



## **NOTICE OF FUNDING AVAILABILITY**

### **County of Boone**

### ***2018 Funding for Shelters for Victims of Domestic Violence***

On September 1, 2017, the County of Boone will begin accepting proposals from local organizations interested in contracting to provide shelter services for victims of domestic violence.

This Notice of Funding Availability (NOFA) and Appendices, as well as funding guidelines, can be accessed on on-line:

<http://www.showmeboone.com/communityservices/domesticviolence/funding>

#### **Key Events and Deadlines**

<b>Event</b>	<b>Date</b>
Proposal Forms Available	September 1, 2017
Proposal Submission Deadline	September 30, 2017 by 5:00 p.m.
Awards Notification	by November 15, 2017

#### **Service Period**

FY2018 (January 1 - December 31, 2018)

#### **Contact**

For questions, further information and/or accommodation related to disability, please contact:

Community Services

605 E. Walnut, Ste. A

Columbia, Missouri 65205-6015

Office Phone: 573.886.4298

E-mail: [communityservices.boonecountymo.org](mailto:communityservices.boonecountymo.org)

Web: <http://www.showmeboone.com/communityservices/domesticviolence>

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**Appendices**

Appendix A..... *County of Boone Funding for Shelters for Victims of Domestic Violence Guidelines*

**I. Introduction**

State of Missouri statutes authorize counties to collect fees to fund shelters for victims of domestic violence. Per these statutes, the County of Boone (Boone County) collects fees on civil actions, marriage licenses, and criminal cases. These funds are then utilized to provide Funding for Shelters for Victims of Domestic Violence.

**II. Purpose**

This document is intended to provide information to organizations wishing to propose to and enter contracts for the purchase of shelter services for victims of domestic violence by the County of Boone

**III. Guidelines**

For detailed information regarding the County of Boone Funding for Shelters for Victims of Domestic Violence, please reference the *County of Boone Funding for Shelters for Victims of Domestic Violence Guidelines* (Appendix A).

**IV. Definitions**

The following definitions are intended to clarify terms used in this policy.

**Audit:** Audited financial statement assurance provided by a qualified, independent third party and accompanied by a report of assurance.

**Boone County Commission (Commission):** The elected, three-member governing body for the County of Boone, Missouri.

**Responsive Proposal:** A proposal for Funding for Shelters for Victims of Domestic Violence which is complete and inclusive of all required documents and assurances.

**V. Authority**

Sole authority over the Funding for Shelters for Victims of Domestic Violence rests with the Commission. If there are two (2) or more qualified applicants for the funding, the Boone County Community Services Director makes funding recommendations to the County Commission.

**VI. Scope of Work**

On September 1, 2017, the County of Boone will begin accepting proposals from local organizations interested in contracting to provide shelter services for victims of domestic violence.

**Funding Available**

The amount of funding available for FY2018 will be determined by November 15, 2017.

**Service Period**

FY2018 (January 1 - December 31, 2018).

**Eligible Activities**

Providing shelter for victims of domestic violence is the only allowable activity under the Funding for Shelters for Victims of Domestic Violence.

**VII. Requirements**

In order to qualify for Funding for Shelters for Victims of Domestic Violence, organizations and proposals must meet the following requirements.

### **Organizational Requirements**

Organizations must:

- Be incorporated in the State of Missouri as a non-profit corporation
- Have trustees who represent the racial, ethnic and socioeconomic diversity of the community to be served, at least one of whom must possess personal experience in confronting or mitigating the problems of domestic violence
- Receive at least 25% of its funds from sources other than funds distributed pursuant to the Funding for Shelters for Victims of Domestic Violence policies or other policies which distribute funds pursuant to RSMo §455.215, as amended. These other sources may be public or private and may include contributions of goods or services, including materials, commodities, transportation, office space or other types of facilities or personal services.
- Provide residential service or facilities for children when accompanied by a parent, guardian, or custodian who is a victim of domestic violence and who is receiving temporary residential service at the shelter
- Require persons employed by or volunteering services to the shelter to maintain the confidentiality of any information that would identify individuals served by the shelter and any information or records that are directly related to the advocacy services provided to such individuals
- Prior to providing any advocacy services, inform individuals served by the shelter of the nature and scope of the confidentiality requirement set out above
- Must not discriminate in its admissions or provision of services on the basis of race, color, national origin, ancestry, sex, religion, disability, or age.
- Certify that all of its facilities, services, and employment practices are in compliance with Title II of the Americans with Disabilities Act or submit a plan of accommodation and transition plan

### **Proposal Requirements**

Proposals must be:

- Submitted to the Boone County Community Services Department in the manner and format described in section VIII below.
- Submitted by the deadline stated in this NOFA.
- Responsive
- Certified that the proposal has been reviewed and the organization agrees to comply with all Funding for Shelters for Victims of Domestic Violence policies and procedures
- Certified that the information included in proposals is true, accurate and submitted with the approval of the applicant organization's governing board

## **VIII. Proposal Submission**

Proposal forms will be made available on the September 1, 2017 on the County of Boone Funding for Shelters for Victims of Domestic Violence web page:

<http://www.showmeboone.com/communityservices/domesticviolence/funding>

Interested applicants should download and save the *Proposal form* so that they may complete the narrative sections, and certify the proposal.

Proposals must also include the following required documents:

- The applicant organization's proposed budget for calendar year 2018
- An aggregated summary of the racial, ethnic and socioeconomic composition of the board of directors as well as the number of board members which possess personal experience in confronting or mitigating the problems of domestic violence

If not already on file with the Boone County Community Services Department, applicants must also include the following required documents:

- IRS Tax Exempt Status Determination letter
- Official documentation from the Missouri Secretary of State indicating the organization's status as a non-profit corporation in good standing
- Current board of directors roster including the following for each member: name, board position, address, phone, e-mail, and employer (as applicable)
- If applicable, an ADA plan of accommodation and a transition plan

Proposal forms and required documents must be submitted to the Community Services Department in electronic format as attachments to an e-mail to:

[Communityservices@boonecountymo.org](mailto:Communityservices@boonecountymo.org)

### **Deadline to Submit Proposals**

The deadline to submit a proposal for FY2018 funding is September 30, 2017 at 5:00 p.m.

## **IX. Funding Allocation**

The following is a summary of the funding allocation process.

### **Proposal Review**

The Community Services Department Director reviews proposals for organizational qualification and responsiveness. If applicant organizations are found to be unqualified or if proposals are found to be unresponsive, these proposals will be ineligible for further consideration and the applicant will be notified of such.

If applications from more than one qualified shelter for victims of domestic violence are received and the request for funds exceed the amount of funds available, funds shall be allocated on the basis of the following priorities:

- To shelters in existence on August 13, 1982
- To shelters offering or proposing to offer the broadest range of services and referrals to the community served, including medical, psychological, financial, educational, vocational, child care services and legal services
- To other facilities offering or proposing to offer services specifically to victims of physical domestic violence
- To other qualified shelters.

### **Awards**

Based on the responsive proposals received from qualified applicants, the Director of Community Services makes recommended awards. The Community Services Department provides award notification to applicants in writing. Contracts are issued to awardees for partial execution.

### **Contract Recommendations**

Based on the award recommendations, Community Services forwards contracts to the Commission for its approval.

**X. Contracts**

All contracts are subject to approval by the Commission and to budget appropriations.

**Contracting Requirements**

Under the terms and conditions of each contract, organizations must:

- Agree that all records (administrative, financial, and program) will be open to inspection by the County
- Recognize the County of Boone as a financial supporter in all its promotional materials and advertising
- Certify that all of its facilities, services, and employment practices are in compliance with Title II of the Americans with Disabilities Act. Certification of ADA compliance and submission of a plan of accommodation and a transition plan (if necessary) must be submitted by the organization.
- Submit an affidavit which affirms that it is in compliance with Section 285.525 – 285.550 RSMo, the state statute pertaining to the hiring of unauthorized aliens. The agency must also submit documentation of participation in a federal work authorization program.

**Contract Payments**

Contract payments are made in two (2) installments of 50% of allocated funding each, in January and July of the contract period, respectively.

**Reporting**

Organizations contracted to provide shelter for victims of domestic violence must submit an annual report to the Community Services Department, on or before the 31st day of March of the year following the year in which funds were received. The annual report shall be in the form and in the medium prescribed by the Director of Community Services, and shall include the:

- Number of unduplicated persons served by the shelter
- Relationship of the victim of domestic violence to the abuser
- Number of referrals made for medical, psychological, financial, educational, vocational, child care services or legal services
- Results of an independent audit.

No information contained in the report shall identify any person served by the shelter or enable any person to determine the identity of any such person.

**Contract Duration**

Contracts for shelter for victims of domestic violence are issued for a term of one year. Please note that the County may terminate agreements at any time upon thirty (30) days written notice.