**REQUEST FOR PROPOSALS**

**Family Violence & Prevention Services Act (FVPSA)**



**Alabama Department of Economic and Community Affairs**

**Law Enforcement and Traffic Safety Division**

 **Issue Date: July 29, 2022**

**Proposal Due Date: September 2, 2022**

**Family Violence Prevention and Services Act**

The Alabama Department of Economic and Community Affairs (ADECA), Law Enforcement and Traffic Safety (LETS) Division is seeking applicants who are capable of preventing the following: incidents of family, domestic, and/or dating violence to adult, youth, and dependent victims by providing immediate shelter and supportive services in an effort to prevent future incidents.

### Eligible Applicants:

In order to be eligible for FVPSA funds, an organization must be a local public agency, or a non- profit private organization, that assists victims of family violence, domestic violence, and/or dating violence, and their dependents. Eligible entities can also be classified as faith-based organizations, community-based organizations, tribal organizations, and voluntary associations. The applying organization must have a documented history of effective work concerning family violence, domestic violence, and/or dating violence.

### Award Period:

The award period will tentatively run from October 1, 2022, until September 30, 2023. The official start date will be contingent upon a fully executed award. Continued funding will be contingent upon the availability of funds, continuous compliance with grant management requirements, project success, and future applications.

### Submission Information:

For FY 2023, applicants will complete and submit their FVPSA applications in Alabama Grants at [https://grants.alabama.gov/.](https://grants.alabama.gov/)

Applicants must submit the full application by **11:59 p.m., September 2, 2022,** in Alabama Grants.

### System Registration:

* Navigate to <https://grants.alabama.gov/>
* Have an Authorized Official (AO) for your organization register as a new user.
* Complete and submit a registration request.
* Wait for an email confirmation granting access to the system.
* After receiving the confirmation, your AO can login to the system and designate access to your organizational account to other staff members as appropriate. (See the Grantee Admin Manual or Grantee Admin Training Video under the Alabama Grants’ Training Materials section)

Based on the organization type selected under the organization profile, a user will see any available funding opportunities under the “My Opportunities” panel of the user’s dashboard.

For previous applicants: All sections of the application, except for Miscellaneous Attachments, can be copied forward using the copy forward feature. The option to select this feature is available only when you attempt to initiate an application. The copy forward feature will save time by allowing you to prefill most of the application information with the details from your agency’s previous submissions. Please see page seven for detailed instructions on how to use the copy forward feature. You should, however, still ensure that the information provided is up-to-date and accurate for the proposed project period.

Any application or documentation in support of an application not submitted in Alabama Grants will not be accepted for review. The Law Enforcement and Traffic Safety Division reserves the right to reject any incomplete proposals without review.

### Contact Information:

For assistance with technical issues, such as forgetting username and/or password, adding dashboard panels, or navigating the website in Alabama Grants, contact the Agate Software Helpdesk at helpdesk@agatesoftware.com or at 1 (800) 820-1890. The Agate Software Helpdesk operates 7:00 a.m. to 7:00 p.m. CST Monday – Friday.

For assistance with the requirements of this request for proposal, please submit your questions to:

Daphne Ball, Violence Prevention Program Supervisor, at Daphne.Ball@adeca.alabama.gov or at (334) 353-3538.

If an applicant experiences technical issues with Alabama Grants and is unable to submit its application by the deadline, the applicant must document the issue and email the contacts identified above before the application deadline.

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# PART I – FUNDING OPPORTUNITY DESCRIPTION

## BACKGROUND ON THE FAMILY VIOLENCE PREVENTION AND SERVICES ACT:

The Family Violence Prevention and Services Act (FVPSA) provides the primary Federal funding stream dedicated to the support of emergency shelter and supportive services for victims of domestic violence and their dependents.

Enacted by Congress in 1984, FVPSA is intended to help states: raise public awareness about domestic violence, prevent its occurrence, and create, maintain, and expand services to victims of domestic violence and their dependents.

FVPSA grant funds were the first dollars appropriated at the Federal level to assist states in responding to and preventing incidents of family violence, and it continues to be the primary source of dedicated funding for domestic violence shelters and support services. FVPSA funds are designed to assist states 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 ; and 3) to provide specialized services for children exposed to family violence, domestic violence, or dating violence, underserved populations (45 CFR § 1370.10(a)).

## ELIGIBLE ORGANIZATIONS:

In order to be eligible for FVPSA funds, an organization must be a local public agency, or a non- profit private organization, that assists victims of family violence, domestic violence, and/or dating violence, and their dependents. Eligible entities can also be classified as faith-based organizations, community-based organizations, tribal organizations, and voluntary associations. The applying organization must have a documented history of effective work concerning family violence, domestic violence, and/or dating violence.

## COSTS GENERALLY ALLOWABLE:

Funds awarded shall be used to provide shelter, supportive services, or prevention services to adult and youth victims of family violence, domestic violence, and/or dating violence. The following is a listing of generally allowable costs associated with the Family Violence Prevention and Services Act in accordance with Title 42 of the United States Code, Section 10408:

* + Immediate Shelter and Related Supportive Services
	+ Operating and Administrative Expenses
	+ Individual and Group Counseling
	+ Peer Support Groups
	+ Information and Referral Services
	+ Prevention Services and Campaigns
	+ Training and Technical Assistance Services
	+ Culturally and Linguistically Appropriate Services
	+ Services for Children Exposed to Family Violence, Domestic Violence, and/or Dating Violence
	+ Personal Advocacy
	+ Case Management Services
	+ Legal/Medical Advocacy
	+ Transportation Services
	+ Child Care
	+ Job Training and Employment Services
	+ Financial Planning
	+ Financial Literacy Services
	+ Economic Empowerment Services
	+ Parenting and Education Services

## COSTS GENERALLY UNALLOWABLE:

The following services, activities, and costs, although not exclusive, **cannot** be supported with FVPSA funds at the subgrantee level:

* + Direct Financial Payments to Victims or Their Dependents
	+ Construction
	+ Land Acquisition
	+ Compensation for Federal Employees
	+ Travel of Federal Employees
	+ Bonuses or Commissions
	+ Costs of Preparing Proposals for Potential Subgrants
	+ Military-Type Equipment
	+ Lobbying Activities
	+ Fund Raising
	+ Corporate Formation
	+ Imputed Interest
	+ Membership fees
	+ Other Additional Costs Deemed Unallowable by ADECA

## WRITTEN AGREEMENTS OR MEMORANDA OF UNDERSTANDING:

For purposes of this proposal, the written agreements or memoranda of understanding are documents containing the terms of the partnership including the roles and responsibilities between two or more parties. The written agreements or memoranda of understanding should be signed and dated by the Authorized Organization Representative (AOR) of each proposed partner agency during the development of the proposal.

The written agreement or memorandum of understanding must:

* + Clearly identify the partners and provide a brief history of the collaborative relationship among those partners, including when and under what circumstances the relationship began and when each partner entered into the relationship;
	+ Clearly state the roles and responsibilities each partner will assume to ensure the success of the proposed project;
	+ Include all relevant agencies or organizations that are necessary and will collaborate to implement the goals, objectives or activities included within the proposed project;
	+ Specify the extent of each partner's participation in developing the proposal;
	+ Demonstrate a commitment on the part of all project partners to work together to achieve stated project goals;
	+ Describe the resources each partner would contribute to the project, either through time, in- kind contributions, or grant funds (e.g., office space, project staff, and training);
	+ Adequately demonstrate the correlation between the issue(s) to be addressed and the expertise of proposed organizations and key staff/positions;
	+ Signatories should include their titles and agencies under their signatures.
1. **RISK ASSESSMENTS:**

Federal regulations require grantees to conduct a risk assessment of each proposal before an award can be made. A risk assessment must be based on each applicant with regard to current or previous funding, unresolved audit issues, delinquent programmatic and fiscal reporting, and prior performance. Applicants with any findings may carry special conditions such as increased monitoring and/or prohibitions on drawing funds until certain requirements are met. Applicants with substantial/persistent performance, or compliance issues, i.e. long-standing open audits or open criminal investigations, will possibly not receive an award until all issues are resolved.

However, all assessments are unique and will be handled on a case-by-case basis.

## REVIEW PROCESS:

Proposals are carefully reviewed for completeness and to ensure that only projects with a significant chance of success are funded. All proposals will be checked by ADECA staff to make sure they are complete. Complete proposals will then continue to the risk assessment stage.

After the risk assessment stage, proposals will be reviewed by at least two program staff. Once a proposal is reviewed, a recommendation for funding may be made.

## APPLICATION SECTIONS:

### General Instructions for New Applicants:

To complete an application for FVPSA funding you must register with Alabama Grants. Follow these steps to begin your initial registration:

* Navigate to <https://grants.alabama.gov/>
* Have an Authorized Official (AO) for your organization register as a new user.
* Complete and submit a registration request.
* Wait for an email confirmation granting access to the system.
* After receiving the confirmation, your AO can login to the system and designate access to your organizational account to other staff members as appropriate. (See the Grantee Admin Manual or Grantee Admin Training Video under the Alabama Grants’ Training Materials section)

After successfully registering in the system, an Authorized Official can add new members through the Organizational Members section. Each agency member can be assigned one of three roles:

Subrecipient Viewer, Subrecipient Staff, and Subrecipient Admin. The role of a Subrecipient Viewer only allows individuals in those roles to view information within the system. The role of Subrecipient Staff allows individuals to enter or alter information but does not have the ability to submit or accept documents. The role of Subrecipient Admin will receive full access within the system.

In this section, the narrative should provide an overall explanation of the services that your agency provides. Since the application may cover multiple Federal grant programs, the narrative must be clear enough to allow different program managers to understand what the agency does and the services it provides.

*Note: Each agency employee must have an Alabama Grants profile, if their position will be requested in a grant application. When completing the application’s Personnel Section, you will select employee names from a dropdown box that is prefilled with the names of individuals who have a profile in the system. The selection “TBD” has been programmed in the dropdown box for vacant or unfilled positions.*

After logging in, you will arrive at your personal dashboard. Here you will see the ‘My Tasks’, ‘My Opportunities’, and ‘Announcements’ panels. The My Opportunities panel is where you find links to complete applications for different funding opportunities. Funding opportunities will only be seen once the period opens for application and will disappear once the application period closes. After you select the funding opportunity, you will select whether you agree or decline to begin the selected application. After you agree to begin the application, you will be directed to application landing page where you can begin completing the application. On your dashboard, your application will be found in the My Tasks panel, where it can be accessed until you submit or cancel the application.

**General Instructions for Previous Applicants**

Navigate to <https://grants.alabama.gov>

After logging in, you will arrive at your personal dashboard. Here you will see the ‘My Tasks’, ‘My Opportunities’, and ‘Announcements’ panels. The My Opportunities panel is where you find links to complete applications for different funding opportunities. Funding opportunities will only be seen once the period opens for application and will disappear once the application period closes. After you select the funding opportunity, you will select whether you agree or decline to begin the selected application. This is also where you can elect to copy your previous application forward.

After you agree to begin the application, you will be directed to application landing page where you can begin completing the application. On your dashboard, your application will be found in the My Tasks panel, where it can be accessed until you submit or cancel the application.

As you complete your application it is imperative that the application be clear, complete, and concise. If the project is not adequately described in the application, it will be impossible to conduct a thorough review of the application. Each narrative should be presented in a manner that is easily understood.

* **Match Requirement.** The purpose of matching contributions is to increase the amount of resources available to the projects supported by grant funds. All funds designated as match are restricted to the same uses as the grant funds and must be expended within the grant period. Match must be provided on a project-by-project basis.
* **Match Calculation.** The following formula shall be used to determine the grant match requirement where the Federal share is 80% and the match requirement is 20%.
	+ - Federal Share Requested divided by 80% = Total Project Cost
		- Total Project Cost Minus Federal Share = Match Requirement OR Total Project Cost Times Match % = Match Requirement
		- Example: $30,000 Federal share
		- $30,000 Federal Share Requested (÷) .80 or 80% Federal Percentage = $37,500 Total Project Cost, then $37,500 Total Project Cost (-) $30,000 Federal Share Requested = $7,500 Match Requirement
		- Match contributions can be either cash, in-kind, or a combination.
* **Cash Contributions** represent an applicant’s cash outlay, including non-federal money contributed by public agencies, private organizations and individuals. These items must be encumbered within the grant period.
* **In-Kind Contributions** represent the value of non-cash contributions provided by the applicant. In-kind contributions may be in the form of charges for real property and non-expendable personal property and the value of goods and services specifically identifiable to the project. (See Proration of Costs.)
	+ - In-kind match may include donations of expendable equipment, office supplies, workshop or classroom materials, workspace, or the monetary value of time contributed by professionals; technical personnel, and other skilled and unskilled labor, if the services they provide are an integral and necessary part of a funded project. Donated time from board members or paid staff cannot be used as in-kind match.
		- The value placed on donated services must be consistent with the rate of compensation paid for similar work in the sub-recipient's organization. If the required skills are not found in the sub-recipient's organization, the rate of compensation must be consistent with the labor market and a citation must be provided. In either case, fringe benefits may be included in the valuation.
		- The value placed on loaned or donated equipment may not exceed its fair market value.
		- The value of donated space may not exceed the fair rental value of comparable space as established by an independent appraisal of comparable space and facilities in privately-owned buildings in the same locality. Donated space must be documented by a letter from the landlord which clearly compares the fair rental value to what is being charged.
* **Indirect Cost.** In accordance with 2 CFR 200.332(a)(4) and 2 CFR 200.414, subrecipients of federal awards may charge indirect costs to the award unless statutorily prohibited by the federal program and in accordance with any applicable administrative caps on federal funding. ADECA will accept a federally negotiated indirect cost rate. If no approved rate exists, ADECA will collaborate with the subrecipient to determine an appropriate rate. This rate will be either a negotiated rate, which can be based on a prior negotiated rate between a different pass-through entity and the same subrecipient, or the 10% de minimis rate of the modified total direct cost (MTDC) as defined in 2 CFR 200.68. If basing the rate on a previously negotiated rate, ADECA is not required to collect information justifying this rate but may elect to do so. Subrecipients are allowed to allocate and charge direct costs through cost allocation. However, in accordance with 2 CFR 200.403, costs must be consistently charged as either indirect or direct costs but not charged as both or inconsistently charged to the federal award. Once chosen, the method must be used consistently for all federal awards until such time as a negotiated rate is approved by the subrecipients’ federal cognizant agency.
* **Record Keeping.** Sub-recipients must maintain records that clearly show the source, amount, and the allocation date. The value for personal services, materials,

equipment, and space must be documented by the donor. Volunteers must use the same backup documentation the organization uses for its employees. Backup documentation must be submitted with claims as in-kind match is being charged. In-kind match does not have to be recorded on a regular basis but must be recorded before the end of the grant period.

1. **ESTIMATED FUNDING:**

# PART II – AWARD INFORMATION

The total amount of funds available under this solicitation is estimated (TBD)

There is no cap with regard to how much an applicant can request; however, agencies should keep in mind that the funding request should be based on need, ability to meet the match requirement, and the ability to sustain requested funding level into future years.

## PERIOD OF PERFORMANCE:

The project period will start October 1, 2022 and will end September 30, 2023.

1. **AWARD TERMS AND CONDITIONS**

All terms and conditions of an award shall be set forth in an agreement between selected applicants and ADECA.

## METHOD OF PAYMENT:

In 2 CFR Part 200.305, the subrecipient will be paid on an advance payment basis provided that it maintains a cash management plan, maintains or demonstrates the willingness and ability to maintain procedures that minimize the time elapsing between the transfer of funds and their disbursement by the subrecipient. If the time between transfer and disbursement of funds exceeds ten (10) days, the subrecipient will not be in compliance with advancement procedure requirements and may be taken off advance payment process. A follow-up invoice must be submitted to account for the actual expenditures made against advances. The subrecipient may request, in writing, to be paid on a reimbursable basis over the duration of the Agreement. subrecipients who are determined as high risk or fail to comply with general or specific terms of the federal award may be placed on a reimbursement basis.

## COST MATCHING:

All funds designated as match are restricted to the uses outlined in the application and must be expended within the grant period. Only services and activities that are FVPSA allowable qualify as match. FVPSA recipients must maintain records which clearly show the source, the amount, and the period during which the match was expended. Match used for FVPSA cannot be included as a matching contribution for any other Federal funds. As a condition to receive FVPSA funding, all recipients must provide at least 20% cash or in-kind match from non-Federal sources. Cash contributions represent an applicant's cash amount, including non-Federal money contributed by public agencies, private organizations, and individuals. In-kind contributions are the value of something received or provided that does not have a cost associated with it. In-kind match may

include donations of expendable equipment, office supplies, workshop or training materials, work space, or the monetary value of time contributed by professionals, technical personnel, and other skilled and unskilled labor, if the services they provide are an integral and necessary part of a funded project. A combination of cash and in-kind match may be used; however, once the budget is approved, the combination of match cannot be changed during the course of the grant period.

## FINANCIAL ACCOUNTING PRACTICES:

The following is a list of questions that applicants will need to consider when applying for Federal funding. *Note: All answers should be an affirmative response and applicants must have documentation supporting each response. ADECA may request a copy of supporting documentation as to any and/or all responses during the application/award process or as part of the grant monitoring process.*

* 1. Will all funds awarded under this program be maintained in a manner that they will be accounted for, separately and distinctly, from other sources of revenue/funding?
	2. Does the applicant have written accounting policies and procedures? How often are these policies and procedures updated? Please provide a brief list of the topics covered in the organization’s policies and procedures. ADECA may request a copy for review during the application/award process or as part of the grant monitoring process.
	3. Is the applicants’ financial management system able to track actual expenditures and outlays with budgeted amounts for each grant or subgrant?
	4. Does the applicant have procedures in place for minimizing the time elapsing between transfer of funds from the United States Treasury and disbursement for project activities?
	5. Does the applicant have effective internal controls in place to adequately safeguard grant assets and to ensure that they are used solely for authorized purposes?
	6. Does the applicant have a documented records retention policy?
	7. Is the individual primarily responsible for fiscal and administrative oversight of grant awards familiar with the applicable grants management rules, principles, and regulations including the new Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200) issued on December 26, 2013?
	8. Are the officials and governing body of the organization bonded?
1. **GRANT REPORTING REQUIREMENTS:**

Recipients are required to maintain appropriate programmatic and financial records that fully disclose the amount and disposition of funds received (i.e., daily time and attendance records; the total cost of the project; receipts for expenditures); the portion of the project supplied by other sources; and other records. Progress reports are to be submitted in a calendar quarter basis, regardless of the start date of the subgrant project. These reports must provide an update on the project’s objectives. Failure to submit these reports in a timely manner will delay any reimbursements submitted within the grant period. See table below for the progress reports due dates:

|  |  |
| --- | --- |
| **Report Period** | **Due on or before the following dates** |
| October 1st through December 31st | January 15th |
| January 1st through March 31st | April 15th |
| April 1st through June 30th | July 15th |
| July 1st through September 30th | October 15th |

This ‘Request for Proposal’ does not indicate acceptance or approval of any proposal in response to this request. No grant or contract payment can be made until an agreement has been fully executed. Therefore, no work shall begin on projects selected for funding until an executed grant agreement or professional services contract has been received. All awards are contingent upon state receipt of Federal funds awarded.