

AMENDMENTS FOR THE 2013 SAFER FUTURES FUNDING CLOSED COMPETITIVE RFA

For AMENDMENT 1, Additions are reflected in **red**. Deletions are reflected by strikethrough.

AMENDMENT 1: This Amends Section 2: General Guidelines; EGrants Instructions F. (PAGE 20):

F. The Application is due Wednesday, September 25 **30, 2013 by 5:00 p.m. Pacific Standard Time.**

The application will not be accessible after the above mentioned time. **Once an application is submitted it will become a “read-only” document and cannot be changed. Late applications will not be accepted.** For information on *Submitting your Application* see the CVSD EGrants Applicant User Guide.

For AMENDMENTS 2 and 3 below, the entire text is added.

AMENDMENT 2: This Amends Section 1: Funding Opportunity Description, State Funding Requirements-Services to Victims of Domestic Violence, Sexual Assault, Dating Violence and Stalking (PAGE 11):

1. 24-HOUR CRISIS LINE

A Crisis Line is an emergency telephone service available 24 hours a day staffed by persons who are adequately trained on domestic violence, sexual assault, dating violence and stalking. An acceptable 24-hour coverage plan may include part-time, direct forwarding of the crisis line to a partner applicant agency.

Those answering crisis phone calls must be able to respond appropriately to disclosures of domestic violence, sexual assault, dating violence and stalking; and offer safety planning, peer support, information and appropriate referrals. Applicant agencies may have specific phone responders for sexual assault and for domestic violence.

Crisis lines must be accessible to persons through the service area by use of a toll-free number or publicized acceptance of collect calls. Crisis lines must be accessible to persons with limited English proficiency 24 hours a day through use of a Language Bank or Language Line or through access to crisis call receivers speaking in the area's primary non-English language(s) and TTD/TTYs or Relay services.

AMENDMENT 3: This Amends Section 2: General Guidelines (Page 21):

Allowable Costs and Budget Category Limitations

Sources:

- **2 CFR sec 225 OMB Circular A-87** - principles for determining the allowable costs incurred by State, local, and federally recognized Indian tribal governments (governmental units) under grants, cost reimbursement contracts, and other agreements with the Federal Government (collectively referred to in this Circular as "Federal awards").
- **2 CFR sec 230 OMB Circular A-122** principles for determining costs of grants, contracts and other agreements with non-profit organizations.

State and Local restrictions and Oregon DOJ/CVSD requirements

General Guidelines:

The following are a partial list of allowable and unallowable budget costs. These provide guidance to applicants/subgrantees regarding commonly budgeted items. This list is not complete. For additional guidance, applicants/subgrantees are advised to review the provisions of the above cited federal regulations and state and local laws applicable to administration and management of federal grants. Applicants/subgrantees are required to comply with all applicable Federal, State and local laws and regulations.

Applicants may propose expenses in addition to those specifically listed below. There is no assurance that the applicant's proposed expenses will be funded.

There are no maximum or minimum budget limits in any budget category *except* administrative costs and emergency services as listed below. Applicants should craft their budgets in the way that best meets the needs of their unique project. When crafting their proposed budgets, applicants are encouraged to thoughtfully consider the costs associated with providing service of the highest quality to the target population.

Funds may only be used to serve women who are part of the target population as defined in the Request for Applications.

There is no minimum award amount.

The maximum award amount by cohort is:

- Child Welfare cohort:
 - \$68,015 for Year One; and
 - \$92,422 (each year) for Years Two, Three and Four.
- Health Care cohort:
 - \$115,904 for Year One; and
 - \$157,809 (each year) for Years Two, Three and Four.

There is no required match.

Allowable Costs and Budget Category Limitations include:

PERSONNEL

Personnel costs include salaries and personnel expenses (benefits and payroll taxes). Applicants may apply for a certain amount of FTE depending on the cohort under which they apply. For the Child Welfare cohort, applicants may apply for up to: a 1.0 FTE Advocate; and a .25 FTE Project Manager. For the Health Care cohort, applicants may apply for up to: a 1.0 FTE Advocate; a 1.0 FTE Training and Partnership Development Coordinator; and a .15 FTE Project Manager. Note: Applicants may use no more than 10% of their subgrant funded staff time for answering the organization's crisis line.

Administrative costs are project-related costs such as accounting, project management, legal services and payroll preparation. Applicants may budget for no more than 10% of their personnel costs for administrative costs.

SERVICES AND SUPPLIES

Travel includes costs for transportation, lodging, food and other items related to travel on subgrant-related business. This may include travel to meetings and for the delivery of services to the target population. Costs for travel in this budget category *exclude* the cost of travel for CVSD required trainings. CVSD follows federal travel rules as posted by the U.S. General Services Administration in determining allowable grant expenditures. If a grantee does not have a written travel policy, the grantee must abide by the federal travel policy. Information can be found at the GSA web site www.gsa.gov.

Training includes costs associated with CVSD required trainings and other trainings selected by the applicant. This budget category also includes the costs of transportation, lodging, food and other items related to any such training. Applicants *must* budget for costs to send subgrantee funded staff to the CVSD required trainings as noted in the Request for Applications. Applicants may also budget for costs related to other trainings selected by the applicant.

Office Supplies includes the cost of office supplies, equipment, printer and computer software, modems, wireless cards, flash drives, duplication, and other items that have a useful life of less than one year and a value of less than \$5,000. Applicants are encouraged to think of new and creative ways to use technology and to incorporate the cost of using technology in their budgets. For example, an applicant may consider purchasing a web cam to facilitate attendance at the CVSD required web trainings or a portable computer compatible with the systems and computer programs accessed and used in conjunction with work duties at the partner agency sites.

Printing and Copying includes the costs of printing, distribution, promotion, mailing, and general handling. Publication costs also include page charges in professional publications.

Communication includes telephone bills, data packages, internet access and user fees, postage, messenger, electronic or computer transmittal services.

Equipment Rental or Purchase is tangible personal property costing over \$5,000 and having a useful life of more than one year. Equipment rented or purchased must be from a government price list or through an open competitive process. Equipment may include: office furniture, laptop and desktop computers, printers, scanners, webcams, microphones, smartphones, and any other equipment used to support and enhance services to victims.

OTHER COSTS

Rent and Utilities includes those costs not covered by rent. These costs must be prorated to reflect the portion of use attributable to the Safer Futures Funded position.

Emergency Assistance costs include, but are not limited to items such as child care; bus passes and bus tickets; payment assistance for a survivor's rent, utilities and telephone bills (only as an emergency service to the survivor); medical and prescription costs including copayments (again only as an emergency service to the survivor). Applicants may budget for up to \$10,000 for emergency assistance costs.

Audit Costs includes costs of audits required by, and performed in accordance with, the Single Audit Act, as implemented by OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations" are allowable. Also see 31 USC 7505(b) and section 230 ("Audit Costs") of Circular A-133.

Capital Outlay is money spent to acquire, maintain, repair or upgrade capital assets. Land acquisition and building construction are unallowable.

10% Administrative - Please note that administrative costs should be listed only once in the application. Do not re-list administrative costs you have already included in your Personnel budget.

Other costs includes expenses that do not readily fit into any other budget category. Examples of "Other" allowable expenses may include but are not limited to the following:

Memberships, Subscriptions, and Professional Activity Costs. Memberships in business, technical, and professional organizations; subscriptions to business, professional, and technical periodicals; membership in civic and community, social organizations with the approval of the Federal awarding agency. Costs of membership in organizations substantially engaged in lobbying are unallowable.

Meetings and Conferences. With prior review and approval by CVSD, costs of hosting meetings and conferences, the primary purpose of which is the dissemination of technical information, are allowable. This includes costs of meals, transportation, rental of facilities, speakers' fees, and other items incidental to such meetings or conferences. Costs for entertainment (amusement, diversion or social activities) are unallowable.

Promotional materials-Materials used to increase participation in services or to encourage retention. (Advertising and Public Relations costs are generally prohibited.)

Unallowable costs include:

- Crisis line related costs (except FTE allowable as described above) such as telephone bills and equipment.
- Out of state travel without express prior approval of CVSD.
- Lobbying (Generally, the cost of certain influencing activities associated with obtaining grants, contracts, cooperative agreements, or loans is an unallowable cost).
- Fundraising
- Alcoholic Beverages
- Tips and Gratuities
- Entertainment
- Advertising and Public Relations (Promotional materials are allowable costs, see above).
- Late Fees or Finance Charges
- Subcontracted Services-financial arrangements with other entities or individuals to accomplish any portion of subgrant project activities.