



FCADV
Florida Coalition Against Domestic Violence

**APPLICATION FOR FUNDING
FOR DOMESTIC VIOLENCE SERVICES
FY 2011-2012**

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I. APPLICATION PROCESS INFORMATION

A. Background

The Florida Coalition Against Domestic Violence (FCADV), contracts with the Florida Department of Children and Families to administer and manage the funding to the local domestic violence centers. In accordance with these responsibilities, each eligible center is required to submit an application providing details about the services to be provided and the budget required to fund these services. Based on these applications, FCADV enters into subcontracts with the centers for the delivery of services. The requirements for the application process for 2011-2012 are outlined in this document.

B. Who May Apply

Only certified domestic violence centers approved by the Department of Children and Families as having met all certification standards specified by Chapter 65H-1 Florida Administrative Code, and Chapter 39, Section XI are eligible to be funded.

C. How to Apply

All instructions, forms, and guidance material needed to submit an application are available on the FCADV website: http://www.fcadv.org/quality-contract_management.php. Each center should download the forms needed and save them as new files for the purposes of completing the application.

Please provide FCADV with one hard copy and one electronic copy of the application, including all appropriate documentation outlined in these instructions.

The hard copy must be sent via UPS or FedEx for tracking purposes and evidence of receipt. The packet should be sent to the FCADV Contract Managers. **The hard copy of the application must include an original signature of the authorized official.**

The electronic version of the entire application must be sent via e-mail to Contract_Manager@fcadv.org. The e-mail must include a statement verifying the date the hard copy of the application package was sent. The electronic version of the application must be submitted using a combination of Word, Excel, and PDF files.

All applications (both hard copy and electronic version) must be received by FCADV by 5:00 PM (E.S.T.) on March 7, 2011.

Applications should be mailed to:

Contract Managers
FL Coalition Against Domestic Violence
425 Office Plaza Drive
Tallahassee, FL 32301

Applications may be mailed or hand delivered. Faxes will not be accepted.

D. Application Review Process

FCADV will review all applications; contract managers will assist each center regarding any questions or additional information that may be needed.

Contracts will be mailed to the centers after the application has been approved. Centers will be notified when signed copies of the contract are to be returned to the FCADV. Contracts will be executed by July 1st, 2011.

E. Technical Assistance

A list of guidelines are posted on the FCADV website at: www.fcadv.org/quality/guidelines. The guidelines page will be updated throughout the application process to answer any questions that may arise. Centers are also encouraged to refer to the guidelines page if they have a question regarding the completion of their application.

In addition, centers may contact the Contract Managers at (850) 425-2749 regarding the instructions, forms, or completion of their application. Centers may also email questions to Contract_Manager@fcadv.org.

II. WHAT AN APPLICATION MUST INCLUDE

The application must include the following information listed below in sections A-L. The requested information should be submitted in the order below for easy review. Each section shall be clearly marked with dividers of your choice between each section. Each center will be required to submit a new budget.

A. Center Contact Information

The center shall provide addresses, telephone numbers, fax numbers, and email addresses for all staff that help facilitate the center's operations. This information shall be supplied using the **Center Contact Information Form**. A copy of this form is located on the FCADV web site: <http://www.fcadv.org/centers>

B. Acknowledgement and Certification

This document shall be reviewed and signed by the following:

- Executive Director or CEO
- Authorized official of the business office

Any contract amendments or revisions shall follow this same process and are to be reviewed and signed before they are forwarded to the FCADV office.

The original signature of this certification must be sent to FCADV with the hard copy of the application.

It is important to note that by signing the Acknowledgment and Certification, the center is agreeing to:

- Terms and Conditions as outlined
- Non-supplanting of funding agreement
- Certification that all information in the application is complete and correct

C. List of Anticipated Subcontractors

The center must provide a listing of any subcontractors that are anticipated for the contract period. For each anticipated subcontractor, the center must address the type of services to be provided by subcontract, and whether the service was provided under a subcontract for the FY 2010-2011 contract period. The name of the subcontractor, if known, must be provided. In the event the name of the subcontractor is not known at the time the application is submitted, the center must provide a brief description of the process that will be used to identify and select the subcontractor. The list of anticipated subcontractors shall be supplied using the **Subcontractors Information Form**. A copy of this form is located on the FCADV web site: <http://www.fcadv.org/quality/fy>

D. Services Activity Narrative

A narrative is required to explain delivery of the nine core services. The nine core services include:

1. Emergency shelter for more than 24 hours
2. Counseling
3. 24 Hour Hotline
4. Assessment of Children
5. Direct Service Information and Referral
6. Case (Service) Management
7. Community Education
8. Professional Training
9. Safety Planning

The narrative shall provide an overview of the domestic violence services to be provided under this contract. The center shall use the following page format requirement for the development of the services activity narrative:

1. Double spaced
2. 8½ x 11 inch paper
3. One inch margins
4. Type no smaller than 11 point, Times New Roman or Arial font
5. No more than ten (10) pages

A list of the service definitions for the nine core services is available on the FCADV web at: http://www.fcadv.org/quality-contract_resource.php.

For each of the nine core services, the center **must** address the needs of underserved populations, including populations that are underserved because of disabilities, ethnicity, race, language, or geographic isolation. Please identify the populations in your service area and address your efforts to reach each of these populations within your community.

The center shall also provide information for any additional domestic violence services to be provided, including transitional housing, transportation, children's programs, etc.

E. Cost Allocation Plan

Instructions for the completion of the Cost Allocation Plan (CAP) can be located on the FCADV website at: <http://www.fcadv.org/quality/fy>. The CAP that was submitted for FY 2010/2011 can be updated to reflect any changes. A narrative must be submitted as part of the CAP providing a list of the services or programs explaining the allotment of all funding. Centers are also required to submit an organizational chart as part of the cost allocation plan.

F. Budget Information

Centers should complete the budget based on FY 2010/2011 award of funds. This shall include the prevention funding of \$20,000.00 which will be tracked separately

Please be aware that budget figures are tentative and will not be finalized until after the legislative session when the final Appropriations Bill has been passed.

The instructions and forms for the preparation of the budget are included as a separate document located on the FCADV web at: <http://www.fcadv.org/fy.php>.

Funding Categories – All Centers

Domestic Violence Trust Fund (DVTF Fees):

Funds are allocated from Marriage Licenses, Marriage Dissolution & Domestic Violence Injunction Fine Fees via the respective Clerks of Circuit Court.

Prevention Initiative Only:

In addition to addressing the nine core services, the centers shall provide information related to prevention activities that will be conducted during the contract year in accordance with the centers approved prevention plan. These deliverables will be determined by the FCADV Program Department.

Family Violence Prevention and Services Act (FVPSA):

Funds are allocated from the Family Violence Prevention and Services program, originating from the U.S. Dept. of Health & Human Services.

The funds from DVTF and FVPSA are to provide for costs associated with Domestic Violence Centers such as:

- Establish, maintain and expand programs and projects to prevent family violence
- Provide immediate shelter and related assistance for victims of family violence and their dependents
- Establish safety plans for the victims

Eligible services provided by shelters include:

- Emergency shelter for more than 24 hours
- Counseling
- 24 Hour Hotline
- Assessment of Children
- Direct Service Information and Referral
- Case (Service) Management
- Community Education
- Professional Training
- Safety Planning

Temporary Assistance to Needy Families (TANF):

Funds are allocated from Domestic Violence Prevention, originating from the Personal Responsibility and Work Opportunity Act, administered by the US Dept. of Health & Human Services.

Funds may be used to provide domestic violence prevention services for TANF eligible clients including face to face crisis counseling (for adults and children), case management, legal advocacy, social services and other eligible crisis intervention services provided by Domestic Violence Centers to victims of domestic violence. The Domestic Violence Centers are required to certify and maintain all TANF client eligibility records.

TANF funds must be expended on TANF eligible services. For this application process, consider all statutorily mandated services and safety planning activities eligible for TANF funds. Other services must be approved on an individual basis.

TANF funds must be spent on providing Domestic Violence Diversion Program services. For documentation purposes, the percentage of TANF eligible individuals compared to total individuals receiving shelter services must be equal to or greater than the percentage of total TANF dollars in the center's domestic violence program budget. Please make sure the number of TANF participants identified in your budget matches the number of TANF participants identified in the Summary of Objectives form. For example, if the domestic violence center's total domestic violence program budget is \$100,000 and \$30,000 of it is TANF funds, then 30% of individuals served in shelter must be TANF eligible. Centers who do not meet these criteria may be subject to return funds on a pro-rata basis. The exception would be if the center could demonstrate the cost of services provided to eligible TANF individuals equals or exceeds the cost of TANF funding in the center's domestic violence program budget.

Match

FVPSA and STOP funds require a local match, but TANF does not. The match is computed differently for each funding source.

1. In order to receive FVPSA dollars, existing certified domestic violence centers must provide a 20% match and newly certified domestic violence centers are required to provide a 35% match. FVPSA match may come from local dollars, either cash or in-kind (DVTF and GR funds may be used as match). The formula for determining FVPSA match is: award amount divided by .80 multiplied by 20%.

a. Example: \$10,000 FVPSA grant funding divided by .80 X 20% = \$2,500 required matching funds. Total program budget would then equal \$12,500.

2. In order to receive STOP funding, existing domestic violence centers must provide match. STOP match must come from local dollars, either cash or in-kind. Federal dollars are not allowable to use as match. (DVTF and GR funds may be used as match) The formula for determining STOP match is: award amount divided by .75 multiplied by 25%.

a. Example: \$10,000 STOP grant funding divided by .75 X 25% = \$3,333 required matching funds. Total program budget would then equal \$13,333.

G. Board of Directors

Current list of Board Members, including officer positions held. This list shall include their affiliations, mailing address, phone numbers, and email address.

H. Inter-Agency Agreements

Copies of any Inter-Agency Agreements entered into between the center and other organizations.

I. Letters of Support

Include three letters of support from community organizations showing support for the center's operation. At least one of the support letters shall be from local law enforcement.

J. Insurance

Provide a copy of the current insurance certificate for the center.

K. Civil Rights Compliance

The center shall complete the Civil Rights Compliance Questionnaire as part of the application process. A copy of the Civil Rights Compliance Questionnaire is located on the FCADV web site at: <http://www.fcadv.org/quality/fy>

L. Policies & Procedures

If changes have been made to your policies and procedures please include a copy detailing fiscal, program, and administrative changes. A copy(s) of Emergency/Crisis Management/Risk Management Plan shall also be included.