number of years your proposed program has been in existence.
o) Select whether this application is for a continuation or new program.
   i) Continuation Program Only Questions
      (1) Give an overview of how your proposed program has met its goals and objectives during the current grant period and describe the resulting impact. If you are applying as a new program please enter N/A into the textbox.
      (2) Explain any challenges that prevented the successful completion of any goal or objective. If you are applying as a new program please enter N/A into the textbox.
p) Describe how your organization meets the requirement of providing equal services to female and male victims of domestic violence as well as dependent children up to the age of 24.
q) Describe how your organization provides services directly in remote or outlying areas.
r) Describe how your organization provides services to clients with physical disabilities, mental health or substance abuse issues.
s) Describe under what circumstances your organization would deny services to a victim.

4) Problem Statement and Analysis
   a) Please provide a clear and succinct summary of the problem to be addressed by this program. Your Problem Statement should be no more than one or two sentences.
   b) Please document the severity of the problem. Describe how the problem was discovered and the impact the problem has on the community. You must include any data as it is related to the nature of the local problem, compare to the problem statewide, include local trend data, and how the proposed program will assist in meeting community goals.
   c) How will the proposed program alleviate the stated problem?

5) Goals, Objectives, and Outcomes
   a) Provide the program's goal. The goal should be general, realistic, focused on what we will ultimately achieve, consistent with overall mission/purpose of agency.
   b) Provide objectives that measure progress toward achieving the goal.
   c) Provide at least 1 Outcome for EACH stated objective (outcomes quantitatively measure program impact).

6) Program Description
   a) Please provide a detailed description of the full program to be implemented (what, who, where, why, when, and how)
      i) What? – Describe the nature of the proposed program.
      ii) Who? – Please specify and describe the target population(s), the parties responsible for implementing/administering the proposed program, and any partners involved.
      iii) Where? – Describe the location(s) where the program is to be administered as well as the geographical area served.
      iv) Why? – Explain the rationale for the selection of the proposed program. Explain how the program will or has been incorporated into the ongoing operations of the agency/organization.
v) When? – Provide a detailed monthly program timeline for the proposed award period.
vi) How? – List all relevant resources, activities, and methodologies necessary for the implementation of the proposed program.

7) Evidence Based/Best Practices
   a) Indicate whether your program is evidence-based
   b) Identify the evidence-based program or best practice utilized for this program/project. (This should come from an outside source.)
   c) Name the source (website, publication, etc.) that identifies the selected model as evidence-based or a best practice.

8) Use of Volunteers
   a) Indicate whether your funded project will utilize volunteers.
      **NOTE:** If project does not utilize volunteers please select N/A.
   b) Describe how volunteers will be utilized.
   c) Describe how volunteers are recruited, screened, and trained

9) Budget Forms
   a) Personnel
      i) Check the type(s) of personnel you wish to enter (salaried, hourly, pool, and volunteer).
      ii) Complete the position title, name, fund type, employee type, annual salary, and percentage fields for each staff to be funded by this grant.

   b) Employee Benefits
      i) Select the name of the employee, fund type, benefit type for each benefit for each employee to be funded by this grant, enter the benefit percentage, calculated annual cost of benefit, and enter the cost.
      **NOTE:** Benefit Percentage is the percentage of the benefit type that the subgrantee is seeking reimbursement from grant funds or will be using as match.
      **NOTE:** Calculated Annual Cost of Benefits is the annual monetary amount of the benefit type.

   c) Supplies & Operating Expenses

      Supplies are defined as tangible personal property having per unit acquisition threshold of less than $500.

      Operating Expenses are defined as daily costs that are required to support the normal everyday functioning of your program, such as utility bills, rent, or phone services.

      i) Enter each supply item requested, and select the fund type for that item. Then enter the number of units requested, as well as the price per unit and the percentage of the total cost proposed to be funded by the grant.
      ii) Enter each operating expense requested, select the fund type, and enter the total cost of that operating expense, as well as the percentage of the total cost proposed to be funded by the grant.

   d) Equipment

      Equipment is defined as tangible personal property (including information technology systems)
having a useful life of more than one year, and a per unit acquisition threshold of $500 or more.

i) Enter each equipment item requested, select the fund type, and enter the number of units, price per item, and the percentage of the total cost proposed to be funded by the grant.

e) **Travel**

i) Enter the number of travelers, select purpose of travel, enter location of travel, select travel expense, select fund type, enter the quantity of unit costs per traveler, enter the cost per day, item, or mile, and input the percentage proposed to be funded by the grant. **There should be one line item for each travel expense per trip.**

f) **Consultants and Contractors**

Consultant is defined as an individual or sole proprietorship who provides professional advice or services needed to carry out the project or program.

Contractor is defined as a business organization that provides professional services via a contract needed to carry out the project or program.

i) For consultants, enter the name, service provided, select the fund type, input hourly rate, enter number of hours, and enter percentage of total cost proposed to be funded by the grant.

ii) For contractors, enter the name/position, service provided, select the fund type, enter in compensation, and percentage of total cost proposed to be funded by the grant.

iii) Will there be travel expenses for the consultants and contractors?

1) If yes, is selected applicant will open a new budget form titled, Consultants and Contractors Travel form. Enter the number of consultants and contractors, select purpose of travel, enter location of travel, select travel expense, select fund type, enter the quantity of unit costs per traveler, enter the cost per day, item, or mile, and input the percentage proposed to be funded by the grant. **There should be one line item for each travel expense per trip.**

g) **Program Income**

i) Select whether your program will generate income.

ii) If you select yes, please answer:

1) The estimated amount of program income
2) How the program will generate income
3) What the program income will be used for

h) **Budget Summary**

i) Review the requested costs by budget category and fund source.

10) **Budget Narrative**

Be sure all items in the Budget Narrative are included in the Budget Detail, and be sure all items in the Budget Detail are in the Budget Narrative.

The Budget Narrative should include items that will be supported with **GRANT AND MATCH** funds, if match is required. Make sure your proposed items are allowable expenses. If items listed in the budget are not allowable, your grant funding may be reduced by that amount. Grant reviewers are **not** required to contact you for clarification. Any missing information in this section may disqualify
that budget item for funding.

Please use the box provided to explain how funds will be utilized by the proposed program. If you are requesting an increase to a prior grant, please explain how the additional funds will enhance or expand the current program being funded.

i. Personnel
   1. Describe the roles and responsibilities for each position or attach detailed job description(s). If you attach a job description, enter "See Attached Job Description(s)" into the text box.
   2. Describe how each position directly furthers the purpose of the program
   3. If the position(s) funded with this grant have administrative duties, how do those duties directly impact the program?
   4. For each position identified in the Budget Detail, please state the percentage of time each position will spend on grant funded activities.
   5. Do the positions receive funding from other sources?
      a. If yes, identify, by position, the source and amount of other funds.

ii. Employee Benefits
   1. Describe employee benefits that will be paid for each position(s) listed under Personnel.

iii. Employee Travel
   1. Describe why travel is necessary to the program.

iv. Equipment

   Equipment is defined as tangible personal property (including information technology systems) having a useful life of more than one year, and a per unit acquisition threshold of $500 or more.

   1. How will purchasing equipment facilitate meeting your stated program goals and objectives?
   2. If your agency is requesting more than one piece of equipment, please prioritize your request.

v. Supplies & Operating Expenses

   Supplies are defined as tangible personal property having per unit acquisition threshold of less than $500.

   Operating Expenses are defined as daily costs that are required to support the normal everyday functioning of your program, such as utility bills, rent, or phone services.

   1. How will the supplies and operating expenses facilitate meeting your stated program goals and objectives?

vi. Consultants (Including Contractual Services)

   1. Explain why consultant or contractual services are necessary.
   2. Describe the nature of the contracted service(s).
   3. What is the consultant or contractor's hourly rate?
   4. What was the basis for the selection of the consultant or contractor? (ex. Open bidding, sole source, etc)

   Note: Any contracted services must be acquired in accordance with state procurement guidelines which may be found at: [www.in.gov/idoa/2944.htm](http://www.in.gov/idoa/2944.htm)

vii. Internal Controls

   1. Describe your internal control system(s).
   2. Internal controls are the policies, processes and systems implemented to provide
assurances that your organization can comply with all rules, regulations, and laws governing this grant. Examples include: how does your organization account for grant funds, track programmatic achievements, maintain adequate records, or exercise control over the grant?

    a) The applicant, by selecting this checkbox, certifies that the statements in this grant are true and complete to the best of the applicant's knowledge and accepts, as to any grant awarded, the obligation to comply with any Indiana Criminal Justice Institute special conditions specified in the Grant Award.

12) Attachments
    a) Please attach the following items:
    b) Total Agency Budget
       i) If the applicant agency is a nonprofit, nongovernmental entity, please complete and upload the “Subgrantee Basic Budget”. Be sure to complete both the Organizational tab and the Employee tab. This does not apply to units of government.
    c) Indirect Cost Rate
       i) If the applicant agency has a federally approved indirect cost rate, ICJI will accept this rate. You must provide ICJI with a copy of the approval letter showing the rate and effective date. Your detailed budget should reflect the items that the rate is to be applied to and a complete description of what your total indirect cost plan encompasses.
    d) Sustainability Plan
       i) Please attach a document detailing the Applicant’s plan to maintain the program once the grant fund period expires.
    e) Timeline
       i) Please attach a timeline for the completion of the Project and/or expenditure of the grant funds.
    f) Letters of Endorsement
       i) Please attach at least one letter of endorsement evidencing community support for the Applicant’s program.
    g) Miscellaneous
       i) Completed and signed EEOP certification (see attachment in this section).
       ii) If applying for personnel please include job descriptions.
       iii) Please attach other requested information if applicable.

Please reference IntelliGrant’s Subgrantee User Manual (https://www.in.gov/cji/2375.htm) for information on how to submit an application.