

REQUEST FOR PROPOSALS

Violence Against Women Act (VAWA)



Alabama Department of Economic and Community Affairs

Law Enforcement and Traffic Safety Division

Issue Date: August 20, 2021
Proposal Due Date: September 30, 2021

Violence Against Women Act

The Alabama Department of Economic and Community Affairs (ADECA) Law Enforcement and Traffic Safety (LETS) Division is seeking applicants that will work toward the investigation and prosecution of violent crimes against women, impose automatic and mandatory restitution on those convicted, and allow civil redress in cases prosecutors have chosen to leave un-prosecuted.

Eligible Applicants:

To carry out programs and projects specified in the Violence Against Women Act, the federal award granted to the State of Alabama may be subgranted by the state to agencies and programs including, but not limited to, state offices and agencies, public or private nonprofit organizations, units of local government, Indian tribal governments, nonprofit, nongovernmental victim services programs, and legal services programs.

Award Period:

The award period will tentatively run from January 1, 2022 until December 31, 2022. 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 2022, applicants will complete and submit their VAWA applications in Alabama Grants at <https://grants.alabama.gov/>.

Applicants must submit the full application(s) by **11:59 p.m., September 30, 2021** 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.

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:

Current VAWA Recipients: Please contact the current program manager, Rachelle Wallace at Rachelle.Wallace@adeca.alabama.gov or at (334)353-5347

New Applicants: Please contact Daphne Ball, 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.

Application Webinar:

LETS will conduct one application webinar to review the Alabama Grants system, the solicitation requirements, and conduct a question-and-answer session with potential applicants. Participation is optional. The webinar has been scheduled for August 25, 2021 at 2:00 p.m.

VAWA-STOP Application Webinar

Host: Daphne Ball

Wednesday, August 25, 2021

2:00 PM | (UTC-05:00) Central Time (US & Canada) | 1 hr 30 mins

[Register](#)

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.

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PART I – FUNDING OPPORTUNITY DESCRIPTION

A. BACKGROUND ON THE VIOLENCE AGAINST WOMEN ACT:

The Violence Against Women Act (VAWA) encourages the development and implementation of effective, victim-centered law enforcement, prosecution, and court strategies to address violent crimes against women, and the development and enhancement of victim services involving violent crimes, including domestic violence, sexual assault, dating violence and stalking.

Passed by Congress as part of the Violent Crime Control and Law Enforcement Act of 1994, the VAWA Program promotes a coordinated and integrated approach to improving the criminal justice system's response to violence against women. The approach is designed to forge a partnership among law enforcement, prosecution, the courts, victim advocates, and service providers to encourage states and local communities to restructure and strengthen the criminal justice response to be proactive in addressing violence against women.

VAWA is administered at the federal level by the U.S. Department of Justice, Office on Violence Against Women (OVW). OVW annually awards a grant to each state, the District of Columbia and U.S. Territories. Since the inception of the VAWA Program, the Governor of the State of Alabama has designated the Alabama Department of Economic and Community Affairs (ADECA) Law Enforcement and Traffic Safety (LETS) Division to administer VAWA grants. ADECA, in turn, awards subgrants to organizations that provide programs that address violent crimes against women.

B. Eligibility:

- State Agencies
- Units of local governments
- Nonprofit organizations
- Faith-based organizations

Alabama must allocate STOP VAWA funding within the parameters of the Act as follows:

- 5% to support court programs
- 25% to support law enforcement programs
- 25% to support prosecution programs
- 30% to support nonprofit, nongovernmental victim services programs (of which 10% must go to culturally specific community-based organizations?)
- 15% to further support law enforcement, prosecution, court or victim services programs at the state's discretion.
- Sexual Assault Set Aside- 25% of STOP funds must be used for services to victims of sexual assault. Sexual assault services must be specific to adolescents and adult; these funds are not intended to provide services for child abuse or child sexual assault.

C. Purpose Area:

To be eligible for VAWA funding, subgrants supported through VAWA **must** meet one or more of the program's statutory purpose areas:

- Training law enforcement officers, judges, other court personnel, and prosecutors to more effectively identify and respond to violent crimes against women, including the crimes of domestic violence, dating violence, sexual assault, and stalking, including the appropriate use of nonimmigrant status under subparagraphs (U) and (T) of section 101(a) (15) of the Immigration and Nationality Act (8 U.S.C. 1101(a)).
- Developing, training, or expanding units of law enforcement officers, judges, other court personnel, and prosecutors, specifically targeting violent crimes against women, including the crimes of domestic violence, dating violence, sexual assault, and stalking.
- Developing and implementing more effective police, court, and prosecution policies, protocols, orders, and services specifically devoted to preventing, identifying, and responding to violent crimes against women, including the crimes of domestic violence, dating violence, sexual assault, and stalking, as well as the appropriate treatment of victims.
- Developing, installing, or expanding data collection and communication systems, including computerized systems, linking police, prosecutors, and courts, or for the purpose of identifying, classifying and tracking arrests, protection orders, violations of protection orders, prosecutions, and convictions for violent crimes against women, including the crimes of domestic violence, dating violence, sexual assault, and stalking.
- Developing, enlarging, or strengthening victim services and legal assistance programs, including domestic violence, dating violence, sexual assault, and stalking programs, developing or improving delivery of victim services to underserved populations, providing specialized domestic violence court advocates in courts where a significant number of protection orders are granted, and increasing reporting and reducing attrition rates for cases involving violent crimes against women, including crimes of domestic violence, dating violence, sexual assault, and stalking.
- Developing, enlarging, or strengthening programs that address the needs and circumstances of Indian tribes in dealing with violent crimes against women, including the crimes of domestic violence, dating violence, sexual assault, and stalking.
- Supporting formal and informal statewide, multidisciplinary efforts, to the extent not supported by state funds, to coordinate the response of state law enforcement agencies, prosecutors, courts, victim services agencies, and other state agencies and departments, to violent crimes against women, including the crimes of domestic violence, dating violence, sexual assault, and stalking.
- Training of sexual assault forensic medical personnel examiners in the collection and preservation of evidence, analysis, prevention, and providing expert testimony and treatment of trauma related to sexual assault.
- Developing, enlarging, or strengthening programs to assist law enforcement, prosecutors, courts, and others to address the needs and circumstances of older and disabled women who are victims of domestic violence, dating violence, or sexual assault, or stalking, including recognizing, investigating, and prosecuting instances of such violence or assault, and targeting outreach and support, counseling, and other victim services to such older and disabled individuals.
- Providing assistance to victims of domestic violence and sexual assault in immigration matters.
- Maintaining core victim services and criminal justice initiatives, while supporting complementary new initiatives and emergency services for victims and their families.
- Supporting the placement of special victim assistants (to be known as “Jessica Gonzales Victim Assistants”) in local law enforcement agencies to improve the enforcement of protection orders and to serve as liaisons between victims of domestic violence, dating violence, sexual assault, and stalking. Jessica Gonzales Victim Assistants shall have expertise in domestic violence, dating violence, sexual assault, or stalking and may undertake the following activities:
 - Developing, in collaboration with prosecutors, courts, and victim service providers, standardized response policies for local law enforcement agencies, including the use of

- evidence-based indicators to assess the risk of domestic and dating violence, homicide, and prioritize dangerous or potentially lethal cases;
 - Notifying persons seeking enforcement of protection orders as to what responses will be provided by the relevant law enforcement agency;
 - Referring persons seeking enforcement of protection orders to supplementary services (such as emergency shelter programs, hotlines, or legal assistance services); and
 - Taking other appropriate action to assist or secure the safety of the person seeking enforcement of a protection order.
- Providing funding to law enforcement agencies, victim services providers, and state, tribal, territorial, and local governments (which funding stream shall be known as the Crystal Judson Domestic Violence Protocol Program) will promote the following:
 - The development and implementation of training for local victim domestic violence service providers, and to fund victim services personnel, to be known as “Crystal Judson Victim Advocates,” to provide supportive services and advocacy for victims of domestic violence committed by law enforcement personnel;
 - The implementation of protocols within law enforcement agencies to ensure consistent and effective responses to the commission of domestic violence by personnel within such agencies such as the model policy promulgated by the International Association of Chiefs of Police (“Domestic Violence by Police Officers: A Policy of the IACP, Police Response to Violence Against Women Project” July 2003); and
 - The development of such protocols in collaboration with state, tribal, territorial and local victim services providers and domestic violence coalitions.
- Developing and promoting state, local, or tribal legislation and policies that enhance best practices for responding to domestic violence, dating violence, sexual assault, and stalking.
- Developing, implementing, or enhancing Sexual Assault Response Teams, or other similar coordinated community responses to sexual assault.
- Developing and strengthening policies, protocols, best practices, and training for law enforcement agencies and prosecutors relating to the investigation and prosecution of sexual assault cases and the appropriate treatment of victims.
- Developing, enlarging or strengthening programs addressing sexual assault against men, women, and youth in correctional or detention settings.
- Identifying and conducting inventories of backlogs of sexual assault evidence collection kits and developing protocols and policies for responding to and addressing such backlogs, including protocols and policies for notifying and involving victims.
- Developing, enlarging, or strengthening programs and projects to provide services and responses to male and female victims of domestic violence, dating violence, sexual assault, or stalking, whose ability to access traditional services and responses is affected by their sexual orientation or gender identity, as defined in section 249(c) of title 18, United States Code.
- Developing, enhancing, or strengthening prevention and educational programming to address domestic violence, dating violence, sexual assault, or stalking, with not more than 5 percent of the amount allocated to a state to be used for this purpose.

D. Eligible Services for STOP VAWA Subawards

Funding Category	Examples of Eligible Services
<i>Victim Services (including discretionary services)</i>	<ul style="list-style-type: none"> ▪ hotline services ▪ crisis intervention, ▪ hospital response ▪ counseling/support ▪ criminal justice advocacy ▪ court accompaniment ▪ civil legal assistance, ▪ victim/witness notification ▪ victim/survivor advocacy ▪ emergency shelter ▪ restraining order assistance
<i>Law Enforcement Services</i>	<ul style="list-style-type: none"> ▪ response to 911 and other calls for assistance ▪ training ▪ incident reports ▪ case investigation ▪ arrests of offenders – including bail bond and probation violations ▪ serving protection orders ▪ issuing protection orders ▪ enforcement of warrants ▪ case referrals to prosecutor ▪ case referrals of federal firearms charges to federal prosecutor
<i>Prosecution Services</i>	<ul style="list-style-type: none"> ▪ specialized prosecutor for domestic violence, sexual assault, stalking and dating violence cases ▪ specialized investigations for domestic violence, sexual assault, stalking and dating violence cases ▪ training ▪ mentoring ▪ participation on multidisciplinary committees to address domestic violence, sexual assault, stalking and dating violence
<i>Court Services</i>	<ul style="list-style-type: none"> ▪ tracking of domestic violence, sexual assault, stalking and dating violence offenders ▪ specialized training programs ▪ specialized court activities as they relate to domestic violence, sexual assault, stalking and dating violence cases (e.g. bench book updates)

E. COSTS GENERALLY UNALLOWABLE:

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

- Indirect administrative cost over 20% of the total budget

- 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
- Other Additional Costs Deemed Unallowable by ADECA

F. 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.

G. PROHIBITING SUPPORT FOR ACTIVITIES THAT COMPROMISE VICTIM SAFETY AND RECOVERY AND UNDERMINE OFFENDER ACCOUNTABILITY

The following activities have been found to jeopardize victim safety, deter or prevent physical or emotional healing for victims, or allow offenders to escape responsibility for their actions; and therefore, STOP funds may not be used to support these activities:

1. Procedures or policies that exclude victims from receiving safe shelter, advocacy

- services, counseling, and other assistance based on their actual or perceived sex, age, immigration status, race, religion, sexual orientation, gender identity, mental health condition, physical health condition, criminal record, work in the sex industry, or the age and/or gender of their children;
2. Procedures or policies that compromise the confidentiality of information and/or privacy of persons receiving OVW-funded services;
 3. Procedures or policies that require victims to take certain actions (e.g., seek an order of protection, receive counseling, participate in couples counseling or mediation, report to law enforcement, seek civil or criminal remedies, etc.) in order to receive services;
 4. Procedures or policies that fail to include conducting safety planning with victims;
 5. Project design and budget that fail to account for the access needs of participants with disabilities and participants who have limited English proficiency or who are deaf or hard of hearing;
 6. The use of pre-trial diversion programs without prior OVW review and approval of the program or the automatic placement of offenders in such programs;
 7. Couples counseling, family counseling, or any other manner or joint victim-offender counseling as a routine or required response to sexual assault, domestic violence, dating violence, or stalking, or in situations in which child sexual abuse is alleged;
 8. Offering or ordering anger management programs for offenders as a substitute for batterer's intervention programs;
 9. Policies or procedures that require victims to report the crime to law enforcement, participate in the criminal justice system, or seek a protection or restraining order against the offender, and penalize them for failing to do so;
 10. Procedures or policies that deny victims and non-abusing parents or caretakers and their children access to services based on their involvement with the perpetrator;
 11. Requiring survivors to meet restrictive conditions in order to receive services (e.g. background checks of victims; clinical evaluations to determine eligibility for services; etc.) or other screening processes that elicit information that is not necessary for services, such as questions about immigration status, gender identity, sexual orientation, disability, physical or mental health, and work or criminal history that the service provider does not need to know about to provide services safely;
 12. Relying on batterer intervention programs that do not use court monitoring to hold batterers accountable for their behavior;
 13. Policies and procedures that fail to account for the physical safety of victims;
 14. Enforcing or promoting nuisance abatement ordinances, crime-free housing ordinances, or crime-free lease addenda (often associated with crime-free housing programs) that require or encourage the eviction of tenants or residents who may be victims of domestic violence, sexual assault, dating violence or stalking. See also the U.S. Department of Housing and Urban Development for guidance on how such ordinances and addenda may violate the Fair Housing Act; and
 15. Policies or procedures that require testing of sexual assault forensic evidence in cases where the victim obtained a medical forensic exam but has not chosen to participate in the criminal justice system.

This list is not exhaustive. Any activities that may compromise victim safety and recovery or undermine offender accountability are not allowable.

H. 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 probably not receive an award until all issues are resolved. However, all assessments are unique and will be handled on a case-by-case basis.

I. 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 LETS 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.

J. APPLICATION SECTIONS:

General Application Section:

To complete an application for VAWA 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.

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.

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.

- **Appendix Section.** In the service area box, identify the purpose area that will be funded. Please choose from the list on page six (6) and seven (7) of the RFP.
- **Beason-Hammon and W-9.** Make sure to add these documents to the “Miscellaneous” section of the application.
- **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.
- **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.

PART II – AWARD INFORMATION

A. ESTIMATED FUNDING:

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.

B. PERIOD OF PERFORMANCE:

The project period will start January 1, 2022 and will end December 31, 2022.

C. 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 advance requested exceeds thirty (30) days, the subrecipient must provide a written explanation with the invoice requesting advanced funds and is subject to approval by ADECA. Source documentation and a follow-up invoice must be submitted to account for the actual expenditures made against advances within 45 days. The subrecipient may request, in writing, to be paid on a reimbursable basis over the duration of the agreement. Source documentation for incurred expenditures must accompany all invoices. Subrecipients who are determined to be high risk or fail to comply with general or specific terms of the Federal award may be put on a reimbursement basis.

D. COST MATCHING:

A 25 percent match is required from VAWA subgrantees, with the exception of victim service agencies. The Violence Against Women Act exempts subgrants to victim service providers from the match requirement. For a subgrant to qualify under this exclusion, the subgrantee must be an organization that is recognized by the IRS under section 501(c)(3) of title 26 (unless it is a Tribal governmental organization or a governmental rape crisis center).

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 allowable under VAWA qualify as match. VAWA funding subgrantees must maintain records which clearly show the source, the amount, and the period during which the match was expended. Match used for VAWA cannot be included as a matching contribution for any other Federal funds.

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.

E. PROGRAM AND FINANCIAL REPORTING REQUIREMENTS:

VAWA recipients are required to maintain appropriate programmatic and financial records that fully disclose the amount and disposition of VAWA funds received (i.e., daily time and attendance records, the total cost of the project, and receipts for expenditures), the portion of the project supplied by other sources, and other records. Progress reports are to be submitted on a calendar quarter basis, regardless of the start date of the subgrant project. These reports must show actual subgrant receipts and expenditures, as well as provide an update on the project's objectives. Failure to submit these reports in a timely manner will significantly 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 1 st through December 31 st	January 15 th
January 1 st through March 31 st	April 15 th
April 1 st through June 30 th	July 15 th
July 1 st through September 30 th	October 15 th

F. FINANCIAL ACCOUNTING PRACTICES:

The following is a list of questions that applicants will need to consider when applying for Federal funding:

- 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?
- 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.
- Is the applicants’ financial management system able to track actual expenditures and outlays with budgeted amounts for each grant or subgrant?
- 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?
- 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?
- Does the applicant have a documented records retention policy?
- Is the individual primarily responsible for fiscal and administrative oversight of grant awards familiar with the applicable grant’s 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?
- Are the officials and governing body of the organization bonded?

