

NATHAN DEAL
GOVERNOR



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) Domestic Violence Mini-Grant Program.

Family Violence Prevention and Services Act (FVPSA) Domestic Violence Mini-Grant Program FY 2018 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 only to address non-residential, supportive services for domestic violence organizations that serve one or more of the identified special populations.

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 April 19, 2018

Award Period

July 1, 2018 - June 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: March 19, 2018

TABLE OF CONTENTS

Overview	3
A. Eligibility	5
Priority Areas.....	5
Additional Specific Eligibility Requirements.....	5
B. Grant Award Agreement.....	7
C. Reporting Requirements	8
Financial Reporting Requirements	8
Program Reporting Requirements.....	9
Post-Award Requirements.....	12
D. Application Submission Instructions	12
Basic Information	12
Narrative.....	13
Budget.....	15
Appendix A – FVPSA Allowable/Unallowable Costs	17

Family Violence Prevention and Services Act (FVPSA) Domestic Violence Mini-Grant Program FY 2018 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) Domestic Violence Mini-Grant Program.

CJCC is soliciting applications for the FVPSA Domestic Violence Mini-Grant Program. Agencies must submit an application to be considered for funding from the FVPSA Domestic Violence Mini-Grant Program. 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 Domestic Violence Mini-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. Enacted by Congress in 1984, FVPSA is intended to help states: raise public awareness about domestic violence; prevent its occurrence; and create, maintain, and expand services for victims of domestic violence and their dependents. FVPSA grant funds were the first dollars appropriated at the federal level to assist states in responding to and preventing incidents of family violence and it continues to be the primary source of dedicated funding for domestic violence shelters and support services. It helps fund core domestic violence services across the country, including crisis response, safe housing, advocacy, counseling, legal assistance, safety planning, and comprehensive support.

CJCC will accept applications from domestic violence programs for the provision of community-based domestic violence services.

The purpose of the FVPSA Domestic Violence Mini-Grant Program is to: 1) increase public awareness about, and primary and secondary prevention of, family violence, domestic violence, and dating violence; and 2) 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.

This RFA will only address: 1) community-based organization that provide domestic violence services and 2) non-residential, supportive services for domestic violence organizations with capacity to shelter that serve one or more of the identified special populations listed below:

- **The Elderly**
- **Teenagers/Adolescents**
- **Victims with Mental Health and/or Substance Abuse Issues**
- **Victims Located in Rural Areas**
- **Victims Who Are Members of Racial and Ethnic Minority Populations**

The target population for this project is community-based victims and non-residential victims of domestic violence and their children, as well as the larger community. Please reference the above list for the identified special populations who must be served through this grant program.

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 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;
- Social service advocacy (transportation, child care, respite care, job training, employment services, financial literacy, and economic empowerment); and
- Parenting and other educational services.

A. Eligibility

An eligible applicant must meet all of 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.

Priority Areas

This RFA will address two priority areas: 1) community-based organizations that provide services to victims of domestic violence and 2) domestic violence organizations with shelter capacity that provide non-residential, supportive services for one or more of the identified special populations that fall in line with the identified priority areas listed above.

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.
- **Provide match** – All subgrantees must provide at least a 20% cash or in-kind match from nonfederal sources to the federal amount awarded. This requirement applies to neither federally recognized tribes or projects conducted on tribal land nor U.S. territories excluding Puerto Rico.
- **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 (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 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 thirty-six months of funding through this RFA. Award recipients of award may be asked to complete a continuation application. Applicants are eligible to apply for a maximum amount of \$50,000 for each grant year.

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 July 1, 2018 through June 30, 2021. The funding source is the Family Violence Prevention and Services Grant Program. 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>
July 1 – September 30, 2018	October 30, 2018
October 1- December 31, 2018	January 30, 2019
January 1 – March 31, 2019	April 30, 2019
April 1 – June 30, 2019	July 30, 2019
July 1 – September 30, 2019	October 30, 2019
October 1- December 31, 2019	January 30, 2020
January 1 – March 31, 2020	April 30, 2020
April 1 – June 30, 2020	July 30, 2020
July 1 – 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. *FVPSA Community-Based Database provided by CJCC:* No later than 30 days after the end of each quarter, the grantee will ensure that program data are reported through the FVPSA Community-Based database that is provided 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.

REPORTING PERIOD	PERFORMANCE DELIVERABLES	DUE DATES
FIRST PERIOD July 1 – September 30, 2018	<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 	October 30, 2018

<p align="center">SECOND PERIOD October 1 – December 31, 2018</p>	<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 	<p align="center">January 30, 2019</p>
<p align="center">THIRD PERIOD January 1 – March 31, 2019</p>	<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 	<p align="center">April 30, 2019</p>
<p align="center">FOURTH PERIOD April 1 – June 30, 2019</p>	<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 	<p align="center">July 30, 2019</p>
<p align="center">FIFTH PERIOD July 1 – September 30, 2019</p>	<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 	<p align="center">October 30, 2019</p>
<p align="center">SIXTH PERIOD October 1 – December 31, 2019</p>	<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 	<p align="center">January 30, 2020</p>
<p align="center">SEVENTH PERIOD January 1 – March 31, 2020</p>	<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 	<p align="center">April 30, 2020</p>

	<ul style="list-style-type: none"> • Submission of Community Awareness and Outreach Narrative Report (all projects) • Attendance at all required quarterly meetings and trainings 	
<p>EIGHTH PERIOD April 1 – June 30, 2020</p>	<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 	July 30, 2020
<p>NINTH PERIOD July 1 – September 30, 2020</p>	<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, 2020
<p>TENTH PERIOD October 1 – December 31, 2020</p>	<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 	January 30, 2021
<p>ELEVENTH PERIOD January 1 – March 31, 2021</p>	<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 	April 30, 2021
<p>TWELFTH PERIOD April 1 – June 30, 2021</p>	<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 	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 **April 19, 2018 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.

Basic Information

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.

Please provide a brief abstract/summary of the project scope. These summaries will be reviewed by committee members.

Narrative

A. Agency Description

Provide a brief overview (maximum 10 pages) of the agency applying for the project, including at minimum:

- the agency's name
- year founded
- mission statement.

Please state the purpose area the agency is applying for (choose only one purpose area):

1. Community-based organization that provide domestic violence services
2. Non-residential, supportive services for domestic violence organizations with capacity to shelter that serve one or more of the identified special populations.

Describe the applicant's experience with providing domestic violence services in the proposed service area. Include the number of victims that have been served in the past year and the services that are being provided.

B. Problem Statement

Describe the problem to be addressed in the service area and how the problem relates to the purpose of the DV Mini-Grant Program. Describe in detail the gaps in services and how the target population is currently underserved in community the agency serves.

C. Target Population

Provide a description of the clearly defined target population to be served through the DV Mini-Grant project by the applicant during the grant period. The target population must include *one or more* of the identified special populations listed in the "Overview" section of this RFA and target community-based/non-residential clients.

Please also provide an estimate of how many individuals will be served during the grant period with CJCC funding.

Indicate the counties that will be served and the Congressional District(s) served by the project. Agencies can look up Congressional Districts at <https://www.govtrack.us/congress/members/GA>.

Provide a brief description of the county or counties that the applicant is proposing to serve through the DV Mini-Grant project.

D. Project Activities

1. Service Delivery

In this section, describe the services provided with DV Mini-Grant Program funding to achieve desired goals and objectives for the DV Mini-Grant Program.

Program services should include intervention, prevention, and awareness activities conducted in the proposed service area.

- a) Provide a description of the crisis call process for the specific proposed project.
- b) Provide a description of the intake/system entry process for clients served by the proposed project.
- c) Provide a description of the services and supports that will be provided to the target population that would be an expansion for the agency or services that would build upon and/or enhance current activities using these grant funds.
- d) Provide a description of the community outreach and awareness activities that will be conducted by the applicant in the proposed service area, in relation to this project.
- e) Briefly describe other services that are offered or provided by the applicant agency through other funding streams to demonstrate comprehensive services.

2. Community Partners

Describe the applicant's collaboration with community partners within the proposed service area as it relates to the project.

3. Staffing

Describe the primary roles and responsibilities for all project staff. Identify who will serve as the point of contact with CJCC during the grant period.

E. Data Collection and Evaluation

1. Describe how the applicant will meet the program deliverables listed in the RFA. State the goals of the proposed project. In addition, provide a detailed description of how the applicant will meet 2-3 suggested deliverables specifically related to the proposed project. *[Examples of suggested deliverables include, but are not limited to the following: percentage of participants who demonstrate an increase in knowledge regarding warning signs of domestic violence; an increased amount of collaborative partnerships established to serve the target population; number and type of services provided to the target population.]* At a minimum, state an estimate of the number of victims that will be served during the grant year for each goal and the anticipated resulting outcomes. Outcomes are defined as changes in attitudes, knowledge, skills, behaviors, and conditions. Goals must be specific, measurable, action-oriented, reasonable, and time-sensitive having performance indicators. Please prepare to explain in the evaluation plan section.
2. Describe the data collection methods for the project. Please describe what data the agency collects or will collect for the proposed project and how data is collected. Examples include intake forms and exit surveys staff or volunteers assist victims to complete. Also explain how the agency will know if it met its project goals.

Indicators of success typically include outcomes that restore or enhance victim safety and stability, increase knowledge of the criminal justice system, etc.

**CJCC will provide FVPSA database to collect aggregate numbers served by project.*

F. Sustainability

1. Provide a description of the applicant's financial sustainability plan for the DV Mini-Grant project.
2. Provide a description of the applicant's ability to maintain adequate cash flow for the project (for a minimum of 45 days) during the entire funding period.
3. List the potential state, federal, and or/private funding streams that have been identified for additional project support.

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 Match Requirement

All projects must submit a minimum funding match of 20% through cash and/or in-kind contributions. The sources of the match must be identified in the budget section of the application. Please note that volunteer hours are valued by the CJCC at \$12.00 per hour unless you submit a written request for higher rates to CJCC in your award packet. The requirements and limitations that apply to the use of federal funds also apply to the use of matching funds. Matching funds must be used only for the funded project during the grant period to support the identified goals, objectives, and activities. Thus, the matching funds cannot be used to support activities that are not concurrently supported by FVPSA Funds.

Formula for Match Calculation:

1) Total Project Budget x Match Requirement Percentage = Match Requirement

2) Total Project Budget – Match Requirement = Amount of Grant Request

Example 1: For a project with a total budget of \$100,000 and a 20% Match Requirement Percentage:

1) $\$100,000 \times 20\% = \$20,000$ (Match Requirement)

2) $\$100,000 - \$20,000 = \$80,000$ (Grant Request)

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 Allowable/Unallowable Costs

* Prorated share by program activity		
Budget Category	Description	
A. Personnel / Fringe	*Regular salaries, FICA, Employee Benefits; permanent hourly labor, temporary/casual labor	
B. Travel	Funds must be budgeted in compliance with State of GA Statewide Travel Regulations (e.g. mileage, meals, lodging, incidentals and airfare) and for business purposes (e.g. training, meetings, etc.)	
C. Equipment	Office equipment required on agency inventory and/or exceed \$5,000	
D. Supplies	Supplies (e.g. office supplies, postage, copier usage, training supplies, publications, audio/video, office furniture, computer software, educational/therapeutic supplies)	
E. Printing	Printed Items (e.g. letterhead/envelopes, business cards, training materials.)	
F. (1) Other Costs	*Office space lease and utilities, telephone, internet charges, pagers, cell phones, repairs/maintenance, insurance and bonding, dues & subscriptions, advertising, registration fees, client assistance	
F. (2) Consultant Fee	Service to be provided by individual. (e.g. 1 hour of therapy)	
F. (3) Contracts	Service to be procured by a contract.	
Type of Expense	Includes but not limited to	Category
Advertising	Cost to advertise, market program	Other Costs
Audit	*Fees associated with performance of an audit	Other Costs
Background Investigation	Background investigations on program staff and volunteers	Other Costs
Client Assistance/Transportation	Child care services, cost to transport participants to direct service activities, etc.	Other Costs
Computer Software	Expense for prepackaged software	Supplies
Computers, Laptops, Printers	Purchase of computers, laptops, printers <\$1,000 each item	Supplies
Community Involvement/Support	Community meeting expenses for Program involvement and planning	Other Costs
Contracts	Agreements for delivery of services evidenced by a written agreement	Contracts
Equipment (office)	Purchase of copier, computer, etc. that does not exceed \$5,000 for each item	Supplies
Equipment Maintenance/Repairs	Contracts for maintenance of equipment and costs of repairs	Other Costs
Evaluation	Evaluation evidenced by written agreement	Contracts

Fringe Benefits	Benefits associated with employees, health insurance, FICA, etc.	Personnel
Furniture	Purchase of office furniture > \$5,000 and required on agency inventory.	Equipment
Furniture	Purchase of office furniture < \$5,000	Supplies
Insurance/Bonding	Fidelity bonds on employees and hazard coverage on property	Other Costs
Meetings	Room rental, audio visual equipment	Other Costs
Consultant Fee	Fee services provided on an ongoing basis, direct service provider fees	Consultant Fee
Postage	Costs incurred in mailing materials	Supplies
Printing	Letterhead stationery, imprinted envelopes, material for participants	Printing
Salaries	Employee wages; hourly or salaried; permanent or temporary	Personnel
Scholarships	Educational assistance	Other Costs
Speaker Fee	One time fee for speaking	Contracts
Subscriptions/Memberships	Subscription to job-related publications, memberships in organizations	Other Costs
Supplies (Operations)	All types of consumable materials used in operations	Supplies
Supplies (Program)	Curricula, workbooks, videos	Supplies
Telecommunications/Telephone	*Telephone, internet charges, pagers, cell phones	Other Costs
Training/Conferences	Registration fees or tuition	Other Costs
Travel	Lodging, meals, use of vehicle for job-related activities mileage	Travel
Rent and Utilities	*Real estate rental and utilities (rent cannot be reimbursed by CJCC if the building is owned by grantee/subgrantee or if grantee/subgrantee has substantial financial interest in property)	Other Costs

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.