



# COUNTY OF BOONE

## Funding for Shelters for Victims of Domestic Violence

### *Guidelines*

**Contact**

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

Boone County Community Services Department

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Web: <http://dev.showmeboone.com/communityservices/DomesticViolenceFunding.asp>

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**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 purpose of this document is to set forth definitions and guidelines regarding the application for and receipt of Funding for Shelters for Victims of Domestic Violence from Boone County.

**III. Definitions**

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

**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.

**IV. 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.

**V. Eligible Activities**

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

**VI. 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 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 Submission Requirements**

Proposals must be:

- Submitted to the Boone County Community Services Department in the manner and format prescribed in the Notice of Funding Availability (NOFA).
- Submitted within the timeframe outlined in each 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
- Inclusive of the following information:
  - The proposed budget of the shelter for the following calendar year
  - A summary of the services proposed to be offered in the following calendar year
  - An estimate of the number of persons to be served during the following calendar year
  - A detailed description of any services the shelter is providing in cooperation with any County office, including but not limited to, the Circuit Clerk of Boone County, Boone County Sheriff, Boone County Juvenile Office and/or the Boone County Prosecuting Attorney.
- Inclusive of 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)
  - 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 applicable, an ADA plan of accommodation and a transition plan

### **VII. Funding Allocation Process**

The Boone County Community Services Department will issue an annual Notice of Funding Availability (NOFA) for Shelters for Victims of Domestic Violence. The NOFA and other information pertaining to the Funding for Shelters for Victims of Domestic Violence Funding process can be found on the Community Services web page:

<http://dev.showmeboone.com/communityservices/DomesticViolenceFunding.asp>

The following is a general overview of each step of the funding allocation process. Detailed instructions and timetables, including important dates and deadlines, are included in each NOFA.

### **Submission of Proposals**

Proposals must be submitted to the Community Services Department in the manner, format, and timeframe prescribed in the NOFA.

### **Proposal Review**

The Boone County Community Services 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, the Community Services Department forwards contracts to the Commission for its approval.

## **VIII. 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.

*UPDATED: August 25, 2015*