Department of Children & Family Services

Building a Stronger Louisiana

Family Violence Prevention & Intervention Program

SOLICITATION FOR OFFERS (SFO)

Fiscal Year 2015 – 2016

FOR MORE INFORMATION CONTACT:
Kim LaCour, Program Consultant
Family Violence Prevention & Intervention Program
225.342.2400

MAIL OR DELIVER COMPLETED APPLICATION

TO: LA Department of Children and Family Services
Family Violence Prevention & Intervention Program
Attn: Kim LaCour, Program Consultant
627 N. Fourth St. – Iberville Building – 5-313
Baton Rouge, LA 70802

The LA Department of Children and Family Services *Family Violence Prevention & Intervention Program* is funded under the Protection from Family Violence Act (LA R.S. 46:2121.et seq), The Family Violence Prevention and Services Act (FVPSA), Title III, Public Law 98-457 (FVPSA), as amended in 1996 by Public Law 104-235. The Act was again amended by The Keeping Children and Families Safe Act of 2003, Public Law 108-36 and amended further by Public Law 109-162 the "Violence Against Women and Department of Justice Reauthorization Act of 2005," as amended by Public Law 109-271, enacted on August 17, 2006. Temporary Assistance for Needy Families (TANF) funds are provided through Social Security Act, Title IV, Part A, as amended: Personal Responsibility & Work Opportunity Reconciliation Act of 1996 (PWORA), Public Law 104-192; Balanced Budget Act of 1997, Public Law 105-33, 45 CFR Parts 260-265.

The purpose of these grants is to: 1) assist in efforts to increase public awareness about, and primary and secondary prevention of, family violence, domestic violence, and dating violence; 2) assist in efforts to provide immediate shelter and supportive services for victims of family violence, domestic violence, or dating violence (Section 301 (b)(1-2) of the FVPSA, as amended by Section 201 of the Child Abuse Prevention and Treatment Act (CAPTA) Reauthorization Act of 2010, Pub.L. 111-320; and 3) assist in efforts to educate and train on the problem of statutory rape to law enforcement officials, educators, relevant counseling services and the general public.

The Executive Budget for the State of Louisiana for Fiscal Year 2014-2015 provides for family violence revenues from such Federal funds as Family Violence Prevention Services Act (FVPSA) and Temporary Assistance for Needy Families (TANF) funds, and statutory dedications --- Marriage License Fees and Civil Fees. All funding and awards are subject to appropriation.

This solicitation provides for the distribution of the ***FVPSA, TANF and State General funds (if appropriate)****. A separate certification form and application for funds from statutory dedications must be completed and is required for programs that will distribute revenues from marriage license and civil fees. The form must be returned to DCFS, Family Violence Prevention & Intervention Program with contract materials upon award.*

DESCRIPTION

This Family Violence Prevention and Intervention solicitation for offers (SFO), administered through the Department of Children and Family Services (DCFS) is designed to assist family violence service providers in their efforts to support the establishment, maintenance, and expansion of programs and projects: 1) to prevent incidents of family violence, domestic violence, and dating violence; 2) to provide immediate shelter, supportive services, and access to community-based programs for victims of family violence, domestic violence, or dating violence, and their dependents; 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 and 4) to provide education and training on the problem of statutory rape to law enforcement officials, educators, relevant counseling services and the general public.

DCFS is committed to facilitating healing and recovery, and promoting the social and emotional well-being of victims, children, youth, and families who have experienced domestic violence, maltreatment, exposure to violence, and trauma. An important component of promoting well-being in

this regard includes addressing the impact of trauma which can have profound impacts on coping, resiliency, and skill development. DCFS promotes a trauma-informed approach.

The DCFS Family Violence Grant funds shall be used to identify and provide grants to eligible entities for programs and projects within the State that are designed 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 which may be used to provide prevention services to prevent future incidents of family violence, domestic violence, and dating violence.

Funds awarded to grantees for services must be used for:

- Provision of immediate shelter and access (including transportation) to shelter 24 hours per day 7 days per week and related supportive services (Refer to Definitions on page 8) to adult and youth victims of family violence, domestic violence or dating violence and their dependents, including paying for the operating and administrative expenses of the facilities for a shelter.

- Provision of trained crisis intervention advocates available onsite to answer crisis hotline 24 hours a day.

- Provision of 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.

- Provision of individual and group counseling, peer support groups available in multiple sites in day and evening hours, support groups must include children's component by a qualified children's advocate or counselor, 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.

    - A qualified child advocate/counselor should have training in a minimum of the following areas:

        a. the developmental stages of childhood, including physical, social, cognitive, and emotional stages;
        b. developmentally appropriate process;
        c. a working knowledge of family violence and its effects on children (including the ways that mothers are often victimized by the child welfare and educational system, etc.);
        d. assertive discipline techniques;
        e. non-violent conflict resolution;
        f. the warning signs of child abuse;
        g. appropriate methods for interviewing children who have disclosed abuse;
        h. how the child welfare system works and their role as "mandatory reporters."

- Provision of services, training, technical assistance, and outreach to increase awareness of family violence, domestic violence, and dating violence, and increase the accessibility of family violence, domestic violence, and dating violence services.

- Provision of culturally and linguistically appropriate services.

- 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 support that parent's role as a caregiver, which may, as appropriate, include services that work with the non-abusing parent and child together.

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

- Provision of prevention services, including outreach to underserved populations.

- Provision of the Quality Assurance (QA) standards must be imposed at sites where services are provided.

- Provision of educating and training on the problem of statutory rape to law enforcement officials, educators, relevant counseling services and the general public.

Ensuring the Well-Being of Vulnerable Children and Families

Children, youth, and families who have experienced maltreatment, exposure to violence, and/or trauma are impacted along several domains, each of which must be addressed in order to foster social and emotional well-being and promote healthy, positive functioning.

This funding announcement and other discretionary spending this fiscal year are designed to ensure that effective interventions are in place to build skills and capacities that contribute to the healthy, positive, and productive functioning of families.

Understanding Experiences: A fundamental aspect of the human experience is the development of a world view through which one's experiences are understood. Whether that perspective is generally positive or negative impacts how experiences are interpreted and integrated. For example, one is more likely to approach a challenge as a surmountable, temporary obstacle if his or her frame includes a sense that "things will turn out alright." On the contrary, negative experiences can color how future experiences are understood. Ongoing exposure to family violence might lead children, youth, and

adults to believe that relationships are generally hostile in nature and affect their ability to enter into and stay engaged in safe and healthy relationships. Interventions should seek to address how children, youth, and adults frame what has happened to them in the past and shape their beliefs about the future.

Developmental Tasks: People grow physically and psychosocially along a fairly predictable course, encountering normal challenges and establishing competencies as they pass from one developmental stage to another. However, adverse events have a marked effect on the trajectory of normal social and emotional development, delaying the growth of certain capacities, and, in many cases, accelerating the maturation of others. Intervention strategies must be attuned to the developmental impact of negative experiences and address related strengths and deficits to ensure children, youth, and families develop along a healthy trajectory.

Coping Strategies: The methods that children, youth, and families develop to manage challenges both large and small are learned in childhood, honed in adolescence, and practiced in adulthood. Those who have been presented with healthy stressors and opportunities to overcome them with appropriate encouragement and support are more likely to have an array of positive, productive coping strategies available to them as they go through life. For children, youth, and families who grow up in or currently live in unsafe, unpredictable environments, the coping strategies that may have been protective in that context may not be appropriate for safer, more regulated situations. Interventions should help children, youth, and families transform maladaptive coping methods into healthier, more productive strategies.

Protective Factors: A wealth of research has demonstrated that the presence of certain contextual factors (e.g., supportive relatives, involvement in after-school activities) and characteristics (e.g., self-esteem, relationship skills) can moderate the impacts of past and future negative experiences. These protective factors are fundamental to resilience; building them is integral to successful intervention with children, youth, and families.

The skills and capacities in these areas support children, youth, and families as challenges, risks, and opportunities arise. In particular, each domain impacts the capacity of children, youth, and families to establish and maintain positive relationships with caring adults and supportive peers. The necessity of these relationships to social and emotional well-being and lifelong success in school, community, and at home cannot be overstated and should be central to all interventions with vulnerable children, youth, and families.

An important component of promoting social and emotional well-being includes addressing the impact of trauma, which can have a profound effect on the overall functioning of children, youth, and families. The Department of Children and Family Services promotes a trauma-informed approach, which involves understanding and responding to the symptoms of chronic interpersonal trauma and traumatic stress across the domains outlined above, as well as the behavioral and mental health sequelae of trauma.

CLIENT CONFIDENTIALITY

In order to ensure the safety of adult, youth, and child victims of family violence, domestic violence, or dating violence, and their families, DCFS-funded programs must establish and implement policies and protocols for maintaining the confidentiality of records pertaining to any individual provided domestic violence services. Consequently, when providing statistical data on program activities and program services, individual identifiers of client records will not be used by the grantees or sub-grantees.

In the annual grantee Performance Progress Report (PPR), grantees and sub-grantees must collect unduplicated data from each program. No client level data should be shared with a third party, regardless of encryption, hashing, or other data security measures, without a written, time-limited release. The address or location of any DCFS supported shelter facility shall, except with written authorization of the person or persons responsible for the operation of such shelter, not be made public and the confidentiality of records pertaining to any individual provided domestic violence services by any DCFS supported program will be strictly maintained.

COORDINATED AND ACCESSIBLE SERVICES

It is essential that community service providers, including those serving or representing underserved communities, are involved in the design and improvement of intervention and prevention activities. Coordination and collaboration among victim services providers; community based, culturally specific, and faith based service providers; housing and homeless service providers; and Federal, State, and local public officials and agencies is needed to provide more responsive and effective services to victims of family violence, domestic violence, and dating violence, and their dependents.

To promote a more effective response to family violence, domestic violence, and dating violence, the Department of Children and Family Services requires grantees receiving funds under this grant announcement to collaborate with the family violence providers, law enforcement, faith based organizations, tribes, tribal organizations, service providers, and community based organizations to address the needs of family violence, domestic violence, and dating violence, and for those who are members of racial and ethnic minority populations and underserved populations.

To serve victims most in need and to comply with Federal law, services must be widely accessible to all. Services must not discriminate on the basis of age, disability, sex, race, color, national origin, or religion. The Health and Human Services (HHS) Office for Civil Rights provides guidance to grantees complying with these requirements. Please see:
http://www.hhs.gov/ocr/immigration/bifsltr.html for HHS Office of Civil Rights guidance on serving immigrant victims and http://www.hhs.gov/ocr/discrimdisab.html for guidance on the Americans with Disabilities Act and Rehabilitation Act of 1973.

Services must also be provided on a voluntary basis; receipt of emergency shelter or housing must not be conditioned on participation in supportive services.

DEFINITIONS

Grantees should use the following definitions in carrying out their programs:

Dating Violence: 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 length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

Domestic Violence: Felony or misdemeanor crimes of violence committed by a current or former spouse 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, 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 and adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

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

Shelter: The provision of temporary refuge and supportive services in compliance with applicable State law (including regulation) 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.

Supportive Services: 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:

- Meet the needs of victims of family violence, domestic violence, or dating violence, and their dependents, for short-term, transitional, or long-term safety; and
- Provide counseling, advocacy, or assistance for victims of family violence, domestic violence, or dating violence, and their dependents.

Supportive services include:

1. Prevention services such as outreach, parenting, employment training, educational services, promotion of good nutrition, disease prevention, and substance abuse prevention;

2. Counseling with respect to family violence, or other supportive services provided by peers, either individually or in groups, and referral to community social services;

3. Transportation and technical assistance with respect to obtaining financial

assistance under Federal and State programs, and referrals for appropriate health care services (including alcohol and drug abuse treatment), but shall not include reimbursement for any health care services;

4. Legal advocacy to provide victims with information and assistance through the civil and criminal courts, and legal assistance;

5. Children's counseling and support services, child care services for children who are victims of family violence of the dependents of such victims, and children who witness domestic violence.

Statutory Rape: Louisiana Revised Statute: 14:80 ***Felony Carnal Knowledge of a Juvenile***
(1) A person who is seventeen years of age or older has sexual intercourse, with consent, with a person who is thirteen years of age or older but less than seventeen years of age, when the victim is not the spouse of the offender and when the difference between the age of the victim and the age of the offender is four years or greater; or
(2) A person commits a second subsequent offense of misdemeanor carnal knowledge of a juvenile, or a person who has been convicted one or more times of violating one or more crimes for which the offender is required to register as a sex offender under R.S. 15:42 commits a first offense of misdemeanor carnal knowledge of a juvenile.

Louisiana Revised Statute: 14:80.1 ***Misdemeanor Carnal Knowledge of a Juvenile***
(A) Misdemeanor carnal knowledge of a juvenile is committed when a person who is seventeen years of age or older has sexual intercourse, with consent, with a person who is thirteen years of age or older but less than seventeen years of age, when the victim is not the spouse of the offender, and when the difference between the age of the victim and age of the offender is greater than two years, but less than four years.

GENERAL REQUIREMENTS

Respondents to this Solicitation must submit an original application and three copies to the Department of Children and Family Services, Family Violence Prevention & Intervention Program, on or before the **deadline of May 11, 2015 at 4:00pm**. The Department of Children and Family Services, Family Violence Program will adhere to the following schedule:

FISCAL YEAR 2015 – 2016 SCHEDULE	
April 6 , 2015	Distribution of Solicitation for Offers
May 11, 2015	**Completed Applications Due**
May 15, 2015	Review & Evaluations
June 8, 2015	Award notices sent out
July 1, 2015	Contracts begin

MAXIMUM FUNDS

The estimated allocation of FVSPA, TANF and State General funds (if appropriated) is based on the Executive Budget presented to the Louisiana Legislature in the 2015-2016 fiscal year and is subject to change pending final legislative approval.

Awards will be made based on a program's status as an "Eligible Program" and other features that characterize its services and program operations. The Department of Children and Family Services, *Family Violence Prevention & Intervention Program* is the final authority on determining a program's status or characterization.
In the distribution of DCFS Family Violence grant funds, the grantee should ensure that not less than 70 percent of the funds distributed are used for the primary purpose of providing immediate shelter and supportive services (Refer to Definitions on page 8) to adult and youth victims of family violence, domestic violence, or dating violence, and their dependents; not less than 25 percent of the funds will be used for the purpose of providing supportive services and prevention services.

If a contractor has a due and outstanding evaluation report or a due and outstanding audit at the time of award, the contractor shall be deemed not in good standing with the Department, meaning that a new contract will not be entered into with contractor until such time as the outstanding report or audit is cleared.

Grant specifications and minimum and maximums awards may be revised at DCFS's discretion in consideration of individual applicant's needs, total Program funding requests, and available funding. DCFS reserves the right to negotiate the final grant amounts, component projects, and local match with all applicants to ensure judicious use of Program funds.

NOTICE: NO EXPENDITURE AUTHORITY OR FUNDING OBLIGATIONS SHALL BE IMPLIED BASED ON THE INFORMATION IN THIS SOLICITATION FOR OFFERS AND THE DEPARTMENT OF CHILDREN AND FAMILY SERVICES IS UNDER NO LEGAL REQUIREMENT TO EXECUTE A CONTRACT ON THE BASIS OF THIS SOLICITATION.

GRANT PERIOD

This Solicitation for Offers is an application for one year of grant funds, (FY 2015-16). The annual grant period begins July 1 and continues through June 30.

During the term of funding, programs that receive funds agree to acknowledge the Department of Children and Family Services *Family Violence Prevention & Intervention Program* on all marketing communications – including general information about the program and/or services, the Statewide Toll Free Hotline, and participating agencies' logos or trademarks. DCFS seal must be identified on program letterhead and should be displayed on all formal correspondence.

DATA COLLECTION AND OUTCOME MEASURES

Grantees are required to use standardized reporting mechanisms to facilitate the collection of uniform, aggregate data on DCFS and FVPSA supported program services and client outcomes. The performance report includes funding, volunteers, narrative questions, people served, demographics, residential services, related services and assistance, advocacy, awareness, community education and public awareness, and outcome data. Reports are due monthly through the DCFS standardized format as specified at the grantee orientation meeting. Annual reports are due November 1 of each calendar year for the federal October 1- September 30 reporting period.

REPORTING REQUIREMENTS

Performance Reports

Grantees are required to submit an annual performance plan and report (PPR) to DCFS describing the activities carried out, and an assessment of the effectiveness of those activities in achieving the purposes of the grant. Further guidance regarding the assessment requirement is included in the PPR. A section of this performance report must be completed by each grantee or sub-grantee that provided program services and activities. Grantee PPRs will be compiled by the State into a comprehensive report for federal submission. Each grantee or sub-grantee will be provided with a copy of the required PPR for completion.

Please note that section 307(b)(4) of FVPSA requires HHS to suspend funding for an approved application if any State applicant fails to submit an annual PPR or if the funds are expended for purposes other than those set forth under FVPSA guidelines. DCFS will suspend funding to any sub-grantee that fails to submit an annual PPR or if the funds are expended for purposes other than those set forth under this announcement.

Audit Reports

For each grantee that enters into a contract with the State of Louisiana, there will be a statement in the contract regarding audit requirements expected by the contractor. At
the time that this SFO is distributed, the following paragraphs are included in all Department of Children and Family Services contracts:

Contractor grants to the Agency, the State of Louisiana, through the Office of the Legislative Auditor, Office of the Inspector General, Federal Government and/or any other officially designated authorized representative of the Agency the right to audit, inspect and review all books and records pertaining to services rendered under this contract and the right to conduct on-site monitoring..

Social Service Contractor also agrees to comply with federal and/or state regulations and laws requiring an audit based on one or more of the following criteria:

(1) Any sub-recipient contractor who expends $500,000 or more in federal funds from all sources is required to have performed a single audit for that year under the provisions of OMB Circular A-133, Revised June 27, 2003, and Audits of States, Local Governments, and Non-Profit Organizations. Single audits shall be conducted in accordance with generally accepted government auditing standards

(GAGAS) issued by the Comptroller General of the United States. The only exceptions to an annual audit are those exceptions indicated in Subpart B—Audits of OMB Circular A-133.

(2) Any sub-recipient contractor who expends less than $500,000 in federal funds from all sources and who is subject to the provisions of Louisiana Revised Statute 24:513 (State Audit Law), shall follow the guidance offered in the Louisiana Governmental Audit Guide (as Revised). Those who are subject to the provisions of Louisiana Revised Statute 24:513 include governmental, public or quasi-public agencies or bodies as defined by the Statute.

(3) Any sub-recipient contractor who expends less than $500,000 in federal funds from all sources and is not subject to the provisions of Louisiana Revised Statute 24:513 (State Audit Law), then no audit is required.

(4) Any sub-recipient contractor who is a nongovernmental provider and receives $100,000 or more per year of state funds via one or more cost reimbursement contracts, shall submit to the Agency source documentation (evidenced by invoices, cancelled checks, certified payroll sheets, etc.) to justify each payment request. The Department may, at its discretion, request that a contract compliance audit utilizing internal auditors, certified public accountant, or the Legislative Auditor's office be performed. These provisions are cited at Louisiana Administrative Code Title 34: V: 134.

Contractor sub-recipient is required to obtain approval of its engagement letter from the Legislative Auditor's office. This engagement letter approval process should begin at least ninety (90) days prior to the end of the Contractor's fiscal year. Contractor sub-recipient shall inform the Agency thirty (30) days prior to the close of their fiscal year by way of written notification of the type of engagement (single audit, program audit, compilation/attestation, etc.), the fiscal year end of the engagement and the projected total of federal and/or state fund expenditures. If the cost of the audit is to be recovered through this contract, a budget showing that portion of the audit cost allocated to each federal and/or state funded program, contract or grant should be attached. Sub-recipient contractor should be aware that there may be limitations on audit costs charged to certain federal and/or state programs based on total funding and other considerations.

If a contractor or subcontractor is in noncompliance with the applicable regulatory authority (i.e. RS 24:513, Circular A133, CFR etc.) at the time of award, the contractor shall be deemed not in good standing with the Department, and therefore, DCFS will not enter into a new contract at that time.

MATCH REQUIREMENT

Grantees shall be required to secure matching funds of twenty percent (20%) of the grantee's contract amount. Such matching funds may be in the form of cash, certified expenditures, or in-kind contributions. Matching funds must be derived from *unduplicated sources* other than the Program or other federal funding and be provided after the date of the grant award to the recipient. *Funds used to match a previous DCFS, federal, or other grant award may not be used to match a subsequent grant.* Match details must be included in the final grant budget. Grantees will be required to submit a letter to DCFS indicating that the grantee confirms the match requirement.

FUNDING RESTRICTIONS

The following are not allowable costs:
Legal Services (including divorces, legal separations, custody, and visitation);
Late payment fees;
Medical bills for victims (including prescribed and over the counter medication costs);
Fundraising (including time or processing costs incurred in applying for or administering grant funds. Also includes time spent fundraising, advertising for fundraisers, and resources purchased for fundraising events.);
Construction is not an allowable activity or expenditure;
Purchase of real property is not an allowable activity or expenditure.

REVIEW & EVALUATION

Respondents must mail or deliver an ORIGINAL application with all attachments and three copies to Kim LaCour, Program Coordinator, 627 North Fourth Street Iberville Building, Room 5-313, Baton Rouge, LA 70802. Applications will be reviewed by members of DCFS, LA Coalition Against Domestic Violence and if required, independent consultants. Documents on file in the LA Department of Children and Family Services, Family Violence Prevention & Intervention Program may be made available to the Fiscal Year 2015 – 2016 Review and Evaluation Team to help inform its decision-making process. The Department of Children and Family Services is the final authority on funding determinations.

- Applications must be submitted with the attachments stated in this Solicitation.

All applications must be complete. Any application not containing all information required in this SFO will not be considered for funding.

All applications are due on or before: May 11, 2015 ***at 4 pm to Kim LaCour, Program Consultant***
Applications not received by the deadline will not be considered for funding.

STATED CRITERIA FOR ELIGIBILITY

Eligible programs are those that have experience working in family violence programmatic services and provide all of the following family violence core services:

- *24-hour emergency shelter or shelter referral with assistance for transportation as needed*
- *Counseling*
- *Safety planning*
- *Court advocacy*
- *Protective orders*
- *Education and training*
- *Children's services*
- *Outreach and community education*
- *Advocacy*

- *Referrals and Information*

Eligible programs must:

- Have as a primary purpose of providing assistance to victims of family violence.
- Be locally administered by a public or private nonprofit organization.
- Participate fully in the Louisiana Family Violence Quality Assurance Standards program.
- Demonstrate that it can provide advocacy, shelter or referral to safe shelter, support programs and educational/awareness programs.
- Provide mandatory 40 hours of domestic violence training to staff.
- Be able to provide services in all parishes indicated in application, including access points in each parish served.
- Provide best practices including Coordinated Care and Trauma Informed Care.
- Be able to raise additional funds outside of DCFS funding, including demonstration of a diverse funding strategy.
- Have a system in place that collects and manages family violence, domestic violence and/or dating violence related data.
- Demonstrate collaborative partnerships with other Family Violence providers.
- Meet all other applicable State and Federal Requirements as stated in this SFO.
- Adhere to *Louisiana Family Violence Program Quality Assurance Standards* as indicated in the Quality Assurance Process. These are exemplary practices for professional services, management and operations.
- A detailed two-year *Quality Assurance Process* includes self-study, peer review, site visits/reports and action plans. This process strengthens programs, assures quality, and promotes continuous improvement.

Documents on file in the Department of Children & Family Services, Family Violence Prevention & Intervention Program may be made available to the Fiscal Year 2014 – 2015 Review and Evaluation Team to help inform decision making.

ADDITIONAL INFORMATION ON ELIGIBILITY

DUNS (Universal Identifier Number) Requirement Data Universal Numbering System (DUNS) Number is the nine-digit, or thirteen-digit (DUNS + 4), number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities.

All applicants and sub-recipients must have a DUNS number *at the time of application* in order to be considered for a grant. A DUNS number is required for every application. A DUNS number may be acquired at no cost online at http://fedgov.dnb.com/webform.

The process to request a D-U-N-S Number by telephone will take between 5 and 10 minutes. To acquire a DUNS number by phone, contact the D&B Government Customer Response Center: U.S.: at 1-866-705-5711, Monday - Friday, 7 a.m. to 8 p.m., CST

Central Contractor Registration (CCR) Requirement Central Contractor Registration (CCR) is the Federal registrant database and repository into which an entity must provide information required for

the conduct of business as a recipient. CCR, managed by the General Services Administration, collects, validates, stores, and disseminates data in support of agency financial assistance missions. Effective October 1, 2011 HHS required all entities that plan to apply for, and ultimately receive, Federal grant funds from any HHS Agency, *or receive sub-awards directly from recipients of those grant funds to*:

- Be registered in the CCR prior to submitting an application of plan;
- Maintain an active CCR registration with current information at all times during which it has an active award or an application or plan under consideration by an OPDIV; and
- Provide its DUNS number in each application or plan it submits to the OPDIV.
- The Administration for Children and Families (ACF) is prohibited from making an award until an applicant has complied with these requirements.

At the time an award is ready to be made, if the intended recipient has not complied with these requirements, DCFS:

- May determine that the applicant is not qualified to receive an award; and
- May use that determination as a basis for making an award.

CCR registration may be made online at www.ccr.gov or by phone at 1-866-606-8220. CCR registration must be updated annually. CCR registration must be active and maintained with current information at all times during which a grantee has an active award or an application under consideration. Applicants are strongly encouraged to register at the CCR well in advance of the application due date.

ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS

Awards issued under this announcement are subject to the uniform administrative requirements and cost principles of 45 C.F.R. Part 74 (Awards And Sub awards To Institutions Of Higher Education, Hospitals, Other Nonprofit Organizations, And Commercial Organizations) or 45 C.F.R. Part 92 (Grants And Cooperative Agreements To State, Local, And Tribal Governments). The Code of Federal Regulations (C.F.R.) is available at http://www.gpo.gov. An application funded with the release of Federal funds through a grant award, does not constitute, or imply, compliance with Federal regulations. Funded organizations are responsible for ensuring that their activities comply with all applicable Federal regulations.

Equal Treatment for Faith-Based Organizations

Grantees are also subject to the requirements of 45 C.F.R. Part 87.1(c), Equal Treatment for Faith-Based Organizations, which says, "Organizations that receive direct financial assistance from the [Health and Human Services] Department under any Department program may not engage in inherently religious activities such as religious instruction, worship, or proselytization as part of the programs or services funded with direct financial assistance from the Department." Therefore, organizations must take steps to completely separate the presentation of any program with religious content from the presentation of the Federally funded program by time or location *in such a way that it is clear that the two programs are separate and distinct*. If separating the two programs by time but presenting them in the same location, one program must *completely* end before the other program begins. A faith-based organization receiving HHS funds retains its independence from Federal, State, and local governments, and may continue to carry out its mission, including the definition, practice, and expression of its religious beliefs. For example, a faith-based organization may use space in its

facilities to provide secular programs or services funded with Federal funds without removing religious art, icons, scriptures, or other religious symbols. In addition, a faith-based organization that receives Federal funds retains its authority over its internal governance, and it may retain religious terms in its organization's name, select its board members on a religious basis, and include religious references in its organization's mission statements and other governing documents in accordance with all program requirements, statutes, and other applicable requirements governing the conduct of HHS funded activities. Regulations pertaining to the Equal Treatment for Faith-Based Organizations, which includes the prohibition against Federal funding of inherently religious activities, Understanding the Regulations Related to the Faith-Based and Neighborhood Partnerships Initiative" are available at http://www.hhs.gov/partnerships/about/regulations/. Additional information, resources, and tools for faith-based organizations are available through The Center for Faith-based and Neighborhood Partnerships website at http://www.hhs.gov/partnerships/index.html and at the Administration for Children & Families: Toolkit for Faith-based and Community Organizations.

Requirements for Drug-Free Workplace The Drug-Free Workplace Act of 1988 (41 U.S.C. § 701 et seq.) requires that all organizations receiving grants from any Federal agency agree to maintain a drug-free workplace. By signing the application, the Authorizing Official agrees that the grantee will provide a drug-free workplace and will comply with the requirement to notify ACF if an employee is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for debarment. Government wide requirements for Drug-Free Workplace for Financial Assistance are found in 2 CFR Part 182; HHS implementing regulations are set forth in 2 CFR Part 382.400. All recipients of ACF grant funds must comply with the requirements in Subpart B - Requirements for Recipients Other Than Individuals, 2 CFR Part 382.225.

Debarment and Suspension HHS regulations published in 2 CFR Part 376 implement the government-wide debarment and suspension system guidance (2 CFR Part 180) for HHS' non-procurement programs and activities. "Non-procurement transactions" include, among other things, grants, cooperative agreements, scholarships, fellowships, and loans. ACF implements the HHS Debarment and Suspension regulations as a term and condition of award. Grantees may decide the method and frequency by which this determination is made and may check the Excluded Parties List System (EPLS) located at
https://www.epls.gov/, although checking the EPLS is not required. More information is available at http://www.acf.hhs.gov/grants/grants_resources.html.

Pro-Children Act The Pro-Children Act of 2001, 42 U.S.C. 7181 through 7184, imposes restrictions on smoking in facilities where federally funded children's services are provided. HHS grants are subject to these requirements only if they meet the Act's specified coverage. The Act specifies that smoking is prohibited in any indoor facility (owned, leased, or contracted for) used for the routine or regular provision of kindergarten, elementary, or secondary education or library services to children under the age of 18. In addition, smoking is prohibited in any indoor facility or portion of a facility (owned, leased, or contracted for) used for the routine or regular provision of federally funded health care, day care, or early childhood development, including Head Start services to children under the age of 18. The statutory prohibition also applies if such facilities are constructed, operated, or maintained with Federal funds. The statute does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, portions of facilities used for inpatient drug or alcohol treatment, or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the

law may result in the imposition of a civil monetary penalty of up to $1,000 per violation and/or the imposition of an administrative compliance order on the responsible entity.

APPLICATION REQUIREMENTS

Content of Application Submission

The attached application (Exhibit A) must be used in response to the Solicitation for Offers. The completed application must be submitted by the Chief Executive Officer, Executive Director, or President of the Board. The application must include the required documentation. An original signed application with three copies must be submitted to the Department of Children and Family Services by the deadline stated in the Solicitation for Offers.

Section 1: Data Sheet: The name and complete address of the agency; the name and contact information for the official designated as responsible for the administration of program and activities relating to family violence, domestic violence, and dating violence that are carried out and for coordination of related programs within the agency; the name and contact information for a contact person if different from the designated official; agency Tax ID number; name of parish or parishes applying to serve; funding amount requested and signature of designated official.

Section 2: Service Delivery Area(s): Indicate the parish or parishes the applicant is applying to serve. Include a description of how the applicant plans to use the grant funds with a description of the target populations.

Section 3: Provision of Services: Describe residential, non-residential and outreach efforts for each service delivery area.

Section 4: Trauma Informed Care Interaction: Describe how trauma informed services are provided to victims and children exposed to domestic violence, family violence or dating violence.

Section 5: Underserved Populations: Describe plans for meeting the needs of the underserved populations located in the service delivery area(s).

Section 6: Match Requirement: Describe how applicant will secure the required twenty (20) percent matching funds of the contract amount.

Section 7: Confidentiality of Records: Provide complete documentation of the policies, procedures, and protocols that will ensure the confidentiality of records pertaining to any individual provided family violence prevention services by any DCFS supported program will be maintained and the that address or location of any DCFS-supported shelter will not be made public without the written authorization of the person or persons responsible for the operation of such shelter.

Section 8: Certification Documentation: The following documentations certifying the status of the applicant must be included with the grant application:

a) A copy of a currently valid 501(c)(3) certification letter from the IRS stating private, non-profit status or a copy of the applicant's listing in the IRS' most recent list of tax-exempt organizations described in section 501(c)(3) of the IRS code.
b) Certification from Louisiana's Secretary of State documenting good standing.
c) A list of the grantee's current Board of Directors with each individual's organizational affiliation and the Chairperson identified.
d) Documentation of membership, membership status, and participation with the Louisiana Coalition Against Domestic Violence may be provided, but not mandatory.

Section 9: Assurances of Compliance with Grant Requirements: Signed copy certifying the applicant's agreement to comply with all the assurances listed.

Section 10: Certification Regarding Lobbying: Signed copy certifying the applicant will not use Federal or State funds to engage in any lobbying activities.

Section 11: Budget Summary Worksheet & Budget Narrative: A detailed worksheet and budget narrative as specified in the SFO.

Section 12: DUNS Number and CCR Registration: Documentation of DUNS number and CCR Registration.

Section 13: Organizational Chart and Position Descriptions: A current organizational chart with position descriptions. If an applicant is a member of an umbrella agency, the applicant should submit both the umbrella and the program organizational chart. Position Descriptions must be submitted for the applicant organization only.

Section 14: Board Resolution: Documentation indicating that the Board has reviewed the Louisiana Family Violence Quality Assurance Standards and that the application submitted under this SFO has been reviewed and approved by a quorum of the Board members. This document must be signed and dated by the President/Chairperson of the governing Board.

Section 15: Board Resolution: A resolution granting authorization for the Executive Director or Program Manager to negotiate on terms and conditions of the contract, budget, invoice, and contract issues on behalf of the organization.

SUBCONTRACTING INFORMATION

The State shall have a single prime contractor as the result of any contract negotiation and that prime contractor shall be responsible for all deliverables specified in the SFO and proposal. This general requirement notwithstanding, applicant may enter into subcontractor arrangements. However, the prime contractor should acknowledge in their proposals total responsibility for the entire contract.

If the applicant intends to subcontract for portions of the work, the applicant must identify any subcontractor relationships and include specific designations of the tasks to be performed by the

subcontractor. The prime contractor shall be the single point of contact for all subcontract work. Subcontractors must meet the same standards as the prime contractor.

Unless provided for in the contract with the State, the prime contractor shall not contract with any other party for any of the services herein contracted without the express prior written approval of the State.

BUDGET

The Budget for the Family Violence Prevention and Intervention Program requires a completed Contractor Negotiation Packet. This packet should include annual salaries, percentage of time allocated to the program, and other detailed information. The actual packet should be specific to the individual program. See Appendix C for the Contractor Negotiation Packet.

Guidelines:

1. The attached Contractor Negotiation Packet is a suggested sample that can be used for developing the program budget. NOTE: This form is a required format to be used as a guide to the information required in the budget.

2. The Budget should represent the one year grant period from July 1 through June 30.

3. Categories for Family Violence Programs include: Personnel, Fringe Benefits, Travel (http://www.doa.louisiana.gov/osp/travel/travelpolicy/2013-14pocketguide.doc), Operating, Supplies, Equipment, Other

4. Line item costs should identify specific details on how a cost was determined.

5. Personnel line items that are partially funded by the Family Violence Program should identify the source(s) of funding for the remaining cost of that line item.

6. All Family Violence contracts require a **twenty percent (20%)** match by the grantee. The final contract budget will require the grantee to identify match funding sources. It is recommended to identify matching sources in the application budget.

ASSURANCES

Each application must have attached a signed copy of the assurances (See *Appendix A*).

CERTIFICATIONS

Each application must have attached a signed copy of the required certifications found in the Appendices as follows:

Certification Regarding Lobbying (See *Appendix B*)

Applicants must furnish an executed copy of the *Certification Regarding Lobbying*, prior to the award of the grant.

Standard Form (SF)-LLL Disclosure of Lobbying Activities

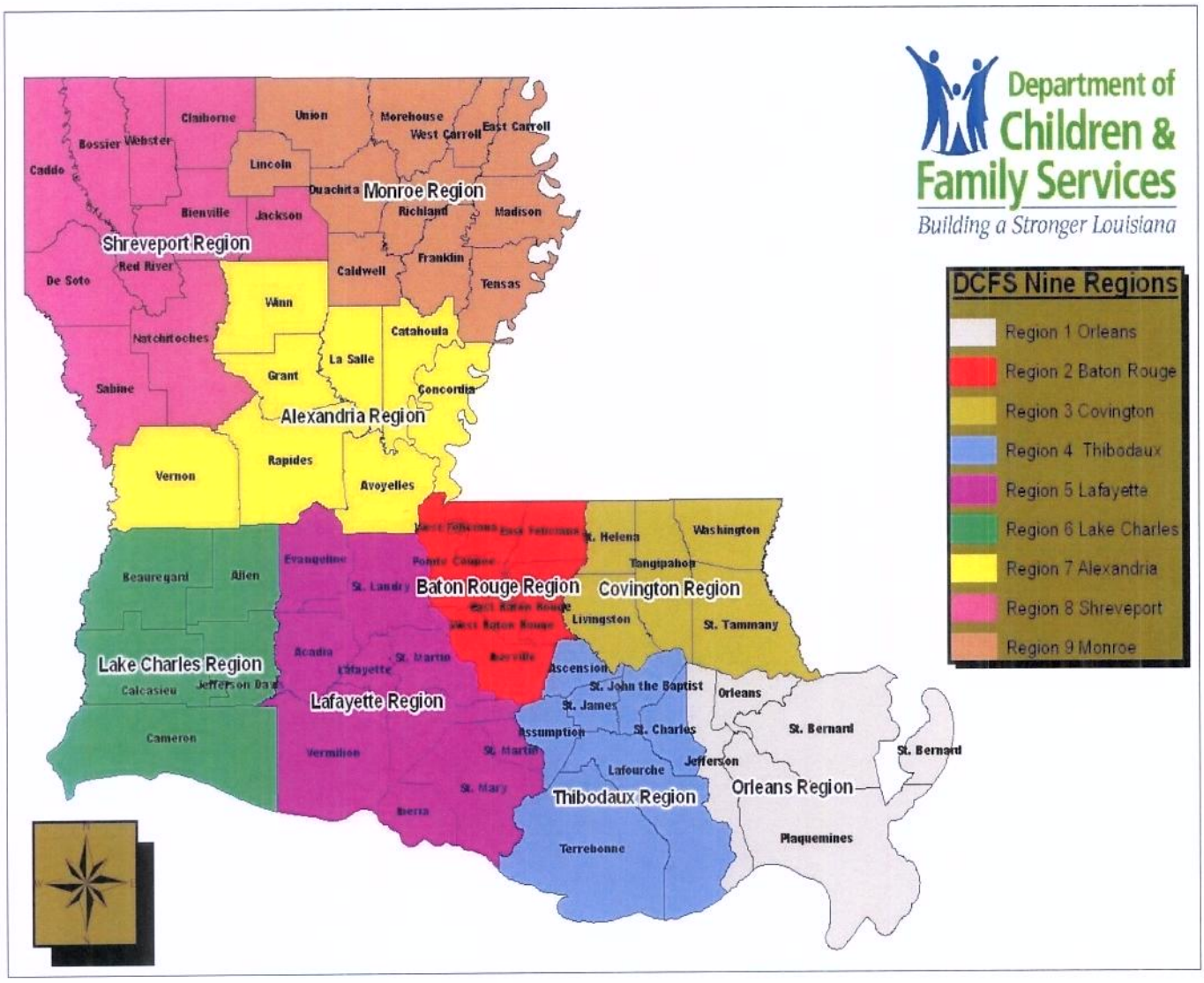
The filing of this form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action.

This disclosure form must be completed and filed by the reporting entity, whether sub awardees or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. § 1352.

SERVICE DELIVERY: It is the preference of DCFS that applicants select a specific region within the state and then indicate which parishes within the region the applicant is applying to serve. It is preferable that the parishes the applicant desires to serve do not cross regional boundaries. Consideration will be given if the applicant requests to cross regional boundaries if there are no other available providers to serve the requested parish. See chart of regional breakdown below.

Region #	Region Name	Parish (Population)		Regional Population
1	Orleans	Jefferson (432,552) Orleans (343,829)	Plaquemines (23,042) St. Bernard (35,897)	835,320
2	Baton Rouge	E. Baton Rouge (440,171) East Feliciana (20,267) Iberville (33,387)	Pointe Coupee (22,802) West Baton Rouge (23,788) West Feliciana (15,625)	556,040
3	Covington	Livingston (128,026) St. Helena (11,203) St. Tammany (233,740)	Tangipahoa (121,097) Washington (47,168)	541,234
4	Thibodaux	Ascension (107,215) Assumption (23,421) Lafourche (96,318) St. Charles (52,780)	St. James (22,102) St. John (45,924) Terrebonne (111,860)	459,620
5	Lafayette	Acadia (61,773) Evangeline (33,984) Iberia (73,240) Lafayette (221,578)	St. Landry (83,384) St. Martin (52,160) St. Mary (54,650) Vermilion (57,999)	638,768
6	Lake Charles	Allen (25,764) Beauregard (35,654) Calcasieu (192,768)	Cameron (6,839) Jefferson Davis (31,594)	292,619
7	Alexandria	Avoyelles (42,073) Catahoula (10,407) Concordia (20,822) Grant (22,309)	LaSalle (14,890) Rapides (131,613) Vernon (52,334) Winn (15,313)	309,761
8	Shreveport	Bienville (14,353) Bossier (116,979) Caddo (254,969) Claiborne (17,195) DeSoto (26,656)	Jackson (16,274) Natchitoches (39,566) Red River (9,091) Sabine (24,233) Webster (41,207)	560,523
9	Monroe	Caldwell (10,132) East Carroll (7,759) Franklin (20,767) Lincoln (46,735) Madison (12,093) Morehouse (27,979)	Ouachita (153,720) Richland (20,725) Tensas (5,252) Union (22,721) West Carroll (11,604)	339,487
			Totals:	**4,533,372**

Source of information obtained from 2010 Census


Department of Children & Family Services
Building a Stronger Louisiana
DCFS Nine Regions
Region 1 Orleans
Region 2 Baton Rouge
Region 3 Covington
Region 4 Thibodaux
Region 5 Lafayette
Region 6 Lake Charles
Region 7 Alexandria
Region 8 Shreveport
Region 9 Monroe
Monroe Region
Shreveport Region
Alexandria Region
Baton Rouge Region
Covington Region
Lake Charles Region
Lafayette Region
Thibodaux Region
Orleans Region
Bossier
Webster
Claiborne
Union
Morehouse
West Carroll
East Carroll
Caddo
Lincoln
Ouachita
Richland
Madison
Bienville
Jackson
Red River
De Soto
Caldwell
Franklin
Tensas
Winn
Natchitoches
Catahoula
La Salle
Grant
Sabine
Concordia
Vernon
Rapides
Avoyelles
St. Helena
Washington
Tangipahoa
Beauregard
Allen
Evangeline
St. Landry
Livingston
St. Tammany
Acadia
St. Martin
Lafayette
Ascension
St. John the Baptist
Orleans
Calcasieu
Jefferson Davis
St. James
St. Bernard
Cameron
Assumption
St. Charles
Vermilion
St. Martin
Jefferson
Lafourche
St. Mary
Iberia
Terrebonne
Plaquemines

Appendix A

Assurances of Compliance with Grant Requirements

The undersigned grantee certifies that:

(1) Grant funds under the Family Violence Prevention Services Act (FVPSA) will be distributed to local public agencies or nonprofit private organizations (including faith-based and charitable organizations, community-based organizations, and voluntary associations) that assist victims of family violence, domestic violence, or dating violence (as defined in Section 10402(2-4), and their dependents, and have a documented history of effective work concerning family violence, domestic violence, or dating violence (Section 10408(c)).

(2) Grant funds will be used for programs and projects within the State that are designed to prevent incidents of family violence, domestic violence, and dating violence by providing immediate shelter and supportive services and access to community-based programs for adult and youth victims, as well as specialized services for children exposed to domestic violence, underserved populations, and those who are members of racial and ethnic minority populations (as defined in Section 10406(a)(1-3)).

(3) In distributing the funds, the State will give special emphasis to the support of community-based projects of demonstrated effectiveness carried out by non-profit, private organizations, and that have as their primary purpose the operation of shelters for victims of family violence, domestic violence, and dating violence, and their dependents or those which provide counseling, advocacy, and self-help services to victims of family violence, domestic violence, and dating violence, and their dependents (Section 10407(a)(2)(B)(iii)).

(4) Not less than 70 percent of the funds distributed shall be for the primary purpose of providing immediate shelter and supportive services to adult and youth victims of family violence, domestic violence, or dating violence, and their dependents (Section 10408(b)(2)).

(5) Not less than 25 percent of the funds distributed shall be for the purpose of providing supportive services and prevention services as described in Section 10408(b)(2)to victims of family violence, domestic violence, or dating violence, and their dependents).

(6) Not more than 5 percent of the funds will be used for State administrative costs (Section 10407(a)(2)(b)(i)).

(7) The State grantee is in compliance with the statutory requirements of Section 10407(a)(2)(C), regarding the equitable distribution of grants and grant funds within the State and between urban and rural areas within the State.

(8) The State will consult with and provide for the participation of the State Domestic Violence Coalition in the planning and monitoring of the distribution of grant funds and the administration of the grant programs and projects (Section 10407(a)(2)(D)).

(9) Grant funds made available under this program by the State will not be used as direct payment to any victim of family violence, domestic violence, or dating violence, or to any dependent of such victim (Section 10408(d)(1)).

(10) No income eligibility standard will be imposed on individuals with respect to eligibility for assistance or services supported with funds appropriated to carry out the FVPSA (Section 10406(c)(3)).

(11) No fees will be levied for assistance or services provided with funds appropriated to carry out the FVPSA (Section 10406(c)(3)).

(12) The address or location of any shelter or facility assisted under the FVPSA that otherwise maintains a confidential location will, except with written authorization of the person or persons responsible for the operation of such shelter, not be made public (Section 10406(c)(5)(H)).

(13) The applicant has established policies, procedures, and protocols to ensure compliance with the provisions of Section 10406(c)(5) regarding non-disclosure of confidential or private information (Section 10407(a)(2)(A)).

(14) Pursuant to Section 10406(c)(5), the applicant will comply with requirements to ensure the non-disclosure of confidential or private information, which include, but are not limited to: (1) grantees will not disclose any personally identifying information collected in connection with services requested (including services utilized or denied), through 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 Section 10406(c)(5)(B)(ii); (2) grantees will not release information compelled by statutory or court order unless adhering to the requirements of Section10406(c)(5)(C); (3) grantees may share non-personally identifying information in the aggregate for the purposes enunciated in Section 10406(c)(5)(D)(i) as well as for other purposes found in Section 10406(c)(5)(D)(ii) and (iii).

(15) Grants funded by the State in whole or in part with funds made available under the FVPSA will prohibit discrimination on the basis of age, disability, sex, race, color, national origin, or religion (Section 10406(c)(2)).

(16) Funds made available under the FVPSA will be used to supplement and not supplant other Federal, State, and local public funds expended to provide services and activities that promote the objectives of the FVPSA (Section 10406(c)(6)).

(17) Receipt of supportive services under the FVPSA will be voluntary. No condition will be applied for the receipt of emergency shelter as described in Section 10408(d)(2)).

(18) The State grantee has a law or procedure to bar an abuser from a shared household or a household of the abused person, which may include eviction laws or procedures (Section 10407(a)(2)(H)).

_____

Signature

_____

Title

_____

Organization

Appendix B

CERTIFICATION REGARDING LOBBYING

Title 31, United States Code, Section 1352, entitled "Limitation on use of appropriated funds to influence certain Federal contracting and financial transactions," generally prohibits recipients of Federal grants and cooperative agreements from using Federal (appropriated) funds for lobbying the Executive or Legislative Branches of the Federal Government in connection with a SPECIFIC grant or cooperative agreement. Section 1352 also requires that each person who requests or receives a Federal grant or cooperative agreement must disclose lobbying undertaken with non-Federal (non-appropriated) funds. These requirements apply to grants and cooperative agreements EXCEEDING $100,000 in total costs (45 CFR Part 93).

The undersigned (authorized official signing for the applicant organization) certifies to the best of his or her knowledge and belief, that:

(a) No Federal 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 any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, 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 contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "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 subcontracts, sub-grants, and contracts under grants, loans and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

_____

Signature

_____

Title

_____

Organization

CFMS # _____

EXHIBIT B-BUDGET

CONTRACTOR _____ ADDRESS _____
SERVICE PROVIDED _____ PARISH(ES) SERVED _____
CONTRACT PERIOD _____ BUDGET PERIOD _____

NOTE All budget justifications including computation of this budget must be retained and provided upon request. If more space is needed you may attach additional sheets utilizing the same format for the appropriate section.

SECTION A. SALARY – (Contracted/hourly employees not included)

Complete this section only for expenses that will be invoiced to the contract. Percentage of salary charged to contract must correlate to the actual percentage of time worked in the program.

(A) NAME POSITION/TITLE	(B) ANNUAL SALARY from all sources (Fringe not included)	(C) % OF TIME ALLOCATED TO PROGRAM	(D) (B*C=D) ALLOCATED ANNUAL SALARY AMOUNT TO PROGRAM	(E) TOTAL CONTRACT PERIOD SALARY
SECTION 1. TOTAL				

CFMS # _____

SECTION B. Fringe Note: Itemize the fringe benefits for each position listed. Fringe benefits are not included in gross salary.

Position/Title	Retirement	Insurance	FICA	UI	Workers Comp	Other	% To Contract	CONTRACT BUDGET PERIOD BUDGET TOTAL
Total								

* Place % allocation used under to determine benefit amount under each category heading*

SECTION C. TRAVEL EXPENSES

Complete this section only for expenses identified to the contract. Expenditures for training and travel for contract related purposes as authorized in the contract and in accordance with State of Louisiana Travel Policies and Procedures (PPM 49) unless otherwise stated in the contract such as, registration fees, mileage, meals, lodging, etc.

LINE ITEM	BUDGET PERIOD TOTAL
CONFERENCE TRAVEL (Enter detail)	
ROUTINE TRAVEL (Enter detail)	
OTHER (Enter detail)	
TOTAL	

SECTION D. OPERATING EXPENSES

Expenditures, other than personal or professional services, required in the operation of the contract. Operating services include, but are not limited to, expenditures such as advertising, utilities, telephone services, printing, insurance, maintenance, rentals, dues and subscriptions, and communication services. A copy of lease agreement should be attached.

LINE ITEM	BUDGET PERIOD TOTAL
BUILDING RENT(Enter detail)	
UTILITIES (Enter detail)	
TELEPHONE (Enter detail)	
OTHER (Enter detail)	
TOTAL	

SECTION E. SUPPLIES

Expenditures for articles and commodities which are consumed, to be consumed, or materially altered when used in the operations of a business. List each type with complete description of item and costs. Attach a detailed explanation of these charges.

LINE ITEM	BUDGET PERIOD TOTAL
TOTAL	

SECTION F. PROFESSIONAL

Expenditures for services provided in specialized or highly technical fields by sources outside of the contractor. Professional services include accounting and auditing, management consulting, engineering and architectural, legal, medical, and dental. (Subcontracts and non-salaried personnel should be included in this section.)

CHARGE (be specific)	BUDGET PERIOD TOTAL
TOTAL	

SECTION G. OTHER CHARGES

Complete this section only for expenses identified to the contract. Include expenditures peculiar to a contractor and not otherwise chargeable to another expenditure category. Expenditures for other charges must be identified and approved in the contract and budget documents

LINE ITEM	BUDGET PERIOD TOTAL
TOTAL	

SECTION H. EQUIPMENT

Complete this section only for expenses identified to the contract. Include tangible assets purchased for use in the operations of an office such as, office machines and furniture. Cost would include purchase price, delivery charges, taxes, and other purchase related costs. Equipment is defined as any item of value and/or has a useful life of more than one (1) year. The value of equipment is defined by the user agency and funding source. Contractor's required to obtain prior approval required from DCFS before making purchase.

LINE ITEM	BUDGET PERIOD TOTAL
TOTAL	

SECTION I. INDIRECT COST

Complete this section only for expenses identified to the contract. Indirect costs should be no more than the agreed on budgeted amount. Attach a copy of the contractor's approved indirect rate agreement or rate plan.

LINE ITEM	BUDGET PERIOD TOTAL
TOTAL	

CFMS # _____

BUDGET SUMMARY

BUDGET ITEM	BUDGET PERIOD TOTAL	CONTRACT TOTAL
Section A Salary		
Section B Fringe		
Section C Travel Expense		
Section D Operating		
Section E Supplies		
Section F Professional		
Section G Other Charges		
Section H Equipment		
Section I Indirect Cost		
TOTAL		

Budget reflects entire cost of services. Contractor is responsible for all cost incurred which are not agreed upon for providing services through this contract.

THIS AGREEMENT CONTAINS OR HAS ATTACHED HERETO ALL THE TERMS AND CONDITIONS AGREED UPON BY THE CONTRACTING PARTIES. ALL PARTIES CERTIFY THAT THEY HAVE REVIEWED THE INFORMATION AND ARE AUTHORIZED TO ACT ON BEHALF OF THE RESPECTIVE AGENCY.

_____ _____

Contractor name and title Date

_____ _____

DCFS Program Manager 1/2 Date

_____ _____

DCFS Program Director Date

PROGRAM APPLICATION

***** Place this page as the first page of your application*****

Program Identification/Certifications & Assurances

Application - Exhibit A
Policies and Procedures for Confidentiality
IRS 501(c)(3) Letter
Secretary of State "Good Standing" Certificate
Board of Director's list
LA Coalition Against Domestic Violence Membership Status Letter
Compliance with Grant requirements (Appendix A)
Certification Regarding Lobbying (Appendix B)
DUNS and CCR
Organization Chart & Position Descriptions
Board Resolutions

Detailed Budget Worksheet and Narrative

Personnel-Salaries & Fringe
Travel
Operating Expenses
Supplies
Equipment
Other Expenses
Total Budget All Sources

FAMILY VIOLENCE PREVENTION & INTERVENTION PROGRAM

FISCAL YEAR 2015-16 APPLICATION

EXHIBIT A

SECTION 1. DATA SHEET		
Agency Name:		
Agency Address:		
Funding Amount Requested:	$	
List Parishes Applying to Serve:		
Designated Official Name, Title, & Address	**Office Phone:**	**Fax:**
	Cell:	**Email Address:**
Alternate Contact Name, Title, & Address: *(Complete if different from Designated Official)*	**Office Phone:**	**Fax:**
	Cell:	**Email Address:**
Tax Identification Number:		
SIGNATURE OF DESIGNATED OFFICIAL:		

SECTION 2. SERVICE DELIVERY AREA(S):

Section 2.1 Indicate the parish or parishes the applicant is applying to serve. Refer to the Service Delivery Chart in the SFO.

Section 2.2 Describe how the applicant will use the grant funds for services to each parish identified and results expected. Describe the target populations according to each parish identified.

SECTION 3. PROVISION OF SERVICES:

Section 3.1 Describe how the applicant will provide residential services to include bed capacity, provision of immediate shelter and related supportive services. Describe protocols for survivor travel to the program for crisis prevention, shelter, and/or other support services. Indicate which parish the shelter is located and if services are currently provided.

Section 3.2 Describe how the applicant will provide non-residential services (indicate services) to include day and time of services, physical address of services, the number of staff, position titles and work schedules of each personnel and each parish assigned. Indicate if services are currently provided. If services are not currently provided, but plans are underway to provide services, an anticipated start date for each parish must be included.

Section 3.3 Describe how the applicant will increase awareness of services to survivors of domestic violence, family violence and dating violence in service delivery area(s). Describe how the applicant will provide education and prevention programs/information in service delivery area(s). Describe how applicant will provide crisis intervention services to assist an individual/family in crisis.
Section 3.4 Describe how the applicant will coordinate services with other community organizations whose purpose is to assist victims of family violence, domestic violence and dating violence. Describe how applicant will interact and coordinate services with other domestic violence programs.

SECTION 4. TRAUMA INFORMED CARE INTERACTION:
Describe how the applicant will provide trauma informed services to underserved populations, victims and children exposed to family violence, domestic violence or dating violence.

SECTION 5. UNDERSERVED POPULATIONS:
Describe how the applicant will meet the needs of the underserved populations. "Underserved populations" include populations underserved because of geographic location (such as rural isolation); underserved racial and ethnic populations; populations underserved because of special needs (such as language bathers, disabilities, immigration status or age); lesbian, gay, bisexual, or transgender (LGBT) individuals; at risk youth; or victims with disabilities and any other population determined to be underserved. Describe how the applicant will involve community based organizations whose primary purpose is to provide culturally appropriate services to underserved populations.

SECTION 6. MATCH REQUIREMENT:

Describe how the applicant will secure the required matching funds of twenty percent (20%) of the applicant's contract amount. Matching funds must be derived from ***unduplicated sources*** other than the Program or other federal funding and be provided after the date of the grant award to the recipient.

SECTION 7

CONFIDENTIALITY OF RECORDS

Provide complete documentation of policies, procedures, and protocols that ensure the confidentiality of records as specified in the Solicitation for Offers.

(Insert Documents Immediately Following This Page)

SECTION 8

CERTIFICATION DOCUMENTATION

Provide the following documentation that certifies the status of the grantee as specified in the Solicitation for Offers:

a) A copy of a currently valid 501(c)(3) certification letter from the IRS stating private, non-profit status; or a copy of the grantee's listing in the IRS' most recent list of tax-exempt organizations described in section 501(c)(3) of the IRS code.

b) Certification from Louisiana's Secretary of State documenting good standing.

c) A list of the grantee's current Board of Directors, with each individual's organizational affiliation and the Chairperson identified.

d) Documentation of membership, membership status, and participation with the Louisiana Coalition Against Domestic Violence may be provided, but not mandatory.

(Insert Documents Immediately Following This Page)

SECTION 9. ASSURANCES OF COMPLIANCE WITH GRANT REQUIREMENTS

The undersigned grantee certifies that:

(1) Grant funds under the Family Violence Prevention Services Act (FVPSA) will be distributed to local public agencies or nonprofit private organizations (including faith-based and charitable organizations, community-based organizations, and voluntary associations) that assist victims of family violence, domestic violence, or dating violence (as defined in Section 10402(2-4), and their dependents, and have a documented history of effective work concerning family violence, domestic violence, or dating violence (Section 10408(c)).

(2) Grant funds will be used for programs and projects within the State that are designed to prevent incidents of family violence, domestic violence, and dating violence by providing immediate shelter and supportive services and access to community-based programs for adult and youth victims, as well as specialized services for children exposed to domestic violence, underserved populations, and those who are members of racial and ethnic minority populations (as defined in Section 10406(a)(1-3)).

(3) In distributing the funds, the State will give special emphasis to the support of community-based projects of demonstrated effectiveness carried out by non-profit, private organizations, and that have as their primary purpose the operation of shelters for victims of family violence, domestic violence, and dating violence, and their dependents or those which provide counseling, advocacy, and self-help services to victims of family violence, domestic violence, and dating violence, and their dependents (Section 10407(a)(2)(B)(iii)).

(4) Not less than 70 percent of the funds distributed shall be for the primary purpose of providing immediate shelter and supportive services to adult and youth victims of family violence, domestic violence, or dating violence, and their dependents (Section 10408(b)(2)).

(5) Not less than 25 percent of the funds distributed shall be for the purpose of providing supportive services and prevention services as described in Section 10408(b)(2)to victims of family violence, domestic violence, or dating violence, and their dependents).

(6) Not more than 5 percent of the funds will be used for State administrative costs (Section 10407(a)(2)(b)(i)).

(7) The State grantee is in compliance with the statutory requirements of Section 10407(a)(2)(C), regarding the equitable distribution of grants and grant funds within the State and between urban and rural areas within the State.

(8) The State will consult with and provide for the participation of the State Domestic Violence Coalition in the planning and monitoring of the distribution of grant funds and the administration of the grant programs and projects (Section 10407(a)(2)(D)).

(9) Grant funds made available under this program by the State will not be used as direct payment to any victim of family violence, domestic violence, or dating violence, or to any dependent of such victim (Section 10408(d)(1)).

(10) No income eligibility standard will be imposed on individuals with respect to eligibility for assistance or services supported with funds appropriated to carry out the FVPSA (Section 10406(c)(3)).

(11) No fees will be levied for assistance or services provided with funds appropriated to carry out the FVPSA (Section 10406(c)(3)).

(12) The address or location of any shelter or facility assisted under the FVPSA that otherwise maintains a confidential location will, except with written authorization of the person or persons responsible for the operation of such shelter, not be made public (Section 10406(c)(5)(H)).

(13) The applicant has established policies, procedures, and protocols to ensure compliance with the provisions of Section 10406(c)(5) regarding non-disclosure of confidential or private information (Section 10407(a)(2)(A)).

(14) Pursuant to Section 10406(c)(5), the applicant will comply with requirements to ensure the non-disclosure of confidential or private information, which include, but are not limited to: (1) grantees will not disclose any personally identifying information collected in connection with services requested (including services utilized or denied), through 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 Section 10406(c)(5)(B)(ii); (2) grantees will not release information compelled by statutory or court order unless adhering to the requirements of Section10406(c)(5)(C); (3) grantees may share non-personally identifying information in the aggregate for the purposes enunciated in Section 10406(c)(5)(D)(i) as well as for other purposes found in Section 10406(c)(5)(D)(ii) and (iii).

(15) Grants funded by the State in whole or in part with funds made available under the FVPSA will prohibit discrimination on the basis of age, disability, sex, race, color, national origin, or religion (Section 10406(c)(2)).

(16) Funds made available under the FVPSA will be used to supplement and not supplant other Federal, State, and local public funds expended to provide services and activities that promote the objectives of the FVPSA (Section 10406(c)(6)).

(17) Receipt of supportive services under the FVPSA will be voluntary. No condition will be applied for the receipt of emergency shelter as described in Section 10408(d)(2)).

(18) The State grantee has a law or procedure to bar an abuser from a shared household or a household of the abused person, which may include eviction laws or procedures (Section 10407(a)(2)(H)).

SIGNATURE:	
TITLE:	
ORGANIZATION:	

SECTION 10. CERTIFICATION REGARDING LOBBYING

Title 31, United States Code, Section 1352, entitled "Limitation on use of appropriated funds to influence certain Federal contracting and financial transactions," generally prohibits recipients of Federal grants and cooperative agreements from using Federal (appropriated) funds for lobbying the Executive or Legislative Branches of the Federal Government in connection with a SPECIFIC grant or cooperative agreement. Section 1352 also requires that each person who requests or receives a Federal grant or cooperative agreement must disclose lobbying undertaken with non-Federal (non-appropriated) funds. These requirements apply to grants and cooperative agreements EXCEEDING $100,000 in total costs (45 CFR Part 93).

The undersigned (authorized official signing for the applicant organization) certifies to the best of his or her knowledge and belief, that:

(a) No Federal 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 any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, 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 contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "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 subcontracts, sub-grants, and contracts under grants, loans and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

SIGNATURE:	
TITLE:	
ORGANIZATION:	

SECTION 11

BUDGET SUMMARY WORKSHEET

& BUDGET NARRATIVE

Provide a detailed budget worksheet and narrative sheet as specified in the Solicitation for Offers.

(Insert Documents Immediately Following This Page)

SECTION 12

DUNS AND CCR

Provide documentation of DUNS number and CCR Registration as specified in the Solicitation for Offers.

(Insert Documents Immediately Following This Page)

SECTION 13

ORGANIZATIONAL CHART AND POSITION DESCRIPTIONS

Provide a current agency organizational chart with position descriptions as specified in the Solicitation for Offers.

(Insert Documents Immediately Following This Page)

SECTION 14

BOARD RESOLUTION

Provide a Board Resolution documenting that a decision was made by the Board during a board meeting authorizing certain person on behalf of the organization to enter into a contract with the State of Louisiana.

(Insert Document Immediately Following This Page)