

DV Capacity Building Fund Application: Frequently Asked Questions

Key Dates:

Application Opens:

November 4, 2022

Information Sessions:

November 9, 2022

November 16, 2022

Application Due:

December 23, 2022

Application Review Period:

January 16-27, 2023

Grantees to be Notified:

By February 3, 2023

Project Period:

March 1, 2023 -

February 28, 2025

Contact:

Email:

ARPSupport@api-gbv.org

Website

<http://www.api-gbv.org/arpsupport>

➤ How do I attend an information session, and will they be recorded?

There will be two information sessions. The session on November 9, 2022 will be at 2pm PST and can be accessed at bit.ly/3Wc7L7r. The session on November 16, 2022 will be at 9am PST and can be accessed at bit.ly/3sJmZD8. There will be a recording available after the final session.

➤ Where do I apply?

The application for the ARP Program can be found at bit.ly/3T52sDV.

➤ Can I work on the application in multiple sessions? Will my progress be saved?

Yes. You must create an account at bit.ly/3NGJfr5 using the Coalition Manager website to apply. This will allow you to save your application as you go.

➤ What is required to complete an application?

To complete your application, you must submit information regarding:

- Organizational Profile and Capacity
- Need for the Project
- Project Proposal
- Project Budget

Additionally, you must include at least one, but no more than three, letter(s) of support from a community leader, another community based organization, or a community member who can speak to the applicant's impact, reputation and presence in the community they serve. There is also an option to include a video, but this is not required.

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➤ Will I be required to upload any documents?

Yes. The following attachments must be uploaded through Coalition Manager:

- 501(c)(3) determination letter or letter from fiscal sponsor with 501(c)(3) status
- Project work plan
- Job descriptions and resumes for each key staff
- Project budget and narrative
- Letter(s) of support (3 max)
- Optional video file (i.e. .mp4, .mpg) or link (i.e. YouTube, Vimeo)

➤ How will Grantees be selected, and what are the review criteria?

API-GBV is committed to a fair, equitable and transparent review of applications using a review committee of 10 individuals composed internally of API-GBV staff and board members, and externally with subject matter experts who have extensive experience working with Asian and Pacific Islander communities in the U.S. They will assess for:

- Capacity to implement the project;
- Need for the project (i.e., how domestic violence has impacted individuals, groups, and the culturally specific community served by the applicant);
- Potential impact of the project (i.e., innovative approaches; targeting underserved and marginalized areas);
- Whether the proposed budget aligns with the proposed project activities;
- Qualifications and experiences of key individuals who will work on the project.

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> Who is eligible?

API-GBV welcomes applications from all eligible community-based organizations. Eligible community-based organizations include:

1. Nonprofits having a 501(c)(3) status with the IRS or Nonprofits that do not have a 501(c)(3) status with the IRS but are fiscally sponsored by a nonprofit who has 501(c)(3) status;
2. Whose primary purpose is providing culturally specific services to underserved communities residing in the continental United States, Hawai'i, and U.S. territories;
 - a. Pursuant to 34 U.S.C. § 12291(a)(7), "culturally specific services" means community-based services that include culturally relevant and linguistically specific services and resources to culturally specific communities;
 - b. Pursuant to 34 U.S.C. § 12291(a)(6), "culturally specific" means primarily directed toward racial and ethnic minority groups (as defined in 42 U.S.C. § 300u-6(g));
 - c. Pursuant to 42 U.S.C. § 10402(14) and 45 CFR part 1370.2 "Underserved populations", "underserved communities" or "people who have been historically underserved" means populations who face barriers in accessing and using victim services, and includes populations underserved because of geographic location, religion, sexual orientation, gender identity, underserved racial and ethnic populations, and populations underserved because of special needs including language barriers, disabilities, immigration status, and age. Individuals with criminal histories due to victimization and individuals with substance use disorders and mental health issues are also included in this definition;
 - d. Applicants whose primary purpose is to provide culturally specific services to Asian/Asian American, Native Hawaiian and other Pacific Islander, and Middle Eastern communities residing in the continental United States, Hawai'i, and affiliated territories are encouraged to apply; AND

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➤ Who is eligible? (cont.)

3. Have demonstrated ability in providing supportive services;
 - a. “Supportive services” is defined as services for adult and youth victims of family violence, domestic violence, dating violence, and sexual assault and their dependents that are designed to meet the needs of such victims and their dependents for short-term, transitional, or long-term safety and recovery;
 - b. Supportive services include, but are not limited to: direct and/or referral-based advocacy on behalf of victims and their dependents, counseling, case management, employment services, referrals, transportation services, legal advocacy or assistance, child care services, health, behavioral health and preventive health services, culturally and linguistically appropriate services, and other services that assist victims or their dependents in recovering from the effects of the violence (45 CFR § 1370.2).

Eligible community-based organizations with projects that seek to collaborate with other organization(s) are encouraged to apply. In the case of partnership proposals, only one eligible community-based organization should apply as lead applicant. ARP Partner organizations are not permitted to sub-grant to other organizations.

➤ Will funding be gifted up front or reimbursed?

Funds will be reimbursed. ARP Partners must submit requests for reimbursement monthly.

➤ Is eligibility to apply limited by organizational budget, such as organizations with an annual budget of \$300,00 or less may apply?

We welcome all organizations to apply, but total operating budget and financial structure and controls will be part of the application assessment.

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➤ Can we as a dual (DV/SA) organization apply?

Yes, dual organizations can apply but must indicate clearly in their proposal and budget how funds will be equitably distributed between DV and SA-related activities.

➤ If we need to hire a grant writer, can we get the costs reimbursed by these funds? Or only funds that start after program launch?

No. Only costs that are incurred after the project period begins OR are attributed to recruiting/retaining quality staff for the project that can be reimbursed.

➤ Are there restrictions related to expenses (i.e. items that are not allowed in the budget)?

Expenses must be reasonable, allowable, and allocable. No direct cash payments to survivors. Absolutely **no** lobbying allowed.

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> What is the scope of the Proposed Projects?

API-GBV will select community-based, culturally specific programs that are responsive to the needs of Asian/Asian American, Native Hawaiian, Pacific Islander and Middle Eastern survivors of domestic violence and their dependents. We invite projects proposal that focus on:

- Culturally specific, supportive services for survivors from AAPI communities;
- Provision of virtual services;
- Prevent, Prepare and Respond to the impact of COVID-19 on survivors from AAPI communities; and/or
- Workforce expansion and capacity building.

API-GBV encourages community based, innovative approaches and/or strategies to address domestic violence in these culturally specific communities that would ultimately lead to short-term, transitional, and/or long-term safety and recovery for survivors and their dependents. These innovative approaches and strategies can include:

- Technical assistance;
- Advocacy, case management services, information and referral services
- including:
 - Assistance in accessing related federal and state financial assistance programs;
 - Legal advocacy to assist survivors and their dependents;
 - Medical advocacy, including provision of referrals for appropriate health care services (including mental health, alcohol, and drug abuse treatment), but which shall not include reimbursement for any health care services;
 - Assistance locating and securing safe and affordable permanent housing and homelessness prevention services;
 - Providing transportation, childcare, respite care, job training and employment services, financial literacy services and education, financial planning, and related economic empowerment services; and
 - Providing parenting and other educational services for victims and their dependents;

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➤ What is the scope of the Proposed Projects? (cont.)

- Providing direct crisis intervention services, including counseling, mobile advocacy, telehealth, peer support, and in-person assistance;
- Funding staffing increases related directly to the work, workforce supports for employees/advocates, and workforce capacity building and any related costs to retain, reward, or recruit staff to ensure the continuity of racial and ethnic specific domestic violence programs and LGBTQ organizations for survivors and their dependents.

➤ What are the requirements and expectations for ARP Partners

Data Collection and Reporting

ARP Partners are required to collect and maintain data that measures the performance and effectiveness of work under this subaward, which includes:

- Monthly financial reimbursement requests;
- Semi-annual performance progress reports (narrative and financial);
- Travel and conference requests;
- Other data as requested.

All reporting and requests must be submitted through Coalition Manager, the designated grants management platform for the ARP Support for Survivors Program. ARP Partners are required to use this platform throughout the project period, and must participate in online training on its utilization within the first month of the project, including any staff responsible for reporting.

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➤ What are the requirements and expectations for ARP Partners (cont.)

Program Support and Information Sharing

ARP Partners will also be required to participate in:

- At least two in-person program support visits with API-GBV program staff;
 - Requests for virtual program support visits will be determined on a case-by-case basis;
- Participation in any surveys or interviews as part of API-GBV's overall program evaluation;
- Other visits, meetings, convenings, and trainings as deemed necessary by API-GBV and ARP Partner organizations.

➤ What technical assistance can ARP Partners expect to receive?

As a national culturally specific resource center on domestic violence, API-GBV staff will be available to ARP Partner organizations throughout the project period. ARP Partners will be provided:

- One-on-one, specialized technical assistance;
- Access to online training and educational resources;
- Peer support with other ARP Partners;
- Opportunity for all ARP Partner organizations and ARP Support for Survivors Program staff to convene at least once in-person (if public health regulations permit) during the project period;
- Guidance on reporting, evaluation, special topics; and more.

API-GBV will also track and compile de-identified information (unless previously agreed upon by the ARP Partner) from select ARP Partner organizations about their experiences in implementing their community-based projects, and use this information to inform a summary report of replicable strategies, approaches, and models that will be published and shared widely across API-GBV networks.

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➤ Can ARP Partners purchase food with grant funds?

Yes, ARP Partners are allowed to purchase food with federal funds in certain instances. The general rule is the costs must be reasonable and necessary for carrying out the grant is always required. Paying for food for staff meetings is not allowable and is not considered necessary for carrying out the grant requirements, since staff are expected to meet their own food needs. However, purchasing food for a community event, survivor support group, or children's event is allowable. Additional information can be found by reviewing HHS regulations 45 CFR §§ 75.420 – 45 CFR 75.432, <https://www.ecfr.gov/current/title-45/subtitle-A/subchapter-A/part-75/subpartE/subject-group-ECFR5d90ba314caea08/section-75.420>

➤ Can ARP Partners use grant funds to purchase food for a conference or training?

Yes, 45 CFR 75.432 states that costs of meals and refreshments and other incidentals paid by the non-Federal entity as a sponsor or host of a conferences is allowable unless further restricted by the terms and conditions of the Federal award. A conference is defined as a meeting, retreat, seminar, symposium, workshop or event whose primary purpose is the dissemination of technical information beyond the non-Federal entity and is necessary and reasonable for successful performance under the Federal award.

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> What are some examples of spending strategies and regulatory considerations under this fund?

These are examples of allowable expenses and how ARP Partners can find help:

1. If you haven't yet billed other grants for recent expenses in the current fiscal year, you may want to allocate them to the grant award (following your established cost allocation plan). You'll need to consider the fiscal periods of all your grants, and whether or not a budget modification may be needed.
2. Consider purchases related to workforce capacity building, mobile advocacy services, temporary rental assistance, expenses relate to staff, housing assistance and equipment (incl. vehicles).
3. Invest in your workforce with raises, appreciation/hazard pay and stipends (following federal guidance with written, Board-approved policies and your established cost allocation plan). We understand that for tribal programs the process to accomplish this will be different from non-profits.
4. ARP Partners have a great deal of flexibility in paying for survivors' needs. **Direct cash assistance to survivors is not permitted.** However, payments to 3rd parties (e.g., landlords, utility companies, schools, hotels) are allowable. Temporary rental assistance is an allowable use of funds for survivors and their children.
5. Consider purchase of vehicles and large pieces of equipment. Any vehicle purchase, and any equipment purchase over \$5,000 requires **prior approval from API-GBV**, to submit your request as soon as possible. It may take a while to order these products and you may experience unforeseen delays in delivery due to COVID-19. These purchases must be spread across funders following your cost allocation plan. There are other specific purchasing and reporting requirements related to these item six.
6. Consider building organizational capacity. ARP Partners can put in place contracts for consultant projects related to your organizational development needs, as well as items for traditional and cultural practices that promote healing and language access planning. You'll need to follow appropriate procurement processes and spread these expenses across funders per an established cost allocation plan.

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➤ What are some spending examples?

a. Personnel

- Provide livable wages through salary increases
- Offer work from home allowances, incentive pay (i.e., bonuses), appreciation/wellness/hazard pay (see sample policies)
- Provide additional salary increases for increased responsibilities, specialized knowledge/skills (e.g., survivors' lived expertise, bi-lingual-language skills, documented experience working with unserved/underserved communities)

b. Fringe Benefits

- Provide employee stipends (i.e., childcare, mental health/counseling, fitness programs, commuter stipends, tech stipends, healthcare stipends for part-time staff, etc.)
- Cover roadside assistance plans for employees conducting mobile advocacy

c. Equipment

- Vehicles to support mobile advocacy, survivor pick-ups, transports to/from court/services, child transports to school/daycare/activities can be purchased with FVPSA grant funds as well as ARP grant funds
- Mobile advocacy vehicles may include automobiles, trucks, 4-wheel vehicles, transportation watercraft, RVs
- Include auto maintenance/service/warranty packages
- Examples of other auto expenses are listed below (see Section H. Other)

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➤ What are some spending examples? (cont.)

d. Supplies

- Household appliances for shelters and for survivors' apartments/homes (i.e., washer/dryer, refrigerator, oven)
- Household supplies for shelters and for survivors' apartments/homes (i.e., personal protective equipment, beds, furniture, annual supplies of food, clothing, toiletries, diapers, hair products)
- Items for traditional and cultural practices that promote healing
- Wellness care packages for survivors and their children
- Utility fees for gas, fuel oil and propane for programs and for survivors
- Generators, air filtration equipment, space heaters, window air condition units (installation costs not allowed)
- IT upgrades for programs and for survivors (i.e., laptops, audio/video equipment for teleconferencing)
- Assistive devices for people with disabilities
- Breast pumps and related equipment for nursing mothers
- Crates, pet food and other supplies if housing pets with survivors

e. Contracts

- Contracts with hotels/motels for emergency shelter
- Legal fees for eviction proceedings and DV related legal issues
- Counseling services for survivors and their children; clinical supervision for staff
- Kennel / boarding services if survivors' pets cannot be housed
- Interpretation and translation services (i.e., translate agency materials and website)
- Organizational capacity-building services (i.e., strategic planning, training and technical assistance, needs assessments, evaluation/research support, Board development, fiscal management services)
- Communication, graphic design and marketing services (e.g., re-design/upgrade website, multi-media & multi-lingual outreach materials that reflect new services, mobile advocacy, etc.)
- IT assessment and infrastructure plan (i.e., contract IT expert to develop plan for remote work); virus protection plans; Zoom accounts for teleconferencing

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➤ What are some spending examples? (cont.)

f. Other

- Third-party payments to cover survivor housing and related expenses (back to start of your current fiscal year)
 - Rental subsidies, late fees, back rent payments
 - Utilities (i.e., deposits, monthly charges, amounts owed)
 - Application/credit fees, first/last month rent deposits
 - ID replacement
- Cover other survivor expenses:
 - Car repairs, new tire/snow tire/chain purchases, roadside maintenance plans
 - Travel for relocation
 - Medical expenses
 - Education & employment expenses (i.e., laptops, cameras, headsets, tuition, training/certification programs, books, educational supplies, uniforms, transportation)

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