



STATE OF INDIANA



Eric J. Holcomb, Governor
Devon McDonald, Executive Director

2021-2023 Domestic Violence Prevention and Treatment Grant Solicitation

Request for Proposals

The Indiana Criminal Justice Institute (ICJI) is now accepting applications for the 2021-2023 Domestic Violence Prevention and Treatment (DVPT) program. All applications must be submitted through IntelliGrants. Late or incomplete applications will not be scored or recommended for funding.

The DVPT program is funded by the Indiana General Assembly through the state's biennial budget. Since this grant cycle is governed by the 2021-2022 budget, which is up for consideration next year, all awards are subject to change and may be modified, reduced or discontinued depending on the funding allocated during the upcoming legislative session.

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 Monday, January 18, 2021

Applicants are strongly encouraged to submit applications 48 hours prior to the deadline.

Award Period: July 1, 2021 through June 30, 2023

For technical assistance 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.

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On December 18th at 10am, CJI will host a webinar to review the application process and the RFP in addition to answering any questions regarding the application and RFP. All applicants are encouraged to participate.

Meeting link: <https://indianaenhanced.webex.com/indianaenhanced/j.php?MTID=mdcabf3216e278d264fe0d1d2dbb3a36d>

Meeting number: 178 537 3472

Password: DVPTTrfp2021

Overview

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.

Program Scope

Activities supported by this program are determined by statute (Indiana Code 5-2-6.7 et. Seq) and Indiana Criminal Justice Institute (ICJI) policies. If an applicant receives an award, the funded project is bound by the provisions of this solicitation. **All grants from ICJI Victim Services are reimbursement grants, which means that agency must first incur the expense prior to CJI reimbursing for the expense. Verification of expenses along with verification of payment of expenses must be provided to ICJI on a monthly or quarterly basis prior to reimbursement of expenses by ICJI.**

Eligibility

An entity may apply, but will not be eligible for a grant until the entity has prequalified through a series of threshold requirements including:

- **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 U.S. Federal government for contracts or grants. A DUNS number is required for this grant and is reported in *Project Information* section of the application. For more information and/or to obtain a DUNS number, go to the following website: <http://fedgov.dnb.com/webform>.
- **System for Award Management (SAM) Registration:** To enable ICJI to report subawards in a timely manner, subrecipients are also required to register with the System for Award Management (SAM). SAM is a federally owned and operated free website, 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://sam.gov/SAM/>.
- **Review of agency's good standing with Indiana Department of Revenue (DOR), Indiana Department of Workforce Development (DWD), Secretary of State (SOS) and Indiana Suspended Vendor list.**

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.

Eligible Entities

An entity is eligible to receive funding if it furnishes, agrees to furnish, or arranges with a third party to furnish all the

following services:

- (1) Emergency shelter provided either at the center or by arrangement at temporary residential facilities available in the community, that are available to a person who fears domestic or family violence.
- (2) A twenty-four (24) hour telephone system to provide crisis assistance to a person threatened by domestic or family violence.
- (3) Emergency transportation services, if necessary, to aid victims of domestic or family violence.
- (4) Information, referral, and victim advocacy services in the areas of health care assistance, social and mental health services, family counseling, job training and employment opportunities, legal assistance, and counseling for dependent children.

Funding Availability

Awards for 2021-2023 are available through this solicitation for a (24) twenty-four-month period of funding from July 1, 2021 through June 30, 2023. **The submitted budget will need to reflect Year 1 and Year 2 of funding on every expense. Funds designated under Year 1 must be spent in Year 1 and will not be available in Year 2. The same is true of Year 2. Funds designated under Year 2 will not be available in Year 1. During any Project Modification Request funds will not be able to be moved between years.**

Application Submission

Completed applications and all required documentation are to be submitted through IntelliGrants no later than 11:59 pm (ET) on January 18th, 2021. Please note that original signatures are not required due to online submission of the grant application.

IntelliGrants is an end-to-end solution for the administration of grants. Everything from the grant application, reports, and fiscal drawdowns will occur online within IntelliGrants. Applicants must register in IntelliGrants to apply for funding opportunities. Instructions can be found on the ICJI website at <https://www.in.gov/cji>.

It is recommended that subgrantees review IntelliGrants training materials before logging in for the first time. The Training Webinar and Subgrantee User Manual are available on the ICJI website and on the training tab in IntelliGrants. ICJI is not responsible for applicants who fail to submit a timely application due to technical difficulties that occur within 48 hours of the deadline.

Award Period

The award period for this grant shall be July 1, 2021 – June 20, 2023. Projects should begin on July 1, 2021 and must be in operation no later than 60 days after this date. Failure to have the funded project operational within 60 days from July 1, 2021 will result in the cancellation of the grant and the de-obligation of all awarded funds. Late Fiscal and Programmatic Reports will not be accepted.

Background Checks

Subgrantees are required to perform background checks on all employees and volunteers who work directly with victims/survivors biennially. At a minimum, agencies should complete background checks through the Indiana State Police. ICJI will verify background checks have been completed during monitoring visits and/or desk reviews.

Allowable Activities

- (1) Support the operations and service delivery of residential and nonresidential domestic violence programs statewide. These activities include:
 - 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 process 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 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.

Ineligible Budget Items

The budget items listed below are ineligible and will not be supported by this program's funding:

- (1) Administrative costs over 10% of the total grant budget including time to complete DVPT required time and attendance sheets and programmatic documentation, reports, and required statistics; administrative time to collect and maintain satisfaction surveys and needs assessments used to improve services delivery within the FVPSA funded project; and the prorated share of audit costs,
- (2) Direct financial assistance to a client such as cash, gift cards, or checks
- (3) Food and beverages except emergency food and beverage for victims
- (4) Lobbying,
- (5) Fundraising (including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions) and time spent procuring funding including completing federal and state funding applications,
- (6) Purchase of real estate,
- (7) Construction,
- (8) Physical modification to buildings, including minor renovations (such as painting or carpeting),
- (9) Vehicles,
- (10) Overtime is allowed but to claim the increased rate, there must be a separate line item in the budget that includes the overtime rate of pay.

Attachments Required with Application

- (1) Total Agency Budget – If the applicant agency is a nonprofit, nongovernmental entity, please complete and upload a “Subgrantee Basic Budget (non-profit Applicant budget form)”. Be sure to complete both the Organizational tab and the Employee tab. The form can be found on the ICJI website at <https://www.in.gov/cji/2344.htm> (non-profit applicant budget). This does not apply to units of government.
- (2) Indirect Cost Rate – 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.
- (3) Sustainability Plan – Please attach a document detailing the Applicant’s plan to maintain the program once the grant fund period expires.
- (4) Timeline – Please attach a timeline for the completion of the Project and/or expenditure of the grant funds.
- (5) Letters of Endorsement - Please attach at least one letter of endorsement evidencing community support for the Applicant’s program.
- (6) Miscellaneous
 - a. If applying for Personnel attach job descriptions.
 - b. If applicable, attach other requested information.

Travel Costs

Expenses and reimbursements for in state and out of state travel must follow the most current Indiana Department of Administration State Travel Policy or the subrecipients travel policy, whichever is more restrictive (https://secure.in.gov/sba/files/fmc_2017-2.pdf)

Program Costs

Costs must meet the following criteria:

1. Costs must be necessary and reasonable for the stated purpose of the grant.
2. Costs must be in accordance with generally accepted accounting principles: <http://www.fasab.gov/accounting-standards/>
3. Costs must conform to any limitations or exclusions
4. Costs must be consistent with policies and procedures of the FVPSA Grant Program, and applied uniformly

Costs must be adequately documented with supporting materials including: receipts, invoices, timesheets, paystubs, etc.

Application Review

The State will review and score all grant applications as part of the competitive application process. The State will assess:

- The completeness of the grant application including a budget narrative that corresponds to the budget detail;
- Whether the grant application is within the purpose areas of the funding;
- The Applicant's eligibility;
- Whether the grant application, the Applicant, and the Project are in compliance with all federal and state laws, regulations, and rules;
- Whether the proposed expenditures set forth in the Project Budget are allowable, allocable and reasonable;
- Any potential conflicts of interest;
- Whether the Applicant has any federal and/or state debt, delinquency;
- The Applicant's ability to successfully pass clearance checks from the DOR, DWD and SOS.
- Any and all risk associated with granting funds to the Applicant;
- Whether the Applicant is debarred or suspended by any federal or state department or agency;
- Whether the Applicant maintains a current registration in SAM and has an active DUNS number.
- If applicable, applicant's past performance, particularly in terms of financial management, reporting, and compliance with prior grants received from CJI

Contract Requirements

All applicants awarded funding from ICJI must agree to the following:

1. Enter into a Grant Agreement between ICJI and the applicant agency and agree to abide by all of the provisions of the grant agreement.
2. Enter into agreement to abide by all Special Conditions detailed in the Certified Assurances and Special Conditions.
3. Submit all reports in the prescribed format and time frames determined by ICJI.
4. Comply with federal guidelines contained in 2CFR200 found at:
<https://www.govinfo.gov/app/details/CFR-2014-title2-vol1/CFR-2014-title2-vol1-part200/context>

Monitoring

All grant awards will be monitored by an ICJI Grant Manager and/or ICJI Compliance Monitoring team using a combination of desk reviews and monitoring visits conducted onsite or virtually. Additionally, the Grant Manager will review all submitted reports for timeliness and accuracy. Delinquencies and report contents will be addressed as needed by ICJI staff. Late and repeated incorrect reports could disqualify subrecipients from future funding.

Audit Requirements

A uniform requirement of all CJI funding includes:

1. *Audit required.* A non-Federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single or program-specific audit conducted for that year in accordance with the provisions of this part.
2. *Single audit.* A non-Federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single audit conducted in accordance with §200.514 Scope of audit except when it elects to have a program-specific audit conducted in accordance with paragraph (c) of this section.
3. *Program-specific audit election.* When an entity expends Federal awards under only one Federal program (excluding research and development) and the Federal program's statutes, regulations, or the terms and conditions of the Federal award do not require a financial statement audit of the entity, the entity may elect to have a program-specific audit conducted in accordance with §200.507 Program-specific audits. A program-specific audit may not be elected for research and development unless all of the Federal awards expended were received from the same Federal agency, or the same Federal agency and the same pass-through entity, and that Federal agency, or pass-through entity in the case of a subrecipient, approves in advance a program-specific audit.
4. *Exemption when Federal awards expended are less than \$750,000.* A non-Federal entity that expends less than \$750,000 during the non-Federal entity's fiscal year in Federal awards is exempt from Federal audit requirements for that year, except as noted in §200.503 Relation to other audit
5. *Federally Funded Research and Development Centers (FFRDC).* Management of an entity that owns or operates a FFRDC may elect to treat the FFRDC as a separate entity for purposes of this part.
6. *Subrecipients and Contractors.* An entity may simultaneously be a recipient, a subrecipient, and a contractor. Federal awards expended as a recipient or a subrecipient are subject to audit under this part. The payments received for goods or services provided as a contractor are not Federal awards. Section §200.330 Subrecipient and contractor determinations sets forth the considerations in determining whether payments constitute a Federal award or a payment for goods or services provided as a contractor.
7. *Compliance responsibility for contractors.* In most cases, the entity's compliance responsibility for

contractors is only to ensure that the procurement, receipt, and payment for goods and services comply with Federal statutes, regulations, and the terms and conditions of Federal awards. Federal award compliance requirements normally do not pass through to contractors. However, the entity is responsible for ensuring compliance for procurement transactions, which are structured such that the contractor is responsible for program compliance or the contractor's records must be reviewed to determine program compliance. Also, when these procurement transactions relate to a major program, the scope of the audit must include determining whether these transactions are in compliance with Federal statutes, regulations, and the terms and conditions of Federal awards.

8. *For-profit subrecipient.* Since this part does not apply to for-profit subrecipients, the pass-through entity is responsible for establishing requirements, as necessary, to ensure compliance by for-profit subrecipients. The agreement with the for-profit subrecipient must describe applicable compliance requirements and the for-profit subrecipient's compliance responsibility. Methods to ensure compliance for Federal awards made to for-profit subrecipients may include pre-award audits, monitoring during the agreement, and post-award audits. See also §200.331 Requirements for pass-through entities.

APPENDIX A: Applicable Laws and Mandatory Requirements

General

All grants governed by 2 C.F.R. Part 200 and the 2015 DOJ Grants Financial Guide. All applicants must adhere to all provisions set forth in federal and state statute, regulation, or rule. Failure to abide by the federal and state mandates may, at the discretion of the State, be considered to be a material breach. The consequences of a material breach include, but are not limited, to:

- The Applicant becoming ineligible for this grant funding opportunity;
- Requiring repayment of any grant funds already received;
- The de-obligation of grant funds; and
- The material breach becoming a factor in the scoring process for future grant applications.

Furthermore, the Applicant may not obligate, expend or draw down grant funds until the Federal Office of the Chief Financial Officer notifies the State that the grant has been awarded to Indiana. The State shall not reimburse an Applicant for expenditures outside the grant period of performance.

Pursuant to CJI policy and 2 C.F.R. Part 200, all applicants are required to establish and maintain grant accounting systems and financial records to accurately account for funds awarded to them.

The Applicant understands and agrees that it cannot use federal funds from different funding sources for one or more of the identical cost items, in whole or in part. If this scenario presents itself, the Applicant must contact the ICJI program manager in writing and refrain from the expenditure, obligation, or drawn down of any federal funds awarded from ICJI concerning the identical cost items.

State Laws and Requirements

Recipients of grant funds from the State are required to adhere to all state laws concerning the receipt and use of grant funds from federal and state funding sources. Those laws include, but are not limited to, the laws set forth below.

➤ **State Ethical Requirements.**

The Applicant and its agents shall abide by all ethical requirements that apply to persons who have a business relationship with the State as set forth in IC §4-2-6, *et seq.*, IC §4-2-7, *et seq.* and the regulations promulgated thereunder. If the Applicant has knowledge, or would have acquired knowledge with reasonable inquiry, that a state officer, employee, or special state appointee, as those terms are defined in IC § 4-2-6-1, has a financial interest in the grant, the Applicant shall ensure compliance with the disclosure requirements in IC § 4-2-6-10.5 prior to the execution of this grant. If the Applicant is not familiar with these ethical requirements, the Applicant should refer any questions to the Indiana State Ethics Commission or visit the Inspector General's website at <http://www.in.gov/ig/>. If the Applicant or its agents violate any applicable ethical standards, the State may, in its sole discretion, terminate this grant

immediately upon notice to the Applicant. In addition, the Applicant may be subject to penalties under IC §§4-2-6, 4-2-7, 35-44.1-1-4, and under any other applicable laws.

➤ **Indiana Secretary of State.**

Pursuant to Indiana Code Title 23, applicant must be properly registered and owes no outstanding reports to the Indiana Secretary of State.

➤ **Telephone Solicitation of Consumers; Automatic Dialing Solicitations.**

As required by Indiana Code §5-22-3-7,

- (1) the Applicant and any principals of the Applicant certify that
 - (A) except for de minimis and nonsystematic violations, it has not violated the terms of:
 - (i) IC §24-4.7 [Telephone Solicitation Of Consumers];
 - (ii) IC §24-5-12 [Telephone Solicitations]; or
 - (iii) IC §24-5-14 [Regulation of Automatic Dialing Machines];

in the previous three hundred sixty-five (365) days, even if IC § 24-4.7 is preempted by federal law; and

- (B) the Applicant will not violate the terms of IC §24-4.7 for the duration of this Grant Agreement, even if IC §24-4.7 is preempted by federal law.

- (2) The Applicant and any principals of the Applicant certify that an affiliate or principal of the Applicant and any agent acting on behalf of the Applicant or on behalf of an affiliate or principal of the Applicant, except for de minimis and nonsystematic violations,

- (A) has not violated the terms of IC §24-4.7 in the previous three hundred sixty-five (365) days, even if IC §24-4.7 is preempted by federal law; and
- (B) will not violate the terms of IC §24-4.7 for the duration of the grant agreement even if IC §24-4.7 is preempted by federal law.

➤ **Drug-Free Workplace Certification.**

Applicant hereby covenants and agrees to make a good faith effort to provide and maintain a drug-free workplace as required by Executive Order 90-5, April 12, 1990. Executive Order 90-5 applies to all individuals and private legal entities who receive grants or contracts from State agencies. This clause was modified in 2005 to apply only to Contractor's employees within the State of Indiana and cannot be further modified, altered or changed. Applicant will give written notice to the State within ten (10) days after receiving actual notice that the Applicant, or an employee of the Applicant in the State of Indiana, has been convicted of a criminal drug violation occurring in the workplace. False certification or violation of the certification may result in sanctions including, but not limited to, suspension of grant payments, termination of the grant and/or debarment of grant opportunities with the State of Indiana for up to three (3) years.

In addition to the provisions of the above paragraphs, if the total amount set forth in this Grant Agreement is in excess of \$25,000.00, the Applicant certifies and agrees that it will provide a drug-free workplace by:

- A. Publishing and providing to all of its employees a statement notifying them that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Applicant's

workplace and specifying the actions that will be taken against employees for violations of such prohibition; and

- B. Establishing a drug-free awareness program to inform its employees of (1) the dangers of drug abuse in the workplace; (2) the Applicant's policy of maintaining a drug-free workplace; (3) any available drug counseling, rehabilitation, and employee assistance programs; and (4) the penalties that may be imposed upon an employee for drug abuse violations occurring in the workplace; and
- C. Notifying all employees in the statement required by subparagraph (A) above that as a condition of continued employment the employee will (1) abide by the terms of the statement; and (2) notify the Applicant of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction; and
- D. Notifying in writing the State within ten (10) days after receiving notice from an employee under subdivision (C)(2) above, or otherwise receiving actual notice of such conviction; and
- E. Within thirty (30) days after receiving notice under subdivision (C)(2) above of a conviction, imposing the following sanctions or remedial measures on any employee who is convicted of drug abuse violations occurring in the workplace: (1) take appropriate personnel action against the employee, up to and including termination; or (2) require such employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency; and
- F. Making a good faith effort to maintain a drug-free workplace through the implementation of subparagraphs (A) through (E) above.

➤ **Employment Eligibility Verification.**

As required by IC §22-5-1.7, the Applicant hereby swears or affirms under the penalties of perjury that:

- A. The Applicant has enrolled and is participating in the E-Verify program;
- B. The Applicant has provided documentation to the State that it has enrolled and is participating in the E-Verify program;
- C. The Applicant does not knowingly employ an unauthorized alien; and
- D. The Applicant shall require its contractors who perform work under this Grant Agreement to certify to Applicant that the contractor does not knowingly employ or contract with an unauthorized alien and that the contractor has enrolled and is participating in the E-Verify program. The Applicant shall maintain this certification throughout the duration of the term of a contract with a contractor.

The State may terminate for default if the Applicant fails to cure a breach of this provision no later than thirty (30) days after being notified by the State.