

GRANT AGREEMENT

DOMESTIC VIOLENCE PREVENTION AND TREATMENT (DVPT)

Contract #00000000000000000052773

This Grant Agreement (this “Grant Agreement”), entered into by and between the **Indiana Criminal Justice Institute** (the “State”), and **Genesis of Richmond Inc** (the “Grantee”), is executed pursuant to the terms and conditions set forth herein. In consideration of those mutual undertakings and covenants, the parties agree as follows:

1. Purpose of this Grant Agreement; Grant Funds.

The purpose of this Grant Agreement is to enable the State to award a Grant of **\$57,000.00** (the “Grant”) to the Grantee for eligible costs of the services or project (the “Project”) described in **Exhibits A and B** of this Grant Agreement, which are attached hereto and incorporated fully herein. The funds shall be used exclusively in accordance with the provisions contained in this Grant Agreement and in conformance with Indiana Code § 5-2-6-3 and § 5-2-6.7-10, which establish the authority to make this Grant, as well as any rules adopted thereunder. The funds received by the Grantee pursuant to this Grant Agreement shall be used only to implement the Project or provide the services in conformance with this Grant Agreement and for no other purpose.

FUNDING SOURCE:

Program Title:

Domestic Violence Prevention and Treatment

2. Representations and Warranties of the Grantee.

A. The Grantee expressly represents and warrants to the State that it is statutorily eligible to receive these Grant funds and that the information set forth in its grant application is true, complete, and accurate. The Grantee expressly agrees to promptly repay all funds paid to it under this Grant Agreement should it be determined either that it was ineligible to receive the funds, or it made any material misrepresentation on its grant application.

B. The Grantee certifies by entering into this Grant Agreement that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from entering into this Grant Agreement by any federal or state department or agency. The term “principal” for purposes of this Grant Agreement is defined as an officer, director, owner, partner, key employee or other person with primary management or supervisory responsibilities, or a person who has a critical influence on or substantive control over the operations of the Grantee.

3. Implementation of and Reporting on the Project.

A. The Grantee shall implement and complete the Project in accordance with **Exhibit A** and with the plans and specifications contained in its Grant Application, which is on file with the State and is incorporated by reference. Modification of the Project shall require prior written approval of the State.

B. The Grantee shall submit to the State written progress reports until the completion of the Project. These reports shall be submitted on a monthly or quarterly basis into the designated electronic grant management system designated by the state within 30 calendar days of the end of the quarter and shall contain such detail

of progress or performance on the Project as is requested by the State. Failure to submit timely and complete written progress reports will result in the State withholding grant funds until the deficiency is remedied to the satisfaction of the State or until the State determines it is in its best interest to terminate the Grant Agreement. If the State exercises its discretion to terminate the Grant, the Grantee shall forfeit any and all grant funds that have not been disbursed.

4. Term. This Grant Agreement commences on **July 1, 2021** and shall remain in effect through **June 30, 2023**. Unless otherwise provided herein, it may be extended or renewed upon the written agreement of the parties and as permitted by the state or federal law governing this Grant.

5. Grant Funding.

A. The State shall fund this grant in the amount of **\$57,000.00**. The approved Project Budget is set forth as **Exhibit B** of this Grant Agreement, attached hereto and incorporated herein. The Grantee shall not spend more than the amount for each line item in the Project Budget without the prior written consent of the State, nor shall the Project costs funded by this Grant Agreement and those funded by any local and/or private share be changed or modified without the prior written consent of the State.

B. The disbursement of grant funds to the Grantee shall not be made until all documentary materials required by this Grant Agreement have been received and approved by the State and this Grant Agreement has been fully approved by the State.

6. Payment of Claims.

A. If advance payment of all or a portion of the grant funds is permitted by statute or regulation, and the State agrees to provide such advance payment, advance payment shall be made only upon submission of a proper claim setting out the intended purposes of those funds. After such funds have been expended, Grantee shall provide State with a reconciliation of those expenditures. Otherwise, all payments shall be made thirty five (35) days in arrears in conformance with State fiscal policies and procedures. As required by IC § 4-13-2-14.8, all payments will be by the direct deposit by electronic funds transfer to the financial institution designated by the Grantee in writing unless a specific waiver has been obtained from the Indiana Auditor of State.

B. Requests for payment will be processed only upon presentation of a Claim Voucher in the form designated by the State. Such Claim Vouchers must be submitted with the budget expenditure report detailing disbursements of state, local and/or private funds by project budget line items.

C. The State may require evidence furnished by the Grantee that substantial progress has been made toward completion of the Project prior to making the first payment under this Grant. All payments are subject to the State's determination that the Grantee's performance to date conforms with the Project as approved, notwithstanding any other provision of this Grant Agreement.

D. Claims shall be submitted to the State within **20** calendar days following the end of the quarter or month in which work on or for the Project was performed. The State has the discretion, and reserves the right, to NOT pay any claims submitted later than **20** calendar days following the end of the month in which the services were provided. All final claims and reports must be submitted to the State within **30** calendar days after the expiration or termination of this agreement. Payment for claims submitted after that time may, at the discretion of the State, be denied, the grant funds could be de-obligated, and the failure to submit timely claims will be considered in the scoring progress for future grants and the risk assessment. Claims may be submitted on a quarterly or monthly basis. The frequency of the claims shall be determined at the onset of

the grant and shall maintain consistent throughout the life of the grant. If grant funds have been advanced and are unexpended at the time that the final claim is submitted, all such unexpended grant funds must be returned to the State and the Grant Agreement may be terminated at the discretion of the State.

E. Claims must be submitted with accompanying supportive documentation as designated by the State. Claims submitted without supportive documentation will be returned to the Grantee and not processed for payment. Supporting documentation includes, but is not limited to, cancelled checks, receipts, time sheets, pay stubs, etc. Failure to comply with the provisions of this Grant Agreement may result in the denial of a claim for payment.

7. Project Monitoring by the State. The State may conduct on-site or off-site monitoring reviews of the Project during the term of this Grant Agreement and for up to three (3) years after it expires or is otherwise terminated. On-site monitoring reviews may be announced or unannounced. The State may appoint an authorized designee to conduct on-site peer reviews. The Grantee must submit to monitoring at the request of the State or its authorized designee including fiscal and programmatic monitoring and peer review. The Grantee shall extend its full cooperation and give full access to the Project site and to relevant documentation to the State or its authorized designees for the purpose of determining, among other things:

- A. whether Project activities are consistent with those set forth in **Exhibit A**, the Grant Application, and the terms and conditions of the Grant Agreement;
- B. the actual expenditure of state, local and/or private funds expended to date on the Project is in conformity with the amounts for each budget line item as set forth in **Exhibit B**, and that unpaid costs have been properly accrued.
- C. that Grantee is making timely progress with the Project, and that its Project management, financial management and control systems, procurement systems and methods, and overall performance are in conformance with the requirements set forth in this Grant Agreement and are fully and accurately reflected in Project reports submitted to the State.

Failure to comply with the State's request to conduct any monitoring activity (including peer review), failure to supply documentation, and/or hindering the State's monitoring efforts in any way shall be considered a material breach of this Grant Agreement and grounds for immediate termination and denial of other grant opportunities with the State.

8. Compliance with Audit and Reporting Requirements; Maintenance of Records.

A. The Grantee shall submit to an audit of funds paid through this Grant Agreement, and shall make all books, accounting records and other documents available at all reasonable times during the term of this Grant Agreement and for a period of three (3) years after final payment for inspection by the State or its authorized designee. Copies shall be furnished in a manner requested by the State, at no cost to the State.

B. [DELETED BY AGREEMENT OF THE PARTIES.]

C. If the Grantee is a non-governmental unit, the Grantee shall file the Form E-1 annual financial report required by IC 5-11-1-4. The E-1 entity annual financial report will be used to determine audit requirements applicable to nongovernmental units under IC 5-11-1-9. Audits required under this section must comply with the State Board of Accounts *Uniform Compliance Guidelines for Examination of Entities Receiving Financial Assistance from Governmental Sources*, <https://www.in.gov/sboa/files/guidelines-examination-entities-receiving-financial-assistance-government-sources.pdf>. Guidelines for filing the annual report are included in **Exhibit C**, attached hereto and incorporated herein by reference.

9. Compliance with Laws.

A. The Grantee shall comply with all applicable federal, state, and local laws, rules, regulations and ordinances, and all provisions required thereby to be included herein are hereby incorporated by reference. The enactment or modification of any applicable state or federal statute or the promulgation of rules or regulations thereunder after execution of this Grant Agreement shall be reviewed by the State and the Grantee to determine whether the provisions of this Grant Agreement require formal modification.

B. The Grantee and its agents shall abide by all ethical requirements that apply to persons who have a business relationship with the State as set forth in IC §4-2-6, *et seq.*, IC §4- 2-7, *et seq.* and the regulations promulgated thereunder. **If the Grantee has knowledge, or would have acquired knowledge with reasonable inquiry, that a state officer, employee, or special state appointee, as those terms are defined in IC § 4-2-6-1, has a financial interest in the grant, the Grantee shall ensure compliance with the disclosure requirements in IC § 4- 2-6-10.5 prior to the execution of this Grant Agreement.** If the Grantee is not familiar with these ethical requirements, the Grantee should refer any questions to the Indiana State Ethics Commission, or visit the Inspector General's website at <http://www.in.gov/ig/>. If the Grantee or its agents violate any applicable ethical standards, the State may, in its sole discretion, terminate this Grant immediately upon notice to the Grantee. In addition, the Grantee may be subject to penalties under IC §§ 4-2-6, 4-2-7, 35-44.1-1-4, and under any other applicable laws.

C. The Grantee certifies by entering into this Grant Agreement that neither it nor its principal(s) is presently in arrears in payment of taxes, permit fees, or other statutory, regulatory or judicially required payments to the State. The Grantee agrees that any payments currently due to the State may be withheld from payments due to the Grantee. Additionally, payments may be withheld, delayed, or denied and/or this Grant suspended until the Grantee is current in its payments and has submitted proof of such payment to the State.

D. The Grantee warrants that it has no current, pending or outstanding criminal, civil, or enforcement actions initiated by the State, and agrees that it will immediately notify the State of any such actions. During the term of such actions, the Grantee agrees that the State may suspend funding for the Project. If a valid dispute exists as to the Grantee's liability or guilt in any action initiated by the State or its agencies, and the State decides to suspend funding to the Grantee, the Grantee may submit, in writing, a request for review to the Indiana Department of Administration (IDOA). A determination by IDOA shall be binding on the parties. Any disbursements that the State may delay, withhold, deny, or apply under this section shall not be subject to penalty or interest.

E. The Grantee warrants that the Grantee and any contractors performing work in connection with the Project shall obtain and maintain all required permits, licenses, registrations, and approvals, and shall comply with all health, safety, and environmental statutes, rules, or regulations in the performance of work activities for the State. Failure to do so may be deemed a material breach of this Grant Agreement and grounds for immediate termination and denial of grant opportunities with the State.

F. The Grantee affirms that, if it is an entity described in IC Title 23, it is properly registered and owes no outstanding reports to the Indiana Secretary of State.

G. As required by IC § 5-22-3-7:

(1) The Grantee and any principals of the Grantee certify that:

(A) the Grantee, except for de minimis and nonsystematic violations, has not violated the terms of:

(i) IC § 24-4.7 [Telephone Solicitation Of Consumers];

- (ii) IC § 24-5-12 [Telephone Solicitations]; or
 - (iii) IC § 24-5-14 [Regulation of Automatic Dialing Machines];
- in the previous three hundred sixty-five (365) days, even if IC 24-4.7 is preempted by federal law; and
- (B) the Grantee will not violate the terms of IC § 24-4.7 for the duration of this Grant Agreement, even if IC §24-4.7 is preempted by federal law.
- (2) The Grantee and any principals of the Grantee certify that an affiliate or principal of the Grantee and any agent acting on behalf of the Grantee or on behalf of an affiliate or principal of the Grantee, except for de minimis and nonsystematic violations,
- (A) has not violated the terms of IC § 24-4.7 in the previous three hundred sixty-five (365) days, even if IC § 24-4.7 is preempted by federal law; and
 - (B) will not violate the terms of IC § 24-4.7 for the duration of this Grant Agreement even if IC § 24-4.7 is preempted by federal law.

H. The Grantee certifies that it will follow all Indiana procurement laws, policies, and procedures regarding funds expended under this Grant Agreement, including but not limited to IC § 5-22 and the procedures set out at <https://www.in.gov/idoa/2944.htm>.

10. Debarment and Suspension.

A. The Grantee certifies by entering into this Grant Agreement that it is not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from entering into this Grant by any federal agency or by any department, agency or political subdivision of the State. The term “principal” for purposes of this Grant Agreement means an officer, director, owner, partner, key employee or other person with primary management or supervisory responsibilities, or a person who has a critical influence on or substantive control over the operations of the Grantee.

B. The Grantee certifies that it has verified the suspension and debarment status for all subcontractors receiving funds under this Grant Agreement and shall be solely responsible for any recoupments or penalties that might arise from non-compliance. The Grantee shall immediately notify the State if any subcontractor becomes debarred or suspended, and shall, at the State’s request, take all steps required by the State to terminate its contractual relationship with the subcontractor for work to be performed under this Grant Agreement.

11. Drug-Free Workplace Certification. As required by Executive Order No. 90-5, April 12, 1990, issued by the Governor of Indiana, the Grantee hereby covenants and agrees to make a good faith effort to provide and maintain a drug-free workplace. Grantee will give written notice to the State within ten (10) days after receiving actual notice that the Grantee, or an employee of the Grantee in the State of Indiana, has been convicted of a criminal drug violation occurring in the workplace. False certification or violation of the certification may result in sanctions including, but not limited to, suspension of grant payments, termination of the grant and/or debarment of grant opportunities with the State of Indiana for up to three (3) years.

In addition to the provisions of the above paragraphs, if the total amount set forth in this Grant Agreement is in excess of \$25,000.00, the Grantee certifies and agrees that it will provide a drug-free workplace by:

- A. Publishing and providing to all of its employees a statement notifying them that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Grantee’s workplace and specifying the actions that will be taken against employees for violations of such prohibition; and

- B. Establishing a drug-free awareness program to inform its employees of (1) the dangers of drug abuse in the workplace; (2) the Grantee's policy of maintaining a drug-free workplace; (3) any available drug counseling, rehabilitation, and employee assistance programs; and (4) the penalties that may be imposed upon an employee for drug abuse violations occurring in the workplace; and
- C. Notifying all employees in the statement required by subparagraph (A) above that as a condition of continued employment the employee will (1) abide by the terms of the statement; and (2) notify the Grantee of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction; and
- D. Notifying in writing the State within ten (10) days after receiving notice from an employee under subdivision (C)(2) above, or otherwise receiving actual notice of such conviction; and
- E. Within thirty (30) days after receiving notice under subdivision (C)(2) above of a conviction, imposing the following sanctions or remedial measures on any employee who is convicted of drug abuse violations occurring in the workplace: (1) take appropriate personnel action against the employee, up to and including termination; or (2) require such employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency; and
- F. Making a good faith effort to maintain a drug-free workplace through the implementation of subparagraphs (A) through (E) above.

12. Employment Eligibility Verification. As required by IC § 22-5-1.7, the Grantee hereby swears or affirms under the penalties of perjury that:

- A. The Grantee has enrolled and is participating in the E-Verify program;
- B. The Grantee has provided documentation to the State that it has enrolled and is participating in the E-Verify program;
- C. The Grantee does not knowingly employ an unauthorized alien.
- D. The Grantee shall require its contractors who perform work under this Grant Agreement to certify to Grantee that the contractor does not knowingly employ or contract with an unauthorized alien and that the contractor has enrolled and is participating in the E-Verify program. The Grantee shall maintain this certification throughout the duration of the term of a contract with a contractor.

The State may terminate for default if the Grantee fails to cure a breach of this provision no later than thirty (30) days after being notified by the State.

13. Funding Cancellation. As required by Financial Management Circular 2007-1 and IC § 5-22-17-5, when the Director of the State Budget Agency makes a written determination that funds are not appropriated or otherwise available to support continuation of performance of this Grant Agreement, it shall be canceled. A determination by the Director of the State Budget Agency that funds are not appropriated or otherwise available to support continuation of performance shall be final and conclusive.

14. Governing Law. This Grant Agreement shall be governed, construed, and enforced in accordance with the laws of the State of Indiana, without regard to its conflict of laws rules. Suit, if any, must be brought in the State of Indiana.

15. Information Technology Accessibility Standards. Any information technology related products or services purchased, used or maintained through this Grant must be compatible with the principles and goals contained in the Electronic and Information Technology Accessibility Standards adopted by the Architectural and Transportation Barriers Compliance Board under Section 508 of the federal Rehabilitation Act of 1973 (29 U.S.C. §794d), as amended. The federal Electronic and Information Technology Accessibility Standards can be found at: <http://www.access-board.gov/508.htm>.

16. Insurance. The Grantee shall maintain insurance with coverages and in such amount as may be required by the State or as provided in its Grant Application.

17. Nondiscrimination. Pursuant to the Indiana Civil Rights Law, specifically including IC § 22-9-1-10, and in keeping with the purposes of the federal Civil Rights Act of 1964, the Age Discrimination in Employment Act, and the Americans with Disabilities Act, the Grantee covenants that it shall not discriminate against any employee or applicant for employment relating to this Grant with respect to the hire, tenure, terms, conditions or privileges of employment or any matter directly or indirectly related to employment, because of the employee or applicant's: race, color, national origin, religion, sex, age, disability, ancestry, status as a veteran, or any other characteristic protected by federal, state, or local law ("Protected Characteristics"). Furthermore, Grantee certifies compliance with applicable federal laws, regulations, and executive orders prohibiting discrimination based on the Protected Characteristics in the provision of services.

The Grantee understands that the State is a recipient of federal funds, and therefore, where applicable, Grantee and any subcontractors shall comply with requisite affirmative action requirements, including reporting, pursuant to 41 C.F.R. Chapter 60, as amended, and Section 202 of Executive Order 11246 as amended by Executive Order 13672.

18. Notice to Parties. Whenever any notice, statement or other communication is required under this Grant, it shall be sent by E-mail or first class U.S. mail service to the following addresses, unless otherwise specifically advised.

A. Notices to the State shall be sent to:

Indiana Criminal Justice Institute
Attn: Katherine Johantges
402 W. Washington Street, Room W469
Indianapolis, IN. 46204

B. Notices to the Grantee shall be sent to:

Genesis of Richmond Inc
Attn: Jordan Bartolo
15 South 11th Street
Richmond, IN 47374

As required by IC §4-13-2-14.8, payments to the Grantee shall be made via electronic funds transfer in accordance with instructions filed by the Grantee with the Indiana Auditor of State.

19. Order of Precedence; Incorporation by Reference. Any inconsistency or ambiguity in this Grant Agreement shall be resolved by giving precedence in the following order: (1) this Grant Agreement; (2) exhibits prepared by the State; (3) Invitation to Apply for Grant; (4) the Grant Application; and (5) exhibits prepared by Grantee. All of the foregoing are incorporated fully herein by reference.

20. Public Record. The Grantee acknowledges that the State will not treat this Grant as containing confidential information, and will post this Grant on the transparency portal as required by Executive Order 05-07 and IC § 5-14-3.5-2. Use by the public of the information contained in this Grant shall not be considered an act of the State.

21. Termination for Breach.

A. Failure to complete the Project and expend State, local and/or private funds in accordance with this Grant Agreement may be considered a material breach, and shall entitle the State to suspend grant payments, and suspend the Grantee's participation in State grant programs until such time as all material breaches are cured to the State's satisfaction.

B. The expenditure of State or federal funds other than in conformance with the Project or the Budget may be deemed a breach. The Grantee explicitly covenants that it shall promptly repay to the State all funds not spent in conformance with this Grant Agreement.

C. Failure to timely report grant progress pursuant to Clause 3 of this Grant Agreement may, at the discretion of the State, be considered a material breach. If the material breach is not cured to the satisfaction of the State, the State may suspend the Grantee's funding under this Grant Agreement and the remaining grant funds will de-obligated.

D. Failure to timely submit fiscal reports or claims pursuant to Clause 6 of this Grant Agreement may, at the discretion of the State, be considered a material breach. If the material breach is not cured to the satisfaction of the State, the State may suspend the Grantee's funding under this Grant Agreement and the remaining grant funds will de-obligated.

22. Termination for Convenience. Unless prohibited by a statute or regulation relating to the award of the Grant, this Grant Agreement may be terminated, in whole or in part, by the State whenever, for any reason, the State determines that such termination is in the best interest of the State. Termination shall be effected by delivery to the Grantee of a Termination Notice, specifying the extent to which such termination becomes effective. The Grantee shall be compensated for completion of the Project properly done prior to the effective date of termination. The State will not be liable for work on the Project performed after the effective date of termination. In no case shall total payment made to the Grantee exceed the original grant.

23. Travel. No expenses for travel will be reimbursed unless specifically authorized by this Grant.

24. Federal and State Third-Party Contract Provisions. [DELETED BY AGREEMENT OF THE PARTIES.]

25. Provision Applicable to Grants with tax-funded State Educational Institutions: "Separateness" of the Parties. [DELETED BY AGREEMENT OF THE PARTIES.]

26. Criminal Background Verifications. The Grantee shall conduct criminal background verifications concerning any individual who has direct contact with members of a vulnerable population, including but not limited to employees, contractors, or volunteers. The Grantee must conduct these criminal background verifications prior to the initiation of the employment or contractual onset and (at a minimum) biennially.

The State will examine criminal background verifications as part of its monitoring and compliance visits.

27. Modification of Budget and Program Plans.

Prior to effectuating any desired modification to the grant budget set forth in **Exhibit B** or the scope of work set forth in **Exhibit A**, Grantee must submit a Project Modification Request (“PMR”) to the State via the designated electronic grant management system designated by the State. The State must approve the PMR prior to any budget or scope of work changes or modifications. Through the life of this grant, a Grantee may only receive budget and/or scope of work modifications totaling up to ten (10) percent of the total budget.

The State cannot permit a budget or scope of work change that would cause any grant funds to be used for purposes other than those consistent with the laws, rules, and regulations governing the grant award.

28. State Boilerplate Affirmation Clause. I swear or affirm under the penalties of perjury that I have not altered, modified, changed or deleted the State’s standard contract clauses (as contained in the *2019 OAG/IDOA Professional Services Contract Manual* or the *2019 SCM Template*) in any way except as follows:

- Clause 3: Modified.
- Clause 6: Modified.
- Clause 7: Modified.
- Clause 8: Modified.
- Clause 9: Modified.
- Clause 21: Modified.
- Clause 24: Omitted.
- Clause 25: Omitted.
- Clause 26: Added.
- Clause 27: Added.
- Clause 28: Renumbered from Clause 26.

[REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK]

Non-Collusion, Acceptance

The undersigned attests, subject to the penalties for perjury, that the undersigned is the Grantee, or that the undersigned is the properly authorized representative, agent, member or officer of the Grantee. Further, to the undersigned's knowledge, neither the undersigned nor any other member, employee, representative, agent or officer of the Grantee, directly or indirectly, has entered into or been offered any sum of money or other consideration for the execution of this Grant Agreement other than that which appears upon the face hereof. **Furthermore, if the undersigned has knowledge that a state officer, employee, or special state appointee, as those terms are defined in IC § 4-2-6-1, has a financial interest in the Grant, the Grantee attests to compliance with the disclosure requirements in IC § 4-2-6-10.5.**

AGREEMENT TO USE ELECTRONIC SIGNATURES

(Applicable to only to Grant Agreements processed through SCM)

In Witness Whereof, Grantee and the State have, through their duly authorized representatives, entered into this Grant. The parties, having read and understood the foregoing terms of this Grant, do by their respective signatures dated below agree to the terms thereof.

[SIGNATURES ON NEXT PAGE OF GRANT AGREEMENT]

Genesis of Richmond Inc

By: Becky Jewison
Becky Jewison, President
Printed Name and Title Board

Date: 05/10/2021

Indiana Criminal Justice Institute

By: [Signature]

Devon McDonald, Executive Director

Date: 5/11/2021

Approved by:
Indiana Department of Administration

By: _____ (for)
Lesley A. Crane, Commissioner

Date: _____

Approved by:
State Budget Agency

By: _____ (for)
Zachary Q. Jackson, Director

Date: _____

Approved as to Form and Legality:

*Form approval has been granted by the
Office of the Attorney General pursuant to
IC 4-13-2-14.3(e) on February 10, 2021.*

FA 21-06

Prepared and reviewed by:

Ashley Merritt
Ashley B. Merritt, Attorney No. 35039-64
Associate General Counsel
Indiana Criminal Justice Institute

EXHIBIT A
PROGRAM DESCRIPTION

Problem Statement & Analysis

1. Please provide a clear and succinct summary of the problem to be addressed by this program. Your Problem Statement should be no more than one or two sentences.

Victims of DV are often unable to achieve safety, stability & healing without awareness of and access to comprehensive services. Access is inhibited by a lack of community members who are educated about domestic violence, available victim services, how to prevent DV & how to promote healing.

2. Please document the severity of the problem. Describe how the problem was discovered and the impact the problem has on the community. You must include any data as it is related to the nature of the local problem, compare to the problem statewide, include local trend data, and how the proposed program will assist in meeting community goals.

In 2019, the Indiana Coalition Against Domestic Violence (ICADV) published a report entitled “Re-Centering: Indiana’s Movement to Ground Domestic Violence Programs in Survivor-Defined Success.” The report identifies the need for domestic violence programs such as ours to “challenge judgement and promote connected, caring communities” and to “make it easy for survivors to access services.” A review of data collected directly from our client population via needs assessments, advocate/client meetings, and exit interviews and surveys supported the local relevance of the ICADV report’s findings. Additionally, our clients identified financial insecurity, concerns related to their children’s well-being, and a lack of awareness of available services as significant barriers to both escaping violence and achieving stability once they do.

Extensive public health research has identified a nation-wide need for comprehensive programs to address domestic violence, children’s exposure to violence, and other related adverse childhood experiences.

Reid Health’s 2019 Community Health Needs Assessment identified Adverse Childhood Experiences as a top priority to address. Given the very nature of domestic violence, it is nearly impossible to provide county-level prevalence statistics. Therefore, we examined the child abuse and neglect rate per 1,000 children under age 18 in Indiana.

The 2017 child abuse and neglect rate for the state of Indiana was 20.8 per 1000, compared to 18.6 the previous year. The rate for Wayne county was 27.6 per 1000, compared to 19.9 the previous year. Fayette county had a rate of 32.5 per 1000, compared to 31.4 the previous year. The rate in Union county was 36 per 1000, compared to 13.6 the previous year. As the CDC’s technical package “Preventing Intimate Partner Violence Across the Lifespan” and their publication “Preventing Adverse Childhood Experiences : Leveraging the Best Available Evidence” both recognize, children exposed to domestic violence are more likely to be abused or neglected themselves, and more likely to become victims or perpetrators of domestic violence as adults.

3. How will the proposed program alleviate the stated problem?

The proposals in this application will alleviate the problem by providing increased services to primary and secondary victims of domestic violence and opportunities for community development, educational curriculums, and greater prevention awareness. The Prevention & Community Engagement Coordinator will be a resource dedicated to these areas of growth for Genesis and the victims served. Elevating the Shelter Support Coordinator and Shelter Coordinator to full-time positions will provide opportunities for executing educational

Problem Statement & Analysis

programming within the shelter, which will be offered to both residential and outreach clients .

Goals, Objectives, & Outcomes

1. Provide the program's goal. The goal should be general, realistic, focused on what we will ultimately achieve, consistent with overall mission/purpose of agency.

Hint: The goal should directly address the problem identified in the Problem Statement.

Example: The Indiana Criminal Justice Institute (ICJI) will provide data driven evidence-based/best practice program funding to regions of Indiana with the most financial and programmatic disparities.

Genesis of Richmond, Inc. will provide victim-centered services to lessen the immediate and long-term consequences of domestic violence and children's exposure to domestic violence.

Genesis will provide audience-specific community education, prevention, and training about domestic violence and the adverse effects of children's exposure to violence.

2. Provide objectives that measure progress toward achieving the goal.

Hint: Objectives are the steps needed to achieve goals. Objectives should be concrete, action-oriented, measurable and Specific, Measurable, Achievable, Realistic, Timely (SMART).

Example: The ICJI will provide an increase of 30% of victim-related funding to areas possessing less than one shelter per 20 sq. miles.

Genesis will increase partnerships and collaborations within the service area, with a goal of 3 collaborations per year (one per service county). These will be initiated by the Prevention & Community Engagement Coordinator.

Shelter programming will be enhanced through the implementation of the 10-week long, evidence-based Mom's Empowerment Program & Kids Club. This program can be run up to 4 times per calendar year. The Shelter Coordinator and Shelter Support Specialist will reinforce skills developed by clients throughout the program.

3. Provide at least 1 Outcome for EACH stated objective (outcomes quantitatively measure program impact).

Hint: Outcomes measure objectives and are criteria for how the program is deemed to be effective.

Example: During exit interviews/surveys, victims completing our program will report feeling safer and can list five new ways to keep safe.

Newly developed partnerships and collaborations will culminate in a 15% increase in services provided to victims and survivors of domestic violence/sexual assault.

200 clients will receive the Mom's Empowerment & Kid's Club Programs throughout the grant cycle, and will indicate via exit interviews and surveys that they have an increased understanding of domestic violence and the effects of DV on themselves and their children and will have a completed safety plan.

EXHIBIT B
BUDGET INFORMATION

2021 Domestic Violence Prevention & Treatment Grant (DVPT)

Personnel

What type of personnel do you wish to enter?

- Salaried
- ✓ Hourly
- Law Enforcement Pool
- Pool
- Volunteer

SALARIED

<u>Position</u>	<u>Name</u>	<u>Fund Type</u>	<u>Employee Type</u>	<u>Annual Salary</u>	<u>Percentage</u>	<u>COST</u>
					%	\$0
						\$0
						\$0
						\$0
					Personnel Total:	\$0

HOURLY

<u>Position</u>	<u>Name</u>	<u>Fund Type</u>	<u>Employee Type</u>	<u>Hourly Rate</u>	<u>Number of Hours</u>	<u>Percentage</u>	<u>COST</u>
Shelter Coordinator	Megan Howell - year 1	Grant	Part-time	\$11.25	2079.931	54.13%	\$12,666.00
Shelter Coordinator	Megan Howell - year 2	Grant	Part-time	\$11.25	2079.931	54.13%	\$12,666.00

2021 Domestic Violence Prevention & Treatment Grant (DVPT)

Personnel

Shelter Support Specialist	Stephanie Alana - year 1	Grant	Part-time	\$10.50	1508	100%	\$15,834.00
Shelter Support Specialist	Stephanie Alana - year 2	Grant	Part-time	\$10.50	1508	100%	\$15,834.00
						Personnel Total:	\$57,000.00

LAW ENFORCEMENT POOL

<u>Name</u>	<u>Fund Type</u>	<u>Total Expenditure</u>	<u>Percentage</u> %	<u>COST</u>
				Personnel Total:
				\$0

POOL

<u>Position</u>	<u>Name</u>	<u>Fund Type</u>	<u>Total Expenditure</u>	<u>Percentage</u> %	<u>COST</u>
					Personnel Total:
					\$0

VOLUNTEER

<u>Position</u>	<u>Name</u>	<u>Fund Type</u>	<u>Hourly Rate</u>	<u>Number of Hours</u>	<u>Percentage</u> %	<u>COST</u>
						Personnel Total:
						\$0

2021 Domestic Violence Prevention & Treatment Grant (DVPT)

Employee Benefits

<u>Name</u>	<u>Position</u>	<u>Employee Type</u>	<u>Fund Type</u>	<u>Benefit Type</u>	<u>Benefit Percentage</u> %	<u>Calculated Annual Cost of Benefit</u>	<u>COST</u>
						Employee Benefits - Total:	\$0

2021 Domestic Violence Prevention & Treatment Grant (DVPT)
Supplies & Operating Expenses

<u>Supply Item</u>	<u>Fund Type</u>	<u>Number of Units</u>	<u>Price Per Unit</u>	<u>Percentage</u>	<u>Cost</u>
				%	\$0
					\$0
				Supplies Expenses - Total:	\$0

<u>Operating Expense</u>	<u>Fund Type</u>	<u>Amount</u>	<u>Percentage</u>	<u>Cost</u>
			%	\$0
				\$0
				\$0
				\$0
			Operating Expenses - Total:	\$0

2021 Domestic Violence Prevention & Treatment Grant (DVPT)
Equipment

<u>Equipment Item</u>	<u>Fund Type</u>	<u>Number of Units</u>	<u>Price Per Item</u>	<u>Percentage</u>	<u>COST</u>
				%	\$0
				Equipment - Total:	\$0

2021 Domestic Violence Prevention & Treatment Grant (DVPT)

Travel

<u>Number of Travelers</u>	<u>Purpose of Travel</u>	<u>Location of Travel</u>	<u>Travel Expense</u>	<u>Fund Type</u>	<u>Quantity Per Traveler</u>	<u>Cost Per Day, Item, or Mile</u>	<u>Percentage</u>	<u>Cost</u>
							%	\$0
							Travel (Including Training) - Total:	\$0

**2021 Domestic Violence Prevention & Treatment Grant (DVPT)
Consultants and Contractors**

Consultants

<u>Name</u>	<u>Service Provided</u>	<u>Fund Type</u>	<u>Hourly Rate</u>	<u>Number of Hours</u>	<u>Percentage</u> %	<u>Cost</u> \$0
						\$0
						\$0
						\$0
					Consultant - Total:	\$0

Contractors

<u>Name/Position</u>	<u>Service Provided</u>	<u>Fund Type</u>	<u>Compensation</u>	<u>Percentage</u> %	<u>Cost</u> \$0
					\$0
					\$0
					\$0
				Contractors - Total:	\$0

Will there be travel expenses for the consultants and contractors?

Yes No

Program Income

1. Will your program generate income? Yes No

2. What is the estimated amount of Program Income?

3. Describe how your program will generate income.

4. What will the Program Income be used for?

Budget Summary

Total Budget By Category

BUDGET CATEGORY	Amount
PERSONNEL	\$57,000.00
EMPLOYEE BENEFITS	\$0
TRAVEL (INCLUDING TRAINING)	\$0
EQUIPMENT	\$0
SUPPLIES & OPERATING EXPENSES	\$0
CONSULTANTS AND CONTRACTORS	\$0
TOTAL	\$57,000.00

TOTAL BUDGET BY FUND SOURCE

FUND SOURCE	Amount	Percent
GRANT	\$57,000.00	100.00%
MATCH	\$0	0.00%
TOTAL	\$57,000.00	100.00%

PROGRAM INCOME

PROGRAM INCOME \$0

Approved Award Amount:

Program/Grant Manager: Katherine Johantges

EXHIBIT C

Annual Financial Report for Non-governmental Entities

Guidelines for filing the annual financial report:

- 1) Filing an annual financial report called an Entity Annual Report (E-1) is required by IC 5-11-1-4. This is done through Gateway which is an on-line electronic submission process.
 - a. There is no filing fee to do this.
 - b. This is in addition to the similarly titled Business Entity Report required by the Indiana Secretary of State.
 - c. The E-1 electronical submission site is found at <https://gateway.ifionline.org/login.aspx>
 - d. The Gateway User Guide is found at <https://gateway.ifionline.org/userguides/E1guide>
 - e. The State Board of Accounts may request documentation to support the information presented on the E-1.
 - f. Login credentials for filing the E-1 and-additional information can be obtained using the notforprofit@sboa.in.gov email address.
- 2) A tutorial on completing Form E-1 online is available at https://www.youtube.com/watch?time_continue=87&v=nPpgtPcdUcs
- 3) Based on the level of government financial assistance received, an audit may be required by IC 5-11-1-9.