

# REQUEST FOR PROPOSALS

## SPECIAL ASSESSMENT LIAISON PROJECT (SAIL)



# ACADV

ALABAMA COALITION  
AGAINST DOMESTIC VIOLENCE

Alabama Coalition Against Domestic Violence

FISCAL YEAR  
2025-2026

Issue Date:	September 23, 2025
Proposal Due Date:	September 29, 2025

# SAIL PROJECT

The Alabama Coalition Against Domestic Violence (ACADV) is seeking applicants who will provide client-centered services to families that are fleeing from an abusive partner through a client-centered approach.

## **Eligible Applicants:**

To carry out the requirements specified in the SAIL Project, the state award granted to the Alabama Coalition Against Domestic Violence may be sub-granted by the ACADV to public or private nonprofit organizations providing domestic violence services. The domestic violence programs must be members of the ACADV and certified by the Alabama Department of Economic Affairs to apply for funding.

## **Award Period:**

The award period will run from October 1, 2025, until September 31, 2026. The official start date will be contingent upon a fully executed award. Continued funding will be contingent upon the availability of funds, continuous compliance with contract management requirements, project success, and future applications.

## **Submission Information:**

For FY 2025-2026, applicants will complete and submit their SAIL applications to [admin1@acadv.org](mailto:admin1@acadv.org). Applicants must submit the full application by 3:00 p.m. on September 29, 2025.

Any application not submitted to [admin1@acadv.org](mailto:admin1@acadv.org) will not be accepted for review. The Alabama Coalition Against Domestic Violence reserves the right to reject any incomplete proposals without review.

## **Contact Information:**

For assistance with the requirements of this request for proposal, please submit your questions to ACADV's Interim Executive Director, Dr. Wendy Mahoney, at [wendy@acadv.org](mailto:wendy@acadv.org).

**Proposal Due Date: September 29, 2025**  
**Award Issue Date: October 1, 2025**

## **PART 1- FUNDING OPPORTUNITY DESCRIPTION**

### **A. BACKGROUND ON THE SAIL PROJECT:**

The Temporary Assistance for Needy Families (TANF) under the welfare reform legislation of 1996, (the Personal Responsibility and Work Opportunity Reconciliation Act-PWRORA- Public Law 104-193) replaced the welfare programs known as Aid to Families with Dependent Children (AFDC), the Job Opportunities and Basic Skills Training (JOBS) program, and the Emergency Assistance (EA) program. The law ended federal entitlement to assistance and instead created TANF as a block grant that provides states, territories, and tribes with federal funds each year. These funds cover benefits, administrative expenses, and services targeted to needy families. TANF became effective July 1, 1997, and was reauthorized in February 2006 under the Deficit Reduction Act of 2005. TANF is designed to help needy families achieve self-sufficiency.

Family Violence Option (FVO) is a special provision for domestic violence survivors who are recipients of Temporary Assistance for Needy Families (TANF). The FVO helps survivors stay safe and become self-sufficient while complying with TANF requirements like child support enforcement and required work activities. In the statute, it permits a State to waive program requirements for a victim of domestic violence if complying with the requirements would make it difficult for the victim to escape domestic violence or would unfairly penalize the individual. Under the FVO, the State must also develop a system to screen victims of domestic violence and refer them to appropriate counseling and supportive services.

The Alabama State Department of Human Resources (SDHR) adopted the Family Violence Option in 1998 for Alabama. Starting in 1998, SDHR and Alabama Coalition Against Domestic Violence (ACADV) worked together, initially forming a steering committee of DHR state and county TANF, food assistance, child welfare, adult services, and domestic violence programs to design a program and to develop a screening instrument. Through this collaborative relationship established the Special Assessment Intervention and Liaison (SAIL) Project.

### **Project Outcome**

The Project is designed to address the underlying problem of domestic violence to impact the SAIL participants' perception of safety and the ability to become self-sufficient.

- To increase the number of Family Assistance (FA), JOBS, and Food Stamps SAIL participants who obtain employment.
- To increase the number of SAIL participants who maintain employment for at least a year; and ' To increase the number of SAIL participants who become independent of FA.

**B. Eligibility:**

- Certified Domestic Violence Program
- Member of the Alabama Coalition Against Domestic Violence
- Nonprofit organization

**C. Implementation Area:**

The SAIL Project will provide a domestic violence specialist to each participating county DHR for the purpose of assisting DHR with victims of domestic violence to safely obtain employment and self-sufficiency.

To be considered for funding through the SAIL Project, subgrants supported through the Department of Human Resources must implement the program by completing the goals of the project.

Please develop a plan for implementing and operating the required services throughout the contract duration to participate in the SAIL Project for county-specific services. The plan must be in a narrative format and provide details on how the subgrant will complete the following goals of the project for the contract period:

**Project Goals:**

- To provide the availability of on-site domestic violence specialists to each DHR county office.
- To provide domestic violence assessments(s) and safety planning to DHR-referred clients.
- To provide SAIL participants with advocacy and other services as needed.
- To provide consultation on interventions to DHR staff for DHR clients impacted by domestic violence.
- To provide on-site training on domestic violence and its impact on county-level staff of DHR.

#### **D. Generally Allowable Activities:**

- Determine the extent to which domestic violence is a factor in the client's life and the effect of the violence on the client's efforts to become financially self-sufficient through participation in other JOBS activities. In making this determination, the staff will determine the history of violence and previous help-seeking efforts and the current risk of harm faced by the client and/or her/his children.
- Collaborate with the JOBS CM, DRS counselor, and/or other DHR staff to determine the services needed to address and resolve safety and other domestic violence issues and financial self-sufficiency.
- Determine accessibility to income and resources to verify eligibility for participation in the Project, as well as to assist the client with planning future actions.
- Advocate for the client with other service providers; monitor the client's ongoing needs for safety services, including safety assessment and planning.
- Provide court advocacy services, including non-legal support during criminal and civil cases and advocacy with court personnel and prosecutors.
- Assist in obtaining and enforcing civil protection orders.
- Assist in obtaining legal representation.
- Provide and/or coordinate individual and group counseling and/or peer support, including children's support group services.
- Assist and coordinate emergency shelter and/or permanent housing for the client.
- Assist in obtaining Crime Victims Compensation awards.
- Develop and coordinate resources as appropriate.
- Educate the public and community on the nature of domestic violence, especially to employers; and
- Assist in meeting other needs related to domestic violence, such as SSN and/or name change, etc.
- Require and assist the client in applying for Food Assistance through DHR, unless doing so creates a safety risk for the participant or her/his family. If the staff person determines that applying for Food Assistance would create a safety risk, they should notify JOBS. The notification must include the participant's name, SSN, and date of birth.

***Please develop a plan for implementing and operating the required services throughout the contract duration to participate in the SAIL Project for county-specific services. The plan must be in a narrative format and provide details on how the subgrant will complete the following goals of the project for the contract period.***

## **E. UNALLOWABLE ACTIVITY:**

The following services, activities, and costs, although not exclusive, cannot be supported with the *SAIL Project funds at the subgrantee level*:

- SAIL Project collaboration with other funding (Remove from all MOUs)
- Indirect Administrative Cost
- Direct Financial Payments to Victims or Their Dependents
- Construction
- Land Acquisition
- Compensation for Non-SAIL Project Staff
- Travel for Non-SAIL Project Staff
- Bonuses or Commissions
- Costs of Preparing Proposals for Potential Subgrants
- Out of State Travel
- Equipment
- Lobbying Activities
- Fundraising
- Corporate Formation
- Imputed Interest
- Other Additional Costs Deemed Unallowable by ACADV

## **F. WRITTEN CONTRACTS:**

For purposes of this proposal, the contract documents the terms of the sub-contract, including the roles and responsibilities between ACADV and the subcontractor. The subcontracts should be signed and dated by the Board President of each sub-award.

***The sub-contract will:***

- Clearly state the roles and responsibilities each party will assume to ensure the success of the project.
- Specify the extent of each party's participation in implementing and executing the terms.
- Demonstrate a commitment on the part of both parties to work together to achieve stated project goals.
- Signatories should include the titles and agencies under their signatures.

## **PROHIBITING SUPPORT FOR ACTIVITIES THAT COMPROMISE VICTIM SAFETY**

The following activities have been found to jeopardize victim safety, deter or prevent healing for victims. The SAIL Project funds may not be used to support these activities:

- Procedures or policies that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on their actual or perceived sex, age, immigration status, race, religion, sexual orientation, gender identity, mental health condition, physical health condition, criminal record, or work in the sex industry.
- Procedures or policies that compromise the confidentiality of information and/or privacy of persons receiving SAIL-funded services.
- Procedures or policies that require victims to take certain actions (e.g., seek an order of protection, receive counseling, participate in couples counseling or mediation, report to law enforcement, seek civil or criminal remedies, etc.) to receive services.
- Procedures or policies that fail to include conducting safety planning with victims.
- Procedures or policies that deny victims and their children access to services based on their involvement with the perpetrator.
- Requiring survivors to meet restrictive conditions to receive services (e.g. background checks of victims; clinical evaluations to determine eligibility for services; etc.) or other screening processes that elicit information that is not necessary for services, such as questions about immigration status, gender identity, sexual orientation, disability, physical or mental health, and work or criminal history that the service provider does not need to know about to provide services safely.
- Policies and procedures that fail to account for the physical safety of victims.

***This list is not exhaustive. Any activities that may compromise victim safety are not allowable.***

## **H. RISK ASSESSMENTS:**

ACADV will conduct a risk assessment of each proposal before an award can be made. A risk assessment must be based on each applicant with regard to current or previous funding, unresolved audit issues, delinquent programmatic and fiscal reporting, and prior performance. Applicants with any findings may carry special conditions, such as increased monitoring and/or prohibitions on requesting funds until certain requirements are met. Applicants with substantial/persistent performance or compliance issues, i.e., long-standing open audits or open criminal investigations, will probably not receive an award until all issues are resolved. However, all assessments are unique and will be handled on a case-by-case basis.

## **1. REVIEW PROCESS:**

Proposals are carefully reviewed for completeness and to ensure that only projects with a significant chance of success are funded. All proposals will be checked by ACADV staff to make sure they are complete. Complete proposals will then continue to the risk assessment stage. After the risk assessment stage, proposals will be reviewed by at least two program staff. Once a proposal is reviewed, a recommendation for funding may be made.

## **J. APPLICATION SECTIONS:**

### **General Application Section:**

To complete an application for SAIL Project funding, we recommend that you be a certified member of the ACADV network. Please include the following information in your Narrative Section:

As you complete your application, it must be clear, complete, and concise. If the implementation plan of the project is not adequately described in the application, it will be impossible to conduct a thorough review of the application. Each narrative should be presented in a manner that is easily understood.

**The following documents are required as part of the applicant's packet:**

- Narrative Section. Please identify the implementation plan for completing all of the required goals of the project. Provide details on how each goal will be completed and identify the staff members who will complete the work of the SAIL Project.
- W-9 2025
- Audit 2024
- Disclosure Statement
- Immigration Status
- Certificate of Compliance
- Job Descriptions for all staff members listed on the project to include salary range
- Resumes for all staff members listed on the project
- Risk Assessment Questionnaire
- Cost Reimbursement Budget for each year of the contract period (separated)
- 2025-2026 Certification Letter from the Alabama Department of Economic Affairs (if applicable)

## PART 11- AWARD INFORMATION

### A. ESTIMATED FUNDING:

There is no cap with regard to how much an applicant can request; however, agencies should keep in mind that the funding request should be based on need, ability to complete the goals of the project, and the ability to sustain the requested funding level into future years.

### B. PERIOD OF PERFORMANCE:

The project period will start on October 1, 2025, and will end on September 30, 2026.

### C. METHOD OF PAYMENT:

In 2 CFR Part 200.305, the subrecipient will be paid on a reimbursable basis over the duration of the agreement. Source documentation for expenditures incurred must accompany all invoices.

Subrecipients who are determined to be at high risk or fail to comply with general or specific terms of the Federal award may be put on specific conditions-CFR 200.208.

### D. COST MATCHING:

There is no cost matching for the SAIL Project funding.

### E. PROGRAM AND FINANCIAL REPORTING REQUIREMENTS:

SAIL Project recipients are required to maintain appropriate programmatic and financial records that fully disclose the amount and disposition of SAIL Project funds received (i.e., daily time and attendance records, the total cost of the project, and receipts for expenditures), the portion of the project supplied by other sources, and other records. Progress reports are to be submitted on a calendar quarter basis, regardless of the start date of the subgrant project. These reports must show actual subgrant receipts and expenditures, as well as provide an update on the project's objectives. Failure to submit these reports promptly will significantly delay any reimbursements submitted within the grant period.

*See the table below for the progress reports due dates:*

Monthly RFF and referral reporting is due by the 5th business day of each month.	
All late monthly reports will delay the process for reimbursement.	

## **F. FINANCIAL ACCOUNTING PRACTICES:**

The following is a list of questions that applicants will need to consider when applying for Federal funding:

- Will all funds awarded under this program be maintained in a manner that will be accounted for, separately and distinctly, from other sources of revenue/funding?
- Does the applicant have written accounting policies and procedures? How often are these policies and procedures updated? ACADV may request a copy for review during the application/award process or as part of the grant monitoring process.
- Is the applicant's financial management system able to track actual expenditures and outlays with budgeted amounts for each grant or subgrant?
- Does the applicant have effective internal controls in place to adequately safeguard grant assets and to ensure that they are used solely for authorized purposes?
- Does the applicant have a documented records retention policy?
- Is the individual primarily responsible for fiscal and administrative oversight of grant awards familiar with the applicable grant's management rules, principles, and regulations, including the new Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200) issued on December 26, 2013?
- Are the officials and governing bodies of the organization bonded?
- Will the staff for this project have credentials and/or sufficient training to provide services as a Specialist?

***This 'Request for Proposal' does not indicate acceptance or approval of any proposal in response to this request. No contract payment can be made until an agreement has been fully executed. Therefore, no work shall begin on projects selected for funding until an executed grant agreement or professional services contract has been received. All awards are contingent upon the state's receipt of Federal funds awarded.***