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JAY NEAL
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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) CARES Act Supplemental Grant Program.

Family Violence Prevention and Services Act (FVPSA) FY2020 Coronavirus Aid Relief and Economic Security Act (CARES Act) Supplemental 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 July 1, 2020

Award Period

March 27, 2020 - September 30, 2021

Contact Information

For assistance with the requirements of this solicitation, contact:

Natalie Williams at 404-657-2224 or Natalie.Williams@cjcc.ga.gov

Cynthia Valdez at 404-657-2233 or Cynthia.Valdez@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: June 15, 2020

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Family Violence Prevention and Services Act (FVPSA) CARES Act Grant Program FY 2020 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) FY2020 Coronavirus Aid Relief and Economic Security Act (CARES Act).

CJCC is soliciting applications for the FVPSA CARES Act 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 CARES Act 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 Coronavirus Aid Relief and Economic Security (CARES) Act, P.L. 116-136 provides onetime funding in fiscal year (FY) 2020 to support the Family Violence Prevention and Services Act State administrators and Tribes in preventing, preparing for, and responding to the coronavirus (COVID-19) public health emergency. State administrators and Tribes may use this supplemental funding to establish, maintain, and expand programs and projects to: 1) prevent incidents of family violence, domestic violence, and dating violence; and 2) provide immediate shelter, supportive services, and access to community-based programs for victims of family violence, domestic violence, or dating violence. FVPSA State administrators are expected to issue supplemental sub-awards to local domestic violence programs in your state within 60 days of receiving your CARES Act allocation from the FVPSA Program.

The purpose of the FVPSA CARES Act 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.

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;
- Supplemental Pay for Direct Service Staff
- 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, child care, 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.
- Personal Protective Equipment (PPE)

A. Eligibility

An eligible applicant must meet all of the following criteria:

1. Be a 501(c)(3) non-profit organization;
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.

Priority Areas

This RFA will address three priority areas: 1) community-based organizations that provide services to victims of domestic violence and 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.

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 EEOP 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 (EEOP). 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 DUNS 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 fiscal year 2020. The total amount of funding available through this solicitation is \$1,049,698. 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 March 27, 2020 through September 30, 2021. The funding source is the Family Violence Prevention and Services Grant Program, CARES Act Supplemental 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>
March 27 – September 30, 2020	October 30, 2020
October 1- December 31, 2020	January 30, 2021
January 1 – March 31, 2021	April 30, 2021
April 1 – June 30, 2021	July 30, 2021

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. *Submission of program data through a 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 a 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. *Community Awareness and Outreach Narrative Report:* Submit brief narrative of community awareness and outreach activities performed throughout each quarter.

4. *Safety Plans*: Safety plan development that indicates victims have access to safety planning and strategies to enhance safety.

5. *Performance Deliverables*: All performance deliverables are due 30 calendar days following the close of the period. Please see Appendix B for detailed information regarding quarterly reporting requirements.

REPORTING PERIOD	PERFORMANCE DELIVERABLES	DUE DATES
FIRST PERIOD March 27 – September 30, 2020	<ul style="list-style-type: none"> • Fully executed grant award agreement and attachments • Submission of program data through a database identified by CJCC • 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, 2020
SECOND PERIOD October 1 – December 31, 2020	<ul style="list-style-type: none"> • Submission of program data through a database identified by CJCC • 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 	January 30, 2021
THIRD PERIOD January 1 – March 31, 2021	<ul style="list-style-type: none"> • Submission of program data through a database identified by CJCC • 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 	April 30, 2021
FOURTH PERIOD April 1 – June 30, 2021	<ul style="list-style-type: none"> • Fully executed grant award agreement and attachments • Submission of program data through a database identified by CJCC • 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, 2021

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 Natalie Williams immediately at Natalie.Williams@cjcc.ga.gov or 404-657-2224 to request an extension or alternate method of applying.

Applications must be submitted on **July 1, 2020 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 priority area the agency is applying for:

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

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

What are the current challenges your agency is facing due to COVID-19

How many crisis calls have you received from March 2020 – Present?

How many victims has your agency served from March 2020 – Present?

Has there been an increase in request for services and crisis calls during the COVID-19 pandemic? If so, please describe the increase.

Explain how funds will be used to serve on 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 CARES Act Grant Program - Allowable Activities and Unallowable Costs

Prevent – Activities that assist domestic violence survivors by providing supportive services, shelter

options, and supplies which will reduce the exposure and risk of COVID-19.

- Perform outreach and provide education to local domestic violence programs and Tribes on strategies that reduce [COVID-19 transmission](#), using existing materials where available. Please note that grantees are expected to use materials from federal agencies and/or local public health departments.

- Disseminate [educational materials](#) and resources to local domestic violence programs and Tribes on precautions to [prevent](#), contain, or mitigate COVID-19 and other respiratory illnesses. Please note that grantees are expected to use materials from federal agencies and/or local public health departments.
- Provision, on a regular basis, of immediate shelter and related supportive services to adult and youth victims of family violence, domestic violence, or dating violence, and their dependents, including paying for the operating and administrative expenses of the facilities for such shelter;
 - These FVPSA supplemental funds can be used to provide temporary refuge in conjunction with supportive services in compliance with applicable State or Tribal law or regulations and includes:
 - Housing provision including assistance locating and securing safe and affordable permanent housing and homelessness prevention services;
 - Rental Subsidies;
 - Temporary refuge or lodging in individual units such as apartments (which is not required to be owned, operated or leased by the program);
 - Safe homes; and
 - Hotel or motel vouchers.
- Provision of prevention services, including outreach to underserved populations to increase access to domestic violence services and reduce the exposure and risk of COVID-19; and
- Strengthen partnerships with local and state public health authorities, emergency services managers, health care providers, culturally specific community-based organizations, Tribes and domestic violence programs to improve emergency operations.

Prepare – Activities that include assessing needs of survivors during the COVID-19 public health emergency. Activities that provide training, information, and assistance necessary to ensure the continuity domestic violence services. Assessing the capacity of local domestic violence programs and Tribes emergency operation plans and plans to address the needs of survivors and reduce the exposure and risk of COVID-19. Please note that the provision of remote services would be an allowable activity.

- Assess the capacity of agencies, local domestic violence programs, and Tribes to provide continuity of domestic violence services, including emergency operations plan and plans to address increasing service demands, remote services operational capacity, potential provider closures, and staff absenteeism;
- Provide training to assist agencies, local domestic violence programs, and Tribes in reviewing, updating, and/or implementing emergency operations plan and plans to address increasing service demands, remote services operational capacity, potential provider closures, and staff absenteeism;

- Provide training, information, and assistance for ensuring the continuity of local domestic violence programs and tribal domestic violence programs to develop safety plans, and support efforts of victims of family violence, domestic violence, or dating violence to make decisions related to their ongoing safety and well-being during the COVID-19 public health emergency;
- Provide training, information, and assistance for ensuring the continuity of local domestic violence programs and tribal domestic violence programs to help them maintain the capacity to provide individual and group counseling, peer support groups, and referral to community-based services to assist family violence, domestic violence, and dating violence victims, and their dependents, in recovering from the effects of the violence during COVID-19 public health emergency;
- Provide training, information, and assistance for ensuring the continuity of local domestic violence programs and tribal domestic violence programs to help them maintain the capacity to provide 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 that support that parent's role as a caregiver, which may, as appropriate, include services that work with the non-abusing parent and child together, during the COVID-19 public health emergency. Please note that the provision of remote services would be an allowable activity; and
- Provide training, information, and assistance for ensuring the continuity of local domestic violence programs and tribal domestic violence programs to help them maintain the capacity to provide culturally and linguistically appropriate services during COVID-19 public health emergency.

Respond – Activities and technical assistance for ensuring the continuity of domestic violence services during the COVID-19 public health crisis which includes responding to issues including adapting to fluctuating needs and circumstances. Please note that the provision of remote services would be an allowable activity:

- Provision of services, training, technical assistance, and outreach to increase awareness of family violence, domestic violence, and dating violence and increase the accessibility of family violence, domestic violence, and dating violence services;
- Provision of advocacy, case management services, and information and referral services concerning issues related to family violence, domestic violence, or dating violence intervention and prevention, including—
 - Assistance in accessing related Federal and State financial assistance programs;
 - Legal advocacy to assist victims and their dependents;
 - Medical advocacy, including provision of referrals for appropriate health care services (including mental health, alcohol, and drug abuse treatment), but which shall not include reimbursement for any health care services;

- Assistance locating and securing safe and affordable permanent housing and homelessness prevention services;
- Provision of transportation, child care, respite care, job training and employment services, financial literacy services and education, financial planning, and related economic empowerment services;
- Parenting and other educational services for victims and their dependents; and
- Provision of direct crisis intervention services, including counseling, mobile advocacy, telehealth, peer support, and in-person assistance. Mobile advocacy allows for advocates to work out in the community in order to support domestic violence survivors wherever it is safe and convenient for the survivor.

Resources

- Please see the following links for additional resources and information:
- Family and Youth Services Bureau, Federal Guidance in Addressing COVID-19 webpage, <https://www.acf.hhs.gov/fysb/news/federal-guidance-in-addressing-covid-19>
- FAQs on Allowable Use of FVPSA Funds during the COVID-19 Public Health Emergency, <https://www.acf.hhs.gov/fysb/news/faqs-on-allowable-use-of-fvpsa-funds-during-the-covid-19-public-health-emergency>.
- Administration for Children and Families Information Memorandum IM-ACF-OA-2020-01, <https://www.acf.hhs.gov/grants-funding/acf-grant-recipient-covid-19>.

UNALLOWED COSTS
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

UNALLOWED ACTIVITIES

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 used 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.

Appendix B – FVPSA CARES Act Grant Program – Quarterly Performance Measures

People Served

[If the grantee has concerns that providing the data below will allow a report reader to personally identify a victim, please use the boxes for “not specified” or “unknown” for that client’s data.]

Clients Served in Shelter

Number of Children/Youth	
Adults:	
Number of Women	
Number of Men	
Number Not-specified/Other	
Total	[Auto Sum]

[Clients Served in Shelter: Number of new domestic violence victims (clients) seen for the first time during this reporting period who received shelter services (including a shelter facility managed by the program, safe home or hotel). Clients should be counted once regardless of the number of times served during the fiscal year. For example, if a client spent 30 days in the shelter in November, exited the shelter and then came back to the shelter in March, then she would only be counted one time. Clients who received shelter should only be counted in this element and not counted in Clients Served with Non-Shelter Services even though they may have received non-shelter services also. Clients who were referred to another domestic violence shelter program should not be counted here. The count will be within program only and should not be unduplicated across programs statewide.]

Clients Served with Non-Shelter Services

Number of Children/Youth	
Adults:	
Number of Women	
Number of Men	
Number Not-specified Other	
Total	[Auto Sum]

[Clients Served with Non-Shelter (supportive services only): Number of new domestic violence victims (clients) seen for the first time during this reporting period who received only non-shelter services. Include only clients that received supportive services only and no shelter by your program. Calls to a crisis line or hotline should not be counted here and should be counted in Section C instead. Count should be within program only and not unduplicated across programs statewide.]

Age

0-12	
13-17	
Unknown Child Age	
18-24	
25-59	
60+	
Unknown Adult Age	
Total	[Auto Sum]

[Age: Report the ages of the clients served, including children and youth. These age demographic totals should equal the program’s numbers totaled in Clients Served in Shelter and Clients Served with Non-Shelter. For example, if the program served 30 women, 62 children and 2 men (94 total), the total for all the ages should also add up to 94.]

Race/Ethnicity

Black or African American	
American Indian/ Alaska Native	
Asian	
Hispanic or Latino	
Native Hawaiian/ Other Pacific Islander	
White	
Unknown/Other	

[Race/Ethnicity: Report the race and/or ethnicity of the clients served, including children and youth. Clients may self-identify in more than one category, e.g., White and Hispanic.]

Other Demographics

Number needing language services, such as interpretation	
Number self-identifying as lesbian, gay, bisexual, transgender or queer (LGBTQ)	
Number of youth age 13-17 receiving services due to being a victim of dating violence	

[Language Services: Provision of interpretation and/or translation. Provision of English as a second language class.]

[LGBTQ: This is a count of clients who self-identify as lesbian, gay, bisexual, transgender or queer.]

[Teen dating violence: This is a count of all of the youth age 13-17 receiving services due to being a victim of dating violence in their own relationships. These youth could be receiving services on their own, as an emancipated minor or other minor eligible to receive services, or could be a youth who accompanies their parent to shelter and self-identifies as needing their own services.]

Shelter Services and Crisis Calls

Shelter Nights	
Unmet Requests for Shelter	
Crisis/Hotline Calls	

[Shelter Nights: Indicate the number of shelter nights for each person who arrives and is provided a bed, including on-site shelter, safe home or hotel room. Include victims of domestic violence and their dependents. Count the number of people housed times the number of nights. For example, a victim and her 3 children stay in the shelter or safe house for 5 nights; this means 4 people x 5 nights = 20 shelter nights.

Shelter includes onsite shelter managed by the domestic violence program, program-sponsored hotel rooms and safe homes (residences of volunteers who offer their private homes for short-term crisis situations) or other temporary housing that your program arranges. Nights that a victims stays in a shelter not managed by your program should not be counted (e.g., a shelter in a nearby county).]

[Unmet Requests for Shelter: Count the number of unmet requests for shelter due to program shelter, safe homes or sponsored hotel rooms being at capacity or unavailable. Count adult victims of domestic violence only. This count **should not** include individuals who were not served because their needs were inappropriate for the services of your program, e.g., homelessness not related to domestic violence. Count the total number of times requests for shelter were declined, even if the program provided other services.]

[Crisis/Hotline Calls: Calls received on any agency line that relate to an individual or family in need of some kind of service. A program does not have to have a dedicated hotline to count these calls. Count all calls including repeat callers and calls from third parties such as a family member. **Do not** count calls about donations or for general information about program or violence issues unrelated to a specific individual or family, calls from the media, etc.]

Services to Victims

Number of children/youth receiving crisis intervention
Number of children/youth receiving victim advocacy services
Number of children/youth receiving individual or group counseling/support group
Number of adult victims receiving crisis intervention
Number of adult victims receiving victim advocacy services
Number of adult victims receiving individual or group counseling/support group
Number of adult victims receiving criminal/civil legal advocacy
Number of adult victims receiving medical accompaniment
Number of adult victims receiving transportation services

[Report the number of clients who received each service. Count each client only once for each type of service that the client received.]

[Individual/Group Counseling: Individual or group counseling or support provided by a volunteer, staff or advocate.]

[Crisis intervention: Process by which a person identifies, assesses, and intervenes with an individual in crisis so as to restore balance and reduce the effects of the crisis in her/his life. In this category, report crisis intervention that occurs in person and/or over the telephone with an established client. This does not include hotline calls where the caller is not a client receiving services.]

[Victim Advocacy Services: Actions designed to help the victim/survivor obtain needed resources or services including employment, housing, shelter services, health care, victim’s compensation, etc.]

[Criminal/Civil Legal Advocacy: Assisting a client with civil legal issues, including preparing paperwork for protection orders; accompanying a client to a protection order hearing, or other civil proceeding; and all other advocacy within the civil justice system. This also includes accompanying a client to an administrative hearing, such as unemployment, Social Security, TANF, or food stamp hearing. Assisting a client with criminal legal issues including notifying the client of case status, hearing dates, plea agreements, and sentencing terms; preparing paperwork such as victim impact statements; accompanying a client to a criminal court proceeding or law enforcement interview; and all other advocacy within the criminal justice system.]

[Medical Accompaniment: Accompanying a domestic violence victim to, or meeting a victim at, a hospital, clinic, or medical office.]

[Transportation Services: Provision of transportation, either directly or through bus passes, taxi fares, or other means of transportation.]

Community Education

Adults/General Population

Number of Presentations	
Number of Participants	

[Adults/General Population: Count the total number of presentations or trainings about domestic violence and/or services related to victims of domestic violence and their children. In addition, count the number of individuals in attendance. Some examples may be a training for health professionals or a workshop for tribal leaders. Include all presentations for a mixed-age audience. This number does not include health fairs, media interviews or advertising.]

Youth Targeted Education

Number of Presentations	
Number of Participants	

[Youth Targeted: Count the total number of presentations or trainings about domestic violence, dating violence, healthy relationships or available services for victims. In addition, count the number of individuals in attendance. Some examples may be a presentation to youth in school on healthy relationships or a workshop for youth at a Safety Day event.]