

**REQUEST FOR PROPOSALS (RFP)
BEST VALUE ACQUISITION
(GRANTS)**

RFP No. **CVS-11-011**

Issue Date: August 13, 2010

Title: **Domestic Violence Services in Un-Served Communities**

Commodity Code: 95221, 95278

Issuing Agency: Commonwealth of Virginia
Department of Social Services
Division of Volunteer and Community Services
801 East Main Street, 15th Floor
Richmond, VA 23219-3301

Location Where Work Will Be Performed: Amelia, Brunswick, Buckingham, Campbell, Cumberland, Halifax (including South Boston), and Pittsylvania (including Danville)

Period Of Contract: From January 2011 Through June 2012

Sealed Proposals Will Be Received Until **5:00pm, October 5, 2010** For Furnishing The Services Described Herein.

All Inquiries For Information Should Be Directed To: Nancy Fowler: Phone: (804)726-7502.
E-mail: nancy.fowler@dss.virginia.gov

IF PROPOSALS ARE MAILED, SEND DIRECTLY TO ISSUING AGENCY SHOWN ABOVE. IF PROPOSALS ARE HAND DELIVERED, THEN DELIVER TO: 801 East Main Street Richmond, VA 23219 Wytestone Building – 15th Floor

DO NOT FAX OR EMAIL. PROPOSALS RECEIVED AFTER THE PROPOSAL DUE DATE AND TIME WILL BE RETURNED WITHOUT CONSIDERATION.

In Compliance With This Request For Proposal And To All The Conditions Imposed Therein And Hereby Incorporated By Reference, The Undersigned Offers And Agrees To Furnish The Goods/Services In Accordance With The Attached Signed Proposal Or As Mutually Agreed Upon By Subsequent Negotiation.

Name And Address Of Applicant:

_____ Date: _____

_____ By: _____
(Signature In Ink)

_____ Name: _____
(Please Print)

_____ ZIP Code: _____ Title: _____

Phone (____) _____ Fax: (____) _____

E-mail: _____

PREPROPOSAL CONFERENCE: A **mandatory** pre-proposal conference will be held on September 3, 2010 at the VDSS office, 801 East Main St., Richmond, VA 23219 from 1:00 to 4:00. (Reference: Paragraph VII herein). **NO ONE WILL BE ADMITTED AFTER 1:15 PM.**

Note: This public body does not discriminate against faith-based organizations in accordance with the Code of Virginia, § 2.2-4343.1 or against an Applicant because of race, religion, color, sex, national origin, age, disability, status as a service disabled veteran, or any other basis prohibited by state law relating to discrimination in employment.

TABLE OF CONTENTS FOR RFP No. CVS-11-011

	<u>PAGE</u>
I. <u>PURPOSE</u>	3
II. <u>BACKGROUND</u>	3
III. <u>STATEMENT OF NEEDS</u>	4
IV. <u>PROPOSAL PREPARATION AND SUBMISSION INSTRUCTIONS</u>	6
V. <u>EVALUATION AND AWARD CRITERIA</u>	11
VI. <u>REPORTING AND DELIVERY INSTRUCTIONS</u>	14
VII. <u>PREPROPOSAL CONFERENCE</u>	15
VIII. <u>GENERAL TERMS AND CONDITIONS</u>	16
IX. <u>SPECIAL TERMS AND CONDITIONS</u>	21
X. <u>METHOD OF PAYMENT</u>	24
XI. <u>ATTACHMENTS</u>	
A. Program Information Form	
B. Additional Program Information Forms	
C. Work Plan Form	
D. Itemized Budget Forms	
E. Authorizations and Certifications	
F. W-9 Request for Taxpayer Identification Number(s) and Certificate	
G. RFP Checklist	
XII <u>APPENDIX</u>	
I Definitions	
II Allowability Chart	
III Pre-Proposal Workshop Registration Form (Due by September 9, 2010)	

Domestic Violence Services in Un-Served Communities

I. **PURPOSE**

The purpose of this Request for Proposal (RFP) is to solicit sealed proposals to award sub-grants to public and private non-profit, incorporated agencies and organizations in Virginia for the provision of direct crisis services to victims of domestic violence in the seven (7) localities currently un-served by a local domestic violence program. Organizations and agencies that are pending incorporation and/or pending approval of the 501 (c) 3 status of the IRS code as of October 5, 2010 are **not** eligible to apply.

The Virginia Department of Social Services (VDSS) will determine the proposal(s) that are the most advantageous and represent the Best Value to the Commonwealth and will award sub-grants to those Applicants.

Definition: Best Value Acquisition (BVA): A process used to acquire goods and non-professional services in which best value concepts will be applied. The best value award is based on evaluation criteria as stated in the solicitation with consideration of price of the goods and nonprofessional services that offer the greatest benefit(s) in meeting the needs of the public body.

II. **BACKGROUND**

VDSS is the state agency designated in the Code of Virginia, §63.2-1611, to coordinate state efforts to support public and private community groups to provide assistance to and treatment for victims of domestic violence. The Department is authorized in §63.2-1614 to receive and disperse federal and state funds for services to victims of domestic violence.

Through this single solicitation, funding from four streams will be distributed. Each recipient of a sub grant award (Sub Grantee) will receive funding for the period from January 2011 through June 2012 (18 months) from each of the following sources:

- VFVPP: The Virginia Family Violence Prevention Program (CFDA 93.667) is a funding source appropriated by the Virginia General assembly for the provision of domestic violence services.
- FVPSA: The Family Violence Prevention and Services Act (CFDA 93.671) is a federal funding source. Funds are awarded to Virginia for the provision of shelter and services for victims of domestic violence.
- VOCA: The Victims of Crime Act (CFDA 16.575) is a federal funding source. Funds are awarded to Virginia for the provision of services for victims of domestic violence.
- TANF: Temporary Assistance to Needy Families (CFDA 93.558) is a federal funding source intended to assist low-income families achieve self-sufficiency.

A total of \$400,000.00 is available for these grants from the four funding streams above. For the 18-month contracts to be awarded, budgets shall remain within the range of \$50,000 to 70,000 per locality proposed to be served. There is a match requirement of 20% for established programs and 30% for new programs. Match may be cash and/or in-kind.

The Virginia Department of Social Services (VDSS) will not renew contracts. Programs may apply for further funding through the Domestic Violence Prevention and Services Programs grant in the spring of 2012.

Domestic Violence Services in Un-Served Communities

The following localities are eligible for this funding opportunity due to the closure of one domestic violence program and a service area reduction of another:

1. Amelia
2. Brunswick
3. Buckingham
4. Campbell
5. Cumberland
6. Halifax, including South Boston
7. Pittsylvania, including Danville

VDSS prefers that, as geographically feasible, multiple localities be served under each awarded contract.

III. STATEMENT OF NEEDS

Un-served localities, as defined by this Request for Proposals, shall mean those localities not currently served by a VDSS funded domestic violence program. Other entities may be providing intermittent or full time services for victims. Such entities may, if otherwise eligible, apply for funding.

The Virginia Department of Social Services values the full spectrum of services benefitting victims of domestic violence and their children. An un-served community, however, may lack the additional resources to provide the level of victim services, such as those described in the Accreditation Manual (<http://www.vsdvalliance.org/accreditation.html>). The following sections describe in detail the minimum services required through this funding opportunity.

- A. Applicants are required to propose basic crisis intervention which may include:
1. A designated advocate available to meet with victims in an office setting (preferably in each proposed locality) and in locations outside of the office that are safe and accessible to victims and children, as requested by the victim;
 2. The provision of safety planning, information and referrals to victims and their children;
 3. A designated domestic violence hotline answered by trained staff or volunteers on a 24-hour basis (this may be subcontracted to another domestic violence organization (such as the Virginia Family Violence Sexual Assault Hotline) with the approval of VDSS;
 4. The provision of emergency shelter to those in imminent danger, through arrangements with other shelters or through the provision of hotel/motel vouchers or other safe shelter options;
 5. Provisions for emergency transportation to get to shelter or safety.
 6. Community Outreach to identify victims who have not requested services for various reasons; and
 7. Community Education/Public Awareness to increase the community's knowledge of the issue of domestic violence and the services available for victims and children.

If basic crisis services are currently being provided, the proposal may include enhanced services such as:

1. Support groups
2. Children's advocacy
3. Court advocacy
4. Systems advocacy
5. Outreach and advocacy to specific underserved populations
6. Residential shelter

Domestic Violence Services in Un-Served Communities

Services should be purposefully designed to complement the infrastructure of the locality, partnering wherever possible with other organizations so that the victims served by this project can benefit from a community-wide web of service provision. Suggested partners may include (but are not limited to): local department of social services, law enforcement, courts, victim/witness, neighboring shelters, health professionals, counselors and schools.

B. Domestic Violence Program Requirements:

The funds available for distribution have numerous obligations. Please note that all Sub Grantees must:

1. Comply with all federal and state laws
2. Collect statistical information on services provided and enter it into the Virginia Data Collection Project (VAdata, www.vadata.org) for reporting purposes
3. Budget only for costs and expenses necessary for the performance of the grant
4. Charge no fees for victim services
5. Display Civil Rights information
6. Maintain time and attendance records for all funded staff
7. Prohibit discrimination per Federal regulations
8. Utilize volunteers
9. Determine need and ensure that a minimum of 20% of clients are TANF eligible (below 200% of the Federal Poverty Level)
10. Ensure that 20% of clients are families with children below age 18
11. Protect the confidentiality of client information
12. Provide match, cash or in-kind: 20% for established programs, 30% for new programs, from non-federal sources
13. Provide VDSS with total funding for program by source (Attachment B, page 3)
14. Maintain the confidentiality of any shelter location

Additional requirements are listed in the General Terms & Conditions, Special Terms & Conditions and all Assurances listed in Attachment E.

C. Unallowable services with these grant funds:

- a. Services to perpetrators
- b. Juvenile Justice activities
- c. Fundraising
- d. Crime prevention
- e. Inpatient treatment services
- f. Contract services without prior permission
- g. Lobbying/administrative advocacy
- h. Research

Additional restrictions are listed in the Virginia Department of Social Services FY 2011 Program Guide for Allowability of Costs – Appendix II

D. Federal Outcome Measures

The Family Violence Prevention and Service Act (FVPSA), a program of the US Department of Health and Human Services, requires each state to collect data from the local domestic violence programs regarding the outcomes of services. This project, "Documenting Our Work", developed by the National Resource Center, uses data to evaluate domestic violence services and how services provided are helpful to the victims. Funded programs are required to report on the outcomes as reported directly by those who use domestic violence program services.

Domestic Violence Services in Un-Served Communities

- a. As a result of contact with the domestic violence program, at least 65% or more of domestic violence survivors will have strategies for enhancing their safety.
- b. As a result of contact with the domestic violence program, at least 65% of domestic violence survivors will have knowledge of available community resources.

Further information on the methods of obtaining client feedback will be provided to the funded Sub-Grantees. Applicants are welcome to review the information at <http://vadata.org/forms.html> .

E. Statewide Outcome Measures:

Through VAdata, VDSS will continue to collect 4 outcome measures used in recent years. This information shall be reported by the Sub Grantees on a semi-annual basis to VDSS along with other program specific information. The intent of the outcomes is to measure the success of statewide funding. VDSS recognizes that due to varying demands of each individual Sub Grantee, large discrepancies may occur between the statewide goal and the locally measured percentages.

1. Hotline Services: At least 70% of individuals making victim related (victim, family & friend) calls to the hotline are more informed about the dynamics of domestic violence and services available through domestic violence programs;
2. Shelter: At least 70% of survivors requesting shelter are protected from violence and abuse from the perpetrator by the arrangement for or provision of shelter;
3. Advocacy Services: At least 70% of DV survivors are able to identify their safety options through participation in the development of a safety plan; and
4. Community Resources: At least 75% of DV survivors who call the hotline are given referrals to community resources to increase their capacity to acquire resources needed to live a violence-free life.

F. Local Outcome Measures

Applicants are encouraged to develop outcomes that are specific to their services and are reflective of the activities planned for the contract period. Every outcome must have a method of evaluation. If the federal and/or statewide outcomes clearly demonstrate the success of services described in the Work Plan, then they may be used in lieu of, or in addition to, local outcome measures.

IV. PROPOSAL PREPARATION AND SUBMISSION INSTRUCTIONS

Applicant agencies may submit only one proposal per agency in response to this RFP. The application is due by the date and time listed on the cover sheet.

Copies of this Request for Proposals, including the necessary forms and instructions may be downloaded from the state's procurement website, eVA at www.eva.state.va.us. In addition, copies may be obtained at the VDSS website. This may be accessed at www.dss.virginia.gov. Click on *Forms and Applications* and then click on *Grant Opportunities*. Select the *Domestic Violence Services and Prevention RFP* Number CVS-11-011.

Domestic Violence Services in Un-Served Communities

If you have additional questions regarding the grant application, please contact:

Lenora Jones Elliott, Domestic Violence Program Specialist

Telephone: 804.726.7510

Email: lenora.joneseelliott@dss.virginia.gov

Or

Nancy Fowler, Program Manager

Telephone: 804.726.7502

Email: nancy.fowler@dss.virginia.gov

A. GENERAL INSTRUCTIONS

1. **RFP Response:** In order to be considered for selection, applicants must submit a complete response to this RFP. **Three (3) original and four (4) copies of each proposal must be submitted to the Virginia Department of Social Services (VDSS).** No other distribution of the proposal shall be made by the offeror. The signed proposal should be returned in a separate envelope or package, sealed and identified as follows:

From: _____	October 15, 2010 5:00 pm
Name of Applicant	Due Date Time
_____	CVS-11-011
Street or Box Number	RFP No.
_____	<u>Dom Viol in Un-served Comm.</u>
City, State, Zip Code	RFP Title

The envelope should be hand delivered or mailed to:

Division of Community and Volunteer Services
 Office of Family Violence
 Virginia Department of Social Services
 801 East Main Street, 15th Floor
 Richmond, VA 23219-3301

The applicant takes the risk that the envelope, even if marked as described above, may be inadvertently opened and the information compromised which may cause the proposal to be disqualified. Proposals may be hand delivered to the designated location in the office issuing the solicitation. No other correspondence or other proposals should be placed in the envelope.

2. Proposal Preparation:

- a. Proposals shall be signed by an authorized representative of the applicant. All information requested should be submitted. Failure to submit all information requested may result in the VDSS requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected by the VDSS. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.
- b. Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content.

Domestic Violence Services in Un-Served Communities

- c. As used in this RFP, the terms "must", "shall", "should" and "may" identify the criticality of requirements. "Must" and "shall" identify requirements whose absence will have a major negative impact on the suitability of the proposed solution. Items labeled as "should" or "may" are highly desirable, although their absence will not have a large impact and would be useful, but are not necessary. Depending on the overall response to the RFP, some individual "must" and "shall" items may not be fully satisfied, but it is the intent to satisfy most, if not all, "must" and "shall" requirements. The inability of an Applicant to satisfy a "must" or "shall" requirement does not automatically remove that Applicant from consideration; however, it may seriously affect the overall rating of the Applicants' proposal.
 - d. Proposals should be typewritten and double spaced on 8.5" by 11" paper using type no smaller than size 12. Each copy of the proposal should be firmly bound in a single volume. All documentation submitted with the proposal should be bound in that single volume. All pages of the proposal should be numbered. If additional pages from the Attachments are required, please retain the original number and add letters i.e. Attachment C, Page 2A.
 - e. Ownership of all data, materials, and documentation originated and prepared for the State pursuant to the RFP shall belong exclusively to the State and be subject to public inspection in accordance with the *Virginia Freedom of Information Act*. Trade secrets or proprietary information submitted by an applicant shall not be subject to public disclosure under the *Virginia Freedom of Information Act*, however, the applicant must invoke the protections of § 2.2-4342F of the *Code of Virginia*, in writing, either before or at the time the data or other material is submitted. The written notice must specifically identify the data or materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire proposal document, line item prices, and/or total proposal prices as proprietary or trade secrets is not acceptable and will result in rejection of the proposal.
3. **Oral Presentation:** Applicants who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to the agency. This provides an opportunity for the applicant to clarify or elaborate on the proposal. This is a fact finding and explanation session only and does not include negotiation. The issuing agency will schedule the time and location of these presentations. Oral presentations are an option of the VDSS and may or may not be conducted.
- B. **SPECIFIC PROPOSAL INSTRUCTIONS:** Proposals should be as thorough and detailed as possible so that the Virginia Department of Social Services may properly evaluate your capabilities to provide the required services. Applicants are required to submit the following items as a complete proposal in the order listed:
1. Cover Sheet (page 1 of RFP)
 2. RFP Checklist, including page numbers (Attachment G of RFP)
 3. Agency Information Sheet (Attachment A)
 4. Additional Agency Information Sheet (Attachment B)
 5. Description of Proposed Project
Please use the following questions as the format for this narrative section. (Limit 20 pages)

Domestic Violence Services in Un-Served Communities

- a. **Description of applicant agency:**
 - What is the brief history of the agency?
 - Where is the agency located?
 - What is the current service area?
 - What is the mission and what are the primary goals of the agency?
 - What are the programmatic accomplishments of the agency?

- b. **Current capacity of your community:**
 - What is your assessment of the experience and capacity of local community partners, including your agency, to promote the safety and well-being of victims and their children?
 - What data sources support your conclusions?
 - Describe community partners who are available to assist with implementation of the plan.
 - What needs are not currently being met? Justify how this was determined.

- c. **Project Summary:**
 - Does your agency currently provide advocacy to victims of domestic violence, or will this be a new population for services?
 - What services are being proposed? Please give a descriptive summary, being as specific as possible.
 - Who are the partners? How will you collaborate with partners to achieve the goals?
 - How many victims/children will you serve under the various areas of the goals?
 - What is your plan for providing the required services? (Page 4)
 - How will you encourage referrals to your agency from others in your community?
 - How will you recruit and train volunteers to participate in the project?
 - What distinguishes the proposed activities from what currently exists?
 - Does this plan build on the community's needs and capacity? (See "b" above)
 - Will you be offering any of the enhanced services listed in the RFP? (Page 4)

- d. **Capacity, skills and experience of project leadership**
 - What experience does your agency and the current staff have with managing and/or implementing the proposed activities?
 - What knowledge and experience do they have specific to the crisis needs of domestic violence victims?
 - What evidence can you provide to show strong and broad-based local commitment to the initiative? (letters of support are a required attachment)
 - What experience do the partner agencies/organizations have in the area of domestic violence services?
 - What are the specific functions of partner agencies for this project?

- e. **Agency history of effective financial management**
 - How has your agency previously raised funds?
 - What kinds of grant programs has this lead agency previously overseen?
 - What resources will the agency make available to this project?
 - Does your agency get an annual audit? Have there been any findings?

Domestic Violence Services in Un-Served Communities

f. **Evaluation Plan**

What is the plan for qualitatively and quantitatively measuring project performance evaluating the services offered in this project?
How will you analyze the outcome strengths and weaknesses and make adjustments to the plan, as appropriate?
Please include the outcomes referenced in the Work Plan form.

6. Work Plan Form

Complete the Work Plan Form (*Attachment C*) for each high level outcome you identify. (Duplicate *Attachment C* as needed.) Detail the strategies and activities necessary to achieve the project goals and objectives. List target dates for the beginning and end of each activity, including planned activities and staff responsible. Specify any details for subcontracting. Identify target population and numbers to be served for each activity, identify expected outcomes and how they will be measured. If the project includes hiring new staff, please include that in the Work Plan.

7. Proposed Budget

Complete the Itemized Budget Sheet (*Attachment D*).
List position title, salaries, and detailed employee benefits. The percentage of support requested for each position must not exceed the percentage of time devoted to this project per staff.
Give a brief description of the proposed expenditure by identifying what will be purchased and how the cost was calculated. Costs should be necessary and reasonable for carrying out the proposed work plan; and

A 20% (or 30% for new programs) cash and/or in kind match is required for proposals awarded VDSS funds. The budget must include a list of the match (cash or in-kind) generated by this sub-grant and the specific source of match.

All expenses included in the proposal must be allowable under federal and state regulations and must be reasonable, necessary and apply directly to the project. Please see Appendix II for the Program Guide for Allowability of Costs.

8. Budget Narrative

This narrative document will further elaborate on and justify the proposed expenditure by explaining the need for it. Instructions for the Budget Narrative are with the Budget instructions. (*Attachment D*).

9. Other Required Attachments

- a) A letter from your agency head, finance director, or treasurer indicating that the agency understands that this is a reimbursable grant and that the agency has sufficient funds available to cover three months of expenses prior to reimbursement.
- b) Organizational chart
- c) 3 Letters of Support and/or Interagency Agreements specific to this project – A minimum of 3 letters must be attached demonstrating that the proposal will have the support and cooperation of other agencies in the community. If the project is dependent on another agency for successful implementation, a letter from the other agency or interagency agreement specifying the nature and

Domestic Violence Services in Un-Served Communities
 extent of the agreement (i.e. documenting the types of support or services that will be provided) must be submitted.

- d) Job descriptions for the specific position(s) responsible for the project implementation.
- e) A copy of the applicant agency's confidentiality policy
- f) Certification forms (*Attachment E*)
 - i. Signed Authorizations/Certifications
 - ii. Signed Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion
 - iii. Signed Assurances, Non-Construction Programs
- g) Completed original of Request for Taxpayer Identification Number(s) and Certification (*See Attachment F*)
- h) Progress report for a current or recent grant project (indicate funding source, reporting period and award amount)
- i) Copy of most recent audit
- j) If the applicant agency is a private non-profit agency, including faith-based organizations, the following is required at the time the proposal is submitted:
 - i) A copy of the applicant's Certificate of Incorporation or Certificate of Authority from the State Corporation Commission;
 - ii) A copy of IRS form(s) certifying that the applicant organization is exempted from federal income tax payment under Section 501(c)(3) of the IRS code;
 - iii) A list of the current members of the Board of Directors of the applicant agency.
- k) Copy of the RFP (pages 1-25 of this document) attached to the Original proposal only.

V. EVALUATION AND AWARD CRITERIA

- A. EVALUATION CRITERIA: Proposals will be evaluated by a committee of individuals who have expertise in the area of domestic violence. The review committee will make programmatic and budgetary recommendations for subgrant awards.

Proposals will be evaluated using the best value acquisition procedure. Using the best value acquisition methodology, the evaluation will be adjectival and rated according to the following descriptions:

RATING	DESCRIPTION
Exceptional	Exceeds requirements and demonstrates an exceptional understanding of goals and objectives. One or more major strengths exist. No significant weaknesses exist.
Acceptable	Demonstrates an acceptable understanding of goals and objectives of the procurement. There may be strengths and weaknesses, however strengths outweigh the weaknesses.

Domestic Violence Services in Un-Served Communities

Marginal	Demonstrates a fair understanding of the goals and objectives of the procurement. Weaknesses have been found that out balance any strengths that exist. Weaknesses will be difficult to correct.
Unacceptable	Applicant's proposal fails to meet an understanding of the goals and objectives of the procurement. The proposal has one or more significant weaknesses that will be very difficult to correct or are not correctable.
Incomplete	The proposal did not address the proposal submission requirement.

Criteria are listed in the order of importance.

1. Description of Proposed Project

- a. Work Plan goals and objectives are consistent with goals and objectives set forth in Section 3, Statement of Needs in RFP
- b. Work Plan specifies services to be provided and uses measurable outcomes.
- c. Work Plan time frames for project planning and implementation are reasonable
- d. Work Plan services/activities reflect interagency coordination between disciplines identified in RFP
- e. Specifies who (staff/volunteers) will provide the services and provides for appropriate and qualified personnel to implement project.
- f. Specifies target population and projected number of clients to be served

2. Need for Services Established

- a. Clearly defines the problem and population to be served
- b. Utilizes statistics and provides information to document need.
- c. Defines project impact
- d. Identifies existing resources and ensures unnecessary duplication will not occur
- e. Letters from community agencies indicate project will have widespread support.

3. Budget

- a. Costs are reasonable and consistent with proposed activities/services
- b. Clearly explains all costs
- c. Budget is within range for the proposed number of localities to be served
- d. Demonstrates ability to maintain records and fiscal accountability
- e. Clearly documents sources of cash and in-kind match.

Domestic Violence Services in Un-Served Communities

4. Description of Applicant Agency Demonstrates Capability to Carry Out Proposed Project
 - a. Describes purpose and goals of the agency
 - b. Adequacy of agency programs, activities, staffing and organizational structure to support proposed project.
 - c. Specifies geographic service area (multiple localities are preferred)
 - d. Demonstrates effective use of community services.
 - e. Letters of support exhibit confidence that agency can carry out the proposed project; necessary interagency agreements are present.
 5. Project Evaluation Plan Measures the Degree of Success in Accomplishing Project Goals and Objectives
 - a. The evaluation methodology is clearly described
 - b. The methodology measures quantity and quality of services, and success in accomplishing goals/objectives
 - c. Evaluation plan includes process and outcome evaluation methods
 - d. The evaluation plan includes a method for ongoing review
 - e. Record-keeping and data collection plans are specific and appropriate, acknowledging the required use of the VAdata system
 6. Content Adequacy
 - a. Concise and complete
 - b. Realistic in scope
 - c. Reflects an awareness of best practices and provides a good rationale for the selected approach relative to the problem
 - d. Reflects congruence between all proposal components including the questionnaire, work plan, activities/outcomes, budget, subcontracts, and other required attachments
- B. BEST VALUE AWARD(S):** Selection shall be made of two or more applicant(s) deemed to be fully qualified and best suited among those submitting best value proposals on the basis of the evaluation factors included in this solicitation, including price, if so stated. Negotiations shall be conducted with the Applicant(s) whose proposal(s) represent the most advantageous and best offer. Awards will be made on a best value basis to the Applicant(s) which, in its opinion, represents the best overall combination of quality, price, and various elements of required goods/services, as stated in this solicitation, that in total are optimal relative to the agency's needs. The Commonwealth may cancel this solicitation or reject proposals at any time prior to an award, and is not required to furnish a statement

Domestic Violence Services in Un-Served Communities

of the reasons why a particular proposal was not deemed to be the most advantageous (Code of Virginia, § 2.2-4359 D). The award document will be contract incorporating by reference all the requirements, terms and conditions of the solicitation and the applicant's offer as negotiated.

VI. REPORTING AND DELIVERY REQUIREMENTS

The subgrantee shall produce the following reports of activities and services:

A. Subgrantee shall submit:

1. Quarterly Narrative and Statistical Reports which shall be made within 15 days of the preceding quarter and shall include the following:
 - a. Detailed description of activities and an assessment of the progress of the project compared to the Work Plan; each goal, objective, and related strategies and activities shall be addressed;
 - b. Any gaps in services or barriers to the progress of the project, with proposed solutions
 - c. An explanation of any deviations from the work plan;
 - d. Any changes in staffing;
 - e. Identification of any particularly successful or unsuccessful project activities or components;
 - f. Copies of any materials that have been developed under the contract. (Materials produced under this contract must bear a statement that the project was supported by the Virginia Department of Social Services using funds from Family Violence Prevention and Services Program; and
 - g. Statistical information on the clients served, as reported through the VAdata report entitled "VDSS Domestic Violence Program".
2. A Final Project Report shall be made to the VDSS within 30 days of the completion of the contract. The final report is a cumulative summary and evaluation of project activities and services over the agreement period. It shall be in the same format as quarterly narrative reports and shall include:
 - a. An overall quantitative and qualitative evaluation of the project including an assessment of whether the project's goals and objectives were met; each goal and objective, as stated in the Work Plan forms, shall be addressed;
 - b. Any problems or delays that were encountered and how they were resolved;
 - c. An assessment of the project's effectiveness and the value to the client/community;
 - d. Efforts that have been made to continue the program past the grant period;

Domestic Violence Services in Un-Served Communities

- e. Statistical information on clients served, as reported through VAdata; and
 - f. Copies of any materials that were developed under the contract.
3. A document may be required by the VDSS for the purpose of disseminating any portions of the project which have been successful in a manner useful to other agencies or organizations in setting up a similar project. The VDSS will assist the subgrantee in determining what information shall be included after receiving the final report.
 4. A written report to the VDSS which shall be submitted within seven (7) days indicating significant deviations from anticipated progress and/or problems associated with the delivery of services as agreed to by the VDSS and the subgrantee. Such report shall identify the deviations and/or problems, whether anticipated or actual, the effects of such on the performance under this contract, and a proposed plan for resolution.

The subgrantee agrees to provide any additional reports that the Program Administrator may request by written notice to the subgrantee.

VII. PREPROPOSAL CONFERENCE

- A. **MANDATORY PRE-PROPOSAL CONFERENCE:** A mandatory pre-proposal conference will be held on September 3, 2010 from 1:00 to 4:00 at The Virginia Department of Social Services in Richmond, VA. The purpose of this conference is to allow potential applicants an opportunity to present questions and obtain clarification relative to any facet of this solicitation.

Due to the importance of all applicants having a clear understanding of the specifications/scope of work and requirements of this solicitation, attendance at this conference will be a prerequisite for submitting a proposal. Proposals will only be accepted from those applicants who are represented at this pre-proposal conference. Attendance at the conference will be evidenced by the representative's signature on the attendance roster. No one will be admitted after 1:15.

Bring a copy of the solicitation with you. Any changes resulting from this conference will be issued in a written addendum to the solicitation. **Pre-registration is requested by September 2, see Appendix III.**

VIII. GENERAL TERMS AND CONDITIONS

- A. **VENDORS MANUAL:** This solicitation is subject to the provisions of the Commonwealth of Virginia Vendors Manual and any changes or revisions thereto, which are hereby incorporated into this contract in their entirety. The procedure for filing contractual claims is in section 7.19 of the *Vendors Manual*. A copy of the manual is normally available for review at the purchasing office and is accessible on the Internet at www.dgs.state.va.us/dps under "Manuals."
- B. **APPLICABLE LAWS AND COURTS:** This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The agency and the subgrantee are encouraged to resolve any

Domestic Violence Services in Un-Served Communities

issues in controversy arising from the award of the contract or any contractual dispute using Alternative Dispute Resolution (ADR) procedures (*Code of Virginia*, § 2.2-4366). ADR procedures are described in Chapter 9 of the *Vendors Manual*. The subgrantee shall comply with all applicable federal, state and local laws, rules and regulations.

- C. **ANTI-DISCRIMINATION**: By submitting their proposals, applicants certify to the Commonwealth that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and § 2.2-4311 of the *Virginia Public Procurement Act (VPPA)*. If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (*Code of Virginia*, § 2.2-4343.1E).

In every contract over \$10,000 the provisions in 1. and 2. below apply:

1. During the performance of this contract, the subgrantee agrees as follows:
 - a. The subgrantee will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, status as a service disabled veteran, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the subgrantee. The subgrantee agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - b. The subgrantee, in all solicitations or advertisements for employees placed by or on behalf of the subgrantee, will state that such subgrantee is an equal opportunity employer.
 - c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting these requirements.
2. The subgrantee will include the provisions of 1. above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

- D. **ETHICS IN PUBLIC CONTRACTING**: By submitting their proposals, applicants certify that their proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other offeror, supplier, manufacturer or subcontractor in connection with their proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of

Domestic Violence Services in Un-Served Communities

money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.

- E. **IMMIGRATION REFORM AND CONTROL ACT OF 1986:** By entering into a written contract with the Commonwealth of Virginia, the Subgrantee certifies that the Subgrantee does not, and shall not during the performance of the contract for goods and services in the Commonwealth, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.
- F. **DEBARMENT STATUS:** By submitting their proposals, applicants certify that they are not currently debarred by the Commonwealth of Virginia from submitting bids or proposals on contracts for the type of goods and/or services covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.
- G. **ANTITRUST:** By entering into a contract, the subgrantee conveys, sells, assigns, and transfers to the Commonwealth of Virginia all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the Commonwealth of Virginia under said contract.
- H. **MANDATORY USE OF STATE FORM AND TERMS AND CONDITIONS FOR RFP's:** Failure to submit a proposal on the official state form provided for that purpose may be a cause for rejection of the proposal. Modification of or additions to the General Terms and Conditions of the solicitation may be cause for rejection of the proposal; however, the Commonwealth reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a proposal.
- I. **CLARIFICATION OF TERMS:** If any prospective applicant has questions about the specifications or other solicitation documents, the prospective applicant should contact the buyer whose name appears on the face of the solicitation no later than five working days before the due date. Any revisions to the solicitation will be made only by addendum issued by the buyer.
- J. **PAYMENT:**
 - 1. **To Prime Subgrantee:**
 - a. Invoices for items ordered, delivered and accepted shall be submitted by the subgrantee directly to the payment address shown on the purchase order/contract. All invoices shall show the state contract number and social security number (for individual contractors) or the federal employer identification number (for proprietorships, partnerships, and corporations).
 - b. Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment in less than 30 days, however.
 - c. All goods or services provided under this contract, which are to be paid for with public funds, shall be billed by the subgrantee at the contract price, regardless of which public agency is being billed.

Domestic Violence Services in Un-Served Communities

- d. The following shall be deemed to be the date of payment: the date of postmark in all cases where payment is made by mail, or the date of offset when offset proceedings have been instituted as authorized under the Virginia Debt Collection Act.
 - e. Unreasonable Charges. Under certain emergency procurements and for most time and material purchases, final job costs cannot be accurately determined at the time orders are placed. In such cases, subgrantees should be put on notice that final payment in full is contingent on a determination of reasonableness with respect to all invoiced charges. Charges which appear to be unreasonable will be researched and challenged, and that portion of the invoice held in abeyance until a settlement can be reached. Upon determining that invoiced charges are not reasonable, the Commonwealth shall promptly notify the subgrantee, in writing, as to those charges which it considers unreasonable and the basis for the determination. A subgrantee may not institute legal action unless a settlement cannot be reached within thirty (30) days of notification. The provisions of this section do not relieve an agency of its prompt payment obligations with respect to those charges which are not in dispute (*Code of Virginia*, § 2.2-4363).
2. To Subcontractors:
- a. A subgrantee awarded a contract under this solicitation is hereby obligated:
 - (1) To pay the subcontractor(s) within seven (7) days of the subgrantee's receipt of payment from the Commonwealth for the proportionate share of the payment received for work performed by the subcontractor(s) under the contract; or
 - (2) To notify the agency and the subcontractor(s), in writing, of the subgrantee's intention to withhold payment and the reason.
 - b. The subgrantee is obligated to pay the subcontractor(s) interest at the rate of one percent per month (unless otherwise provided under the terms of the contract) on all amounts owed by the subgrantee that remain unpaid seven (7) days following receipt of payment from the Commonwealth, except for amounts withheld as stated in (2) above. The date of mailing of any payment by U. S. Mail is deemed to be payment to the addressee. These provisions apply to each sub-tier contractor performing under the primary contract. A subgrantee's obligation to pay an interest charge to a subcontractor may not be construed to be an obligation of the Commonwealth.
3. Each prime subgrantee who wins an award in which provision of a SWAM procurement plan is a condition to the award, shall deliver to the contracting agency or institution, on or before request for final payment, evidence and certification of compliance (subject only to insubstantial shortfalls and to shortfalls arising from subcontractor default) with the SWAM procurement plan. Final payment under the contract in question may be withheld until such certification is delivered and, if necessary, confirmed by the agency or institution, or other appropriate penalties may be assessed in lieu of withholding such payment.

Domestic Violence Services in Un-Served Communities

4. The Commonwealth of Virginia encourages contractors, subgrantees and subcontractors to accept electronic and credit card payments.
-
- K. **PRECEDENCE OF TERMS:** The following General Terms and Conditions *VENDORS MANUAL*, APPLICABLE LAWS AND COURTS, ANTI-DISCRIMINATION, ETHICS IN PUBLIC CONTRACTING, IMMIGRATION REFORM AND CONTROL ACT OF 1986, DEBARMENT STATUS, ANTITRUST, MANDATORY USE OF STATE FORM AND TERMS AND CONDITIONS, CLARIFICATION OF TERMS, PAYMENT shall apply in all instances. In the event there is a conflict between any of the other General Terms and Conditions and any Special Terms and Conditions in this solicitation, the Special Terms and Conditions shall apply.

 - L. **QUALIFICATIONS OF APPLICANTS:** The Commonwealth may make such reasonable investigations as deemed proper and necessary to determine the ability of the applicant to perform the services/furnish the goods and the applicant shall furnish to the Commonwealth all such information and data for this purpose as may be requested. The Commonwealth reserves the right to inspect applicant's physical facilities prior to award to satisfy questions regarding the offeror's capabilities. The Commonwealth further reserves the right to reject any proposal if the evidence submitted by, or investigations of, such applicant fails to satisfy the Commonwealth that such applicant is properly qualified to carry out the obligations of the contract and to provide the services and/or furnish the goods contemplated therein.

 - M. **TESTING AND INSPECTION:** The Commonwealth reserves the right to conduct any test/inspection it may deem advisable to assure goods and services conform to the specifications.

 - N. **ASSIGNMENT OF CONTRACT:** A contract shall not be assignable by the subgrantee in whole or in part without the written consent of the Commonwealth.

 - O. **CHANGES TO THE CONTRACT:** Changes can be made to the contract in any of the following ways:
 1. The parties may agree in writing to modify the scope of the contract. An increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract.

 2. The VDSS may order changes within the general scope of the contract at any time by written notice to the subgrantee. Changes within the scope of the contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. The subgrantee shall comply with the notice upon receipt. The subgrantee shall be compensated for any additional costs incurred as the result of such order and shall give the VDSS a credit for any savings. Said compensation shall be determined by one of the following methods:
 - a. By mutual agreement between the parties in writing; or

 - b. By agreeing upon a unit price or using a unit price set forth in the contract, if the work to be done can be expressed in units, and the subgrantee accounts for the

Domestic Violence Services in Un-Served Communities

number of units of work performed, subject to the VDSS's right to audit the subgrantee's records and/or to determine the correct number of units independently; or

- c. By ordering the subgrantee to proceed with the work and keep a record of all costs incurred and savings realized. A markup for overhead and profit may be allowed if provided by the contract. The same markup shall be used for determining a decrease in price as the result of savings realized. The subgrantee shall present the VDSS with all vouchers and records of expenses incurred and savings realized. The VDSS shall have the right to audit the records of the subgrantee as it deems necessary to determine costs or savings. Any claim for an adjustment in price under this provision must be asserted by written notice to the VDSS within thirty (30) days from the date of receipt of the written order from the VDSS. If the parties fail to agree on an amount of adjustment, the question of an increase or decrease in the contract price or time for performance shall be resolved in accordance with the procedures for resolving disputes provided by the Disputes Clause of this contract or, if there is none, in accordance with the disputes provisions of the Commonwealth of Virginia *Vendors Manual*. Neither the existence of a claim nor a dispute resolution process, litigation or any other provision of this contract shall excuse the subgrantee from promptly complying with the changes ordered by the VDSS or with the performance of the contract generally.
- P. **DEFAULT**: In case of failure to deliver goods or services in accordance with the contract terms and conditions, the Commonwealth, after due oral or written notice, may procure them from other sources and hold the subgrantee responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the Commonwealth may have.
- Q. **ANNOUNCEMENT OF AWARD**: Upon the award or the announcement of the decision to award a contract over \$50,000, as a result of this solicitation, the VDSS will publicly post such notice on the DGS/DPS eVA web site (www.eva.virginia.gov) for a minimum of 10 days.
- R. **DRUG-FREE WORKPLACE**: During the performance of this contract, the subgrantee agrees to (i) provide a drug-free workplace for the subgrantee's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the subgrantee's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the subgrantee that the subgrantee maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "*drug-free workplace*" means a site for the performance of work done in connection with a specific contract awarded to a subgrantee, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

Domestic Violence Services in Un-Served Communities

- S. **NONDISCRIMINATION OF SUBGRANTEES**: An applicant shall not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, national origin, age, disability, faith-based organizational status, any other basis prohibited by state law relating to discrimination in employment or because the applicant employs ex-offenders unless the state agency, department or institution has made a written determination that employing ex-offenders on the specific contract is not in its best interest. If the award of this contract is made to a faith-based organization and an individual, who applies for or receives goods, services, or disbursements provided pursuant to this contract objects to the religious character of the faith-based organization from which the individual receives or would receive the goods, services, or disbursements, the public body shall offer the individual, within a reasonable period of time after the date of his objection, access to equivalent goods, services, or disbursements from an alternative provider.
- T. **AVAILABILITY OF FUNDS**: It is understood and agreed between the parties herein that the agency shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.

IX. SPECIAL TERMS AND CONDITIONS

- A. **AUDIT**: The sub-grantee shall retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. The agency, its authorized agents, and/or state auditors shall have full access to and the right to examine any of said materials during said period. The sub-grantee further agrees to comply with the organizational audit requirements of OMB circular A-128, "Audits of State and Local Governments" or the single Audit Act and OMB circular A-133.

A Sub-grantee who exceeds \$500,000 or more in combined federal funding is required at its expense to have an independent grant audit performed annually in accordance with the Single Audit Act and OMB Circular A-133. A copy of all audits must be forwarded to the VDSS within thirty days after receipt of the report by the institution or agency. The audit report shall be submitted no later than one (1) year from the end-date of the contract, and for each audit cycle thereafter covering the entire award period as originally approved or amended. The management letter must be submitted with the audit report.

- B. **CANCELLATION OF CONTRACT**: Any contract resulting from this solicitation may be terminated by either party, without penalty upon 60 days written notice to the other party. Any contract cancellation notice shall not relieve the subgrantee of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.
- C. **CONFIDENTIALITY OF PERSONALLY IDENTIFIABLE INFORMATION**: The subgrantee assures that information and data obtained as to personal facts and circumstances related to patients or clients will be collected and held confidential, during and following the term of this agreement, and will not be divulged without the individual's and the agency's written consent and only in accordance with federal law or the Code of Virginia. Subgrantees who utilize, access, or store personally identifiable information as part of the performance of a contract are required to safeguard this information and immediately notify the agency of any breach or suspected breach in the security of such information. Subgrantees shall allow the agency to both participate in the investigation of incidents and exercise control over decisions regarding external reporting. Subgrantees and their employees working on this project may be required to sign a confidentiality statement.

Domestic Violence Services in Un-Served Communities

- D. **SUBGRANTEE AS INDEPENDENT CONTRACTOR**: During the performance of this agreement, the Subgrantee shall be regarded as an independent contractor and not as an agent or employee of the Commonwealth of Virginia or the VDSS. The Subgrantee shall be responsible for all its own insurance and federal, state, local and social security taxes.
- E. **SUBGRANTEE PERFORMANCE**: The VDSS may monitor and evaluate the subgrantee's performance under the agreement through analysis of required reports, expenditure statements, site visits, interviews with or surveys of relevant agencies/ organizations and individuals having knowledge of the subgrantee's services or operations, audit reports, and other mechanisms deemed appropriate by the VDSS. Performance under this agreement shall be a primary consideration for extension of this agreement and may be a consideration in future grant awards and negotiations.
- F. **EQUIPMENT**: Equipment purchased under the terms of this agreement shall be limited to equipment indicated in the attached budget. Equipment purchased under this agreement shall be retained by the Subgrantee during the period of performance of the agreement. Ownership of equipment purchased under this agreement may revert to the VDSS at the end of the agreement period when ownership is requested by the VDSS in writing. No depreciation or use charges on equipment purchased under this contract shall be claimed on this or any future contract with the Commonwealth of Virginia or any of its agents.
- G. **FISCAL ADMINISTRATION**: These funds are not intended to supplant existing resources or to duplicate existing funds. It is expected that this source of revenue will encourage and stimulate contributions from other public and private sources.
- A. A contract will be signed between the Virginia Department of Social Services and the local administrator of the applying agency upon granting of a subgrant award. Upon approval of the contract, the subgrantee will be reimbursed for expenses on a quarterly basis according to the terms of the contract. Therefore, the applicant agency must be prepared to pay expenses as they are incurred and then submit expenditure statements on a quarterly basis to the Department of Social Services for reimbursement. (See RFP Section X - Method of Payment for instructions on submission of fourth quarter invoices). The subgrantee should allow 30 days from the time expenditure statements are received by the Department until reimbursement is received. If errors are found in the expenditure statements, the 30 days will be from the date errors are corrected.
- B. The applicant will be required to maintain adequate accounting records to support all requests for reimbursement. These records shall be available for review by the State.
- J. **OBLIGATION OF APPLICANT AGENCY**: By submitting a proposal, the applicant covenants and agrees that the applicant has satisfied itself, from its own investigation of the conditions to be met, that the applicant fully understands its obligation and that it will not make any claim for or have right to cancellation or relief from the contract because of any misunderstanding or lack of information.
- K. **OWNERSHIP OF MATERIAL**: Ownership of all data, material and documentation originated and prepared for the State pursuant to the RFP shall belong exclusively to the State and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an applicant shall not be subject to public disclosure under the Virginia Freedom of Information Act;

Domestic Violence Services in Un-Served Communities

however, the applicant must invoke the protection of this section prior to or upon submission of the data or other materials, and must identify the data or other materials to be protected and state the reasons why protection is necessary.

Any reports, studies, photographs, negatives, films, videos, or other documents prepared by the subgrantee in the performance of its obligations under this contract shall be the exclusive property of the VDSS and all such materials shall be remitted to the VDSS upon completion, termination or cancellation of this contract. The subgrantee shall not use, willingly allow or cause to have such materials used for any purpose other than performance of the subgrantee's obligations under this contract without the prior written consent of the VDSS. Any materials produced under this contract must bear a statement that the project was supported by the VDSS and identify the title of the funding source.

- L. **PRIME SUBGRANTEE RESPONSIBILITIES:** The subgrantee shall be responsible for completely supervising and directing the work under this contract and all subcontractors that he may utilize, using his best skill and attention. Subcontractors who perform work under this contract shall be responsible to the prime subgrantee. The subgrantee agrees that he is as fully responsible for the acts and omissions of his subcontractors and of persons employed by them as he is for the acts and omissions of his own employees.
- M. **SUBCONTRACTS:** No portion of the work shall be subcontracted without prior written consent of the VDSS. In the event that the subgrantee desires to subcontract some part of the work specified herein, the subgrantee shall furnish the VDSS the names, qualifications and experience of their proposed subcontractors. The subgrantee shall, however, remain fully liable and responsible for the work to be done by its subcontractor(s) and shall assure compliance with all requirements of the contract.
- N. **SMOKE FREE ENVIRONMENT:** By submitting their proposals, applicants certify to the Commonwealth that they will comply with the requirements of Public Law 103-227, Part C - Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994 (Act), which requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provisions of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1000 per day and/or the imposition of an administrative compliance order on the responsible entity.

X. METHOD OF PAYMENT

COMPENSATION: to the Subgrantee for delivered services shall be as follows:

- A. The Subgrantee shall be paid on a cost reimbursable basis. *Reimbursements will be made quarterly unless a written request for hardship is made and approved by the Virginia Department of Social Services, in which case, reimbursements may be monthly.* It is preferred that all reimbursements be deposited electronically through the Virginia Department of Accounts Remittance Electronic Data Exchange (EDI) for expediency. Application information for EDI can be found on the Department of Account's website: www.doa.state.va.us.

Domestic Violence Services in Un-Served Communities

- B. Actual expenditures shall be invoiced pursuant to approved line item budget categories in Attachment D.
- C. Deviations from the approved line-item budget shall be submitted in writing to the VDSS for the VDSS's prior approval at least thirty (30) calendar days prior to the intended effective date.
- D. All revenue from the sale of products derived through activities performed pursuant to this contract shall be reported to the VDSS and may be applied as an adjustment to defray costs for the VDSS.
- E. The invoice period shall be quarterly, or monthly if requested (see A above). The Subgrantee shall invoice the VDSS each invoice period on forms supplied by the VDSS and shall submit an invoice showing no services delivered if that is the case in any invoice period. The VDSS shall not be obligated to pay for services when the Subgrantee fails to submit quarterly invoices for such services within thirty (30) calendar days after the close of the invoice period in which services were delivered. Invoices which are valid and correct shall be processed and paid no later than thirty (30) calendar days after receipt of the invoice.

Fourth quarter invoices shall be submitted in the following manner: One invoice must be received for the months of April and May only. This invoice must be received by the VDSS no later than June 6th. An invoice for June expenditures shall be submitted separately by no later than July 10th.

- F. If the Subgrantee fails to correctly provide any services and/or reports as specified in this contract, and in the time period specified herein, the VDSS may withhold payment of invoices until said services and/or reports are provided. All services provided by the Subgrantee pursuant to this contract shall be performed to the satisfaction of the VDSS, and in accord with applicable federal, State and local laws, ordinances, rules and regulations. The Subgrantee shall not receive payment for work found by the VDSS to be unsatisfactory, or performed in violation of federal, State or local laws, ordinances, rule or regulations.
- G. The subgrantee shall be required to maintain accounting records to support all requests for reimbursement. These records shall be available for review by the State. Expenditures will be monitored by the Virginia Department of Social Services.

Attachments:

- A. Program Information Form
- B. Additional Program Information Forms
- C. Work Plan Form
- D. Itemized Budget Forms
- E. Authorizations and Certifications
- F. W-9 Request for Taxpayer Identification Number
- G. RFP Checklist

Domestic Violence Services in Un-Served Communities

Department of Social Services

Request for Proposals Number CVS-11-011

Grant Program:	<i>Domestic Violence Services in Un-Served Communities</i>		
Applicant:			
Mailing Address:			
Applicant Federal ID Number:			
Program Title:			
Grant Period:	January 1, 2011 – June 30, 2012		
Application Type:	<input type="checkbox"/> New (not currently providing domestic violence services funded by VDSS) <input type="checkbox"/> Established (currently VDSS funded domestic violence program)		
	Project Director	Project Administrator	Finance Officer
Name:			
Title:			
Address			
Phone:			
Fax:			
Email:			
Budget Request:	Total Requested from VDSS	Match (20% or 30%)	Total Project Budget
<input type="checkbox"/> Check this box if the program will be invoicing on a Quarterly basis <input type="checkbox"/> Check this box if the program requests to invoice on a Monthly basis. Attach hardship letter.			

Signature of Project Administrator

Date

ADDITIONAL PROGRAM INFORMATION

1) Applicant Type	_____ Non-profit, 501(c)3 _____ Local Government
	If non-profit, are you a faith-based organization? _____ Yes, _____ No

2) Check below the services provided by your program. Indicate which of these services will be provided through this funding.

Currently Provided? Yes or No	To Be Funded with VDSS Funds	Services Related to Domestic Violence	If service is currently provided: Statistics for Fiscal Year 2010	
		24 Hour Crisis Hotline Service		# of calls
		Shelter (Residential)		# of people/nights
		Shelter (Arranged)		# of people/nights
		Crisis Intervention		# served (advocacy)
		Safety Planning		# served (advocacy)
		Survivor Support Groups		# groups
		Information and Referral	n/a	
		Emergency Transportation	n/a	
		Coordination of Services	n/a	
		Counseling/Support		# served
		Court Accompaniment		# served
		Children's Services		# served
		Children's Support Groups		# of groups
		Volunteer Program		# of active volunteers
		Systems Advocacy	n/a	
		Community Education & Public Awareness		# of presentations
		Other		

List any other domestic violence services in the spaces above

Localities Served

List all localities currently served by your program. Indicate which localities will be served on this project.

Served by Applicant Agency	To Be Served on this Project? Yes/No
1.	
2.	
3.	
4.	
5.	
6.	

Total Program Revenue			
SOURCE	2009-2010 (ACTUAL)	2010-2011 (PROJECTED)	COMMENTS
State Grants:			
Other			
Federal Grants			
Other			
Pass Through Funds			
Local Government Support			
Other Funding:			
Fundraising			
Other Revenues / Specify			
Total Revenue			
	\$	\$	

SAMPLE Work Plan

FROM 1/1/2011 TO 6/30/2012 CONTRACTOR NAME _____ CONTRACT # _____

HIGH LEVEL OUTCOME #1: To improve the safety of the victims				
ACTIVITIES <i>What the service/initiative does.</i>	STAFF RESPONSIBLE	OUTPUT <i>What program produces. Service frequency, participant numbers, begin/end dates.</i>	INTERIM OUTCOMES FOR CHILD, FAMILY OR COMMUNITY <i>Qualitative results from activity. What difference will the service make?</i>	EVALUATION * <i>Qualitative & Quantitative Outcome Measures</i>
Provide crisis intervention and safety planning for domestic violence victims in the shelter	All Staff	Provide crisis intervention and safety planning for 75 domestic violence victims. Services will be provided for clients throughout the grant cycle.	Domestic violence victims will understand the dynamics of domestic violence and the value of safety planning.	At least 70% of domestic violence survivors will be able to identify their safety options through the creation of their own specific safety plan.
Provide 24 hr. hotline	All Staff and Volunteers	1,500 calls will be answered throughout the grant cycle.	Domestic violence victims will have the support and information they need and/or request.	At least 70% of callers making victim related calls to the hotline will be more informed about the dynamics of DV and the services available to them.

HIGH LEVEL OUTCOME #2: To increase the community awareness of domestic violence				
ACTIVITIES	STAFF RESPONSIBLE	OUTPUT	INTERIM OUTCOMES FOR CHILD, FAMILY, COMMUNITY	EVALUATION * <i>Qualitative & Quantitative Outcome Measures</i>
Provide educational presentations and public awareness activities in the service areas.	Staff 1 Staff 2 Staff 3	10 public awareness events will take place 3/11 – 6/12 1000 pieces of printed material will be disseminated 24 public education presentations	Participants will gain an understanding of the dynamics of domestic violence. They will learn how they can address the problem of domestic violence.	75% of participants surveyed will report an increase in knowledge and understanding of domestic violence on the evaluation forms completed. Surveys will be completed following all presentations.

Work Plan

FROM ___/___/___ TO ___/___/___ CONTRACTOR NAME _____ CONTRACT # _____

HIGH LEVEL OUTCOME:

ACTIVITIES <i>What the service/initiative does.</i>	STAFF RESPONSIBLE <i>List position titles</i>	OUTPUT <i>What program produces. Service frequency, participant numbers, begin/end dates.</i>	INTERIM OUTCOMES FOR CHILD, FAMILY OR COMMUNITY Qualitative results from activity. <i>What difference will the service make?</i>	EVALUATION * <i>Qualitative & Quantitative</i> Outcome Measures

* Outcome measures can include surveys, interviews, rating scales, records, case plan goal attainment, observations, statistics, etc.

INSTRUCTIONS FOR COMPLETING WORK PLAN FORM

Performance Measurement is a system for measuring the **results** of public programs. Performance measurement enables legislators, funding sources, and communities to know what impact the dollars have had i.e. ***what effect or change has resulted from dollars invested and how a person's life or community has been changed.***

Performance measurement starts with "the end in mind" e.g. what do you want to occur as a result of your service?

Performance measurement consists of:

High level outcomes: Desired results in social health or well-being. High level outcomes reflect the longer-term, global effects the program is intended to achieve. (e.g. To reduce child abuse and neglect.)

Activities: List the key activities/initiatives proposed to achieve the goal(s) and objective(s) of the grant program.

Staff Responsible: Indicate the staff or organizations responsible for carrying out each activity/initiative.

Output: An output is a process measure which describes the conditions under which measurements will be made. This may refer to the timeframe and/or implementation of an activity/initiative, frequency, number of participants, etc. Process measures are *activity focused and contribute to interim outcomes. They do not reflect qualitative outcomes.* (e.g. the number of parents participating in parent education classes or the number of community presentations.)

Outcomes: Interim improvements in participant's or community progress towards a high level outcome. Interim outcomes reflect a more immediate or direct effect the proposed project is intended to achieve. Outcomes typically address changes in participant performance/behavior that occur as a result of specific activities. They may include, but are not limited to a change or benefit in behavior, knowledge, skills, attitude, values, or condition.

Outcome Measures: Documents the condition of clients after a service has been provided (e.g. increased skills, modified behavior, improved condition). Outcome measures address *qualitative outcomes.*

Outcome measures can include research based instruments with demonstrated reliability and validity, statistics, interviews, observations, rating scales, surveys, focus groups, records, goal attainment, etc.

Performance measurement enables program directors and communities to measure program effectiveness and *demonstrate both quantitative and qualitative* results that contribute to a higher level social outcome.

Example:

Strategy	Agency "x" will provide parenting classes for parents known to CPS
↓	
Staff Responsible	John Doe
↓	
Output	6 weeks, 2 hour sessions for 10-12 participants, during the period of 6/01/07 – 7/15/08
↓	
Interim Outcome	Parents will use redirection, positive reinforcement & praise to promote desired behavior
↓	
Outcome Measure	80% of parents completing course will use redirection, praise and positive reinforcement as measured by "x" instrument.

Domestic Violence Services in Un-Served Communities

BUDGET SUMMARY - DSS FUNDS AND MATCH FUNDS			
GRANT PERIOD: FROM ___ / ___ / ___ TO ___ / ___ / ___ GRANTEE NAME: _____			
BUDGET CATEGORY	TOTAL DSS REQUEST	TOTAL MATCH AMOUNT	TOTAL PROJECT BUDGET
SALARIES			
EMP. BENEFITS			
BUILDING			
OFFICE & PROGRAM			
EQUIPMENT			
CONTRACT SERVICES / CONSULTANTS			
TRAINING, TRAVEL, TRANSPORTATION			
OTHER (Total)			
TOTAL REQUESTED FROM VDSS		\$	\$
* Awarded funds cannot be used to supplant existing funds.			

ITEMIZED BUDGET - SALARIES AND EMPLOYEE BENEFITS

GRANT PERIOD: FROM ___ / ___ / ___ TO ___ / ___ / ___ GRANTEE NAME: _____

1. SALARIES	Hours Per Week	% of Time on Project	% of Time on Administrative Functions	% of Time on Prevention Planning and Activities	Annual Salary	Amount Requested from VDSS
STAFF POSITION	40	50%	10%	0%	30,000	15,000
1				-	-	
2				-	-	
3				-	-	-
4				-	-	-
5				-	-	-
6						
7						
8						
9						
10						
TOTAL SALARIES Requested from VDSS					\$	\$

Employee Benefits				
2. Employee Benefits	Staff Position #	% or Rate	Annual Cost	TOTAL BENEFITS Requested from VDSS
FICA				
PENSION / RETIREMENT				
HEALTH INSURANCE				
WORKER'S COMPENSATION				
UNEMPLOYMENT				
OTHER (SPECIFY)				
TOTAL BENEFITS Requested from VDSS				\$0

ITEMIZED BUDGET - OTHER PROPOSED EXPENSES

GRANT PERIOD: FROM ___ / ___ / ___ TO ___ / ___ / ___ GRANTEE NAME: _____

LINE ITEM	DESCRIPTION OF PROPOSED EXPENDITURES (include rate or formula)	PROPOSED DSS FUNDS
3. BUILDING		\$0
Rent		\$0
Utilities		\$0
Maintenance		\$0
Household Supplies		\$0
4. OFFICE & PROGRAM		\$0
Printing		\$0
Postage		\$0
Communications		\$0
Program Supplies and Costs		\$0
Publicity/Advertising		\$0
Office Supplies		\$0
5. EQUIPMENT		\$0
Equipment Purchase		\$0
Equipment Rental		\$0
Subtotal For This Page		\$0

ITEMIZED BUDGET - OTHER PROPOSED EXPENSES

GRANT PERIOD: FROM ___ / ___ / ___ TO ___ / ___ / ___ GRANTEE NAME: _____

LINE ITEM	DESCRIPTION OF PROPOSED EXPENDITURES (include rate or formula)	PROPOSED DSS FUNDS
6. CONTRACT SERVICES / CONSULTANTS		\$0
Family Violence Hotline		\$0
Interpreters		\$0
7. TRAVEL, TRANSPORTATION, & TRAINING		\$0
Travel		\$0
Transportation		\$0
Training		\$0
8. OTHER TOTAL		\$0
Other (specify)		\$
Other (specify)		\$
Other (specify)		\$0
Other (specify)		\$0
Subtotal For This Page		\$0
TOTAL AMOUNT REQUESTED FROM VDSS: (Should match the total at the bottom of page 1)		\$ 0

ITEMIZED BUDGET - MATCH DOCUMENTATION

GRANT PERIOD: FROM ___ / ___ / ___ TO ___ / ___ / ___ GRANTEE NAME: _____

BUDGET CATEGORY	<i>BRIEF DESCRIPTION</i>	SOURCE	CASH	IN-KIND VALUE	TOTAL MATCH
SALARIES					
EMP. BENEFITS					
BUILDING					
OFFICE & PROGRAM					
EQUIPMENT					
CONTRACT SERVICES / CONSULTANTS					
TRAINING, TRAVEL, TRANSPORTATION					
OTHER (Total)					
Total Amount Supplied by Match					\$

BUDGET INSTRUCTIONS

Budget Forms:

There are two versions of the Budget Forms. The version in this RFP is a Word Document. The instructions below correspond to the Word Document. Also available as a separate attachment is an Excel Spreadsheet. You are encouraged to use the Excel Spreadsheet. If you use the Word document, you must ensure that your numbers add up correctly and match the totals on the Budget Summary.

Word Document:

Page 1 – Budget Summary: Complete pages 2 through 5 first, then fill in the subtotal amounts in the corresponding rows in the column labeled “Requested from VDSS”. Fill in the Match amounts from page 6 into the column labeled “Total Match Amount”. Add the columns together to calculate the “Total Project Budget”.

Page 2- Itemized Budget for Salaries: This form details what staff will be funded through this grant and their job responsibilities as they relate to administration and prevention efforts.

Grant Period: Please indicate the length of the grant that you are applying for. For example, if the grant begins in July 2009 and it is for one year, the grant period would be July1, 2009 to June 30, 2010.

Grantee Name: Specify the name of your program.

Staff Positions: In this column, list all staff positions, to be financed with awarded grant funds. Examples of staff positions would be Shelter Manager or Court Advocate.

Hours Per Week: Indicate the total number of hours per week each position will work. This includes time that will not be funded by VDSS. For example, if the Shelter Manager is full-time but will only be funded by VDSS for 20 hours a week, the total hours per week for this position would be 40.

% of Time on Project: Calculate the percentage of time that will be spent by each staff position performing the duties and services applicable to this project. For example, if a full-time domestic violence advocate devotes one half of the work week to the VDSS project, then the % of time on the project is 50%. The percentage of time indicated as being on the project must not exceed the % of funding requested to support the position.

% of time on Administrative Functions: Of the time on the project indicate the % of time this position will spend performing administrative responsibilities.

% of Time on Prevention Planning and Activities: Of the time on the project indicate the % of time this position will spend planning, preparing, and performing prevention efforts.

Annual Salary: Specify the total gross yearly salary for each staff position.

Amount Requested from VDSS: This amount requires a calculation of the Annual Salary multiplied by the % of time on the project. For example, a staff person making \$20,000 and working 60% of their time on the VDSS funded project would be eligible to receive \$12,000 for salary and 60% of benefits.

Total Salaries Requested from VDSS: The sum of the amounts requested for each staff position.

Page 3- Itemized Budget for Employee Benefits: This sheet details the benefits offered to employees of your program.

Staff Position Number: Identify which staff positions you are requesting funding for the employee benefits in the first column (from pg. 2 of Itemized Budget).

% or Rate: Indicate the rate or other bases for determining the cost which your program will pay

Annual Cost: Enter the cost for all staff positions listed.

Amount Requested from VDSS: VDSS will pay a pro-rated amount based on the % of time on the project for each position.

Total Annual Cost: Sum of the amounts listed per staff.

Total Amount Requested from VDSS: Sum of the amounts listed per staff.

Pages 4 & 5- Itemized Budget- Other Proposed Expenses

Description of Proposed Expenditures: For each line item describe how DSS funds will be used in that category to support project related activities. Be sure to include any rates or formulas needed to calculate projected costs.

Example: Printing 500 copies of a new brochure. The cost per item is .39.
The cost of 500 (brochures) x .39 (each copy) = \$195.00.

Proposed DSS Funds: Each section is divided into a category header (bold) and sub categories. Each **bold** line item category should contain the sum of the sub categories. Indicate the amount needed for each sub category.

Example: **Office and Program** = 4,000.00
Rent = 3,000.00
Utilities = 500.00
Phone = 500.00

Subtotal For This Page: Sum of the amounts indicated for each category listed on this page.

Total Amount Requested from DSS: Sum of the subtotals from pages 2 - 5.

Page 6 – Match: This sheet lists the Matching funds to support the project. A 20% cash or in-kind match from non-federal sources is required from all existing programs. A 30% match is required of new programs.

Match funds for this grant cannot be used as match for any other funding source.

A 20 % match can be calculated by dividing the amount of the request by .80 and subtracting the amount requested from the figure obtained. For example, a budget request of \$100,000 would be divided by .80, which equals \$125,000. Then subtract \$100,000 from \$125,000. The difference of \$25,000 is the 20% match.

A 30 % match can be calculated by dividing the amount of the request by .70 and subtracting the amount requested from the figure obtained. For example, a budget request of \$100,000 would be divided by .70, which equals \$142,857. Then subtract \$100,000 from \$142,857. The difference of 42,857 is the 30% match.

Budget Narrative:

A Budget Narrative must accompany your Budget Forms. The Narrative shall follow the line items of the Budget Forms. This is a separate document from the Budget Forms.

For each line item requested, please provide a complete explanation and justification of the proposed expense. For example, if you are requesting Printing costs, justify the request by explaining what will be printed, to whom it will be distributed, in what quantity, and the per piece cost. Be as specific as you can be.

Assume that the grant review committee is unfamiliar with domestic violence programs. Give them as much information as possible about what you will be doing with the funds requested. Unjustified expenses may not be funded.

AUTHORIZATIONS & CERTIFICATIONS

Initial each and sign below

Authorization To Receive Automated Data

_____ 1. _____ (Agency Name) gives permission for the Virginia Department of Social Services to receive program-level aggregate statistical data entered into the statewide data collection system, VAdata, managed by the Virginia Sexual and Domestic Violence Action Alliance. This authorization begins at the beginning of the funding cycle, January 1, 2011 and ends 6 months after the end of the contract period December 31, 2012.

Certification To Receive Electronic Reimbursement

_____ 2. This document constitutes certification that _____ (Agency Name) is registered with, or will apply for access to, the Virginia Department of Accounts, Remittance Electronic Data Interchange Virginia. Virginia Department of Social Services will use the REDI system for all reimbursements (www.doa.virginia.gov).

Checks will be not be made to the applicant agency.

No Fee Assurance

_____ 3. On behalf of _____ (Agency Name), I certify that fees are not charged for services to victims of domestic violence.

Confidentiality

_____ 4. On behalf of _____ (Agency Name), I certify that domestic violence program confidentiality policies are in place, or will be in place by _____, prohibiting the agency from:

- 1) disclosing any personally identifying information or individual information collected in connection with services requested, utilized, or denied through our programs, and
- 2) revealing individual client information without the informed, written, reasonably time-limited consent of the person.

I also acknowledge that this requirement prohibits _____ (Agency Name) from disclosing for the purposes of a Homeless Management Information System, personally identifying information about any client. Non-personally identifying data, in the aggregate, regarding services to clients and non-personally identifying demographic information

may be shared in order to comply with Federal, State or tribal reporting, evaluation, or data collection requirements.

Agreement with Terms and Conditions

_____ 5. I certify that _____ (Agency Name) will comply with all Terms and Conditions listed herein and will comply with the provisions of the Victims of Crime Act of 1984, 42, U. S. C. 10601, et. seq., as amended, and all other federal and state laws and guidelines that apply to this award.
http://www.justicia.gobierno.pr/rs_template/v2/FonFed/Download/Ref_C_V_OCA.pdf

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

Authorized Signature

Date

Title

Certifications Regarding Lobbying; Debarment, Suspension And Other Responsibility Matters; And Drug-Free Workplace Requirements

Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 34 CFR Part 82, "New Restrictions on Lobbying," and 35 CFR Part 85, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Energy determines to award the covered transaction, grant, or cooperative agreement.

1. Lobbying

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) 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 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.
- (2) If any funds other than Federal 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 Form to Report Lobbying," in accordance with its instructions.
- (3) 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, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients 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, title 31, 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.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - b. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - d. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

U.S. DOE-ID/PSD (3/97)

3. DRUG-FREE WORKPLACE

This certification is required by the Drug-Free Workplace Act of 1988 (Pub.L. 100-690, Title V, Subtitle D) and is implemented through additions to the Debarment and Suspension regulations, published in the Federal Register on January 31, 1989, and May 25, 1990.

- (1) The grantee certifies that it will or will continue to provide a drug-free workplace by:
- a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 - b. Establishing an ongoing drug-free awareness program to inform employees about:
 1. The dangers of drug abuse in the workplace;
 2. The grantee's policy of maintaining a drug-free workplace;
 3. Any available drug counseling, rehabilitation, and employee assistance programs; and
 4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
 - c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
 - d. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:
 1. Abide by the terms of the statement; and
 2. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace not later than five calendar days after such conviction;
 - e. Notifying the agency, in writing, within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
 - f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:
 1. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local health, law enforcement, or other appropriate agency;
 - g. Making a good faith effort to continue to maintain a drug- free workplace through implementation of paragraphs (a),(b),(c),(d),(e), and (f).
- (2) The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance: (Street address, city, county, state, zip code)

___ Check if there are workplaces on file that are not identified here.

When notice is made to such a central point, it shall include the identification number(s) of each affected grant. As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

NAME of APPLICANT

GRANT NUMBER

PRINTED NAME and TITLE of AUTHORIZED REPRESENTATIVE

SIGNATURE

DATE

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Previous Edition Usable
Standard Form 424B (Rev. 7-97)
Authorized for Local Reproduction
Prescribed by OMB Circular A-102

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE:

Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition

Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.

8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction sub agreements.

10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.

11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401

et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93- 205).

12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).

14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.

15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.

16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.

17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."

18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL

TITLE

APPLICANT ORGANIZATION

DATE SUBMITTED

W-9 REQUEST FOR TAXPAYER IDENTIFICATION NUMBER(S) AND CERTIFICATE

Each person or organization doing business with the Commonwealth of Virginia must provide the follow information.

ORGANIZATION ENTITY:

Please provide reportable name where applicable.

- Original Submission
- Additional Addresses (See Back of Form)
- Address correction

Check Only One:

- Individual
- Partnership
- Estate
- Sole Proprietor
- Government
- Other (Please Describe) _____
- Corporation
- Trust

Social Security Number

Employer Identification Number

and/or

ENTER THE FOLLOWING:

Legal Name _____
(Must match the Social Security Number, if applicable)

Trade Name _____
(Must match the Employer Identification Number, if applicable)

Payment Address:

IRS 1099 Form Mailing Address:

Dun's # _____

Dun's # _____

Contact Person _____ Telephone Number (_____) _____

Please respond to the following: (See back of form for definitions.)

- Are you a United States Citizen? Yes _____ No _____
- Is your organization tax exempt? Yes _____ No _____
- Are you a Real Estate Agent? Yes _____ No _____
- Are you a Minority owned business? Yes _____ No _____
- Are you a Woman owned business? Yes _____ No _____
- Are you a Small business? Yes _____ No _____
- Are you a Faith Based Organization? Yes _____ No _____ (See Back)

If you are a Minority owned business, please indicate the type of Minority.

- African American
- Asian-Pacific American
- Hispanic American
- Subcontinent-Asian American
- Native American
- Other Minority

Are you registered with the Dept. of Minority Business Enterprise? If yes, enter your certificate No. _____.

Government Agencies, please respond to the following:

Are you Federal _____, State _____ or Local _____? (Please check one.)
If you are considered Local, what is your FIPS code? _____

Certification: Under penalties of perjury, I certify that:

- (1) The number (s) shown on this form is my correct taxpayer identification number (s) (or I am waiting for a number to be issued to me).
- (2) The organization entity and all other information provided is accurate.
- (3) I am not subject to backup withholding either because I have not been notified that I am subject to backup withholding because of a failure to report all interest or dividends or the Internal Revenue Service has notified me that I am no longer subject to backup withholding.
- (4) I am a U.S. person (including a U.S. resident alien).

(You must cross out item (3) above if you been notified by the IRS that you are currently subject to backup withholding because of under-reporting interest or dividends on your tax return.)

Signature _____

Date _____

ADDITIONAL ADDRESSES:

If you have more than one shipping address and/or Purchase Order Address please list these addresses on a separate sheet of paper and attach it to your W-9 form. Identify each type of address as shipping or Purchase Order address. Please include your Dun & Bradstreet – Data Universal Numbering System (DUNS) number for each site. If you don't have a DUNS number, you may obtain one at no cost by calling **1-888-814-1435** or **1-866-705-5711**.

DEFINITIONS:

- **Small Business** means an independently owned and operated business which, together with affiliates, has 250 or fewer employees, or average annual gross receipts of \$10 million or less averaged over the previous three years.
- **Minority-owned business** means a business concern that is at least 51% owned by one or more minority individuals or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals and both the management and daily business operations are controlled by one or more minority individuals.
- **Minority individual** means an individual who is a citizen of the United States or a non-citizen who is in full compliance with United States immigration law and who satisfies one or more of the following definitions:
 1. "African American" means a person having origins in any of the original peoples of Africa and who is regarded as such by the community of which this person claims to be a part.
 2. "Asian American" means a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands, including but not limited to Japan, China, Vietnam, Samoa, Laos, Cambodia, Taiwan, Northern Mariana, the Philippines, a U.S. territory of the Pacific, India, Pakistan, Bangladesh, or Sri Lanka and who is regarded as such by the community of which this person claims to be a part.
 3. "Hispanic American" means a person having origins in any of the Spanish-speaking peoples of Mexico, South or Central America, or the Caribbean Islands or other Spanish or Portuguese cultures and who is regarded as such by the community of which this person claims to be a part.
 4. "Native American" means a person having origins in any of the original peoples of North America and who is regarded as such by the community of which this person claims to be a part or who is recognized by a tribal organization.
- **Women-owned business** means a business concern that is at least 51% owned by one or more women who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest is owned by one or more women who are citizens of the United States or non-citizens who are in full compliance with the United States immigration law, and both the management and daily business operations are controlled by one or more women who are U.S. citizens or legal resident aliens.
- **Faith Based Organizations:** If you consider yourself a Faith Based Organization, please indicate on the front of the form in response to the question "Are you a Faith Based Organization".

Department of Minority Business Enterprise: If you have not registered with the Virginia Department of Business Enterprise, please do so at your earliest convenience. Additional information may be obtained at their web site, www.dmb.e.virginia.gov

Domestic Violence Services in Un-Served Communities

Application Checklist/ Table of Contents

Description	Page Number From Completed Proposal	Included	Not Included
Cover Sheet (Signed Page 1 of the RFP)		<input type="checkbox"/>	<input type="checkbox"/>
Completed Application Checklist / Table of Contents (This page)		<input type="checkbox"/>	<input type="checkbox"/>
Agency Information Form (Signed Attachment A)		<input type="checkbox"/>	<input type="checkbox"/>
Additional Agency Information Sheets (Attachment B)		<input type="checkbox"/>	<input type="checkbox"/>
Description of Proposed Project (Narrative – 20 Page Maximum)		<input type="checkbox"/>	<input type="checkbox"/>
Work Plans (Attachment C)		<input type="checkbox"/>	<input type="checkbox"/>
Budget Forms (Attachment D, Pages 1-6)		<input type="checkbox"/>	<input type="checkbox"/>
Budget Narrative		<input type="checkbox"/>	<input type="checkbox"/>
Fiscal Letter from Agency Head		<input type="checkbox"/>	<input type="checkbox"/>
Hardship Letter (if requesting monthly reimbursements)		<input type="checkbox"/>	<input type="checkbox"/>
Organizational Chart		<input type="checkbox"/>	<input type="checkbox"/>
3 Letters of Support or Interagency Agreements		<input type="checkbox"/>	<input type="checkbox"/>
Job Descriptions		<input type="checkbox"/>	<input type="checkbox"/>
Confidentiality Policy		<input type="checkbox"/>	<input type="checkbox"/>
Signed Authorization / Certification		<input type="checkbox"/>	<input type="checkbox"/>
Signed Certification Regarding Lobbying, Debarment, and Drug-Free Workplace		<input type="checkbox"/>	<input type="checkbox"/>
Signed Assurances, Non-Construction Programs		<input type="checkbox"/>	<input type="checkbox"/>
W-9 Form		<input type="checkbox"/>	<input type="checkbox"/>
Copy of Most Recent Audit		<input type="checkbox"/>	<input type="checkbox"/>
Sample progress report for a current or recent grant project (indicate funding source, reporting period and grant amount)		<input type="checkbox"/>	<input type="checkbox"/>
Certificate of Incorporation from the State Corporation Commission (non-profit applicants only)		<input type="checkbox"/>	<input type="checkbox"/>
501©3 Certification from the IRS (non-profit applicants only)		<input type="checkbox"/>	<input type="checkbox"/>
List of Current Board Members (non-profit applicants only)		<input type="checkbox"/>	<input type="checkbox"/>
One complete copy of the RFP (pages 1-24) Attached to Original Only		<input type="checkbox"/>	<input type="checkbox"/>

Appendix

- I Definitions
- II Allowability Chart
- III Pre-Proposal Workshop Registration Form
(Due by September 2, 2010)

DEFINITIONS

Accredited Program means a domestic violence crisis program which has received Full or Provisional Accreditation from the Virginia Sexual and Domestic Violence Action Alliance, the Virginia statewide coalition of domestic violence programs.

Administrative advocacy refers to any attempt to understand and intercede in the rulemaking process on the federal, state, or local level.

Administrative Work is non-direct services. Any time, work, or efforts directed at the overall needs of the program including, but not limited to staff supervision, bookkeeping, grant writing, data entry or research.

Domestic Violence Crisis and Core Services include but are not limited to:

24-Hour Crisis Telephone Service (Hotline): Telephone access to support and crisis counseling and information regarding the program's services to domestic violence survivors and their children on a twenty-four hour basis.

Children's Services: Services provided by the Domestic Violence Program that address the safety and immediate service needs of children of victims who are receiving services.

Coordination of Services: Work on behalf of victims of domestic violence assuring access to resources that will meet each victim's needs.

Crisis Counseling and Safety Planning: Counseling provided by trained volunteers/staff to assess the immediate needs of victims of domestic violence, assist with exploring options to create a course of action to maintain victim safety, and respond to the immediate crisis.

Emergency Transportation: Access to a mode of transportation for domestic violence victims and their children as they to leave a violent situation and gain access to a safe location.

Information and Referral: To disseminate information regarding community resources and referrals to victims of domestic violence and members of the public to educate and empower the service recipients.

Legal Advocacy: Work with and on behalf of victims of domestic violence who are using the legal system to meet their identified needs. Legal advocacy must support and empower victims as they explore their legal options

Shelter: Temporary emergency housing, including safe homes, motels and/or a shelter facility.

A **Residential Shelter** is a facility operated by the applicant agency to provide safe accommodations, available 24-hours a day, 7 days a week, for victims of domestic violence and their children who are in danger or in fear of further abuse.

Supportive Counseling: Counseling, support, and education provided by an individual trained in domestic violence counseling.

Volunteer Program: A system for recruiting, training, and utilizing volunteers in the domestic violence program.

Established Program means any program which **CURRENTLY RECEIVES** funding from the Virginia Department of Social Services through domestic violence contracts.

Finance Officer is the person who will be responsible for fiscal management of funds

New Program means any program **NOT CURRENTLY** funded by the Department of Social Services to provide domestic violence services.

Personally Identifying Information any information that may be used to identify a particular victim. Such information includes name, date of birth, social security number, and address.

Prevention Work is any time work or effort done with the goal of domestic violence prevention. This work may include, but is not limited to, public awareness activities, school presentations, developing or distributing literature or participation on community collaboration teams.

Project All services, activities and efforts presented in this proposal and funded by VDSS.

Project Administrator is the person who has authority to formally commit the not-for-profit organization, locality, or state agency to complying with all the terms of the grant application including the provision of the required cash match. This **must** be the chief executive officer of the applicant organization, the highest elected officer of the locality, or, in the case of a state agency, the agency head. If someone other than one of these officials has been delegated the authority to sign, and signs the grant application, provide a copy of the letter, memorandum or other document by which the signing authority was delegated.

Project Director is the person who will have day-to-day responsibility for managing the details of this project. In some agencies, this may be the same as the Project Administrator.

Services to Underserved Populations means programs and protocols that make services available to domestic violence victims who are members of underserved populations. Populations may be underserved due to ethnic, racial, cultural, language diversity, or geographic isolation.

Virginia Department of Social Services is the issuing agency and the purchaser. Also referred to as VDSS or the Department.

APPENDIX II

Virginia Department of Social Services FY 2011 Program Guide for Allowability of Costs

		Yes = Y, No = N, Restrictions on use = R				
	Budget Line Item	VOCA	FVPSA	TANF	STATE General Funds	Allowable for VDSS Domestic Violence Grant?
1	PERSONNEL					
	Direct Service Staff	Y	Y	Y	Y	Y
	Direct Service Supervisor	Y	Y	Y	Y	Y
	Administrative & Support Staff	R	Y	Y	Y	R
		Only for the portion of time used for program documentation, victim records, required reports and statistics.				Only for the portion of time used for program documentation, victim records, required reports and statistics.
	Fundraiser/fund development	N	N	N	N	N
	Board/Advisory Council members	N	N	N	N	N
	Stipends/Honorariums	N	N	N	Y	N
	Bonuses	N	N	N	N	N
2	PAYROLL TAXES & BENEFITS					
	For Personnel as allowed above	Y	Y	Y	Y	Y
	Deferred compensation match	N	N	N	N	N
	Severance for direct service staff	Y	Y	Y	Y	Y
	Accrued leave and benefits	N				N
3	BUILDING					
	Rent/Mortgage					
	Rent (prorated)	Y	Y	Y	Y	Y
	Mortgage payments	N	N	N	N	N
	Utilities					
	Gas, electric, water & sewer	Y	Y	Y	Y	Y
	Security Systems	Y	Y	Y	Y	Y
	Insurance					
	Building liability	N	N	N	Y	N
	Personal property	N	N	N	Y	N
	Maintenance and Repairs					
	Building modifications (handicap access)	Y (if owned)	Y	Y (if owned)	Y	Y
	Building improvements	N	Y	N	Y	N
	Garbage collection	Y	Y	Y	Y	Y
	Cleaning service	Y	Y	Y	Y	Y
	Building repairs	Y (if owned)	Y	Y (if owned)	Y	Y
	Household Supplies					

	Cooking utensils/dishware	Yes, for shelter programs only				
	Bedding and linens	Yes, for shelter programs only				
	Cleaning supplies	Y	Y	Y	Y	Y
	Paper products	Y	Y	Y	Y	Y
	First Aid kit and supplies	Y	Y	Y	Y	Y
4	OFFICE AND PROGRAM EXPENSES					
	Printing					
	Administrative policies and paperwork (incl Annual Report)	N	N	N	Y	N
	Protocols, working agreements	N	Y	N	Y	Y
	Needs Assessments/surveys/studies	N	Y	N	Y	N
	Brochures, program literature	Y	Y	Y	Y	Y
	Public presentations materials	Y	Y	Y	Y	Y
	General public awareness on issues	N	Y	N	Y	Y
	Community education of non-victims	N	Y	N	Y	Y
	Postage					
	Administration related correspondence	N	N	N	Y	N
	Program and educational materials	Y	Y	Y	Y	Y
	Client correspondence	Y	Y	Y	Y	Y
	Communications					
	Phone leases & maintenance fees	Y	Y	Y	Y	Y
	Billing (local long distance, and toll-free)	Y (direct services)	Y	Y	Y	Y
	Voice mail, call waiting	Y	Y	Y	Y	Y
	Cable or satellite dish	N	N	N	Y	N
	Internet service	Y	Y	Y	Y	Y
	Program Supplies and Costs					
	Victim food and meals	Y	Y	Y	Y	Y
	Victims support group food	Y	Y	Y	Y	Y
	Staff meeting snacks	N	N	N	Y	N
	Board meeting foods	N	N	N	Y	N
	Support group supplies	Y	Y	Y	Y	Y
	Children's activity supplies	Y	Y	Y	Y	Y
	Shelter based family support activities	Y	Y	Y	Y	Y
	Client emergency basic need items	Y	Y	Y	Y	Y
	Client medical costs	N	N	N	N	N
	Resource materials, books, videos	Y (direct services)	Y	Y	Y	Y
	Computer software (separate purchase)	Y (direct services)	Y	Y	Y	Y
	Subscriptions to newspapers, magazines	Y	Y	Y	Y	Y
	Software development	Y	Y	N	Y	N
	Publicity/Advertising					
	Recruitment of staff (grant	Y	Y	Y	Y	Y

	funded only)					
	Recruitment of volunteers	Y	Y	Y	Y	Y
	Public information and event notices	Y (direct services)	Y	Y	Y	Y
	Purchase of promotional items	N	Y	N	Y	Y
	Web page development	N	Y	Y	Y	Y
	Office Supplies					
	Paper, pens, folders, toner, etc.	Y (direct services)	Y	Y	Y	Y
	Business computer software	N	Y	Y	Y	Y
	Insurance					
	Malpractice (professional liability)	Y	Y	Y	Y	Y
	Auto insurance	Only if vehicle was purchased with grant funds				R
	Equipment maintenance/repair/lease					
	Shelter program equipment	Y	Y	Y	Y	Y
	Vehicle	Only if vehicle was purchased with grant funds				R
5	EQUIPMENT Purchases					
	Shelter program equipment (washer, dryer, freezer, refrigerator, stove)	Y	Y	Y	Y	Y
	Phone Systems (purchase)	Y	Y	Y	Y	Y
	Cell phones	Y	Y	Y	Y	Y
	Typewriters	Y	Y	Y	Y	Y
	Shredders	Y	Y	Y	Y	Y
	Copiers	Y	Y	Y	Y	Y
	Fax machines	Y	Y	Y	Y	Y
	Computers	R	R	R	Y	R
	Overhead and LCD projectors	Y	Y	Y	Y	Y
	DVD players	Y	Y	Y	Y	Y
	Television	Y	Y	Y	Y	Y
	TTY/TDD machines & Braille equipment	Y	Y	Y	Y	Y
	Filing cabinets	R	Y	Y	Y	R
	Desks and Chairs	R	Y	Y	Y	R
	Client use sofas, chairs, tables, etc.	Domestic Violence Shelter Programs Only				Y
	Playground equipment	Domestic Violence Shelter Programs Only				Y
	Lighting	Y	Y	Y	Y	Y
	Security equipment	Y	Y	Y	Y	Y
	Vehicle (prior approval required)	Y	Y	R	Y	Y
6	CONTRACT SERVICES / CONSULTANTS					
	Interpreters	Y	Y	Y	Y	Y
	Mental health providers	Y	Y	Y	Y	Y
	In-service trainer for direct service staff development	Y	Y	Y	Y	Y
	In-service trainer for administration or board service	N	N	N	N	N
	Bookkeeping/Financial/Auditing	N	Y	Y	Y	N
	Administrative services	N	Y	N	Y	N
	Legal services for program	N	Y	Y	Y	N
	Animal care for sheltered	Y	Y	N	Y	Y

	victims					
	Hotel/Motel safe housing	Y	Y	Y	Y	Y
	Hotline Services (Provider must meet all Accreditation standards, i.e. Virginia Family Violence and Sexual Assault Hotline)	Y	Y	Y	Y	Y
7	TRAVEL , TRANSPORTATION & TRAINING					
	Travel and Transportation					
	Direct service work mileage and lodging	Y	Y	Y	Y	Y
	Administration mileage and lodging	N	Y	Y	Y	Y
	Transportation for client safety	Y	Y	Y	Y	Y
	Bus tickets, tokens, taxi (victim transportation)	Y	Y	Y	Y	Y
	Board/Advisory Council business	N	N	N	Y	N
	Laundry, entertainment, alcohol	N	N	N	N	N
	Direct service work meals	Y	Y	R	Y	Y
	Victim relocation expenses	N	N	N	Y	Y
	Purchase or lease of necessary vehicles	R	R	R	N	R
	Vehicle insurance	Y	Y	Y	Y	Y
	Vehicle maintenance/repairs (prorated, if shared)	Y	Y	Y	Y	Y
	Training (includes travel, meals, lodging, mileage, registration)					
	For direct service staff and volunteers	Y	Y	Y	Y	Y
	For administration services	N	Y	N	Y	Y
	Direct service training provided to other agencies	N	Y	N	Y	Y
	Crime victim participation in conferences	N	Y	N	Y	Y
	Purchase of books, manuals, DVDs (direct service)	Y	Y	Y	Y	Y
	Web-based training	R	Y	Y	Y	Y
	Food provided at training	Y	Y	Y	Y	Y
	Salary payment for training participants	N	N	N	N	N
8	Other					
	Indirect Costs	N	N	Y	Y	N
	Memberships to professional organizations	Y	Y	Y	Y	Y
	Program relocation expenses	N	N	N	R	R

**Mandatory Pre-Proposal Conference
September 3, 2010**

**Virginia Department of Social Services
801 East Main Street
Richmond, VA 23219**

A mandatory pre-proposal conference will be held on September 3 from 1:00 to 4:00 at The Virginia Department of Social Services in Richmond, VA. The purpose of this conference is to allow potential applicants an opportunity to present questions and obtain clarification relative to any facet of this solicitation.

Due to the importance of all applicants having a clear understanding of the specifications/scope of work and requirements of this solicitation, attendance at this conference will be a prerequisite for submitting a proposal. Proposals will only be accepted from those applicants who are represented at this pre-proposal conference. Attendance at the conference will be evidenced by the representative's signature on the attendance roster. No one will be admitted after 1:15.

Bring a copy of the solicitation (RFP) with you. Any changes resulting from this conference will be issued in a written addendum to the solicitation.

Please fill in the information below and fax it to 804-726-7088 by September 2, 2010

Agency: _____

Email: _____

Phone: _____

Address: _____

List all who will attend:

Name: _____

Name: _____

Name: _____

Most participants of this Pre-Proposal conference are coming in from out of town. Please consider arriving in Richmond early to find parking. You may buy lunch at one of many restaurants and street vendors and are welcome to bring your lunch to the meeting.

The doors will open at 12:30 and close at 1:15, so plan accordingly.

Parking is available behind the building, in various other lots and on the street. Unfortunately, there is no free parking downtown.