



State of Connecticut
Office of Policy and Management
Criminal Justice Policy and Planning Division
Adult System Policy and Planning Unit

Competitive Grant Announcement
Teen Dating Violence Intervention and Teen Electronic Victimization
(TVIP)
Demonstration Projects
Solicitation #01-29003

Eligibility

Applicants are limited to non-profit organizations, faith-based non-profit organizations, and local government agencies.
(See "[Eligible Applicants](#)")

Deadline:

All applications are due by: **4:00 PM on THURSDAY, JULY 08, 2010**
(See "[Application Due Date and Submission](#)")

Funded by

American Reinvestment and Recovery Act (ARRA)
STOP Violence Against Women Formula Grant Program
2009-EF-S6-0028
U.S. Department of Justice

**Competitive Grant Announcement
Teen Dating Violence Intervention and Teen Electronic Victimization
(TVIP)
Demonstration Projects**

*This competitive grant opportunity is funded by the **Stop Violence Against Women (STOP VAW) Formula Grant** program authorized by the **American Recovery and Reinvestment Act of 2009** (Public Law 111-5) (the “ARRA”) and by 42 U.S.C. 3751(a).*

*The STOP VAW grant program is a federal grant program administered by the **U.S. Department of Justice (USDOJ) Office on Violence Against Women**. USDOJ awards funds to each state based on a formula. The **State of Connecticut Office of Policy and Management** is the state administrative agency (SAA) for the STOP VAW formula grant and responsible for oversight and management of the funds.*

*The **ARRA STOP VAW** grant funds are intended to stimulate economic growth while improving responses to domestic violence, dating violence, sexual assault, and stalking. Given that the ARRA STOP VAW grant is a “one-time” award, the federal agency encourages the States to support activities and deliverables that can be accomplished without additional USDOJ and state funding.*

Applicants should be aware that this is a “demonstration” grant and there is no commitment of future continuation or supplemental funding.

Questions and Assistance Regarding This Solicitation

Applicants should frequently check the [CT OPM ARRA VAW Recovery Page](#) for updates and “Frequently Asked Questions (FAQ)” while preparing their proposals. Inquiries and responses will be posted on the OPM webpage.

Please email questions to: opmcjteendvgrant@ct.gov

VERY IMPORTANT: This is a FEDERAL Government Requirement

All Applicants Must Have a DUNS Number and Active CCR to Receive Federal Funds

We strongly encourage all applicants to immediately visit the federal website and begin the process of obtaining a DUNS number.

DUNS (Data Universal Numbering System)

All entities that receive federal funds through the State or directly from a federal agency must have a **DUNS (Data Universal Numbering System)**. The DUNS number must be included on the application and used throughout the grant life cycle. **To obtain a DUNS number, please visit federal websites <http://fedgov.dnb.com/webform>**

Central Contractor Registration (CCR)

In addition to the DUNS number requirement, all applicants must have a **current updated registration** in the federal **Central Contractor Registration (CCR)** database. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients.

To register in the CCR, please visit the federal website: <http://www.ccr.gov/>

IMPORTANT: If your agency or organization received federal funds within the past 3-4 years, you may already have a DUNS number and **current** CCR registration -- please check with your Financial Officer.

OPM will be unable to award a grant to any organization that does not have a DUNS number or an active CCR status.

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Quick Tips

- All applicants must have a *Federal Data Universal System Number (DUNS Number)*.
- Applicants should visit the [CT OPM ARRA VAW Recovery Page](#) for updates and FAQs related to this solicitation.
- Proposals must be emailed and delivered as hard copy packages by 4:00 PM (EST) THURSDAY JULY 08, 2010, see [Application Due Date and Submission](#) for detailed instructions.
- [Eligibility](#) is limited to certain types of non-profit organizations and local government agencies.
- No “match” is required.
- Awards will be announced in August 2010. Award recipients must attend a *Grantee Orientation Session* in September 2010.
- Award recipients must complete their projects within the six month grant period of October 01, 2010 through March 31, 2011.

Teen Dating Violence Intervention And Teen Electronic Victimization Demonstration Projects

Competitive Grant Announcement Teen Dating Violence Intervention and Teen Electronic Victimization (TVIP) Demonstration Projects

Overview

Background

Research shows that as many as one in three teens will experience dating violence and two-thirds of them will never report it. According to the U.S. Department of Justice Office on Violence Against Women, this figure exceeds victimization rates for other types of violence affecting youth. Dating violence is not only dangerous, but it can have a long-term impact on the emotional and physical health of teen victims with consequences that follow into their adult lives. Teens that experience physical violence in dating relationships are more likely to be abusers of drugs and alcohol, attempt suicide, and carry patterns of abuse into future relationships.

Teens seeking to end an abusive relationship often confront strong social and peer pressure barriers which can complicate the ability of the criminal justice system to investigate and prosecute dating violence cases. In some cases, teens may believe that abuse or intimidation are acceptable behaviors in their personal relationships. Additionally, socio-cultural and economic barriers in underserved communities make it difficult for service providers and other professionals to identify and assist victims of these crimes.

Teen dating violence may often involve the inappropriate and harmful use of electronic devices and the internet. For today's teens, cell phones, cameras, social network websites, email, instant messaging and texting are common modes of communication that play a prominent role in a teen's interpersonal relationships. In some teen relationships, electronic devices, cell phones, and websites can be turned into tools of abuse. Fear and intimidation through high-tech channels are just as dangerous as abuse in the non-digital world. Given the technology capabilities of the newer electronic devices, an abusive individual can easily extend their controlling behavior and intimidation into the digital world while eluding detection or investigation by the criminal justice system.

Although the incidence of dating violence and electronic victimization is widespread, many parents, service providers, and criminal justice professionals are unfamiliar with how to identify and intervene in the abuse. Parents, educators, and practitioners may struggle with addressing the consequences of the dating violence (substance abuse, depression, aggression, academic failure) without being aware of the underlying abusive relationship. Police, prosecutors, and other criminal justice agencies often lack the expertise, training, and technology to develop effective protocols and procedures for investigation and evidence collection in a way that will ensure the safety of dating violence victims.

Teen Dating Violence Intervention And Teen Electronic Victimization Demonstration Projects

Scope of the Grant Program

The Connecticut Office of Policy and Management is offering a competitive grant opportunity to create demonstration projects to reduce the incidence of dating violence. These projects should focus on helping teen (13 – 19 years of age) victims access various support services, and protection and safety measures such as interventions and sanctions that are provided by the criminal justice system. Strategies may include development of partnerships among organizations to build a community-wide capacity for outreach and intervention services to teen victims of dating violence and establish policies and protocols to create a multi-disciplinary response to teen dating violence and electronic victimization.

Eligible applicants are: non-profit organizations and local government agencies.
(See detailed [eligibility criteria](#))

One or more of these components must be addressed in the project proposal:

1. Capacity building to help organizations create a collaborative strategy to reduce and respond to teen dating violence and establish policies and protocols to build a coordinated multi-agency response to teen dating violence and/or
2. Outreach and training for practitioners, provider, and parents/guardians on identifying and responding to teen dating violence and/or
3. Intervention and support services to teen victims of dating violence and teen electronic victimization and/or
4. Training on electronic victimization of teens, within the context of dating violence, for educators, parents, guardians, school administrators, community providers, community-based organizations, and criminal justice agencies.

Federal program regulations *prohibit* using the federal STOP VAW funds for **primary prevention services**; this includes general education and awareness. The State has no authority to make an exception to this restriction. Proposals that focus on primary prevention services will be considered non-responsive. Proposals may include collaborations or partnerships with organizations or programs which have a history of focusing on prevention services; however, the grant funds may not support delivery or development of primary prevention services.

Award Period

The grants will have a six-month award period: October 01, 2010 through March 31, 2011.

Award Amounts

Applicants should carefully consider the resources needed to successfully implement their proposals and present a realistic budget that accurately reflects project costs given the size of the target population. **Applicants may apply for up to \$50,000 in grant funds.** OPM has the discretion to make grants for greater or lesser amounts than requested and to negotiate the scope of work and budget with applicants prior to award of a grant. OPM may take into consideration geographic distribution, regional balance, and available funding when determining award levels.

Teen Dating Violence Intervention And Teen Electronic Victimization Demonstration Projects

Eligible Applicants

This is a competitive grant program offered to nonprofit organizations and local government agencies that serve and/or have experience working with the youth population ages 13-19.

- Eligible applicants are:
 - Non-profit, non-governmental victim service organizations
 - Non-profit community-based youth service organizations
 - Non-profit legal aid organizations
 - Non-profit social service, behavioral health or primary health care providers
 - Local government youth or family service agencies
 - School districts
 - Faith-based youth organizations
- Local law enforcement agencies and state agencies may participate in the grant project but they may **not** serve as the primary applicant.
- Applicants are encouraged to partner with other eligible organizations and law enforcement in order to provide the greatest array of services to teen victims and create a more comprehensive and inclusive community-wide response to teen dating violence.

Proposal Requirements

- All proposals **must include** the participation of at least one non-profit, non-governmental organization with substantial experience and expertise in providing services to youth population 13-19 years of age.
- All proposals **must include** opportunities for teen leaders to participate in the planning, development and implementation of project components.
- At least **50% of the proposed budget must be allocated** to non-profit, non-governmental community-based organizations.

Teen Dating Violence Intervention And Teen Electronic Victimization Demonstration Projects

Special Consideration will be given to proposals that address the following:

The federal program regulations require the State to “set-aside” a portion of grant funds to support services and activities focused on ***underserved cultural and linguistic populations***. Applicants are encouraged to develop proposals that include specialized component(s) focused on teens from ***underserved cultural and linguistic populations*** as defined by VAWA, including underserved communities of color, in order to enhance accessibility and availability of service to these populations. Given that teens are more inclined to seek services from organizations that are familiar with their culture, language, and background, a culturally specific approach is best suited to address their needs.

In addition, applicants are encouraged to partner and collaborate with ***“culturally specific” community-based organizations that are representative of underserved populations***.

Culturally specific community-based organizations are more likely to understand the complex multi-layered challenges and obstacles that victims from their communities face when attempting to access services. Culturally specific community-based organizations are also better positioned to form essential relationships and engage their communities in services relevant to the diverse and unique needs of the victims.

According to the 2005 Violence Against Women Act:

The term ***“linguistically and culturally specific services”*** means community-based services that offer full linguistic access and culturally specific services and resources, including outreach, collaboration, and support mechanisms primarily directed toward underserved communities.

Teen Dating Violence Intervention And Teen Electronic Victimization Demonstration Projects

Purpose Areas

Proposals must address one or more of the following Purpose Areas:

Develop a Coordinated Community Response to Teen Dating Violence

Partnerships and collaborations among community-based organizations can dramatically increase the impact and capacity of a teen dating violence intervention initiative. The Grant Program seeks to enhance the capacity of organizations to build coordinated and collaborative approaches for identifying and intervening in dating violence as well as creating policies, procedures and protocols to reduce and respond to teen dating violence.

Services to Teen Victims of Dating Violence and Electronic Victimization

The Grant Program offers an opportunity to design and implement programs and services using intervention models to respond to the needs of teens experiencing dating violence and help them re-build their lives and protect against repeat victimization.

Improve the Criminal Justice System Response to Teen Dating Violence and Electronic Victimization

The Grant Program also seeks to provide criminal justice agencies with expertise, training, and resources to develop effective protocols and procedures for the investigation and collection of evidence related to teen dating violence and electronic victimization in a way that will enhance the safety of teen dating violence victims and decrease further victimization.

Dating Violence Definition

According to the Violence Against Women Act and subsequent reauthorization in 2005, dating violence is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors:

- The length of the relationship
- The type of relationship
- The frequency of interaction between the persons involved in the relationship.

For the purpose of **this grant program**, teen dating violence is:

Abuse committed by a person who is in, wants to be in or has been in a social relationship of a romantic or intimate nature with the teen (13 – 19 years of age) victim. It occurs in both opposite- and same-sex relationships, between non-cohabitating, and sometimes cohabitating partners. Teen dating violence may also be described as relationship abuse, intimate partner abuse, relationship violence, or dating abuse.

Teen Dating Violence Intervention And Teen Electronic Victimization Demonstration Projects

Teen dating violence can include a range of behaviors that use psychological threat and intimidation, physical abuse, and sexual victimization. Teen dating violence can include behaviors such as:

Physical Violence

- Shoving, hitting, pinching, biting, grabbing and slapping, among other acts
- Physical intimidation (blocking doors, throwing objects)
- Use of weapons

Sexual Abuse

- Unwanted touching
- Forced sexual activities
- Pressure to have sex
- Drug or alcohol facilitated sexual assault
- Rape

Emotional Abuse

- Put-downs, insults, and rumors
- Humiliation
- Accusations
- Threats
- Intimidation
- Stalking
- Possessiveness
- Overdependence
- Withdrawal of attention
- Isolation from friends or family
- Monitor phone calls, emails, texts, and other electronic communications

Electronic Victimization Definition

For the purpose of this grant program, electronic victimization means using or manipulating electronic technology to control, intimidate, harass, humiliate, coerce, frighten or stalk a current or former “dating” partner or intimate partner. Electronic victimization may also be referred to as “cyber abuse”.

The victimization may involve technologies such as cell phones, computers, video cameras, surveillance cameras, global positioning system (GPS) devices, internet communications, streaming video cameras, computer monitoring software or “SpyWare”, keystroke logging hardware, texting, and instant messaging.

Abusive individuals may mis-use technology by engaging in intimidating and controlling behaviors such as:

- Monitoring a victim’s computer activity through Spyware
- Tracking the location of a victim’s vehicle using GPS technology
- Tracking the location of a victim via cell phone technology
- Watching the victim through hidden cameras
- Intercepting phone calls and messages
- Impersonating the victim
- Posting unwanted images of the victim on social networking sites
- Embarrassing or humiliating a victim by posting rumors on websites
- Harassing or coercing via text messaging
- Threatening, intimidating, or stalking via electronic communication devices.

Teen Dating Violence Intervention And Teen Electronic Victimization Demonstration Projects

Allowable Activities

Proposals should focus on **intervention activities** and not prevention activities. All grant activities must meet the intent of the American Recovery and Reinvestment Act STOP Formula Grant (<http://www.ovv.usdoj.gov/docs/recovery-stop-program.pdf>): develop, enlarge, or strengthen victim services focused on dating violence and electronic victimization; develop or improve services delivered to teens representing underserved populations; develop and implement more effective criminal justice system policies and protocols to identify, and respond to teen dating violence and hold offenders accountable while supporting victim safety and recovery.

Activities may include:

- Technical assistance, training, and equipment to enable community-based organizations to build the capacity to address teen dating violence.
- Personnel and technical assistance to develop policies, procedures and protocols to respond to teen dating violence and electronic victimization.
- Direct counseling, support, and advocacy services for teen victims experiencing dating violence.
- Mental health services and behavioral health services for teen victims experiencing dating violence.
- Legal services for assistance in seeking protection orders.
- Training for parents, guardians, providers, practitioners, educators and criminal justice system professionals:
 - how to identify the warning signs of dating violence and electronic abuse;
 - how to respond to the violence and abuse in order to effectively support the victim;
 - how to help teen victims deal with and escape from the violence;
 - how to help teen victims protect themselves against repeat victimization;
 - how to navigate through the criminal justice system;
 - how to ensure that individuals are held accountable for abusive behavior
- Training, technical assistance, computers and software for criminal justice agencies:
 - how to conduct a forensic examination of computers and other electronic devices;
 - how to identify, investigate and respond to teen dating violence crimes and electronic victimization crimes.

Teen Dating Violence Intervention And Teen Electronic Victimization Demonstration Projects

Unallowable Activities

The following activities are considered unallowable under the **federal** regulations for the STOP Violence Against Women Formula Grant Program.

- Activities that affect victim safety, prevent physical and emotional healing of victims, or allow offenders to escape responsibility for their actions:
 - Requiring mediation or counseling for dating couples as a systematic response to violence and abuse
 - Requiring victims to report sexual assault, stalking, or dating violence crimes to law enforcement or participate in criminal proceedings
 - Supporting policies that deny individuals access to services based on their relationship to the perpetrator
 - Supporting policies or engaging in practices that impose restrictive conditions to be met by the victim in order to receive services
 - Sharing confidential victim information with outside organizations and/or individuals without the documented consent of the victim
 - Placing perpetrators in anger management programs
 - Engaging in procedures that would penalize victims for failure to testify against their abusers or impose other sanctions on them

- Grant funds may not be used for any unauthorized purposes including but not limited to; lobbying, fundraising, research projects and physical modification to buildings, including minor renovations.

- Grant funds may not be used for prevention activities such as public/community awareness campaigns. Grantees are only permitted to engage in outreach activities to inform potential victims about safety, support, and availability of services including services from the criminal justice system.

- Grant funds may not be used to provide legal representation in civil and criminal matters, such as family law cases (divorce, custody, visitation and child support), housing cases, child welfare, consumer law cases and others. Grant funds may be used to provide legal representation to victims of sexual assault, domestic violence, dating violence, and stalking in the context of protection order proceedings.

- Grant funds may not be used to directly address child abuse such as violence perpetrated by a parent against a child.

- Applicants may not use grant funds to provide direct services to children under the age of thirteen, including children who are witnesses or victims of violence.

Teen Dating Violence Intervention And Teen Electronic Victimization Demonstration Projects

Performance Measures

All grantees are required to submit progress reports and performance measures; reporting forms and detailed instructions will be provided to those applicants that receive an award.

Quarterly Reporting Requirements

Grant recipients are required to submit Financial and Programmatic reports on a **Quarterly** basis. In addition, recipients are required to submit quarterly data on personnel compensated by the ARRA STOP VAW grant funds.

Applicants that are awarded a grant will receive a full description of the data collection requirements, reporting schedules, forms and documentation procedures. Reporting instructions will also be provided at the mandatory *Grantee Orientation Session* in September.

Resources and Publications

Information regarding the issues of dating violence and electronic victimization may be found at these websites:

[USDOJ STOP Formula Grant Program](#)

[USDOJ: Office on Violence Against Women: National Teen Dating Violence Awareness and Prevention Week](#)

[USDOJ: OVW: Fact Sheets](#)

[2005 Violence Against Women Act](#)

[Love is respect – National Teen Dating Abuse Helpline](#)

[National Organizations and Publications](#)

[Accessing Safety Initiative | Home](#)

[The National Center for Victims of Crime - Dating Violence Resource Center](#)

[Stalking Resource Center -- National Center for Victims of Crime - home](#)

[National Network to End Domestic Violence | Safety Net Project](#)

[Resources on Teen Dating Violence — Violence Against Women Online Resources \(VAWOR\)](#)

[Break the Cycle | Empowering Youth to End Dating Violence](#)

[RAINN | Rape, Abuse and Incest National Network |](#)

[National Sexual Violence Resource Center | National Sexual Violence Resource Center \(NSVRC\)](#)

Funding to Faith-Based and Community Organizations

According to the U.S. Department of Justice (DOJ):

Consistent with President George W. Bush's Executive Order 13279, dated December 12, 2002, and 28 C.F.R. Part 38, it is DOJ policy that faith-based and community organizations that statutorily qualify as eligible applicants under DOJ programs are invited and encouraged to apply for assistance awards to fund eligible grant activities. Faith-based and community organizations will be considered for awards on the same basis as other eligible applicants and, if they receive assistance awards, will be treated on an equal basis with all other grantees in the administration of such awards. No eligible applicant or grantee will be discriminated for or against on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or persons working in the organization.

Faith-based organizations receiving DOJ assistance awards retain their independence and do not lose or have to modify their religious identity (e.g., removing religious symbols) to receive assistance awards. DOJ grant funds, however, may not be used to fund any inherently religious activity, such as prayer or worship. Inherently religious activity is permissible, although it cannot occur during an activity funded with DOJ grant funds; rather, such religious activity must be separate in time or place from the DOJ-funded program. Further, participation in such activity by individuals receiving services must be voluntary. Programs funded by DOJ are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion.

If the applicant organization is a faith-based organization that makes hiring decisions on the basis of religious belief, it may be entitled, under the Religious Freedom Restoration Act, 42 U.S.C. § 2000bb, to receive Federal funds and yet maintain that hiring practice, even if the law creating the funding program contains a general ban on religious discrimination in employment. For the circumstances under which this may occur, and the certifications that may be required, please see http://www.ojp.usdoj.gov/funding/other_requirements.htm.

Applicants are encouraged to review the Civil Rights Compliance section at http://www.ojp.usdoj.gov/funding/other_requirements.htm.

Grant Administrative Requirements

The grant program involves fiscal and programmatic reporting requirements that are not detailed in this solicitation. All successful applicants selected for an award will be required to attend a Grantee Orientation Session in September. The session will provide more detailed instruction and guidance on reporting procedures and forms.

American Recovery and Reinvestment Act of 2009 (the “Recovery Act”)

On February 17, 2009, President Obama signed into law the landmark American Recovery and Reinvestment Act of 2009 (the “Recovery Act” - Public Law 111-5).

The stated purposes of the Recovery Act are to preserve and create jobs and promote economic recovery; to assist those most impacted by the recession; to provide investments needed to increase economic efficiency by spurring technological advances in science and health; to invest in transportation, environmental protection, and other infrastructure that will provide long-term economic benefits; and to stabilize state and local government budgets, in order to minimize and avoid reductions in essential services and counterproductive state and local tax increases.

Accountability and Transparency

The Recovery Act places great emphasis on accountability and transparency in the use of taxpayer dollars. Among other things, it creates a new federal website <http://www.recovery.gov/> to provide information to the public, including access to detailed information on grants and contracts made with Recovery Act funds.

To ensure transparency and accountability at the state level, Governor Rell issued an Executive Order to establish multiple levels of oversight and accountability throughout state government to ensure federal stimulus dollars are used prudently and within the strict timeframes mandated under the American Recovery and Reinvestment Act. All state agencies are required to post information concerning grants and contracts supported by the Recovery Act funds to the State of Connecticut Recovery website www.ct.gov/recovery .

Federal Funding Source

The Recovery Act authorizes federal funding for the STOP Violence Against Women Formula grant Program awarded by the USDOJ to the State of Connecticut Office of Policy and Management.

Match

No match is required.

Funding for Personnel or Positions

Grant funds may be used to create new positions or fill existing vacancies that are no longer funded in an agency’s or organization’s budget; or rehire personnel who have been laid off as a result of state or local budget cuts unrelated to the receipt of grant funding; or rehire personnel who are scheduled to be laid off on a specific future date as a result of state or local budget cuts unrelated to the receipt of grant funding. (See section on “Prohibition Against Supplanting” for further guidance.)

Documentation of Personnel Charges

Grantees must implement a system for tracking and documenting the amount of time personnel spend on grant activities. Only hours that have been validated by a tracking system will be reimbursed by the grant.

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Stipends to Attend Training

Funds may be used to provide stipends for educators, police officers, and direct service providers to attend training sessions or workshops. Stipends must be based on the **hourly regular (not overtime) rate** of the individual REPLACING the person attending training, **not to exceed \$25.00 per hour**.

Stipends are allowable if the organization or agency has to compensate another individual to assume the duties of the person participating in a training event and the compensation creates a new “cost” that otherwise would not have been incurred.

Examples when stipends to attend training would be allowable:

- A police department sends two officers to a day-long training session, and must compensate two other officers to provide coverage in their absence.
- A school district sends three teachers to a day-long workshop and hires three substitutes for classroom coverage.

No Future Funding

There is no funding available beyond the approved grant period. Applicants are encouraged to propose budget funds for “one-time” activities that will not require federal or state funds in the future.

Prohibition Against Supplanting of Funds

Funds from this program may not be used to supplant existing funds. Supplanting is defined as the use of grant funds in place of other funds currently budgeted for an activity and thereby reducing the expenditure of other funds for that activity. Supplanting can also be defined as removing other funds from an activity supported by grant funds with the effect that the activity is not increased or enhanced by the full value of the grant funds applied.

For further guidance please refer to the [Office of Justice Programs: Recovery Act Information](#)

Administrative Expenses

Grantees may use **up to 10 percent** of the award for costs associated with administering ARRA VAW funds. Grantees cannot report administrative or incidental costs paid for by non-Recovery Act funds in a way that it would make these costs look like Recovery Act funds. Some prohibited administrative expenses include: paper for copy machines, telecommunications services or IT desktop support services.

Grantee’s Responsibilities

The CEO of each agency or organization must designate the person responsible for serving as the **Grant Project Officer**. **The Grant Project Officer is responsible for management and oversight of all components of the grant project including project activities and financial matters. The grant project officer must provide OPM with information on the status of the grant project as well the status of expenditures relative to the project budget.**

Responsibilities and Duties of the Grant Project Officer:

- Prepare and submit a grant application and budget to OPM.
- Ensure ‘on-time’ submission of the Progress Reports and Financial Reports.
- Manage the financial and programmatic components of the grant; including oversight and coordination of the fiscal components of the grant.

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- Prepare and submit progress and financial reports in accordance with guidelines issued by the Office of Policy and Management and the U.S. Department of Justice.
- Organize, manage and coordinate the operation of the grant project and work in compliance with grant requirements from OPM and U.S. Department of Justice.
- Monitor the use of grant funds for eligible activities.

Access to Records

All grantees must allow OPM and USDOJ (including OJP and the Office of the Inspector General (OIG)), and its representatives, and the Government Accountability Office (GAO), to have access to and the right to examine all records (including, but not limited to, books, papers, and electronic documents) related to this Recovery Act award, including such records of any subrecipient, contractor, or subcontractor.

The recipient also understands and agrees that OPM, USDOJ and the GAO are authorized to interview any officer or employee of the recipient (or of any subrecipient, contractor, or subcontractor) regarding transactions related to this Recovery Act award.

Separate Tracking and Reporting of Recovery Act Funds and Outcomes

All grantees must track, account for, and report on all funds from this Recovery Act award, **including specific outcomes and benefits attributable to Recovery Act funds**, separately from all other funds, including USDOJ award funds from non-Recovery Act awards awarded for the same or similar purposes or programs.

Teen Dating Violence Intervention And Teen Electronic Victimization Demonstration Projects

Review Process and Criteria

OPM is committed to ensuring a competitive and standardized process for awarding grants. Internal Reviewers and External Peer Reviewers will review the proposals. Applications will be screened initially to determine whether the applicant meets all eligibility requirements. Only applications submitted by eligible applicants that meet all other requirements will be evaluated, scored, and rated by a review panel. Reviewers' ratings and any resulting recommendations are advisory only. All final grant award decisions will be made by OPM whom may also give consideration to past performance, geographic distribution, regional balance, policy priorities and available funding when making awards. The State of Connecticut reserves the right to make awards for less than the amounts requested or to choose not to fund any applications from this solicitation.

The **proposals** will be reviewed according to the following criteria:

- The extent to which all project activities fall within the scope of the program proposed areas;
- The extent to which proposed activities would address the need described;
- The extent to which project activities seem feasible and likely to succeed; extent to which projects are based on national models or strategies considered to be a "promising practice" or "best practice".
- The extent to which project activities can realistically be completed within the grant cycle;
- The extent to which the proposal does not include activities that compromise victim safety;
- The extent to which the proposal describes innovative strategies to address the specific needs of the targeted underserved culturally and linguistically specific community;
- The extent to which project activities are clearly described and reflect sound and/or innovative strategies to improve victim safety and offender accountability.
- The extent to which the organization(s) and staff have the necessary expertise, as it pertains to dating violence, sexual violence and/or stalking intervention service to successfully implement the proposed project;
- The extent to which the organization staff has experience working with the targeted population;
- The extent to which the proposal clearly identifies all project partners, specifies their respective roles and responsibilities, and describes the collaborative relationship to be developed

The **budgets** will be reviewed according to the following criteria:

- The extent to which the budget is complete, reasonable, and cost effective in relation to the project;
- The extent to which the budget reflects the 6 months of project activity and provides a basis of computation for all project-related costs;
- The extent to which there is a clear link between proposed budget activities and proposed budget items

Application Due Date and Submission

Applicants must submit hard copy of the proposal as well as electronic copy by due date of **THURSDAY, JULY 08, 2010** according to the following instructions:

1. Hard copies of the Proposal should be delivered **by 4:00 PM (EST) on THURSDAY, July 08, 2010 to :**

State of Connecticut, Office of Policy and Management
Criminal Justice Policy and Planning Division
450 Capitol Avenue – MS#52CJP, Hartford, CT 06106-1379
Attention: Lisa Secondo
2. **THE CONTRACT COMPLIANCE PACKAGE ONLY NEEDS TO BE SUBMITTED IN HARD COPY.**
3. Facsimile copies are not acceptable.
4. The original and one copy of the proposal application must be received at the address above by the due date.
5. As well as hard copy, electronic copy of the complete proposal, including scanned copies of signature pages must be **EMAILED** as **PDF** documents to opmciteendvgrant@ct.gov **by 4:00 PM (EST) on THURSDAY, July 08, 2010.**

**Teen Dating Violence Intervention And Teen Electronic Victimization Demonstration Projects
APPLICATION
APPLICATION COVERSHEET**

Project Title			
Full Legal Name of Applicant Agency			
Name		Address	
Proposed Period of Award/Grant Information			
Start Date:		End Date:	Grant Funds Requested:
Name of Official Authorized to Sign for Applicant Agency			
Name		Address	
Title	Telephone Number		
	Fax Number		
	Email Address		
Project Director			
Name		Address	
Title	Telephone Number		
	Fax Number		
	Email Address		
Financial Officer			
Name		Address	
Title	Telephone Number		
	Fax Number		
	Email Address		
Audit			
Date of Last Audit:		Time Period Covered:	
Summary Project Description			
I, the undersigned, for and on behalf of the named applicant agency, do herewith apply for this grant, and attest that, to the best of my knowledge, the statements made herein are true.			
Signature			Date

Teen Dating Violence Intervention And Teen Electronic Victimization Demonstration Projects APPLICATION

What an Application Must Include

Applicants must complete each of the following sections. **It is the responsibility of the applicant to ensure that its application is complete by the deadline. OPM will remove the application from consideration if the application is substantially incomplete or received after the deadline.**

For each section listed below, please note the corresponding maximum point value that may be assigned during the review process. Reviewers will not receive any additional materials submitted beyond those required. Please enter all responses in the spaces provided using clear, concise sentences.

Carefully read and follow all instructions. Be mindful that you will not be able to enter any characters outside the limit of the text box provided.

APPLICATION CHECK LIST

All items in the list below must be included in the application and fully completed in order for the application to be considered.

- Active DUNS (Data Universal Numbering System) or in the process of obtaining a DUNS
- Active CCR (Central Contractor Registration) account or in the process of obtaining a CCR
- FEIN (Federal Employer Identification Number)
- Application Coversheet (all fields completed and signed by the official authorized to sign for applicant agency)
- General Information Sheet
- Summary Data Sheet (all fields completed)
- Proposal Abstract
- Project Narrative
- Budget (with signatures of preparer and project director)
- Contract Compliance Package (does NOT apply to municipal governments or state agencies) ****Note: This is not an electronically fillable section. Only include in hard copy submission****
 - Sign the “Acknowledgement of Contract Compliance Monitoring Report”
 - Complete the “Bidder Contract Compliance Monitoring Report”

**Teen Dating Violence Intervention And Teen Electronic Victimization Demonstration Projects
APPLICATION**

GENERAL INFORMATION Sheet

This section of the application is not scored. It will provide us with an overview of your proposed project.
Please read and follow all instructions.

Financial Accounting Practices

Answer the following questions by either selecting the correct answer from the drop-down menu, or appropriately filling in the space provided.

Will all funds awarded under this program be maintained in an account that is separate and distinct from other sources of revenue/funding?	
Does the applicant have written accounting procedures?	
Does the applicant's current accounting system allow the applicant to separately track grant draw-downs and expenditures?	
Does the applicant agency have a DUNS #?	
Does the applicant have an active account in the Central Contractor Registration (CCR)?	
If you have a DUNS Number, please enter here:	
Enter your Federal Employer Identification Number (FEIN) here:	

Contact Information

Please provide the contact information for the applicant's staff that will serve as the "Project Director" and "Financial Officer" below.

Project Director	
Last Name	
First Name	
Title	
Mailing Address	
City	
State	
Phone Number	
Email Address	

Financial Officer	
Last Name	
First Name	
Title	
Mailing Address	
City	
State	
Phone Number	
Email Address	

Teen Dating Violence Intervention And Teen Electronic Victimization Demonstration Projects APPLICATION

Summary Data Sheet

For the following questions, please provide brief answers. You will not be able to exceed the text box character limit.

Identify the region, town or district where the project will be implemented.

Identify the target population and the estimated number of youth 13 -19 years of age within the population.

Identify all project partners; including those project participants that are not allocated funds but are participants. Include organization's name and address.

Identify the partner organization(s) that have extensive experience and expertise in serving the youth population.

Teen Dating Violence Intervention And Teen Electronic Victimization Demonstration Projects APPLICATION

Does the project include “culturally specific” community-based organizations that are representative of underserved populations? If so, please identify the organization’s names and address.

Please indicate if the project applicant or any of the projects partners are currently recipients of federal grant funds from USDOJ Office on Violence Against Women. If so, identify the recipients, title of the OVW grant program, amount of grant funding and briefly state the purpose of funds.

Does the project target a specific an “underserved, cultural and linguistic population”? If so, please identify the population.

Indicate the “Purpose Areas” addressed by the proposal by checking the boxes below:

Services to Teen Victims of Dating Violence and Electronic Victimization

Develop a Coordinated Community Response to Teen Dating Violence

Improve the Criminal Justice System Response to Teen Dating Violence and Electronic Victimization

Teen Dating Violence Intervention And Teen Electronic Victimization Demonstration Projects APPLICATION

Proposal Abstract

The Proposal Abstract should provide a short and accurate summary of your proposed project including its goals and objectives, target population, strategies and timeframe. The abstract should indicate if the grant funds will create new services or enhance existing services. Please do not summarize past accomplishments in the abstract.

**Teen Dating Violence Intervention And Teen Electronic Victimization Demonstration Projects
APPLICATION**

PROJECT NARRATIVE

Purpose of Application (15 points)

This section should describe the population, problems and needs.

Describe the scope of teen dating violence and teen electronic victimization within the project's service area.

Describe the project's service area, including location, population, and demographic information; describe the community's underserved, cultural and linguistic populations (if applicable).

Identify the target population and state how the target population would benefit from the proposed project.

Teen Dating Violence Intervention And Teen Electronic Victimization Demonstration Projects APPLICATION

Describe current services and gaps with regard to teen dating violence and electronic victimization; include a brief description of any existing dating violence prevention or intervention initiatives.

Clearly state the need for the project and the expected outcome(s). The need must directly relate to the specific population to be served.

Teen Dating Violence Intervention And Teen Electronic Victimization Demonstration Projects APPLICATION

What Will Be Done: (40 points)

This section should describe the strategies, activities and time-line.

Detail the project goals and objectives, describing the specific strategies, tasks, or activities necessary to accomplish each.

Teen Dating Violence Intervention And Teen Electronic Victimization Demonstration Projects APPLICATION

Indicate if the project uses models recognized as “best practice” or promising practices developed by technical assistance providers from the U.S. Department of Justice Office on Violence Against Women or the Office for Victims of Crime or models developed by other federal agencies or national organizations.

Indicate if the grant funding will enhance or expand any existing projects or services. Briefly describe the service and the recipients.

Indicate if the grant funds will create new services. Briefly describe the service and the recipients.

If the project provides direct services to victims, describe the criteria that will be used to determine eligibility for services and provide an estimate of the number to be served.

This project will not provide direct services to victims.

Teen Dating Violence Intervention And Teen Electronic Victimization Demonstration Projects APPLICATION

If the project includes training activities, describe the training audience and indicate the type of organization or trainer that will provide the training.

This project will include training activities.

Describe tangible products, if any, that will be generated (e.g., a video, a brochure, a curriculum). Products are not required; not all projects would benefit from developing new products.

This project will not generate any tangible projects.

**Teen Dating Violence Intervention And Teen Electronic Victimization Demonstration Projects
APPLICATION**

Information Sharing: (10 Points)

Describe the extent of information sharing between project partners, including the measures to ensure that confidential or privileged information is protected.

If the grant funds will be used to purchase or develop new technology (including, but not limited to, security systems, GPS, hotlines, computer software or hardware and databases) explain how victims' confidentiality and safety will be protected.

**Teen Dating Violence Intervention And Teen Electronic Victimization Demonstration Projects
APPLICATION**

Who Will Implement the Project? (30 Points)

Identify the agency(ies) or office(s) responsible for directing and leading the project.

Provide a description of the expertise or experience of key staff responsible for planning, directing and managing project components and/or service delivery. Include a brief description of their knowledge and expertise with regard to addressing dating violence, intimate partner violence, youth violence, and youth intervention services.

Identify the partner organization (s) with extensive experience and expertise in serving the youth population. Briefly, describe their mission and history of serving youth.

**Teen Dating Violence Intervention And Teen Electronic Victimization Demonstration Projects
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Describe how the proposal was developed; indicate the extent of each partner's participation in developing the proposal and application.

Describe the roles and responsibilities of the project partners in planning, implementing and monitoring the project.

Teen Dating Violence Intervention And Teen Electronic Victimization Demonstration Projects APPLICATION

Describe the role of teen leaders with regard to planning, development and implementation of project components.

Evaluation of the Project (5 points)

Describe how the project will be evaluated and how outcomes will be measured. Identify the types of data to be used.

Teen Dating Violence Intervention And Teen Electronic Victimization Demonstration Projects APPLICATION

ARRA STOP Violence Against Women Formula Grant **INSTRUCTIONS: How to Prepare the Budget**

All budget items should relate directly to the scope of activities and services described in the "Project Narrative". Do not include any items in the budget if they are not explained in the project narrative.

This budget should provide estimates of grant related expenditures.

If the proposal is selected for grant funding, the Office of Policy and Management may request a more detailed budget or budget revision.

Please note: Fees charged by grant writers may not be included in the budget. Such services would have been provided prior to the actual start date of the grant and fall outside of the grant period.

A. Personnel

When providing information in **Personnel Line Item**, list the following for each position charging to the grant:

- Job Title
- Function as related to the grant project (Roles and responsibilities should be described in greater detail in the "Project Narrative")
- Pay Rate
- Time to be charged (# of hours or # of days) (include only the time related to the grant activities, don't include time charged to other sources.)

Example

A. Personnel			
Job Title	Job Function (within the grant project)	Calculation	Grant Funds
Addictions Counselor	Provide intervention and treatment services to teen dating abuse victims 16-18 yrs. from the East High School district.	\$20/hour X 10 hours/week X 15 weeks = \$xxxx	\$xxxx
Community Organizer	Develop interagency procedures and policies for XX police department, XX school and XX service provider; draft the XX report and policy; organize and conduct training events for teen leaders from the XX district	50% (30 hours/week) X (\$XX/week) = \$XXX	\$XXX
Account Assistant	Maintain records of grant expenditures and prepare quarterly financial reports	\$15/hour X # hours/pay period X # pay periods =	\$XXX

"Personnel" expenses may include the costs to implement the grant funded activities as well as costs to administer the grant. These include costs to:

- Administer and manage the grant project including personnel to prepare progress and financial reports, and manage tracking of expenditures.
- Supervision and oversight of grant funded positions.
- Personnel to implement grant funded services and activities
- Grant funds shall not be used to supplant existing funds that support current positions and duties.

Fringe costs must be identified separately; components of the fringe rate must be identified. Indirect costs are not permitted for this grant program

Note: Personnel time and attendance records must be kept for auditing purposes.

Teen Dating Violence Intervention And Teen Electronic Victimization Demonstration Projects APPLICATION

B. Travel and Training Expenses

- Out-of-state travel is not allowed.
- Includes costs to **attend** training, seminars or workshops (mileage, subsistence, registration or tuition costs).
- Includes mileage for grant project staff to conduct grant related activities or provide services.
- Mileage expenses should be those normally allowed by the applicant agency, but must not exceed federal rates. The amount allowed per mile by the applicant agency must be stated on the budget itemization.
- Costs for **attending** training should be included here. **However, costs for conducting a training event should be included in Category G. Other**

Note: Records of travel expenditures must be kept on file for auditing purposes.

Example:

B. Travel and Training		
Travel Description	Travel Calculation	Grant Funds
Youth Counselor Provide in-home intervention services to teens in the XX district	45 cents/mile X 50 miles/week X 10 weeks= \$xxx	\$xx
Training Description	Training Calculation	Grant Funds
Five Police Officers from Town XXX to attend Cyberstalking Training in XX location	5 Officers: 45 cents/mile X 50 miles round trip, \$125 Registration fee X 5 Officers = \$xxx	\$xx

C. Equipment Purchases

List all proposed equipment, user (s) and the amount per unit (e.g. 2 laptops @ \$2,000 each). The costs for each item should include taxes (if applicable), delivery, installation, and all other related charges, except the leasing or rental of equipment, which should be entered in Budget Category E, Consulting and Contractual. Detailed inventory records must be maintained on all equipment to allow for the exercise of proper controls and to expedite the grantee's filing of reports during and at the expiration of the period of award.

Note: Equipment with an initial purchase price of less than \$25 per item should be listed in Section D, Supplies.

Example

Description and User	Quantity	Unit Price	Grant Funds
Laptop Computers for Teen Group Leaders	2	\$800	\$1,600
Hardware for Police Department to conduct investigations of electronic abuse of teens.	1 PC 1 Printer	\$1,200 \$200	\$1,400

D. Supplies

Enter the item, user, quantity and total purchase price. Consumable expenses include office supplies, postage, and reproduction and printing costs. Include equipment items with an initial purchase price of less than \$25 per item. Enter supplies total.

Teen Dating Violence Intervention And Teen Electronic Victimization Demonstration Projects APPLICATION

E. Consulting and Contractual

- Contractual agreements are arrangements in which there is a written agreement specifying the provision of goods and services in exchange for financial reimbursement. Enter the type of service to be purchased and the fee or rate of payment intended.
- Fees for consultants or contractors cannot exceed the federal limit of \$450.00 per day.
- Exceptions to this limit either as a per diem rate or as a result from competitive bidding must be approved by DOJ through the Office of Policy and Management. Please review the OJP Financial Guide (Office of Justice Programs) for further information.
- Describe the type of goods or services, cost, and duration of contract. **Scope of services and deliverables must be described in greater detail in the "Project Narrative".**

Example:

Contractual & Consulting

Type of Good or Service	Cost	Duration	Grant Funds
Youth Club: Conduct outreach and training on dating partner abuse for 13-15 yr olds in the Southend School District for 18 weeks. Outreach activities will include XXXX. Training will include XXXX.	\$xxx/student X 65 students	Oct. 2010 – March 2010	\$XXX
National trainer with expertise in cyber-stalking and electronic victimization will provide two day training to the Central School staff and the Central Police Department on identification, assessment and investigation of stalking and dating partner abuse.	\$XXX/day X 3 days + \$XXX for flight, lodging, meals	December 2010	\$XXX

F. Facilities: Indicate the actual cost of any rented or leased space, whether for office, residence or any other purpose.

G. Other

Use the Other category for line items that cannot be assigned to another category.

Costs for conducting a training event should be included here.

Type of Service or Expenditure	Cost	Duration	Grant Funds
Conduct Four Workshops for Educators in the XXX District on identification and intervention in teen dating violence	Food: \$xxx/attendee X 10 attendees X 4 sessions = \$XX	Oct. 2010 – March 2010	\$XXX
Room rental for four day-long workshops	Room Fee: \$XX/day X 4 days = \$	December 2010	\$XXX
Stipends for ten teachers from the East High School to attend four day-long workshops on XXXX	Stipends: \$25/hr X # hours/day X 4 days X 4 teachers	October 2010 – March 2010	\$XXXX

**Teen Dating Violence Intervention And Teen Electronic Victimization Demonstration Projects
APPLICATION**

ARRA VAW GRANT PROGRAM BUDGET ITEMIZATION

****Please read the Instructions: How to Prepare the Budget before entering data.****

Applicant	
Project Title	

A. Personnel		Roles and responsibilities should be described in greater detail in the "Project Narrative"	
Job Title	Job Function (within the grant project)	Calculation (pay rate and time)	Grant Funds
PERSONNEL TOTAL:			

B. Travel and Training Expenses		No out of state travel is allowed. Includes mileage costs to deliver services. Includes costs to attend training or workshops (mileage, subsistence, registration, tuition) ***Costs for conducting a training event should be included in Category G.***	
Travel/Training Description	Travel/Training Calculation	Grant Funds	
TRAVEL/TRAINING TOTAL:			

**Teen Dating Violence Intervention And Teen Electronic Victimization Demonstration Projects
APPLICATION**

Applicant	
Project Title	

C. Equipment Purchases	List all proposed equipment, the “user” and the amount per unit (e.g. 2 laptops @ \$1,000 each) Costs for each item should include taxes (if applicable), delivery, installation, and all other related charges (EXCEPT leasing or rental of equipment, which should be entered in Budget Category E, Consulting and Contractual)			
	Description (Identify equipment and user)	Quantity	Unit Price	Grant Funds
EQUIPMENT TOTAL:				

D. Supplies	Equipment with an initial purchase price of less than \$25 per item should be listed in this section.			
	Description (Identify supplies and user)	Quantity	Unit Price	Grant Funds
SUPPLIES TOTAL:				

**Teen Dating Violence Intervention And Teen Electronic Victimization Demonstration Projects
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Applicant	
Project Title	

E. Consulting & Contractual	Describe the types of goods or services, the cost, and the duration of the contract. Scope of services and deliverables must be described in greater detail in the "Project Narrative". Calculation of cost must be detailed.
--	---

Type of Good or Service	Calculation of Cost	Duration	Grant Funds
CONSULTING AND CONTRACTUAL TOTAL:			

F. Facilities	Indicate the actual cost of any rented or leased space, whether for office or any other purpose.
----------------------	--

Describe Function of Rented/Leased Space	Calculation of Cost	Duration	Grant Funds
FACILITIES TOTAL:			

**Teen Dating Violence Intervention And Teen Electronic Victimization Demonstration Projects
APPLICATION**

Applicant	
Project Title	

G. Other	Use this category for line items that cannot be assigned to another category. Costs for CONDUCTING a training event should be included here.
-----------------	--

Type of Service/Expenditure	Calculation of Cost	Duration	Grant Funds

OTHER TOTAL:			
TOTAL PROJECT COST:			

Prepared by:	
Signature of Preparer:	
Signature of Project Director:	

IMPORTANT: All budget items should relate to the scope of activities and services described in the "Project Narrative". Do not include any items in the budget if they are not explained within the "Project Narrative".

**Teen Dating Violence Intervention And Teen Electronic Victimization
Demonstration Projects
APPLICATION**

State of Connecticut

OFFICE OF POLICY AND MANAGEMENT

CONTRACT COMPLIANCE PACKAGE

**Teen Dating Violence Intervention And Teen Electronic Victimization
Demonstration Projects
APPLICATION**

CONTENTS

**I. CONTRACTOR/GRANTEE CONTRACT COMPLIANCE
REQUIREMENTS**

II. BIDDER'S PACKET

- The following forms are **MANDATORY** and must be completed and returned to this agency with the response to the Request for Proposal or the Grant Application.
 1. Notification to Bidders Form
 2. Bidder Contract Compliance Monitoring Report
- Definitions and descriptions to assist in completing the Bidder Contract Compliance Monitoring Report

III. PERTINENT STATUTES AND REGULATIONS OF THE STATE OF CONNECTICUT

- Non-Discrimination and Affirmative Action Provisions in State Contracts, C.G.S. Section 4a-60 through 4a-60a
- Department of Administrative Services, C.G.S. Section 4a-60g through 4a-60j
- Department of Economic and Community Development, C.G.S. Section 32-9n
- Commission on Human Rights and Opportunities, C.G.S. Sections 46a-56 and 46a-68
- Commission on Human Rights and Opportunities Administrative Regulations Sections 46a-68j-21 through 46a-68j-43 and Sections 46a-68k-1 through 46a-68k-8.

**Teen Dating Violence Intervention And Teen Electronic Victimization
Demonstration Projects
APPLICATION**

I.

**CONTRACTOR/GRANTEE
CONTRACT COMPLIANCE REQUIREMENTS**

OFFICE OF POLICY AND MANAGEMENT

**Teen Dating Violence Intervention And Teen Electronic Victimization
Demonstration Projects
APPLICATION**

CONTRACTOR/GRANTEE COMPLIANCE REQUIREMENTS

NOTE: - THESE REQUIREMENTS APPLY TO ALL CONTRACTORS - INCLUDING GRANTEES AND INDIVIDUALS

Connecticut General Statute Section 4a-60 was adopted to insure that State agencies do not enter into contracts with organizations or businesses that discriminate against protected class persons. To carry out the provisions of the Statute, the Commission on Human Rights and Opportunities developed Regulations concerning Contract Compliance and approval of Contract Compliance Programs which impose certain obligations on State agencies as well as contractors doing business with the State of Connecticut.

These regulations require that as an awarding agency, in this instance, the Office of Policy and Management (OPM), must consider the following factors in its selection of any contractor:

- The bidder's success in implementing an affirmative action plan;
- If the bidder does not have a written affirmative action plan, the bidder's promise to develop and implement a successful affirmative action plan;
- The bidder's success in developing an apprenticeship program complying with Sections 46a-68-1 to 46a-68-17 of the Administrative Regulations of Connecticut State Agencies, inclusive;
- The bidder's submission of employment statistics contained in the "Employment Information Form", indicating that the composition of its workforce is at or near parity when compared to the racial and sexual composition of the workforce in the relevant labor market area; and
- The bidder's promise to set aside a portion of the contract for legitimate minority business enterprises.

In order to assess the factors above, contractors are required to provide OPM with information about their organizations.

A package of information (see Section **II**. Bidder's Packet) is provided with forms (and instructions) that must be completed, signed by responsible parties and returned to OPM with the response to the Request for Proposal or with the Grant Application.

*PLEASE NOTE: If you indicate that you will be sub-contracting a portion of this contract, you will be sent further forms for completion as required in the contract compliance regulations.
Thank you for your cooperation.*

**Teen Dating Violence Intervention And Teen Electronic Victimization
Demonstration Projects
APPLICATION**

II.

BIDDER'S PACKET

OFFICE OF POLICY AND MANAGEMENT

**COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES
CONTRACT COMPLIANCE REGULATIONS
NOTIFICATION TO BIDDERS**

The contract to be awarded is subject to contract compliance requirements mandated by Sections 4a-60 and 4a-60a of the Connecticut General Statutes; and, when the awarding agency is the State, Sections 46a-71(d) and 46a-81i(d) of the Connecticut General Statutes. There are Contract Compliance Regulations codified at Section 46a-68j-21 through 43 of the Regulations of Connecticut State Agencies, which establish a procedure for awarding all contracts covered by Sections 4a-60 and 46a-71(d) of the Connecticut General Statutes.

According to Section 46a-68j-30(9) of the Contract Compliance Regulations, every agency awarding a contract subject to the contract compliance requirements has an obligation to “aggressively solicit the participation of legitimate minority business enterprises as bidders, contractors, subcontractors and suppliers of materials.” “Minority business enterprise” is defined in Section 4a-60 of the Connecticut General Statutes as a business wherein fifty-one percent or more of the capital stock, or assets belong to a person or persons: “(1) Who are active in daily affairs of the enterprise; (2) who have the power to direct the management and policies of the enterprise; and (3) who are members of a minority, as such term is defined in subsection (a) of Section 32-9n.” “Minority” groups are defined in Section 32-9n of the Connecticut General Statutes as “(1) Black Americans . . . (2) Hispanic Americans . . . (3) persons who have origins in the Iberian Peninsula . . . (4) Women . . . (5) Asian Pacific Americans and Pacific Islanders; (6) American Indians . . .” An individual with a disability is also a minority business enterprise as provided by Section 4a-60g of the Connecticut General Statutes. The above definitions apply to the contract compliance requirements by virtue of Section 46a-68j-21(11) of the Contract Compliance Regulations.

The awarding agency will consider the following factors when reviewing the bidder’s qualifications under the contract compliance requirements:

- (a) the bidder’s success in implementing an affirmative action plan;
- (b) the bidder’s success in developing an apprenticeship program complying with Sections 46a-68-1 to 46a-68-17 of the Administrative Regulations of Connecticut State Agencies, inclusive;
- (c) the bidder’s promise to develop and implement a successful affirmative action plan;
- (d) the bidder’s submission of employment statistics contained in the “Employment Information Form”, indicating that the composition of its workforce is at or near parity when compared to the racial and sexual composition of the workforce in the relevant labor market area; and
- (e) the bidder’s promise to set aside a portion of the contract for legitimate minority business enterprises. See Section 46a-68j-30(10)(E) of the Contract Compliance Regulations.

**Teen Dating Violence Intervention And Teen Electronic Victimization
Demonstration Projects
APPLICATION**

This form is **MANDATORY** and must be completed, signed, and returned with the vendor's bid.

**ACKNOWLEDGMENT OF CONTRACT COMPLIANCE
NOTIFICATION TO BIDDERS**

INSTRUCTION: Bidder must sign acknowledgment below, and return this form to the awarding agency with the bid proposal.

The undersigned duly authorized representative of the bidding vendor acknowledges receiving and reading a copy of the **NOTIFICATION TO BIDDERS**. *(Please print name under signature line.)*

Signature

Title

Date

On behalf of:

Vendor Name

Street Address

City State Zip

Federal Employee Identification Number
(FEIN/SSN)

This form is **MANDATORY** and must be completed, signed, and returned with the vendor's bid.

**Teen Dating Violence Intervention And Teen Electronic Victimization Demonstration
Projects
APPLICATION**

**COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES
CONTRACT COMPLIANCE REGULATIONS
NOTIFICATION TO BIDDERS**

(Revised 09/17/07)

The contract to be awarded is subject to contract compliance requirements mandated by Sections 4a-60 and 4a-60a of the Connecticut General Statutes; and, when the awarding agency is the State, Sections 46a-71(d) and 46a-81i(d) of the Connecticut General Statutes. There are Contract Compliance Regulations codified at Section 46a-68j-21 through 43 of the Regulations of Connecticut State Agencies, which establish a procedure for awarding all contracts covered by Sections 4a-60 and 46a-71(d) of the Connecticut General Statutes.

According to Section 46a-68j-30(9) of the Contract Compliance Regulations, every agency awarding a contract subject to the contract compliance requirements has an obligation to “aggressively solicit the participation of legitimate minority business enterprises as bidders, contractors, subcontractors and suppliers of materials.” “Minority business enterprise” is defined in Section 4a-60 of the Connecticut General Statutes as a business wherein fifty-one percent or more of the capital stock, or assets belong to a person or persons: “(1) Who are active in daily affairs of the enterprise; (2) who have the power to direct the management and policies of the enterprise; and (3) who are members of a minority, as such term is defined in subsection (a) of Section 32-9n.” “Minority” groups are defined in Section 32-9n of the Connecticut General Statutes as “(1) Black Americans . . . (2) Hispanic Americans . . . (3) persons who have origins in the Iberian Peninsula . . . (4) Women . . . (5) Asian Pacific Americans and Pacific Islanders; (6) American Indians . . .” An individual with a disability is also a minority business enterprise as provided by Section 4a-60g of the Connecticut General Statutes. The above definitions apply to the contract compliance requirements by virtue of Section 46a-68j-21(11) of the Contract Compliance Regulations.

The awarding agency will consider the following factors when reviewing the bidder’s qualifications under the contract compliance requirements:

- (f) the bidder’s success in implementing an affirmative action plan;
 - (g) the bidder’s success in developing an apprenticeship program complying with Sections 46a-68-1 to 46a-68-17 of the Administrative Regulations of Connecticut State Agencies, inclusive;
 - (h) the bidder’s promise to develop and implement a successful affirmative action plan;
 - (i) the bidder’s submission of employment statistics contained in the “Employment Information Form”, indicating that the composition of its workforce is at or near parity when compared to the racial and sexual composition of the workforce in the relevant labor market area; and
 - (j) the bidder’s promise to set aside a portion of the contract for legitimate minority business enterprises. See Section 46a-68j-30(10)(E) of the Contract Compliance Regulations.
-

**Teen Dating Violence Intervention And Teen Electronic Victimization Demonstration
Projects
APPLICATION**

INSTRUCTIONS AND OTHER INFORMATION

The following BIDDER CONTRACT COMPLIANCE MONITORING REPORT must be completed in full, signed, and submitted with the bid for this contract. The contract awarding agency and the Commission on Human Rights and Opportunities will use the information contained thereon to determine the bidders compliance to Sections 4a-60 and 4a-60a CONN. GEN. STAT., and Sections 46a-68j-23 of the Regulations of Connecticut State Agencies regarding equal employment opportunity, and the bidder's good faith efforts to include minority business enterprises as subcontractors and suppliers for the work of the contract.

1) **Definition of Small Contractor**

Section 4a-60g CONN. GEN. STAT. defines a small contractor as a company that has been doing business under the same management and control and has maintained its principal place of business in Connecticut for a one year period immediately prior to its application for certification under this section, had gross revenues not exceeding ten million dollars in the most recently completed fiscal year, and at least fifty-one percent of the ownership of which is held by a person or persons who are active in the daily affairs of the company, and have the power to direct the management and policies of the company, except that a nonprofit corporation shall be construed to be a small contractor if such nonprofit corporation meets the requirements of subparagraphs (A) and (B) of subdivision 4a-60g CONN. GEN. STAT.

2) Description of Job Categories (as used in Part IV Bidder Employment Information) (Page 2)

MANAGEMENT: Managers plan, organize, direct, and control the major functions of an organization through subordinates who are at the managerial or supervisory level. They make policy decisions and set objectives for the company or departments. They are not usually directly involved in production or providing services. Examples include top executives, public relations managers, managers of operations specialties (such as financial, human resources, or purchasing managers), and construction and engineering managers.

BUSINESS AND FINANCIAL OPERATIONS: These occupations include managers and professionals who work with the financial aspects of the business. These occupations include accountants and auditors, purchasing agents, management analysts, labor relations specialists, and budget, credit, and financial analysts.

MARKETING AND SALES: Occupations related to the act or process of buying and selling products and/or services such as sales engineer, retail sales workers and sales representatives including wholesale.

LEGAL OCCUPATIONS: In-House Counsel who is charged with providing legal advice and services in regards to legal issues that may arise during the course of standard business practices. This category also includes assistive legal occupations such as paralegals, legal assistants.

COMPUTER SPECIALISTS: Professionals responsible for the computer operations within a company are grouped in this category. Examples of job titles in this category include computer programmers, software engineers, database administrators, computer scientists, systems analysts, and computer support specialists

ARCHITECTURE AND ENGINEERING: Occupations related to architecture, surveying, engineering, and drafting are included in this category. Some of the job titles in this category include electrical and electronic engineers, surveyors, architects, drafters, mechanical engineers, materials engineers, mapping technicians, and civil engineers.

OFFICE AND ADMINISTRATIVE SUPPORT: All clerical-type work is included in this category. These jobs involve the preparing, transcribing, and preserving of written communications and records; collecting accounts; gathering and distributing information; operating office machines and electronic data processing equipment; and distributing mail. Job titles listed in this category include telephone operators, bill and account collectors, customer service representatives, dispatchers, secretaries and administrative assistants, computer operators and clerks (such as payroll, shipping, stock, mail and file).

BUILDING AND GROUNDS CLEANING AND MAINTENANCE: This category includes occupations involving landscaping, housekeeping, and janitorial services. Job titles found in this category include supervisors of landscaping or housekeeping, janitors, maids, grounds maintenance workers, and pest control workers.

CONSTRUCTION AND EXTRACTION: This category includes construction trades and related occupations. Job titles found in this category include boilermakers, masons (all types), carpenters, construction laborers, electricians, plumbers (and related trades), roofers, sheet metal workers, elevator installers, hazardous materials removal workers, paperhangers, and painters. Paving, surfacing, and tamping equipment operators; drywall and ceiling tile installers; and carpet, floor and tile installers and finishers are also included in this category. First line supervisors, foremen, and helpers in these trades are also grouped in this category..

INSTALLATION, MAINTENANCE AND REPAIR: Occupations involving the installation, maintenance, and repair of equipment are included in this group. Examples of job titles found here are heating, ac, and refrigeration mechanics and installers; telecommunication line installers and repairers; heavy vehicle and mobile equipment service technicians and mechanics; small engine mechanics; security and fire alarm systems installers; electric/electronic repair, industrial, utility and transportation equipment; millwrights; riggers; and manufactured building and mobile home installers. First line supervisors, foremen, and helpers for these jobs are also included in the category.

MATERIAL MOVING WORKERS: The job titles included in this group are Crane and tower operators; dredge, excavating, and lading machine operators; hoist and winch operators; industrial truck and tractor operators; cleaners of vehicles and equipment; laborers and freight, stock, and material movers, hand; machine feeders and offbearers; packers and packagers, hand; pumping station operators; refuse and recyclable material collectors; and miscellaneous material moving workers.

PRODUCTION WORKERS: The job titles included in this category are chemical production machine setters, operators and tenders; crushing/grinding workers; cutting workers; inspectors, testers sorters, samplers, weighers; precious stone/metal workers; painting workers; cementing/gluing machine operators and tenders; etchers/engravers; molders, shapers and casters except for metal and plastic; and production workers.

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3) Definition of Racial and Ethnic Terms (as used in Part IV Bidder Employment Information) (Page 3)

<p><u>White</u> (not of Hispanic Origin)- All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.</p> <p><u>Black</u>(not of Hispanic Origin)- All persons having origins in any of the Black racial groups of Africa.</p> <p><u>Hispanic</u>- All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.</p>	<p><u>Asian or Pacific Islander</u>- All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes China, India, Japan, Korea, the Philippine Islands, and Samoa.</p> <p><u>American Indian or Alaskan Native</u>- All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.</p>
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BIDDER CONTRACT COMPLIANCE MONITORING REPORT

PART I - Bidder Information

Company Name Street Address City & State Chief Executive	Bidder Federal Employer Identification Number _____ Or Social Security Number _____
Major Business Activity (brief description)	Bidder Identification (response optional/definitions on page 1) -Bidder is a small contractor. Yes__ No__ -Bidder is a minority business enterprise Yes__ No__ (If yes, check ownership category) Black__ Hispanic__ Asian American__ American Indian/Alaskan Native__ Iberian Peninsula__ Individual(s) with a Physical Disability__ Female__
Bidder Parent Company (If any)	- Bidder is certified as above by State of CT Yes__ No__
Other Locations in Ct. (If any)	- DAS Certification Number _____

PART II - Bidder Nondiscrimination Policies and Procedures

1. Does your company have a written Affirmative Action/Equal Employment Opportunity statement posted on company bulletin boards? Yes__ No__	7. Do all of your company contracts and purchase orders contain non-discrimination statements as required by Sections 4a-60 & 4a-60a Conn. Gen. Stat.? Yes__ No__
2. Does your company have the state-mandated sexual harassment prevention in the workplace policy posted on company bulletin boards? Yes__ No__	8. Do you, upon request, provide reasonable accommodation to employees, or applicants for employment, who have physical or mental disability? Yes__ No__
3. Do you notify all recruitment sources in writing of your company's Affirmative Action/Equal Employment Opportunity employment policy? Yes__ No__	9. Does your company have a mandatory retirement age for all employees? Yes__ No__
4. Do your company advertisements contain a written statement that you are an Affirmative Action/Equal Opportunity Employer? Yes__ No__	10. If your company has 50 or more employees, have you provided at least two (2) hours of sexual harassment training to all of your supervisors? Yes__ No__ NA__
5. Do you notify the Ct. State Employment Service of all employment openings with your company? Yes__ No__	11. If your company has apprenticeship programs, do they meet the Affirmative Action/Equal Employment Opportunity requirements of the apprenticeship standards of the Ct. Dept. of Labor? Yes__ No__ NA__
6. Does your company have a collective bargaining agreement with workers? Yes__ No__ 6a. If yes, do the collective bargaining agreements contain non-discrimination clauses covering all workers? Yes__ No__ 6b. Have you notified each union in writing of your commitments under the nondiscrimination requirements of contracts with the state of Ct? Yes__ No__	12. Does your company have a written affirmative action Plan? Yes__ No__ If no, please explain. 13. Is there a person in your company who is responsible for equal employment opportunity? Yes__ No__ If yes, give name and phone number. _____ _____

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Part III - Bidder Subcontracting Practices

(Page 4)

1. Will the work of this contract include subcontractors or suppliers? Yes__ No__

1a. If yes, please list all subcontractors and suppliers and report if they are a small contractor and/or a minority business enterprise. (defined on page 1 / use additional sheet if necessary)

1b. Will the work of this contract require additional subcontractors or suppliers other than those identified in 1a. above?

Yes__ No__

PART IV - Bidder Employment Information

Date:

JOB CATEGORY *	OVERAL L TOTALS	WHITE (not of Hispanic origin)		BLACK (not of Hispanic origin)		HISPANIC		ASIAN or PACIFIC ISLANDER		AMERICAN INDIAN or ALASKAN NATIVE	
		Male	Female	Male	Female	Male	Female	Male	Female	male	female
Management											
Business & Financial Ops											
Marketing & Sales											
Legal Occupations											
Computer Specialists											
Architecture/Engineering											
Office & Admin Support											
Bldg/ Grounds Cleaning/Maintenance											
Construction & Extraction											
Installation , Maintenance & Repair											
Material Moving Workers											
Production Occupations											
TOTALS ABOVE											
Total One Year Ago											
FORMAL ON THE JOB TRAINEES (ENTER FIGURES FOR THE SAME CATEGORIES AS ARE SHOWN ABOVE)											
Apprentices											
Trainees											

*NOTE: JOB CATEGORIES CAN BE CHANGED OR ADDED TO (EX. SALES CAN BE ADDED OR REPLACE A CATEGORY NOT USED IN YOUR COMPANY)

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PART V - Bidder Hiring and Recruitment Practices

(Page 5)

1. Which of the following recruitment sources are used by you? (Check yes or no, and report percent used)				2. Check (X) any of the below listed requirements that you use as a hiring qualification (X)		3. Describe below any other practices or actions that you take which show that you hire, train, and promote employees without discrimination	
SOURCE	YES	NO	% of applicants provided by source				
State Employment Service						Work Experience	
Private Employment Agencies						Ability to Speak or Write English	
Schools and Colleges						Written Tests	
Newspaper Advertisement						High School Diploma	
Walk Ins						College Degree	
Present Employees						Union Membership	
Labor Organizations						Personal Recommendation	
Minority/Community Organizations						Height or Weight	
Others (please identify)						Car Ownership	
						Arrest Record	
						Wage Garnishments	

Certification (Read this form and check your statements on it CAREFULLY before signing). I certify that the statements made by me on this BIDDER CONTRACT COMPLIANCE MONITORING REPORT are complete and true to the best of my knowledge and belief, and are made in good faith. I understand that if I knowingly make any misstatements of facts, I am subject to be declared in non-compliance with Section 4a-60, 4a-60a, and related sections of the CONN. GEN. STAT.

(Signature)	(Title)	(Date Signed)	(Telephone)
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III.

**PERTINENT STATUTES
AND REGULATIONS**

OF THE

STATE OF CONNECTICUT

**Teen Dating Violence Intervention And Teen Electronic Victimization Demonstration Projects
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**CONNECTICUT GENERAL STATUTES
Current through Gen. St., Rev. to 1-1-09****

NONDISCRIMINATION AND AFFIRMATIVE ACTION PROVISIONS IN CONTRACTS	
Statute Hyperlink	Description
§ 4a-60.	Nondiscrimination and affirmative action provisions in contracts of the state and political subdivisions other than municipalities.
§ 4a-60a.	Contracts of the state and political subdivisions, other than municipalities, to contain provisions re nondiscrimination on the basis of sexual orientation.
DEPARTMENT OF ADMINISTRATIVE SERVICES	
Statute Hyperlink	Description
§ 4a-60g	(Formerly § 32-9e) Set-aside program for small contractors, minority business enterprises, individuals with a disability and nonprofit corporations.
§ 4a-60h	(Formerly § 32-9f) Administration of set-aside program. Regulations. Access to competitive contracts outside of program guaranteed.
§4a-60i	(Formerly § 32-9g) Responsibilities of agency heads to negotiate and approve contracts not affected.
§4a-60j	(Formerly § 32-9h) Time for payment of contractors.
DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT	
Statute Hyperlink	Description
§32-9n	Office of Small Business Affairs.
COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES	
Statute Hyperlink	Description
§ 46a-56	Commission duties.
§ 46a-68c	Contractors required to file affirmative action plan. Certificate of compliance issued by commission. Revocation.

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Statute Hyperlink	Description
<u>§ 46a-68d</u>	Public works contracts subject to affirmative action requirements. Conditional acceptance by commission. Advance filing of plan.
<u>§ 46a-68e</u>	Contractors and subcontractors required to file compliance reports.
<u>§ 46a-68f</u>	Compliance reports to include labor union practices.
<u>§ 46a-68g</u>	Prohibition re: contractors who have not satisfactorily complied with affirmative action requirements.
<u>§ 46a-68h</u>	Hearing re: noncompliance.
<u>§ 46a-68i</u>	Right of appeal.
<u>§ 46a-68j</u>	Regulations.

and

REGULATIONS OF CONNECTICUT STATE AGENCIES

**TITLE 46A. HUMAN RIGHTS
COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES
CONTRACT COMPLIANCE**

§ 46a-68j-21 -- § 46a-68j-43 and § 46a-68k-1 -- § 46a-68k-8.

For an electronic version of these regulations go to:

<http://www.ct.gov/chro/cwp/view.asp?a=2525&Q=326596&chroPNavCtr=#46078>

***** There may have been changes made to these statutes or regulations which are not reflected in this packet. Please consult your nearest library for the most recent version.***