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JAY NEAL
EXECUTIVE DIRECTOR

The Criminal Justice Coordinating Council (CJCC) is pleased to announce that it is seeking applications for funding under the Family Violence Prevention and Services Act (FVPSA) Grant Program.

Family Violence Prevention and Services Act (FVPSA) FY2022 One-Time Award Competitive Request for Applications

CFDA 93.671

Eligibility

Applicants are limited to agencies located in Georgia that are 501(c)(3) non-profit organizations that meet the eligibility requirements outlined in this solicitation. This RFA is to address residential and non-residential, supportive services for domestic violence organizations.

Applicant agencies should be certified and eligible to receive Local Victim Assistance (LVAP) 5% funds. Agencies without certification may apply for funding; however, if funding is awarded the agency will have to complete certification requirements prior to drawing down funds.

Deadline

Applications are due at 5:00 p.m. on February 6, 2023

Award Period

April 1, 2023 - September 30, 2023

Contact Information

For assistance with the requirements of this solicitation, contact:

Kristy Carter at 404-657-2061 or Kristy.Carter@cjcc.ga.gov
Twyla Green at 404-499-5906 or Twyla.Green@cjcc.ga.gov

In accordance with the Americans with Disabilities Act, the State will provide reasonable accommodation for persons with disabilities. If you need a reasonable accommodation, please contact CJCC at 404-657-1956 or TTY: 404-463-7650.

Release Date: January 6, 2023

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Family Violence Prevention and Services Act (FVPSA) Grant Program FY 2022 Competitive Request for Applications

Criminal Justice Coordinating Council

The Criminal Justice Coordinating Council (CJCC) is designated by the Governor of Georgia as the State Administering Agency for criminal justice and victims' assistance programs. Created by the General Assembly (O.C.G.A. § 35-6A-2), the Council is comprised of twenty-seven members representing various components of the criminal justice system. CJCC is charged with fiscal and programmatic oversight of the Family Violence Prevention and Services Act (FVPSA).

CJCC is soliciting applications for the FVPSA Grant Program. Agencies must submit an application to be considered for funding. Agencies are encouraged to read this entire RFA thoroughly before preparing and submitting their grant application. This application is open to all agencies meeting eligibility guidelines for the FVPSA Grant Program; decisions about grant awards will be determined through a competitive process.

Overview

The Administration on Children, Youth and Families (ACYF) is the federal agency that administers FVPSA State Formula Grant Funds to U.S. states and territories. ACYF is committed to facilitating healing and recovery, and promoting the social and emotional well-being of victims, children, youth, and families who have experienced domestic violence, maltreatment, exposure to violence, and trauma. An important component of promoting well-being in this regard includes addressing the impact of trauma, which can have profound impacts on coping, resiliency, and skill development. ACYF promotes a trauma-informed approach, which involves understanding and responding to the symptoms of chronic interpersonal trauma and traumatic stress across the lifespan.

The Family Violence Prevention and Services Act (FVPSA) provides the primary federal funding stream dedicated to the support of emergency shelter and supportive services for victims of domestic violence and their dependents.

The purpose of the FVPSA Grant Program is to: 1) provide access to supportive services for victims of family violence, domestic violence, or dating violence and their dependents; and 3) provide specialized services for children exposed to family violence, domestic violence, or dating violence, underserved populations, and victims who are members of racial and ethnic minority populations. CJCC asks that applicants fully describe how their program will provide these intervention services along with the awareness and education activities.

The FVPSA Grant Program requires that CJCC award a percentage of funds to residential and non-residential domestic violence programs. Not less than 70% of the total funds awarded must

be to programs whose primary purpose is to provide immediate shelter and supportive services to adult and youth victims (residential programs). Not less than 25% of the total funds awarded must be to programs whose primary purpose is to provide supportive services and prevention services (non-residential programs).

CJCC plans to release up to \$1,400,000. CJCC estimates awarding up to 60 agencies at award amounts ranging from \$10,000 to \$60,000.

Federal Definitions

1. Family Violence: Any act or threatened act of violence, including any forceful detention of an individual, which (a) results or threatens to result in physical injury and (b) is committed by a person against another individual (including an elderly person) to whom such person is or was related by blood or marriage or is otherwise legally related, or with whom such person is or was lawfully residing.

2. Related Assistance: The provision of direct assistance to victims of family violence and their dependents for the purpose of preventing further violence, helping such victims gain access to civil and criminal courts and other community services, facilitating the efforts of such victims to make decisions concerning their lives in the interest of safety, and assisting such victims in healing from the effects of the violence.

Provision of services includes, but not limited to the following:

- Safety planning;
- Service planning/case management;
- Assistance with securing safe housing;
- Individual and group counseling, peer support groups and referral to such services to include adults, teens, and children exposed;
- Cultural and linguistic appropriate services;
- Training, technical assistance, and outreach to increase awareness;
- Legal advocacy;
- Access to Federal and State financial assistance;
- Medical advocacy, Mobile advocacy
- Social service advocacy (transportation, childcare, respite care, job training, employment services, financial literacy, and economic empowerment); and
- Parenting and other educational services.
- Telehealth/Teletherapy
- Shelter and temporary housing, rental assistance, and nominal relocation expenses
- Supplies and equipment, software to assist in carrying out remote services.

A. Eligibility

An eligible applicant must meet all the following criteria:

1. Be a 501(c)(3) non-profit organization or a public government entity;

2. Serve as the fiscal agent for the grant and the point of contact to CJCC; and
3. Be responsible, liable, and oversee financial, program and post-award reporting requirements.
4. Be certified and eligible to receive Local Victim Assistance (LVAP) 5% funds.

Agency Type and Priority Areas

This RFA will be eligible to 1) community-based organizations that provide services to victims of domestic violence 2) domestic violence organizations with shelter capacity that provide residential and non-residential, supportive services and 3) culturally-specific organizations that provide services to domestic violence victims.

CJCC will prioritize the following types of requests: 1) housing assistance (temporary/emergency housing, hotel vouchers and short-term rental assistance) 2) counseling assistance and 3) one-time cost support (ie. shelter appliances, computers, increases in operational costs due to inflation, etc.).

Additional Specific Eligibility Requirements

ACYF established eligibility criteria that must be met by all organizations that receive FVPSA funds. These funds are to be awarded to applicants only for providing services to victims of crime through their staff. Each applicant organization shall meet the following requirements:

- **Religion** - Grantee programs may not promote, discuss, or teach religion. Program activities and services are required to be accessible to any interested participant, regardless of religious affiliation.
- **Federal Criminal Background Checks** - All Grantees must conduct criminal background checks on all direct service and outreach personnel who have contact with victims of domestic violence and their children. Grantees must use Cogent Systems, Georgia Applicant Processing Services, to conduct a background check on all direct service and outreach personnel once every three years.
- **Internet Security Policy** - CJCC requires all subgrantees to establish and enforce an Internet Security Policy when minor participants and/or staff have access (supervised or unsupervised) to the Internet. This includes any technology provided by CJCC funding and technology utilized by participants during a CJCC funded program component.
- **Comply with CJCC grant requirements** – Agencies must adhere to financial and programmatic guidelines; comply with deadlines; and provide all information to CJCC as requested in a timely fashion.
- **Fiscal Accountability - Commingling of funds on either a program-by-program or project-by-project basis is prohibited.** The subrecipient's accounting system must maintain a clear audit trail for each source of funding for each fiscal budget period and include the following:
 - a. Separate accountability of receipts, expenditures, disbursements, and balances. CJCC recommends creating an account in your accounting system for each grant using the grant number provided by CJCC.
 - b. Itemized records supporting all grant receipts, expenditures, and match contributions in sufficient detail to show exact nature of activity.

- c. Data and information for each expenditure and match contribution with proper reference to a supporting voucher or bill properly approved.
 - d. Hourly timesheets describing work activity, signed by the employee and supervisor, to document hours personnel worked on grant related activities. Match hours must be documented in same manner.
 - e. Maintenance of payroll authorizations and vouchers.
 - f. Maintenance of records supporting charges for fringe benefits.
 - g. Maintenance of inventory records for equipment purchased, rented, and contributed.
 - h. Maintenance of billing records for consumable supplies (i.e., paper, printing) purchased.
 - i. Provisions for payment by check.
 - j. Maintenance of travel records (i.e., mileage logs, gas receipts).
 - k. Lease Agreements, contracts services, and purchases of equipment that adhere to established procurement processes.
- **Office of Civil Rights** - Pursuant to 28 C.F.R. Section 42.302 all recipients of federal funds must be in compliance with EEO and Civil Rights requirements. All programs that receive FVPSA funds or are subawarded FVPSA funds via program agreements are required to conform to the grant program requirements. If there is a violation to this it may result in suspension or termination of funding, until such time as the recipient is in compliance. Information on required Civil Rights trainings can be found at <http://ojp.gov/about/ocr/assistance.htm>.
 - **Nondiscrimination** - Federal laws prohibit recipients of financial assistance from discriminating on the basis of race, color, national origin, religion, sex, or disability in funded programs or activities, not only in respect to employment practices but also in the delivery of services or benefits. Federal law also prohibits funded programs or activities from discriminating on the basis of age in the delivery of services or benefits. Findings of discrimination must be submitted to the Office for Civil Rights and to CJCC.
 - **Limited English Proficiency (LEP) Individuals** - In accordance with Department of Justice Guidance pertaining to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, recipients of federal assistance must take reasonable steps to provide meaningful access to their programs and activities for persons with limited English proficiency. For more information access <http://www.lep.gov>.
 - **Equal Employment Opportunity Plans** - The applicant agency must meet the requirements of 28 CFR 42.301 et seq., Equal Employment Opportunity Plans (EEO). The plan must cover the grant period specified in the application. If your agency needs technical assistance in preparing an Equal Employment Opportunity Plan, please contact the Office for Civil Rights Compliance Specialist, Office of Justice Programs, Washington, D.C., (202) 307-0690.
 - **Grant Acceptance/Request for Funds** - To accept the grant award, each applicant must return all award documents and all required forms with original signatures within 45 calendar days of the award date. The applicant will be unable to request funds until all required documents are returned to the CJCC office.
 - **Special Conditions** - CJCC will assign special conditions for each approved project. Each subgrantee should refer to their award packet for their special conditions. Applicants agree to comply with all the guidelines set forth by the Criminal Justice

Coordinating Council. These guidelines can be found in the [Subgrantee Programmatic and Fiscal Compliance Policy](#) on CJCC's website. Any programmatic and fiscal non-compliance may result in a reduction of the award.

- **Other** - Applicants must comply with all forms, assurances, and certifications attached to this RFA. This includes maintaining a UEI number, EIN, active registration with the System for Award Management (SAM), and other federal forms as requested by CJCC in the award packet.

B. Grant Award Agreement

Grant Award Amount: Applicants are applying for one-time funding in federal fiscal year 2022. The total amount of funding available through this solicitation is \$1,400,000. In the distribution of FVPSA grant funds, not less than 70 percent of the funds distributed are used for the primary purpose of providing immediate shelter and supportive services to adult and youth victims of family violence, domestic violence, or dating violence, and their dependents; not less than 25 percent of the funds will be used for the purpose of providing supportive services and prevention services (42 U.S.C. § 10408(b)(2)).

Please note that the Criminal Justice Coordinating Council has not approved individual allocation amounts for this solicitation. Any award made pursuant to this solicitation is dependent upon the receipt and availability of federal grant awards and any requirements/conditions attached thereto.

Grant Award Period: The grant award period covers April 1, 20203 through September 30, 2023. The funding source is the Family Violence Prevention and Services Grant Program, Funding. If the funds appropriated are reduced or eliminated by the Administration for Children and Families, CJCC may immediately terminate or reduce the grant award by written notice to the grantee. Termination or reduction will not apply to allowable costs already incurred by the grantee to the extent that funds are available for payment of such costs.

Modification of Funds: CJCC reserves the right to make changes to the application budget at the time of the grant award and will communicate any changes to the applicant. CJCC may negotiate all or part of any proposed budget after award of the grant award agreement due to funding or program requirements provisions.

C. Reporting Requirements

CJCC requires that subgrantees comply with and fully participate in the financial and programmatic reporting requirements for this grant program.

Financial Reporting Requirements

1. *Monthly or Quarterly Subgrant Expenditure Requests:* Upon accepting the award, each agency is required to indicate whether it agrees to submitting Monthly or Quarterly SERs

to CJCC. Monthly SERs are due on the 15th day of the month immediately following the month in which expenses were incurred; i.e., an SER for expenses incurred in January is due by February 15. Quarterly SERs are due on the following dates for the corresponding financial reporting periods:

<i>QUARTERLY SERs</i>	
<i>FINANCIAL REPORTING PERIOD</i>	<i>DUE ON OR BEFORE THE FOLLOWING DATES</i>
April 1 – June 30, 2023	July 30, 2023
July 1- September 30, 2023	October 30, 2023

Failure to submit these financial reports in a timely manner will significantly delay any SERs submitted within the grant period. Continued delays will result in a staff recommendation to reduce noncompliant agencies’ award amounts.

2. Grantees are required to maintain expenditure documentation such as timesheets, equipment purchases, travel logs, supply purchases, inventory records, and consultant contracts. This documentation may be requested at any time.
3. Grantees must attend any scheduled grant management workshop (if required) prior to the release of grant funds.

Program Reporting Requirements

CJCC requires that grantees comply with and fully participate in the main components of evaluation and program reporting:

1. Caseworthy or Other Database Identified by CJCC: No later than 30 days after the end of each quarter, the grantee will ensure that program data are reported through the Domestic Violence Statistical database or other database identified by CJCC. The grantee will be responsible and liable for reviewing all data entered into the database for completeness, accuracy, and compliance with CJCC reporting requirements which includes programmatic and financial reporting.
2. Surveys for Service Outcomes: Surveys that indicate victims have strategies to enhance safety and increased knowledge of community resources.
3. Safety Plans: Safety plan development that indicates victims have access to safety planning and strategies to enhance safety.

4. Performance Deliverables: All performance deliverables are due 30 calendar days following the close of the period.

REPORTING PERIOD	PERFORMANCE DELIVERABLES	DUE DATES
FIRST PERIOD April 1 – June 30, 2023	<ul style="list-style-type: none"> • Fully executed grant award agreement and attachments • Submission of program data through FVPSA Community-Based database • Completion of project-specific outcome measures and/or performance deliverables • Submission of Community Awareness and Outreach Narrative Report (all projects) • Attendance at all required quarterly meetings and trainings 	July 30, 2023
SECOND PERIOD June 1 – September 30, 2023	<ul style="list-style-type: none"> • Submission of program data through FVPSA Community-Based database • Completion of project-specific outcome measures and/or performance deliverables • Submission of Community Awareness and Outreach Narrative Report (all projects) • Attendance at all required quarterly meetings and trainings 	October 30, 2023

Post-Award Requirements

1. **Grant Management Workshop** - If an applicant is awarded a grant, the subgrantee may be required to attend a CJCC grant management workshop.
2. **Compliance Monitoring** - CJCC staff may conduct a site visit or desk review during the grant period. Additional monitoring activities may also be conducted during the grant year. Site visits and desk reviews will be scheduled with the grantee in advance. Site visits and desk reviews will be conducted to monitor the program for implementation and to view program documentation.
3. **Additional Training, Technical Assistance, and Events** - CJCC may offer a number of non-mandatory, post-award training and technical assistance opportunities and special events. Grantees will be informed of events via e-mail, and the events will be posted on the CJCC website. CJCC staff also will give ongoing, individual technical assistance and other support activities to sub-grantees as needed or requested throughout the year.

D. Application Submission Instructions

Applications must be submitted online via FormStack. [Please click here to apply](#). Applicants will not be able to log out or log back in once the application is started. CJCC recommends that each applicant compile all information requested in this RFA before beginning the online application and allowing 2-3 hours for completion.

Applicants who experience technical difficulties or emergency circumstances should contact Kristy Carter immediately at Kristy.Carter@cjcc.ga.gov to request an extension or alternate method of applying.

Applications must be submitted on **February 6, 2023 by 5:00 PM. There is no commitment on the part of CJCC to fund an application or to fund it at the amount requested.**

All line items within the budget are subject to review and approval. Decisions related to these budget line items are based on allowability, justification and reasonableness.

The application must be completed and submitted in accordance with RFA guidelines for submission or the proposal may be disqualified. Applications for funding will undergo reviews by CJCC staff, the Victim Assistance Grants Committee, and the Council. At any point during these reviews, a decision not to fund a project or any part thereof may be made. These decisions are within the complete discretion of CJCC.

Formstack Application

The first section includes basic information about the applicant agency and its main points of contact for the application. Failure to enter accurate agency and contact information may result in a miscategorization of an application and a delay in funds.

A. Agency Description/Project Description

Please state the type of agency applying:

- Community-based organization that provide domestic violence services
- Domestic Violence Shelter
- Culturally Specific Organization

Please state the if the agency is requesting funds to support:

- Housing Assistance
- Counseling Assistance
- One-time Costs
- Other

Statement of Need: Describe the agency's current need.

What are the current challenges your agency is facing?

How many crisis calls have you received from July 1, 2022 – Present?

How many victims has your agency served from July 1, 2022 – Present?

- Number of Residential Clients, if applicable.
 - Number of Shelter Bed nights
 - Number of Hotel Bed nights
 - Number of turnaways due to lack of bed space or financial resources to support hotel stays
- Number of Non-Residential Clients, if applicable.
- Number of Counseling Services, if applicable.
 - Number of counseling requests that could not be met due to lack of financial resources.

Explain how funds will be used to serve one or more of the priority areas.

Describe how your agency is leveraging current funding to meet the need.

B. Agency/ Project Budget

Agency Fiscal Year

Enter amount (\$) of funds requested through this solicitation.

Briefly describe how these funds will be used and prioritize the agency’s most urgent needs.

Enter the amount (\$) of your total Domestic Violence Program budget.

C. Attachments

- Budget Narrative (Required)
- Detailed Budget Worksheet (Required)
- Supporting Documentation
- Other Documents

Budget

Applicants must attach a budget using the [Budget Detail Worksheet](#). Staff will review the budget and provide feedback on whether line items are allowable, reasonable, and justifiable. Please complete both the budget worksheet and the narrative section. Please note

The budget narrative should be submitted for clarity of expenses requested in the different budget categories. Applicants must provide details on each cost item in the budget. For example, applicants may not just include a cost item for “Speaker Contracts,” the applicant must describe what the event is and its purpose, a brief bio of the speaker, and a justification of including this cost and value added to the grant. Grantees are

responsible for obtaining and executing necessary agreements with partners or contractors providing services under this agreement. Documentation and copies of agreements can be requested by CJCC at any time during the contract period.

Program Income

“Program income” is gross income earned during the funding period by the recipient as a direct result of the grant award. *As a general rule, the CJCC does not allow subgrantees to earn or use program income.*

Allowable and Unallowable Costs

Please see Appendix A for list of unallowable costs.

Supplantation

Funds must be used to supplement existing funds for program activities and cannot replace or supplant funds that have been appropriated for the same purpose.

Certification and Completion

Before you submit, review your application from start to finish to ensure you submit complete and accurate information. To finalize the application, please enter the name of the person submitting the application and initials to certify completion. **Remember to submit the application** when you are finished with this section. If more than one application is submitted for the same agency, CJCC will only accept the most recent application.

Appendix A – FVPSA Grant Program - Allowable Activities and Unallowable Costs

ALLOWABLE ACTIVITIES AND COSTS

- Personnel, employee benefits, and cost of supplies and travel to perform the following activities are allowable costs:
- Prevention services such as outreach, parenting, employment training, educational services, promotion of good nutrition, disease prevention, and substance abuse prevention.
- Counseling with respect to family violence, counseling or other supportive services provided by peers, either individually or in groups, and referral to community social services.
- Safety plan development and supporting the efforts of victims to make decisions related to their ongoing safety and well-being. » Culturally and linguistically appropriate services such as interpreters and/or having documents translated into other languages.
- Technical assistance with respect to obtaining financial assistance under Federal and State programs.

- Housing advocacy to assist in locating and securing safe and affordable permanent housing and homeless prevention services.
- Medical advocacy including referrals for healthcare services (including mental health and alcohol and drug abuse treatment) but shall not include reimbursement for any healthcare services.
- Legal advocacy to provide victims with information and assistance through the civil and criminal courts, and legal assistance.
- Children’s counseling and support services, and childcare services for children who are victims of family violence of the dependents of such victims, and children who witness domestic violence.
- The following costs are allowable for shelters who provide emergency housing to victims:
- Operating expenses (rent, utilities, etc.) of the facilities for a shelter at a prorated amount. Supplies for shelter including clothing and toiletries.

The following costs are allowable for the purpose of preventing future incidence of violence:

- Transportation.
- Temporary refuge for emergency and immediate shelter including safe homes, rental subsidies, and hotel vouchers. This does not include transitional or permanent housing.

UNALLOWABLE ACTIVITIES AND COSTS

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

- Acquisition of land
- Alcoholic Beverages
- Automobile Purchase
- Awards, bonuses, or commissions
- Cost incurred outside the award period
- Construction costs including capital improvements
- Corporate formation
- Entertainment- (i.e. luncheons, dinners, banquets, receptions)
- Federal employees' compensation and travel
- *Food- no funding can be used to purchase food and/or beverages for any meeting, conference, training, or other event. Exceptions to this restriction may be made in cases where such sustenance is not otherwise available (i.e., extremely remote areas). An exception would require prior approval.
- Grant preparation fee
- Imputed interest charges (late fees)
- Lobbying
- Mileage rate may not exceed the travel regulation as published by the State Accounting Office.

- Military-type equipment
- No income eligibility standard may be imposed upon individuals with respect to eligibility for assistance or service supported with funds provided by this grant. No fees may be levied for assistance or services provided with funds provided by this grant.
- Grant funds may not be used as direct payment to any victim
- Direct services may not teach or promote religion
- Supplanting funds: Federal funds must be used to supplement existing funds for direct service activities and must not replace those funds that have been appropriated for the same purpose.
- Commingling of funds: Physical segregation of cash depositions are not required, however, the accounting system of all contractors and sub-contractors must ensure that agency funds are not commingled with funds from other federal agencies. Each award must be accounted for separately. Commingling of funds is prohibited on either a program-by-program or project-by-project basis.
- Organized fundraising activities (e.g., campaigns, endowment drives, and solicitation of gifts), which includes salary of any individual(s) engaged in direct fundraising activity for the organization. An organization may engage in activity to "institutionalize" the CJCC-funded project for sustainability purposes; however, CJCC funds may use for the purpose of raising funds to finance non-related grant programs and/or complementary program activities.
- Political activities including endorsement of any political candidate or party, use of machinery, equipment, postage, stationary, or personnel on behalf of any candidate or any question of public policy subject to referendum, in accordance with O.C.G.A. 50-20-3(f)
- Address or location of any shelter facility assisted with funds provided through this grant must maintain a confidential location and shall not be made public.
- No individual shall be excluded from participation in, denied benefits of, or otherwise be subject discrimination under this program and shall provide equal provision of services to clients regardless of age, gender (teenage boys and men), sexual orientation, and legally emancipated clients.