

REQUEST FOR APPLICATIONS (RFA): JA-FSA-Core FVPSA-01-25

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

Fiscal Year 2025

**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, and Family Services Administration invite the submission of applications for funding through the Family Violence Prevention Services Act 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: April 24, 2024

RFP Release Date: April 24, 2024

Pre-application Conference Date: April 30, 2024

Application Submission Deadline: May 22, 2024

LATE APPLICATIONS WILL NOT BE FORWARDED TO THE REVIEW PANEL

EXECUTIVE SUMMARY

The District of Columbia (District), Department of Human Services (DHS), and Family Services Administration (FSA) are recompeting the Family Violence Prevention and Services Act (FVPSA) Program funding for Fiscal Year (FY) 2025. 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 programs 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].

Domestic Violence (DV) is a worldwide epidemic affecting individuals in every community regardless of age, economic status, sexual orientation, gender, race, religion, or nationality. Nearly 1 in 4 women and about 1 in 6 men will experience domestic violence at some point during their lifetime.¹ 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 2023 Point-in-Time Count of Persons Experiencing Homelessness shows that 24% of single adults and 55% of adults in families who are experiencing homelessness reported a history of DV. Over 47% of unhoused families report being homeless because of Domestic Violence.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, 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)].

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 The Community Partnership for the Prevention of Homelessness. 2023 Point-in-Time Dashboard. <https://community-partnership.org/homelessness-in-dc/>

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>

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-Core FVPSA-01-25

Due Date for Applications:

May 22, 2024

Anticipated Total Available Funding:

\$770,209.00

Category Name	Amount	Expected # of Awards
Emergency Shelter and Supportive Services	\$567,522.20	Up to 3
Non-residential Counseling and Case Management	\$101,343.25	Up to 1
Education and Outreach	\$101,343.25	Up to 1
Total Estimated Program Award Funding	\$770,209.00	

Estimated Number of Awards:

Up to 5 awards.

Estimated Award Amount:

The amount will be determined based on the scope of the work proposed. Emergency Shelter and Supportive Services funding will be divided among 3 prospective grantees.

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.

District of Columbia
Department of Human Services
Family Services Administration (FSA)

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-Core FVPSA-01-25

WHEN: April 30, 2024

WHERE: Webex

TIME: 11 a.m. – 1:00 p.m. EDT

CONTACT PERSON: Tracy Coleman
Department of Human Services
Family Services Administration
64 New York Avenue NE,
Washington, DC 20002
(202) 380-8175

Please RSVP to attend the Pre-Application Conference: no later than 5:00 pm on April 29, 2024. You may RSVP using the Smartsheet link at:

<https://app.smartsheet.com/b/form/974a1a3a7de34055a7a0a008f643233d>

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.
- 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.
- Applicant organizations/entities pursuing this opportunity as a collaborative effort have completed and submitted a Collaboration Commitment Form, found in Attachment I of the RFA, for each collaborative partnership entered into.
- The applicant has read and signed the Statement of Confidentiality found in Attachment J of the RFA and has submitted signed copies for all staff who will work on this project.
- The single-spaced application uses 12 point-type (Times New Roman or similar) with one-inch margins.

- ❑ The program narrative section is complete and conforms to a 12-page limit for this section of the RFA submission.
- ❑ The application format conforms to the guide listed in Section IV Application Format listed on page 43 of the RFA.
- ❑ The appropriate appendices, including program descriptions, staff qualifications, individual resumes, licenses, and other supporting documentation are enclosed.

The application must be submitted no later than 5:00 pm EST., Eastern Standard Time (EST) by the deadline date of May 22, 2024, to DHS/FSA, c/o Tracy Coleman at tracy.coleman@dc.gov. Applications submitted after 5:00 pm EST. will not be forwarded to the Review Panel for funding consideration.

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SECTION I GENERAL INFORMATION

1.1 Introduction

The Department of Human Services (DHS), Family Services Administration (FSA), is soliciting the Family Violence Prevention and Services (FVPSA) Program Award. 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 programs 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) 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 and Services Act (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)]

The Department of Human Services (DHS), in collaboration with the District of Columbia Coalition Against Domestic Violence (DCCADV), encourages partnerships among service providers. The aim of this partnership is to achieve two objectives:

- a) To ensure that families and individuals of diverse ethnic backgrounds have access to case management services provided by supportive agencies that understand the nuances of their specific culture and heritage. This will help them to access housing through another provider.
- b) To provide support to housing providers and help them create welcoming and supportive spaces for all community members. This includes those who come from a distinct community and can access case management services at culturally-specific service providers while in their housing program.

1.4 Source of Grant Funding

The funds are made available through the Federal United States Department of Health and Human Services, Administration for Children and Families, and Family Violence Prevention and Services Act (FVPSA) Grant. DHS administers the federal FVPSA state grant for the District and sub-grants under 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, 2024, or as soon as possible thereafter and continue through September 30, 2025.

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	\$567,522.00	Up to 3
Non-residential Counseling and Case Management	\$101,343.25	Up to 1
Education and Outreach	\$101,343.25	Up to 1
Total Estimated Program Award Funding	\$770,209.00	

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 prospective 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 houses or supports 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 Services Act (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). DCCADV's purpose is to provide education, support, and technical assistance to such service providers who offer 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 that 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 in an intimate, dating, or formerly dating relationship, or a family member. 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 person's consistent efforts to maintain power and control over the other.

Inclusion

Domestic violence is an epidemic that affects individuals of every community regardless of age, economic status, sexual orientation, gender, race, religion, or nationality. It is often accompanied by emotionally abusive and controlling behaviors that result in 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 cross 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 with support and advocacy services 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 honors 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 lives 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, weekly group classes, 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 the 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 a 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 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 that 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 crime 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 implement solutions to crime and victimization. Presentations are aimed at increasing the 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: provides voluntary and confidential, regularly facilitated group meetings of clients with a supportive and/or educational focus. A group is defined as two or more unrelated clients.

Individual Supportive Counseling: 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, provide community oriented informational workshops, or distributing materials.

Personally Identifying Information (PII): This 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 a provision of shelter. Should other jurisdictional laws conflict with this definition of temporary refuge, the definition that 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 a provision of shelter. Should other jurisdictional laws conflict with this definition of temporary refuge, the definition that 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.

Subcontract: When an applicant partners with another service provider to achieve the goals and objectives of the funded project. Applicants are encouraged to consider applying with funded agreements with culturally specific service providers for supplemental and collaborative supports that honor a person’s preferred language or culture.

This partnership aims to achieve two objectives:

- a) To ensure that families and individuals of diverse ethnic backgrounds have access to case management services provided by supportive agencies that understand the nuances of their specific culture and heritage. This will help them to access housing through another provider.
- b) To provide support to housing providers and help them create welcoming and supportive spaces for all community members. This includes those who come from a distinct community and can access case management services at culturally specific service providers while in their housing program.

Survivor: The person who has experienced domestic/intimate partner/dating violence. The 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 that face barriers in accessing and using victim services, including 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 that also served that client can also count that client during the period of performance October 1, 2024 – September 30, 2025.

Unusual Incident Report: An Unusual Incident is an alleged, suspected, or actual event or occurrence involving a DHS client, a DHS contractor client, an 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.

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

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 the 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 of immediate shelter and related supportive services to adult and youth victims of family violence, domestic violence, or dating violence, and their dependents, on a regular basis, including paying for the operating and administrative expenses of the facilities for such shelter (42 U.S.C. 10408(b)(1)(A));
- 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 (42 U.S.C. 10408(b)(1)(B));
- C. 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 (42 U.S.C. 10408(b)(1)(C));
- D. Provision of services, training, technical assistance, and outreach to increase awareness of family violence, domestic violence, and dating violence, and increase accessibility to services (42 U.S.C. 10408(b)(1)(D));
- E. Provision of culturally and linguistically appropriate services (42 U.S.C. 10408(b)(1)(E));
- F. Provision of services for children exposed to family violence, domestic violence, or dating violence, including age-appropriate counseling, supportive services, and services for the non-abusing parent that supports that parent's role as a caregiver, which may, as appropriate, include services that work with the non-abusing parent and child together (42 U.S.C. 10408(b)(1)(F));

- G. Provision of advocacy, case management services, and information and referral services concerning issues related to family, domestic, or dating violence intervention and prevention, including the following: 1) assistance in accessing related federal and state financial assistance programs; 2) provision of legal advocacy to assist victims and their dependents; 3) provision of medical advocacy, including referrals for appropriate health care services (including mental health, alcohol, and drug abuse treatment), but not to include reimbursement for any health care services; 4) assistance locating and securing safe and affordable permanent housing and homelessness prevention services; 5) provision of transportation; child care; respite care; job training and employment services; financial literacy services and education and financial planning, and related economic empowerment services; and 6) provision of parenting and other educational services for victims and their dependents (42 U.S.C. 10408(b)(1)(G)); and provision of prevention services, including outreach to underserved populations (42 U.S.C. 10408(b)(1)(H))

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 the Office of Victim Services and Justice Grants, Department of Human Services, DC Coalition Against Domestic Violence, DHS, 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 prospective grantee is required to provide such access to its facilities, transportation, records, and clients, with the 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 prospective grantees.

1.15 General Terms and Conditions

“Appendix: General Terms and Conditions” is incorporated by reference in this RFA. Applicants and prospective 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:

Tracy Coleman,
Grant Management Specialist
District of Columbia
Department of Human Services
Family Services Administration
64 New York Avenue, N E, 6th
Floor Washington, DC 20002
202-380-8175

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 Tracy Coleman, Grant Management Specialist at Tracy.coleman@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 the Department of Human Services, on **Wednesday, April 30, 2024, from 11:00 a.m. to 1:00 p.m. EDT**. The meeting will be held via the Webex link provided upon confirmation of registration.

1.20 Explanation to Prospective Grantees

Applicants are encouraged to e-mail their questions to Tracy Coleman at Tracy.coleman@dc.gov on or before May 3, 2024 at 5:00pm. Questions submitted after the deadline date will not receive responses. Please allow ample time for emails to be received prior to the deadline date.

1.21 Deadline Date

The RFA will be issued on **Wednesday, April 24, 2024**. The Pre-Application Conference will be held on **April 30, 2024**. The deadline for submissions of all applications is **May 22, 2024, at 5:00 p.m. EDT**.

Applications must be submitted to Tracy Coleman at Tracy.coleman@dc.gov. All applicants should receive a confirmation email. **NO SUBMISSIONS WILL BE ACCEPTED AFTER 5:00 p.m. EDT on May 22, 2024.**

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 Services Act (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 prospective grantee shall provide services described herein within the District of Columbia.

2.1.2 Client Confidentiality

All prospective grantees shall maintain client confidentiality at all times by restricting the use or disclosure of information concerning service and/or service participants, informing clients of any requests their information, and before releasing any information, which requires 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 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 adults, 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 prospective grantees and sub-prospective grantees' 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 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 limitations, 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 paragraph shall prohibit a grantee or subgrantee from reporting abuse and neglect, as those terms are defined by law, where mandated or expressly permitted by the State or Indian tribe involved.

(f) The address or location of any shelter facility assisted that maintains a confidential location shall, except with the written authorization of the person or persons responsible for the operation of such shelter, not be made public. Shelters that 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 prospective 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 prospective 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 Prospective grantee shall attend all quarterly and periodic meetings organized by DHS.

2.2 CATEGORY A: Emergency Shelter and Supportive Services Requirements

2.2.A.1 Overview

The prospective grantee shall provide comprehensive shelter services that include, but are 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 prospective 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 the 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 referred 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 survivor's 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 Prospective 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 prospective 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 shelters.
 - 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 an 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 prospective 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 prospective 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 prospective 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 requirements listed in Section 2.2.A.3 and shall stipulate prompt correction by the prospective grantee of deficiencies identified. The work plan shall also include a description of Applicant-Specific Goals, see Attachment E, and the specific data the prospective grantee will collect and report on to show progress toward goals.

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

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

Example of Goals, Objectives, and Activities Format: Goal 1: To ensure immediate safety of survivors of domestic violence. Objective 1: In FY 2024, 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 prospective 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 prospective 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. The prospective 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 prospective grantees are encountering to service the District survivors.

Quarterly Reports: The prospective grantee is expected to report on quarterly narrative reporting (January, April, and July).

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 the expiration of the Grant Agreement, summarizing all service delivery data, accomplishments, issues, and recommendations.

Unusual Incident Reports:

The prospective 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 prospective 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 prospective 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) Call 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 Grant Administrator (GA) and other DHS designated personnel within 24 hours. In addition to the written report the Provider shall call the DHS Program Manager, GA, 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 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 prospective 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** – prospective 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** provides voluntary and confidential, regularly facilitated group meetings of clients with a supportive and/or educational focus. A 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 prospective 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, and 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 prospective grantee shall perform:
 - Purchase and/or provide for basic client needs including food, toiletries, clothing, etc.
 - Not provide cash directly to clients.
 - Purchase services, and items, or make payments of bills to resolve infrequent

or unusual emergencies. DHS/FSA must approve requests of *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 survivors 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 a part of the initial intake process
 - Ensure that all safety plans are completed in collaboration with the survivor, making sure it is a customized plan for the specific survivor.

2.3.B.4 Work Plan

The prospective 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 prospective grantee shall also estimate the number of clients who will receive group counseling, individual counseling, or case management services. The prospective 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 prospective grantee shall also estimate the number of clients who will receive Advocacy and Supportive Services. The prospective 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 prospective 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 prospective 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 2024, 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 prospective 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 prospective 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. prospective 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 prospective 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 the expiration of the Grant Agreement, summarizing all service delivery data, accomplishments, issues, and recommendations.

Unusual Incident Reports: The prospective 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 prospective 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 prospective 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 prospective grantee may also report the unusual incident in any of the following ways:

- 1) Emailing a description of the incident and circumstances to OPRMI@dc.gov;;
- 2) Call 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 GA and other DHS designated personnel within 24 hours. In addition to the written report the Provider shall call the DHS Program Manager, GA, 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 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 prospective 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 immigrant 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, and publication of information that is expected to be translated into 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) additional identified under-served population in the District of Columbia 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 LGBTQ+ community; individuals with disabilities; males; or another community that 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 training 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 the audience cannot be obtained (i.e. a press conference, a 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 prospective 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 prospective grantee shall also estimate the number of clients who will receive group counseling, individual counseling, or case management services. The prospective grantee shall estimate the number of clients who will receive the services listed in Section 2.4.C.3. The prospective grantee shall also amount of education and outreach that will be provided. For 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 the Work Plan, the prospective 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 2024, 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 prospective 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 prospective grantee in their application, as well as the data and outcome measures as detailed below. The prospective grantee should also include the total number of supportive services provided, the 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: prospective grantees should be prepared to report information to DHS/FSA in a manner conducive to 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 the expiration of the Grant Agreement, summarizing all service delivery data, accomplishments, issues, and recommendations.

Unusual Incident Reports: The prospective 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 prospective 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 prospective grantee may also report the unusual incident in any of the following ways:

- 1) Emailing a description of the incident and circumstances to OPRMI@dc.gov;;
- 2) Call 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 GA and other DHS designated personnel within 24 hours. In addition to the written report the Provider shall call the DHS Program Manager, GA, 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 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 which results from the RFA. All payment requests shall be accompanied by a copy of the report covering the period for which reimbursement is requested. Payment requests shall be based on invoices with supporting source documentation, as may be required by DHS.

DHS will not reimburse the Grantee for any work undertaken before DHS notifies the recipient of the final award of the grant.

If the prospective Grantee(s) seeks an advance payment, it must request such payment in its proposal and explain why an advance payment is being requested. DHS may make advance payments to the Grantee to assist the Grantee in meeting its expenditure obligations for the services provided under this RFA, the availability, amount and frequency thereof as detailed in the Grant Agreement. Grantee(s) may reasonably expect to receive an initial advance payment of up to 25% of the funded amount upon having an executed Grant Agreement. 29

For the remaining funding, DHS will reimburse the Grantee only for expenditures incurred to perform work under the Grant Agreement. DHS may make advance payments to the Grantee to assist the Grantee in meeting its expenditure obligations for the services provided under the grant agreement, the availability, amount, and frequency thereof will be detailed in the grant agreement.

The Grantee shall return to DHS any funds relating to the Grant paid to the Grantee more than 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 E-Invoicing portal.

3.2 Insurance

The prospective 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 prospective grantee's budget covers the cost of this required insurance and will not later adjust the grant award for this amount.

- A. **GENERAL REQUIREMENTS.** The Grantee at its sole expense shall procure and maintain, during the entire period of performance under this grant, the types of insurance specified below. The Grantee shall submit a Certificate of Insurance to the Grant Administrator (GA) giving evidence of the required coverage prior to commencing performance under this grant. In no event shall any work be performed until the required Certificates of Insurance signed by an authorized representative of the insurer(s) have been provided to, and accepted by, the GA.

The Government of the District of Columbia shall be included in all policies, where applicable and allowable by law, required hereunder to be maintained by the Grantee and its subcontractors (except for workers' compensation and professional liability insurance) as an additional insureds for claims against The Government of the District of Columbia relating to this grant, with the understanding that any affirmative obligation imposed upon the insured Grantee or its subcontractors (including without limitation the liability to pay premiums) shall be the sole obligation of the Grantee or its subcontractors, and not the additional insured. The additional insured status under the Grantee's and its subcontractors' Commercial General Liability insurance policies shall be effected using the ISO Additional Insured Endorsement form CG 20 10 11 85 (or CG 20 10 07 04 **and** CG 20 37 07 04) or such other endorsement or combination of endorsements providing coverage at least as broad and approved by the GA in writing. All of the Grantee's and its subcontractors' liability policies (except for workers' compensation and professional liability insurance) shall be endorsed using ISO form CG 20 01 04 13 or its equivalent so as to indicate that such policies provide primary coverage (without any right of contribution by any other insurance, reinsurance or self-insurance, including any deductible or retention, maintained by an Additional Insured) for all claims against the additional

insured arising out of the performance of this Statement of Work by the Grantee or its subcontractors, or anyone for whom the Grantee or its subcontractors may be liable. These policies shall include a separation of insureds clause applicable to the additional insured.

If the Grantee and/or its subcontractors maintain broader coverage and/or higher limits than the minimums shown below, the District requires and shall be entitled to the broader coverage and/or the higher limits maintained by the Grantee and subcontractors.

B. INSURANCE REQUIREMENTS

1. Commercial General Liability Insurance (“CGL”) - The Grantee shall provide evidence satisfactory to the GA with respect to the services performed that it carries a CGL policy, written on an occurrence (not claims-made) basis, on Insurance Services Office, Inc. (“ISO”) form CG 00 01 04 13 (or another occurrence-based form with coverage at least as broad and approved by the GA in writing), covering liability for all ongoing and completed operations of the Grantee and under all subcontracts, covering claims for bodily injury, including without limitation sickness, disease or death and mental anguish of any persons, broad form property damage, including loss of use resulting therefrom, personal and advertising injury, and including coverage for liability arising out of an Insured Contract (including the tort liability of another assumed in a contract) and acts of terrorism (whether caused by a foreign or domestic source). Such coverage shall have limits of liability of not less than \$1,000,000 each occurrence, a \$2,000,000 general aggregate.

The Commercial General Liability shall be further endorsed to:

- a) To the fullest extent permitted by law, provide additional insured coverage using ISO form CG 2015 0413 (or it’s equivalent) to The Government of the District of Columbia
 - b) Coverage available to the additional insureds shall apply on a primary and non-contributing basis as respects any other insurance, deductibles, or self-insurance available to the additional insureds
 - c) A waiver of subrogation in favor of The Government of the District of Columbia
 - d) Any Annual Aggregate shall apply on a per location or per project basis (where applicable)
 - e) Defense costs shall be in addition to and not erode the limits of liability
2. Automobile Liability Insurance - The Grantee shall provide evidence satisfactory to the GA of commercial (business) automobile liability insurance written on ISO form CA 00 01 10 13 (or another form with coverage at least as broad and approved by the GA in writing) including coverage for all owned, hired, borrowed and non-owned vehicles and equipment used by the Grantee in connection with work under this agreement, with a minimum combined single limit of \$1,000,000 for bodily injury or death and property damage, including loss of use thereof. Such policy or policies of automobile liability insurance shall be written on an "occurrence" (as opposed to a "claims made") basis.

Auto Physical Damage Coverage - The Grantee shall provide auto physical damage insurance to cover "loss" to a covered "auto" or its equipment:

- a) Comprehensive - Fire, lightning or explosion; theft; windstorm, hail or earthquake; flood; mischief or vandalism; or the sinking, burning, collision or derailment of any conveyance transporting the covered "auto".

- b) Collision Coverage - Caused by: The covered "auto's" collision with another object or the covered "auto's" overturn.

The Commercial Auto Liability policy shall be further endorsed to:

- a) To the fullest extent permitted by law, provide additional insured coverage to The Government of the District of Columbia
- b) Coverage available to the additional insureds shall apply on a primary and non-contributing basis as respects any other insurance, deductibles, or self-insurance available to the additional insureds
- c) A waiver of subrogation in favor of The Government of the District of Columbia
- d) Defense costs shall be in addition to and not erode the limits of liability
- e) If applicable, include Form CA 99 48 03 06 Pollution Liability - Broadened Coverage for Covered Autos - Business Auto, Motor Carrier and Truckers (or it's equivalent)

- 3. Workers' Compensation Insurance - The Grantee shall provide evidence satisfactory to the GA of Workers' Compensation insurance in accordance with the statutory mandates of the District of Columbia or the jurisdiction in which the grant is performed.

Employer's Liability Insurance - The Grantee shall provide evidence satisfactory to the GA of employer's liability insurance as follows: \$500,000 per accident for injury; \$500,000 per employee for disease; and \$500,000 for policy disease limit.

The Workers Compensation and Employers Liability shall be further endorsed to:

- a) Include a Waiver of Subrogation in favor of The Government of the District of Columbia.
- b) Where applicable, include United States Longshore and Harbor Workers Compensation Act (USL&H)
- c) Where applicable, include Jones Act Coverage for seamen or crew members on an "if any" basis.

- 4. Network Security/Privacy (Cyber) Liability Insurance covering acts, errors, omissions, breach of contract, and violation of any consumer protection laws arising out of Grantee's operations or services with a limit of \$2,000,000 per claim and in the aggregate. Such coverage shall include but not be limited to, third party and first party coverage for loss or disclosure of any data, including personally identifiable information and payment card information, network security failure, violation of any consumer protection laws, unauthorized access and/or use or other intrusions, infringement of any intellectual property rights (except patent), unintentional breach of contract, negligence or breach of duty to use reasonable care, breach of any duty of confidentiality, invasion of privacy, or violations of any other legal protections for personal information, defamation, libel, slander, commercial disparagement, negligent transmission of computer virus, or use of computer networks in connection with denial of service attacks. Such coverage shall include regulatory defense and fines/penalties in any jurisdiction anywhere in the world. Such coverage shall include contractual privacy coverage for data breach response and crisis management costs that would be incurred by Grantee on behalf of The Government of the District of Columbia in the event of a data breach including legal and forensic expenses, notification costs, credit monitoring costs, and costs to operate a call center. Grantee shall maintain coverage in force during the term of this Agreement and for an extended reporting period of not less than two (2) years after.

5. Professional Liability Insurance (Errors & Omissions) - The Grantee shall provide Professional Liability Insurance (Errors and Omissions) to cover liability resulting from any error or omission in the performance of professional services under this Grant. The policy shall provide limits of \$1,000,000 per claim or per occurrence for each wrongful act and \$2,000,000 annual aggregate. The Grantee warrants that any applicable retroactive date precedes the date the Grantee first performed any professional services for the Government of the District of Columbia and that continuous coverage will be maintained or an extended reporting period will be exercised for a period of at least ten years after the completion of the professional services. Limits may not be shared with other lines of coverage.
6. Commercial Umbrella or Excess Liability - The Grantee shall provide evidence satisfactory to the GA of commercial umbrella or excess liability insurance with minimum limits of \$5,000,000 per occurrence and \$5,000,000 in the annual aggregate, following the form and in excess of all liability policies. All liability coverages must be scheduled under the umbrella and/or excess policy. The insurance required under this paragraph shall be written in a form that annually reinstates all required limits. Coverage shall be primary to any insurance, self-insurance or reinsurance maintained by The Government of the District of Columbia and the “other insurance” provision must be amended in accordance with this requirement and principles of vertical exhaustion.
7. Sexual/Physical Abuse & Molestation - The Grantee shall provide evidence satisfactory to the GA with respect to the services performed that it carries \$1,000,000 per occurrence limits; \$2,000,000 aggregate of affirmative abuse and molestation liability coverage. Coverage should include physical abuse, such as sexual or other bodily harm and non-physical abuse, such as verbal, emotional or mental abuse; any actual, threatened or alleged act; errors, omission or misconduct. This insurance requirement will be considered met if the general liability insurance includes an affirmative sexual abuse and molestation endorsement for the required amounts or through a separate stand alone sexual abuse and molestation policy with confirmation there are no exclusions for abuse or assault & battery under the General Liability. So called “silent” coverage or “shared” limits under a commercial general liability or professional liability policy will not be acceptable. Limits may not be shared with other lines of coverage. The applicable policy may need to be submitted to the ORM for compliance review.

C. SUBCONTRACTOR INSURANCE REQUIREMENTS

Any and all subcontractors engaged by Grantee for work under this agreement shall be required to have the same insured required of Grantee. Should the Grantee wish to propose different insurance requirements than outlined below, then, prior to commencement of work by the subcontractor, the Grantee shall submit in writing the name and brief description of work to be performed by the subcontractor on the Subcontractors Insurance Requirement Template provided to the Office of Risk Management (ORM). ORM will determine the insurance requirements applicable to the subcontractor and promptly deliver such requirements in writing to the Grantee. In either instance, the Grantee must provide proof of the subcontractor's required insurance prior to commencement of work by the subcontractor.

D. PRIMARY AND NONCONTRIBUTORY INSURANCE

The insurance required herein shall be primary to and will not seek contribution from any other insurance, reinsurance or self-insurance including any deductible or retention, maintained by the Government of the District of Columbia.

- E. DURATION. The Grantee shall carry all required insurance until all grant work is accepted by The Government of the District of Columbia and shall carry listed coverages for ten years for construction projects following final acceptance of the work performed under this grant and two years for non-construction related grants.
- F. LIABILITY. These are the required minimum insurance requirements established by The Government of the District of Columbia. However, it is understood that The Government of the District of Columbia does not in any way represent that the insurance or the limits of insurance specified herein are sufficient or adequate to protect your interests or liabilities and will not in any way limit the Grantee's liability under this grant.
- G. CONTRACTOR'S PROPERTY. Grantee and subcontractors are solely responsible for any loss or damage to their personal property, including but not limited to tools and equipment, scaffolding and temporary structures, rented machinery, or owned and leased equipment. A waiver of subrogation shall apply in favor of The Government of the District of Columbia.
- H. MEASURE OF PAYMENT. The Government of the District of Columbia shall not make any separate measure or payment for the cost of insurance and bonds. The Grantee shall include all of the costs of insurance and bonds in the grant price.
- I. NOTIFICATION. The Grantee shall ensure that all policies provide that the GA shall be given thirty (30) days prior written notice in the event of cancellation, non-renewal, or material changes to the extent such cancellation or material changes results in Grantee no long complying with the above requirements. The Grantee shall provide the GA with ten (10) days prior written notice in the event of non-payment of premium. The Grantee will also provide the GA with an updated Certificate of Insurance should its insurance coverages renew during the grant. The Government of the District of Columbia may reasonably change the above insurance coverage requirements during the Term by giving Grantee at least 30 days' notice of the change. Grantee must comply, at your expense, and deliver to the GA evidence of compliance before the change becomes effective.
- J. CERTIFICATES OF INSURANCE. The Grantee must send to GA, at least 10 days after execution of this Agreement, certificates of insurance evidencing the required insurance coverage and endorsements required herein. Grantee must also provide us with evidence of renewal before the expiration date of each insurance policy. Grantee is responsible for providing us with 30 days advanced written notice if the certificate of insurance by the insurer has been canceled, reduced in coverage, or otherwise altered. . Certificates of insurance must reference the corresponding grant number. Evidence of insurance shall be submitted to:

The Government of the District of Columbia

And mailed to the attention of:

Tracy Coleman/Department of Human Services

64 New York Avenue NE, 6th Floor

(202) 380-8175

Tracy.coleman@dc.gov

The GA may request and the Grantee shall promptly deliver updated certificates of insurance, endorsements indicating the required coverages, and/or certified copies of the insurance policies. If

the insurance initially obtained by the Grantee expires prior to completion of the grant, renewal certificates of insurance and additional insured and other endorsements shall be furnished to the GA prior to the date of expiration of all such initial insurance. For all coverage required to be maintained after completion, an additional certificate of insurance evidencing such coverage shall be submitted to the GA on an annual basis as the coverage is renewed (or replaced).

- K. **DISCLOSURE OF INFORMATION.** The Grantee agrees that The Government of the District of Columbia may disclose the name and contact information of its insurers to any third party which presents a claim against The Government of the District of Columbia for any damages or claims resulting from or arising out of work performed by the Grantee, its agents, employees, servants or subcontractors in the performance of this grant.
- L. **CARRIER RATINGS.** All Grantee's and its subcontractors' insurance required in connection with this grant shall be written by insurance companies with an A.M. Best Insurance Guide rating of at least A- VII or better (or the equivalent by any other rating agency) and licensed in the District of Columbia.
- M. **WARRANTIES.** When applicable, the Grantee should be named as an additional insured on the applicable manufacturer's/distributor's Commercial General Liability policy using Insurance Services Office, Inc. ("ISO") form CG 20 15 04 13 (or another occurrence-based form with coverage at least as broad). GA should collect, review for accuracy, and maintain all warranties for goods and services.

3.3 Audits

The prospective 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 prospective grantee during a 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 prospective 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 Prospective grantee's premises any pertinent records, with exemption to client files per confidentiality requirements and computer files of the prospective 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 prospective 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 prospective grantee following final payment under the Agreement.

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

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

The prospective 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 that 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

Prospective grantee(s) must avoid apparent and actual conflicts of interest when administering grants. A conflict of interest may arise when, among other things, the Prospective 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, to which they have been assigned.

For individual or group counseling a licensed mental health professional (Social Worker or Licensed Professional Counselor) hired to provide therapeutic direct services to survivors and their

dependents shall have a minimum master's degree in Social Work, Mental Health Counseling, or a 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 that 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 for termination 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 prospective grantee shall be responsible for, at minimum, ensuring the following onsite services are offered on site: management of day-to-day site operations, case management and other supportive services, 24-hour residential supervision and monitoring, security, janitorial, and food services.

The prospective 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 prospective 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 Prospective grantee. In the event, the prospective grantee is sub-contracting the above-mentioned services they should pursue a competitive process when selecting a sub-contractor for a specific service. The Prospective grantee shall be responsible for monitoring the sub-prospective grantee's service delivery and shall hold any sub-contractors to the same standard of all requirements written in this SOW. The Prospective 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 prospective grantee shall ensure the shelter meets the HSRA requirements and the requirements detailed in the current solicitation. The prospective grantee shall ensure any inspectors performing housing or shelter inspections under this solicitation are appropriately certified to conduct the specified inspection.

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

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

a) Fire Extinguishers: The Prospective 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 Prospective 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 Prospective grantee shall have an evacuation plan for each facility. The prospective grantee shall ensure that the plan is posted in all appropriate locations (i.e., near exit signs, elevators, hallways, stairwells).

e) Exit Signs: The Prospective grantee shall have exit signs at all exits. Electrical exit signs shall have working light 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 prospective grantee shall ensure fire drills are conducted monthly. There shall be a drill conducted during a different shift 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 the name printed of the person completing a form and the organization they represent; v. the time it took for everyone to leave the building.

Continuity of Operations Plan

A. Prospective grantee shall submit a Continuity of Operations (COOP) plan The annually or upon request to the District 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 to the District for approval. The COOP plan shall have established policies and guidance to ensure essential functions of the program continued in the event of manmade, natural, or technological emergency disruption or the threat of disruption to normal operations.

The COOP plan shall detail at a minimum:

- a. Organizational chart;
- b. Staffing plan listing essential staff, including their contact information and backup contact information;
- c. Sub-contractors;
- d. Necessary supplies;
- e. Identify and rank critical mission functions;

- f. Identify chains or delegation of authority and how decisions will be made; list external resources necessary to accomplish the above critical functions;
- g. List necessary supplies to shelter in place for five days for staff and participants;
- h. Identify back-up locations or plans for serving participants if location is closed;
- i. Identify critical records, hard and electronic copies, such as:
 - i. Payroll
 - ii. Insurance
 - iii. Legal
 - iv. Personnel files
 - v. Lease agreements
 - vi. Accounts payable;
 - vii. Identify computer inventory, software, and technology needs to accomplish;
- j. Last staff COOP training date; r. last update date of COOP plan; and identify and list:
 - i. Logistical support services;
 - ii. Infrastructure systems with contact information, e.g.: water, electrical power, heating, and air conditioning to ensure the continued operations of services required by this Agreement.

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 prospective 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 Prospective 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 Prospective grantee(s) will be required to meet performance standards and acceptable quality levels to be determined by DHS/FSA and the Prospective grantee(s).

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

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

- Prospective 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 Prospective 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 prospective 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 prospective grantee(s) shall track, and address issues and suggestions raised by the target populations when feasible.
- The prospective 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 Prospective 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. Prospective 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 prospective grantee(s) shall inform all clients of the services available and of their rights as a participant in the program. The Prospective 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 Prospective 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 prospective 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 prospective grantee(s) shall ensure the ability of appropriately trained and qualified staff, service partners, and providers to assess individuals who 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 the final close-out of the grant. The Applicant shall retain all records for at least three (3) years following the 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 the completion of work plan activities and prompt receipt of deliverables.

The Applicant shall identify the data elements, the 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 redact data to protect clients' personal identifier 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, 2025, whichever comes first. The FY 24 grant award indicates that all funds must be expended by September 30, 2025, so carry-over is not an option according to 45 CFR §75.309, if funds cannot be completely expended by September 30, 2025, 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 the 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 the Office of Victim Services and Justice Grants, DC Coalition Against Domestic Violence, and subject matter experts from the Department of Human Services.

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 Staff Suitability Screening

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

The DHS policy on Suitability Screening (Attachment N) outlines the requirements for employment suitability screening for contracted providers and sub-prospective grantees serving clients (hereinafter “Service Providers”) of the District of Columbia (“District” or “DC”) Department of Human Services (DHS) Family Services Administration (FSA). This policy covers:

- The different types of staff positions,
- General suitability screening,
- Requirements for drug screening and,
- Requirements for criminal background screening.

The Suitability Screening for Service Providers Employees & Volunteers Serving Clients of the DC Department of Human Services policy applies to all Service Provider full-time and part-time staff (including Service Provider employees and contracted staff, volunteers, interns, sub-prospective grantees, and subcontractors). Service Providers must ensure all required checks are conducted before submitting clearance packages to the appropriate DHS Grant Management Specialist (hereafter referred to as GA) for approval.

Service Providers include any entity funded by FSA. This policy applies to all Service Providers regardless of the type of award, including but not limited to contracts (including Human Care Agreements) and grants.

SECTION IV

APPLICATION FORMAT

4.1 Description of Application Sections

The purpose and content of each section are 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, and work plan of activities, and that the budget demonstrates the level of effort required for the proposed services.

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

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 a 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.

Prospective grantees shall structure their budget following the categories detailed below.

- Personnel:** Show proposed salaries and wages for all project staff.
- Fringe Benefits:** Include in the 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. The rents proposed must be comparable to prevailing rates in the surrounding geographic area. Include utilities telephone and maintenance services directly related to project activities. Include insurance, subscriptions, and postage.
- Indirect:** Show calculation and indirect rate. Please enter the Negotiated Indirect Cost Rate Agreement- NICRA document for your indirect cost rate. If you do not have a NICRA, DHS will access a 10 % indirect cost rate. The 10% de minimis rate must only be used to pay for overhead costs that are not directly charged to federal awards. If all costs are charged directly to the federal award (e.g., space costs, utility, and administrative costs), then the recipient should not charge the 10% de minimis rate.

NONPROFIT FAIR COMPENSATION ACT OF 2020, D.C. Code § 2-222.01 et seq.

1. Unless otherwise provided by law, nonprofit organizations shall be compensated for indirect costs incurred in the provision of goods or performance of services under this Grant pursuant to the nonprofit organization's unexpired Negotiated Indirect Cost Rate Agreement (NICRA). If a nonprofit organization does not have an unexpired NICRA, the nonprofit organization may elect to be compensated for indirect costs:
 - (1) As calculated using a de minimis rate of 10% of all direct costs under this Grant;
 - (2) By negotiating a new percentage indirect cost rate with the D.C. Department of Human Services (DHS);
 - (3) As calculated with the same percentage indirect cost rate as the nonprofit organization negotiated with any District agency within the past 2 years; however nonprofit organizations may request to renegotiate indirect cost rates pursuant to subsection (c) of this section; or
 - (4) As calculated with a percentage rate and base amount, determined by a certified public accountant using the nonprofit organization's audited financial statements from the immediately preceding fiscal year, pursuant to the OMB Uniform Guidance, and certified in writing by the certified public accountant. D.C. Official Code §2-222.02(a).
2. If this Grant is funded with federal funding or by a federal agency, indirect costs shall be compensated consistent with the requirements for pass-through entities in 2 C.F.R. § 332(a)(4), or any successor regulations. D.C. Official Code §2-222.02(b).
3. The Grantee shall pay indirect costs to any nonprofit organization or subgrantee at the same rate as

the nonprofit organization would receive as a grantee with the District. D.C. Official Code §2-222.02(c).

Prospective grantees shall include part of their Application a high-level budget covering the total cost for the program they are requesting funding for. Prospective 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 Prospective 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 houses or supports 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;

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 the 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 the 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 support 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, and 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

Applicant's 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 the 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 the 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 the 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 support 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. 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

Applicant’s 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 number 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 the 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 the 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 support 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: Definitions
- 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 N: Suitability Screening for Service Provider Employees & Volunteers Serving Clients of the DC Department of Human Services
- Attachment O: Monthly Report
- Attachment P: Quarterly Report

Attachment A: Applicant Profile
Family Violence Prevention and Services Act (FVPSA) Program

DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES
FAMILY SERVICES ADMINISTRATION (FSA)

FAMILY VIOLENCE PREVENTION SERVICES ACT (FVPSA) PROGRAM
(RFA): JA-FSA-Core FVPSA-01-25

Applicant Name: _____

Contact Person : _____

Office Address : _____

Ward(s) : _____

Phone Number : _____

Fax Number : _____

Federal ID Number: _____

DUNS Number: _____

Award Criteria: *(Please select one category per application)*

- Emergency Shelter and Supportive Services
- Non-Residential Counseling Case Management
- Education and Outreach

Program Description(s):

Budget (Total funds of requests): _____

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 the 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 the 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 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 affected 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 including 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 the 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

Attachement 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 that 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 confidentiality 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 ensure 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 prospective grantee will not disclose any personally identifying information collected in connection with services requested (including services utilized or denied), through the prospective 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 FVPSA-funded activities or any other federal or state program and in accordance with 42 U.S.C. § 10406(c)(5)(B)(ii); (2) the prospective 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 prospective 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 and Services Act 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 the Family Violence Prevention and Services Program:

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

(Organization Name)

(Address, City, State, Zip Code)

(Phone Number) (Fax Number)

For DHS Only:

Time Application Received: _____

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 and Services Act**

Program

Program Work Plan – Year 1

Agency:	Submission Date:
Services Category:	Project Manager:
Budget:	Telephone #:

Goals of the Program:

1. Example: Provide domestic violence prevention outreach to underserved communities
2. ...
3. ...

Services to be Provided & Estimated Number of Clients to be Served:

1. Example: Host 5 training workshops, with the goal of averaging 40 people in attendance at each one
2. ...
3. ...

Data to be Reported to Show Progress Towards Goals:

1. Example: # of Training Participants; Summary of Demographic Information for Program Participants
2. ...
3. ...

Work Plan Detail

	First Quarter			Second Quarter			Third Quarter			Fourth Quarter		
	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	July	Aug.	Sept.
Activities:												

1. Example: Conduct Training Workshops			Conduct 1 st workshop	Conduct 2 nd workshop		Conduct 3 rd Workshop		Conduct 4 th Workshop		Conduct 5 th workshop		
2.												
3.												

Any anticipated challenges in completing goals (if applicable):

1. Example: Recruiting for training workshops may be limited to online tools – social media, email, etc. – potentially limiting the participants to individuals who have internet access.
2. ...
3. ...

Notes:

[this section can be used to share any supplemental information about the services to be provided]

**Attachment G: Budget
Family Violence and Services Act**

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: Definitions

Family Violence and Services Act Program

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 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 that 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 crime 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 implement solutions to crime and victimization. Presentations are aimed at increasing the 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: provides voluntary and confidential, regularly facilitated group meetings of clients with a supportive and/or educational focus. A group is defined as two or more unrelated clients

Individual Supportive Counseling: 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): This 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 a provision of shelter. Should other jurisdictional laws conflict with this definition of temporary refuge, the definition that 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 a provision of shelter. Should other jurisdictional laws conflict with this definition of temporary refuge, the definition that 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. The 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 that face barriers in accessing and using victim services, including 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 that also served that client can also count that client during the period of performance October 1, 2024 – September 30, 2025.

Unusual Incident Report: An Unusual Incident is an alleged, suspected, or actual event or occurrence involving a DHS client, a DHS contractor client, an 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:

- a) Abuse or Neglect;
- b) Assault and/or Injury;
- c) Death;
- d) Discrimination;
- e) Facility maintenance or repair of District property that are sudden serious problems in the physical facility;
- f) Threats;

- g) Possession or use of controlled substances by DHS employees, customers, or Providers, while on duty or on government property;
- h) Unexplained absence of a client (e.g. Missing Person reported to MPD);
- i) Physical, sexual, or verbal abuse of a client by staff or other clients;
- j) 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;
- k) Fire;
- l) Theft;
- m) Vehicle accidents or destruction of, or damage to, government property;
- n) Any incident requiring the services of law enforcement, medical staff, or fire personnel;
- o) Privacy or Health Insurance Portability Accountability Act (HIPAA) Violations;
- p) Client behavior requiring the attention of staff not usually involved in their care.

Youth: is defined as a person who is under 25 years of age.

Attachment I: Collaboration Commitment Form
Family Violence and Services Act
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, and 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): _____ Telephone.: _____

_____ Telephone: _____

Signature(s) _____ Telephone: _____

Date: _____

Attachment J: Statement of Confidentiality
Family Violence and Services Act 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 an ELOA project staff member/volunteer as set forth in 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 than 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, prospective grantees shall administer pre and post-surveys to survivors. Please see attachment K for program surveys. For each program area where 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 client 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 the 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, 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 so 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 anonymously return completed forms. 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 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 the staff is getting used to the new procedures and 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 to 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 the 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 representatives of

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

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*):

<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center;">Yes</td> <td style="width: 10%; text-align: center;">No</td> <td style="width: 80%;"></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>I know more ways to plan for my safety</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>I know more about community resources</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>like I can do more things on my own</td> </tr> </table>	Yes	No		<input type="checkbox"/>	<input type="checkbox"/>	I know more ways to plan for my safety	<input type="checkbox"/>	<input type="checkbox"/>	I know more about community resources	<input type="checkbox"/>	<input type="checkbox"/>	like I can do more things on my own	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center;">Yes</td> <td style="width: 10%; text-align: center;">No</td> <td style="width: 80%;"></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>more hopeful about the future</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>more comfortable asking for help</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>more confident in my decision-making</td> </tr> </table>	Yes	No		<input type="checkbox"/>	<input type="checkbox"/>	more hopeful about the future	<input type="checkbox"/>	<input type="checkbox"/>	more comfortable asking for help	<input type="checkbox"/>	<input type="checkbox"/>	more confident in my decision-making
Yes	No																								
<input type="checkbox"/>	<input type="checkbox"/>	I know more ways to plan for my safety																							
<input type="checkbox"/>	<input type="checkbox"/>	I know more about community resources																							
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<input type="checkbox"/>	<input type="checkbox"/>	more comfortable asking for help																							
<input type="checkbox"/>	<input type="checkbox"/>	more confident in my decision-making																							

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/asesores 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/asesores**.

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

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

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**)

<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center;">Sí</td> <td style="width: 50%; text-align: center;">No</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	Sí	No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center;">Sí</td> <td style="width: 50%; text-align: center;">No</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	Sí	No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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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 identifícalo: _____

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
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**Attachment N: Suitability Screening for Service Providers
Family Violence and Services Act Program**

**Government of the District of Columbia
Department of Human Services
FAMILY SERVICES ADMINISTRATION**

POLICY TITLE	Suitability Screening for Service Provider Employees & Volunteers Serving Clients of the DC Department of Human Services		
<p align="center">GOVERNMENT OF THE DISTRICT OF COLUMBIA</p>  <p align="center">DEPARTMENT OF HUMAN SERVICES</p>	<p align="center">APPROVED BY: Rachel Pierre</p> <p align="center">DATE: 1/26/24</p> <p align="center">EFFECTIVE DATE: 1/29/24</p>		<p align="center">REVISION HISTORY:</p>

2. Policy

This policy outlines the requirements for employment suitability screening for contracted providers and sub-prospective grantees serving clients (hereinafter “Service Providers”) of the District of Columbia (“District” or “DC”) Department of Human Services (DHS) Family Services Administration (FSA). This policy covers:

- The different types of staff positions,
- General suitability screening,
- Requirements for drug screening and,
- Requirements for criminal background screening.

This policy applies to all Service Provider full-time and part-time staff (including Service Provider employees and contracted staff, volunteers, interns, sub-prospective grantees, and subcontractors). Service Providers must ensure all required checks are conducted before submitting clearance packages to the appropriate DHS Contract Liaison Specialist or Grant Administrator (hereafter referred to as CLS/GA) for approval.

Service Providers include any entity funded by FSA. This policy applies to all Service Providers regardless of the type of award, including but not limited to contracts (including Human Care Agreements) and grants.

FSA reserves the right to revise this policy at any time.

3. Background

All Service Provider staff, volunteers, subcontractors, sub-prospective grantees, interns, and any other individuals tasked with

implementing the Service Provider's scope of work with FSA clients must exercise good judgment, discretion, and a high level of professionalism. The FSA client population consists of adults, children, youth, and families, who may possess varying degrees of vulnerability. Service Provider staff and unsupervise

volunteers who provide case management or other services that require direct contact with clients must possess good character, stability, discretion, empathy, and sensitivity. The overarching goal of this policy is to ensure the greatest degree possible of the safety of FSA clients and that FSA clients are served by committed professionals who meet rigorous standards while also recognizing the authority Service Providers have in making their own hiring decisions.

FSA recognizes that racial and socio-economic factors have contributed to the disproportionate impact of the criminal justice system on certain individuals. Further, individuals with criminal records experience limits in their access to employment, housing, and educational opportunities. FSA supports initiatives to provide second chances to individuals and families, especially when their “debt to society” is paid. This policy is not intended to add hurdles to individuals’ community reentry, but to define the exercise of due diligence required in identifying and mitigating risks necessary to ensure FSA clients receive services in a safe and secure environment.

4. Definitions

Adult: Any individual who has reached the age of majority under District law as defined in D.C. Official Code § 46-101 or qualifies as an emancipated minor under District law.

Agreement: Any contract, grant, or human care agreement entered between a Service Provider and DHS for the provision of services.

Child: An individual twelve (12) years of age and under.

Client: An individual or household seeking, receiving, or eligible for Continuum of Care services covered by the Homeless Services Reform Act of 2005, as amended, D.C. Official Code §§ 4-751.01, *et seq.*) (HSRA).

Contract Liaison Specialist (CLS): The individual authorized by the Contracting Officer (CO) to perform all actions necessary to verify whether services conform to the quality and other requirements of a contract. Also, referenced as Contract Administrator.

Contracting Officer (CO): The official authorized to bind the District contractually through a Human Care Agreement (HCA) or contract and all documents relating to the contract.

Clearance Package: The required background clearance material submitted by the Service Provider to the CLS/GA.

Criminal Background Check: The investigation of an individual’s criminal history through the record systems of the Federal Bureau of Investigation (FBI) and the District of Columbia Metropolitan Police Department (MPD). Other agencies may be involved as appropriate.

Family: A group of individuals with at least one minor or dependent child, regardless of blood relationship, age, or marriage whose history and statements reasonably tend to demonstrate that they intend to remain as a family unit or a pregnant woman in her third trimester.

Grant Administrator (GA): One authorized by the terms of the grant agreement to perform all actions necessary to verify whether services conform to the quality and other requirements of a grant agreement.

Protection Sensitive Positions: Positions that are not safety-sensitive positions, but that include duties or responsibilities that involve caring for children, youth, or vulnerable Adults.

Security Sensitive Position: Positions of special trust that may reasonably be expected to affect the access to or control of activities, systems, or resources that are subject to misappropriation, malicious mischief, damage, or loss or impairment of communications or control.

Service Provider: The entity selected by the District to provide services and perform activities set forth in a Contract or Grant agreement.

Service Provider Staff: All employees, interns, work-study hires, and volunteers, in any full-time, part-time, temporary, or seasonal position. This definition applies to the listed categories for contractors and subcontractors.

Volunteer: An individual who works without any monetary or any other financial compensation.

Vulnerable Adult: One who is eighteen (18) years of age or older and has a physical or mental condition that impairs one’s ability to provide for one’s own care or protection.

Youth: An individual between thirteen (13) and seventeen (17) years of age.

5. Authority

This policy is consistent with the mission of FSA and with all applicable federal and District of Columbia laws and regulations, including, but not limited to, the following:

Item	Document Type	Title	Date
1	D.C. Law	Criminal Background Checks for the Protection of Children Act of 2004; D.C. Law 15-353; D.C. Official Code § 4-1501.01, <i>et seq.</i> , as amended.	April 13, 2005
2	D.C. Regulations	Criminal Background and Traffic Records Checks for District Government Contractors that Provide Direct Services to Children or Youth, 27 DCMR Chapter 5	May 1, 2009
3	D.C. Law	Fair Criminal Record Screening Amendment Act of 2014; D.C. Law 20-152; D.C. Official Code §§ 32-1341 - 32-1346.	December 17, 2014
4	Mayor’s Order	Updated District Government Sexual Harassment Policy, Guidance and Procedures; Mayor’s Order 2023-131	October 31, 2023
5	D.C. Law	Homeless Services Reform Act of 2005; D.C. Law 16-35; D.C. Official Code § 4-751.01, <i>et seq.</i> , as amended	October 22, 2005
6	D.C. Law	Human Rights Act of 1977; D.C. Law 2-38; D.C. Official Code §§ 2-1401.01, <i>et seq.</i> , as amended.	December 13, 1977

6. Legal Authority

A. Mayor's Order 2008-92, dated June 26, 2008, and with the concurrence of the City Administrator; Mayor's Order 2007-95, dated April 18, 2007; Mayor's Order 2012-84, dated June 18, 2012; and in accordance with the provisions of the Child and Youth, Safety and Health Omnibus Amendment Act of 2004, effective April 13, 2005 (D.C. Law 15-353; D.C. Official Code §§ 4-1501.01 et seq. (2012 Repl.)); and Sections 422 (2), (3), and (11) of the District of Columbia Home Rule Act, approved December 24, 1973 (87 Stat. 790; D.C. Official Code §§ 1-204.22(2), (3), (11) (2012 Repl.)).

7. Requirements

A. General.

DHS expects Service Providers to maintain a highly qualified and diverse workforce comprised of suitable individuals of moral character and dedication to carry out the work funded by DHS in a manner that honors the public trust. These employees must be committed to promoting the safety and security of FSA clients.

DHS expects Service Providers to assess the suitability of each applicant, appointee, volunteer, and employee through uniform background checks and drug and alcohol testing, as deemed necessary through the requirements outlined below, which meet DHS's need for flexible personnel administration, government accountability, individual privacy, and other protected rights.

B. Positions Subject to Enhanced Suitability Screening

Not all positions have the same requirements. The types of positions that are subject to enhanced suitability screenings for Service Provider appointees, volunteers, and employees are positions with duties and responsibilities that shall be categorized as follows:

Safety sensitive, which are positions in which it is reasonably foreseeable that if the employee performs the position's routine duties while under the influence of drugs or alcohol, the employee could suffer a lapse of attention or other temporary deficit that would likely cause actual, immediate, and serious bodily injury or loss of life to self or others.

Protection sensitive, which are positions that are not safety-sensitive positions, but that include duties or responsibilities that involve caring for children or vulnerable Adults.

Security sensitive, which are positions of special trust that may reasonably be expected to affect the access to or control of activities, systems, or resources that are subject to misappropriation, malicious mischief, damage, or loss or impairment of communications or control.

Please see additional details and examples of the types of positions that fit each category below.

Service Providers are expected to keep records of all staff working on a Scope of Work funded by FSA and which category each staff falls into – general or one of the positions where enhanced suitability screening is needed. DHS may request these records at any time for oversight purposes.

Each Service Provider head (or his or her designee), with the concurrence of the CLS/GA, shall determine and designate which Service Provider staff, volunteers, subcontractors, interns, and any other individuals tasked with implementing the Service Provider's scope of work with FSA are subject to enhanced suitability screenings.

- a. The Service Provider head (or his or her designee) shall establish a roster of the designated positions. This roster can be requested by DHS at any time for review.
- b. A Service Provider shall not automatically designate every position as safety, protection, or security sensitive. The Service Provider must consider individually each position according to the relevant factors.

Each Service Provider shall review position sensitivity designations whenever the job description is updated or changed to ensure that they are consistent with the position's actual duties and responsibilities. A Service Provider employee who is detailed, temporarily promoted, or temporarily reassigned from a non-covered position to a covered position shall affirmatively agree to an enhanced suitability screening upon the effective date of the personnel action, and to periodic criminal background and traffic record checks, as appropriate, while detailed, temporarily promoted, or temporarily reassigned to the covered position.

C. General Suitability Screening

General Suitability Screening is applicable to all Service Provider staff, volunteers, subcontractors, sub-prospective grantees, interns, and any other individuals tasked with implementing the Service Provider's scope of work with FSA.

After the issuance of an offer of employment, and to the extent practicable before actual employment commences, all individuals shall undergo a general suitability screening. Service Provider shall conduct a general suitability screening that includes verification of the following:

- a. Past employment, including dates and titles held.
- b. Educational background, including all relevant diplomas, degrees, and relevant certifications.
- c. Licenses, certifications, and training, required for the position; and
- d. At least three (3) reference checks to ascertain character, reputation, relevant traits, and other relevant qualities, and whether the individual providing the reference would recommend the applicant for the position for which he or she is being considered. The reference checks shall be made with the individual's former employer except that personal references may be utilized instead of, or in addition to, checks with former employers, as deemed necessary by the personnel authority.

All Service Providers must maintain records of the suitability screening process that can be shared with DHS upon request.

All Service Providers must ensure that all staff, volunteers, subcontractors, sub-prospective grantees, interns, and any other individuals tasked with implementing the Service Provider's scope of work with FSA meet the staff requirements outlined in the Agreement with DHS.

All Service Providers must maintain records verifying that staff meet these requirements that can be shared with DHS upon request.

Unless otherwise provided by law or regulation, in filling a position subject to a general suitability screening, a screening need not be conducted if the appointee is already employed with the Service Provider in a position subject to a general suitability screening, and the nature of the personnel action for the new appointment is one (1) of the following:

- a. Promotion.
- b. Demotion.
- c. Reassignment; or
- d. An appointment or conversion of an employee or sub-contractor who has been serving continuously with a Service Provider for at least one (1) year in a position(s) under an appointment subject to a general background check.

D. Safety Sensitive Positions – General Provisions

In addition to the general suitability screening, individuals applying for, or occupying Service provider-sensitive positions are subject to the following checks and tests:

- a. Criminal background check.
- b. For those serving children reports from the Child Protection Register of the District’s Child and Family Services Agency (CFSA) and the National Sex Offender Registry.
- c. Traffic record check (persons who occupy a safety, protection, or security sensitive position and drive as part of their routine duties).
- d. Pre-employment drug and alcohol test.
- e. Reasonable suspicion drug and alcohol test;
 - a. Some signs of impairment may include:
 - b. Bloodshot eyes, pupils larger or smaller than usual.
 - c. Unusually disheveled physical appearance.
 - d. Falling asleep or fainting.
 - e. Tremors, slurred speech, or impaired coordination; and
 - f. Unusual smells on breath, body, or clothing.
- f. Post-accident or incident drug and alcohol test.
- g. Random drug and alcohol test; and
- h. Return-to-duty or follow-up drug and alcohol test.
 - a. Employees in safety-sensitive positions who acknowledge a drug or alcohol problem and complete a counseling or rehabilitation program, shall be subject to return-to-duty and follow-up tests, except when the employee has been separated from the safety-sensitive position.

Examples of safety-sensitive duties and responsibilities include, but are not limited to:

- a. Operating large trucks, heavy or power machinery, or mass transit vehicles, tools, or equipment.
- b. Handling hazardous quantities of chemical, biological, or nuclear materials.
- c. Maintaining the safety of patrons in and around a pool or aquatic area.
- d. Engaging in duties directly related to public safety, including, but not limited to, responding or coordinating responses to emergency events.
- e. Carrying a firearm; and
- f. Direct care and custody of children, youth, or other vulnerable persons, which may affect their health, welfare, or safety.

E. Protection Sensitive Positions – General Provisions

In addition to the general suitability screening, individuals applying for, or occupying Service Provider protection-sensitive positions are subject to the following checks and tests:

- a. Criminal background check.
- b. Traffic record check (as applicable);
- c. Pre-employment drug and alcohol test.
- d. Reasonable suspicion drug and alcohol test.
- e. Post-accident or incident drug and alcohol test; and
- f. Return-to-duty and follow-up drug and alcohol test.
- g. Medical screening; Physical and Tuberculosis screening

Examples of protection-sensitive duties and responsibilities include, but are not limited to:

- a. Coordinating, developing, or supporting recreational activities.
- b. Managing, planning, directing, or coordinating educational activities; and
- c. Performing tasks involving individual or group counseling.

F. Security Sensitive Positions – General Provisions

In addition to the general suitability screening, individuals applying for, or occupying Service Provider positions deemed security sensitive are subject to the following checks and tests:

- a. Criminal background check.
- b. Traffic record check (as applicable).
- c. Reasonable suspicion drug and alcohol test; and
- d. Post-accident or incident drug and alcohol test.

Examples of security-sensitive duties and responsibilities include, but are not limited to, positions that:

- a. Handle currency.
- b. Have the ability to create, delete, or alter the financial, personnel, payroll, or related transactions of another person.
- c. Have routine access to the personal identifying information of others.
- d. Have routine access to master building keys or controls.
- e. Have the ability to create, delete, or alter any form of credentials, including, but not limited to, computer network credentials and any form of government identification.
- f. Have involvement in or access to homeland security and emergency management plans, after action reports, analytical products, hazard analyses, and/or risk assessments that relate to preparedness, response, mitigation, protection of critical infrastructure and key assets, or the protection of data related to persons and/or property before, during, and after an act of terrorism, manmade or natural disaster, or emergency event.
- g. Have access to networks, files, or drives that include classified, law enforcement sensitive, or for official use only information related to federal or District government terrorism investigations or other man-made disasters in either electronic or hard copy.

G. Volunteers

Individuals providing voluntary services to Service Providers shall be subject to general and enhanced suitability screening, as specified above.

H. Criminal Background Checks – General

The Service Provider shall request any required criminal background checks.

Appointees, employees, or volunteers subject to criminal background checks shall submit to a criminal background check by means including, but not limited to, fingerprint and a National Criminal Information Center check.

Criminal background checks for covered positions shall be conducted:

- a) For appointees, within sixty (60) days following the acceptance of a conditional offer;
- b) For safety and protection sensitive employees and volunteers, at least once every two (2) years; and
- c) For security sensitive employees and volunteers, at least once every four (4) years.

Criminal background checks shall be conducted in accordance with the Metropolitan Police Department (MPD) and Federal Bureau of Investigations (FBI) policies and procedures and in an FBI- approved environment.

Third party criminal background check services can be used instead of requesting a background check from MPD if the Service Provider can provide evidence that the third party has access to MPD records.

As a condition of employment, each individual subject to a criminal background check shall execute an acknowledgement and consent to the criminal background checks.

An individual with proof of an active federal security clearance shall not be subject to a criminal background check.

The Service Provider shall submit all required criminal background checks for new staff to their DHS Contract Liaison Specialist (CLS) or the DHS Grant Administrator by a means designated by the CLS/GA for review.

I. Assessing Criminal Histories

Upon receipt, the CLS/GA shall review an individual's criminal history.

The CLS/GA shall assess any derogatory information within the criminal history and determine whether the individual, if serving in the position, would pose a present danger to children or youth, the public or other employees; or would pose a threat to the integrity of operations.

All criminal convictions shall be considered when assessing suitability based on a criminal history.

The CLS/GA will evaluate an individual's criminal history to determine whether he or she is suitable for service. To make this determination, the CLS/GA shall consider each criminal offense in the context of:

- a. The specific duties and responsibilities of the position.

- b. The bearing, if any, the derogatory information has to those duties and responsibilities.
- c. The length of time that has passed since the criminal offense (s).
- d. The age of the individual at the time of the criminal offense (s).
- e. The frequency and seriousness of the criminal offense (s).
- f. Any mitigating information provided by the individual in response to the derogatory information.
- g. The contributing social or environmental conditions; and
- h. The District's policy favoring re-entry of ex-offenders into its work force.

No individual may hold a Service Provider position that has direct unsupervised contact with children or youth, if he or she has been charged with any sexual offense(s) involving minors, and for such offense(s):

- a. Was convicted, pleaded guilty, pleaded *nolo contendere*, placed on probation before judgment, or otherwise placed on a stet docket; or;
- b. Was found not guilty by reason of insanity.

The CLS/GAs will make a determination on the acceptance of the candidate for the position based on the documentation provided.

Service Providers shall not submit clearance documents that are older than six months old.

J. Drug and Alcohol Testing – General Provisions

Each Service Provider with safety or protection sensitive positions shall contract with a professional testing vendor(s) to conduct required drug and alcohol testing. The vendor(s) shall ensure quality control, chain-of-custody for samples, reliable collection and testing procedures, and any other safeguards needed to guarantee accurate and fair testing.

Subcontractors subject to random drug and alcohol testing shall be provided a notice stating that their position is safety sensitive and that they are subject to random drug and alcohol testing, including for the presence of cannabis.

- a. Service Providers shall provide the notice to each safety sensitive employee at least once a year.
- b. Subcontractors shall acknowledge receipt of each notice.
- c. Failure on the part of an Service Provider to provide the annual notice required by paragraph (a) shall not (i) invalidate a positive drug or alcohol test result if the Service Provider can establish that the employee had actual, prior notice of the applicable drug and alcohol testing policy, or preclude an agency from taking any action required under federal law after a positive drug or alcohol test result.
- d. DHS may waive the annual notification requirement for Service Providers based on a supported showing of significant operational hardship.

Unless otherwise required by law, an employee shall be deemed unsuitable and there shall be cause to separate an employee from a covered position:

- a. A positive drug or alcohol test result.

- Subcontractors may reserve the right to provide additional medial information relevant to positive testing result. If testing proceeds as inconclusive or diluted, agencies (at their discretion) can allow individuals to retest within 24 hours
- b. A failure to submit to or otherwise cooperate with drug or alcohol testing; or
- c. In the case of an employee who acknowledged a drug or alcohol problem, failure to complete a counseling or rehabilitation program(s) or failing a return-to-duty drug or alcohol test.

The program administrator shall rescind a conditional offer or decline to make a final offer of employment to an appointee subject to pre-employment testing if he or she:

- a. Fails or otherwise refuses to submit to a required drug or alcohol test;
- b. Fails or otherwise refuses to follow instructions given during a required drug or alcohol test; or
- c. Has a positive drug or alcohol test result.

K. Accuracy and Validity of the Screening for Drug Use and Criminal Background Checks

The Service Provider shall be notified of any disqualifying information and given a time period specified by the CLS/GA of no more than seven (7) calendar days in which to respond in writing upon request of the candidate.

If the Service Provider believes there are extenuating factors that should qualify a candidate for clearance, an appeal shall be requested in writing by the provider on official letterhead and attached to the clearance package. The letter must include:

1. The candidate's Name and Address
2. Any related specific exculpatory facts including dates as appropriate
3. Any related mitigating circumstances including dates as appropriate
4. Any errors of record

If an application is denied because the CLS/GA determines that the applicant is not acceptable, the Service Provider shall notify the applicant and inform the applicant of options consistent with applicable laws and regulations.

The Service Provider may appeal decisions made with DHS.

- a. The Service Provider must submit a written appeal within 30 days to their CLS/GA.

L. Applicability of Standard Contracting Provisions

The Standard Contract Provisions for use with District of Columbia Government Supplies and Services Contracts dated July 2010 ("SCP") are incorporated into this Policy by this reference. A copy of the SCP is attached hereto. An electronic copy of the SCP may be found at www.ocp.dc.gov. In the event that a provision from this Policy is in conflict with a provision in the SCP, the terms of the SCP shall govern.

Regulations governing criminal background and traffic records checks for District Government contractors that provide direct services to children or youth, under 27 D.C.M.R. §500, *et seq.* are incorporated into this Policy by this reference. In the event that a provision from this Policy is in conflict with a provision under 27 D.C.M.R. §500, *et seq.*, the terms of the regulations shall govern.

M. Self-Disclosure Requirements

All Provider staff, subcontractors, sub-prospective grantees, and volunteers subject to the requirements of this Policy shall be required by the Service Provider to self-disclose post-screening criminal convictions, felony charges, and suspension or revocation of a driver's license (for those with responsibility for driving as demonstrated in the position description), filed against them that occur on or after the Effective Date of this Policy within three business days. . Providers notified of a post-employment conviction, felony charge, or license suspension shall immediately report the information to the CLS/GA for the applicable Agreement for clearance re-evaluation.

Attachments:

A: Table of Requirements

B: Frequently Asked Questions

Item	Description	Frequency	Submission	Criteria
Traffic Record Check	<p>The provider shall ensure that all employees transporting clients are eligible to drive and have an active driver's license.</p> <p>The Provider shall obtain the traffic records for applicable employees from the motor vehicle administration in the jurisdiction in which the individual currently resides.</p> <p>The Provider shall provide insurance and registration information for vehicle transporting DHS clients upon the CA's request.</p>	Prior to appointment and every two years or as necessary due to suspected clearance changes.	CLS/GA	The CLS or GA will review the Providers records and procedures as needed to ensure that applicable traffic record checks have been completed. Random reviews of the providers insurance and vehicle registration will be completed by the CLS or GA as needed.

Item	Description	Frequency	Submission	1. Criteria
Criminal Background Check	<p>To be conducted in accordance with the policies and procedures of the Metropolitan Police Department (MPD) and the Federal Bureau of Investigation (FBI).</p> <p>Required Criminal background checks include, but are not limited to, fingerprinting and a National Criminal Information Center (NCIC) check.</p>	<p>Prior to appointment and every two years thereafter or as necessary due to suspected clearance changes.</p> <p>Candidates with criminal history will be assessed for hire using listed assessment factors in the Criteria section.</p>	CLS/ GA prior to hiring the candidate	<ol style="list-style-type: none"> 2. Specific job duties and responsibilities and the bearing that the information has to these duties and responsibilities. 3. Nature and Gravity of Offense (Misdemeanor? Felony? Plea/Conviction) 4. Age of Offense (the length of time that has passed since the criminal conviction); 5. Facts/Circumstances Surrounding the Offense. 6. Work History Pre-conviction/plea (Similar job Evidence that the individual performed the same type of work, post-conviction, with the same or a different employer, with no known incidents of criminal conduct) 7. The age of the individual at the time of the offense; 8. The frequency and seriousness of the offense; 9. Rehabilitation Efforts(education/training) 10. Contributing social or environmental conditions; and District law and policy regarding re-entry of ex-offenders into the workforce.

<p>Drug and Alcohol Tests</p>	<p>Mandatory drug and alcohol testing shall be utilized to ensure that each applicant, appointee, volunteer, and employee possesses the character and background necessary to efficient work with the District's vulnerable population.</p> <p>The contractor shall ensure each appointee or employee in a safety sensitive position is subject to random drug and alcohol testing and shall execute consent to the testing required by the HCA or grant agreement.</p> <p>Applicants are tested for the presence of drugs only. Employees can be randomly</p>	<p>Prior to appointment and randomly thereafter or as necessary due to suspected drug or alcohol use.</p>	<p>CLS/GA</p>	<p>The drug test is used to determine the presence of the following illegal drugs/controlled substances</p> <ul style="list-style-type: none"> • marijuana, • cocaine, • opiates, • amphetamines, phencyclidine, • Codeine • derivatives, • methamphetamines, • and synthetic drugs <p>The CLS will review the Providers records and procedures as needed to ensure that applicable drug and alcohol testing is occurring as required.</p> <p>11.</p>
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	<p>tested for the presence of both drugs and alcohol.</p> <p>These tests are mandatory, and they shall be performed by an outside contractor at a laboratory certified by the United States Department of Health and Human Services (HHS) to perform job- related drug and alcohol forensic testing. Results shall be negative to be acceptable.</p>			
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<p>Tuberculosis Screening</p>	<p>A negative Tuberculosis (TB) Screening shall be provided prior to appointment. An annual TB Screening Questioner shall be submitted if there is a positive reading, or a chest x-ray is required. A licensed physician shall sign the medical clearance.</p>	<p>Prior to appointment and every two years or as necessary due to suspected clearance changes.</p>	<p>CLS/GA</p>	<p>Screening results must be signed by a licensed physician/practitioner.</p>
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<p>General Suitability Screening</p>		<p>The Provider shall conduct a general suitability screening that includes verification of the following:</p> <ul style="list-style-type: none"> a. Past employment (/Resume), including dates, compensation, titles held, duties, performance, and reason for separation; if applicable b. Educational background, including all relevant diplomas and degrees; if applicable c. Licenses, certifications, and training, required for the position; if applicable and <p>At least three (3) reference checks to ascertain character, reputation, relevant traits, and other relevant qualities, and whether the individual providing the reference would recommend the applicant for the position for which they are being considered. The reference checks shall be made with the individual's former employer; except, that personal references may be utilized instead of, or in addition to, checks with former employers, as deemed necessary by the personnel authority.</p>	<p>Prior to appointment.</p>	<p>CLS/GA</p>
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<p>Background Checks (Child Related)</p>	<p>Includes reports from the Child Protection Register of the District's Child and Family Services Agency (CFSA) and the National Sex Offender Registry.</p>	<p>Prior to appointment and every two years or as necessary due to suspected clearance changes.</p>	<p>CLS/GA</p>	<p>No individual may hold a position that has direct unsupervised contact with children or youth, if he or she has been charged with any sexual offense (s) involving minors, and for such offense(s):</p> <p>a) Was convicted, pleaded guilty, pleaded <i>nolo contendere</i>, placed on probation before judgement, or otherwise placed on stet docket; or</p> <p>Was found not guilty by reason of insanity.</p>
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**Attachment O: Monthly Reports
Family Violence Prevention Services Act Program**

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 []	

Prospective 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	
	Total Clients	

Population Served

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

NOTE: *If the prospective 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	

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	
	Total Clients	

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	
	Total Clients	

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	
	Total Clients	

Attachment P: Quarterly Report
FAMILY VIOLENCE PREVENTION SERVICES ACT PROGRAM

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 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.