



**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF CHILD AND FAMILY SERVICES**

4126 Technology Way – 3rd Floor

Carson City, Nevada 89706

(775) 684-4400

Request for Proposals
for
❖ **Marriage License (ML);**
❖ **Victims of Crime Act (VOCA); and**
❖ **Family Violence Prevention and Services Act (FVPSA)**

Release date: **Monday, January 23, 2012**

Deadline for Submission Date and Time: **Friday, March 23, 2012 by 5:00pm**

For additional information, please contact:

Debbie Tanaka

4126 Technology Way, 3rd Floor

Carson City, NV 89706

Phone: (775) 684-7946

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State of Nevada
Department of Health and Human Services
Division of Child and Family Services

GRANTS MANAGEMENT UNIT

REQUEST FOR PROPOSALS
STATE FISCAL YEARS 2013 THROUGH 2015

Contents	Page
Source and Purpose of Funds	3
Eligibility	3
Pre-Application Webinars	4
Application Instructions	5
Technical Assistance	9
Application Submittal	9
Proposal Review, Awarding and Funding Process	10
Upon Approval of Award	10
Attachment A: Scoring Matrix and Guidelines	12
Attachment B: Marriage License / Domestic Violence (ML)	17
Attachment C: Victims of Crime Act (VOCA)	20
Attachment D: Family Violence Prevention and Services Act (FVPSA)	28
Attachment E: Examples of Allowable Services	30

STATE OF NEVADA
Department of Health and Human Services
Division of Child and Family Services
Grants Management Unit
State Fiscal Years (SFY) 2013 through 2015
Grant Announcement and Application Guide

Source and Purpose of Funds

This announcement is for the period of State Fiscal Years (SFY) 2013 through 2015 and implements a funding process that combines application review and grant allocation among funding sources administered by the Division of Child and Family Services (DCFS) Grants Management Unit (GMU). The intent is to streamline the process and incorporate multiple funding sources with a single Request for Proposals (RFP). Collective review of applications will facilitate a broader understanding of available resources and opportunities for collaboration.

Funds awarded as a result of this RFP will begin on July 1, 2012 and expire on June 30, 2015. Funds are awarded on an annual SFY basis and are dependent upon availability of funding. The State Fiscal Year starts on July 1st and ends on July 30th of each year. Unused funds from one year will not be automatically carried forward (re-awarded) to the next year.

Funding Source	Priority Areas	Grant Requirements	Approximate Total of Awards
Marriage License / Domestic Violence (ML) NRS 217.400 – 217.460	Aid to victims of domestic violence.	See Attachment B Catalog of Federal Domestic Assistance (CFDA): None	\$3,102,155 (SFY 11 actuals)
Victims of Crime Act (VOCA)	Funding must be allocated as follows: <ul style="list-style-type: none"> ❖ Child abuse ❖ Domestic Violence ❖ Sexual Assault ❖ Previously underserved victims of violent crimes 	See Attachment C CFDA: 16.575	\$3,762,960 (Based on current Federal award)
Family Violence Prevention and Services Act (FVPSA)	Provision of shelter and related services	See Attachment D CFDA: 93.671	\$1,047,481 (Based on current Federal award)

Applicants interested in applying for funding from more than one grant source must identify the amount of funding requested from each funding source on the coversheet and provide separate and distinct information with sections clearly identified by grant type (ML; VOCA; FVPSA). For ML, programs serving multiple counties should calculate the total for all counties served and must not request more funding than the total county amount shown in Attachment B.

Eligibility

All non-profit and public agencies (including state and local governmental agencies, universities and community colleges), can apply if interested in providing services under these funding sources and are in compliance with grant specific requirements (See Attachments B, C and D).

Data Universal Numbering System (DUNS) (VOCA and FVPSA)

In accordance with the supplement to the Office of Management and Budget (OMB) Circular A-133, sub-recipients must obtain a Data Universal Numbering System (DUNS) as part of eligibility for a sub-award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and sub-recipients. Obtaining a DUNS number is a free, one-time activity. Obtain a DUNS number by calling Dun and Bradstreet at 1-866-705-5711 or by applying online at www.dnb.com. A DUNS number is usually received within 1-2 business days.

Central Contractor Registration (CCR) (VOCA and FVPSA)

Also in accordance with the supplement to the OMB Circular A-133, sub-recipients must acquire and renew registration with the Central Contractor Registration (CCR) database. The CCR database is the repository for standard information about federal financial assistance applicants, recipients and sub-recipients. CCR registration must be updated or renewed annually. Information about CCR registration procedures can be accessed at www.ccr.gov

Civil Rights Compliance

All recipients of Federal grant funds are required to comply with nondiscrimination requirements contained in various Federal laws. In the event that a court or administrative agency makes a finding of discrimination on grounds of race, color, religion, national origin, gender, disability or age against a recipient of funds after a due process hearing, the recipient must agree to forward a copy of the finding to the Office for Civil Rights of the Department of Justice's Office of Justice Programs.

Services to Limited-English-Proficient (LEP) Persons

National origin discrimination includes discrimination on the basis of Limited English Proficiency (LEP). To ensure compliance with Title VI of the Civil Rights Act and the Omnibus Crime Control and Safe Streets Act, recipients are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including interpretation and translation services, where necessary. Applicants are encouraged to consider the need for language services for LEP persons served or encountered both in developing their proposals and budgets in conducting their programs and activities. Reasonable costs associated with providing meaningful access for LEP individuals are considered allowable program costs.

Pre-Application Webinars

Applicants are encouraged to attend at least one of the following Pre-Application Webinars*:

Thursday, February 23, 2012 at 10:00am

Thursday, March 15, 2012 at 3:00pm

<http://www.odesinc.org>

Call-In Phone Number: 1-888-363-4735

Access Code: 6438565

***Please note that you will need access to the Internet and a phone to participate in the Webinar.**

Application Instructions

The application is available online at the Division of Child and Family Services' website located at www.dcf.state.nv.us and on <http://www.odesinc.org/2012rfp>. This application will be available online until the closing deadline.

A. Application Checklist

Complete the application checklist identifying items included in the application you are submitting. Be sure to organize the proposal in the order listed on the checklist.

B. Technical Requirements (5 points)

Applicants must include all required information at the time the application is submitted to assure that all materials are available for review. Any materials submitted with a previous application will not be considered for the current application. DCFS reserves the right to make or deny an award without requesting further clarification of the proposal received. Therefore, applicants are encouraged to submit proposals which are technically correct and self-explanatory. Late or incomplete applications will not be considered for funding.

For electronic copies of the application kit, please contact Debbie Tanaka at 775-684-7946. Applications must follow these technical requirements:

- ❖ 8-1/2" x 11" white paper
- ❖ Single-spaced, one-inch margins
- ❖ Times New Roman, 12-point font
- ❖ Name of the applicant agency and page numbers must be clearly indicated in the center of the footer of each page.
- ❖ The original (clearly labeled) and two (2) copies of all application materials.
- ❖ Secure the original and each copy with a binder clip in the upper left-hand corner.
- ❖ Respond to each section in the order provided.

C. Project Narrative (25 points)

This section must not exceed 12 pages and must address the following:

- 1) Describe the community / communities in which the project that your proposal addresses would be implemented, including location, population and demographic information.
- 2) Describe the problem within the community / communities you plan to serve.
- 3) List the other agencies providing similar services and describe why duplication of services is warranted.
- 4) Clearly state the need for the project, identify the targeted population, and explain how the target population would benefit from the proposed project.
- 5) Provide data to justify the need.
- 6) Detail proposed goals, objectives and specific activities.
- 7) Explain how your agency will ensure that services are accessible, how the needs of your clients will be assessed, and how services will be individualized.
- 8) Provide detailed information that demonstrates the organization has experience providing direct services to individuals within the target population.
- 9) If you are already providing the proposed services in the proposed community / communities, indicate whether there is a waiting list for the proposed services, and provide the average length of wait, and the number of prospective clients on the list.

If you are proposing mini-grants, subcontracts, or sub-awards of any kind, you must:

- 1) Provide a justification for why your organization should serve as an intermediary between the GMU and the organization(s) providing the service(s);
- 2) Provide the proposed monitoring schedule and monitoring tool that will be used to ensure sub-recipients are in compliance with Federal / State regulations.
- 3) Explain the procedures in addressing sub-recipient issues and ensuring that they complete their corrective action plans.

D. Program Evaluation (15 points)

This section must not exceed 2 pages and must address the following:

- 1) Describe how your agency will track client and service data.
- 2) Describe the measures that you will use to track both outputs and outcomes of your project. Output measures define either the quantity or quality of **effort** put forth for the project. Outcome measures determine the **effect** of the service. Be sure to select reasonable outcome measures that will be tracked and will measure the effectiveness of your proposed services. More outcomes do not necessarily equal quality data. A few representative outcomes that target measurements of effectiveness will provide more than adequate information about your program's success.
- 3) Describe how the program will collect and evaluate customer / client satisfaction. Include any satisfaction surveys currently in use.

E. Cost Effectiveness of the Project (5 points)

This section must not exceed 2 pages and must address the following:

Describe non-cash resources (other than a grant through the GMU) that will be used to create, sustain, or expand the service. These can include, but are not limited to, in-kind support, staff and volunteer hours (**required for VOCA and FVPSA funding**), and collaborative efforts with other agencies.

F. Potential for Ongoing Sustainability of the Project (for consideration but not scored)

This section must not exceed 1 page and must address the following:

Describe resources or planning that support sustainability, including diverse funding resources, staff commitments, and longevity of the organization.

G. Scope of Work Form (15 points)

Complete the enclosed Scope of Work Form by stating the target population, goal, objective and timeframe, documentation, and projected services.

H. Staff Qualifications and Job Descriptions (10 points)

Describe how proposed services will be staffed and explain how staff is qualified to provide the anticipated services. Resumes may be attached to your proposal.

I. Community Coordination / Collaboration (10 points)

Identify existing or proposed collaborators for the project and the level of participation of all agencies included in the collaboration.

Describe how this program will encourage the collaborative effort of various agencies or organizations by working with existing programs or forming new partnerships to provide the proposed services.

Include current Memorandums of Understanding in your application packet.

J. Budget Narrative and Budget Forms (20 points)

Budget Categories and Definitions

Personnel: Staff members who are employees of the applicant organization should be identified here.

Fringe Benefits: List each position and provide a breakdown of the amounts and percentages comprising the fringe benefits provided such as health insurance, FICA, etc.

Contractual: Project workers who are not employees of the applicant organization should be identified here. Any costs associated with these workers, such as travel or per diem, should also be identified here. Identify and justify the costs by explaining the need and/or purpose for the contractual/consultant service.

Operating:

Occupancy: Identify and justify any facilities costs associated with the project, such as rent, maintenance expenses, insurance, as well as utilities such as power and water. Costs for installing or maintaining services specifically for this project purpose can be charged accordingly.

Communications: Identify and justify any communications costs associated with the project, such as telephone services, internet services, cell phones, fax lines, etc.

Supplies: List and justify tangible and expendable property, such as office supplies, program supplies, etc. As a general rule, specific supplies do not need to be priced individually, but a list of typical program supplies is helpful. Items that have particularly high costs should be identified specifically.

Travel: Travel costs must provide direct benefit to this project. Identify staff that will travel, the purpose, frequency, and projected costs. State rates for mileage (55.5 cents per mile) per diem and lodging (U.S. General Services Administration rates) should be used. Out of state travel, or non-standard fares or rates require special justification and must adhere to the U.S. General Services Administration rates.

Public Information: Identify and justify any costs for brochures, project promotion, media buys, etc. DCFS, ML, VOCA and FVPSA should be identified as a funding source as appropriate.

Background checks: For staff and/or volunteers who work directly with clients, a background check is required. You may request funding for background checks in your proposal under the Operating Category.

Equipment: List equipment to purchase or lease costing \$1,000 or more, and justify these expenditures. “Equipment” costing less than \$1,000 should be listed under “Supplies.” Equipment that does not directly facilitate the purpose of the project, as an integral component, is not allowed. Equipment purchased for this project must be labeled and tracked as such. **Refer to specific grant requirements under Attachments B, C and D for additional restrictions.**

Other:

Identify and justify these expenditures, which can include virtually any relevant expenditure associated with the project, such as audit costs, car insurance, client transportation, etc.

Note: In the event of disallowed federal or state expenditures, these expenditures shall not be reimbursable.

Match (VOCA and FVPSA):

Match can include: in-kind contributions, volunteer services, cash contributions or other non-federal funding. When costing out volunteer time, remember to calculate the cost based on the duties, not the volunteer’s qualifications. Match type and amount must be detailed in the budget justification.

Budget Narrative and Budget Request and Justification Instructions

Budget Narrative Instructions:

Provide an explanation / justification for each expense listed in the budget detail for each category. Ensure that the budget items are clear and appropriate for the project. Include fiscal management capacity of your organization with an overview of internal controls.

Separate Budget Request and Justification Forms must be completed for each funding source in which the agency/organization is requesting funding.

For the Personnel form:

- Column 1: Type the position title.
- Column 2: Type the position’s annual salary.
- Column 3: Type the Full-Time Equivalent (FTE) percentage of each position dedicated to the program.
- Column 4: The Grant Funds Requested column automatically calculates the information entered in previous columns.
- Column 5: Type the total amount of match* (VOCA and FVPSA).
- Column 6: The Total Program Budget is automatically calculated.

For the Payroll Taxes and Fringe Benefits form:

- Column 1: The position title is automatically pulled from the Personnel form.
- Column 2: Type the cost for Payroll Taxes and Fringe.
- Column 3: The percentage of Payroll Taxes and Fringe automatically uses the FTE percentage entered in the Personnel form.
- Column 4: The Grant Funds Requested column automatically calculates the information entered in previous columns.
- Column 5: Type the total amount of match* (VOCA and FVPSA).
- Column 6: The Total Program Budget is automatically calculated.

For the Contractual, Operating, Equipment and Other categories:

- Column 1: Provide a description of expenses.
- Column 2: Type the amount of grant funds requested.
- Column 3: Type the matching amount of total program costs (cash or in-kind).
- Column 4: The Grant Funds Requested column automatically calculates the information entered in previous columns.
- Column 5: Type the total amount of match* (VOCA and FVPSA).
- Column 6: The Total Program Budget is automatically calculated.

*Match is not required for each category and does not need to be met within the category / categories in which funding is requested. For example, Personnel grant funds can be requested and match may be met with resources that fall under the Operating category.

K. Confidentiality Policy and Confidentiality Release Form

Include your agency’s confidentiality policy as well as a sample of your written, informed and time-limited confidentiality release form.

L. Recruitment and use of volunteers (VOCA)

Explain the recruitment process, continual use of volunteers throughout the grant period (July 1, 2012 through June 30, 2015) and proposed duties.

M. Assurances and Agreements

- 1) Provide the name and title of the authorized representative for your organization.
- 2) Obtain that person’s signature and date of signature.

N. Technical Assistance

Debbie Tanaka, Grants and Projects Analyst, is available to help applicants requiring clarification or technical assistance in preparing the proposal. If you need either, please call 775-684-7946 or send an email to dtanaka@dcfs.nv.gov

O. Application Submittal

- 1) **All eligible applications must be received by 5:00 p.m. on the deadline date of March 23, 2012. Postmarks will not be used to determine eligibility.**
- 2) No faxes or emails will be accepted.

Applications may be mailed or hand-delivered to:

**Division of Child & Family Services
4126 Technology Way, 3rd Floor
Carson City, NV 89706
Attn: Debbie Tanaka**

DCFS is not responsible for any costs incurred in the preparation of the application. All materials submitted become property of DCFS.

Proposal Review, Awarding and Funding Process

DCFS staff along with application review panel members will review and evaluate each application based upon the GMU Scoring Matrix (Attachment A). The review process will include a technical review of applicant information, executive summary, time table and budget forms.

Funding decisions will be documented by staff, based on the following four factors:

- 1) Review panel scores and feedback;
- 2) Geographic distribution of the proposed grant awards;
- 3) Conflicts or redundancy with other funded programs, or supplanting of existing funding;
- 4) Degree of collaboration demonstrated; and
- 5) The overall service funding priorities and / or requirements.

The review panel will identify specific line item areas for revision if funding limitations result in a reduction of an overall proposed budget.

GMU staff will conduct negotiations with the applicants recommended for funding, to address any specific issues identified by the GMU or review panel. All related issues must be resolved before a grant will be awarded.

Decisions will be based on GMU and review panel recommendations which will be provided to the Administrator of DCFS for final approval, and are final. Final awards for Marriage License / Domestic Violence will be presented to the Mental Health and Developmental Services / DCFS Commission at their next regularly scheduled meeting. There will be **no appeal process**.

Applicants will be notified of their status with a Letter of Intent after decisions have been made. Adjustment of budgets and goals may be required at that time. Upon successful conclusion of negotiations, GMU staff will complete and distribute Notice of Sub-Grant Award (NOSA) documents, general conditions, and grant instructions to sub-grantees.

DCFS reserves the right to increase or decrease awards based on the level of fluctuation of funding. While this RFP is based on a three-year cycle, DCFS reserves the right to award annual sub-grant awards.

Upon Approval of Award

A. Monthly Financial Status and Request for Funds Report filing

DCFS requires the use of a standardized Excel spreadsheet reimbursement request form that self-populates certain financial information. This form must be used for all reimbursement requests. Monthly reports are required even if no reimbursement is requested for a month. Instructions and technical assistance will be provided upon award of funds. The monthly reports will be due by the 15th of the following month.

B. Performance Report

Sub-grantees who receive an award must complete performance reports on a quarterly basis and submit them through the online reporting system as instructed by DCFS or ODES, Inc. technical support staff. The quarterly reports will be due by the 15th of the month following the end of the quarter. Effective SFY 12, successful applicants will report on their progress towards meeting their Scope of Work commitments.

C. On-Site Review

Successful applicants must participate in the on-site review process. On-site reviews are intended to provide ongoing technical support to sub-grantees and gather information reportable by DCFS to the federal granting agency. To facilitate the review process, materials referred to in the review documents should be gathered prior to the review. The sub-grantee's primary contact person and appropriate staff should make themselves available to answer questions and assist the on-site reviewer(s) throughout the process. For non-governmental agencies, at least 1 Board Member must also be available during the exit discussion. The on-site review reports along with a letter identifying necessary action items will be sent to your agency within 30 working days following the conclusion of the on-site review.

D. Compliance with Changes to Federal and State Laws

As federal and state laws change and affect either the DCFS GMU process or the requirements of sub-grantees, successful applicants will be required to respond to and adhere to any and all new regulations and requirements.

E. 2011 Legislation: AB 242 Additional Reporting

All successful applicants, except local governmental agencies, are required to either post the following information on their websites or provide to DCFS within 30 days after receiving notification of award:

- 1) The names and terms of the persons on the board of directors or other governing body of the designated organization;
- 2) The most recent annual report of the designated organization (if the organization publishes an annual report); and
- 3) The mission statement or other statement of purpose of the designated organization.

F. Nevada 2-1-1

All successful applicants will be required to add or update their agency's profile on Nevada's 2-1-1 website located at <http://www.nevada211.org/> within 60 days after receiving notification of award. Nevada 2-1-1 is a statewide resource for individuals looking for assistance, services, and programs.

G. Additional Information

All successful applicants agrees to provide information requested by DCFS by the requested deadlines.

Attachment A

GMU – Scoring Form

Reviewer ID Number: ____ **Agency Reviewed:** _____ **Total Score:** _____ / 100

Please indicate the funding source(s) the agency is applying for: ML VOCA FVPSA Tip: Refer to their cover page.

Proposed Geographic Area to be Served: Clark County Washoe County Rural (county) _____

1. Technical Requirements:

Criteria	Points
Is the narrative section within the 12-page limit?	_____/ 1 point
Is the proposal on 8-1/2" x 11" white paper, single sided, single-spaced, typed in black, Times New Roman font size 12?	_____/ 2 points
Is the agency name and page numbers in the footer of each page?	_____/ 2 points
Total points for this section	_____/ 5 points

2. Project Narrative:

Criteria	Points
Described the problem or unmet need in the proposed community the applicant plans to serve?	_____/ 3 points
Explained how the identified problem or unmet need will be addressed?	_____/ 4 points
Provided data to justify the need?	_____/ 3 points
Adequately listed other agencies providing similar services and described why duplication of services is warranted?	_____/ 3 points
Proposed goals and objectives address problem presented?	_____/ 3 points
Explained how services will be accessible?	_____/ 3 points
Explained how clients will be assessed?	_____/ 3 points
Explained the organization's experience providing direct services to individuals within the target population?	_____/ 3 points
Total points for this section	_____/ 25 points

Strengths:

Weaknesses:

Comments:

3. Scope of Work:

Criteria	Points
Target population is eligible to receive services from specified funding source?	_____/ 4 points
Goals and objectives specified?	_____/ 4 points
Estimated number of clients / services provided?	_____/ 4 points
Scope of Work is reasonable for the amount of funding requested?	_____/ 3 points
Total points for this section	_____/15 points

Strengths:

Weaknesses:

Comments:

4. Program Evaluation:

Criteria	Points
Described measures that will track project outputs (quantity / quality of effort)?	_____/ 3 points
Described measures that will track project outcomes (effect of the service)?	_____/ 3 points
Described how client and service data is tracked?	_____/ 5 points
Described how the program will collect and evaluate client satisfaction?	_____/ 4 points
Total points for this section	_____/15 points

Strengths:

Weaknesses:

Comments:

5. Cost Effectiveness of Project:

Criteria	Points
Described non-cash resources that will be used to support the service?	_____/ 2 points
Described efforts that will be made to promote cost-efficiency?	_____/ 3 points
Total points for this section	_____/ 5 points

Strengths:

Weaknesses:

Comments:

6. Potential for Ongoing Sustainability of the Project (for consideration but not scored):

Criteria	Yes / No
Described resources or planning that support sustainability such as diverse funding resources?	
Described resources or planning that support sustainability such as longevity of the organization?	
Described resources or planning that support sustainability such as staff commitments?	
Total points for this section	

Strengths:

Weaknesses:

Comments:

7. Collaboration:

Criteria	Points
Identified existing or proposed collaborators for the project?	_____/ 2 points
Described the level of participation of all agencies included in the collaboration?	_____/ 2 points
Described how collaborative efforts with various agencies will be encouraged?	_____/ 4 points
Current Memorandums of Understanding included in application packet?	_____/ 2 points
Total points for this section	_____/10 points

Strengths:

Weaknesses:

Comments:

8. Staff Qualifications:

Criteria	Points
Described how proposed services will be staffed?	_____/ 3 points
Described how the staff is qualified to provide anticipated services?	_____/ 4 points
Provided job descriptions?	_____/ 3 points
Total points for this section	_____/10 points

Strengths:

Weaknesses:

Comments:

9. Budget Forms and Budget Narrative

Criteria	Points
Are the budget items appropriate?	_____/ 5 points
Is the budget reasonable?	_____/ 5 points
Does the narrative accurately describe each expense listed in the budget detail?	_____/ 5 points
Total points for this section	_____/15 points

Strengths:

Weaknesses:

Comments:

Funding Recommendation

	Annual Previous Funding	Annual Requested Funding	Annual Recommended Funding
ML	\$	\$	\$
VOCA	\$	\$	\$
FVPSA	\$	\$	\$
Total	\$	\$	\$

Comments:

Attachment B

Marriage License / Domestic Violence NRS 217.400 through 217.460

I. Purpose

The State of Nevada will fund, pursuant to NRS Chapter 217.400 to 217.460, one or more programs that serve victims of domestic violence to include children and adolescents exposed to domestic violence. Priority will be given to those programs, which offer the broadest range of quality services for the least cost. Programs are encouraged to collaborate and develop joint proposals, which serve multiple county areas to assure the broadest range of services for battered persons throughout Nevada. For counties with more than one service provider, the agencies must negotiate the distribution amongst themselves prior to submitting their proposals.

II. Applicant Eligibility

To be eligible for a grant from the account for aid for victims of domestic violence, an applicant must:

- A. Be a non-profit corporation, incorporated or qualified in this State and has filed all required reports with the Secretary of State.
- B. Be governed by a board of trustees, which reflects the racial, ethnic, economic and social composition of the county to be served and includes at least one trustee who has been a victim of domestic violence.
- C. Receive at least 15 percent of its money from sources other than the Federal Government, the state, any local government or other public body of their instrumentalities. Any goods or services, which are contributed to the organization, may be assigned their reasonable monetary value for the purpose of complying with this requirement.
- D. Provide its services exclusively for Victims of Domestic Violence and only within this State for victims who are residents of this State.
- E. Require its employees and volunteers to maintain the confidentiality of any information, which would identify persons receiving the services. A written procedure is required.
- F. Provide its services without any discrimination on the basis of race, religion, color, age, sex, marital status, national origin or ancestry.
- G. The organization will complete monthly financial reports as well as quarterly statistical reports and will cooperate with DCFS regarding financial / program audits or reviews.
- H. If the organization is providing shelter, it will make that service available to all programs throughout the state.

- I. Be able to provide:
 - 1) A telephone service capable of receiving emergency calls on any day, at any hour
 - 2) Counseling or make referrals for counseling, for victims or spouses of victims and their children.
 - 3) Assistance to victims in obtaining legal, medical, psychological or vocational help.
 - 4) Education and training for members of the community on matters which relate to domestic violence.
 - 5) Except in counties whose population is less than 100,000, shelter to victims on any day, at any hour.
 - 6) Except in counties whose population is less than 100,000, facilities where food can be stored and prepared.

Grant Allocations for SFY 2013 through SFY 2015

Grant allocations for programs to aid Victims of Domestic Violence for State SFY 2013 are based on marriage license revenue that has been collected from July 1, 2010 through June 30, 2011. The projected budget is \$3,102,155. Population statistics utilized have been provided by the Nevada State Demographer on November 2, 2011.

In accordance with the NRS, counties with a population of 700,000 or more (Clark County) will have fifteen percent (15%) of the county award designated to an organization located within the jurisdiction that is specifically created to assist victims of sexual assault.

The Nevada Revised Statutes guarantees a base amount of \$7,000 to all counties with a population of less than 100,000 and a base amount of \$35,000 for counties in excess of 100,000. In addition, all counties whose population exceeds 20,000 receive an additional per capita allotment from the balance of funds after the base amount is identified.

The per capita amount available is \$2,416,155. The per capita formula is as follows: \$2,416,155 (available per capita revenue) divided by 2,667,552 (total population for counties with over 20,000) equals a \$0.906 per capita rate. In order to figure the per capita amount for each eligible county, the per capita rate of \$0.906 is multiplied by the population figure based on the most recent available figures.

Funding is subject to revision based upon actual revenue received. DCFS will keep programs informed on collected revenue and adjustments will be made in a timely manner to minimize program impact.

Marriage License / Domestic Violence SFY 2011, 2012 and 2013 Awards

SFY 11 Revenues: \$3,102,155

County	Population*	Base Award	Multiplier 3.92	Counties over 20,000	Per Capita Award	Total Award
Carson City	55,850	\$7,000	\$27,440	55,850	\$50,587	\$78,027
Churchill County	26,360	\$7,000	\$27,440	26,360	\$23,876	\$51,316
Clark County (15% for SA)	1,968,831	\$35,000	\$137,200	1,968,831	\$1,783,283	\$1,920,483
Douglas County	49,242	\$7,000	\$27,440	49,242	\$44,601	\$72,041
Elko County	52,097	\$7,000	\$27,440	52,097	\$47,187	\$74,627
Esmeralda County	1,145	\$7,000	\$27,440			\$27,440
Eureka County	1,609	\$7,000	\$27,440			\$27,440
Humboldt County	18,364	\$7,000	\$27,440			\$27,440
Lander County	5,992	\$7,000	\$27,440			\$27,440
Lincoln County	4,631	\$7,000	\$27,440			\$27,440
Lyon County	52,334	\$7,000	\$27,440	52,334	\$47,402	\$74,842
Mineral County	4,471	\$7,000	\$27,440			\$27,440
Nye County	45,459	\$7,000	\$27,440	45,459	\$41,175	\$68,615
Pershing County	7,133	\$7,000	\$27,440			\$27,440
Storey County	4,234	\$7,000	\$27,440			\$27,440
Washoe County	417,379	\$35,000	\$137,200	417,379	\$378,044	\$515,244
White Pine County	9,503	\$7,000	\$27,440			\$27,440
Total	2,724,634	\$175,000	\$686,000	2,667,552	\$2,416,155	\$3,102,155

*Population statistics provided by Nevada State Demographer's Office on November 2, 2011

Counties over 700,000 who are awarded 15% of total county award for specific Sexual Assault Programs	
Clark County	\$288,072
Total for specific Sexual Assault Programs	\$288,072

Amount to be Awarded	\$3,102,155
Total Base * Multiplier	\$686,000
\$ Remaining After Multiplier	\$2,416,155
Award Per Capita for Counties with 20K + Population	\$0.906
Total Base + Per Capita	\$3,102,155
Remaining Balance	\$0.00

Attachment C

Victims of Crime Act (VOCA)

ELIGIBILITY REQUIREMENTS FOR SUB-GRANTEES

Victims of Crime Act (VOCA) Federal funds are awarded to DCFS by the Office of Justice Programs, Office for Victims of Crime authorized by the Victims of Crime Act of 1984 (P.L.98-473, as amended).

Sub-grantees receiving VOCA funds must meet the following eligibility requirements:

- 1) Public or nonprofit organization. To be eligible to receive VOCA funds, organizations must be operated by public or nonprofit organization, or a combination of such organizations, and provide services to crime victims.
- 2) Record of effective services. Demonstrate a record of providing effective services to crime victims. This includes having the support and approval of its services by the community, a history of providing direct services in a cost-effective manner, and financial support from other services.
- 3) New programs. Those programs that have not yet demonstrated a record of providing services may be eligible to receive VOCA funding, if they can demonstrate that 25-50 percent of their financial support comes from non-federal sources. It is important that organizations have a variety of funding sources besides federal funding in order to ensure their financial stability.
- 4) Program match requirements. The purpose of matching contributions is to increase the amount of resources available to the projects supported by grant funds. Matching contributions of 20% (cash or in-kind) of the total cost of each VOCA project (VOCA sub-grant plus match) are required for each VOCA-funded project and must be derived from nonfederal sources, except as provided in the OJP Financial Guide, effective edition. All funds designated as match are restricted to the same uses as the VOCA funds and must be expended within the grant period.

Example: \$100,000 requested divided by .80 times .20 equals \$25,000 Match.

Native American tribes and organizations, located on reservations must provide cash or in-kind match of 5 percent **Example: \$100,000 requested divided by .95 times .05 equals \$5,263.**

For the purposes of this program, in-kind match may include donations of expendable equipment, office supplies, workshop or classroom materials, work space, or the monetary value of time contributed by professionals and technical personnel and other skilled and unskilled labor, if the services they provide are an integral and necessary part of a funded project. The value placed on donated services must be consistent with the rate of compensation paid for similar work in the sub-grantee's organization. If the required skills are not found in the sub-grantee's organization, the rate of compensation must be consistent with the labor market. In either case, fringe benefits may be included in the valuation. The value placed on loaned or donated equipment may not exceed its fair market value. The value of donated space may not exceed the fair rental value of comparable space as established by an independent appraisal of comparable space and facilities in privately-owned buildings in the same locality.

- 5) Record keeping. VOCA sub-grantees must maintain records that clearly show the source, the amount, and the period during which the match was allocated. The basis for determining the value of personal services, materials, equipment and space must be documented. Volunteer services

must be documented, and to the extent feasible, supported by the same methods used by the sub-grantee for its own paid employees.

- 6) Volunteers. Sub-grantees must use volunteers.
- 7) Promote community efforts to aid crime victims. Promote, within the community, coordinated public and private efforts to aid crime victims. Coordination may include, but is not limited to, serving on state, federal, local, or Native American task forces, commissions, working groups, coalitions, and / or multi-disciplinary teams. Coordination efforts also include developing written agreements that contribute to better and more comprehensive services to crime victims. Coordination efforts qualify an organization to receive VOCA funds, but are not activities that can be supported with VOCA funds.
- 8) Help victims apply for compensation benefits. Such assistance may include identifying and notifying crime victims of the availability of compensation, assisting them with application forms and procedures, obtaining necessary documentation and / or checking on claim status.
- 9) Comply with federal rules regulating grants. Sub-grantees must comply with the applicable provisions of VOCA, the Program Guidelines, and the requirements of the OJP Financial Guide, effective edition, which includes maintaining programmatic and financial records that fully disclose the amount and disposition of VOCA funds received. This includes: financial documentation for disbursements; daily time and attendance records specifying time devoted to allowable VOCA victim services; client files, portion of the project supplied by other sources of revenue; job descriptions; contracts for services; other records which facilitate an effective audit.
- 10) Maintain civil rights information. Maintain statutorily required civil rights statistics on victims served by race, national origin, sex, age, and disability and permit reasonable access to its books, documents, papers, and records to determine whether the sub-grantee is complying with applicable civil rights laws. This requirement is waived when providing a service, such as telephone counseling, where soliciting the information may be inappropriate or offensive to the crime victim.
- 11) Services to victims of federal crimes. Sub-grantees must provide services to victims of federal crimes on the same basis as victims of state / local crimes.
- 12) No charge to victims for VOCA-funded services. Sub-grantees must provide services to crime victims, at no charge, through the VOCA-funded project.
- 13) Client-counselor and research information confidentiality. Maintain confidentiality of client-counselor information, as required by state and federal law.
- 14) Confidentiality of research information. Except as otherwise provided by federal law, no recipient of monies under VOCA shall use or reveal any research or statistical information furnished under the program by any person and identifiable to any specific private person for any purpose other than the purpose for which such information was obtained in accordance with VOCA. Such information, and any copy 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, legislative, or administrative proceeding. See Section 1407(d) of VOCA codified at 42 U.S.C. 10604.

These provisions are intended, among other things, to ensure the confidentiality of information provided by crime victims to counselors working for victim services programs receiving VOCA

funds. Whatever the scope of application given this provision, it is clear that there is nothing in VOCA or its legislative history to indicate that Congress intended to override or repeal, in effect, a state's existing law governing the disclosure of information which is supportive of VOCA's fundamental goal of helping crime victims. For example, this provision would not act to override or repeal, in effect, a state's existing law pertaining to the mandatory reporting of suspected child abuse. See *Pennhurst School and Hospital v. Halderman, et al.*, 451 US 1 (1981). Furthermore, this confidentiality provision should not be interpreted to thwart the legitimate informational needs of public agencies. For example, this provision does not prohibit a domestic violence shelter from acknowledging, in response to an inquiry by a law enforcement agency conducting a missing person investigation, that the person is safe in the shelter. Similarly, this provision does not prohibit access to a victim service project by a federal or state agency seeking to determine whether federal and state funds are being utilized in accordance with funding agreements.

VICTIM POPULATIONS TO BE SERVED

The overall purpose of the VOCA legislation is the expansion and development of victim services. Federal guidelines require states to allocate a portion of their VOCA funds to eligible crime victim assistance programs providing assistance to the following victim populations:

Federal Priority Victim Populations

- a. **Child Abuse:** These services should include treatment for children who are victims of physical or sexual abuse, and their non-offending parents and siblings. Examples of services may include play, individual and/or group therapy. Services may be provided through mental health or hospital-based programs.
- b. **Sexual Assault:** Services provided should assist victims in dealing with the trauma of sexual assault and its emotional aftermath. Services may include 24-hour crisis hotlines, crisis intervention, emergency services, legal advocacy, clinical evaluation and long and short-term counseling. Services may be provided to the victim's family and significant others. Services can be designed to serve both male and female victims. These services may be provided to adult survivors of child sexual abuse or incest.
- c. **Domestic Violence:** Services to battered spouses and their children may include 24-hour crisis hotlines, crisis intervention, emergency services, shelters or safe homes, long and short term counseling, information and referral, and legal advocacy in obtaining emergency restraining orders, injunctive or other protective orders.
- d. **Underserved Priority Areas - Underserved Victim Populations:** These underserved victims of either adult or juvenile offenders may include but are not limited to victims of federal crimes, survivors of homicide victims, or victims of assault, robbery, gang violence, hate and bias crimes, adult victims of molestation, intoxicated drivers, bank robbery, economic exploitation and fraud, and elder abuse. Sub-grantees are encouraged to identify gaps in available services, not just by the types of crimes committed, but also by victims' demographic characteristics. Sub-grantees are asked to examine the possibility that in a given service area, "underserved" victims may also be defined by demographic characteristics such as their status as senior citizens, non-English speaking residents, disabled persons, members of racial or ethnic minorities, or by virtue of the fact that they are residents of rural or remote areas, or inner cities.

At least ten percent (10%) of the total VOCA funds will be allocated to each of the priority areas. This allocation of funds to Federal priority categories does not prevent DCFS from distributing additional moneys to agencies serving other victims of crime.

ALLOWABLE SERVICES ACTIVITIES AND COSTS

A State grantee may award (sub-grant) victim assistance funds for those services, activities and costs that are directly related to the emotional healing and recovery of crime victims. The following, although not exhaustive, is a listing of services, activities and costs that are considered to be eligible for support with VOCA Victim Assistance grant funds, as stated in the Final Program Guidelines.

a. Immediate health and safety

Those services which respond to the immediate emotional and physical needs (excluding medical care) of crime victims such as crisis intervention; accompaniment to hospitals for medical examinations; hotline counseling; emergency food, clothing, transportation, and shelter (including emergency, short-term nursing home shelter for elder abuse victims for whom no other safe, short-term residence is available); and other emergency services that are intended to restore the victim's sense of security. This includes services which offer an immediate measure of safety to crime victims such as boarding-up broken windows and replacing or repairing locks. Also allowable is emergency legal assistance such as filing restraining orders and obtaining emergency custody / visitation rights when such actions are directly connected to family violence cases and are taken to ensure the health and safety of the victim.

b. Mental health assistance

Those services and activities that assist the primary and secondary victims of crime in understanding the dynamics of victimization and in stabilizing their lives after a victimization such as counseling, group treatment and therapy. "Therapy" refers to intensive professional psychological / psychiatric treatment for individuals, couples and family members related to counseling to provide emotional support in crises arising from the occurrence of crime. This includes the evaluation of mental health needs, as well as the actual delivery of psychotherapy.

c. Assistance with participation in criminal justice proceedings

In addition to the cost of emergency legal services noted above under "Immediate health and safety", there are other costs associated with helping victims participate in the criminal justice system that also are allowable. These services may include advocacy on behalf of crime victims; accompaniment to criminal justice offices and court; transportation to court, child care or respite care to enable a victim to attend court; notification of victims regarding trial dates, case disposition information, and parole consideration procedures; and assistance with victim impact statements.

VOCA funds cannot be used to pay for non-emergency legal representation such as divorces or civil restitution recovery efforts.

d. Forensic examinations

For sexual assault victims, forensic exams are allowable costs only to the extent that other funding sources (such as state compensation or private insurance or public benefits) are

unavailable or insufficient and such exams conform with state evidentiary collection requirements.

e. **Costs necessary and essential to providing direct services**

This includes pro-rated costs of rent, telephone service, transportation costs for victims to receive services, emergency transportation costs that enable a victim to participate in the criminal justice system and local expenses for service providers.

f. **Special services**

Services to assist crime victims with managing practical problems created by the victimization such as acting on behalf of the victim with other service providers, creditors, or employers; assisting the victim to recover property that is retained as evidence; assisting in filing for compensation benefits; and helping to apply for public assistance.

g. **Personnel costs**

Costs that are directly related to providing direct services, such as staff salaries and fringe benefits, including malpractice insurance; the cost of advertising to recruit VOCA-funded personnel; and the cost of training paid and volunteer staff.

The services, activities, and costs listed below are not generally considered direct crime victim services, but are often necessary and essential activity to ensure that quality direct services are provided. Before these costs can be supported with VOCA funds, DCFS and the sub-grantee must agree that direct services to crime victims cannot be offered without support for these expenses; that the sub-grantee has no other source of support for them; and that only limited amounts of VOCA funds will be used for these purposes. The following list provides examples of such items:

a. **Skills training for staff**

VOCA funds designated for training are to be used exclusively for developing the skills of direct service providers including paid staff and volunteers, so that they are better able to offer quality services to crime victims. An example of skills development is training focused on how to respond to a victim in crisis.

VOCA funds can be used for training both VOCA-funded and non-VOCA-funded service providers who work within a VOCA recipient organization, but VOCA funds cannot be used for management and administrative training for executive directors, board members, and other individuals that do not provide direct services.

b. **Training materials**

VOCA funds can be used to purchase materials such as books, training manuals, and videos for direct service providers, within the VOCA-funded organization, and can support the costs of a trainer for in-service staff development. Staff from other organizations can attend in-service training activities that are held for the sub-grantee's staff.

c. **Training related travel**

VOCA funds can support costs such as travel, meals, lodging, and registration fees to attend training within the state or a similar geographic area. This limitation encourages sub-grantees to first look for available training within their immediate geographical area, as travel costs will be minimal.

d. **Equipment and furniture**

VOCA funds may be used to purchase furniture and equipment that provides or enhances direct services to crime victims, as demonstrated by the VOCA sub-grantee.

VOCA funds cannot support the entire cost of an item that is not used exclusively for victim-related activities. However, VOCA funds can support a prorated share of such an item. In addition, sub-grantees cannot use VOCA funds to purchase equipment for another organization or individual to perform a victim-related service. Examples of allowable costs may include beepers, typewriters and word processors; videotape cameras and players for interviewing children; two-way mirrors; and equipment and furniture for shelters, work spaces, victim waiting rooms, and children's play areas.

The costs of furniture, equipment such as Braille equipment or FFY/TTD machines for the deaf, or minor building alterations / improvements that make victims services more accessible to persons with disabilities are allowable. Sub-grantees must refer to the OJP Financial Guide, effective edition and discuss with DCFS before these types of decisions are made.

All equipment purchased with VOCA funds must be marked "VOCA" for the purpose of establishing ownership upon program termination. Appropriate accounting and business records must be maintained which clearly show "VOCA" ownership. If a program ceases to exist, equipment purchased with VOCA funds will be returned to DCFS who will distribute to other VOCA programs or hold for future use by a VOCA grant recipient. Nevada has established guidance on the disbursement of the equipment when a sub-recipient no longer receives VOCA funds (See Financial and Administrative Guide for Grants, M7100.1D.), or the equipment becomes obsolete or unusable.

e. **Advanced technologies**

At times, computers may increase a sub-grantee's ability to reach and serve crime victims.

In order to receive funding for advanced technologies, the sub-grantee must describe how the computer equipment will enhance services to crime victims; how it will be integrated into and / or enhance the sub-grantee's current system; the cost of installation; the cost of training staff to use the computer equipment; the ongoing operational costs, such as maintenance agreements, supplies; and how these additional costs will be supported. Property insurance is an allowable expense as long as VOCA funds support a prorated share of the cost of the insurance payments.

f. **Contracts for professional services**

VOCA funds generally should not be used to support contract services. At times, however, it may be necessary for VOCA sub-grantees to use a portion of the VOCA sub-grant to contract for specialized services.

Sub-grantees are prohibited from using a majority of VOCA funds for contracted services, which contain administrative, overhead, and other indirect costs included in the hourly or daily rate.

g. Operating costs

Examples of allowable operating costs include supplies; equipment use fees, when supported by usage logs; printing, photocopying, and postage; brochures which describe available services; and books and other victim-related materials.

h. Repair and / or replacement of essential items

VOCA funds may be used for repair or replacement of items that contribute to maintaining a healthy and / or safe environment for crime victims, such as a furnace in a shelter.

i. Public presentations

VOCA funds may be used to support presentations that are made in schools, community centers, or other public forums, and that are designed to identify crime victims and provide or refer them to needed services. Specifically, activities and costs related to such programs including presentation materials, brochures, and newspaper notices can be supported by VOCA funds.

UNALLOWABLE SERVICES, ACTIVITIES AND COST

The services, activities and costs below, although not exhaustive, cannot be supported with VOCA funds:

a. Lobbying and administrative advocacy

VOCA funds cannot support victim legislation or administrative reform, whether conducted directly or indirectly.

b. Perpetrator rehabilitation and counseling

Sub-grantees cannot knowingly use VOCA funds to offer rehabilitative services to offenders. Likewise, VOCA funds cannot support services to incarcerated individuals, even when the service pertains to the victimization of that individual.

c. Needs assessments, surveys, evaluations, studies

VOCA funds may not be used to pay for efforts conducted by individuals, organizations, task forces, or special commissions to study and / or research particular crime victim issues.

d. Prosecution activities

VOCA funds cannot be used to pay for activities that are directed at prosecuting an offender and / or improving the criminal justice system's effectiveness and efficiency, such as witness notification and management activities and expert testimony at a trial. In addition, victim witness protection costs and subsequent lodging and meal expenses are considered part of the criminal justice agency's responsibility and cannot be supported with VOCA funds.

e. Fundraising activities

f. **Indirect organizational costs**

The costs of liability insurance on buildings; capital improvements; security guards and body guards; property losses and expenses; real estate purchases; mortgage payments; and construction may not be supported with VOCA funds.

g. **Property loss**

Reimbursing crime victims for expenses incurred as a result of a crime such as insurance deductibles, replacement of stolen property, funeral expenses, lost wages, and medical bills is not allowed. Please assist crime victims in completing the Victim Compensation form and refer them to the Victims' Compensation office at either 775-688-2900 or 702-486-2740.

h. **Most medical costs**

VOCA funds cannot pay for nursing home care, home health-care costs, in-patient treatment costs, hospital care, and other types of emergency and non-emergency medical and / or dental treatment. VOCA funds cannot support medical costs resulting from a victimization.

i. **Relocation expenses**

VOCA funds cannot support relocation expenses for crime victims such as moving expenses, security deposits on housing, ongoing rent, and mortgage payments.

j. **Administrative staff expenses**

Salaries, fees, and reimbursable expenses associated with administrators, board members, executive directors, consultants, coordinators, and other individuals unless these expenses are incurred while providing direct services to crime victims.

k. **Development of protocols, interagency agreements and other working agreements**

These activities benefit crime victims, but they are considered examples of the types of activities that sub-grantees undertake as part of their role as a victim services organization.

l. **Costs of sending individual crime victims to conferences**

m. **Activities exclusively related to crime prevention**

Utilization of VOCA funding to provide services to perpetrators is not allowed.

Attachment D

Family Violence Prevention and Services Act (FVPSA)

APPLICANT ELIGIBILITY

- A. State or local public agency or non-profit organization to support programs and projects within the state to prevent incidents of family violence and to provide immediate shelter and related assistance to victims of family violence and their dependents in order to prevent future incidents.
- B. Sub-grantees must match 20% of the total program cost by cash or in-kind contributions. Funded programs must document a 20% matching amount of the total program cost.
Example: \$100,000 requested divided by .80 times .20 equals \$25,000 Match

DEFINITIONS

Family Violence - Any act or threatened act of violence, including forceful detention of an individual, which:

- A. Results or threatens to result in physical injury, and
- B. Is committed by a person against another individual (including an elderly person) to whom such person is or was related by blood or marriage or otherwise legally related or with whom such person is or was lawfully residing.

Shelter - Provisions of temporary refuge and related assistance including safe homes, shelters, meals and related assistance to victims of family violence and their dependents.

Related Assistance - The provision of direct assistance to victims of family violence and their dependents for the purpose of preventing further violence, helping such victims to gain access to civil and criminal courts and other community services, facilitating the efforts of such victims to make decisions concerning their lives in the interest of safety, and assisting such victims in healing from the effects of the violence. Related assistance shall include:

- A. Prevention services such as outreach and prevention services for victims and their children, employment training, parenting and other educational services for victims and their children, preventive health services within domestic violence programs (including nutrition, disease prevention, exercise and prevention of substance abuse) domestic violence, prevention programs for school age children, family violence, public awareness campaigns, and violence prevention counseling services to abusers;
- B. Counseling with respect to family violence, counseling by peers individually or in groups, and referral to community social services;
- C. Transportation, technical assistance with respect to obtaining financial assistance under Federal and State programs and referrals for appropriate health-care services (including alcohol and drug abuse treatment), but shall not include reimbursement for any health-care services;
- D. Legal advocacy to provide victims with information and assistance through the civil and criminal courts, and legal assistance; or

- E. Children's counseling and support services, and child care services for children who are victims of family violence or the dependents of such victims.

RESTRICTIONS

- Not less than 70 percent of funds will be used for immediate shelter and 30 percent for related assistance.
- No funds will be used as direct payment to any victim or dependent of a victim
- No income eligibility standard will be applied to individuals receiving assistance or services.
- Written procedures must be present or be developed within 30 days of the award, to assure confidentiality of records pertaining to persons receiving assistance or service.
- The address or location of any shelter-facility will not be made public
- Discrimination on the basis of age, disability, sex, race, color, national origin, marital status, ancestry or religion is prohibited.
- Transitional housing is not an allowable or appropriate FVPSA expense.

DCFS is vested in supporting and funding programs that provide direct shelter and related services to children and families impacted by family violence. DCFS is particularly interested in enhancing shelter and related services to young children exposed to violence in the home environment. Applicants for family violence funding should do their best to describe any services provided to children and families.

Attachment D

Examples of Allowable Services

MARRIAGE LICENSE

- ❖ Shelter
- ❖ Hotline
- ❖ Assistance to victims in obtaining legal, medical, psychological or vocational help
- ❖ Domestic Violence education and training for members of the community
- ❖ Food assistance for clients
- ❖ Counseling services

VICTIMS OF CRIME ACT

- ❖ Immediate Health and Safety:
 - Hotline
 - Shelter
 - Clothing
 - Transportation
 - Boarding-up broken windows / replacing or repairing of locks
 - Other emergency services to restore the victim's sense of security
 - Legal assistance
 - Emergency food
 - Crisis intervention
 - Hospital accompaniment
- ❖ Mental Health Assistance:
 - Counseling and therapy for individuals, couples and families
 - Group treatment
 - Mental health evaluation
- ❖ Assistance with participation in criminal justice proceedings:
 - Advocacy
 - Court / criminal justice office accompaniment
 - Assistance with victim impact statements
- ❖ Special services:
 - Assistance in public assistance applications
 - Assistance in filing for compensation benefits
 - Recover property that has been retained as evidence
 - Acting on behalf of the victim with others such as creditors, employers
- ❖ Public presentations in schools, community centers or other public forums

FAMILY VIOLENCE PREVENTION & SERVICES ACT

- ❖ Shelter
- ❖ Safety plans
- ❖ Transportation
- ❖ Prevention services
- ❖ Individual counseling
- ❖ Domestic violence prevention programs for school-age children
- ❖ Parenting and other educational services for victims and their children
- ❖ Group counseling
- ❖ Prevention services
- ❖ Crisis intervention hotline
- ❖ Services to batterers
- ❖ Information and referral