

REQUEST FOR APPLICATION (RFA)
DOMESTIC VIOLENCE SERVICE FOR UNDERSERVED POPULATIONS
REQUEST FOR APPLICATION NUMBER FAM-21-071

Published on March 17, 2021

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SECTION I - AWARD INFORMATION

- A. Purpose of Request for Applications:** The purpose of this Request for Applications (RFA) is to solicit sealed applications for domestic violence services and projects for underserved populations provided by community based organizations (CBOs) and units of government that have a primary focus and demonstrated history of providing services to their underserved population.

Virginia Department of Social Services (VDSS) is committed to ensuring that all survivors of domestic violence have access to the services they need. This RFA seeks to fund domestic violence projects for individuals who have traditionally been underserved. This funding opportunity is designed to support projects and services for population-specific or culturally-specific domestic violence services in organizations currently providing other services to the identified population. These services work to meet the needs of underserved populations by building on the strengths and assets of the community.

Underserved populations include, but are not limited to:

- People over the age of 60
- People with disabilities
- People who are d/Deaf or Hard of Hearing
- Immigrants and people with Limited English Proficiency
- Native Americans
- Latinx
- African Americans
- LGBTQ+
- Religious minorities

Funds under this solicitation are intended to support currently funded projects and services and new projects and services and may be used for the following purpose(s):

1. To provide culturally-specific, trauma-informed, voluntary domestic violence services to survivors of domestic violence (See Section II.B for additional information). Implementation activities must include a and b (below). Additional implementation activities may include c, d, and e (below).
 - a. Providing direct crisis services to survivors of domestic violence which could include need-based components of: crisis intervention, transportation, safety planning, and access to shelter to victim of domestic violence who are in imminent danger;
 - b. Ongoing services for adults and their children who have experienced domestic violence which includes but is not limited to: providing enhanced advocacy, information and referrals to community-based services, legal advocacy, support groups and accompaniment to assist survivors;

- c. Conducting outreach to the underserved population about new domestic violence services;
- d. Educating the community and stakeholders on the prevalence and effects of domestic violence amongst the underserved population; and
- e. Contracting population-focused counseling services.

Subrecipients must plan for the provision of culturally-specific, trauma-informed, voluntary domestic violence services to underserved populations. Planning activities may take place for a period of no more than six (6) months and should include:

- a. Building agency's capacity to provide domestic violence services;
- b. Hiring program staff to provide domestic violence services;
- c. Training and staff development for all agency staff (not just domestic violence staff)
 - 1) Basic Advocacy (<https://vsdvalliance.org/build-skills/register-for-a-training/>)
 - 2) Voluntary Services (https://www.dss.virginia.gov/family/domestic_violence/index.cgi)
 - 3) LGBTQ Policy (https://www.dss.virginia.gov/family/domestic_violence/index.cgi)
 - 4) Data collection (VAdata) training, including Documenting Our Work (<https://www.vadata.org>)
- d. Establishing relationships with referral sources;
- e. Developing collaborative relationships domestic violence programs, and other allied programs; and
- f. Developing domestic violence service related policies (confidentiality, LGBTQ anti-harassment, language access plan).

B. Funding Information:

Individual awards made from this solicitation will not exceed \$75,000.

Subgrant awards are being funded with federal money as follows:

Federal Awarding Agency: U.S. Department of Health and Human Services

Federal Award Identification Number (FAIN): 2001VAFVPS

Federal Award Date: October 1, 2019

CFDA Number: 93.671

Federal Award Project Description: Family Violence Prevention and Services Act

Total Amount of the Federal Award: \$2,641,878.00

Amount of Federal Funds allocated to this initiative: \$400,000

Federal Awarding Agency: U.S. Department of Health and Human Services

Federal Award Identification Number (FAIN): 2101G996115

Federal Award Date: October 1, 2020

CFDA Number: 93.558

Federal Award Project Description: Temporary Assistance to Needy Families (TANF)

Total Amount of the Federal Award: \$39,225,898

Amount of Federal Funds allocated to this initiative: \$275,000

Note: This is not a Research and Development (R&D) Grant

There are general administrative requirements, cost principles, and audit requirements that are applicable to grant awards made with Federal funds. These general principles are found in 45 CFR Part 75 *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards* and are applicable to subawards resulting from this solicitation. Some principles for a non-profit organization or an educational institution subrecipient are found at 45 CFR Part 75 Subpart E.

In accordance with Federal Requirements, it is the intent of the VDSS to ensure that any grant, in conjunction with any renewals or modifications thereto resulting from this solicitation, are aligned with the rules and regulations appropriate to the purpose for which TANF funding is provided. This solicitation is being conducted with the intent to meet the following purpose, and any response should align accordingly.

TANF Purpose 1 – Provide assistance to needy families so that children can be cared for in their own homes or in the homes of relatives.

Purpose 1 requires an income test to ensure that 41% of clients served (based on the blending of funding sources) have an income below the threshold for 200% of the federal poverty limit. An income test may be conducted verbally with or without required verification. This information must be reported in VAdata.

- C. **Period of Performance:** For a one year period beginning July 1, 2021 and ending June 30, 2022, with three (3) one-year renewal options.
- D. **Copies of this RFA,** including the necessary forms, instructions, and addenda (if applicable) may be downloaded from the DGS/DPS eVA website at www.eva.virginia.gov. The application can be found by clicking on the “Business Opportunities” button located at the top of the screen, then click on “Virginia Business Opportunities (VBO)”. In the Keyword Search box enter the solicitation number: **FAM-21-071**.
- E. **Optional Pre-Application Conference:** An optional pre-application telephone conference ONLY will be held on

When:

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| Monday March 29, 2021 11am-1pm Eastern Time |
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Joining info:

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| Join with Google Meet |
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| meet.google.com/aji-hbtz-vrj |
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| (US) +1 617-675-4444 PIN: 868 946 736 8798# |
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The purpose of the conference is to allow potential applicants an opportunity to present questions and obtain clarification relative to any facet of this solicitation. Questions need not be in writing. After the pre-application conference, however, all additional questions must be submitted in writing to Vivian Doobay at vivian.doobay@dss.virginia.gov. The last day for questions is April 15, 2021. VDSS will answer questions as expeditiously as possible.

While participation at this conference will not be a prerequisite to submitting a proposal, Applicants who intend to submit an application are encouraged to participate. **Potential applicant attendees are encouraged to have a copy of this RFA while attending the pre-application teleconference meeting. Unauthorized contact with any other VDSS staff regarding this RFA may result in disqualification of the Applicant's application.** Any changes resulting from this conference will be issued in a written addendum to the solicitation.

SECTION II - PROGRAM OPPORTUNITY DESCRIPTION & REQUIREMENTS

A. Program History

The Office of Family Violence (OFV) at VDSS is committed to ensuring that all survivors of domestic violence have access to the services they need regardless of demographic or geographic community. Many factors contribute to the status of an underserved population, such as systemic, social, economic, and/or community barriers to service. The Women of Color Network identifies many of these factors in their 3-tier system of identifying un-served, under-served and inadequately-served (hereafter referred to as underserved) victims of domestic violence, but some include: race/ethnicity, immigration status, language of origin, faith-based identity, geographic location, sexual orientation, and gender identity/expression. For more information on the Women of Color Network 3-Tier System, visit www.wocninc.org/toolkit/.

According to the 2014-2015 Virginia Statewide Needs Assessment on Underserved Victims of Sexual and Domestic Violence conducted by the Virginia Partnership for Community Defined Solutions to Violence Against Women: GEAP Project, survivors and service providers identified common barriers to services including:

- Personal or historical experience of racism, ageism, anti-immigration policies/attitudes, sexism, and/or homophobia on the part of service providers and systems; and
- Lack of culturally representative service providers

Additional research shows that underserved populations experience domestic violence differently than the general population, which translates into barriers to victims' access to support and services, and a greater impact on their overall health and well-being. Commonalities among underserved populations include:

1. The occurrence of domestic violence at rates equal to or greater than the general population;

2. Systemic and cultural barriers to accessing victim and survivor services including denial of services and/or not being able to access services due to geographic inaccessibility, linguistic barriers, lack of physical access to facilities/services, mistrust of law enforcement, fear of deportation, and/or lack of culturally sensitive services;
3. The severity of sexual and domestic violence is minimized and unrecognized within the populations themselves and among the services and systems that are designed to respond which may lead to isolation from family and community and a lack of a support system;
4. Less funding for services relative to mainstream domestic violence services;
5. Greater economic and employment issues due to language barriers, lack of education, etc., and
6. Compounded barriers to accessing services, when individuals identify with two or more underserved populations¹

This research highlights the need for a broader array of culturally-specific domestic violence services with an emphasis on services that reduce barriers and build on the strengths and assets of the community, this includes providing culturally and linguistically appropriate services designed by staff who represent the targeted community.

Concerted efforts to reach marginalized people have increased throughout the nation through unique strategies and new partnerships. Building on this national momentum and increased knowledge about ways to better reach underserved communities, the OFV believes that population-an culturally-specific community based organizations and units of government continue to be an important bridge linking the divide between marginalized populations and lifesaving domestic violence services. These types of organizations are able to identify specific community needs and design services that address those needs and build on the assets and strengths of the population they are serving.

Background

In 1982, VDSS began working with the statewide domestic violence coalition and local domestic violence programs to promote effective and supportive services to victims of domestic violence in communities across the Commonwealth. The OFV created in 2005, provides grant funding t local domestic violence programs promotes the provision of technical assistance and training and addresses the needs of families experiencing domestic violence who are involved with local departments of social services.

The OFV currently administers funding to 58 local agencies for the provision of crisis and ongoing services to individuals, families and children experiencing domestic violence, for the provision of domestic violence prevention programs, for community education, and for many other related services. These grant funded agencies continue to address the needs of underserved populations within their communities. All grant-funded programs are required to develop Work Plans that outline specific activities to reach and serve underserved communities.

¹ Disparities in Prevalence, Access to Services and Outcomes for Sexual and Domestic Violence Survivors from Five Underserved Populations, 2013, https://www.nqcc.org/pdfs/disparities_report.pdf

The OFV is committed to ensure that underserved populations have access to services and launched the Underserved Population Outreach Project in 2015 to help domestic violence programs improve culturally relevant domestic violence services and outreach to historically and commonly underserved populations, conducting listening sessions with CBOs dedicated to serving underserved populations and local domestic violence programs (DVPs) to understand the baseline perceptions and needs of both the available services for underserved populations and the levels of local collaboration and facilitating the opportunities for local DVPs and CBOs to join together to pilot an underserved population organizational assessment tool and to receive technical assistance on understanding the needs of survivors who are from underserved, unserved or inadequately served populations.

In 2018, OFV co-created the Underserved Populations Learning Collaborative (UPLC) to guide local domestic violence programs to become strong allies to underserved populations and to promote access to culturally-responsive, comprehensive services. Also in 2018, OFV designed a grant solicitation for new domestic violence services and projects for underserved populations provided by community based organizations (CBOs) and units of government that have a primary focus and demonstrated history of providing services to their underserved population. Six (6) applicants were awarded funding to provide these services to their communities and have joined the statewide network of service providers providing domestic violence services in a trauma-informed way that are culturally relevant and responsive.

B. Program Requirements

This solicitation creates a unique opportunity to address the critical needs of domestic violence victims from underserved populations in a manner that affirms an individual's culture and identities. This solicitation seeks to support domestic violence services for populations typically underserved by mainstream domestic violence agencies by prioritizing services in organizations already servicing specific populations.

A population-specific or culturally-specific organization is typically an already-trusted entity in a community and is familiar with, or a part of, the community's culture, language and background. Population-and culturally-specific organizations are more likely to understand the realities that victims from their community face when seeking domestic violence services, are more likely to affirm a populations' culture, traditions and customs and are more likely to engage their community in the creation of services designed specifically for them.

The organizations funded through this RFA shall:

1. Design the project to reflect the community(ies) served;
2. Gather and utilize client feedback to measure progress toward meeting project goal(s);
3. Comply with all federal and state laws;
4. Enter data on all domestic violence services provided by the agency into the Virginia Data Collection Project (www.VAdata.org) or have the capacity to upload prescribed data in csv format into VAdata. (VAdata requires a fee that may be incorporated into the proposed budget);

5. Collect family income/TANF eligibility in VAdata;
6. Budget only for costs and expenses necessary for the performance of grant activities;
7. Ensure that services to victims and their children are:
 - a. Provided free of charge regardless of income
 - b. Trauma-informed (See Section II.C)
 - c. Provided on a voluntary basis (See Section II.D)
 - d. Culturally and linguistically appropriate;
8. Administer Documenting Our Work (DOW) surveys to clients (see description of Federal and State Outcome Measures below) (See Section II.E and Appendix III);
9. Protect the confidentiality of client information,
10. Display the most recent Civil Rights/Equal Opportunity Information;
11. Prohibit discrimination per Federal regulation;
12. Develop and maintain a grievance policy that outlines the procedures for the complaint process for bullying and/or harassment for the LGBTQ population;
13. Maintain time and attendance records for all grant-funded staff, showing percentage of time funded by grant source;
14. Register with the System for Award Management (SAM) and have a DUNS number (<https://www.grants.gov/applicants/organization-registration/step-2-register-with-sam.html>);
15. Pay a living wage (minimum) to all grant-funded staff (<http://livingwage.mit.edu/states/51/locations>);
16. Provide services without requiring documentation of immigration status;
17. Register with Virginia 2-1-1 (<https://www.211virginia.org/consumer/addUpdateAgency/index.php/AgencyLogin>);
18. Ensure effective communication and equal access including through a written language access plan with the following:
 - a. Communication with individuals with Limited English Proficiency;
 - b. Use of qualified interpretation and translation services;
 - c. Communication with individuals who are Deaf or have disabilities;
 - d. An outreach plan that includes a public information component; and
19. New recipients of OFV funding shall commit to a six (6) month planning period to receive training, build capacity and skills to manage grant and provide domestic and to hire staff. (See Attachment I).

C. Trauma Informed Services

Applicants must provide quality, comprehensive, trauma-informed services. Trauma-informed care consists of services provided through a lens of trauma (damage or distress caused to the victim). It requires everyone within an organization to have a basic understanding of trauma and how trauma affects survivors, as well as understanding trauma triggers. It also means implementing service to address the impact of violence and trauma on people's lives. Finally, a trauma-informed approach is one that is sensitive and respectful, responds to traumatized survivors with support, and consciously seeks to avoid re-traumatization. It is critically important that trauma-informed services strive to do no harm.

A characteristic of a traumatic experience is that it normally overwhelms an individual mentally,

emotionally, and physically and is categorized by feelings of:

- intense fear
- helplessness
- loss of control
- threat of annihilation.

Traumatic events may also create changes in physiological arousal, emotion, cognition, and memory².

Voluntary services (see definition in Appendix I) are required by this grant and are one aspect of providing trauma-informed services. However, trauma-informed care goes beyond voluntary services. Characteristics of trauma-informed care include: services that focus on the individual in the context of their life experience; facilitation of growth, healing recover and resilience; emphasizing emotional and physical safety as well as trust; minimizing the power imbalance between survivor and advocate as much as possible so they may work in a partnership environment; and a program that is culturally competent and sensitive.

Regarding trauma and domestic violence services, applicants should consider how proposed services:

- Realized the widespread prevalence of trauma from domestic violence and other experiences;
- Build on staff knowledge and staff expertise on trauma-informed/trauma-reflective practices;
- Informed by periodic assessment of service utilization and gap analysis (i.e. using program data and feedback from clients and staff to reflect on how the program is meeting the needs of a diverse community of survivors);
- Build a trauma-informed work environment for staff that actively resists re-traumatizing clients, families, staff and others;
- Support staff in recognizing the signs and systems of trauma in clients, families, staff and others; and
- Support staff in processing and healing from secondary trauma.

(See the *Trauma Informed Agency Self-Assessment* for further information:

<https://virginiaheals.com/toolkit/>)

The OFV is committed to supporting programs in their efforts to provide trauma-informed care; therefore, each applicant must include a clear description of how their organization and services embrace the provision of a trauma-informed method of care for victims of domestic violence and their children.

D. Voluntary Services (see definition in Appendix I)

² Source: Ohio Domestic Violence Network, Trauma-Informed Care

http://www.ncdsv.org/images/ODVN_Trauma-InformedCareBestPracticesAndProtocols.pdf

Voluntary Services are required by this grant and are one aspect of providing trauma-informed services. To learn more about providing voluntary services on the DSS website <https://www.dss.virginia.gov/family/domestic-violence/index.cgi>

E. Outcomes

Outcomes are specific measurable statements of the desired immediate or direct outcome of a program which supports the accomplishment of a goal. Well-formulated outcomes reflect changes in knowledge, attitudes, skills and/or behaviors that are a direct result of specific activities. Applicants are encouraged, but are not required, to incorporate the federal and state outcomes into their work plans. The outcome measures are available in the VAdata Outcome report for your agency's use and reporting purposes.

Outcomes in the work plan should address client/community needs expressed in the Narrative Questions Section with the desired changes/improvements clearly thought out and explained. The evaluation of activities, outputs and outcomes is an important component in a program's overall success. Success should be well-defined in the Narrative Question Section (Section V.B) and then connected to the work plan (Attachment D) by providing specific outcomes and targeted outcome measures as well as the evaluation method.

1. Federal Outcome Measures

The Family Violence Prevention and Services 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, "DOW", developed by the National Resource Center, uses data to evaluate domestic violence services and how the services provided are helpful to victims. Subrecipients are required to participate in DOW by distributing and collecting the most current Shelter Survey and Community-Based Services Survey forms in order to provide results for federally required outcome measures. This process is entirely based on the written feedback of those clients being served in local programs.

Objectives or outcomes are specific measurable statements of the desired immediate or direct outcome of a program, which support the accomplishment of a goal. Well-formulated objectives reflect changes in knowledge, attitudes, skills, and/or behaviors that are the direct result of specific activities.

Federal outcome measures are:

- a. As a result of contact with the domestic violence program, at least 75% of domestic violence survivors will have strategies for enhancing their safety.
- b. As a result of contact with the domestic violence program, at least 75% of domestic violence survivors will have knowledge of available community resources.

2. Statewide Outcome Measures

OFV collects data on seven statewide domestic violence outcomes and a programmed report on the outcomes is available on VAdata. Information gleaned from the outcome report can be used to strengthen and inform program practice, policy and research as well as to encourage agency accountability to survivors and their children. Subrecipient agencies are required to participate in DOW by distributing and collecting the most current Shelter Survey and Community-Based Services Survey forms. The following outcomes will be calculated and reported via the VDSS Outcome Report on VAdata. Subrecipients shall forward all completed forms to be entered into VAdata by a neutral third party. The data is then available to the Subrecipient in an aggregate format.

The first six (6) of seven outcomes listed below will be measured with client feedback provided through DOW surveys. The seventh outcome will be measured from the Subrecipient's input into the VAdata Community Engagement Form and will therefore, be available for reporting by the Subrecipient agencies to VDSS along with other program specific information. The intent of the outcomes is to measure the impact of domestic violence services on the lives of the clients receiving these services and of the program's efforts to educate their community on the issue of domestic violence. The state's outcomes and outcome measures are:

1. Survivors of domestic violence know more about domestic violence and its impact.
 - a. percentage of clients responding to the DOW survey who report that because of services received, they know more about sexual and/or domestic violence and its impact.
2. Survivors of domestic violence know more about the resources in their community available to them.
 - a. percentage of clients responding to the DOW survey who report that because of services received, they know more about community resources.
3. Survivors of domestic violence are safer
 - a. percentage of clients responding to the DOW survey who report that because of services received, they know more ways to plan for their safety.
4. All survivors receiving services are welcomed and respected.
 - a. percentage clients responding to the DOW survey who identify as being from an underserved population who also report feeling welcomed and respected.
5. Survivors have power over their lives
 - a. percentage of clients responding to the DOW survey who report that because of services received, they know how to take their next steps.
 - b. percentage of clients responding to the DOW survey who report that they could accept or not accept the services offered to them.
6. Children exposed to domestic violence are emotionally healthy

- a. percentage of clients with minor children responding to the DOW survey who report that because of services received, their children know that it's okay to talk about their experiences with violence.
 - b. percentage of clients with minor children responding to the DOW survey who report that because of services received, they feel that their children are having more positive interactives with others.
7. The community knows more about domestic violence (measured from Subrecipient agency input into the VAdata Community Engagement Form)
- a. percentage of community members attending trainings and presentations who report that they learned new information that will help them identify and respond to sexual and/or domestic violence.

Using Statewide Measures for Local Services

To use the Statewide Outcomes as measures of local effort, minimum response rates are necessary. Using a very liberal confidence level of 90% and margin of error of 7%, the following minimum response rates guidelines must be met:

If client count \geq 1,000, required DOW response rate = 10%

If client count = 750, required DOW response rate = 20%

If client count = 300, required DOW response rate = 25%.

If client count \leq 100, required DOW response rate = 50%.

The larger the population, the lower the sample may be, the smaller the population, the larger the sample must be.

3. Local Outcome Measures

Applicants are encouraged to develop outcomes that are specific to their local services and are reflective of the activities planned for the contract period. Local outcomes should be clearly explained and included in the Evaluation Section of the Narrative as well as the work plan. Local outcomes must have a defined method of being measured. 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.

However, local outcomes shall be required if the percentage of response/return rate for DOW surveys does not meet the threshold listed above. Participation in DOW is required regardless for the federal and statewide outcomes.

4. Linking Outcomes to Work Plan

- a. Applicants are encouraged, but are not required, to incorporate the federal and state outcomes into their work plans. The outcome measures are available in a VAdata report for your agency's use and reporting purposes.

- b. Outcomes in the work plan should address client/community needs expressed in the Narrative Section with the desired changes/improvements clearly thought out and explained.
- c. The evaluation of activities, outputs and outcomes is an important component in a program's overall success. Success should be well-defined in the narrative section and then connected to the work plan by providing specific outcomes and targeted outcome measures as well as the evaluation method.

F. Referral and Response

Services that help improve outcomes for survivors and children are frequently found in other, outside organizations. Engaging potential referral agencies in advance of making specific referrals provides opportunities to learn about available trauma-informed services, to develop a process for responding to the identified needs of the individual, as well as developing a plan for ongoing collaborative services or communication. (See [Virginia HEALS](#) for this and other resources)

Subrecipients are highly encouraged to join Unite Virginia, a statewide coordinated care network of health and social service providers. Partners in the network send and receive closed-loop, secure, electronic referrals across multiple sectors and organizations through the shared [Unite Us platform](#). The platform enables providers to track every person's total health journey and report on tangible outcomes.

Unite Us is the vendor selected by the state to power the Unite Virginia network and is partnering with the Office of the Virginia Secretary of Health and Human Resources, Virginia Department of Social Services, the Virginia Department of Health, Optima Health, Kaiser Permanente, the Virginia Mental Health Access Program, Partnering for a Healthy Virginia, and Virginia Hospital & Healthcare Association, among others. The platform is available at no cost to nonprofits and many organizations that are part of the safety net, like community health centers and mental health centers. For more information and to join, please visit <https://virginia.uniteus.com/>

G. Funding Priorities

Funds will strive to support projects based on the following priorities:

1. Geographic Coverage: At least one Subrecipient from each of the five (5) VDSS regions (See Appendix IV).
2. Diversity of Populations: No more than one third of the projects will represent the same or similar underserved populations.
3. Diversity of Organization Size: Funding will be evenly distributed among small, medium and large organizations.

SECTION III - ELIGIBILITY INFORMATION

A. **Eligible Applicants:** Applicants for this solicitation must be incorporated nonprofit organizations and units of government in Virginia that have a primary focus and demonstrated history of providing services to their underserved population in their locality(ies) but are not currently funded by VDSS for the provision of comprehensive domestic violence services. For all non-profit organizations, proof of IRS 501(c)3 designation is required at the time of application. Examples include, but are not limited to:

1. Population or culturally-specific community based organizations for which the primary purpose of the organization as a whole is to provide culturally-specific services to one or more underserved population(s) in their locality; and
2. Governmental agency programs that serve a specific underserved population.

B. **Cost Sharing or Matching Requirements:**

FVPSA grant funds require matching funds of 20%. Match must be cash from non-federal sources or in kind from volunteer time supporting this proposal, donated office space, or other donated goods and/or services. However, during the initial period of funding, VDSS is providing an award with sufficient state general funds to cover the FVPSA match requirement.

C. **Funding Restrictions:**

1. Funds may not be used for:

- Administrative costs (indirect cost rates may be charged);
- Batterer intervention;
- Fundraising;
- Inpatient treatment services;
- Purchase of real property;
- Construction/Property improvement;
- Contract services without prior permission;
- Lobbying/administrative advocacy; and
- Research.

NOTE: See Appendix II for additional restrictions listed in the FY 2022 Program Guide for Allowability of Costs.

SECTION IV - APPLICATION SUBMISSION INFORMATION

A. **Application Date and Time of Submittals:** In order to be considered for selection, Applicants

must submit a complete response to this RFA no later than **3:00 PM EST on April 22, 2021**. Please contact the eVA Customer Care for instructions and/or assistance in uploading and/or log-in.

Please contact eVA Customer Care for assistance on eVA related issues at:

Hours: 8:00 AM to 4:45 PM, Monday through Friday

Phone Toll Free: 866-289-7367

Email: eVACustomerCare@DGS.Virginia.gov

- B. **Application Submission:** Applications shall only be submitted electronically through eVA. One complete application and all required forms and attachments (*preferably all attachments and application should be submitted as a single document*) must be uploaded to the eVA Virginia Business Opportunities (VBO) application prior to the date and time set for receipt. **eVA will not allow an Applicant to upload documents after the cut-off time and date set for the receipt of the complete application.** Applicants are responsible for submitting a complete application package. Applications received after the submission deadline shall be date and time stamped, marked “late” and retained unopened in the procurement file without further consideration. It is the responsibility of the Applicant to ensure that the Contract Officer noted receives the application by the specified closing date and time. Applicants must be registered in eVA. See IX General Conditions **M & N**.

In the event state business operations are suspended (office is closed) on the date set for receipt of applications, applications shall be due at the same time on the next regular business day.

NO OTHER DISTRIBUTION OF THE APPLICATION SHALL BE MADE BY THE APPLICANT.

C. **Application Preparation Instructions:**

1. Applications 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 application. Applications which are substantially incomplete or lack key information may be rejected by VDSS. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.
2. Applications should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFA. Emphasis should be placed on completeness and clarity of content. All pages of the application must be numbered.
3. Ownership of all data, materials, and documentation originated and prepared for the State pursuant to the RFA 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 secrets or proprietary information. The classification of an entire application document, line item prices, and/or total proposal prices as proprietary or trade secrets is not acceptable and can result in rejection of the application. If, after being given reasonable time the applicant refuses to withdraw an entire classification designation, the application will be rejected.

- D. **Deadline for Questions Concerning Application Requirements and Documents:** If any prospective applicant has questions about the specifications or other application documents, questions must be submitted in writing to Vivian Doobay at vivian.doobay@dss.virginia.gov by April 15, 2021 by Close of Business. Any revisions to the solicitation will be made only by addendum issued by the contract officer. Addenda and any questions and answers will be posted on www.eVA.virginia.gov.

Contract Officer: Vivian Doobay
Phone Number: (804) 887-7189
Email: vivian.doobay@dss.virginia.gov

SECTION V - APPLICATION FORMAT, CONTENT AND REQUIRED FORMS

- **Application Format:** Applications should be as thorough and detailed as possible so that the VDSS may properly evaluate your organization's capabilities to provide the required services. The application narrative must be typed on 8.5" x 11" paper in a font size of 12 or greater (no smaller than 10 font for tables) using a conventional font such as Times New Roman, Arial, or Courier. All pages of the narrative must be numbered. Applications must be organized in the order in which the requirements are presented in the Application Content and Required Forms section below.
- **Application Content and Required Forms:** Applicants are required to address the full spectrum of requirements of this RFA. Applicants are required to submit the following items as a complete application in the following order:
 1. **GRANT APPLICATION COVER SHEET:** The Grant Application Cover Sheet must be completed and signed by an authorized representative of your organization. (*Attachment A*)
 2. **ADDENDA:** Sign and return all addenda acknowledgments, if any.

3. **RFA CHECKLIST:** Complete *Attachment B* (with page numbers provided)
4. **APPLICATION NARRATIVE:** Each section of the narrative should be clearly labeled as written below, such as Description of Applicant Agency, and in the order presented.
 - a. **Description of Applicant Agency** (2 page maximum)
 - What is the purpose and mission of your organization?
 - What year was your organization established?
 - What service are offered by your organization and what specific community/population does your agency serve?
 - b. **Description of Applicant Agency Qualifications** (1 page maximum)
 - What is your agency's experience with developing and managing programs?
 - Describe your agency's experience managing grants and budgets.
 - What role(s) does your board have in providing fiscal oversight of your agency?
 - c. **Description of Applicant Need for project** (3 pages maximum)
 - What is your target population and what are the needs of the underserved population, in general? Provide any data and/or statistics that support this need. If data does not exist regarding your population, upon what is this need based?
 - What are some unique domestic violence related needs of this population that are not being met by existing services providers?
 - How does this program intend on filling these gaps and/or reducing barriers?
 - d. **Description of Proposed Project and Services** (4 pages maximum)
 - Provide a brief description of the project. (in 25 words)
 - Describe in detail, the project goals, activities and outcomes of your proposed domestic violence project (Attachment C). How are these goals, activities and outcomes specific to the needs of your population?
 - What is your service area for the proposed domestic violence project?
 - What services is your organization proposing to provide?
 - How would these proposed domestic violence services interface with the other services your organization offers?
 - How are your services trauma-informed?
 - How does your organization intend on promoting the proposed services to the identified population?
 - What are the strengths and assets of your target underserved population that your organization intends on providing services to?

For programs currently funded through CVS-18-016, in addition to the questions above also answer the two questions below:

- What changes, if any, are being incorporated into this application?
- Based on what information are these changes being made?

e. **Description of Staff and Responsibilities** (3 page maximum)

- Describe the staff position(s) to be involved in this project.
- Does your organization have ample staff for this project? If not, what positions does your organization intend on hiring for this project? Please provide the job qualifications and/or position description.
- Describe your organizations recruitment process for those position not already in place.
- If these services are subcontracted, provide the name(s), qualification(s) and experience of any proposed subcontractor(s).

Attach an organization chart which clearly identifies where this project fits within your organization and that identifies all existing and proposed positions listed in the Activities & Outcomes Work Plan form (Attachment D) and VDSS Domestic Violence UPOP Budget Form FY2022 (Attachment E).

f. **Evaluation of Proposed Project and Services** (1 page maximum)

Present a plan for determining the degree to which the project goals, activity outputs and outcomes (as described in subsection d above) shall be met.

- Describe your organizations intentions on the benefits this program gives the proposed target population. How will your target population benefit from this program?
- Describe how your organization intends on measuring the degree of success in accomplishing the project goals, activity outputs, and outcomes? Use the measures from the DOW or develop your own evaluation measures. How does your organization ensure the agency has the capacity to do daily data collection/data entry into the VAdata (see Section II)?
- How does your organization intend on ensuring project participation feedback through completion of DOW surveys (see Section II)?

5. **ACTIVITIES & OUTCOMES WORKPLAN (Attachment D):** Complete the project Activities & Outcomes Work Plan form, **Attachment D**, to describe the project methodology. Duplicate Attachment D as needed. The Work Plan should outline the same goals, activities and outcomes described in subsection d, Description of Proposed Project and Services.

- a. Detail the strategies and activities necessary to achieve the project goals and outcomes.
- b. Include specific target dates for the beginning and end of each activity, including specific planning activities and staff responsible.
- c. Specify any details for subcontracting.

- d. Identify target population, numbers to be served and units of service for each activity.

The Applicant shall submit Activities & Outcomes Work Plan from July 1, 2021 through June 30, 2022. Each renewal shall require an updated Activities & Outcomes Work Plan.

6. **BUDGET and BUDGET NARRATIVE (Attachment E):** Complete all pages of the VDSS Domestic Violence UPOP Budget Form FY 2022 Workbook, Attachment E, outlining the proposed budget. Instructions for completing the Budget are located on the 1st tab of the Excel Workbook which should be reviewed before entering any information into the document. Note that this grant opportunity requires, at a minimum, the provision of a living wage for all grant funded staff, with consideration of, at a minimum, a single individual (<https://www.unitedforalice.org/virginia>).

The Budget may include an Indirect Cost Rate. Applicants with a federally approved indirect cost rate *must submit, as a separate attachment, a copy of the NICRA (Negotiated Indirect Cost Rate Agreement) from the applicable federal agency that specified the approved rate.* If no federally negotiated rate exists, applicants may elect to charge a *de minimis* rate **up to 10%** of Modified Total Direct Cost (MTDC), or negotiate a rate with the grantee. An Applicant's costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both.

A budget narrative is also a requirement and the template is located on the last tab of the Budget workbook. Use this worksheet to list and justify each individual proposed expenditure by explaining the cost, how the costs were determined and calculations to support the expense. The cell for the narrative description will expand to accommodate all explanations and they should, therefore, be as comprehensive as possible. *All requested costs must be linked to the program goals and objectives. Not doing so could result in individual line item requests not being approved.* Instructions for the Budget Narrative are located on the first tab with all other Budget Instructions.

Please consider adding the costs of VAdata into your budget since VAdata is the required data collection tool for domestic violence services funded in part or in whole by this solicitation. The stand-alone cost for VAdata is \$750.00 per year. It is included with some membership packages. See <https://vsdvalliance.org/> for more information on current rates.

7. **ASSURANCES, CERTIFICATIONS and OTHER REQUIRED FORMS:**

- a. Attachment A – Grant Application Cover Sheet
- b. Addenda, if any
- c. Attachment B – Application Checklist/Table of Contents
- d. Attachment C Application Information Form – includes FY 22 budget, priorities and FFATA

- e. Attachment F – Signed Authorizations, Certifications and Assurances (7 pages)
 - i. Assurances for Non-Construction Programs (SF-424B)
 - ii. Certification Regarding Lobbying
 - iii. State Corporation Commission Form
- f. Attachment G – W-9 Commonwealth of VA Substitute Form (no other W-9 Form will be accepted)
- g. Quarterly Progress Report from the period ending June 30, 2020 (Currently funded programs ONLY)
- h. VAdata Report – VDSS Domestic Violence Program July 1, 2019 through June 30, 2020 (Currently funded programs ONLY) or a statistical report for general agency services provided for July 1, 2019 through June 30, 2020 (New Applicants ONLY)
- i. Financial Certification – Provide a fiscal letter from the Applicant’s agency head, finance director, or treasurer (with signature) indicating that the agency understands that this is a reimbursable grant and that the applicant has sufficient funds available to cover three (3) months of expenses prior to reimbursement. If your organization does not have three (3) months of expenses prior to reimbursement, then a plan of action must be submitted to provide how you will ensure upcoming expenditures will be covered within required time frames.
- j. Evaluation Tools specifically utilized to measure outcomes in the Work Plan (if using other than DOW)
- k. Organizational chart which clearly shows all existing and proposed positions listed in the Budget and Work Plan
- l. Job description for each position listed in the Budget and Work Plan (including name and qualifications/resume of any contractors)
- m. VAWA Compliant Confidentiality Policy (Currently funded Programs ONLY)
- n. Copy of Most Recent Audit or Financial Statement
- o. 501(c)(3): Certification from the IRS (Non-profit applicants only)
- p. List of Current Board Members with contact information (Non-profit applicants only)
- q. Non-Discrimination in Employment Policy
- r. 501(c)(3): Certification from the IRS (Non-profit applicants only)

SECTION VI - APPLICATION REVIEW INFORMATION

A. **Review and Section Process:** An initial review for adherence to the guidelines of the application will be completed and applications failing to provide the required information may be removed from consideration at the discretion of the grantee. Each complete application from eligible organizations will be read by a review panel or panels who have demonstrated expertise in the subject matter. The panel(s) will rate the applications using the evaluation criteria indicated in this RFA. The grantee will endeavor to ensure subgrant awards are made within each region of the state to ensure a continuum of services is provided to the citizens of the Commonwealth. Awards may include partial funding.

The evaluation will be adjectival and applications will be rated using the criteria in the table below.

| Rating | Description |
|--------------|--|
| Exceptional | Applicant’s proposal exceeds requirements and/or demonstrates an exceptional understanding of goals and objectives of the procurement. Major strengths are illustrated. No significant weaknesses exist. |
| Acceptable | Applicant’s proposal demonstrates an acceptable understanding of goals and objectives of the procurement. There may be strengths and weaknesses; however, strengths outweigh the weaknesses. |
| Marginal | Applicant’s proposal demonstrates a minimal understanding of the goals and objectives of the procurement. Weaknesses have been found that out balance any strengths that exist. |
| Unacceptable | The content of the Applicant’s proposal is significantly incomplete and/or the proposal fails to demonstrate an understanding of the goals and objectives of the procurement. |

Plus and minus (i.e. Exceptional-, Acceptable +, Acceptable -, Marginal +, Marginal -) may be used by evaluators to differentiate proposals whose rating for an evaluation criteria fall, for example, within the “acceptable” rating category based on the above description but may be a little stronger or weaker than another proposal receiving an “acceptable” rating.

B. Evaluation Criteria: The following criteria will be used in the review of applications

1. **Need for Project Established and Project Focus (40%)**
 - a. Clearly defines the unmet need(s) the project shall address, the number and type of people to be served, and the geographical area(s) of service delivery;
 - b. Information and statistical data provided support the need for the proposed activities/services; and
 - c. The project activities/services are unique and specific to the population and are not otherwise provided in the community.

2. **Project Quality (30%)**
 - a. Applicant demonstrates a clear understanding of the goals and objectives of the RFA;
 - b. The proposed project activities are capable of attaining project objectives;
 - c. The proposed project activities demonstrate a trauma-informed approach in a culturally and linguistically appropriate manner;
 - d. The activities/services identified on the Activities & Outcomes Work Plan form are consistent with the activities, goals and objectives describe in the application narrative; time frames in which the objects shall be met are reasonable; and outcomes are measurable; and
 - e. The proposed reflects congruence between all components in the RFA.

3. **Applicant Capacity (20%)**
 - a. Applicant organization’s mission addresses services to the identified underserved population;

- b. Proposal identifies current or to be hired staff and articulates staff qualifications to support the delivery of culturally and linguistically appropriate services;
- c. The applicant organization has adequate financial strengths and organizational infrastructure to implement the project; and
- d. Past progress reports show demonstrate ability to meet project goals (outputs and outcomes) (For currently funded projects under CVS-18-016)

4. Budget (10%)

- a. Budget and Budget Narrative are Reasonable, Allowable, and Clearly Shows How Funds and Match will be Expended;
- b. Budget Narrative provides full details and cost breakdown of each line item of the budget;
- c. Budget Demonstrates a Cost Relationship to Project Activities and Supports all proposed activities; and
- d. Applying Agency, through Administrative Structure and Past Performance, Demonstrates the ability to maintain required records and fiscal accountability.

C. SELECTION OF APPLICANTS FOR AWARD: Selection shall be made of applicants deemed to be fully qualified and best suited among those submitting applications on the basis of the evaluation factors included in the RFA. The agency shall select the applicant(s) which, in its opinion, has made the best proposal, and shall make subawards to those applicants. The Commonwealth may cancel this RFA or reject applications at any time prior to an award, and is not required to furnish a statement of the reasons a particular application was not deemed to be the most advantageous. The subaward document will be an agreement incorporating by reference all the requirements, terms and conditions of the solicitation, and the applicant’s application as negotiated, if applicable.

D. ANTICIPATED ANNOUNCEMENT AND AWARD DATES

| | |
|---|--|
| Optional Pre-Application Conference | March 29, 2021, 11:00 AM – 1:00 PM EST |
| Last Day to Submit Questions | April 15, 2021 by Close of Business |
| Application Due Date | April 22, 2021, 3:00 PM EST |
| Tentative Award Decisions are posted on eVA | June 21, 2021 by Close of Business |
| Subaward Begin Date | July 1, 2021 |

SECTION VII - REPORTING REQUIREMENTS

A. The Subrecipient shall submit quarterly programmatic progress reports to the Domestic Violence Program Specialist in the form and content as required by the OFV. Reports will contain detailed descriptions of program activities, outputs, outcome measures, case studies, obstacles or barriers that prevented Subrecipient from achieving goals and objectives identified in the Work Plan, and other updates. The progress reports are due no later than October 15th, January 15th, April 15th and July 15th (see Attachment H).

- B. All subawards as a result of this solicitation must provide statistical data to the VDSS. Subgrantees are required to maintain documentation of program performance according to state and federal standards and shall maintain documentation of all project activities for case reviews and audits. Documentation of services provided should be maintained in each client's individual file.
- C. **Additional Reports:** The Subrecipient agrees to provide any additional reports that the VDSS requests by written notice to the Subrecipient.

SECTION VIII - ADMINISTRATIVE REQUIREMENTS

- A. **RENEWAL OF AGREEMENT:** This agreement may be renewed by the grantee upon written agreement of both parties for three (3) optional successive one-year periods, under the terms of the current agreement, and at a reasonable time (approximately 90 days) prior to the expiration.
- B. **MODIFICATION OF AGREEMENT:** The grantee or subrecipient may modify this Agreement at any time provided that such modifications make specific reference to this Agreement, and are executed in writing, and signed by a duly authorized representative of both organizations. Such modifications shall not invalidate this Agreement, nor relieve the grantee or subrecipient from its obligations under this Agreement. The grantee may, in its discretion, amend this Agreement to conform with federal or state government guidelines, policies and available funding amounts, or for other reasons. If such modifications result in a change in funding, the scope of services, or schedule of activities to be undertaken as part of this Agreement, such modifications will be incorporated only by written modifications signed by both grantee and subrecipient.
- C. **EQUIPMENT:** Equipment is defined as an article of equipment equal to or in excess of \$5,000 and having a useful life of more than one year. Equipment purchased under the terms of this agreement shall be limited to equipment indicated in the approved budget incorporated in the agreement. The subrecipient shall keep written documentation of any acquisitions purchased and up-date the documentation if additional property or equipment is acquired. The written documentation shall include, but not be limited to: date of acquisition, description of product, serial number, ID number, physical location, cost, and name and phone number of individual using or responsible for the equipment. Equipment purchased under this agreement shall be retained by the subrecipient during the period of performance of the agreement. No depreciation or use charges on equipment purchased under this subaward shall be claimed on this or any future subaward with the Commonwealth of Virginia or any of its agents.

If the grantee permits the subrecipient to purchase real property or equipment with grant funds, grantee retains a residual financial interest, enabling the grantee to recover the assets or determine final disposition. This will be accomplished on a case-by-case basis, according to the federal grant guidelines applicable to the grant that is funding the service(s).

- D. **LIMIT ON GRANTEE SALARIES:** Funds appropriated by Congress for these programs include a provision that the amount that "shall be used to pay the salary of an individual, through a grant or

other extramural mechanism” must not exceed the amount of the Federal Executive Level II salary for that calendar year. This amount is published annually by the U.S. Office of Personnel Management and can be found on their website at <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages> under the “Rates of Pay for the Executive Schedule” link. This amount reflects an individual's base salary exclusive of fringe benefits and any income that an individual may be permitted to earn outside of the duties of the grantee organization. This salary limitation also applies to sub-awards and subcontracts under an ACF grant or cooperative agreement. (i.e., See Public Law 115-31, the “Consolidated Appropriations Act of 2017”)

- E. **RECORDS ACCESS**: The federal awarding agency, Inspectors General, the Comptroller General of the United States, the grantee, or any of their authorized representatives shall have the right of access to any documents, papers, or other records of the subrecipient which are pertinent to this Agreement in order to make audits, examinations, excerpts, and transcripts. The right shall also include timely and reasonable access to the subrecipient’s personnel for the purpose of interview and discussion related to such documents. (See § 75.364)

- F. **RECORDS RETENTION**: The subrecipient shall retain all financial records, supporting documentation, statistical records, and all other records pertinent to this agreement for a period of three (3) years after the termination of all activities funded under this Agreement. Records for real property and equipment acquired with federal funds under this agreement shall be retained for three years after final disposition. Indirect cost rate computations or proposals must be retained in accordance with 45 CFR §75.361(f) of the HHS guidance. Notwithstanding the above, if there is litigation, claims, audits, negotiations or other actions that involve any of the records cited and that have started before the expiration of the three-year period, then such records must be retained until completion of the actions and resolution of all issues, or the expiration of the three-year period, whichever occurs later. (See §75.361)

- G. **SUBRECIPIENT MONITORING**: The grantee may monitor and evaluate the subrecipient'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 subrecipient’s services or operations, audit reports, and other mechanisms deemed appropriate by the grantee. The subrecipient shall furnish the grantee on request information regarding payments claimed for services under this agreement. All accounting records must be supported by source documentation and retained in order to show for what purpose funds were spent. All such records shall be made available and produced for inspection when required by the grantee, its authorized agents, and/or federal personnel.

Should an audit by authorized state or federal officials result in disallowance of amounts previously paid to the subrecipient, the subrecipient shall reimburse the grantee upon demand.

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.

Section IX. General Conditions

- A. **AUDIT:** The subrecipient shall retain all books, records, and other documents relative to this subaward for three years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. The agency, its authorized agents, federal and/or state auditors shall have full access to and the right to examine any of said materials during said period.

The subrecipient further agrees to comply with the audit and reporting requirements defined by the Office of Management and Budget (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards Subpart F – Audit Requirements, as applicable. A subrecipient who expends \$750,000 or more in combined federal funding during the subrecipient’s fiscal year is required to have an independent audit performed annually in accordance with the provisions of these parts. The single audit report(s) package must be submitted on-line to the Federal Audit Clearing house (FAC) within the earliest of thirty calendar days after receipt of the auditor’s report(s) by the subrecipient, or nine months after the end of the audit period.

For specific questions and information concerning the submission process:

Visit the Federal Audit Clearing House

[https://harvester.census.gov/facides/\(S\(ilywi5ipbj3rjov5zvu1fnos\)\)/account/login.aspx](https://harvester.census.gov/facides/(S(ilywi5ipbj3rjov5zvu1fnos))/account/login.aspx)

Call FAC at the toll-free number: (800) 253-0696

- B. **APPLICABLE LAWS AND COURTS:** This solicitation and any resulting subaward shall be governed in all respects by the laws of the Commonwealth of Virginia, without regard to its choice of law provisions, and any litigation with respect thereto shall be brought in the circuit courts of the Commonwealth. The subrecipient shall comply with all applicable federal, state and local laws, rules and regulations.
- C. **ANTI-DISCRIMINATION:** By submitting their applications, 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 sexual orientation, gender identity, 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 subrecipient agrees as follows:
 - a. The subrecipient will not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, gender identity, national origin, age, disability, 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 subrecipient. The subrecipient agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - b. The subrecipient, in all solicitations or advertisements for employees placed by or on behalf of the subrecipient, will state that such subrecipient 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 the requirements of this section.
 - d. If the contractor employs more than five employees, the contractor shall (i) provide annual training on the contractor's sexual harassment policy to all supervisors and employees providing services in the Commonwealth, except such supervisors or employees that are required to complete sexual harassment training provided by the Department of Human Resource Management, and (ii) post the contractor's sexual harassment policy in (a) a conspicuous public place in each building located in the Commonwealth that the contractor owns or leases for business purposes and (b) the contractor's employee handbook.
 - e. The requirements of these provisions 1. and 2. are a material part of the contract. If the subrecipient violates one of these provisions, the Commonwealth may terminate the affected part of this contract for breach, or at its option, the whole contract. Violation of one of these provisions may also result in debarment from State contracting regardless of whether the specific contract is terminated.
 - f. In accordance with Executive Order 61 (2017), a prohibition on discrimination by the subrecipient, in its employment practices, subcontracting practices, and delivery of goods or services, on the basis of race, sex, color, national origin, religion, sexual orientation, gender identity, age, political affiliation, disability, or veteran status, is hereby incorporated in this contract.
2. The subrecipient 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.

Faith-based organizations may request an exemption from subparagraph 1.e. above prior to the close date and time for receipt of applications. Such a request should be in writing and explain how subparagraph 1.e. violates the organization's written religious or moral convictions or policies. The request should be sent to the Contract Officer for the solicitation. For the purposes of this provision, a "faith-based organization" is (1) an entity organized for purposes of engaging in religious practice or (2) a charitable or educational organization affiliated with such an entity.

- D. **ANTITRUST**: By entering into a subaward, the subrecipient 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 subaward.
- E. **ASSIGNMENT OF SUBAWARD**: This subaward shall not be assignable by the subrecipient in whole or in part without written consent of the Commonwealth.
- F. **AVAILABILITY OF FUNDS**: It is understood and agreed between the parties herein that the agency shall be bound hereunder only to the extent that the legislature has appropriated funds that are legally available or may hereafter become legally available for the purpose of this agreement.
- G. **BUSINESS IN THE COMMONWEALTH**: A Subrecipient organized as a stock or nonstock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 of the Code of Virginia or as otherwise required by law. Any business entity described above that enters into a contract with a public body pursuant to the Virginia Public Procurement Act shall not allow its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth, if so required under Title 13.1. or Title 50, to be revoked or cancelled at any time during the term of the contract. A public body may void any contract with a business entity if the business entity fails to remain in compliance with the provisions of this section.
- H. **CONFIDENTIALITY OF PERSONALLY IDENTIFIABLE INFORMATION**: The subrecipient 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 unless disclosure is required pursuant to court order, subpoena or other regulatory authority, 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. Subrecipient's who utilize, access, or store personally identifiable information as part of the performance of a subaward are required to safeguard this information and immediately notify the agency of any breach or suspected breach in the security of such information. Subrecipients shall allow the agency to both participate in the investigation of incidents and exercise control over decisions regarding external reporting. Subrecipients and their employees working on this project may be required to sign a confidentiality statement. More information on the Commonwealth Information Technology Security Standard can be found on VITA website <https://www.vita.virginia.gov/connomwealth-security/sensitive-data/>

- I. **CONFIDENTIALITY OF RESEARCH:** Research information identifiable to an individual, which was obtained through a project funded wholly or in part with Virginia Department of Social Services sub-grant funds, shall remain confidential and copies of such information shall be immune from legal process, and shall not, without the consent of the person furnishing such information, be admitted as evidence or used for any purpose in any action, suit, or other judicial or administrative proceeding (28 CFR Part 22).
- J. **DEBARMENT STATUS:** By submitting an application, the applicant certifies that they are not currently debarred by the Commonwealth of Virginia from submitting a response for the type of services covered by this Request for Applications. Applicant further certifies that they are not debarred from filling any order or accepting any resulting order, or that they are an agent of any person or entity that is currently debarred by the Commonwealth of Virginia.
- K. **DEFAULT:** In case of failure to deliver goods and services in accordance with the subaward terms and conditions, the Commonwealth, after due oral or written notice, may procure them from them from other sources and hold the subrecipient responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the Commonwealth may have.
- L. **DRUG-FREE WORKPLACE:** During the performance of this subaward, the subrecipient agrees to (i) provide a drug-free workplace for the subrecipient'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 subrecipient'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 subrecipient that the subrecipient 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 subrecipient, subcontractor or vendor. For awards of federal grant funds, 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.

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 subrecipient, 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.

- M. **eVA BUSINESS-TO-GOVERNMENT VENDOR REGISTRATION, CONTRACTS, AND ORDERS:** The eVA Internet electronic procurement solution, web site portal www.eVA.virginia.gov, streamlines and automates government purchasing activities in the Commonwealth. The eVA portal is the gateway for vendors to conduct business with state agencies and public bodies. All vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet e-procurement solution by completing the free eVA Vendor Registration. All applicants must register

in eVA and pay the Vendor Transaction Fees specified below; failure to register will result in the applicant being rejected.

Vendor transaction fees are determined by the date the original purchase order is issued and the current fees are as follows:

- a. For orders issued July 1, 2014, and after, the Vendor Transaction Fee is:
 - (i) DSBSD-certified Small Businesses: 1%, capped at \$500 per order.
 - (ii) Businesses that are not DSBSD-certified Small Businesses: 1%, capped at \$1,500 per order.
- b. Refer to Special Term and Condition “eVA Orders and Contracts” to identify the number of purchase orders that will be issued as a result of this solicitation/contract with the eVA transaction fee specified above assessed for each order.

For orders issued prior to July 1, 2014, the vendor transaction fees can be found at www.eVA.virginia.gov.

The specified vendor transaction fee will be invoiced, by the Commonwealth of Virginia Department of General Services, typically within 60 days of the order issue date. Any adjustments (increases/decreases) will be handled through purchase order changes.

Some transactions may be exempt from eVA agency and vendor transaction fees; use of eVA is mandatory to enhance transaction transparency, analysis and reporting.

- N. **eVA ORDERS AND CONTRACTS:** The solicitation/contract will result in multiple purchase order(s). Vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet e-procurement solution and agree to comply with the following: If this solicitation is for a term contract, failure to provide an electronic catalog (price list) or index page catalog for items awarded will be just cause for the Commonwealth to reject your bid/offer or terminate this contract for default. The format of this electronic catalog shall conform to the eVA Catalog Interchange Format (CIF) Specification that can be accessed and downloaded from www.eVA.virginia.gov . Contractors should email Catalog or Index Page information to eVA-catalog-manager@dgs.virginia.gov.
- O. **E-VERIFY PROGRAM:** EFFECTIVE 12/1/13. Pursuant to *Code of Virginia*, §2.2-4308.2., any employer with more than an average of 50 employees for the previous 12 months entering into a contract in excess of \$50,000 with any agency of the Commonwealth to perform work or provide services pursuant to such contract shall register and participate in the E-Verify program to verify information and work authorization of its newly hired employees performing work pursuant to such public contract. Any such employer who fails to comply with these provisions shall be debarred from contracting with any agency of the Commonwealth for a period up to one year. Such debarment shall cease upon the employer’s registration and participation in the E-Verify program. If requested, the employer shall present a copy of their Maintain Company page from E-Verify to prove that they are enrolled in E-Verify.

- P. **ETHICS IN PUBLIC CONTRACTING**: By submitting their applications, 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 applicant, supplier, manufacturer, subcontractor or second tier subrecipient in connection with their application, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.
- Q. **FEDERAL EXCLUDED PARTIES LIST**: This subaward is being funded in whole or in part by funds granted to grantee by the US Government. Under Federal Executive Order 12549, all Subrecipients receiving individual awards, using federal funds of \$25,000 or more, and all sub-recipients, certify that the organization and its principals are not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any federal department or agency from doing business with the federal government. By submitting an application, the applicant represents that neither the applicant nor any of its principal officers are on the Federal Excluded Parties List.
- R. **HUMAN TRAFFICKING PROVISIONS**: By submitting their proposals, applicants certify to the Commonwealth that they will comply with the requirements of Section 106(g) of the “Trafficking Victims Protection Act of 2000” (22USC 7104). The full text of this requirement is found at <http://www.acf.hhs.gov/grants/award-term-and-condition-for-trafficking-in-persons>
- S. **IMMIGRATION REFORM AND CONTROL ACT OF 1986**: Applicable for all subawards over \$10,000: By entering into a written subaward with the Commonwealth of Virginia, the subrecipient certifies that it does not, and shall not during the performance of the subaward for goods and services in the Commonwealth, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.
- T. **LOBBYING PROHIBITIONS**: Federal grant funds may not be used by any subrecipient (at any tier) to support lobbying activities to influence proposed or pending federal or state legislation or appropriations. This prohibition is related to the use of federal grant funds and is not intended to affect an individual’s right or that of any organization, to petition Congress, or any other level of Government, through the use of other resources. (See 45 CFR Part 93)
- U. **MANDATORY DISCLOSURES AND REVIEW OF RISK REQUIREMENTS**: Non-Federal entities must disclose all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Failure to comply may result in any noncompliance remedies, including debarment and suspension. (See 31 U.S.C. 3321, 41 U.S.C. 2313, provisions found in Federal regulations at 45 CFR 75.113 and 2 CFR Parts 180 and 376.)
- V. **NONDISCRIMINATION OF SUBRECIPIENTS**: An applicant or subrecipient shall not be discriminated against in the solicitation or award of this subaward because of race, religion, color, sex, sexual orientation, gender identity, 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 subaward is not in its best interest. If the award of this subaward is made to a faith-based organization and an individual, who applies for or receives goods, services, or disbursements provided pursuant to this subaward 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.

- W. **NOTIFICATION OF POSITIONS VACATED AND FILLED:** The subrecipient must promptly notify the grantee whenever funded positions under the subaward are vacated or the allocated time of the position is reduced and may hire staff to fill vacant positions funded under the subaward with notification to the grantee of the staff member's name, qualifications and experience.
- X. **NOTIFICATION OF UPCOMING MEETINGS AND TRAINING EVENTS:** Upon request, the subrecipient must provide the grantee information about upcoming meetings and training events sponsored under the agreement and allow grantee staff to attend.
- Y. **OWNERSHIP OF MATERIAL:** Ownership of all data, material and documentation originated and prepared for the State pursuant to the RFA 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 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, publications produced or other documents prepared by the subrecipient in the performance of its obligations under this subaward shall be the exclusive property of the grantee and all such materials shall be remitted to the grantee upon completion, termination or cancellation of this subaward. The subrecipient shall not use, willingly allow or cause to have such materials used for any purpose other than performance of the subrecipient's obligations under this subaward without the prior written consent of the grantee. Any materials produced under this subaward must bear a statement that the project was supported by the grantee and identify the title of the funding source.

Z. **PAYMENT:**

3. **To Prime Subrecipient:**

- a. Invoices for items ordered, delivered and accepted shall be submitted by the contractor directly to the payment address shown on the purchase order/contract. All invoices shall show the state contract number and/or purchase order number; 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 or purchase order, that are to be paid for with public funds, shall be billed by the contractor at the contract price, regardless of which public agency is being billed.
 - 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 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, contractors 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 resolved in accordance with *Code of Virginia*, § 2.2-4363 and -4364. Upon determining that invoiced charges are not reasonable, the Commonwealth shall notify the subrecipient of defects or improprieties in invoices within fifteen (15) days as required in *Code of Virginia*, § 2.2-4351.,. 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).
4. To Subcontractors:
- a. Within seven (7) days of the subrecipient's receipt of payment from the Commonwealth, a subrecipient awarded a contract under this solicitation is hereby obligated:
 - (1) To pay the subcontractor(s) 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 subrecipient's intention to withhold payment and the reason.
 - b. The subrecipient 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 subrecipient 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 subrecipient's obligation to pay an interest charge to a subcontractor may not be construed to be an obligation of the Commonwealth.
5. Each prime contractor 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.

6. The Commonwealth of Virginia encourages subrecipients and subcontractors to accept electronic and credit card payments.

AA. PERFORMANCES: All services provided by the subrecipient pursuant to this subaward shall be performed to the satisfaction of VDSS, and in accordance with the applicable federal, state and local laws, ordinances, rules and regulations. The subrecipient shall not receive payment for work found by VDSS to be unsatisfactory, or performed in violation of federal, state or local laws, ordinances, rules or regulations.

BB. POLITICAL ACTIVITY PROHIBITED: The subrecipient funded under this contract shall not use these program funds, provide services, or employ or assign personnel, in a manner supporting or resulting in the identification of such programs with any partisan political activity or any political activity associated with a candidate, or contending faction or group, in an election for public or party office.

CC. PRIME SUBRECIPIENT RESPONSIBILITIES: If approval is granted by the grantee to subcontract any portion of this subaward, the subrecipient shall be responsible for completely supervising and directing the work under the subaward and all subcontractors that he may utilize, using his best skill and attention. Subcontractors who perform work under this subaward shall be responsible to the prime subrecipient. The subrecipient 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.

DD. RELIGIOUS ACTIVITY PROHIBITIONS: Direct federal grants, subawards, or contracts shall not be used to support inherently religious activities such as religious instruction, worship, or proselytization. Therefore, the subrecipient must take steps to separate, in time or location, their inherently religious activities from the services funded under this program. (See 45 CFR Part 87)

EE. SAME-SEX MARRIAGE PROVISIONS: In accordance with the decision in United States vs Windsor (133 S. Ct. 2675 (June 26, 2013)); Section 3 of the Defense of Marriage Act, codified at 1 USC 7, in any grant-related activity in which family, marital, or household considerations are, by statute or regulation, relevant for purposes of determining beneficiary eligibility or participation, grantees must treat same-sex spouses, marriages, and households on the same terms as opposite sex spouses, marriages, and households, respectively. "Same-Sex Spouses" means individuals of the same sex who have entered into marriages that are valid in the jurisdiction where performed, including any of the 50 states, the District of Columbia, or a U.S. territory or in a foreign country, regardless of whether or not the couple resides in a jurisdiction that recognizes same-sex marriage. "Same-Sex Marriages" means marriages between two individuals validly entered into in the jurisdiction where performed, including any of the 50 States, the District of Columbia, or a U.S. territory or in a foreign country, regardless of whether or not the couple resides in a jurisdiction

that recognizes same-sex marriage. "Marriage" does not mean registered domestic partnerships, civil unions or similar formal relationships recognized under the law of the jurisdiction of celebration as something other than a marriage.

FF. SECTION 504 OF THE REHABILITATION ACT OF 1973: The Subrecipient certifies that it will comply with Section 504 of the *Rehabilitation Act of 1973* (Pub. L. 93-112), as amended, and all requirements imposed by or pursuant to the Regulation of the Department of Health and Human Services (45 CFR Part 84), to the end that, in accordance with Section 504 of that Act and the Regulation, no otherwise qualified handicapped individual in the United States shall, solely by reason of his handicap, be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any program or activity from which the Subrecipients receives federal financial assistance from the Department of Health and Human Services.

GG. SECURITY AND TRANSFER OF DATA: The following terms and conditions relate to the protection, sharing, and inspection of information. VDSS and its agents reserve the right to conduct any test/inspection it may deem advisable to assure goods and services conform to the specifications.

- b. Google Chrome is to be used as the method to communicate client specific data from VDSS to the sub-grantee
- c. An encryption method for WORD documents must be used to encrypt all client level data that is sent from the sub-grantee and VDSS; the encryption level must be at SHAS-2 or higher with a minimum of 256-bit encryption
- d. No less than annually VDSS will change the password associated with the subaward and provide this password to the sub-grantee
- e. The sub-grantee shall not store information in an unencrypted form

HH. SMOKE FREE ENVIRONMENT: The applicant certifies to the Commonwealth that it will comply with the requirements of Title XII of Public Law 103-227, the "PRO-KIDS Act of 1994", 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 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. Additionally, the applicant certifies that it will include the above language in any subawards that contain provisions for children's services.

II. STATE CORPORATION COMMISSION IDENTIFICATION NUMBER: Pursuant to Code of Virginia, §2.2-4311.2 subsection B, an offeror or applicant agency organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 is required to include in its bid or proposal the identification number issued to it by the State Corporation Commission (SCC). Any offeror or applicant agency that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 or as otherwise required by law is required

to include in its bid or proposal a statement describing why the offeror or applicant agency is not required to be so authorized. Indicate the above information on the SCC Form provided. Subaward agrees that the process by which compliance with Titles 13.1 and 50 is checked during the solicitation stage (including without limitation the SCC Form provided) is streamlined and not definitive, and the Commonwealth's use and acceptance of such form, or its acceptance of subawards statement describing why the offeror or applicant agency was not legally required to be authorized to transact business in the Commonwealth, shall not be conclusive of the issue and shall not be relied upon by the subaward as demonstrating compliance.

JJ. SUBCONTRACTS: No portion of the work shall be subcontracted without prior written consent of the grantee. In the event that the subrecipient desires to subcontract some part of the work specified herein, the subrecipient shall furnish the grantee the names, qualifications and experience of their proposed subcontractor(s). The subrecipient 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 subaward.

KK. SUBRECIPIENT AS INDEPENDENT ENTITY: During the performance of this subaward, the subrecipient shall be regarded as an independent entity and not as an agent or employee of the Commonwealth of Virginia or the grantee. The subrecipient shall be responsible for all its own insurance and federal, state, local and social security taxes.

LL. SUPPLANTATION OF FUNDS: The applicant assures that funds made available under this subaward will not be used to supplant state or local funds, but will be used to increase the amounts of such funds that would be, in the absence of these funds, made available for domestic violence services.

MM. TERMINATION OF AGREEMENT: This agreement may be terminated in whole or in part as follows (See §45 CFR 75.372):

- 1) Either party may terminate this Agreement at any time upon 30 days written notice to the other party. The subrecipient's written notification must set forth the reasons for such termination, the effective date, and, in the case of partial termination, the portion to be terminated. Partial termination of the Scope of Services can only be undertaken with the prior approval of the grantee. In the event of any termination for convenience, at the grantee's option, all finished or unfinished documents, data, studies, surveys, photographs, reports, or other materials prepared by the subrecipient under this Agreement shall, at the option of the grantee, become the property of the grantee, and the subrecipient shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents or materials prior to termination.
- 2) The grantee may terminate this Agreement, in whole or in part at any time, if the subrecipient fails to comply with federal statutes, regulations, or terms and conditions of the Federal award or subaward. Upon receipt of a notice of termination the subrecipient shall stop all work and the grantee will cease all payments. The termination decision may be considered by the grantee in evaluating future applications submitted by the subrecipient.

- 3) The grantee may terminate this Agreement for cause;
- 4) The grantee may terminate this Agreement with the consent of the subrecipient, in which case the two parties must agree upon the termination conditions, including the effective date and, in the case of partial termination, the portion to be terminated;
- 5) The Subrecipient may terminate this Agreement upon sending the grantee written notification setting forth the reasons for such termination, the effective date, and, in the case of partial termination, the portion to be terminated. However, if the grantee determines in the case of partial termination that the reduced or modified portion of the subaward will not accomplish the purposes for which the award was made, the grantee may terminate the award in its entirety; or
- 6) If the federal awarding agency terminates its agreement with the grantee, the grantee shall terminate the Agreement with the subrecipient.

In the event of any termination for convenience, at the grantee's option, all finished or unfinished documents, data, studies, surveys, photographs, reports, or other materials prepared by the Subrecipient under this Agreement shall, at the option of the grantee, become the property of the grantee, and the Subrecipient shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents or materials prior to termination.

SECTION X. - PAYMENT TERMS

Compensation to the Subrecipient for delivered services shall be as follows:

- A. For providing the services specified in the subaward, the Subrecipient will be reimbursed monthly. The Subrecipient shall submit expenditure statements within 15 days following the end of the month in which services were performed.
- B. Disbursement of funds will follow a cost reimbursement procedure and will be for actual funds expended. Actual expenditures shall be itemized and invoiced pursuant to approved line item budget categories in **Attachment E** of the subaward. Subrecipients shall only be reimbursed for costs that have been incurred within the grant subaward period. Requests for reimbursement shall be submitted on forms supplied by VDSS and must contain the agreement number and the Subrecipient's federal identification number. The Subrecipient shall submit an expenditure statement showing no services delivered if that is the case in any invoice period.
- C. The subrecipient should allow 30 days from the time expenditure statements are received by the VDSS until reimbursement is received. If errors are found in the expenditure statements, the 30 days will be from the date a corrected expenditure statement is received.

- D. The Subrecipients must also submit the final request for reimbursement to VDSS with 15 days (by July 15, 2022) after the expiration of the grant period on June 30, 2022.
- E. The Subrecipient shall be required to maintain accounting records to support all requests for reimbursement. These records shall be available for review by the Commonwealth of Virginia. VDSS will monitor expenditures.
- F. No amendments to the approved budget may be made without the prior written approval of VDSS, and budget amendments must be requested in writing. The Subrecipient must be prepared to pay expenses as they are incurred and then submit expenditure requests for funds on a monthly basis in arrears to VDSS for reimbursement. In cases where no costs are incurred for a particular month, the subrecipient shall submit a financial report showing no services delivered for that period.
- G. VDSS will not pay for non-allowable expenses, or for work performed that is not in conformity with the contract, applicable federal, state and local laws, ordinances, rules and regulations. The method of payment to be used will depend on the type of organization receiving funds or serving as the fiscal agent:
- If the Subrecipient is a state agency, then reimbursement will be handled through Virginia's Interagency Transfer system. Payments may be made monthly.
 - If the Subrecipient is not a state agency then the Subrecipient shall submit monthly expenditure statements to VDSS. Subrecipient shall be reimbursed using the Virginia Department of Account's (DOA) Remittance Electronic Data Interchange (EDI). All reimbursements will be deposited electronically through the Department of Account's Remittance Electronic Data Interchange (EDI) Virginia. Subrecipients seeking reimbursement from VDSS through the invoice process must be or become eligible to receive reimbursement through EDI by subaward. Application information for EDI is found on DOA's website: www.doa.virginia.gov.

APPENDIX I

DEFINITIONS

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

Administrative Work is any time, work, or efforts directed at the overall needs of the program including, but not limited to bookkeeping, fund raising, grant writing, or research.

Basic Advocacy Trainings (BATs) are a series of training events for advocates working with people who have experienced domestic and sexual violence. BATs help participants learn about and practice many of the basic skills necessary for effective advocacy. The training is conducted by the Virginia Sexual and Domestic Violence Action Alliance. BAT topics include:

- Domestic Violence
- Sexual Violence
- Crisis Intervention
- Trauma-Informed Advocacy
- Cultural Competency
- Child and Youth Advocacy

Client Confidentiality is a federal law (per the Violence Against Women Act) that requires all domestic violence service providers to adopt a client confidentiality policy prohibiting the agency from:

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

Community Based Organization (CBO) a public or private nonprofit organization of demonstrated effectiveness that is representative of a community or significant segments of a community and provides educational or related services to individuals in the community. For the purpose of this RFA, a CBO is other than a mainstream domestic violence organization.

Community Collaboration is a working practice whereby community service providers work together for a common purpose to achieve optimal outcomes for victims of domestic violence.

Culturally responsive services are services that are respectful of, and relevant to, the beliefs, practices, culture and linguistic needs of diverse populations and communities whose members identify as having particular cultural or linguistic affiliations by virtue of their place of birth, ancestry or ethnic origin, religion, preferred language or language spoken at home. Cultural responsiveness describes the capacity to respond to the issues of diverse communities. It thus requires knowledge and capacity at different levels of intervention: systemic, organizational, professional and individual.

Culturally-specific organization is one which provides, as its primary purpose, services to a specific group of people who share a common culture, language, ancestry or ethnic origin, or religion.

Direct Services include many types assistance given to victims of domestic violence and their children including but not limited to the activities involved with crisis and core services.

Documenting Our Work (DOW) project was initiated by Family Violence Prevention and Services Act (FVPSA) staff at the U.S. Department of Health and Human Services and is a grant-required process of collecting feedback from survivors on the impact and value of the services provided. DOW data is used

to report on multiple outcomes, or changes. An Outcome report, based on DOW feedback is available to all sub-grantees.

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.

Residential Shelter: 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.

Established Organization means any organization which **CURRENTLY RECEIVES** grant funding from the Virginia Department of Social Services.

Finance Officer is the person responsible for fiscal management of funds,

In-kind Match is a specified amount of non-cash contributions (assigned a dollar value) designated for the funded grant award amount. An example of in-kind match is unpaid volunteer time that has been assigned a dollar value, based on the agency or market value of the services in your community.

Inadequately Served Populations are historically marginalized communities who may be highly visible or even overrepresented in number, but who are still in need of improved quality of services that will help address cyclical challenges their populations face such as "one-size fits all" strategies that disregard historical barriers and culturally-specific experiences. Also, the fact that specific populations are "overrepresented" in services demonstrates a need for enhanced support to these communities. (WOCN)

LGBTQ Accessibility and Anti-Harassment Policy Training is a 5-part learning module that outlines the requirement of all VDSS grant-funded programs to have, or put, in place a policy that addresses the accessibility of agency services to the lesbian, gay, bisexual, transgender and questioning (LGBTQ) population. The requirements go further to ensure that policies are in place that prohibit harassment based on race, sexual orientation, gender, gender identity (or expression), religion, and national origin.

New Organization means any organization **NOT CURRENTLY** grant funded by the Department of Social Services.

Match is the amount of non-federal funding and other resources used to support the project provided by the applicant and is needed to be awarded most federal grants. Match may be provided by either cash or in-kind donations.

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

Population-Specific organization is one designed to serve, as its primary population, individuals with differing needs based on their age, ability, gender, gender identity, or sexual orientation; and that provides respectful services that improve access, quality and outcomes among the population being served.

Project means 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/in-kind 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 has day-to-day responsibility for managing the project

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. In some circumstances, these populations may be overrepresented in service statistics yet remain underserved because their needs are not adequately met.

Subrecipient is a non-federal entity that expends federal awards received from a pass-through entity (such as a state agency) to carry out a federal program.

Un-Served Populations are those populations who are so marginalized that they are not reached at all. This is also indicative of those populations who are emerging and who are not yet visible in our services or who are there in very small numbers. (WOCN)

Underserved Populations are those populations that are growing in number in our services and have minimal access but who need more services and approaches that meet their specific needs: therefore they remain 'under'-served. (WOCN)

VAdata is the web-based data collection system managed by the Virginia Sexual and Domestic Violence Action Alliance designed to capture the services provided to survivors of domestic and/or sexual violence. VAdata is the required data collection system for all VDSS domestic violence sub-grantees.

Virginia Department of Social Services is the primary grantee of Federal grant funds. Referred to as Grantee, also referred to as VDSS or the Department.

Voluntary Services - is a model of service delivery based on the idea that participating in services should be voluntary and not a condition of receiving shelter or other services. Voluntary services, sometimes referred to as the reduced-rules model, emphasizes client-driven services and acknowledges that adult survivors are competent, capable and should have right to make their own decisions

APPENDIX II

**Virginia Department of Social Services
Domestic Violence Services for Underserved Populations Grant
RFA-FAM-21-071**

FY 2022 Program Guide for Allowability of Costs

| | | Yes = Y, No = N, Restrictions on use = R |
|----------|---|--|
| | Budget Line Item | Allowable for VDSS Domestic Violence Grant? |
| 1 | PERSONNEL | |
| | Direct Service Staff | Y |
| | Direct Service Supervisor | Y |
| | Administrative & Support Staff | N |
| | Prevention Service Staff | Y |
| | Community Collaboration Service Staff | Y |
| | Fundraiser/fund development | N |
| | Board/Advisory Council members | N |
| | Stipends/Honorariums | N |
| | Bonuses | N |
| 2 | PAYROLL TAXES & BENEFITS | |
| | For Personnel as allowed above | Y |
| | Deferred compensation match | N |
| | Severance for direct service staff | Y |
| 3 | BUILDING | |
| | Rent/Mortgage | |
| | Office rent (prorated-only for the % that is used for the provision of domestic violence services) | R |
| | Shelter Rent | Y |
| | Mortgage payments | N |
| | Utilities | |
| | Gas, electric, water & sewer (prorated-only for the % that is used for the provision of domestic violence services) | R |
| | Security Systems | Y |
| | Insurance | |
| | Building liability | N |
| | Personal property | N |
| | Maintenance and Repairs | |
| | Building modifications | N |
| | Building improvements | N |
| | Garbage collection (Shelter Only) | R |
| | Cleaning service (Shelter Only) | R |
| | Building repairs | Y |

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

| | | |
|----------|---|-----------------|
| | Web page development | Y |
| | Office Supplies | |
| | Paper, pens, folders, toner, etc. | Y |
| | Business computer software | R |
| | Insurance | |
| | Malpractice (professional liability) | Y |
| | Auto insurance | N |
| | Equipment maintenance/repair/lease | |
| | Shelter program equipment | Y |
| 5 | EQUIPMENT Purchases | |
| | Shelter program equipment (washer, dryer, freezer, refrigerator, stove) | Y |
| | Phone Systems (purchase) | Y |
| | Cell phones | Y |
| | Shredders | Y |
| | Copiers | Y |
| | Computers (Only for grant-funded staff @ their % on grant.) | R |
| | LCD projectors | Y |
| | DVD players | Y |
| | Television | Y |
| | TTY/TDD machines & Braille equipment | Y |
| | Filing cabinets (Only for grant-funded staff @ their % on grant.) | R |
| | Desks and Chairs (Only for grant-funded staff @ their % on grant.) | R |
| | Client use sofas, chairs, tables, etc. | Y |
| | Playground equipment | Y |
| | Lighting | Y |
| | Security equipment | Y |
| | Vehicle | N |
| 6 | CONTRACT SERVICES / CONSULTANTS | |
| | Interpreters | Y |
| | Mental health providers | Y |
| | In-service trainer for direct service staff development | Y |
| | In-service trainer for administration or board service | N |
| | Bookkeeping/Financial/Auditing – pro-rated | R |
| | Legal services for program | N |
| | Animal care for sheltered victims | Y |
| | Hotel/Motel safe housing | Y |
| | VA Family Violence and Sexual Assault Hotline | N (Free) |
| 7 | TRAVEL , TRANSPORTATION & TRAINING | |
| | Travel and Transportation | |
| | Direct service work mileage and lodging | Y |
| | Administration mileage and lodging | R |
| | Transportation for client safety | Y |
| | Bus tickets, tokens, taxi (victim transportation) | Y |
| | Board/Advisory Council business | Y |

| | | |
|----------|--|----------|
| | Laundry, entertainment, alcohol | N |
| | Direct service work meals | Y |
| | Victim relocation expenses | Y |
| | Rental of necessary vehicles | Y |
| | Vehicle maintenance/repairs | N |
| | Training (includes travel, meals, lodging, mileage, registration) | |
| | For direct service staff and volunteers | Y |
| | Direct service training provided to other agencies | Y |
| | DV client participation in conferences | Y |
| | Conference Planning | R |
| | Purchase of books, manuals, DVDs (direct service) | Y |
| | Web-based training | Y |
| | Food provided at training | N |
| 8 | Other | |
| | Indirect Costs | Y |
| | Memberships to professional organizations | Y |
| | Program relocation expenses (DSS prorated portion of this expense) | R |
| | | |

SAMPLE ONLY – NOT FOR PROGRAM USE (also available in Spanish and Korean)

Community-Based Services Survey

The information you provide will be shared and used to improve services in your community and across Virginia. Feel free to skip any question you are not comfortable answering.

1) As of today, how long have you been receiving services? (please check one)

- Less than a week
- More than 1 month but less than 3 months
- 1 week to 1 month
- 3 months or more

2) If a friend of mine was thinking of coming here for help, I would: (please check one)

- Strongly recommend coming here
- Recommend NOT coming here
- Recommend coming here
- Strongly recommend NOT coming here

3) People come to our program for many different reasons. Please tell us more about whether or not you got the help you wanted from the program (Please check one in each section below).

| | |
|--|--|
| <p>1. Help meeting basic financial needs</p> <p><input type="checkbox"/> I got some or all of the help I wanted</p> <p><input type="checkbox"/> I wanted this help, but did not get it</p> <p><input type="checkbox"/> I did not want or need this help</p> | <p>2. Help with immigration concerns</p> <p><input type="checkbox"/> I got some or all of the help I wanted</p> <p><input type="checkbox"/> I wanted this help, but did not get it</p> <p><input type="checkbox"/> I did not want or need this help</p> |
| <p>3. Help finding safe and affordable housing</p> <p><input type="checkbox"/> I got some or all of the help I wanted</p> <p><input type="checkbox"/> I wanted this help, but did not get it</p> <p><input type="checkbox"/> I did not want or need this help</p> | <p>4. Help addressing my emotional needs</p> <p><input type="checkbox"/> I got some or all of the help I wanted</p> <p><input type="checkbox"/> I wanted this help, but did not get it</p> <p><input type="checkbox"/> I did not want or need this help</p> |
| <p>5. Help with the legal system/legal issues</p> <p><input type="checkbox"/> I got some or all of the help I wanted</p> <p><input type="checkbox"/> I wanted this help, but did not get it</p> <p><input type="checkbox"/> I did not want or need this help</p> | <p>6. Help with the impact of the violence on my relationships with family and friends</p> <p><input type="checkbox"/> I got some or all of the help I wanted</p> <p><input type="checkbox"/> I wanted this help, but did not get it</p> <p><input type="checkbox"/> I did not want or need this help</p> |
| <p>7. Help with transportation</p> <p><input type="checkbox"/> I got some or all of the help I wanted</p> <p><input type="checkbox"/> I wanted this help, but did not get it</p> <p><input type="checkbox"/> I did not want or need this help</p> | <p>8. Help accessing health care services</p> <p><input type="checkbox"/> I got some or all of the help I wanted</p> <p><input type="checkbox"/> I wanted this help, but did not get it</p> <p><input type="checkbox"/> I did not want or need this help</p> |

4) Because of the services received from this program so far:

- a. I know more ways to plan for my safety Yes No
- b. I know more about community resources Yes No
- c. I know more about sexual and/or domestic violence and its impact Yes No
- d. I am more hopeful about my life Yes No
- e. I know how to take my next steps Yes No
- f. I feel that my children know that it's okay to talk about their experiences with violence Yes No
- g. I feel that my children are having more positive interactions with others Yes No
- h. Staff made me feel that I could accept or not accept the services offered to me Yes No

Turnover

5) We try our best to make sure people feel welcomed and respected. Please tell us how we did.

| | | |
|---|---|--|
| <p>1. Staff made me feel welcome</p> <p><input type="checkbox"/> Strongly Agree <input type="checkbox"/> Agree <input type="checkbox"/> Disagree <input type="checkbox"/> Strongly Disagree</p> <p>If you did not feel welcomed, please tell us about your concerns.</p> | <p>2. Staff treated me with respect</p> <p><input type="checkbox"/> Strongly Agree <input type="checkbox"/> Agree <input type="checkbox"/> Disagree <input type="checkbox"/> Strongly Disagree</p> <p>If you did not feel respected, please tell us about your concerns.</p> | <p>3. Staff respected my background and beliefs</p> <p><input type="checkbox"/> Strongly Agree <input type="checkbox"/> Agree <input type="checkbox"/> Disagree <input type="checkbox"/> Strongly Disagree</p> <p>If you did not feel your background and beliefs were respected, please tell us about your concerns.</p> |
|---|---|--|

6) What do you think you would have done if these services did not exist?

7) Please describe any difficulties or concerns you have had with our services.

8) Please describe any positive experiences you have had with our services.

 We ask the next few questions to see if different people have different experiences here. This can improve our services. Please skip any question that you worry may identify you.

1) I am a survivor of (check one): Domestic Violence Sexual Violence Both Sexual and Domestic Violence

2) I consider myself to be (check all that apply):
 African American/Black Caucasian/White Hispanic/Latino(a)
 Asian/Pacific Islander Native American/Native Alaskan Other

3) My age is (check one): under 29 30-39 40-49 50-59 60 and over

4) My gender is (check one): Female Male Transgender

5) My sexual orientation is: (check one): Heterosexual/Straight Gay/Lesbian/ Bisexual/Queer Other

6) I am a person with a disability (check one): Yes No

7) I have minor children: Yes No

Shelter Resident Survey

The information you provide will be shared and used to improve services in your community and across Virginia. Feel free to skip any question you are not comfortable answering.

1) As of today, how long have you been at the Shelter? (Please check one)

- Less than a week More than 1 month but less than 3 months
 1 week to 1 month 3 months or more

2) If a friend of mine was thinking of coming here for help, I would: (please check one)

- Strongly recommend coming here Recommend NOT coming here
 Recommend coming here Strongly recommend NOT coming here

3) People come to our shelter for many different reasons. Please tell us more about whether or not you got the help you wanted while in Shelter (Please check one in each section below).

| | |
|---|---|
| 1. Help meeting basic financial needs <input type="checkbox"/> I got some or all of the help I wanted <input type="checkbox"/> I wanted this help, but did not get it <input type="checkbox"/> I did not want or need this help | 2. Help with immigration concerns <input type="checkbox"/> I got some or all of the help I wanted <input type="checkbox"/> I wanted this help, but did not get it <input type="checkbox"/> I did not want or need this help |
| 3. Help finding safe and affordable housing <input type="checkbox"/> I got some or all of the help I wanted <input type="checkbox"/> I wanted this help, but did not get it <input type="checkbox"/> I did not want or need this help | 4. Help addressing my emotional needs <input type="checkbox"/> I got some or all of the help I wanted <input type="checkbox"/> I wanted this help, but did not get it <input type="checkbox"/> I did not want or need this help |
| 5. Help with the legal system/legal issues <input type="checkbox"/> I got some or all of the help I wanted <input type="checkbox"/> I wanted this help, but did not get it <input type="checkbox"/> I did not want or need this help | 6. Help with the impact of the violence on my relationships with family and friends <input type="checkbox"/> I got some or all of the help I wanted <input type="checkbox"/> I wanted this help, but did not get it <input type="checkbox"/> I did not want or need this help |
| 7. Help with transportation <input type="checkbox"/> I got some or all of the help I wanted <input type="checkbox"/> I wanted this help, but did not get it <input type="checkbox"/> I did not want or need this help | 8. Help accessing health care services <input type="checkbox"/> I got some or all of the help I wanted <input type="checkbox"/> I wanted this help, but did not get it <input type="checkbox"/> I did not want or need this help |

4) Because of the services I have received from this program so far:

- a. I know more ways to plan for my safety Yes No
 b. I know more about community resources Yes No
 c. I know more about sexual and/or domestic violence and its impact Yes No
 d. I am more hopeful about my life Yes No
 e. I know how to take my next steps Yes No
 f. I feel that my children know that it's okay to talk about their experiences with violence Yes No
 g. I feel that my children are having more positive interactions with others Yes No
 h. Staff made me feel that I could accept or not accept the services offered to me Yes No

Turnover

5) We try our best to make sure people feel welcomed and respected. Please tell us how we did.

| | | |
|---|---|--|
| <p>1. Staff made me feel welcome</p> <p><input type="checkbox"/> Strongly Agree <input type="checkbox"/> Agree <input type="checkbox"/> Disagree <input type="checkbox"/> Strongly Disagree</p> <p>If you did not feel welcomed, please tell us about your concerns.</p> | <p>2. Staff treated me with respect</p> <p><input type="checkbox"/> Strongly Agree <input type="checkbox"/> Agree <input type="checkbox"/> Disagree <input type="checkbox"/> Strongly Disagree</p> <p>If you did not feel respected, please tell us about your concerns.</p> | <p>3. Staff respected my background and beliefs</p> <p><input type="checkbox"/> Strongly Agree <input type="checkbox"/> Agree <input type="checkbox"/> Disagree <input type="checkbox"/> Strongly Disagree</p> <p>If you did not feel your background and beliefs were respected, please tell us about your concerns.</p> |
|---|---|--|

6) What do you think you would have done if the Shelter did not exist?

7) Please describe any difficulties or concerns you had while living at the Shelter.

8) Please describe any positive experiences you had while at the Shelter.

We ask the next few questions to see if different people have different experiences here. This can improve our services. Please skip any question that you worry may identify you.

1) I am a survivor of (check one): Domestic Violence Sexual Violence Both Sexual and Domestic Violence

2) I consider myself to be (check all that apply):
 African American/Black Caucasian/White Hispanic/Latino(a)
 Asian/Pacific Islander Native American/Native Alaskan Other

3) My age is (check one): under 29 30-39 40-49 50-59 60 and over

4) My gender is (check one): Female Male Transgender

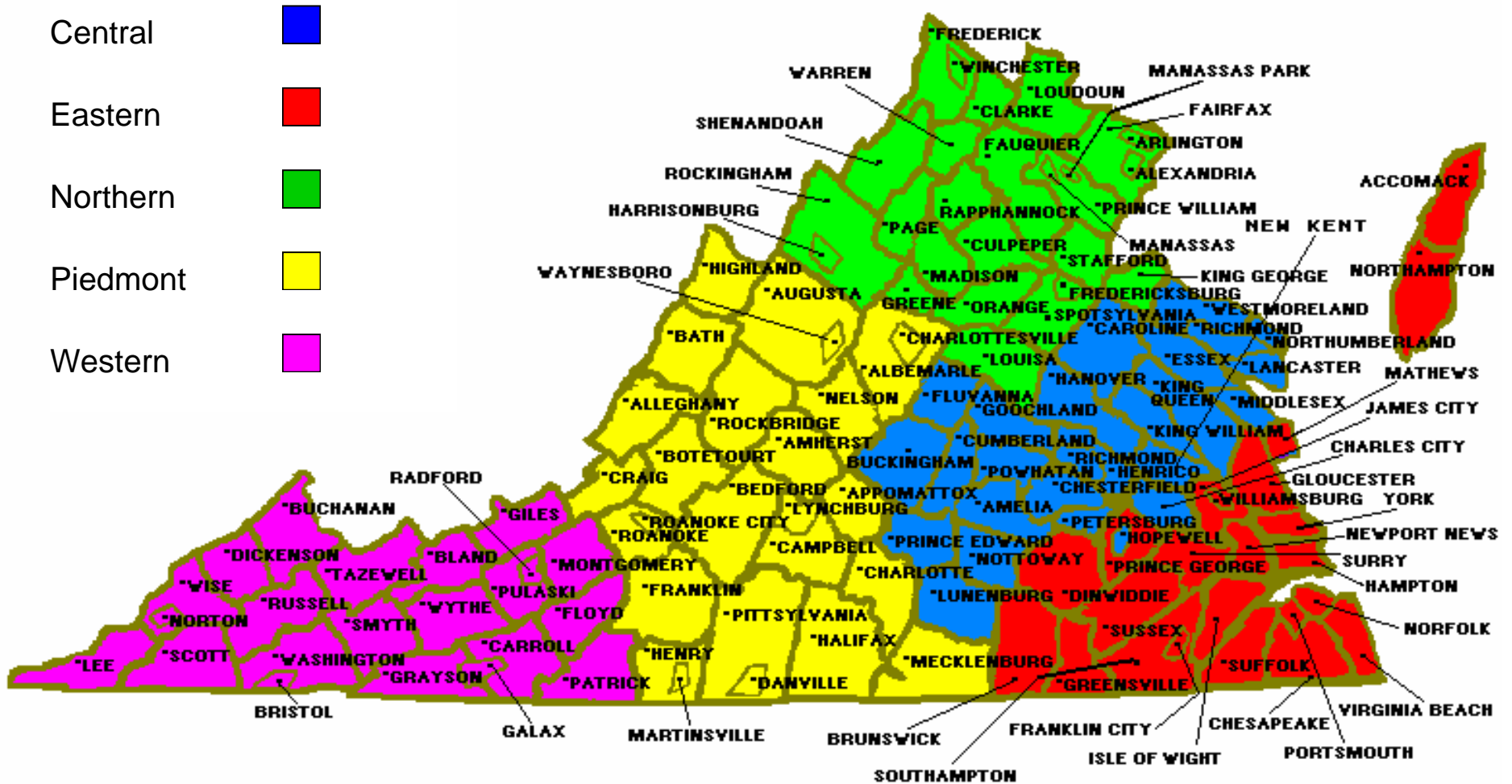
5) My sexual orientation is: (check one): Heterosexual/Straight Gay/Lesbian/ Bisexual/Queer Other

6) I am a person with a disability (check one): Yes No

7) I have minor children: Yes No

January 2014

VDSS Regional Boundaries



VDSS REGIONAL BOUNDARIES
List of LDSS Assignments
Planning Districts (PD) Shown Inside Box

Central
(Blue)

| PD | |
|----|-----------------|
| 14 | Amelia |
| 14 | Buckingham |
| 16 | Caroline |
| 15 | Charles City |
| 15 | Chesterfield |
| 14 | Cumberland |
| 18 | Essex |
| 10 | Fluvanna |
| 15 | Goochland |
| 15 | Hanover |
| 15 | Henrico |
| 19 | Hopewell |
| 18 | King & Queen |
| 18 | King William |
| 17 | Lancaster |
| 14 | Lunenburg |
| 18 | Middlesex |
| 15 | New Kent |
| 17 | Northumberland |
| 14 | Nottoway |
| 19 | Petersburg |
| 15 | Powhatan |
| 14 | Prince Edward |
| 15 | Richmond City |
| 17 | Richmond County |
| 17 | Westmoreland |

Total: 26 LDSS

Eastern
(Red)

| PD | |
|----|---------------------|
| 22 | Accomack |
| 13 | Brunswick |
| 23 | Chesapeake |
| 19 | Dinwiddie |
| 23 | Franklin City |
| 18 | Gloucester |
| 19 | Greensville-Emporia |
| 23 | Hampton |
| 23 | Isle of Wight |
| 23 | James City |
| 18 | Mathews |
| 23 | Newport News |
| 23 | Norfolk |
| 22 | Northampton |
| 23 | Portsmouth |
| 19 | Prince George |
| 23 | Southampton |
| 23 | Suffolk |
| 19 | Surry |
| 19 | Sussex |
| 23 | Virginia Beach |
| 23 | Williamsburg |
| 23 | York-Poquoson |

Total: 23 LDSS

Northern
(Green)

| PD | |
|----|------------------------------------|
| 8 | Alexandria |
| 8 | Arlington |
| 7 | Clarke |
| 9 | Culpeper |
| 8 | Fairfax County (inc. Falls Church) |
| 9 | Fauquier |
| 7 | Frederick |
| 16 | Fredericksburg |
| 10 | Greene |
| 6 | Harrisonburg-Rockingham |
| 16 | King George |
| 8 | Loudoun |
| 10 | Louisa |
| 9 | Madison |
| 8 | Manassas City |
| 8 | Manassas Park |
| 9 | Orange |
| 7 | Page |
| 8 | Prince William |
| 9 | Rappahannock |
| 7 | Shenandoah |
| 16 | Spotsylvania |
| 16 | Stafford |
| 7 | Warren |
| 7 | Winchester |

Total: 25 LDSS

Piedmont
(Yellow)

| PD | |
|----|---|
| 10 | Albemarle |
| 5 | Alleghany-Covington |
| 11 | Amherst |
| 11 | Appomattox |
| 6 | Bath |
| 11 | Bedford |
| 5 | Botetourt |
| 11 | Campbell |
| 14 | Charlotte |
| 10 | Charlottesville |
| 5 | Craig |
| 12 | Danville |
| 12 | Franklin County |
| 13 | Halifax |
| 12 | Henry-Martinsville |
| 6 | Highland |
| 11 | Lynchburg |
| 13 | Mecklenburg |
| 10 | Nelson |
| 12 | Pittsylvania |
| 5 | Roanoke City |
| 5 | Roanoke County |
| 6 | Rockbridge-Buena Vista-Lexington |
| 6 | Shenandoah Valley (Staunton-Augusta & Waynesboro) |

Total: 24 LDSS

Western
(Purple)

| PD | |
|----|------------|
| 3 | Bland |
| 3 | Bristol |
| 2 | Buchanan |
| 3 | Carroll |
| 2 | Dickenson |
| 4 | Floyd |
| 3 | Galax |
| 4 | Giles |
| 3 | Grayson |
| 1 | Lee |
| 4 | Montgomery |
| 1 | Norton |
| 12 | Patrick |
| 4 | Pulaski |
| 4 | Radford |
| 2 | Russell |
| 1 | Scott |
| 3 | Smyth |
| 2 | Tazewell |
| 3 | Washington |
| 1 | Wise |
| 3 | Wythe |

Total: 22 LDSS