

REQUEST FOR APPLICATIONS (RFA): JA-FSA-0733-22

**Government of the District of Columbia
Department of Human Services
Family Services Administration**

Fiscal Year 2022

**Family Violence Prevention Program Shelter and Non-shelter Supportive Services
for
Survivors of Domestic /Intimate Partner /Dating Violence and their Dependents**



The District of Columbia, Department of Human Services, Family Services Administration invites the submission of applications for funding through the Family Violence Prevention Program to provide Emergency Shelter and Supportive Services; Non-Residential Counseling, Case Management, and Supportive Services; and Education and Outreach Services for survivors of domestic violence, intimate partner violence, and dating violence and their dependents.

Announcement Date: June 15, 2021

RFP Release Date: June 16, 2021

Pre-application Conference Date: June 30, 2021

Application Submission Deadline: July 19, 2021

LATE APPLICATIONS WILL NOT BE FORWARDED TO THE REVIEW PANEL

EXECUTIVE SUMMARY

The District of Columbia (District), Department of Human Services (DHS), Family Services Administration (FSA), is recompetiting the Family Violence Prevention and Services Program (FVPSA) funding for Fiscal Year (FY) 2022. DHS administers the federal FVPSA state grant for the District in partnership with the DC Coalition Against Domestic Violence (DCCADV). FVPSA provides funding to support the establishment, maintenance, and expansion of program and projects that 1) prevent incidents of family violence, domestic violence, and dating violence; 2) provide immediate shelter, supportive services, and access to community-based programs for survivors of family violence, domestic violence, or dating violence, and their dependents; and 3) to 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 [42 U.S.C. §10406].

Nearly 1 in 4 women and about 1 in 6 men will experience domestic violence at some point during their lifetime.¹

Domestic Violence (DV) is a world-wide epidemic affecting individuals in every community regardless of age, economic status, sexual orientation, gender, race, religion, or nationality. The effects of the trauma caused by DV can lead to life-long physical and mental health consequences including central nervous system problems, low birth weight in babies born to those who experienced IPV during pregnancy, higher risk of contracting STDs, and mental health conditions such as depression, self-harm, and suicide.² In the District, DV is one of the leading causes of homelessness. The District's 2020 Point-in-Time Count of Persons Experiencing Homelessness shows that over one-third of adults in families and twenty percent (20%) of unaccompanied single adults experiencing homelessness also report a history of DV. Forty percent (40%) of these individuals are reporting DV as the cause of their most recent episode of homelessness.³

Survivors of DV are also more likely to experience financial instability. Economic abuse is commonly used by perpetrators of DV to control their partner or prevent their partner from leaving the relationship. Perpetrators may control their partner's ability to access money or financial benefits, or they may purposefully sabotage their partner's employment, credit score, or ability to be self-sufficient. For these reasons, survivors may rely on financial assistance or support after leaving an abusive relationship or may need access to economic support to be able to leave their abusive partner.⁴

This funding opportunity is divided into three categories of services: 1) emergency shelter and supportive services; 2) non-residential counseling, case management, and supportive services; and 3) education and outreach services for survivors of domestic violence, intimate partner violence,

¹ DC Coalition Against Domestic Violence. <https://dccadv.org/resources/fact-sheets-and-statistics/>

² de Boynville. Screening for Domestic Violence in Health Care Settings. <https://aspe.hhs.gov/report/screening-domestic-violence-health-care-settings#:~:text=Universal%20Screening%3A%20In%20this%20brief,risk%20factors%20or%20warning%20signs.>

³ Metropolitan Washington Council of Governments. Homelessness in Metropolitan Washington: Results and Analysis from the Annual Point-in-Time (PIT) Count of Persons Experiencing Homelessness. file:///C:/Users/madeleine.solan/Downloads/2020_PIT_report_FINAL_rev_6-22-20.pdf

⁴ Institute for Women's Policy Research. *Intersections of Domestic Violence and Economic Security*. Accessed at <https://iwpr.org/wp-content/uploads/2017/01/B362-Domestic-Violence-and-Economic-Security-1.pdf>

and dating violence and their dependents. No income eligibility standard may be imposed upon individuals with respect to eligibility for assistance or services supported with funds appropriated to carry out this chapter. No fees may be levied for assistance or services provided with funds appropriated to carry out this chapter [42 U.S.C. §10406 (c) (3)].

Funding Opportunity Title:

Family Violence Prevention Program Shelter and Non-shelter Supportive Services for Survivors of Domestic /Intimate Partner /Dating Violence and their Dependents

Funding Opportunity Number:

JA-FSA-073322

Due Date for Applications:

July 15, 2021

Anticipated Total Available Funding:

\$730,394.00

Category Name	Amount	Expected # of
Awards		
Emergency Shelter and Supportive Services	\$511,275.80	Up to 2
Non-residential Counseling and Case Management	\$149,962.74	Up to 2
Education and Outreach	\$69,155.46	Up to 3
TOTAL	\$730,394.00	

Estimated Number of Awards:

Up to 7 awards.

Estimated Award Amount:

The amount will be determined based on the scope of the work proposed.

Award Period:

One base year and 2 option years.

Eligible Applicants:

To be eligible to receive a subgrant from a State under 42 U.S.C. § 10408 (c), an entity shall be— (1) a local public agency, or a nonprofit private organization (including faith-based and charitable organizations, community-based organizations, tribal organizations, and voluntary associations), that assists victims of family violence, domestic violence, or dating violence, and their dependents, and has a documented history of effective work concerning family violence, domestic violence, or dating violence; or (2) a partnership of 2 or more agencies or organizations that includes— (A) an agency or organization described in paragraph (1); and (B) an agency or organization that has a demonstrated history of serving populations in their communities, including providing culturally appropriate services.

NOTICE
PRE-APPLICATION CONFERENCE
ATTENDANCE IS RECOMMENDED

**Family Violence Prevention Program Shelter and Non-Shelter Supportive Service
for**

Survivors of Domestic Violence in the District of Columbia

RFP: JA-FSA-0733- 22

WHEN: June 30, 2021

WHERE: WebEx

TIME: 11 a.m. – 1:00 p.m. EDT

CONTACT PERSON: Christian Howard
Department of Human Services
Family Services
Administration
64 New York Avenue, NE,
Washington, DC 20002
202-262-9416

Please RSVP to attend the Pre-Application Conference: no later than June 29, 2021. You may RSVP to Christian Howard by email to christian.howard@dc.gov.

Request for Proposal
Family Violence Prevention Services

CHECKLIST FOR APPLICATIONS

Family Violence Prevention Program Shelter and Non-Shelter Supportive Service for Survivors of Domestic Violence in the District of Columbia

- ☐ The applicant organization/entity has responded to all sections of the Request for Application (RFA).
- ☐ The Applicant Profile (found in Attachment “A”) contains all the information requested and is placed at the front of the application.
- ☐ The Certifications and Assurances listed in Attachment B & C are complete and contain the requested information.
- ☐ The application is submitted with two original receipts, found in Attachment D, attached to the outside of the envelope or package for DHS/FSAs’ approval upon receipt.
- ☐ The Work Plan is complete and complies with the format found in Attachment E of the RFA.
- ☐ The Staffing Plan is complete and complies with the format found in Attachment F of the RFA.
- ☐ The Program Budget is complete and complies with the format found in Attachment G of the RFA. The budget narrative is complete and describes the category of items proposed.
- ☐ The applicant organization/entity has referenced Definitions pertaining to this grant found in Attachment H of the RFA.
- ☐ The applicant has read and signed the Statement of Confidentiality found in Attachment I of the RFA and has submitted signed copies for all staff who will work on this project.
- ☐ Applicant organizations/entities pursuing this opportunity as a collaborative effort have completed and submitted a Collaboration Commitment Form, found in Attachment J of the RFA, for each collaborative partnership entered into.
- ☐ The application is printed on 8 ½ by 11-inch paper, single-spaced, on one side, using Times New Roman 12 point-type with one-inch margins.
- ☐ The program narrative section is complete and conforms to a 20-page limit for this section of the RFA submission.
- ☐ The applicant is submitting an original copy of the application: the required original and four (4) copies.
- ☐ The application format conforms to the guide listed in Section VI Application Format listed on page 34 of the RFA.

- ❑ The appropriate appendices, including program descriptions, staff qualifications, individual resumes, licenses, and other supporting documentation are enclosed.
- ❑ The application is submitted to DHS/FSA no later than 5:00 p.m., EDT, on the deadline date of **July 19, 2021.**

TABLE OF CONTENTS

EXECUTIVE SUMMARY	2
PRE-APPLICATION CONFERENCE.....	4
CHECKLIST FOR APPLICATIONS	5
TABLE OF CONTENTS.....	7
SECTION I GENERAL INFORMATION	10
1.1 Introduction	10
1.2 Target Population	10
1.3 Eligible Organizations/Entities.....	10
1.4 Source of Grant Funding	11
1.5 Award Period.....	11
1.6 Grant Awards and Amounts	11
1.7 Match Requirement	11
1.8 Purpose of this Grant	12
1.9 Service Delivery Guidelines.....	12
1.10 Definitions	13
1.11 Anti-Deficiency Considerations	17
1.12 Permissible Use of Grant Funds	17
1.13 Competition for a Grant Award.....	18
1.14 Grant Monitoring.....	18
1.15 General Terms and Conditions.....	19
1.16 DHS's Authority to Make Grants.....	19
1.17 Contact Person.....	19
1.18 Updates	19
1.19 Pre-Application Conference	19
1.20 Deadline Date	20
SECTION II PROGRAM SCOPE.....	21
2.1 General Requirements	21
2.1.1 Geographic Area Served.....	21
2.1.2 Client Confidentiality.....	21
2.1.3 Data Quality	23
2.1.4 Coordination and Communication with DHS/FSA	23
2.2 CATEGORY A: Emergency Shelter and Supportive Services Requirements.....	23
2.2.A.1 Overview	23
2.2.A.2.Target Population.....	23
2.2.A.3 Included Services	23
2.2.A.4 Work Plan	24

2.2.A.5 Program-Specific Goals, Objectives, and Outcomes	24
2.2.A.6 Reporting Requirements	24
2.3 CATEGORY B: Nonresidential Counseling, Case Management, and Supportive Services	26
2.3.B.1 Overview	26
2.3.B.2 Target Population	26
2.3.B.3 Included Services	26
2.3.B.4 Work Plan.....	28
2.3.B.5 Program-Specific Goals, Objectives, and Outcomes	28
2.3.B.6 Reporting Requirements.....	28
2.4 CATEGORY C: Education and Outreach Service Requirements.....	30
2.4.C.1 Overview	30
2.4.C.2 Target Population	30
2.4.C.3 Required Services.....	30
2.4.C.4 Work Plan.....	31
2.4.C.5 Program-Specific Goals, Objectives, and Outcomes	31
SECTION III GENERAL PROVISIONS	34
3.1 Payment Provisions	34
3.2 Insurance	34
3.3 Audits	34
3.4 Nondiscrimination in the Delivery of Services	35
3.5 Conflicts of Interest	35
3.6 Staff Requirements	36
3.7 Facility Requirements.....	37
3.8 Performance Standards and Quality Assurance	39
3.9 Records and Record Keeping	40
3.10 Evaluation.....	40
3.11 Grant Termination	41
3.12 Rights to Data.....	41
3.13 Compliance with Tax Obligations.....	41
3.14 Award Process	41
3.15 Security Certifications	41
SECTION IV APPLICATION FORMAT	43
4.1 Description of Application Sections	43
4.2 Applicant Profile.....	43
4.3 Table of Contents.....	43
4.4 Applicant Summary (Maximum 3 pages).....	43
4.5 Project Narrative (Maximum 12 pages)	43
4.6 Program Budget and Budget Narrative.....	44
4.7 Certifications and Assurances.....	44
4.8 Appendices	45
SECTION V REVIEW AND SCORING OF APPLICATIONS.....	46

5.1 Review Panel	46
5.2 Scoring Criteria – Category A: Emergency Shelter and Supportive Services	46
Criterion A: Program Design (Total 50 Points)	46
Criterion B: Organizational Capability and Relevant Experience (Total 20 Points)	46
Criterion C: Budget and Budget Narrative (Total 20 Points)	47
Criterion D: Confidentiality, Data, and Reporting (Total 10 Points).....	47
5.3 Scoring Criteria – Category B: Nonresidential Counseling, Case Management, and Supportive Services	47
Criterion A: Program Design (Total 50 Points)	47
Criterion B: Organizational Capability and Relevant Experience (Total 20 Points)	48
Criterion C: Budget and Budget Narrative (Total 20 Points)	48
Criterion D: Confidentiality, Data, and Reporting (Total 10 Points).....	49
5.4 Scoring Criteria – Category C: Education and Outreach Services.....	49
Criterion A: Program Design (Total 50 Points)	49
Criterion B: Organizational Capability and Relevant Experience (Total 20 Points)	49
Criterion C: Budget and Budget Narrative (Total 20 Points)	50
Criterion D: Confidentiality, Data, and Reporting (Total 10 Points).....	50

Section VI	LIST OF ATTACHMENTS	51
	Attachment A: Applicant Profile.....	52
	Attachment B: Certifications	53
	Attachment C: Assurances	57
	Attachment D: Original Receipt.....	60
	Attachment E: Work Plan.....	61
	Attachment F: Staffing Plan	62
	Attachment G: Budget.....	63
	Attachment H: Monthly Reports	64
	Attachment I: Collaboration Commitment Form	68
	Attachment J: Statement of Confidentiality	69
	Attachment K: Client Satisfaction Survey	70
	Attachment L: Collecting Outcome Evaluation Data.....	71
	Attachment M: Annual Report to Send to FVPSA Administrator	75

SECTION I GENERAL INFORMATION

1.1 Introduction

The District of Columbia (District), Department of Human Services (DHS), Family Services Administration (FSA), is soliciting the Family Violence Prevention and Services Program (FVPSA). DHS administers the federal FVPSA state grant for the District in partnership with the DC Coalition Against Domestic Violence (DCCADV). FVPSA provides funding to support the establishment, maintenance, and expansion of program and projects that 1) prevent incidents of family violence, domestic violence, and dating violence; 2) provide immediate shelter, supportive services, and access to community-based programs for survivors of family violence, domestic violence, or dating violence, and their dependents; and 3) to 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 [42 U.S.C. §10406].

This funding opportunity is divided into three categories of services 1) emergency shelter and supportive services; 2) non-residential counseling, case management, and supportive services; and 3) education and outreach services for survivors of domestic violence, intimate partner violence, and dating violence and their dependents.

FVPSA is authorized under the Family Violence and Prevention Services Act of 1984 (FVSPA), as amended (Pub. L. No. 98-457; 42 U.S.C.

1.2 Target Population

Family Violence Prevention Services (FVPSA) funding is aiming to fund programs that serve survivors or potential survivors of domestic violence and their dependents. The population includes survivors and potential survivors of domestic violence including married or cohabitating adults, families with children dependents, single unaccompanied adults, adolescents, lesbian, gay, bisexual, transgender, queer, questioning, intersex, asexual, and gender nonconforming (LGBTQIAGNC) community, and the elderly.

1.3 Eligible Organizations/Entities

To be eligible to receive a subgrant from a State under this section, an entity shall be— (1) a local public agency, or a nonprofit private organization (including faith-based and charitable organizations, community-based organizations, tribal organizations, and voluntary associations), that assists victims of family violence, domestic violence, or dating violence, and their dependents, and has a documented history of effective work concerning family violence, domestic violence, or dating violence; or (2) a partnership of 2 or more agencies or organizations that includes— (A) an agency or organization described in paragraph (1); and (B) an agency or organization that has a demonstrated history of serving populations in their communities, including providing culturally appropriate services. [42 U.S.C. §10408 (c)]

1.4 Source of Grant Funding

The funds made available through the Federal United States Department of Health and Human Services, Administration for Children and Families, Family Violence Prevention Services Act (FVPSA) Grant. DHS administers the federal FVPSA state grant for the District and sub-grants in accordance with Title 1, Chapter 50 of the District of Columbia Municipal Regulations; 45 CFR § 1370: Subpart B, State and Indian Tribal Grants and 45 CFR §75.352: Requirements for pass-through entities including the Subrecipient Monitoring and Management requirements described in subpart D, 45 CFR §75.351 through §75.353 and the ACF General Terms and Conditions for Mandatory Awards, *Term 1(a)(iii)(2)*, *Term 15*, and *Term 19*.

1.5 Award Period

This grant is being offered for one year with an option to renew for two additional years. The grant will begin on October 1, 2021 or as soon as possible thereafter and continue through September 30, 2022.

1.6 Grant Awards and Amounts

The grant funding shall be provided under three categories. Applicants may apply for funding in multiple categories.

Category Name	Amount	Expected # of
Awards		
Emergency Shelter and Supportive Services	\$511,275.80	Up to 2
Non-residential Counseling and Case Management	\$149,962.74	Up to 2
Education and Outreach	\$69,155.46	Up to 3
TOTAL	\$730,394.00	

1.7 Match Requirement

The prospective Grantees receiving FVPSA funding are subject to a match requirement under this solicitation. According to 42 U.S.C. §10406(c)(4), the non-Federal contribution required is no less than \$1 for every \$5 (i.e., 20 percent) of Federal funds provided under the grant. The non-Federal contributions may be in cash or in-kind. When submitting a proposal, the Grantee(s) are expected to indicate how they match this requirement.

Sources of Matched Leveraged Resources:

- A. Cash: any funds that come from private or (non-federal) public sources that support program activities.
- B. In-kind: contribution of time, service, or goods made by a donor to help support the operations or services provided by your organization and real property (land or buildings) owned or leased by the provider that house or support program activities.

1.8 Purpose of this Grant

The Federal Family Violence Prevention and Services Act (FVPSA) is to prevent incidents of family violence, domestic violence, and dating violence by providing immediate shelter and supportive services for adult and youth victims of family violence, domestic violence, or dating violence (and their dependents), and that may provide prevention services to prevent future incidents of family violence, domestic violence, and dating violence. First authorized in 1984 and administered by the U.S. Department of Health and Human Services, FVPSA is the only federal funding source dedicated to domestic violence shelters and programs. The Family Violence Prevention and Services (FVPSA) formula grants to states and territories fund more than 1,600 local public, private, nonprofit, and faith-based organizations and programs demonstrating effectiveness in the field of domestic violence services and prevention.

DHS administers the FVPSA formula grant for the District of Columbia in partnership with the DC Coalition Against Domestic Violence (DCCADV). The DCCADV purpose is to provide education, support, and technical assistance to such service providers to enable the providers to establish and maintain shelter and supportive services for victims of domestic violence and their dependents; and serves as an information clearinghouse, primary point of contact, and resource center on domestic violence for the District and supports the development of policies, protocols, and procedures to enhance domestic violence intervention and prevention in the District.

The Family Violence Prevention Program seeks to provide:

- 1) Emergency Shelter and other supportive services for survivors of domestic violence and their dependents.
- 2) Non-residential Counseling and Case management and supportive services.
- 3) Education and Outreach Services to increase public awareness about the prevalence of domestic violence, intimate partner violence, and dating violence.

1.9 Service Delivery Guidelines

Domestic violence is the willful intimidation, coercion, physical assault, battery, sexual assault, and/or other abusive behavior as part of a systematic pattern of power and control perpetrated by one intimate partner against another. It can include physical violence, sexual violence, psychological violence, and financial, spiritual, and emotional abuse. The frequency and severity of domestic violence can vary dramatically; however, the one constant component of domestic violence is one partner's consistent efforts to maintain power and control over the other.

Inclusion

Domestic violence is an epidemic affecting individuals in every community regardless of age, economic status, sexual orientation, gender, race, religion, or nationality. It is often accompanied by emotionally abusive and controlling behavior that is a systematic pattern of dominance and control. Domestic violence can result in physical injury, psychological trauma, homelessness, financial instability, and in severe cases, even death. The devastating physical, emotional, and psychological consequences of domestic violence can occur generations and last a lifetime.

Empowerment

DHS is committed to promoting the empowerment of survivors by providing information about Domestic/Intimate Partner violence, available options, and community resources so that survivors can make

informed decisions for themselves and their dependents. The Family Violence Prevention Program (FVPP) under DHS is committed to treating survivors with dignity and respect and to providing them the support and advocacy necessary to realize their right to self-determination.

Trauma-Informed

DHS is also committed to providing services that are survivor-centered and trauma-informed. Trauma-informed describes an approach that recognizes the pervasiveness and impact of trauma on survivors, staff, organizations, and communities, and ensures that this understanding is incorporated into every aspect of an organization's administration, culture, environment, and service delivery. A trauma-informed organization actively works to decrease re-traumatization and support resilience, healing, and well-being through a person-centered approach and honor survivors' confidentiality and choice. Additionally, trauma-informed organizations recognize ongoing and historical experiences of discrimination and oppression and are committed to changing the conditions that contribute to the existence of abuse and violence in people's lives. A trauma-informed approach provides guidance on how trauma can affect people's experience of services and choices in their life and how we can reduce re-traumatization at every level of the organization.

Voluntary Services

The receipt of emergency shelter and receipt of all supportive services shall be voluntary. Similarly, the receipt of shelter cannot be conditioned on participation in other services, such as, but not limited to counseling, parenting classes, mental health or substance use disorders treatment, pursuit of specific legal remedies, or life skill classes. Additionally, programs cannot impose conditions for admission to shelter by applying inappropriate screening mechanisms, such as criminal background checks, sobriety requirements, requirements to obtain specific legal remedies, or mental health or substance use disorder screenings. An individual's or family's stay in shelter cannot be conditioned upon accepting or participating in services.

1.10 Definitions

Adolescents: Residents of the District of Columbia who are between the ages of 13 and 20.

Asian/Pacific Islanders: Residents of the District of Columbia who migrated or whose ancestors migrated and who identify themselves as part of a Chinese, Japanese, Korean, Vietnamese or other Pacific-rim island and/or community

Case Management: A joint collaboration with survivors that is survivor-centered and uses trauma informed methods to assess, coordinate, plan, implement, monitor, and evaluate the choices and services required to meet a client's health, wellness and human service needs

Counseling: An individualized supportive service for persons impacted by crime who are experiencing intense difficulty or emergency, related to crime victimization.

Culturally Sensitive/Culturally Competent: The ability of practitioners to function effectively in the context of racial, ethnic, religious, or cultural differences by responding to the unique strengths and concerns of families. Differences in race, ethnicity, language, nationality, or religion among various groups within a community. A community is said to be culturally diverse if its residents include members of different groups.

Dating Violence: Dating violence includes violence committed by a person who is or has been in a

social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the following factors: The length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. This part of the definition reflects the definition also found in Section 40002(a) of VAWA (as amended), 42 U.S.C. 13925(a), as required by FVPSA. Dating violence also includes but is not limited to the physical, sexual, psychological, or emotional violence within a dating relationship, including stalking. It can happen in person or electronically, and may involve financial abuse or other forms of manipulation which may occur between a current or former dating partner regardless of actual or perceived sexual orientation or gender identity.

Domestic / Intimate Partner Violence (DV / IPV): Domestic/Intimate Partner Violence is a felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or [family violence](#) laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's [acts](#) under the domestic or [family violence](#) laws of the jurisdiction. This definition also reflects the statutory definition of “domestic violence” found in Section 40002(a) of VAWA (as amended), [42 U.S.C. 13925\(a\)](#). This definition also includes but is not limited to criminal or non-criminal [acts](#) constituting intimidation, control, coercion and coercive control, emotional and psychological abuse and behavior, expressive and psychological aggression, financial abuse, harassment, tormenting behavior, disturbing or alarming behavior, and additional [acts](#) recognized in other Federal, Tribal [State](#), and local laws as well as [acts](#) in other Federal regulatory or sub-regulatory guidance. This definition is not intended to be interpreted more restrictively than FVPSA and VAWA but rather to be inclusive of other, more expansive definitions. The definition applies to individuals and relationships regardless of actual or perceived sexual orientation or gender identity.

Education: Providing presentations to a defined population on crime victimization issues, activities aimed at stopping victimization, or enabling the participation of citizens and communities in developing strategies to and implement solutions to crime and victimization. Presentations are aimed at increasing knowledge of the participants.

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 and emotional injury and (b) is committed by a person against another individual (including an elderly person), to or with whom such person is or was related by blood or marriage, or is or was otherwise legally related, or is or was lawfully residing.

Fleeing Domestic Violence/Intimate Partner Violence: Describes a situation where a person is currently escaping or attempting to escape DV and the person has no other residence or lacks the resources or support networks to obtain other permanent housing.

Group Supportive Counseling: is providing voluntary and confidential, regular facilitated group meetings of clients with a supportive and/or educational focus. Group is defined as two or more unrelated clients

Individual Supportive Counseling: is providing voluntary and confidential one-on-one counseling

to a client through a professional relationship that focuses on emotional and practical support to address the effects of domestic violence. Include crisis intervention, safety planning, individual counseling, and peer counseling. Do not include brief encounters such as distribution of toiletries, giving out a survey to complete, etc.

Latino: Residents of the District of Columbia who migrated or whose ancestors migrated from Central or South American and who identify as part of a Latino community.

Offender: The person who perpetrated the violence or who uses harm to control another person.

Outreach: Providing information to the community at large on crime victimization issues and promoting services available for victims. Activities may include using social media to raise awareness, tabling at a community event, or distributing materials.

Personally Identifying Information (PII): Means information that can be used to distinguish or trace an individual's identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual. Some information that is considered to be PII is available in public sources such as telephone books, public Web sites, and university listings. This type of information is considered to be Public PII and includes, for example, first and last name, address, work telephone number, email address, home telephone number, and general educational credentials. The definition of PII is not anchored to any single category of information or technology. Rather, it requires a case-by-case assessment of the specific risk that an individual can be identified. Non-PII can become PII whenever additional information is made publicly available, in any medium and from any source, that, when combined with other available information, could be used to identify an individual.

Safety Planning: Providing guidance and strategies for victims that, if implemented, may reduce the odds of physical or emotional harm.

Seniors: Residents of the District of Columbia who are 60 years of age or older.

Shelter: The provision of temporary refuge in conjunction with supportive services in compliance with applicable State or Tribal law or regulations governing the provision, on a regular basis, of shelter, safe homes, meals, and supportive services to victims of family violence, domestic violence, or dating violence, and their dependents. State and Tribal law governing the provision of shelter and supportive services on a regular basis is interpreted by ACF to mean, for example, the laws and regulations applicable to zoning, fire safety, and other regular safety, and operational requirements, including State, Tribal, or local regulatory standards for certifying domestic violence advocates who work in shelter. This definition also includes emergency shelter and immediate shelter, which may include housing provision, rental subsidies, temporary refuge, or lodging in properties that could be individual units for families and individuals (such as apartments) in multiple locations around a local jurisdiction, Tribe/reservation, or State; such properties are not required to be owned, operated, or leased by the program. Temporary refuge includes a residential service, including shelter and off-site services such as hotel or motel vouchers or individual dwellings, which is not transitional or permanent housing, but must also provide comprehensive supportive services. The mere act of making a referral to shelter or housing shall not itself be considered provision of shelter. Should other jurisdictional laws conflict with this definition of temporary refuge, the definition which provides more expansive housing accessibility governs. or

Tribal law or regulations governing the provision, on a regular basis, of shelter, safe homes, meals, and supportive services to victims of family violence, , domestic violence, or dating violence, and their dependents. State and Tribal law governing the provision of shelter and supportive services on a regular basis is interpreted by ACF to mean, for example, the laws and regulations applicable to zoning, fire safety, and other regular safety, and operational requirements, including State, Tribal, or local regulatory standards for certifying domestic violence advocates who work in shelter. This definition also includes emergency shelter and immediate shelter, which may include housing provision, rental subsidies, temporary refuge, or lodging in properties that could be individual units for families and individuals (such as apartments) in multiple locations around a local jurisdiction, Tribe/reservation, or State; such properties are not required to be owned, operated, or leased by the program. Temporary refuge includes a residential service, including shelter and off-site services such as hotel or motel vouchers or individual dwellings, which is not transitional or permanent housing, but must also provide comprehensive supportive services. The mere act of making a referral to shelter or housing shall not itself be considered provision of shelter. Should other jurisdictional laws conflict with this definition of temporary refuge, the definition which provides more expansive housing accessibility governs.

Supportive Services: The term “supportive services” means services for adult and youth victims of family violence, domestic violence, or dating violence, and dependents exposed to family violence, domestic violence, or dating violence, that are designed to— (A) meet the needs of such victims of family violence, domestic violence, or dating violence, and their dependents, for short term, transitional, or long-term safety; and (B) provide counseling, advocacy, or assistance for victims of family violence, domestic violence, or dating violence, and their dependents.

Survivor: The person who has experienced domestic/intimate partner/dating violence. Best practice is to defer to the term the individual most identifies with.

Trauma-Informed: A term used to describe organizations and practices that incorporate an understanding of the pervasiveness and impact of trauma, including an understanding that a person is the expert of their own trauma. These organizations and practices are designed to reduce re-traumatization, support healing and resiliency, promote safety for survivors and staff, and recognize the root causes of oppression, abuse and violence.

Underserved Populations: Populations who face barriers in accessing and using victim services, and includes populations underserved because of geographic location, religion, sexual orientation, gender identity, underserved racial and ethnic populations, and populations underserved because of special needs including language barriers, disabilities, immigration status, and age. Individuals with criminal histories due to victimization and individuals with substance use disorders and mental health issues are also included in this definition. The reference to racial and ethnic populations is primarily directed toward racial and ethnic minority groups (as defined in section 1707(g) of the Public Health Service Act (42 U.S.C. 300(u-6)(g)), which means American Indians (including Alaska Natives, Eskimos, and Aleuts); Asian American; Native Hawaiians and other Pacific Islanders; Blacks and Hispanics. The term “Hispanic” or “Latino” means individuals whose origin is Mexican, Puerto Rican, Cuban, Central or South American, or any other Spanish-speaking country.

Unduplicated Count: Number of primary victims served (adult and youth). Instructions on how to count shelter and non-shelter services are provided with the reporting forms. A client can only be counted once by a program but a separate program who also served that client can also count that

client during the period of performance October 1 – September 30.

Unusual Incident Report: An Unusual Incident is an alleged, suspected, or actual event or occurrence involving a DHS client, a DHS contractor client, employee, Provider, sub-Provider, or volunteer that adversely affects or compromises the integrity of DHS programs or which threatens the health or safety of a DHS customer, District employee or the general public, or District property.

Examples of unusual incidents include, but are not limited to, the following:

- 1) Abuse or Neglect;
- 2) Assault and/or Injury;
- 3) Death;
- 4) Discrimination;
- 5) Facility maintenance or repair of District property that are sudden serious problems in the physical facility;
- 6) Threats;
- 7) Possession or use of controlled substances by DHS employees, customers or Providers, while on duty or on government property;
- 8) Unexplained absence of a client (e.g. Missing Person reported to MPD);
- 9) Physical, sexual, or verbal abuse of a client by staff or other clients;
- 10) Staff negligence or employee misconduct, such as suspected fraud, harassment, or conflict of interest; gross mismanagement, gross misuse or waste of public resources or funds; abuse of authority in connection with the administration of a public program or the execution of a public contract; a significant violation of a federal, state, or local law, or regulation, or terms of a contract between the District government and a District government Provider which is not of a technical or minimal nature; or a substantial and specific danger to the public health and safety;
- 11) Fire;
- 12) Theft;
- 13) Vehicle accidents or destruction of, or damage to, government property;
- 14) Any incident requiring the services of law enforcement, medical staff or fire personnel;
- 15) Privacy or Health Insurance Portability Accountability Act (HIPAA) Violations;
- 16) Client behavior requiring attention of staff not usually involved in their care.

1.11 Anti-Deficiency Considerations

The commitment to fulfill financial obligations of any kind pursuant to any and all provisions of a grant award, or any subsequent award shall remain subject to the provisions of (i) the federal Anti-Deficiency Act, 31 D.S.C. §§1341, 1342, 1349, 1351, (ii) the District of Columbia Anti-Deficiency Act, D.C. Official Code §§ 47-355.01-355.08 (2001), (iii) D.C. Official Code § 47-105 (2001), and (iv) D.C. Official Code § 1-204.46 (2006 Supp.), as the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

1.12 Permissible Use of Grant Funds

Funds awarded to eligible entities under subsection § 10408 (a) shall be used to provide shelter, supportive services, or prevention services to adult and youth victims of family violence, domestic violence, or dating violence, and their dependents, which may include—

- A. 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; (B) assistance in developing safety plans, and supporting efforts of victims of family violence, domestic violence, or dating violence to make decisions related to their ongoing safety and well-being;
- B. provision of 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;
- C. 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;
- D. provision of culturally and linguistically appropriate services;
- E. provision of services for children exposed to family violence, domestic violence, or dating violence, including age-appropriate counseling, supportive services, and services for the nonabusing parent that support that parent's role as a caregiver, which may, as appropriate, include services that work with the nonabusing parent and child together;
- F. 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— (i) assistance in accessing related Federal and State financial assistance programs; (ii) legal advocacy to assist victims and their dependents; (iii) 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; (iv) assistance locating and securing safe and affordable permanent housing and homelessness prevention services;

1.13 Competition for a Grant Award

This RFA is competitive. Each Applicant must demonstrate its ability to carry out the activities for the grant for which it applies (called a “project”). A review panel consisting of Office of Victim Services and Justice Grants, Department of Human Services, DC Coalition Against Domestic Violence, and other subject matter experts as needed will evaluate the applications for each advertised grant according to the stated list of criteria in each project's description. The proposal(s) with the highest score(s) will be awarded the grant. Specifically, grant awards will be made based on eligibility (Section 1.3), the extent to which the proposed project fits within the scope and available funding of the grant, the strength of the application, and the organization's capacity to achieve the grant's goals.

1.14 Grant Monitoring

In its sole discretion, DHS/FSA may use several methods to monitor the grant, including site visits, periodic financial reports, and the collection of performance data. During such visits, the Grantee is required to provide such access to its facilities, transportation, records, clients, with exemption of confidentiality requirements outlined in 45 CFR § 1370.4 and staff as may be necessary for monitoring purposes. The Department will interview the participants to get their feedback on the efficacy of the case management services being provided. DHS provides grant monitoring in partnership with the DC Coalition Against Domestic Violence to conduct oversight of grantees.

1.15 General Terms and Conditions

“Appendix: General Terms and Conditions” is incorporated by reference in this RFA. Applicants and Grantees must comply with all applicable terms and conditions outlined in the appendix.

1.16 DHS’s Authority to Make Grants

DHS has grant-making authority under:

- Family Violence Prevention and Services Act (FVPSA) of 1984, effective October 9, 1984 (pub.l.no. 98-457; 42 U.S.C. §§ 10401, *et seq.*)
- Title 1, Chapter 50 of the District of Columbia Municipal Regulations; and any other applicable local and federal laws, regulations, and policies.
- *Section 30 of the Homeless Services Reform Act (HSRA) of 2005*, effective October 22, 2005 (D.C. Law 16-35; D.C. Official Code §§ 4-756.01(a), *et seq.*), as amended, and Mayor’s Order 2007-80 dated April 2, 2007.

1.17 Contact Person

For further information, please contact:

Christian Howard,
FVPSA Administrator
District of Columbia
Department of Human Services
Family Services Administration
64 New York Avenue, N E, 6th
Floor Washington, DC 20002
202-262-9416

1.18 Updates

In order to receive updates and/or addenda to this RFA, or other related information, applicants who obtain this RFA through the Internet are advised to immediately email the following information to Christian Howard, FVPSA Administrator at Christian.howard@dc.gov.

- Name of applicant organization
- Contact person
- Mailing address
- Telephone and fax numbers
- Email address

1.19 Pre-Application Conference

The Pre-Application Conference will be held virtually by Department of Human Services, on **Monday, June 30, 2021 from 11:00a.m. to 1:00 p.m. EDT**. The meeting will be held via WebEx link provided on DHS website.

1.20 Deadline Date

The RFA will be issued on **Friday, June 16, 2021**. The Pre-Application Conference will be held on **June 30, 2021**. The deadline for submissions of all applications is **July 19, 2021 at 5:00 p.m. EDT**.

Applications must be submitted to Christian Howard at christan.howard@dc.gov. All applicants should receive a confirmation email. **NO SUBMISSIONS WILL BE ACCEPTED AFTER 5:00 p.m. EDT on July 19, 2021.**

SECTION II

PROGRAM SCOPE

Overview

The Family Violence Prevention and Services Act (FVPSA) supports lifesaving services including emergency shelters, crisis hotlines, counseling, and programs for underserved communities throughout the United States. First authorized in 1984 and administered by the U.S. Department of Health and Human Services, FVPSA is the only federal funding source dedicated to domestic violence shelters and programs. The Family Violence Prevention and Services (FVPSA) formula grants to states and territories fund more than 1,600 local public, private, nonprofit, and faith-based organizations and programs demonstrating effectiveness in the field of domestic violence services and prevention.

DHS administers the FVPSA formula grant for the District of Columbia in partnership with the DC Coalition Against Domestic Violence (DCCADV).

The grant funding will be used to support three categories of services:

- 1) Providing shelter and supportive services to survivors of domestic violence/intimate partner violence/dating violence and their dependents.
- 2) Providing counseling and case management services to survivors of domestic violence/intimate partner violence/dating violence and their dependents.
- 3) Increasing public awareness about the prevalence of domestic violence, intimate partner, and dating violence through education and outreach services.

All applicants must designate which funding category they are applying for. Applicants can apply for multiple funding categories. **If applicants are applying for more than one category of services, applicants must submit a separate narrative for each category of service proposed (to include specific experience, staffing model, service model, and budget proposal).**

2.1 General Requirements

2.1.1 Geographic Area Served

The Grantee shall provide services described herein within the District of Columbia.

2.1.2 Client Confidentiality

All Grantees shall maintain client confidentiality at all times by restricting the use of disclosure of information concerning service and/or service participants, informing clients of any request for information, and before releasing any information requiring a signed, voluntary, time-limited, written client consent that includes a statement informing individuals that opting not to sign the release does not prohibit or restrict their access to services. Client record confidentiality and disclosure must conform to all state and federal confidentiality provisions including in accordance with The District of Columbia Public Assistance Act of 1982, as amended, (D.C. Law 4-101; D.C. Official Code § 4-209.04); the Homeless Services Reform Act of 2005, as amended, effective October 22, 2005 (D.C. Law 16-35; D.C. Official Code § 4-754.11(7)); and the Adult Protective Service Act of 1984, as amended (D.C. Law 5-156; D.C. Official Code § 7-1903), the Family Violence Prevention and Services Act (FVPSA), 42 U.S.C. 10406(c)(5), and any other applicable District and federal confidentiality laws.

(a) Consistent with the Family Violence Prevention and Services Act regulations at 45 CFR § 1370.4, in order to ensure the safety of adult, youth, and dependents of family violence, domestic violence, or dating violence, and their families, Providers shall protect the confidentiality and privacy of such victims and their families. Subject to paragraphs (c), (d), and (e) of this section, Providers shall not—

- (1) Disclose any personally identifying information (as defined in 45 CFR § 1370.2) collected in connection with services requested (including services utilized or denied) through grantees' and subgrantees' programs;
- (2) Reveal any personally identifying information without informed, written, reasonably time-limited consent by the person about whom information is sought; or (3) Require an adult, youth, or dependent victim of family violence, domestic violence, and dating violence to provide a consent to release his or her personally identifying information as a condition of eligibility for the services provided by the Provider.

(b) Consent shall be given by the person, except in the case of an unemancipated minor it shall be given by both the minor and the minor's parent or guardian; or in the case of an individual with a guardian it shall be given by the individual's guardian. A parent or guardian may not give consent if: he or she is the abuser or suspected abuser of the minor or individual with a guardian; or, the abuser or suspected abuser of the other parent of the minor. If a minor or a person with a legally appointed guardian is permitted by law to receive services without the parent's or guardian's consent, the minor or person with a guardian may release information without additional consent. Reasonable accommodations shall also be made for those who may be unable, due to disability or other functional limitation, to provide consent in writing.

(c) If the release of information described in paragraphs (a) and (b) of this section is compelled by statutory or court mandate:

- (1) Providers shall make reasonable attempts to provide notice to survivors affected by the release of the information; and
- (2) Providers shall take steps necessary to protect the privacy and safety of the persons affected by the release of the information.

(d) Providers may share:

- (1) Non-personally identifying information, in the aggregate, regarding services to their clients and demographic non-personally identifying information to comply with required reporting, evaluation, or data collection requirements;
- (2) Court-generated information and law enforcement-generated information contained in secure, governmental registries for protective order enforcement purposes; and
- (3) Law enforcement- and prosecution-generated information necessary for law enforcement and prosecution purposes.
- (4) Personally, identifying information may be shared with a health care provider or payer, but only with the informed, written, reasonably time-limited consent of the person about whom such information is sought.

(e) Nothing in this section prohibits a Provider, where mandated or expressly permitted by DHS, from reporting abuse and neglect, as those terms are defined by law, or from reporting imminent risk of serious bodily injury or death of the victim or another person.

(f) The address or location of any shelter facility assisted that maintains a confidential location shall, except with written authorization of the person or persons responsible for the operation of such shelter, not be made public. Shelters which choose to remain confidential pursuant to this rule must develop and maintain systems and protocols to remain secure, which must include policies to respond to disruptive or dangerous contact from abusers.

2.1.3 Data Quality

The Grantee shall implement policies and procedures to evaluate the accuracy of data collection and the reporting of all program activities in accordance with protocols established by DHS/FSA.

2.1.4 Coordination and Communication with DHS/FSA

The Grantee shall work with the DHS/FSA monitoring team, providing information such as positive outcome stories, information about special events, issues/concerns, etc., as needed.

The Grantee shall attend all periodic meetings organized by DHS.

2.2 CATEGORY A: Emergency Shelter and Supportive Services Requirements

2.2.A.1 Overview

The Grantee shall provide comprehensive shelter services which shall include, but is not limited to, emergency shelter, crisis intervention, supportive services, and case management services to adult and youth survivors of family violence, domestic violence or dating violence and their dependents. The shelter services shall be provided within the Continuum of Care defined in The Homeless Services Reform Act of 2005, effective October 22, 2005 (D.C. Law 16-35; D.C. Official Code § 4-751.01 *et seq.*).

2.2.A.2.Target Population

Adult and youth survivors of family violence, domestic violence, or dating violence, and their dependents.

2.2.A.3 Services

- **Provision of Emergency Shelter**

- The Grantee shall provide temporary refuge in conjunction with supportive services in compliance with applicable State or Tribal law or regulations governing the provision, on a regular basis, of shelter, safe homes, meals, and supportive services to survivors of family violence, domestic violence, or dating violence, and their dependents 24-hours per day, seven days per week, and three hundred and sixty-five days (365) per year.
- Temporary emergency housing may be provided in apartments, hotels and/or emergency shelter facilities. It is the expectation that when the emergency shelter facility is full and survivor or potential survivor is not provided with shelter, the provider shall make a referral to an alternative emergency shelter. If the client seeking emergency shelter has minor children, the family can be to Virginia Williams Family Resource Center or the Shelter Hotline: **202-399-7093**.

- **Safety Planning**

- A safety plan is a voluntary personalized, practical plan to improve the safety of survivors experiencing abuse, preparing to leave an abusive situation, or right after leaving. This plan includes vital information tailored to the survivors unique situation and will help the survivor prepare for and respond to different scenarios, including telling friends and family about the situation, coping with emotions, and various resources suited to your individual circumstances.

- The Grantee shall develop a safety plan for each survivor receiving shelter services within the first 15 days of services and should updated as needed. Survivors can decline to develop a safety plan, however the opportunity should be offered to all survivors.
- **Exit Planning**
 - As part of the safety planning process, the grantee shall develop an exit plan for each survivor receiving shelter services. Survivors can decline to develop an exit plan, however the opportunity should be offered to all survivors residing in shelter.
 - The purpose of the exit plan is to help survivors currently residing in emergency shelter services transition into safe, stable housing either by obtaining affordable housing, shared housing, or moving in with trusted friends or family.
 - The exit plan can be developed in coordination with Virginia Williams Family Resource Center which can facilitate a referral from emergency shelter into the District's Family Rehousing and Stabilization Program (FRSP), also known as Rapid Rehousing for Families.
- **Connections to Services and Public Benefits**
 - The Grantee shall make referrals to and facilitate 'warm hand offs' to other service providers and programs that may be helpful for the client. These services could include, but are not limited to, legal advocacy, mental health assessment and services, childcare, job services, and education and occupational training programs.
 - The Grantee shall also assess what public benefits the client may be receiving and make referrals to public benefits that the client may be eligible for and benefit from, such as Temporary Assistance for Needy Family (TANF) or Supplemental Nutrition Assistance Program (SNAP).

2.2.A.4 Work Plan

The Grantee shall submit to the Grant Administrator a work plan within thirty (30) days from the date of execution of this Grant Agreement (Agreement), detailing its plan to monitor and evaluate the delivery of all services listed in Section 2.2.A.3. At a minimum the work plan shall include a review of the appropriateness, quality, quantity, and timeliness of the delivery of requirements listed in Section 2.2.A.3 and shall stipulate prompt correction by the Grantee of deficiencies identified. The work plan shall also include a description of Applicant-Specific Goals, see Attachment E, and the specific data the Grantee will collect and report on to show progress towards goals.

2.2.A.5 Program-Specific Goals, Objectives, and Outcomes

In the Application and in the Work Plan, the Grantee shall stipulate program-specific goals. These goals shall reflect the services outlined in Section 2.2.A.3.

Example of Goals, Objectives, and Activities Format: Goal 1: To ensure immediate safety of survivors of domestic violence. Objective 1: In FY 2022, provide case management to 200 survivors of domestic violence. Activity 1: Develop safety plans with each survivor of domestic violence. Activity 2: Develop exit plans with survivors of domestic violence. Outcome 1: Successfully ensure the safety of the survivors and dependents in care, as measured by the percentage of survivors and dependents who reentered the domestic violence crisis system.

2.2.A.6 Reporting Requirements

All grantees are required to submit monthly programmatic reports and financial request for reimbursement. The programmatic reports must indicate the status of the goals and objectives as

determined by the grantee in their application, as well as the data and outcome measures as detailed below.

The financial reports indicate the status of program spending by budget categories and are submitted along with all receipts, invoices, or other documentation of expenditures to account for all expenses incurred during the reporting month. Both financial and programmatic reports are due no later than the 15th of the following month. Failure to submit complete programmatic reports by the date due will result in withholding of reimbursements, as well as a Notice of Deficiency.

Monthly Reports: Data is to be reported on a Monthly basis on the 15th of every month. See sample reporting template in Attachment H. Grantee is expected to report monthly on aggregate data and submit the aggregate and narrative portion quarterly as shown in Attachment H. Please be sure to include any changes and/or trends grantees are encountering to service the District survivors

Annual Report: The applicant shall submit to the DHS/FSA FVPSA/Grant Administrator, at the DHS/FSA, a final report no later than the 30th day after expiration of the Grant Agreement, summarizing all service delivery data, accomplishments, issues, and recommendations.

Unusual Incident Reports:

The Grantee shall report unusual incidents through the DHS unusual incident database, available online at <https://dhs.dc.gov/page/unusual-incidents>, immediately, or as soon as safely possible after the occurrence of the incident, but no later than twenty four (24) hours after its occurrence, to the Office of Program Review, Monitoring and Investigation (OPRMI) and any other appropriate DHS- designated offices (to be provided within thirty (30) days of HCA award). The requirement for the Grantee to submit an unusual incident to DHS no later than twenty four (24) hours after the incident occurs includes all unusual incidents, even when the incident occurs on a holiday or a day the District government is closed for operation.

Unlike other programs, DV providers shall NOT submit the name of the client involved or any other personally identifiable information.

Online submission is the preferred method of reporting an Unusual Incident Report to DHS; however, a Grantee may also report the unusual incident in any of the following ways by:

- 1) Emailing a description of the incident and circumstances to OPRMI@dc.gov;
- 2) Calling OPRMI at 202-671-4460 during normal DHS business hours to report the incident. Calling the 24-hour Unusual Incident Hotline at (202) 673-4464 and leaving a voicemail message describing the incident and circumstances as well as the name and number of the person reporting the incident;
- 3) Faxing OPRMI at 202-671-4409 a description of the incident and circumstances;
- 4) Visiting OPRMI in person to report the unusual incident at 64 NY Ave, NE 6th Floor, Washington, D.C. 20002, during normal DHS business hours.

For any critical incident resulting in the report of a missing child under the age of 18, a

drug overdose, an injury requiring medical attention, death to any person(s) and/or substantial damage to property such that it requires replacement or professional repair by the District, the Provider must provide a written report to the CA and other DHS designated personnel within 24 hours. In addition to the written report the Provider shall call the DHS Program Manager, CA, and specified DHS personnel within one hour via phone call of the incident and shall immediately report the incident to the Metropolitan Police Department.

An Unusual Incident is an alleged, suspected, or actual event or occurrence involving a DHS survivor, employee, Provider, sub-Provider, or volunteer that adversely affects or compromises the integrity of DHS programs or which threatens the health or safety of a DHS customer, District employee or the general public, or District property.

See Section 1.9 – Definitions – for examples of UIRs.

2.3 CATEGORY B: Nonresidential Counseling, Case Management, and Supportive Services

2.3.B.1 Overview

The Grantee(s) shall provide nonresidential counseling, case management, and supportive services to include individual and group sessions for survivors of domestic violence and their dependents in the District and critical support services that meet their needs for independence, safety, and support.

2.3.B.2 Target Population

Adult and youth survivors of family violence, domestic violence, or dating violence, and their dependents.

2.3.B.3 Included Services

- **Provision of Counseling Services** – Grantees can select to provide individual supportive counseling and/or group supportive counseling to survivors of domestic violence and their dependents.
 - **Individual Supportive Counseling** is providing voluntary and confidential one-on-one counseling to a client through a professional relationship that focuses on emotional and practical support to address the effects of domestic violence. Include crisis intervention, safety planning, individual counseling, and peer counseling. Does not include brief encounters such as distribution of toiletries, giving out a survey to complete, etc.
 - **Group Supportive Counseling** is providing voluntary and confidential, regular facilitated group meetings of clients with a supportive and/or educational focus. Group is defined as two or more unrelated clients.
- **Services**
 - Provide individual supportive counseling to domestic/intimate violence victims/survivors based on the trauma informed approach. Provide active listening and emotional support, information about the ongoing effects and reactions to victimization and problem solving to address practical and emotional issues.
 - Coordinate and provide voluntary group supportive counseling to Domestic/Intimate Partner violence victims/survivors based on the empowerment philosophy and trauma informed approach.
 - Provide life skills information and education counseling that focuses on specific topic areas of interest to Domestic/Intimate Partner violence victims/survivors such as budgeting, parenting, child development, meal preparation, financial planning, etc.

- Ensure that supportive counseling services accommodate the schedules of victims/survivors.
- Counseling may be provided face-to-face, via telephone, FaceTime, SKYPE, etc. if it is in the best interest/convenience of the client.
- **Provision of Case Management and Supportive Services** – The Grantee shall provide, assist and/or advocate on behalf of clients and their dependents to link clients with community systems personnel to secure the following services:
 - Children’s Services: Provide child(ren) clients with activities and programming other than counseling including, but not limited to, recreational activities, assisting parents in making educational plans for their dependents, arts and crafts, tutoring, specific orientation to the transitional housing environment, opportunities to participate in community activities such as 4-H, theater groups, volunteer organizations, etc.
 - Employment Services: Provide support, assistance and/or advocate for clients in gaining the necessary skills, knowledge, resources to secure employment suitable for maintaining independent living. Services shall include, but not be limited to:
 - Career development.
 - English as a second language, literacy and/or GED courses.
 - Developing resumes and completing applications.
 - Interview preparation.
 - Obtaining clothing appropriate for the work environment for which they are applying.
 - Financial Assistance: Provide support, assistance and/or advocate for clients in accessing and utilizing community support services which may provide direct or indirect financial assistance.
 - Housing Advocacy: Provide support, assistance and/or advocate for clients in obtaining safe housing and/or relocating a client.
 - Specific Assistance: Provide clients with financial and/or material resources for items such as prescriptions, transportation (e.g. bus tokens, gas cards, taxi vouchers, etc.), security deposits, living expenses, security systems/modifications, utilities, household furnishings, household supplies, etc. to address the specific needs of the client. Specific assistance includes those funds that are expended directly on behalf of a specific client. Activities the Grantee shall perform:
 - Purchase and/or provide for basic client needs including food, toiletries, clothing, etc.
 - Not provide cash directly to clients.
 - Purchase services, items, or make payments of bills to resolve infrequent or unusual emergencies. DHS/FSA must approve requests *more than* \$250.
 - Transportation: Provide and/or assist clients with transportation to and from school, appointments, court, etc.
 - Ensure that staff and volunteers providing transportation have a valid driver’s license and utilize an insured vehicle in good running condition.
 - Adhere to all applicable laws related to safety in the transportation of dependents and adults.
 - Arrange for, and provide transportation to, other shelter services when the shelter facility is full.

- Safety Plans: Provide and/or assist survivor with implementing safety plans. Safety plans should be completed for every new survivor within 30 days and updated as needed.
 - Ensure that all safety plans are apart of the of the initial intake process
 - Ensure that all safety plans are completed in collaboration with the survivor making sure it is a customize plan for the specific survivor.

2.3.B.4 Work Plan

The Grantee shall submit to the Grant Administrator a work plan within thirty (30) days from the date of execution of this Grant Agreement (Agreement), detailing its plan to monitor and evaluate the delivery of all services listed in Section 2.3.B.3. The work plan shall include information about the location where services will be provided. The Grantee shall also estimate the number of clients who will receive group counseling, individual counseling, or case management services. The Grantee shall estimate the number of individual and group counseling services to be provided. For the purposes of quantifying counseling services, one unit equals 15 minutes of supportive counseling. The Grantee shall also estimate the number of clients who will receive Advocacy and Supportive Services. The Grantee shall also estimate the number of Advocacy and Supportive Services to be provided. For the purposes of Advocacy and Supportive Services one unit equals one instance of the Grantee providing advocacy and/or supportive service to an eligible client on a given calendar day.

2.3.B.5 Program-Specific Goals, Objectives, and Outcomes

In the Application and in the Work Plan, the Grantee shall stipulate program-specific goals. These goals shall reflect the services outlined in Section 2.3.B.3.

Example of Goals, Objectives, and Activities Format: Goal 1: To ensure immediate safety of survivors of domestic violence. Objective 1: In FY 2022, provide case management to 200 survivors of domestic violence. Activity 1: Develop safety plans with each survivor of domestic violence. Activity 2: Develop exit plans with survivors of domestic violence. Outcome 1: Successfully ensure the safety of the survivors and dependents in care, as measured by the percentage of survivors and their dependents who reentered the domestic violence crisis system.

2.3.B.6 Reporting Requirements

All grantees are required to submit monthly programmatic reports and financial requests for reimbursement. The programmatic reports must indicate the status of the goals and objectives as determined by the grantee in their application, as well as the data and outcome measures as detailed below.

The financial reports indicate the status of program spending by budget categories and are submitted along with all receipts, invoices, or other documentation of expenditures, as required based on risk status. Both financial and programmatic reports are due no later than the 15th day of every month. Fourth-quarter financial reports will be due by the 10th of October. Failure to submit complete programmatic reports by the date due will result in withholding of reimbursements, as well as a Notice of Programmatic Delinquency. More than one Notice of Programmatic Delinquency may result in the termination of funding for the fiscal year.

Monthly Reports: Data to be reported on a Monthly on the 15th of every month. See sample

reporting template in Attachment H. Grantee is expected to report on aggregate data monthly and submit the aggregate and narrative portion every quarter as shown in Attachment H. Please be sure to include any changes and/or trends grantees are encountering to service the District survivors

Annual Report: The applicant shall submit to the DHS/FSA FVPSA/Grant Administrator, at the DHS/FSA, a final report no later than the 30th day after expiration of the Grant Agreement, summarizing all service delivery data, accomplishments, issues, and recommendations.

Unusual Incident Reports: The Grantee shall report unusual incidents through the DHS unusual incident database, available online at <https://dhs.dc.gov/page/unusual-incidents>, immediately, or as soon as safely possible after the occurrence of the incident, but no later than twenty four (24) hours after its occurrence, to the Office of Program Review, Monitoring and Investigation (OPRMI) and any other appropriate DHS- designated offices (to be provided within thirty (30) days of HCA award). The requirement for the Grantee to submit an unusual incident to DHS no later than twenty four (24) hours after the incident occurs includes all unusual incidents, even when the incident occurs on a holiday or a day the District government is closed for operation. , immediately, or as soon as safely possible after the occurrence of the incident, but no later than twenty four (24) hours after its occurrence, to the Office of Program Review, Monitoring and Investigation (OPRMI) and any other appropriate DHS- designated offices (to be provided within thirty (30) days of HCA award). The requirement for the Grantee to submit an unusual incident to DHS no later than twenty four (24) hours after the incident occurs includes all unusual incidents, even when the incident occurs on a holiday or a day the District government is closed for operation.

Unlike other programs, DV providers shall NOT submit the name of the client involved or any other personally identifiable information.

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- 2) Calling OPRMI at 202-671-4460 during normal DHS business hours to report the incident. Calling the 24-hour Unusual Incident Hotline at (202) 673-4464 and leaving a voicemail message describing the incident and circumstances as well as the name and number of the person reporting the incident;
- 3) Faxing OPRMI at 202-671-4409 a description of the incident and circumstances;
- 4) Visiting OPRMI in person to report the unusual incident at 64 NY Ave, NE 6th Floor, Washington, D.C. 20002, during normal DHS business hours.

For any critical incident resulting in the report of a missing child under the age of 18, a drug overdose, an injury requiring medical attention, death to any person(s) and/or substantial damage to property such that it requires replacement or professional repair by the District, the Provider must provide a written report to the CA and other DHS designated personnel within 24 hours. In addition to the written report the Provider shall call the DHS Program Manager, CA, and specified DHS personnel within one hour via phone call of the

incident and shall immediately report the incident to the Metropolitan Police Department.

An Unusual Incident is an alleged, suspected, or actual event or occurrence involving a DHS customer, employee, Provider, sub-Provider, or volunteer that adversely affects or compromises the integrity of DHS programs or which threatens the health or safety of a DHS customer, District employee or the general public, or District property.

See Section 1.9 – Definitions – for examples of UIRs.

2.4 CATEGORY C: Education and Outreach Service Requirements

2.4.C.1 Overview

The Grantee(s) shall provide education and outreach services for the purposes of preventing domestic violence/intimate partner violence/ dating violence and providing the target population with awareness of the resources and support systems that exist in the District for anyone who is experiencing domestic violence/intimate partner violence/ dating violence.

2.4.C.2 Target Population

1. DHS/FSA expects to reach American and Pacific Islander (A/PI), Latino and other ethnic and special populations in the District of Columbia with information about domestic violence and where survivors and potential survivors of domestic violence can go for services. Information, education, and outreach into these communities can be accomplished through workshops, conferences, distribution of safety information plans, participation in public events that highlight domestic violence issues, public service announcements, publication of information is expected to be translated in multiple languages (e.g. Chinese, Vietnamese, Japanese, Amharic, Spanish, etc.) and widely distributed via local newspapers, brochures, flyers and TV and radio programming about domestic violence.
2. DHS/FSA expects to reach at least one (1) identified under-served population in the District of Columbia other than the A/PI community and the Latino community with information about domestic violence and where survivors of domestic violence can go for services. The applicant shall identify the under-served community that may include, but is not limited to: seniors; adolescents; a specific racial community; a specific ethnic community; the gay, lesbian, transsexual, and transgender community; or another community which could benefit from information, education, and outreach about domestic violence. The applicant shall develop and conduct an information, education, and outreach campaign about domestic violence that may include: workshops, conferences, distribution of safety information and plans, participation in public events that highlight domestic violence issues, public service announcements, publication of information in newspapers, or distribution of brochures and flyers about domestic violence.

2.4.C.3 Required Services

- Present or train adults and the general population about Domestic/Intimate Partner violence and/or services related to victims of Domestic/Intimate Partner violence and their dependents. For youth targeted community education presentations or trainings topics may include: Domestic/Intimate Partner violence, dating violence, healthy relationships, or available services for victims.
- Domestic/Intimate Partner violence focused information forums where Domestic/Intimate Partner violence information is distributed, yet an exact count of audience cannot be obtained (i.e. a press conference, booth at a health fair, a Pow Wow).

- Public relations and public education materials shall be available in other languages for any ethnic group with a presence in the community and the geographic area served.

2.4.C.4 Work Plan

The Grantee shall submit to the Grant Administrator a work plan within thirty (30) days from the date of execution of this Grant Agreement (Agreement), detailing its plan to monitor and evaluate the delivery of all services listed in Section 2.4.C.3. The work plan shall include information about the target population and how outreach to that target population will be provided. The Grantee shall also estimate the number of clients who will receive group counseling, individual counseling, or case management services. The Grantee shall estimate the number of clients who will receive the services listed in Section 2.4.C.3. The Grantee shall also amount of education and outreach that will be provided. For the purposes of quantifying education and outreach, one unit equals one presentation provided to the general population about Domestic/Intimate Partner Violence related services for survivors and their dependents.

2.4.C.5 Program-Specific Goals, Objectives, and Outcomes

In the Application and in the Work Plan, the Grantee shall stipulate program-specific goals. These goals shall reflect the services outlined in Section 2.4.C.3.

Example of Goals, Objectives, and Activities Format: Goal 1: To ensure immediate safety of survivors of domestic violence. Objective 1: In FY 2022, provide case management to 200 survivors of domestic violence. Activity 1: Develop safety plans with each survivor of domestic violence. Activity 2: Develop exit plans with survivors of domestic violence. Outcome 1: Successfully ensure the safety of the survivors and their dependents in care, as measured by the percentage of survivors and their dependents who reentered the domestic violence crisis system.

2.4.C.6 Reporting Requirements

All grantees are required to submit monthly programmatic reports and financial requests for reimbursement. The programmatic reports must indicate the status of the goals and objectives as determined by the grantee in their application, as well as the data and outcome measures as detailed below. The grantee should also include total number of supportive services provided, total number of community education and public awareness presentations and the number of participants in attendance along with demographics.

The financial reports indicate the status of program spending by budget category and are submitted along with all receipts, invoices, or other documentation of expenditures, as required based on risk status. Both financial and programmatic reports are due no later than the 15th day of each month. Fourth-quarter financial reports will be due by the 10th of October. Failure to submit complete programmatic reports by the date due will result in withholding of reimbursements, as well as a Notice of Programmatic Delinquency. More than one Notice of Programmatic Delinquency may result in the termination of funding for the fiscal year.

Monthly Reports: Grantees should be prepared to report information to DHS/FSA in a manner conducive with the data-base management system to be utilized for this grant and provide a monthly report to the grant administrator by the 15th day after the end of each month of services provided, regarding the progress towards completion of tasks and

requirements in the scope of service. At a minimum, data collection items will include the following information:

- draft copies of all educational and any other materials for use in implementing this grant, for approval by DHS/FSA prior to preparation in final form and dissemination;
- the dates and location of all domestic violence information, education, and outreach activities conducted during the reporting month;
- the number of women, men, and adolescents by race and age, where possible reached in the information, education, and outreach activities (e.g. workshops, seminars, courses, fairs, public events, etc.);
- demographics of the population served;
- information about collaboration with other organizations serving the target population; and
- status of the work plan, indicating the extent to which established milestones for the reporting month have been accomplished, identification of any exceptional issues or problems that may have arisen, and any proposed revisions to the work plan to address problem areas.

Annual Report: The applicant shall submit to the DHS/FSA FVPSA/Grant Administrator, at the DHS/FSA, a final report no later than the 30th day after expiration of the Grant Agreement, summarizing all service delivery data, accomplishments, issues, and recommendations.

Unusual Incident Reports: The Grantee shall report unusual incidents through the DHS unusual incident database, available online at <https://dhs.dc.gov/page/unusual-incidents>, immediately, or as soon as safely possible after the occurrence of the incident, but no later than twenty four (24) hours after its occurrence, to the Office of Program Review, Monitoring and Investigation (OPRMI) and any other appropriate DHS- designated offices (to be provided within thirty (30) days of HCA award). The requirement for the Grantee to submit an unusual incident to DHS no later than twenty four (24) hours after the incident occurs includes all unusual incidents, even when the incident occurs on a holiday or a day the District government is closed for operation.

Unlike other programs, DV providers shall NOT submit the name of the client involved or any other personally identifiable information.

Online submission is the preferred method of reporting an Unusual Incident Report to DHS; however, a Grantee may also report the unusual incident in any of the following ways by:

- 1) Emailing a description of the incident and circumstances to OPRMI@dc.gov;;
- 2) Calling OPRMI at 202-671-4460 during normal DHS business hours to report the incident. Calling the 24-hour Unusual Incident Hotline at (202) 673-4464 and leaving a voicemail message describing the incident and circumstances as well as the name and number of the person reporting the incident;
- 3) Faxing OPRMI at 202-671-4409 a description of the incident and circumstances;
- 4) Visiting OPRMI in person to report the unusual incident at 64 NY Ave, NE 6th Floor, Washington, D.C. 20002, during normal DHS business hours.

For any critical incident resulting in the report of a missing child under the age of 18, a drug overdose, an injury requiring medical attention, death to any person(s) and/or substantial damage to property such that it requires replacement or professional repair by the District, the Provider must provide a written report to the CA and other DHS designated personnel within 24 hours. In addition to the written report the Provider shall call the DHS Program Manager, CA, and specified DHS personnel within one hour via phone call of the incident and shall immediately report the incident to the Metropolitan Police Department.

An Unusual Incident is an alleged, suspected, or actual event or occurrence involving a DHS customer, employee, Provider, sub-Provider, or volunteer that adversely affects or compromises the integrity of DHS programs or which threatens the health or safety of a DHS customer, District employee or the general public, or District property.

See Section 1.9 – Definitions – for examples of UIRs.

SECTION III

GENERAL PROVISIONS

3.1 Payment Provisions

The District shall make payments on approved invoiced amounts in accordance with the terms of the Grant Agreement in accordance with the Uniform Guidance requirements 45 CFR § 75.305. All payment requests shall be accompanied by a copy of the report covering the period for which reimbursement is being requested. Payment requests shall be based on invoices with supporting source documentation, as may be required by the DHS/FSA Grant administrator.

DHS will reimburse the Grantee only for expenditures incurred to perform work under the Grant Agreement.

The Grantee shall return to DHS any funds relating to the Grant paid to the Grantee in excess of the Eligible Costs of services and/or Budget provided under this Agreement (including advance payments as described in the Grant Agreement within ten (10) business days of completion of the Grant or upon notification of DHS in writing. If the Grantee fails to return excess funds, DHS may deduct the appropriate amount from subsequent payments due to the Grantee. DHS also reserves the right to recover such funds by any other legal means necessary.

DHS operates on the District's fiscal year, which starts October 1 of a calendar year and ends September 30 of the next calendar year. The grantee may submit a reimbursement request or an invoice at any time during the fiscal year for work performed within that same fiscal year. Each request/invoice must include all required supporting documentation.

Reimbursements will be mailed to the address on file for the grantee. DHS may make electronic payments in lieu of mailing checks. DHS generally pays grant invoices 30 days after the Grantee submits them through the Vendor portal.

3.2 Insurance

The Grantee, when requested, must be able to show proof of all insurance coverage required by law. All Applicants that receive awards under this RFA must show proof of insurance prior to receiving funds. It is DHS' expectation that the Grantee's budget covers the cost of this required insurance and will not later adjust the grant award for this amount.

3.3 Audits

The Grantee shall maintain an accounting system that:

- A. Conforms to generally accepted accounting principles;
- B. Permits an audit of all income received and expenditures disbursed by the Grantee during performance of the activities approved for the Grant; and
- C. Allows for the identification and review of documents supporting an accounting entry.

For auditing purposes, the Grantee shall agree that DHS, or its designee, shall have access at any time and the right to examine, audit, excerpt, transcribe, and copy on the Grantee's premises any pertinent records, with exemption to client files per confidentiality requirements and computer files of the Grantee involving

transactions relating to the Grant Agreement (Agreement). Similarly, DHS, or its designee, shall have access at any time to examine, audit, test, and analyze all physical projects subject to the Agreement. If the material is held in an electronic format, the Grantee will provide copies of these materials in the electronic format to the Grantor, or its designee. Such material shall be retained for three (3) years by the Grantee following final payment under the Agreement.

If a federal agency undertakes an audit of the Grantee in connection with the Grant, the Grantee shall make available to DHS all information that the audit requires, including information from its contractors, subcontractors, subgrantees, and, as practicable, vendors.

The Grantee shall, upon DHS request, repay to DHS a reimbursed expenditure that DHS has disallowed after an audit.

The Grantee shall comply with the guidelines of the Health and Human Services (HHS) Uniform Administrative Requirements, Cost Principles, and Audit Requirements under 45 CFR § 75.

3.4 Nondiscrimination in the Delivery of Services

In accordance with Title VI of the Civil Rights Act of 1964, as amended (Pub. L. No. 88-352; 42 U.S.C. §§ 2000a-d, *et seq.* (1964)) no person shall on the ground of sex or religion be excluded from participation in, be denied the benefits of, or be subject to discrimination under, any program or activity funded in whole or in part with funds made available under this RFA. Nothing in this RFA shall require any such program or activity to include any individual in any program or activity without taking into consideration that individual's sex in those certain instances where sex is a bona fide occupational qualification or programmatic factor reasonably necessary to the normal or safe operation of that particular program or activity.

In accordance with the DC Human Rights Act of 1977, as amended, (D.C. Law 2-38; D.C. Official Code §§ 2-1401.01, *et seq.*), the District of Columbia does not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, family status, family responsibilities, matriculation, political affiliation, genetic information, disability source of income, status as a victim of an intrafamily offense, and place of residence or business. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary actions.

In accordance with the DC Language Access Act of 2004 (D.C. Law 15-167; D.C. Official Code §§ 2-1931, *et seq.*), District government programs, departments, and services must assess the need for, and offer, oral language services and provide written translation of vital documents into any non-English language spoken by a limited or no-English proficient population that constitutes 3% or 500 individuals, whichever is less, of the population served or encountered, or likely to be served or encountered.

3.5 Conflicts of Interest

Grantee(s) must avoid apparent and actual conflicts of interest when administering grants. A conflict of

interest may arise when, among other things, the Grantee(s) or a person participating in an administrative decision regarding a project is likely to profit or otherwise receive undue benefit from the decision or his or her immediate family member is likely to profit or otherwise receive undue benefit from the decision.

All conflicts of interest must be reported to the Grant Administrator.

3.6 Staff Requirements

The Applicant shall employ adequate administrative and professional staff to meet the specifications of the scope of work and shall maintain documentation that staff possesses adequate training and continued competence to perform the duties, which they have been assigned. All licensed mental health professional (Social Worker or Licensed Professional Counselor) hired to provide direct services to survivors and their dependents shall have a minimum a Master's Degree in Social Work, Mental Health Counseling or related field from an accredited College. He/she must be a Licensed Independent Clinical Social Worker or a Licensed Professional Counselor in the District of Columbia, and have a minimum of two years of experience in case management, mental health services and direct service delivery. The Applicant shall maintain a complete written job description covering all positions funded through the grant, which must be included in the project files and be available for inspection on request. The job description shall include education, experience, and/or licensing/certification criteria, a description of duties and responsibilities, hours of work, salary range and performance evaluation criteria. When hiring staff for this grant project, the Applicant shall obtain written documentation of work experience and personal references.

The Applicant shall maintain a personnel file for each project staff member which will contain the application for employment, professional and personal references, applicable credentials/certifications, pre-employment criminal record background checks, records of required medical examinations, personnel actions including time records, documentation of all training received, notation of any allegations of professional or other misconduct, Applicant's action with respect to the allegations and the date and reason if terminated from employment. All of these personnel materials shall be made available to the Grant administrator upon request.

The Applicant shall provide orientation sessions for each staff member and volunteer with respect to administrative procedures, program goals, and policies and practices to be adhered to under the applicant agreement.

The Applicant shall identify a staff member to serve as the American Disabilities Act (ADA) liaison for staff to ensure all requisite ADA requirements are met, training occurs where appropriate and updates are communicated to the larger staff.

If volunteers are used on this project, the Applicant shall maintain a personnel file for each volunteer that shall contain documentation of professional and personal references, applicable credentials/certifications, training completed, and information documenting skills which contribute toward the success of this project. Notation of any allegations of professional or other misconduct, Applicant's action with respect to the allegations and the date and reason if terminated from the project shall also be maintained in the volunteer file. All of these personnel materials shall be made available to the Grant administrator upon request.

The Applicant shall maintain a current organizational chart that displays organizational relationships and demonstrates who has responsibility for administrative oversight of the project.

Any changes in staffing patterns or job descriptions shall be approved in writing in advance by the DHS/FSA FVPSA/Grant administrator.

3.7 Facility Requirements

General Operations

The Grantee shall be responsible for, at minimum, ensuring the following onsite services are offered on site: management of day-to-day of the site operations, case management and other supportive services, 24-hour residential supervision and monitoring, security, janitorial, and food services.

The Grantee shall have a designated Operations Manager responsible for ensuring the effective functioning of the site to provide an efficient and safe working environment for employees and clients by using best business practices to manage resources, services and processes.

The Grantee may choose to subcontract the following shelter operations and services: janitorial, food, security, and supportive services. Case management and general operations services shall be performed directly by the Grantee. In the event the Grantee is sub-contracting the above-mentioned services they should pursue a competitive process when selecting a sub-contractor for a specific service. The Grantee shall be responsible for monitoring the sub-Grantee's service delivery, and shall hold any sub-contractors to the same standard of all requirements written in this SOW. The Grantee shall be responsible for all reporting to DHS.

Regulations

The Applicant's facilities used during the performance of this grant agreement shall meet all applicable Federal, state, and local regulations for their intended use throughout the duration of the grant agreement. The Applicant shall maintain current all required permits and licenses. The Applicant's failure to do so shall constitute a failure to perform under the agreement and become a basis for termination of the grant agreement for default.

The Grantee shall ensure the shelter meets the HSRA requirements and the requirements detailed in the current solicitation. The Grantee shall ensure any inspectors performing housing or shelter inspections under this solicitation are appropriately certified to conduct the specified inspection.

The Grantee shall procure all applicable licenses or permits necessary to meet the code regulations required to operate the site. All applicable licenses or permits shall be retained at each site.

The Grantee shall maintain the site in compliance with fire safety requirements, and shall maintain required documentation, including the Certificate of Occupancy, case records, and personnel records.

The Grantee shall provide the Grant Administrator with written procedures to ensure the health and safety of residents, staff and visitors on a daily basis within thirty (30) days of award. The procedures must address such issues as fire safety, handling of blood borne pathogens, first aid, and cardiopulmonary resuscitation certification (CPR) to ensure the protection of staff and clients.

The Grantee shall acknowledge all authorized representatives of the District of Columbia Government and DHS shall have the right to monitor and conduct on-site inspections. The District of Columbia Government and DHS reserve the right to conduct both announced and unannounced site visits, as deemed necessary. The Provider shall participate in and make staff and space available for all monitoring visits and shall make available any and all requested information (including information regarding resident feedback/satisfaction) during and/or prior to the inspection.

The Grantee shall conduct quarterly fire drills across shifts in accordance to District law at the site and maintain fire inspection records to document compliance. The Grantee shall be in compliance with fire safety requirements at the site as specified below:

- a) Fire Extinguishers: The Grantee shall require functioning fire extinguishers in the following areas: kitchens, laundry rooms, and hallways or common open spaces. All fire extinguishers are to be serviced yearly by a licensed professional fire extinguisher company. When serviced, each fire extinguisher will be tagged and dated. A copy of the service contract shall be available for the Grant Administrator upon request.
- b) Smoke Detectors: The Grantee shall ensure smoke detector batteries are changed in the following areas: all sleeping areas, communal areas, laundry rooms, and kitchens. All battery operated smoke detectors will be tested during the fire safety checks. Hardwire smoke detectors are to be serviced annually by a licensed professional company.
- c) the service contract should be given to the Grant Administrator upon request.
- d) Evacuation Plans: The Grantee shall have an evacuation plan for each facility. The Grantee shall ensure that the plan is posted in all appropriate locations (i.e., near exit signs, elevators, hallways, stairwells).
- e) Exit Signs: The Grantee shall have exit signs at all exits. Electrical exit signs shall have working lights bulbs and be operating correctly. Paper exit signs are to be properly posted and secured over or near exit doors.
- f) Fire Drill Logs: The Grantee shall ensure fire drills are conducted monthly. There shall be a drill conducted during a different shift per each month in a quarter. (i.e. Jan.-day shift, Feb. -evening shift, Mar. -overnight shift). Fire drills will be reviewed monthly and quarterly to ensure the safety of residents and staff. Fire drill logs should include the following information on the form: i. Time and date of fire drill; ii. Number of participants (staff and residents); iii. Weather conditions; .iv. Signature line and a line with name printed of the person completing form and the organization they represent; v. the time it took for everyone to leave the building.

Continuity of Operations Plan

The Grantee shall submit a Continuity of Operations (COOP) plan annually or upon request to DHS for approval. The Grantee shall ensure the COOP plan is updated annually or as needed to account for operational or staffing changes. All updates or changes to the COOP plan shall be submitted the Grant Administrator for approval.

The COOP plan shall have established policies and guidance to ensure essential functions of the program continued in the event of man-made, natural, or technological emergency disruption or the threat of disruption to normal operations.

The COOP plan shall detail at a minimum: organizational chart; staffing plan listing essential staff, including their contact information and backup contact information; sub-contractors; necessary supplies; identify and rank critical mission function; identify chains or delegation of authority and how decisions will be made; list external resources necessary to accomplish the above critical functions; list necessary supplies to shelter in place for five (5) days for staff and clients; identify back-up locations or plans for serving clients

if location is closed; identify critical records, hard and electronic copies, such as: payroll, insurance, legal, personnel files, lease agreements, accounts payable, identify computer inventory, software, and technology needs to accomplish, alternate facilities (if applicable), logistical support services, infrastructure systems with contact information, e.g.: water, electrical power, heating, and air conditioning to ensure the continued operations of services contracted.

Accessibility

All facilities offered for the provision of services under the grant agreement shall be accessible to persons with mobility and other limitations, e.g., persons who are blind, deaf or hearing impaired, consistent with Title II of the Americans with Disabilities Act of 1990, as amended (42 U.S.C. §§ 12101, *et seq.*); and the Rehabilitation Act of 1973, as amended (Pub. L. No. 112-23; 29 U.S.C. § 794), which shall be incorporated in the grant agreement by reference.

Maintenance

All supplies and services routinely needed for maintenance and operation of the facility, such as security, janitorial services, or trash pickup are allowable grant expenses and shall be provided by the Applicant.

3.8 Performance Standards and Quality Assurance

DHS/FSA expects that the Grantee(s)'s performance will result in measurable, quality improvements in how we address domestic violence in the District which will be reported in the monthly, quarterly and annual program performance reports. The Grantee(s) will be expected to meet on a quarterly basis with DHS/FSA to share status updates on grant activities, review data and performance, etc. In addition, the Grantee(s) will be required to meet performance standards and acceptable quality level to be determined by DHS/FSA and the Grantee(s).

The Grantee(s) shall monitor and evaluate activities associated with completing this project.

At a minimum, the Grantee(s) shall ensure the following:

- Grantee(s) shall develop a quality assurance program to include a review of the timely completion of tasks and progress made toward achieving the goals of the project.
- The Applicant shall develop and implement policies and procedures to evaluate the accuracy of data collection and reporting activities.
- The Grantee shall participate in the evaluation of the project by appropriate internal staff and/or external evaluators with the assurance that client confidentiality will be maintained. These activities may include, but are not limited to, site visits, client surveys, or other data collection activities.
- The Grantee shall involve the target populations in customer satisfaction surveys to the extent possible and shall address issues and suggestions raised by the target populations when feasible.
- The Grantee(s) shall track, and address issues and suggestions raised by the target populations when feasible.
- The Grantee(s) shall develop a process to monitor and evaluate activities of staff performing services under this RFA, including staff working as part of a team to provide services that are related to a client's service plan. At a minimum, the Grantee(s) shall include a review of the appropriateness, quality, and effectiveness of services on a semi-annual basis per the request of the Grant

Administrator. Grantee(s) shall be responsible for documentation of services provided to clients, including updates regarding overall client progress on service plan goals as well as any issues that may arise.

- The Grantee(s) shall inform all clients of the services available and of their rights as a participant in the program. The Grantee(s) shall inform all clients of the process by which to file a complaint or grievance, and the process by which a grievance disposition can be appealed. The Grantee(s) are expected to develop and comply with, a process for receiving, investigating, and addressing client complaints and client requests for reassignment of their case manager.
- The Grantee(s) shall ensure the delivery of counseling, case management and outreach services free from discrimination on the basis of race, color, religion, national origin, language, culture, sex, gender identity, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, and source of income.
- The Grantee(s) shall ensure the ability of appropriately trained and qualified staff, service partners, and providers to assess individuals that present for service and appropriately place and/or make referrals for service through comprehensive training, oversight and monitoring of completed assessment and referral decisions, and monitoring of service outcomes.

3.9 Records and Record Keeping

The Applicant shall keep accurate records of the program and the ongoing progress of the program activities. The Applicant shall provide the FVPSA/Grant Administrator, and other authorized representatives of the Department of Human Services and the District government, such access to programs and financial records as may be necessary for monitoring purposes, with exemption to confidentiality requirements. To ensure confidentiality and security, records should be kept in a locked file controlled by the Applicant's senior staff. The Applicant shall retain all records for at least three (3) years following final close-out of the grant. The Applicant shall retain all records for at least three (3) years following final close-out of the grant.

3.10 Evaluation

The Applicant shall develop and present a plan that will be used to evaluate the effectiveness of the project, including the extent to which efforts are made to assure the continual improvement of quality as evidenced by completion of work plan activities and prompt receipt of deliverables.

The Applicant shall identify the data elements, frequency of collecting the data elements and the methodology to be used.

Specifically, the Applicant shall present a high-level plan for:

- a. collecting and analyzing client data;
- b. correlating findings with program outcomes;
- c. preserving data integrity

The FVPSA/Grant Administrator shall be authorized to assess the applicant's performance with respect to accomplishing the purpose of the Grant Agreement. Specifically, the applicant's performance shall be assessed to determine the quality of the services delivered and the applicant's ability to deliver services according to the deadlines established in the Agreement.

DHS will only collect aggregate data and redacted data to protect clients personally identified information.

3.11 Grant Termination

This grant is being issued from the date of award and is expected to continue until the project is completed or through September 30, 2022 whichever comes first. The FY 22 grant award indicates that all funds must be expended by September 30, 2022, so carry-over is not an option according to 45 CFR §75.309, if funds cannot be completely expended by September 30, 2022, DHS/FSA may exercise an option to renew the grant for up to two additional years if services are satisfactory, it is determined that it is in the best interests of the District of Columbia to extend the grant, and funds are available. Should an Applicant intend to discontinue the provision of services prior to the conclusion of the grant period, the Applicant must notify the DHS/FSA in a written statement at least sixty (60) days prior to the abatement of services.

3.12 Rights to Data

All FVPSA data first produced in the performance of this grant shall be the sole property of the District of Columbia. The Applicant shall not publish or reproduce such data in whole or in part or in any manner or form, or authorize others to do so, without written consent of the District until such time as the District may have released such data to the public.

3.13 Compliance with Tax Obligations

Prior to execution of a grant agreement an applicant must be in compliance with tax requirements in the District or other eligible jurisdiction and with federal tax laws and regulations. Non-profit organizations must register annually to meet tax exemption requirements and must provide a Certificate of Good Standing prior to execution of the grant agreement.

3.14 Award Process

DHS/ will make the funds available through a competitive process to identify organizations interested in offering and administering the services proposed. Applications that meet all eligibility and application requirements will be evaluated, scored, and rated by a DHS/ designated review panel. The review panel will consist of Office of Victim Services and Justice Grants, DC Coalition Against Domestic Violence and subject matter experts from the Department of Human Services, who have not been a part of the solicitation development process.

The final decision to fund applicants rests solely with DHS. After reviewing the recommendations of the review panel and any other relevant information, DHS/ shall decide which applicant(s) to fund.

3.15 Security Certifications

The Grantee shall ensure that all their staff and all volunteers have the appropriate clearances and background checks:

1. **FOR STAFF AND VOLUNTEERS WORKING WITH FAMILIES AND YOUTH:** The Grantee

shall ensure that their staff and all volunteers (unsupervised and supervised) are in compliance with the Child and Youth, Safety and Health Omnibus Amendment Act (Omnibus Act) of 2004, effective April 13, 2005 (D.C. Law 15-353; D.C. Official §§ 4-1501, et seq.), as amended, and any other substantially similar succeeding legislation and attendant regulations. The Grantee shall also secure clearances with the DC Child Abuse Registry, National Sex Offender Registry Department(s) of the jurisdictions in which they have resided for the five (5) years prior to employment under this Agreement, and as otherwise required by District law. All clearances shall include criminal records background checks and drug and alcohol screenings for each Grantee staff member who is in a Safety Sensitive position as defined by 6-B DCMR § 410, or who provides direct services to and direct contact with their dependents and youth. In addition, each Grantee staff member who is responsible for transporting dependents or youth shall be subject to a traffic records check and drug and alcohol screening. The Grantee shall maintain a record of the results for each employee.

2. **FOR STAFF AND VOLUNTEERS WORKING WITH ADULTS ONLY**: The Grantee shall ensure their staff and all (unsupervised and supervised) volunteers providing direct street outreach services to individuals have valid background check clearances. Background check clearances must be submitted to the DHS Grant Administrator for approval before staff may begin providing services pursuant to this grant, and must be renewed every (2) two years.

3. The Grantee must submit the following background check clearance package for staff providing direct services to individuals:

i. Federal and local and criminal background checks issued by the Metropolitan Police Department (MPD) and the Federal Bureau of Investigation (FBI). Background checks shall be conducted in all jurisdictions in which the individual has resided for the prior five (5) years.

ii. Tuberculosis tests with negative results. A licensed physician shall sign the medical clearance report.

iii. Drug test with negative results covering the following drug panel: marijuana, cocaine, opiates – opium and codeine derivatives, amphetamines and methamphetamines; phencyclidine – PCP; synthetic drugs, and alcohol

4. All clearances must be valid throughout the entirety of the Agreement period of performance. If a staff member or contractor assigned to the Agreement does not meet the guidelines above, he/she cannot be funded through this Agreement. Providers are responsible for all clearance renewals prior to expiration

SECTION IV

APPLICATION FORMAT

4.1 Description of Application Sections

The purpose and content of each section is described below. Applicants should include all information needed to adequately describe their objectives and plans for services. **If applicants are applying for more than one category of services, applicants must submit a separate narrative for each category of service proposed (to include specific experience, staffing model, service model, and budget proposal).** It is important that applications reflect continuity among the goals and objectives, program design, work plan of activities, and that the budget demonstrates the level of effort required for the proposed services. Excluding attachments and appendices, the Application **must not exceed 30 pages.**

4.2 Applicant Profile

Each application must include an Applicant Profile, which identifies the applicant, type of organization, project service area and the amount of grant funds requested. *See Attachment A* .

4.3 Table of Contents

The Table of Contents should list major sections of the application with quick reference page indexing.

4.4 Applicant Summary (Maximum 3 pages)

This section of the application should be brief and serve as the cornerstone of the application. The application summary should highlight the major aspects of the objectives that are discussed in depth in other sections of the application.

4.5 Project Narrative (Maximum 12 pages)

This section of the application should contain the narrative that justifies and describes the project to be implemented. The project narrative should include the following:

- Specific, measurable program objectives for the service category of the application;
- Specific service(s) to be provided;
- Detailed work plan for activities;
- Proposed impact of the project due to the involvement of your organization;
- History with the specified community in general; and
- Experience with providing services for survivors of domestic violence/intimate partner violence/dating violence. If no experience, describe how past linkages to the domestic violence community will prove beneficial in this undertaking.

NOTE: DHS has identified three (3) categories of services. Each of the three (3) categories of services brings unique needs and nuances that will shape the nature and scope of the proposed service delivery model.

Prospective Grantee(s) may apply for up to three (3) categories of services.

4.6 Program Budget and Budget Narrative

A standard budget form is provided in Attachment G. The budget for this application shall contain detailed, itemized cost information that shows personnel and other direct costs. The detailed budget narrative shall contain a justification for each category listed in the budget. The narrative should clearly state how the applicant arrived at the budget figures. In addition to the budget for the proposed project, the application should include an additional attachment to the proposed budget showing the total budget to manage the project outside of FVPSA funding.

Grantees shall structure their budget following the categories detailed below.

- Personnel:** Show proposed salaries and wages for all project staff.
- Fringe Benefits:** Include in proposed benefits comparable to those paid to the other members of the Applicant's staff. Show fringe rate.
- Supplies:** List proposed supplies and educational materials.
- Other:** Show rental or leasing of space for the project. Rents proposed must be comparable to prevailing rates in the surrounding geographic area. Include utilities and telephone and maintenance services directly related to project activities. Include insurances, subscriptions, and postage.
- Indirect:** Show calculation and indirect rate.

Grantees shall include part of their Application a high-level budget covering the total cost for the program they are requesting funding for. Grantees shall provide a brief narrative for the programs that have multiple funding streams and identify what budget categories will be supported by FVPSA funds.

Matching Funds

The prospective Grantees receiving FVPSA funding are subject to a match requirement under this solicitation. According to 42 U.S.C. §10406(c)(4), the non-Federal contribution required is no less than \$1 for every \$5 (i.e., 20 percent) of Federal funds provided under the grant. The non-Federal contributions may be in cash or in-kind. When submitting a proposal, the Grantee(s) are expected to indicate how they match this requirement.

Sources of Matched Leveraged Resources:

- A. Cash: any funds that come from private or (non-federal) public sources that support program activities.
- B. In-kind: contribution of time, service, or goods made by a donor to help support the operations or services provided by your organization and real property (land or buildings) owned or leased by the provider that house or support program activities.

The budget narrative shall include a description of the funds the applicant will provide to meet the match requirement. The amount of match funds provided should equal no less than 20% of the total amount of funds the applicant is requesting. For in-kind contributions, the applicant shall describe the service to be offered and the estimated value of that service.

4.7 Certifications and Assurances

Applicants shall provide the information requested in Attachments B and C and return them with the

application. If an applicant is not incorporated, a representative from the incorporated, collaborating organization must sign the Certifications and Assurances.

4.8 Appendices

This section shall be used to provide technical material, supporting documentation and endorsements. Such items may include:

- Audited financial statement;
- Indication of organization status;
- Roster of the Board of Directors;
- Proposed organizational chart for the project;
- Organizational budget (as opposed to project budget);
- Letters of support or endorsements or MOU agreements from key community partners documenting their specific support for the proposed project;
- Staff resumes (if applicable);
- Planned job descriptions (if applicable);
- Articles of Incorporation, if applicable;
- Bylaws, if applicable;
- IRS letter of non-profit corporation status, if applicable; or
- Form 990, Return of Organization Exempt from Income Tax, if applicable;
- District of Columbia Business License;
- Certificate of Good Standing;
- Certificate of Occupancy; and
- Fire Inspection.

SECTION V

REVIEW AND SCORING OF APPLICATIONS

5.1 Review Panel

The review panel will be composed of neutral, qualified, professional individuals who have been selected for their unique experiences in human service, data analysis, evaluation, and social services planning and implementation. The review panel will review, score, and rank each applicant's proposal. Upon completion of its review, the panel shall make recommendations for awards based on the scoring process. DHS/FSA shall make the final funding determinations.

5.2 Scoring Criteria – Category A: Emergency Shelter and Supportive Services

Applicants' proposal submissions for funding for Category A: Emergency Shelter and Supportive Services will be objectively reviewed against the following specific scoring criteria.

Criterion A: Program Design (Total 50 Points)

- 1) The applicant clearly demonstrates an understanding of the needs of the target population and how the proposed activities will address those needs.
- 2) The proposed activities and work plan will result in timely project start-up, in the accomplishment of project objectives, and are consistent with program objectives described in the Program Scope.
- 3) The proposal clearly describes the methods to be used to provide emergency shelter and supportive services for all survivors of domestic, intimate, and dating violence. The proposal describes how survivors are able to access shelter, the development of a safety plan, and the development of an exit plan.
- 4) The proposal describes how the proposed services are trauma informed. Describe how the project will ensure and monitor that project staff are using trauma-informed strategies in service delivery.
- 5) The proposal clearly articulates the goals, objectives, and outcomes for the program and describes the data that will be collected and reported to monitor progress towards those goals. As part of the discussion on goals, the proposal clearly articulates the number of individuals who will receive services over a specified timeframe and the amount of services to be provided.
- 6) The proposal clearly delineates the following: (1) target population(s) to be assisted through the model project; and (2) the services that will be provided to each survivor and their dependents staying in temporary shelter including meals offered, supportive services offered, the amount of time the survivor is able to stay, and exit planning provided.

Criterion B: Organizational Capability and Relevant Experience (Total 20 Points)

This section should describe the capability of the applicant to fulfill the requirements of this RFA including:

- 1) Information and evidence about the qualifications, experience, expertise, and capability of the applicant to address the needs of the targeted population and provide services proposed.

- 2) Past and present specific experience in successfully operating a program similar to that proposed in the application, or Education, training, collaborations and/or supports identified to assist the applicant and ensure startup and successful operation of the program proposed.
- 3) If applicable, explain past programmatic and administrative experience with DHS/FSA grants.
- 4) Description of the applicant's financial and accounting systems to properly administer and track award funds.
- 5) Job descriptions, resumes, and any supporting reports, awards, certifications, or references should be included as attachments.

If applicable, letters of support or MOU agreements with proposed program partners.

Criterion C: Budget and Budget Narrative (Total 20 Points)

- 1) The applicant provides evidence of sound fiscal management and financial stability and documents the availability of resources other than the grant funds that supports the organization.
 - 2) The applicant includes an explanation for how the matching requirement will be met by either cash or in-kind contributions.
 - 3) The applicant demonstrates that the proposed budget is reasonable, realistic and will achieve project objectives.
- a. The budget narrative must describe each line item requested in the budget and explain all costs included in the budget, including how the costs are determined and how they will fulfill the objectives of the project. Calculations must be mathematically correct. The budget narrative should include the total budget to manage the program outside of FVPSA funds.**

Criterion D: Confidentiality, Data, and Reporting (Total 10 Points)

Applicant describes how all client data will remain confidential and policies, systems, and protocols to ensure client confidentiality. The Applicant describes how the applicant will meet reporting requirements – aggregate data – while maintaining client confidentiality. The Applicant demonstrates a clear understanding of the reporting requirements and proposes a clear plan for meeting them.

5.3 Scoring Criteria – Category B: Nonresidential Counseling, Case Management, and Supportive Services

Applicants' proposal submissions for funding for Category B: Nonresidential Counseling, Advocacy, and Supportive Services will be objectively reviewed against the following specific scoring criteria.

Criterion A: Program Design (Total 50 Points)

This section should describe the proposed program design to fulfill the requirements of this RFA including:

- 1) The applicant clearly demonstrates an understanding of the needs of the target population and how the proposed activities will address those needs.
- 2) The proposed activities and work plan will result in timely project start-up, in the accomplishment of project objectives, and are consistent with program objectives described in the Program Scope.
- 3) The proposal clearly describes the methods to be used to provide nonresidential counseling, advocacy, and supportive services for survivors of domestic, intimate, and dating violence and their dependents. The proposal describes the outreach activities and how clients will be enrolled to receive counseling, case management, and supportive services.
- 4) The proposal describes how the proposed services are trauma-informed. Describe how the project will ensure and monitor that project staff are using trauma-informed strategies in service delivery.
- 5) The proposal clearly articulates the goals, objectives, and outcomes for the program and describes the data that will be collected and reported to monitor progress towards those goals. As part of the discussion on goals, the proposal clearly articulates the number of individuals who will receive services over a specified timeframe and the amount of services to be provided.
- 6) The proposal clearly delineates the following: (1) target population(s) to be assisted through the model project; and (2) the services that will be provided to each survivor and their dependents, including the supportive services provided, the case management tools that will be used, the qualifications of staff that will be providing the services.

Criterion B: Organizational Capability and Relevant Experience (Total 20 Points)

This section should describe the capability of the applicant to fulfill the requirements of this RFA including:

- 1) Information and evidence about the qualifications, experience, expertise, and capability of the applicant to address the needs of the targeted population and provide services proposed.
- 2) Past and present specific experience in successfully operating a program similar to that proposed in the application, or Education, training, collaborations and/or supports identified to assist the applicant and ensure startup and successful operation of the program proposed.
- 3) If applicable, explain past programmatic and administrative experience with DHS/FSA grants.
- 4) Description of the applicant's financial and accounting systems to properly administer and track award funds.
- 5) Job descriptions, resumes, and any supporting reports, awards, certifications, or references should be included as attachments.
- 6) If applicable, letters of support or MOU agreements with proposed program partners.

Criterion C: Budget and Budget Narrative (Total 20 Points)

- 1) The applicant provides evidence of sound fiscal management and financial stability and documents the availability of resources other than the grant funds that supports the organization.
- 2) The applicant demonstrates that the proposed budget is reasonable, realistic and will achieve project objectives.
- 3) The applicant includes an explanation for how the matching requirement will be met by either

cash or in-kind contributions.

- 4) The budget narrative must describe each line item requested in the budget and explain all costs included in the budget, including how the costs are determined and how they will fulfill the objectives of the project. Calculations must mathematically correct. The budget narrative should include the total budget to manage the program outside of FVPSA funds.

Criterion D: Confidentiality, Data, and Reporting (Total 10 Points)

Applicant describes how all client data will remain confidential and policies, systems, and protocols to ensure client confidentiality. The Applicant describes how the applicant will meet reporting requirements – aggregate data – while maintaining client confidentiality. The Applicant demonstrates a clear understanding of the reporting requirements and proposes a clear plan for meeting them.

5.4 Scoring Criteria – Category C: Education and Outreach Services

Applicants' proposal for funding for Category C: Education and Outreach Services will be objectively reviewed against the following specific scoring criteria.

Criterion A: Program Design (Total 50 Points)

- 1) The applicant clearly articulates a target population for the education and outreach services to be provided and includes a clear rationale for why the proposed target population was selected.
- 2) The proposed activities and work plan will result in timely project start-up, in the accomplishment of project objectives, and are consistent with program objectives described in the Program Scope.
- 3) The proposal clearly describes the methods to be used to provide education and outreach services, including the outreach to be provided to the target population, who will be delivering the education and outreach services, where the services will be provided, and what information will be shared e.g. the curriculum or key messages.
- 4) The proposal describes how the proposed services are trauma-informed. Describe how the project will ensure and monitor that project staff are using trauma-informed strategies in service delivery.
- 5) The proposal clearly articulates the goals, objectives, and outcomes for the program and describes the data that will be collected and reported to monitor progress towards those goals. As part of the discussion on goals, the proposal clearly articulates the number of individuals who will receive services over a specified timeframe and the amount of services to be provided.
- 6) The proposal clearly describes the type of outreach and education services to be provided and the quantity. For example, the number of classes, workshops, outreach events, etc.

Criterion B: Organizational Capability and Relevant Experience (Total 20 Points)

This section should describe the capability of the applicant to fulfill the requirements of this RFA including:

- 1) Information and evidence about the qualifications, experience, expertise, and capability of the applicant to address the needs of the targeted population and provide services proposed.

- 2) Past and present specific experience in successfully operating a program similar to that proposed in the application, or Education, training, collaborations and/or supports identified to assist the applicant and ensure startup and successful operation of the program proposed.
- 3) If applicable, explain past programmatic and administrative experience with DHS/FSA grants.
- 4) Description of the applicant's financial and accounting systems to properly administer and track award funds.
- 5) Job descriptions, resumes, and any supporting reports, awards, certifications, or references should be included as attachments.
- 6) If applicable, letters of support or MOU agreements with proposed program partners.

Criterion C: Budget and Budget Narrative (Total 20 Points)

- 1) The applicant provides evidence of sound fiscal management and financial stability and documents the availability of resources other than the grant funds that supports the organization.
- 2) The applicant demonstrates that the proposed budget is reasonable, realistic and will achieve project objectives.
- 3) The applicant includes an explanation for how the matching requirement will be met by either cash or in-kind contributions.
- 4) The budget narrative must describe each line item requested in the budget and explain all costs included in the budget, including how the costs are determined and how they will fulfill the objectives of the project. Calculations must be mathematically correct.

Criterion D: Confidentiality, Data, and Reporting (Total 10 Points)

Applicant describes how all client data will remain confidential and policies, systems, and protocols to ensure client confidentiality. The Applicant describes how the applicant will meet reporting requirements – aggregate data – while maintaining client confidentiality. The Applicant demonstrates a clear understanding of the reporting requirements and proposes a clear plan for meeting them.

Section VI	LIST OF ATTACHMENTS
Attachment A:	Applicant Profile
Attachment B:	Certifications
Attachment C:	Assurances
Attachment D:	Original Receipt
Attachment E:	Work Plan
Attachment F:	Staffing Plan
Attachment G:	Budget
Attachment H:	Monthly Reports
Attachment I:	Collaboration Commitment Form
Attachment J:	Confidentiality Statement
Attachment K:	Client Satisfaction Survey
Attachment L:	Collecting Outcome Evaluation Data
Attachment M:	Annual Report Client Satisfaction Report

Attachment A: Applicant Profile
Family Violence Prevention Services Program

Applicant Name: _____

TYPE OF ORGANIZATION

Small Business _____ Non-Profit Organization _____ Other _____

Contact Person: _____

Office Address: _____

Phone Number: _____

Fax Number: _____

Federal ID Number: _____

Program Descriptions: _____

Budget

Total funds Requested: \$ _____

Attachment B: Certifications



GOVERNMENT OF THE DISTRICT OF COLUMBIA Office of the Chief Financial Officer



Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 C.F.R. Part 69, "New Restrictions on Lobbying" and "Government-wide Debarment and Suspension (Non-procurement) and 28 C.F.R. §83.670, "Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code and implemented at 28 C.F.R. Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 C.F.R. Part 69, the applicant certifies that:

- (a) No Federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- (b) If any funds other than Federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - III, "Disclosure of Lobbying Activities," in accordance with its instructions;
- (c) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers including subgrants, contracts

under grants and cooperative agreements, and subcontracts) and that all sub--recipients shall certify and disclose accordingly.

2. Debarment, Suspension, and Other Responsibility Matters (Direct Recipient)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 C.F.R. Part 83, for prospective participants in primary covered transactions, as defined at 28 C.F.R. §83.670, for prospective participants in primary covered transactions:

A. The applicant certifies that it and its principals:

- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;**
 - b. Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;**
 - (c.) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and**
 - (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and**
- B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.**

1. Drug-Free Workplace (Applicants Other Than Individuals)

As required by the Drug Free Workplace Act of 1988, as amended (Pub. L. No. 100-690; 28 C.F.R. Part 83):

- A. The applicant certifies that it will or will continue to provide a drug-free workplace by:**
- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition;**

- (b) Establishing an ongoing drug-free awareness program to inform employees about—**
 - (1) The dangers of drug abuse in the workplace;**
 - (2) The applicant's policy of maintaining a drug-free workplace;**
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and**
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;**
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);**
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will**
 - (1) Abide by the terms of the statement; and**
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;**
- (e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title to: Office of Risk Management, 441 4th Street, NW, 800 South, Washington, DC 20001. Notice shall include the identification number(s) of each effected grant;**
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—**
 - (1) Taking appropriate personnel action against such an employee, up to and incising termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or**
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;**
 - (3) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (1), (c), (d), (e), and (f).**
- B. The applicant may insert in the space provided below the sites) for the performance of work done in connection with the specific grant:**

Place of Performance (Street address, city, county, state, zip code)

Drug-Free Workplace (Applicants who are Individuals)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 C.F.R. Part 67, subpart F, for applicants as defined at 28 C.F.R. Part 83:

- A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and**
- B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to:**

DC Department of Human Services, Office of Grants Management, 64 New York Avenue, NE, Washington, DC 20002

**As the duly authorized representative of the applications,
I hereby certify that the applicant will comply with the above certifications.**

1. Applicant Name and Address

2. Application Number and/or Project Name

3. Federal Tax Identification No.

4. Typed Name and Title of Authorized Representative

5. Signature

6. Date

Attachment C: Assurances
ASSURANCES



The applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including Health and Human Services Uniform Administrative Requirements, Cost Principles, and Audit Requirements at 45 CFR §75.352: Requirements for pass-through entities including the Subrecipient Monitoring and Management requirements described in subpart D, 45 CFR §75.351 through §75.353 and the ACF General Terms and Conditions for Mandatory Awards, *Term 1(a)(iii)(2)*, *Term 15*, and *Term 19*.

Also, the Application assures and certifies that:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
2. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 as amended (Pub. L. No. 91- 646) which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.
3. It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 U.S.C. §§ 1501, *et seq.*).
4. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act if applicable.
5. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
6. It will give the sponsoring agency of the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant, with exemption to client confidentially requirements.
7. It will comply with all requirements imposed by the Federal-sponsoring agency concerning special requirements of Law, program requirements, and other administrative requirements.
8. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection

Agency's (EPA), list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.

9. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, as amended (Pub. L. No. 93-234; 87 Stat. 975). Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal Financial Assistance", includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
10. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 U.S.C. § 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 U.S.C. § 569a-1, *et seq.*) By (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 C.F.R. Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
11. It will comply with the provisions of 28 C.F.R. applicable to grants and cooperative agreements including Part 18. Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.
12. It will comply, and all its contractors will comply, with; Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title III of the Americans with Disabilities Act (ADA) (1990); Title IIX of the Education Amendments of 1972; and the Age Discrimination Act of 1975.
13. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, U.S. Department of Justice.



14. It will provide an Equal Employment Opportunity Program if required to maintain one, where the application is for \$500,000 or more.
15. It will comply with the provisions of the Coastal Barrier Resources Act (Pub. L. No. 97-348; 16 U.S.C. §§3501, *et seq.*) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.
16. It will not discriminate on the basis of age, actual or perceived sex, actual or perceived gender identity, actual or perceived sexual orientation, disability, race, color, national origin, or religion (42 U.S.C. § 10406 (c)(2)), (45 CFR § 1370.5 (a)), and (45 CFR § 1370.5 (c)).
17. It has established policies, procedures, and protocols to ensure compliance with the provisions of 42 U.S.C. § 10406(c)(5) regarding non-disclosure of confidential or private information. Pursuant to 42 U.S.C. § 10406(c)(5), it will comply with requirements imposed by that section, which include, but are not limited to: (1) the grantee will not disclose any personally identifying information collected in connection with services requested (including services utilized or denied), through the grantee's funded activities, or reveal personally identifying information without informed, written, reasonably time- limited consent by the person about whom information is sought, whether for the FVPSEA-funded activities or any other federal or state program and in accordance with 42 U.S.C. § 10406(c)(5)(B)(ii); (2) the grantee will not release information compelled by statutory or court order unless adhering to the requirements of 42 U.S.C. §10406(c)(5)(C); (3) the grantee may share non-personally identifying information in the aggregate for the purposes enunciated in 42 U.S.C. § 10406(c)(5)(D)(i) as well as for other purposes found in 42 U.S.C. § 10406(c)(5)(D)(ii) and (iii).
18. Pursuant to 45 CFR § 1370.10, it will comply with the requirement that the receipt of emergency shelter and receipt of all supportive services shall be voluntary. Similarly, the receipt of shelter cannot be conditioned on participation in other services, such as, but not limited to counseling, parenting classes, mental health or substance use disorders treatment, pursuit of specific legal remedies, or life skill classes. Additionally, programs cannot impose conditions for admission to shelter by applying inappropriate screening mechanisms, such as criminal background checks, sobriety requirements, requirements to obtain specific legal remedies, or mental health or substance use disorder screenings. An individual's or family's stay in shelter cannot be conditioned upon accepting or participating in services.

Printed Name and Title of Authorized Official

Signature of Authorized Official

Date Signed:

Attachment D: Original Receipt

Family Violence Services Program

The Department of Human Services is in receipt of the original application and four (4) copies submitted in response to the Request for Applications for Homemaker Services:

Submitted by: _____
(Contact Name/ Please Print Clearly)

(Organization Name)

(Address, City, State, Zip Code)

(Phone Number) (Fax Number)

For DHS Only:

Received applications: Time: _____

Application and _____ copies

Received on this date: _____

Received by: _____

PROPOSALS WILL NOT BE ACCEPTED AFTER 5:00 P.M.

**Attachment E: Work Plan
Family Violence Services Program**

Work Plan

Agency:								Submission Date:				
Services Area:								Project Manager:				
Budget:								Telephone #:				
Measurable Objectives	First Quarter			Second Quarter			Third Quarter			Fourth Quarter		
Objectives:	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	July	Aug.	Sept.
Activities:												
1.												
2.												
3.												
4.												
5.												
6.												
7.												

Attachment F: Staffing Plan
Family Violence Services Program

Staffing Plan

Name	Position Title	Filled/ Vacant	Annual Salary	% of Effort	Start Date

Director's Signature:_____

Date:_____

**Attachment G: Budget
Family Violence Services Program**

Budget

Please include an additional attachment that shows the total budget to manage the program outside of FVPSA funding.

Agency:		Program Year:	
Service Area:		Project Manager:	
Budget:		Telephone Number	
CATEGORY	GRANT FUNDS	TOTAL	JUSTIFICATION
Personnel			
Fringe Benefits			
Travel			
Equipment			
Supplies			
Contractual			
Other (specify)			
Subtotal Direct Costs			
Indirect/Overhead			
Total			
Funding Matching			[please indicate the source of funds and type of match]

Attachment H: Monthly Reports Family Violence Services Program

The grantee should also include unduplicated count of the number of women, men, dependents, and youth served at non-residential and residential programs within the one-year reporting period. Unduplicated count means that each program can count a person only once regardless of how many times he/she accesses the program or its various services. Demographics of the people who received services and accessed shelter.

MONTHLY REPORT

Grant Information

Grant Agreement Number:	Enter Agreement Number			
Period of Performance:	Start Date:	Enter Date.	End Date:	Enter Date.
Award Amount:				
Type of Program:	Shelter Services []	Outreach Services []	Case Management and Counseling Services []	

Grantee Information

Recipient Organization Name:	
Recipient's Point of Contact	
Name:	
Phone:	
Email:	

General Program Information

Shelter sites and Non-Shelter Service sites

Provide information on the number of shelter facilities and/or non-shelter service sites funded through the grant.

	Item	Count
1	Number of shelter facilities [include number of facilities and number of beds supported by this grant]	
2	Number of non-shelter service sites where services are provided	
3	Number of new clients receiving shelter services (if applicable)	
4	Number of clients who have exited shelter services (if applicable)	
5	Average length of stay of clients who have exited (if applicable)	
6	Number of individuals seeking shelter services who were denied services	
7	Number of safety plans developed for shelter residents	
8	Number of exit plans developed for shelter residents	
9	Number of referrals provided to shelter residents	

Population Served

Please include information for each of the demographic categories listed below on a monthly basis.

NOTE: 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

Age

	Age of clients served	Count
1	0-12 years old	
2	13-17 years old	
3	18-24 years old	
4	25-59 years old	
5	60+ years old	
6	Unknown age child/youth	
7	Unknown age adult	
	Total clients served	

Race/ethnicity

	Race/ethnicity	Count
1	Black /African American	
2	American Indian/Alaska Native	
3	Asian	
4	Hispanic or Latino	
5	Native Hawaiian/other Pacific Islander	
6	White/Caucasian	
7	Unknown/Other	
	Total Clients	

Family Status

	Family Status	Count
1	Number of Head of Households served living in families (accompanied by minor children)	
2	Number of Head of Households served who are single unaccompanied adults	
3	Number of Dependents served (children and dependent adults)	
	Total Clients	

Gender Identity

	Gender Identity	Count
1	Number of Heads of Households who Identify as Female	
2	Number of Heads of Households who Identify as Male	
3	Number of Heads of Households who Identify as Transgender	
4	Number of Heads of Households who Identify as Gender Nonconforming	
	Total Clients	

Other Demographics

	Item	Count
1	Clients in need of language services (i.e. interpretation)	
2	Clients who self-identify as LGBTQ	
3	Youth between 13-17 years old receiving services due to being a victim of dating violence	

Non Residential Case Management and Counseling Services

	Item	Count
1	Number of clients who received counseling services – either individual counseling or group counseling	
2	Number of clients who received advocacy supportive services	
3	Number of referrals provided to clients and locations of those referrals	
4	Average length of services from case management	

Community Education/Outreach services

	Item	Count
1	Number of Presentations – General public	
2	Number of Participants – General public	
3	Number of Presentations – Youth Targeted	
4	Number of Participants – Youth Targeted	

QUARTERLY REPORT

Narrative responses

Client story -- share a story about a client (without sharing any personally-identifying information), service or community initiative that could be shared with other stakeholders.

Funding importance -- what does the DV grant allow you to do that you wouldn't be able to do without this funding?

Underserved Populations -- describe any efforts supported in whole or in part by your FVPSA grant to meet the needs of underserved populations in your community, including populations underserved because of ethnic, racial, cultural or language diversity, sexual orientation or gender identity or geographic isolation. Describe any ongoing challenges.

PREVENTION/OUTREACH -- describe significant prevention and outreach activities, supported in whole or in part by your FVPSA grant, during the program year.

PROGRAM EFFECTIVENESS -- provide information on the evaluation of the effectiveness of your domestic violence programming.

ADDITIONAL INFO -- (Optional) provide any additional information that you would like us to know about your FVPSA-supported domestic violence program, i.e., the unmet needs of victims in your community, other funding sources used for programming or service trends that are emerging in your community.

**Attachment I: Collaboration Commitment Form
Family Violence Services Program**

Collaboration Commitment Form

Please include information on this form about the activities and/or services that will be provided by the collaborating organizations. The application must demonstrate the level of effort for each partner, proposed services, and provide the budget costs of the collaboration in the applicant's application submission.

Collaborating Organization(s):

Name: _____

Address: _____

Telephone & Fax Number: _____

Describe Collaboration(s): (Use additional blank sheets if needed.)

The signatures below indicate that these organizations have collaborated on the development of the application and agree to continue the partnership throughout the implementation of the project as described in this application submission.

Authorized Representative(s)

Type Name(s): _____ Tel.: _____

_____ Tel.: _____

Signature(s) _____ Tel: _____

Date: _____

MAY BE SINGLE-SPACED

Attachment J: Statement of Confidentiality

Family Violence Services Program

GOVERNMENT OF THE DISTRICT OF COLUMBIA

STATEMENT OF CONFIDENTIALITY

I, _____ hereby affirm that I will hold confidential any information gathered or disclosed to me as a ELOA project staff member/volunteer as set forth in of the Prevention of Child Abuse and Neglect Act of 1977, as amended (D.C. Official Code §16-2363). I also affirm that I will not disclose any information from any ELOA project meetings that is not a matter of public record.

I understand that the unauthorized disclosure of any information divulged to me pursuant to D.C. Official Code §16-2363 will be considered a misdemeanor and upon conviction thereof, subject me to a \$250 fine or imprisonment for not more that ninety (90) days, or both under D.C. Official Code §16-2364, unless released for purpose related to the treatment of the child and/ or his/her family.

By signing the document, I acknowledge that I have read and fully understand the statement contained herein.

Signature/Title

Date

Name of Organization

**Attachment K: Client Satisfaction Survey
Annual Report to Send to FVPSA Administrator**

Organization Name: _____

Date Sent: _____ **Reporting Period:** _____

Please send the following numbers to your FVPSA State Administrator. For each program area from which you collected outcome data, indicate how many surveys were completed, and how many YES responses you received to each of the outcome questions (resources and safety). Do not send percentages, only actual numbers. If you did not collect outcome information for a particular service below, write in N/A (for not applicable).

Shelter

of surveys completed: _____ # of yes responses to resource outcome _____ # of yes responses to safety outcome: _____

Support Services and Advocacy

of surveys completed: _____ # of yes responses to resource outcome _____ # of yes responses to safety outcome: _____

Support Groups

of surveys completed: _____

of yes responses to resource outcome _____ # of yes responses to safety outcome: _____

Counseling

of surveys completed: _____ # of yes responses to resource outcome _____ # of yes responses to safety outcome: _____

TOTALS

of surveys completed: _____ # of yes responses to resource outcome _____ # of yes responses to safety outcome: _____

(The TOTAL numbers should equal the sum of each column)

Attachment L: Collecting Outcome Evaluation Data

CREATING A PLAN WITH STAFF FOR COLLECTING OUTCOME EVALUATION DATA

To provide proper evaluation of services, Grantees shall administer pre and post surveys to survivors. Please see attachment K for program surveys. For each program area that outcome data was collected for outcome data, indicate how many surveys were completed and how many YES responses were received to each of the outcome questions utilizing Attachment K. Attachment K should be sent along with the monthly reports. When working with survivors to gain clients satisfaction, please utilize these best practices below:

1. Meet with key staff to explain the need for the evaluation and how it can be useful to the organization.
2. Decide with staff who will collect the data, how often, and from whom.
3. The importance of *sampling* clients:
 - a. Do not collect data when clients are in crisis
 - b. Collect data often enough that you don't miss those clients who receive short-term services, BUT not so often it's a burden to clients
 - c. Sampling shelter residents:
 - Ideally, try to ask every shelter resident to participate as they get closer to shelter exit (other than those in crisis).
 - d. Sampling support group participants:
 - Ideally, every 3-4 weeks pass out forms to all group members at the end of a meeting, and invite them to stay an extra 5 minutes to complete the form. Pens or pencils should be provided, a locked box or sealed envelope should be provided, and the facilitator should leave the room.
 - d. Sampling advocacy program participants:
 - Ideally, after 2 contacts with the advocate unless the advocate believes they'll see the client again. You want to allow enough time for change to occur, but not miss those clients receiving short-term advocacy.
4. The key to sampling is that you must make sure that the people you include are as much like ("representative of") the whole group of people who receive your services as possible.
 - a. Survivors from all ages, races and cultural groups, sexual orientations, religious preferences, and abilities must be included.
 - b. Dissatisfied as well as satisfied clients need to be included.
5. Copy enough blank forms that they are readily available to staff; they should be in a visible area that will remind staff to use them.
6. Design a way that clients can return completed forms in an anonymous way. You can make or buy a locked box with a hole in the top, or can provide envelopes that clients can seal themselves and place in a safe place. Consider:
 - a. Clients need to feel that no one will look at their form in the near future.
 - b. Clients need to feel that they will not be identified by their survey.
 - c. Before you begin, you could ask some clients what place or approach would feel best to them.
 - d. You might need to figure this out through trial and error.

7. Decide with staff how often to discuss how the data collection is going; this should be quite often in the beginning while staff is getting used to the new procedures and to decide together what strategy works well and what doesn't.
8. All staff who might invite clients to participate in completing a survey should have a copy of the "Directions for inviting clients to participate in outcome evaluation."

HOW TO COLLECT OUTCOME EVALUATION DATA BY SAMPLING CLIENTS

Your contract with DHS for domestic violence services requires you collect outcome evaluation data from clients in three program areas:

- a. Emergency shelter
- b. Non-residential, in-person supportive services and advocacy
- c. Non-residential support groups

If you use DHS contract funds to provide non-residential supportive services and advocacy and nonresidential support groups, you can collect outcome evaluation data from clients throughout the year, or you can sample clients.

Many programs find it easier to just incorporate evaluation into their day-to-day work, trying to provide as many survivors as possible with the opportunity to provide feedback about services. However, for programs that don't feel they have the resources to do this, sampling is an accepted way of collecting information from a part of a group to represent the views or experiences of the group as a whole. If you choose to collect outcome data by sampling clients, sampling must be conducted at least two (2) times during the contract period. However, the sampling methods you use to collect the data must be done carefully to make sure your sample is both representative and typical of the clients you serve AND that the sample size is sufficient. Consequently, you may have to sample more than two times per year (or for longer sampling periods) in order to have a sufficient amount of data that can reliably be representative of everyone you serve.

Sampling Terms and Concepts:

- a. **Representative sample** means that the people who complete the surveys are "typical" of your clients overall in terms of race, age, gender, sexual orientation, disability, etc. It also means that the time(s) you choose to sample should be a typical time period, and one when it will be easy for advocates to focus on providing the survey to clients. If, for example, you have periods of time that are always especially busy (e.g. October), or especially slow, you may want to avoid those times because they are not **representative** of your typical client flow.
- b. Sample size depends on how big your program is- the number of survivors you collect information from is not fixed. Start by figuring out approximately how many clients you typically provide a specific service (e.g. support group) to in a given year. The idea is that you need to get information from enough of them that you can say what you have is a fair and reasonable reflection of the experience of the whole group. If you have a relatively small program, for example, and have only 20 people in a support group during a year, then you should try to get information from all of them rather than by sampling. If you have hundreds of support group participants in a year, then collecting information from 20-25% may be enough, as long as you have a **representative** sample.
- c. **Sampling period** means the length of time you select to collect the information from the sample groups (e.g. support group). How long your sampling period should be will be determined by the number you decide is your goal for the sample. In general, the larger the number of clients you serve in a particular service, the smaller the percentage you will need, as long as the sampling time period is fairly typical and selection of participants is consistent and unbiased. For example, if you typically provide non-residential support services and advocacy to 1,000 clients, sampling 10-15% may be enough. If you have 50 clients, sampling at least half of them would be better.

Tips for Sampling:

- a. Do not collect data when clients are in crisis.
- b. Sampling cannot be used for emergency shelter residents; you must provide an opportunity for all shelter residents to answer the outcome evaluation questions.
- c. Sampling clients who receive nonresidential, in-person supportive services and advocacy: --In order to get a good sample that is both representative of your typical clients AND to have a sufficient sample size, consider surveying clients after they have seen an advocate 2 times, unless the advocate thinks they will see the client again. You want to allow enough time for change to occur, but not miss those clients receiving short-term advocacy.
- c. Collect data often enough that you don't miss clients who receive short-term services, BUT not so often that it's a burden to clients. For short-term support services and advocacy clients, ideally you should ask them to complete a survey after two or more contacts unless you believe you will see the client again (then wait until you have done more work together).
- d. Sampling clients who receive nonresidential, in-person supportive services and advocacy:
 - In order to get a good sample that is both representative of your typical clients AND to have a sufficient sample size, consider surveying clients after they have seen an advocate 2 times, unless the advocate thinks they will see the client again. You want to allow enough time for change to occur, but not miss those clients receiving short-term advocacy.
- e. Sampling clients who participate in non-residential support groups:
 - In order to get a good sample that is both representative of your typical clients AND to have a sufficient sample size, consider surveying clients every 3-4 weeks, at the end of the support group meeting.
- f. Make sure that the people you include in the sample are as much like ("representative of") the whole group of people who receive your services as possible. This is why 2 times a year may be insufficient to meet this requirement.
 - You must include survivors from all ages, races and cultural groups, sexual orientations, religious preferences, and abilities.
 - Dissatisfied as well as satisfied clients need to be included in your sample.

Examples of Sampling: These are only examples of how different-sized programs may choose to sample participants in non-residential advocacy services and support groups.

	<u>Annual # of Clients</u>	<u>Targeted Sample Size</u>	<u>Sample Period</u>
Program A			
Advocacy Services	2,500	375 (15%)	The first week of every month
Support Group	100	50 (50%)	Every other month
Program B			
Advocacy Services	1,000	250 (25%)	One month each quarter
Support Group	65	65 (100%)	On-going, every 3-4 weeks
Program C			
Advocacy Services	200	100 (50%)	Every other month
Support Group	20	All	On-going
Program D			
Advocacy Services	140	140 (100%)	On-going
Support Group	8	All	On-going

Attachment M: Annual Report to Send to FVPSA Administrator

Annual Report to Send to FVPSA Administrator

Organization Name: _____

Date Sent: _____ Reporting Period: _____

Please send the following numbers to your FVPSA State Administrator. For each program area from which you collected outcome data, indicate how many surveys were completed, and how many YES responses you received to each of the outcome questions (resources and safety). Do not send percentages; only actual numbers. If you did not collect outcome information for a particular service below, write in N/A (for not applicable).

Shelter

of surveys completed: _____ # of yes responses to resource outcome _____ # of yes responses to safety outcome: _____

Support Services and Advocacy

of surveys completed: _____ # of yes responses to resource outcome _____ # of yes responses to safety outcome: _____

Support Groups

of surveys completed: _____ # of yes responses to resource outcome _____ # of yes responses to safety outcome: _____

Counseling

of surveys completed: _____ # of yes responses to resource outcome _____ # of yes responses to safety outcome: _____

TOTALS

of surveys completed: _____ # of yes responses to resource outcome _____ # of yes responses to safety outcome: _____

(The TOTAL numbers should equal the sum of each column)

Counseling Feedback Form

Thank you for your help! Although doing this is voluntary, your answers to these questions will help our program understand and improve the services we provide. We do not ask for your name. Your answers are confidential and very important to us. Please respond honestly. When you have finished, put this form in the envelope you were given, seal it, and put it in the place the staff member showed you.

1. About how many sessions with program staff for counseling have you had in the last year?
☐ 0 ☐ 1 ☐ 2 – 5 ☐ 6 – 10 ☐ more than 10
2. Have you filled out one of these forms about your experience with counseling in the past?
☐ no ☐ yes *If yes:* About how long ago? _____ months
3. People want to talk to counselors for different reasons. The following list describes different reasons why you may have come to our program for counseling. Every woman wants and needs different things, so there are no "right" answers. Please **use one of the numbers** in the box below to rate **each** of the items on the list according to the help you received **from counseling**:

3 = I got all of the help of this kind that I wanted
 2 = I got some of the help of this kind that I wanted
 1 = I wanted this kind of help, but I didn't get any
 0 = it doesn't apply to me—I didn't want or need this

- | | |
|---|---|
| <input type="checkbox"/> talking to someone who understands my situation | <input type="checkbox"/> help with issues related to my children |
| <input type="checkbox"/> learning more about why/how domestic violence happens | <input type="checkbox"/> support to make some changes in my life |
| <input type="checkbox"/> help figuring out how I can be safer | <input type="checkbox"/> understanding myself better |
| <input type="checkbox"/> hearing about what other women have done in my situation | <input type="checkbox"/> feeling better about myself |
| <input type="checkbox"/> learning to be more comfortable doing things for myself | <input type="checkbox"/> help ending my relationship safely |
| <input type="checkbox"/> finding out who to call or where to get help | <input type="checkbox"/> help staying in my relationship safely |
| <input type="checkbox"/> help figuring out what to do with my life | <input type="checkbox"/> help with budgeting |
| <input type="checkbox"/> help keeping access to my faith community | <input type="checkbox"/> feeling more comfortable asking for help |
| <input type="checkbox"/> help staying in my community safely | <input type="checkbox"/> feeling more hopeful about my life |
| <input type="checkbox"/> other (describe) _____ | |

4. I am most comfortable talking about my issues and concerns related to the abuse I have experienced in the following way (**please check only one**):
☐ in a support group with other women who have had similar experiences
☐ in a conversation with only one other person
☐ I am equally comfortable talking in a group or with just one person
5. **Because of** the counseling services I have received from this program so far, I feel (**please check yes or no**):

Yes No	Yes No
<input type="checkbox"/> <input type="checkbox"/> I know more ways to plan for my safety	<input type="checkbox"/> <input type="checkbox"/> more hopeful about the future
<input type="checkbox"/> <input type="checkbox"/> I know more about community resources	<input type="checkbox"/> <input type="checkbox"/> more comfortable asking for help
<input type="checkbox"/> <input type="checkbox"/> like I can do more things on my own	<input type="checkbox"/> <input type="checkbox"/> more confident in my decision-making

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Formulario de opinión sobre el asesoramiento

¡Gracias por tu ayuda! Aunque hacer esto es **voluntario**, tus respuestas a estas preguntas ayudarán a nuestro programa a entender y mejorar los servicios que ofrecemos. No pedimos tu nombre. Tus respuestas son **confidenciales** y muy importantes para nosotros. Por favor, responde honestamente. Cuando termines, por favor coloca esta encuesta en el sobre que te dimos, ciérralo; luego colócalo en el lugar que el miembro del personal te mostró.

1. ¿Cuántas sesiones con el personal del programa de asesoramiento has tenido durante el año pasado?

___ 0 ___ 1 ___ 2 – 5 ___ 6 – 10 ___ más de 10

2. ¿Has completado uno de estos formularios sobre tu experiencia con el asesoramiento en el pasado?

___ no ___ sí *Si respondiste sí: ¿Hace cuánto tiempo? _____ meses*

3. Las personas quieren hablar con los consejeros/asadores por diferentes motivos. La siguiente lista describe diferentes razones por las que puedes haber llegado a nuestro programa para recibir asesoramiento. Cada mujer quiere y necesita cosas diferentes así que no hay respuestas “correctas”. Por favor, usa **uno de los números** de la caja de abajo para calificar **cada** una de las cosas en la lista de acuerdo a la ayuda que recibiste **de los consejeros/asadores**.

3 = Recibí toda la ayuda de este tipo que quise
 2 = Recibí algo de ayuda de este tipo que quise
 1 = Quería este tipo de ayuda pero no me la dieron
 0 = No me aplica—No la quería o necesitaba

___ hablar con alguien que entiende mi situación	___ ayuda con problemas relacionados con mis hijos
___ aprender más sobre por qué/cómo ocurre la violencia doméstica	___ apoyo para realizar cambios en mi vida
___ ayuda para saber cómo estar más segura	___ entenderme mejor
___ escuchar lo que otras mujeres hicieron en mi misma situación	___ sentirme mejor sobre mí misma
___ aprender a sentirme más cómoda haciendo cosas por mí misma	___ ayuda para finalizar mi relación de forma segura
___ saber a quién llamar o en dónde obtener ayuda	___ ayuda para quedarme en mi relación de forma segura
___ ayuda para saber qué hacer con mi vida	___ ayuda para saber presupuestar
___ ayuda para tener acceso a mi comunidad de fe	___ sentirme más cómoda pidiendo ayuda
___ ayuda para estar más segura en mi comunidad	___ sentirme más esperanzada sobre mi vida
___ otro (describe) _____	

4. Me siento más cómoda hablando sobre mis problemas y preocupaciones relacionados con el abuso que experimenté del siguiente modo (**por favor, marca sólo una**):

___ en un grupo de apoyo con otras mujeres que han tenido experiencias similares
 ___ en una conversación con sólo otra persona
 ___ me siento igual de cómoda hablando en grupo o con sólo una persona

5. **Gracias** a los servicios de asesoramiento que recibí hasta ahora de este programa, siento: (**por favor, marca sí o no**)

Sí		No		Sí		No	
___	___	sé más formas de planificar mi seguridad	___	___	más esperanza en el futuro	___	___
___	___	sé más sobre recursos de la comunidad	___	___	más cómoda pidiendo ayuda	___	___
___	___	puedo hacer cosas por mí misma	___	___	más confianza para tomar mis decisiones	___	___

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Go to Settings to activate Windows

6. Por favor, dibuja un círculo en el número que mejor indique tu acuerdo o desacuerdo con las siguientes frases:

	no aplica	muy en desacuerdo	en desacuerdo	de acuerdo	muy de acuerdo
El personal del refugio me trató con respeto.	0	1	2	3	4
El personal del refugio fue comprensivo y compasivo.	0	1	2	3	4
El personal del refugio pasó el tiempo suficiente hablando sobre mi seguridad.	0	1	2	3	4
En general, se respetaron mis creencias religiosas/espirituales.	0	1	2	3	4
En general, se respetó mi orientación sexual.	0	1	2	3	4
En general, se respetó mi origen racial/étnico.	0	1	2	3	4
El personal del refugio lidió con las necesidades relacionadas con mi discapacidad.	0	1	2	3	4
El personal del refugio lidió con las necesidades relacionadas con mi joven edad o edad avanzada.	0	1	2	3	4

7. En general, al pensar sobre mi estadía aquí, calificaría la ayuda que recibí en este refugio como:

☐ muy útil ☐ útil ☐ algo útil ☐ nada útil

comentarios _____

8. Si una amiga me dijera que estaba pensando en venir aquí para recibir ayuda, yo: *(por favor, marca una)*

☐ recomendaría firmemente que viniera ☐ recomendaría que viniera
☐ recomendaría que no viniera ☐ recomendaría firmemente que no viniera

porque: _____

Hacemos las siguientes preguntas para ver si diferentes grupos de personas tienen diferentes experiencias aquí para así continuar con nuestros servicios para TODAS las personas. Por favor, no te preocupes si dejas alguna pregunta en blanco ya que podría identificarte.

9. Considero que soy:

☐ Afroamericana/Negra ☐ Hispana/Latina ☐ Otra (¿cuál?) _____
☐ Asiática/Islands del Pacífico ☐ Multirracial
☐ Nativa americana/Nativa de Alaska ☐ Blanca

Si hay un antecedente étnico en particular que sea importante para ti, por favor identificalo: _____

10. Mi edad es: ☐ 17 ó menos ☐ 18 – 24 ☐ 25 - 34 ☐ 35 – 49 ☐ 50 - 64 ☐ 65 ó más

11. Soy: ☐ hembra ☐ varón ☐ transgénero

12. Tengo _____ hijos pequeños (de 17 años o menos).

13. Considero que soy:

☐ heterosexual ☐ lesbiana/gay ☐ bisexual ☐ otro (por favor, descríbelo) _____

14. El nivel más alto de educación que tengo hasta ahora es:

☐ 8° grado o menos ☐ Preparatoria o GED ☐ Graduada universitaria
☐ Grado 9° – 11° ☐ Algo de universidad ☐ Grado avanzado

¡Muchas gracias!

Activate Windows
Go to Settings to activate W