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**and Administration**

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## **2018 Solicitation**

**Services, Training, Officers, Prosecution (STOP)**  
**Violence Against Women Act (VAWA)**  
**CFDA # 16.588**

**Request for Proposals Application Packet**  
**RFP # 2018-1S**

**STATEWIDE**  
**POPULATION SPECIFIC SERVICES**

**Release Date**  
April 16, 2018

**Estimated Total Program Funding**  
**\$500,000.00**

**Award Period**  
October 1, 2018 – September 30, 2019

### **Contact Information**

For assistance with the requirements of this solicitation, contact

Email: [IGS.Contact@dfa.arkansas.gov](mailto:IGS.Contact@dfa.arkansas.gov)

### **APPLICATION DEADLINE:**

Applications must be submitted via IGS Connect by **11:59 p.m. on June 1, 2018**

IGS Connect website: <https://igsconnect.arkansas.gov>

**STOP Request for Solicitations  
Application Packet**

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# REQUEST FOR PROPOSALS

## AVAILABILITY OF FUNDS ANNOUNCEMENT

### OVERVIEW

The State of Arkansas, Department of Finance and Administration, Office of Intergovernmental Services (DFA-IGS) is pleased to announce the availability of grant funds from the STOP VAWA formula grant program to support new victim services for individuals with intellectual or developmental disabilities and/or underserved populations. The proposed services should adhere to Goal 1.2 in the DFA 2017-2020 STOP Implementation Plan. Projects addressing STOP priorities 1-5 and purpose areas 2, 3, 5, 6, 9, and 11 will be given priority.

**Goal 1.2: Expand services for targeted populations: culturally specific and underserved populations. These include African American, Hispanic, Marshallese, LGBTQI, persons with disabilities, the elderly, and geographically isolated populations.**

### STOP PRIORITIES:

#### Priority 1 – Legal services and legal advocacy

Utilizing funding for legal services and legal advocacy will allow Arkansas to increase the capacity and expand services in rural areas, target culturally specific services and underserved populations and build human tracking infrastructure. Programs will also be encouraged to incorporate this into existing programs or to expand efforts. The use of funding in this area is supported by STOP Purpose Area 5 for developing, enlarging, or strengthening victim services and legal assistance programs, including sexual assault, domestic violence, stalking, and dating violence programs, developing or improving delivery of victim services to underserved populations, providing specialized domestic violence court advocates in courts where a significant number of protection orders are granted, increasing reporting, and reducing attrition rates for cases involving violent crimes against women, including crimes of sexual assault, dating violence, stalking and domestic violence.

#### Priority 2 – Shelter Services/Rapid Rehousing Rental Assistance

Shelter services are a critical service for victims. To support STOP Purpose Area 11, maintaining core victim services and criminal justice initiatives, while supporting complementary new initiatives and emergency services for victims and their families, and to meet a need identified by stakeholders, Arkansas will allocate funding to emergency shelters under the victim service category.

### **Priority 3** – Coordinated Community Response Teams

Currently, Arkansas has a statewide contract with the Arkansas Crime Information Center to implement a technology solution called VINE3. VINE3 is an information and notification delivery system focused on an entirely new experience for victims and survivors of crime. It is imperative for victims to know where to go for help, but it is also important for advocates to have this same understanding. Continued efforts within this area support STOP Purpose Area 7. STOP Purpose Area 7 requires supporting formal and informal statewide, multidisciplinary efforts, to the extent not supported by State funds, to coordinate the response of state law enforcement agencies, prosecutors, courts, victim services agencies, and other state agencies and departments, to violent crimes against women, including the crimes of sexual assault, domestic violence, stalking, and dating violence. In addition, the State's overall goals for STOP identify mentoring projects that will support a coordinated response team. VINE3 cannot provide critical safety choices and plans; however, it is a single repository which can provide notifications to victims regarding court notifications and other information about offenders. The victim can use these notifications to determine if their individual critical safety choices and plans needs to be utilized.

### **Priority 4** – Prevention

Prevention is identified as a priority for Arkansas by stakeholders. Training is a key component of prevention. To provide consistent services to victims, DFA-IGS, the VJA Advisory Board, and the staff of the Arkansas Child Abuse/Rape/Domestic Violence Commission strongly suggest programs related to prevention that are in coordination with the Centers for Disease Control's RPE grant service currently offered in Arkansas. These activities are supported by the following STOP Purpose Areas:

- 1 – Training law enforcement officers, judges, other court personnel, and prosecutors to more effectively identify and respond to violent crimes against women, including the crimes of sexual assault, domestic violence, stalking, and dating violence.
- 2 – Developing, training, or expanding units of law enforcement officers, judges, other court personnel, and prosecutors specifically targeting violent crimes against women, including the crimes of sexual assault, dating violence, stalking, and domestic violence.
- 3 – Developing and implementing more effective police, court, and prosecution policies, protocols, orders, and services specifically devoted to preventing, identifying, and responding to violent crimes against women, including the crimes of sexual assault, dating violence, stalking, and domestic violence, as well as the appropriate treatment of victims.
- 7 – Supporting formal and informal statewide, multidisciplinary efforts, to the extent not supported by State funds, to coordinate the response of state law enforcement agencies, prosecutors, courts, victim services agencies, and other state agencies and departments, to violent crimes against women, including the crimes of sexual assault, domestic violence, stalking, and dating violence.

**Priority 5** – Emergency Transitional Basic Needs of Victims

An additional priority identified by stakeholders is for basic needs of a victim. DFA-IGS received feedback indicating basic needs, such as food, transportation, shelter, medical needs, and clothing can become issues so hard to overcome. These activities are supported by STOP Purpose Area 11: Maintaining core victim services and criminal justice initiatives, while supporting complementary new initiatives and emergency services for victims and their families.

Applicants are encouraged to read this entire Application Packet thoroughly before preparing and applying. The Request for Proposal is open to all entities meeting eligibility requirements (see Eligibility section).

Applications must be submitted via DFA-IGS' grant management system, called IGS Connect. All submitted applications must be complete and include all required information and supporting documentation. Applications received with missing information may not be reviewed.

**AWARD PERIOD**

Awards will be made for a twelve (12) month period from October 1, 2018 through September 30, 2019.

**APPLICATION DEADLINE**

**Applications must be received via IGS Connect by 11:59 p.m. on June 1, 2018.**

FORMAT: Applicants can access IGS Connect at <https://igsconnect.arkansas.gov>. An agency may submit as many applications as it wishes; however, only one application is permitted per proposed project. The application is subject to public review by state executive order 12372; therefore, applicants must complete SF-424 and submit it with the application.

For information about how to access IGS Connect, please review the Grant Application Instruction section of the Request For Proposal (RFP).

Please direct all inquiries concerning this Request For Proposal to Email: [IGS.Contact@dfa.arkansas.gov](mailto:IGS.Contact@dfa.arkansas.gov)

## **PROGRAM DESCRIPTION**

### **INTRODUCTION**

The Violence Against Women Act (VAWA) of 1994 was passed by Congress and created the Office on Violence Against Women (OVW) in the United States Department of Justice. Since its inception, the Office on Violence Against Women (OVW) has supported a multifaceted approach to responding to crimes against women through the implementation of grant programs authorized through the VAWA. VAWA was designed to improve criminal justice system responses to adult, youth and child victims of domestic violence, sexual assault and stalking by forming partnerships between state and local communities.

The STOP (Services, Training, Officers, and Prosecutors) Violence Against Women Formula Grant Program (STOP Program) promotes a coordinated, multidisciplinary approach to improving the criminal justice system's response to violent crimes against women. The STOP Program encourages the development and strengthening of effective law enforcement and prosecution strategies to address violent crimes against women and the development and strengthening of victim services in cases involving violent crimes against women.

OVW grants help provide victims with the protection and services they need to pursue safe and healthy lives, while improving the communities' capacity to hold offenders accountable

### **STOP Purpose Areas**

ALL projects funded utilizing STOP funds must meet one or more of the following statutory program areas:

1. Training law enforcement officers, judges, other court personnel, and prosecutors to more effectively identify and respond to violent crimes against women, including the crimes of domestic violence, dating violence, sexual assault, and stalking, including the appropriate use of nonimmigrant status under subparagraphs (T) and (U) of section 101(a)(15) of the Immigration and Nationality Act (8 U.S.C.1101(a));
2. Developing, training, or expanding units of law enforcement officers, judges, other court personnel, and prosecutors specifically targeting violent crimes against women, including the crimes of domestic violence, dating violence, sexual assault, and stalking;
3. Developing and implementing more effective police, court, and prosecution policies, protocols, orders, and services specifically devoted to preventing, identifying and responding to violent crimes against women, including the crimes of domestic violence, dating violence, sexual assault, and stalking, as well as the appropriate treatment of victims;

4. Developing, installing, or expanding data collection and communication systems, including computerized systems, linking police, prosecutors, and courts or for the purpose of identifying, classifying, and tracking arrests, protection orders, violations of protection orders, prosecutions, and convictions for violent crimes against women, including the crime of domestic violence, dating violence, sexual assault, and stalking;
5. Developing, enlarging, or strengthening victim services and legal assistance programs, including domestic violence, dating violence, sexual assault, and stalking programs, developing or improving delivery of victim services to underserved populations, providing specialized domestic violence court advocates in courts where a significant number of protection orders are granted, increasing reporting, and reducing attrition rates for cases involving violent crimes against women, including crimes of domestic violence, dating violence, sexual assault, and stalking;
6. Developing, enlarging, or strengthening programs addressing the needs and circumstances of Indian tribes in dealing with violent crimes against women, including the crimes of domestic violence, dating violence, sexual assault and stalking;
7. Supporting formal and informal statewide, multidisciplinary efforts, to the extent not supported by State funds, to coordinate the response of State law enforcement agencies, prosecutors, courts, victim services agencies, and other State agencies and departments, to violent crimes against women, including the crimes of sexual assault, domestic violence, dating violence, and stalking;
8. Training of sexual assault forensic medical personnel examiners in the collection and preservation of evidence, analysis, prevention, and providing expert testimony and treatment of trauma related to sexual assault;
9. Developing, enlarging, or strengthening programs to assist law enforcement, prosecutors, courts, and others to address the needs and circumstances of older and disabled women who are victims of domestic violence, dating violence, sexual assault, or stalking, including recognizing, investigating, and prosecuting instances of such violence or assault and targeting;
10. Providing assistance to victims of domestic violence and sexual assault in immigration matters;
11. Maintaining core victim services and criminal justice initiatives, while supporting complementary new initiatives and emergency services for victims and their families;
12. Supporting the placement of special victim assistant (to be known as “Jessica Gonzales Victim Assistants”) in local law enforcement agencies to serve as liaisons between victims of domestic violence, dating violence, sexual assault, and stalking and personnel in local law enforcement agencies in order to improve the enforcement of protection



orders. Jessica Gonzales Victim Assistants shall have expertise in domestic violence, dating violence, sexual assault, or stalking and may undertake the following activities –

- (a) Developing, in collaboration with prosecutors, courts, and victim service providers, standardized response policies for local law enforcement agencies, including the use of evidence-based indicators to assess the risk of domestic and dating violence homicide and prioritize dangerous or potentially lethal cases;
  - (b) Notifying persons seeking enforcement of protection orders as to what responses will be provided by the relevant law enforcement agency;
  - (c) Referring persons seeking enforcement of protection orders to supplementary services (such as emergency shelter programs, hotlines, or legal assistance services); and
  - (d) Taking other appropriate action to assist or secure the safety of the person seeking enforcement of a protection order;
13. Providing funding to law enforcement agencies, victim services providers, and State, Tribal, Territorial, and local governments (which shall be known as the Crystal Judson Domestic Violence Protocol Program) to promote –
- (a) The development and implementation of training for local victim domestic violence service providers, and to fund victim services personnel, to be known as “Crystal Judson Victim Advocates,” to provide supportive services and advocacy for victims of domestic violence committed by law enforcement personnel;
  - (b) The implementation of protocols within laws enforcement agencies to ensure consistent and effective responses to the commission of domestic violence by personnel within such agencies (such as the model policy promulgated by the International Association of Chiefs of Police (“Domestic Violence by Police Officers: A Policy of the IACP, Police Response to Violence Against Women Project,” July 2003);
  - (c) The development of such protocols in collaboration with State, Tribal, Territorial and local victim services providers and domestic violence coalitions.

Any law enforcement, State Tribal, or local government agency receiving funding under the Crystal Judson Domestic Violence Protocol Program under paragraph (13) shall, on an annual basis, receive additional training on the topic of incidents of domestic violence committed by law enforcement personnel from domestic violence and sexual assault nonprofit organizations and, after a period of 2 years, provide a report of the adopted protocol to the Department of Justice, including a summary of progress in implementing such protocol;

14. Developing and promoting State, local, or tribal legislation and policies that enhance best practices for responding to domestic violence, dating violence, sexual assault, and stalking;
15. Developing, implementing, or enhancing Sexual Assault Response Teams, or other similar coordinated community responses to sexual assault.
16. Developing and strengthening policies, protocols, best practices, and training for law enforcement agencies and prosecutors relating to the investigation and prosecution of sexual assault cases and the appropriate treatment of victims;
17. Developing, enlarging, or strengthening programs addressing sexual assault against men, women, and youth in correctional and detention settings;
18. Identifying and conducting inventories of backlogs of sexual assault evidence collection kits and developing protocols and policies for responding to and addressing such backlogs, including protocols and policies for notifying and involving victims;
19. Developing, enlarging, or strengthening programs and projects to provide services and responses targeting male and female victims of domestic violence, dating violence, sexual assault, or stalking, whose ability to access traditional services and responses is affected by their sexual orientation or gender identify, as identified in section 249(c) of title 18, United States Code; and
20. Developing, enhancing, or strengthening prevention and educational programming to address domestic violence, dating violence, sexual assault, or stalking, with not more than 5 percent of the amount allocated to a State to be used for this purpose.

#### **MATCH REQUIREMENTS**

STOP regulations require that all recipients of STOP funding must provide matching funds as follows:

- STOP regulations specify that an organization must contribute match to their project. DFA-IGS requires no less than 28% of the total cost of the project as match except those funded under the Victim Services Category or organizations defined as a victim service provider as defined by 42 USC 13925 (a)(43).
- Matching contributions must be directly related to the subgrant project and cannot be derived from other federal funds.
- Applicants are encouraged to keep local match at the minimum needed to meet the federal funds requested. Once budgeted within a subgrant budget, the source of match becomes a part of the subgrant project, which disqualifies its use for any other project.

## DEFINITIONS

**Victim** – person who suffered harm, including physical or mental injury, emotional suffering, or substantial impairment of their fundamental rights, through acts or omissions which are in violation of criminal laws regardless of whether the perpetrator is identified, apprehended, prosecuted, or convicted, and regardless of the familial relationship between the perpetrator and the victim. Victims shall also include the immediate family or dependents of the direct victim and persons who have suffered harm in intervening to assist victims in distress or to prevent victimization.

**Domestic Violence** – The term “domestic violence” includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that persons acts under the domestic or family violence laws of the jurisdiction.

For the purposes of this Program, domestic violence also includes any crime of violence considered to be an act of domestic violence according to State law.

**Forensic medical examination** means an examination provided to a sexual assault victim by medical personnel trained to gather evidence of a sexual assault in a manner suitable for use in a court of law.

The examination should include at a minimum:

- (i) Examination of physical trauma;
- (ii) Determination of penetration or force;
- (iii) Patient interview; and
- (iv) Collection and evaluation of evidence.

**Sexual assault** – The term “sexual assault” means any conduct proscribed by chapter 109A of title 18, whether or not the conduct occurs in the special maritime and territorial jurisdiction of the United States or in a Federal prison and includes both assaults committed by offenders who are strangers to the victim and assaults committed by offenders who are known or related by blood or marriage to the victim.

**Stalking** – The term “Stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to –

- (A) Fear for his or her safety or the safety of others; or
- (B) Suffer substantial emotional distress

**Dating Violence** – The term “dating violence” means violence committed by a person –

- (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- (B) where the existence of such a relationship shall be determined based on a consideration of the following factors:
  - i. The length of the relationship.
  - ii. The type of relationship.
  - iii. The frequency of interaction between the persons involved in the relationship

**Prevention** – includes both primary and secondary prevention efforts. “Primary prevention” means strategies, programming, and activities to stop both first-time perpetration and first-time victimization. Primary prevention is stopping domestic violence, dating violence, sexual assault, and stalking before they occur.

**Secondary prevention** – is identifying risk factors or problems that may lead to future domestic violence, dating violence, sexual assault, or stalking and taking the necessary actions to eliminate the risk factors or problems that may lead to future domestic violence, dating violence, sexual assault, or stalking and taking the necessary actions to eliminate the risk factors and the potential problem. “Prevention” is distinguished from “outreach,” which has the goal of informing victims and potential victims about available services.

**Underserved populations** – The term "underserved populations" means populations who face barriers in accessing and using victim services, and includes populations underserved because of geographic location, religion, sexual orientation, gender identity, underserved racial and ethnic populations, populations underserved because of special needs (such as language barriers, disabilities, alienage status, or age), and any other population determined to be underserved by the Attorney General or by the Secretary of Health and Human Services, as appropriate.

**Culturally Specific Populations** – The term culturally specific is primarily directed toward racial and ethnic minority groups (as defined in section 1707(g) of the Public Health Service Act (42 U.S.C. 300u-6(g)).

- 1) The term “racial and ethnic minority group” means American Indians (including Alaska Natives, Eskimos, and Aleuts) Asian Americans; Native Hawaiians and other Pacific Islanders; Blacks; and Hispanics.
- 2) The term “Hispanic” means individuals whose origin is Mexican, Puerto Rican, Cuban, Central or South American, or any other Spanish-speaking country.

**Culturally Specific Services** – Community based services that include culturally relevant and linguistically specific services and resources to culturally specific communities.

**Courts** – The term “Courts” means any civil or criminal, tribal, and Alaska Native Village, Federal, State, local, or territorial court having jurisdiction to address domestic violence, dating violence, sexual assault, or stalking, including immigration, family, juvenile, and dependency courts, and the judicial officers serving in those courts, including judges, magistrate judges, commissioners, justices of the peace, or any other person with decision making authority.

**Community-based organization** – The term “community-based organization” means an organization that –

- (A) focuses primarily on domestic violence, dating violence, sexual assault, or stalking;
- (B) has established a specialized culturally specific program that addresses domestic violence, dating violence, sexual assault, or stalking;
- (C) has a primary focus on underserved populations (and includes representatives of these populations) and domestic violence, dating violence, sexual assault, or stalking; or
- (D) obtains expertise, or shows demonstrated capacity to work effectively, on domestic violence, dating violence, sexual assault, and stalking through collaboration.

**Court-based and court-related personnel** – The term “court-based” and “court-related personnel” mean persons working in the court, whether paid or volunteer, including –

- (A) clerks, special masters, domestic relations officers, administrators, mediators, custody evaluators, guardian ad litem, lawyers, negotiators, probation, parole, interpreters, victim assistants, victim advocates, and judicial, administrative, or any other professionals or personnel similarly involved in the legal process;
- (B) court security personnel;
- (C) personnel working in related, supplementary offices or programs (such as child support enforcement); and
- (D) any other court-based or community-based personnel having responsibilities or authority to address domestic violence, dating violence, sexual assault, or stalking in the court system.

**Elder abuse** – The term “elder abuse” means any action against a person who is 50 years of age or older that constitutes the willful –

- (A) infliction of injury, unreasonable confinement, intimidation, or cruel punishment with resulting physical harm, mental anguish, or mental illness;
- (B) deprivation by a person, including a caregiver, of goods or services with intent to cause physical harm, mental anguish, or mental illness.

**Linguistically and Culturally specific services** – 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.

**Prosecution** – The term “prosecution” means any public agency charged with direct responsibility for prosecuting criminal offenders, including such agency’s component bureaus (such as governmental victim services programs).

**Victim Advocate** – The term “victim advocate” means a person, whether paid or serving as a volunteer, who provides services to victims of domestic violence, sexual assault, stalking, or dating violence under the auspices or supervision of a victim services program.

**Victim Assistant** – The term “victim assistant” means a person, whether paid or serving as a volunteer, who provides services to victims of domestic violence, sexual assault, stalking, or dating violence under the auspices or supervision of a court or a law enforcement or prosecution agency.

For other definitions, please visit:

<https://www.gpo.gov/fdsys/pkg/USCODE-2009-title42/pdf/USCODE-2009-title42-chap136-subchapIII-sec13925.pdf>

STOP REGULATIONS:

<https://www.gpo.gov/fdsys/pkg/FR-2016-11-29/pdf/2016-28437.pdf>

## APPLICANT ELIGIBILITY & REQUIREMENTS

### ELIGIBILITY

STOP funds are to be awarded to organizations only for the purposes identified in this Request for Proposal RFP. Each applicant organization shall meet the following requirements:

- 1. Public or Non-profit Organization** – To be eligible to receive STOP funds, organizations must be operated by a public or non-profit organization or a combination of such organizations and provide services to victims. The following types of entities are eligible to receive STOP funds:
  - a. Police Departments
  - b. Pre-trial Service Agencies
  - c. Prosecuting Attorneys and City Attorneys
  - d. Sheriff's Departments
  - e. Probation and/or Parole Offices
  - f. Shelters
  - g. Non-Profit, Non-governmental Victims Service Agencies,
  - h. Faith Based organizations and
  - i. Universities
  
- 2. Must possess an Employer Identification Number (EIN) and a DUNS number** – All applicants under this solicitation must include their EIN and a DUNS (Data Universal Numbering System) number in their application. Applications without these numbers will be considered incomplete and will not be eligible to be considered for funding. The EIN is a unique nine-digit number assigned to an organization by the IRS. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving Federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and sub-recipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, onetime activity. Obtain one by calling 1-866-705-5711 or by applying online at [www.dnb.com/us/](http://www.dnb.com/us/).
  
- 3. Acquire or renew registration with the System for Award Management (SAM) database** – In addition to the DUNS number requirement, Office of Justice Programs requires that all applicants for federal financial assistance maintain current registrations in the SAM database. The SAM database is the repository for standard information about federal financial assistance applicants, recipients, and sub-recipients. Please note, applicants must update or renew their SAM registration at least once per year to maintain an active status. Information about registration procedures can be accessed at [www.sam.gov](http://www.sam.gov).
  
- 4. Record of effective service** – Agencies must demonstrate a record of providing effective services to crime victims. This includes having the support and approval of its services

by the community, a history of providing direct services in a cost-effective manner, and financial support from other sources.

5. **Program Match Requirements** – The purpose of matching contributions is to increase the amount of resources available to the projects supported by grant funds. Matching contributions of 28% (cash or in-kind) of the total cost of the STOP project (STOP grant plus match) are required for each STOP-funded project and must be derived from non-federal and non-state sources. All funds designated as match are restricted to the same uses as the STOP victim assistance funds and must be expended within the grant period. Match must be provided on a project-by-project basis and match used on one federal grant cannot also be used as match on another federal grant.
6. **Volunteers** – Subgrant organizations are encouraged to use volunteers in the provision of services available through STOP-funded programs.
7. **Promote Community Efforts to Aid Crime Victims** – Promote within the community coordinated public and private efforts to aid crime victims. Coordination may include, but is not limited to, serving on state, federal, or local task forces, commissions, working groups, coalitions, and/or multidisciplinary teams. Coordination efforts also include developing written agreements in the form of a Memorandum of Understanding (MOU) that contribute to better and more comprehensive services to crime victims. **Coordination efforts qualify an organization to receive STOP victim assistance funds, but are not activities that can be supported with STOP funds.**
8. **Comply with Federal rules regulating Grants** – Subgrantees must comply with the applicable provisions of STOP, the Program Guidelines, and the requirements of the OJP Financial Guide, effective edition which includes maintaining appropriate programmatic and financial records that fully disclose the amount and disposition of STOP funds received. This includes: financial documentation for disbursements; daily time and attendance records specifying time devoted to allowable STOP victim services; client files; the portion of the project supplied by other sources of revenue; job descriptions; contracts for services; and other records which facilitate an effective audit.
9. **Supplanting** – Funds made available under this application must be used to supplement and not replace (supplant) other federal, state, and/or local funds expended to provide services and activities that promote the purposes of any of the programs in this announcement.

**Supplanting** – using funds received through STOP to replace funds that would, in the absence of federal funds, be made available for victim assistance. Therefore, STOP funds cannot be used for existing costs, because those costs have been paid previously by other funding. However, if an agency can substantiate that funding has been lost (ex. Agency received \$10,000 in corporate funding during the previous year and this year will only be receiving \$5,000), STOP funds could be requested to cover costs up to the amount lost.

*STOP funds are not intended to replace local funds or other state and federal funds.*



**10. Maintain Civil Rights Information** – Maintain statutorily required civil rights statistics on victims served by race, national origin, sex, age, and disability, by the end of the contract period. Permit reasonable access to its books, documents, papers, and records to determine whether the Subgrantee is complying with applicable civil rights laws. This requirement is waived when providing a service, such as telephone counseling, where soliciting the information may be inappropriate or offensive to the crime victim.

**11. Services to victims of federal crimes** – Subgrantees must provide services to victims of federal crimes on the same basis as victims of state or local crimes.

**12. No charge to victims for STOP-funded services** – Subgrantees must provide services to crime victims at no charge through the STOP-funded project.

### **ELIGIBLE ORGANIZATIONS**

Eligible organizations are those organizations that are committed to providing services to victims of crime. This can include those public and non-profit organizations that have components which offer services to crime victims. These organizations include, but are not limited to, the following:

- Non-profit organizations established for the sole purpose of providing direct services to crime victims;
- Non-profit organizations that do not currently provide services to crime victims, but desire an expansion of services that would encompass serving victims of crime;
- Non-profit organizations that offer a variety of services, including those that address the needs of crime victims;
- Criminal justice agencies such as law enforcement, Prosecuting Attorney offices, courts, and corrections departments;
- Faith-based organizations;
- Hospitals and or emergency medical facilities;
- Governmental entities such as mental health organizations, legal service agencies, child and adult protective services, etc.

### **ORGANIZATION PREPAREDNESS**

Prior to seeking federal support, an organization must carefully weigh whether it is prepared to take on the responsibility of administering a subgrant award. If federal support is provided, the organization will be required to effectively manage and account for activities, as well as financial expenditures related to the project. Managing a subgrant entails a considerable amount of non-federally funded time and resources. If ill-prepared, the experience could prove frustrating, as well as costly, as mismanaged funds are required to be repaid and could result in disqualifying the organization from receiving future awards.

To determine preparedness, the following issues should be taken into consideration.

1. The organization's internal policies and procedures regarding personnel, work protocol, and activity accountability.
2. The organization's internal policies and procedures regarding proper accounting and financial accountability.
3. The professional conduct of the organization and staff and the absence of practices that, if partnered with the state, could discredit the public's perception of government and the integrity of the grant programs.
4. The organization's readiness or ability to become ready to perform subgrant activities and tend to administrative matters involving the subgrant award.
5. The possession of equipment and office materials needed to conduct ordinary business, including access to internet services and email.
6. The support and dedication of the organization's governing body, including its determination to ensure proper administration of the subgrant award.
7. The organization must be accessible to victims of crime. Determination of accessibility includes readiness to service victims with special needs, such as physical handicaps, language barriers, etc.
8. The organization's operating hours must be in-line with the service to be delivered. If the nature of the organization's business entails 24-hour crisis intervention to victims, it should have provisions for telephones to be answered by individuals equipped to provide immediate assistance, eliminating the need for the victim to leave a message.
9. Subgrant organizations must be financially prepared to pay for project costs with unrestricted funds. Reimbursement may be sought only after the expenditure has been paid. Reimbursement requests are made monthly. These requests require supporting documentation that corresponds with the budget line items to be approved.
10. In determining federal investments, an organization's access to alternative financial support and its long-term business plan must be considered.
11. An applicant's sustainability plan becomes a special condition of any sub-award granted. Applicants are therefore encouraged to be specific about their plans and think not only in terms of additional grant funds, but diversified funding, consistent support, etc.
12. It is common for federal grant programs to require subgrant organizations to provide a matching contribution to enhance the impact of the federal funds and to demonstrate the subgrant organization's ability to someday become self-sufficient. STOP requires most subgrant organizations to provide a cash and/or in-kind match contribution.
13. Matching contributions must be directly related to the subgrant project and cannot be derived from other federal funds. Once budgeted within a subgrant budget, the source of match becomes a part of the subgrant project, which disqualifies its use for any other project.

## **INELIGIBLE ORGANIZATIONS**

Some public and non-profit organizations that offer services to crime victims are not eligible to receive STOP funds. These organizations include, but are not limited to, the following:

- **Federal Agencies:** This includes U.S. Attorney Offices and FBI Field Offices. Receipt of STOP funds would constitute an augmentation of the federal budget with money intended for state agencies. However, private non-profit organizations that operate on federal land may be eligible recipients of STOP victim assistance grant funds.
- **In-Patient Treatment Facilities:** For example, those designed to provide treatment to individuals with drug, alcohol, and/or mental health related conditions.
- **Debarred Organizations:** Any organizations that are barred from receiving funding from any federal funding authority.

## **UNALLOWABLE SERVICES/ACTIVITIES**

The applicant may not use STOP grant funds to conduct any of the following services or activities.

- Lobbying
- Capital Expenses
- Fundraising
- Compensation for victims of crime
- Medical care
- Salaries and expenses of management – Not approved unless these expenses are incurred while providing direct services to crime victims or providing training and/or technical assistance through an approved STOP project.

## **GENERAL REQUIREMENTS**

### **CONFIDENTIALITY**

Organizations funded with STOP/VAWA funds shall not disclose, reveal or release:

- a) Any personally identifying information or individual information collected with STOP funded services requested, utilized or denied, regardless of whether such information has been encoded, encrypted, hashed, or otherwise protected; or
- b) Individual client information, without the informed, written, reasonably time-limited consent of the person about whom information is sought, except that consent for release may not be given by the abuser of a minor, incapacitated person, or the abuser of the other parent of the minor.
- c) If a minor or a person with a legally appointed guardian is permitted by law to receive services without a parent's (or the guardian's) consent, the minor or person with guardian may consent to release of information without additional consent from the parent or guardian.

*RELEASE* – If release of information is compelled by statutory or court mandate, the sub-grant organization shall make reasonable attempts to provide notice to victims affected by the disclosure of the information, and take reasonable steps necessary to protect the privacy and safety of the persons affected by the release of information.

*INFORMATION SHARING* – Sub-grant organizations may share:

- i. Non-personally identifying data in the aggregate regarding services to their client and non-personally identifying demographic information to comply with reporting, evaluation, or data collection requirements;
- ii. Court-generated information and law-enforcement-generated information contained in secure governmental registries for protection order enforcement purposes; and
- iii. Law enforcement-and prosecution-generated information necessary for law enforcement and prosecution purposes.

*PERSONALLY, IDENTIFYING INFORMATION* – In no circumstances may

- a) A crime victim be required to provide a consent to release identifying information as a condition of eligibility for STOP funded services.
- b) Any personally identifying information be shared to comply with reporting, evaluation, or data-collection requirements of any program.

*MANDATORY REPORTING* – The STOP regulations do not prohibit compliance with legally mandated report of abuse or neglect.

## **CONFLICTS OF INTEREST**

Subgrant organizations must adhere to the following requirements, regarding conflicts of interest:

- a) No official or employee of a subgrant organization shall participate personally through decisions, approval, disapproval, recommendation, the rendering of advice, investigation, or otherwise in any proceeding, application, request for a ruling or other determination, contract, award, cooperative agreement, claim, controversy, or other particular matter in which sub-award funds are used, where to his or her knowledge, he or she or his or her immediate family, partners, organization other than a public agency in which he or she is serving as an officer, director, trustee, partner, or employee, or any person or organization with whom he or she is negotiating or has any arrangement concerning prospective employment, has a financial interest, or has less than an arms-length transaction.
- b) In the use of project funds, subgrant organizations shall avoid any action which might result in, or create the appearance of:
  - i. Using his or her official position for private gain;
  - ii. Giving preferential treatment to any person;
  - iii. Losing complete independence or impartiality;
  - iv. Making official decisions outside official channels; or

- v. Affecting adversely the confidence of the public in the integrity of the government or the program.

In instances where an actual conflict or an appearance of a conflict of interest exists, the person for whom the actual or apparent conflict of interest exists shall recuse him or herself, not only from reviewing the application for which the conflict exists, but also from the evaluation of all competing applications.

### **MONITORING**

The Department of Finance and Administration will monitor each STOP funded project in accordance with STOP Regulations:

- a) Regular desk monitoring of all sub-grant organizations; and
- b) Conduct on-site monitoring of all sub-grant organizations at least once every two (2) years unless a different frequency based on risk assessment is set out in monitoring plan.

### **PERFORMANCE REPORTING**

Recipients of STOP funds will be required to submit quarterly performance reports to DFA-IGS. Failure to submit these reports by their due dates could result in the withholding of funds until the report is received.

## IMPORTANT DATES & DEADLINES

DATE	EVENT
<b>April 16, 2018</b>	REQUEST FOR PROPOSAL posted on Department of Finance & Administration, Office of Intergovernmental Services (DFA-IGS) website, area newspapers, and emailed to interested applicants
<b>April 16 thru May 31, 2018</b>	Written questions regarding the announcement can be submitted via e-mail:  <a href="mailto:IGS.Contact@dfa.arkansas.gov">IGS.Contact@dfa.arkansas.gov</a>
<b>April 16 thru May 31, 2018</b>	Application questions and answers will be posted on DFA-IGS website weekly.
<b>May 10, 2018</b>	Technical Assistance and Training University of Arkansas Cooperative Extension Service 2301 S. University Ave, Little Rock, AR 72204
<b>JUNE 1, 2018</b>	<b>APPLICATION SUBMISSION DEADLINE – 11:59 p.m.</b>
<b>June 2, thru July 1, 2018</b>	Proposal review and selection
<b>July 2 thru September 15, 2018</b>	Notifications, Consultations, Appeals, and Award Acceptance
<b>October 1, 2018</b>	Project start date

*\*Applicant registrations for IGS Connect are approved Monday through Friday during regular business hours; please ensure to register your organization in time to receive authorization for IGS Connect.*

**PROPOSAL DEADLINE: Wednesday June 1, 2018 at 11:59 p.m.  
Proposals received after the deadline will not be accepted.**

## Grant Application Instructions

Applications for funding must be submitted online via the new IGS Connect web-based system at <https://igsconnect.arkansas.gov>. IGS Connect is a web-based computer application that will support the application and administration of grants available from DFA-IGS.

Before an application can be completed, your organization must register with IGS Connect. The Authorized Official may request access to IGS Connect using the **New User** link that is found on the IGS Connect log-in page. A confirmation email will be sent to the provided email address once the request has been approved.

Once a request has been approved, the authorized official will have the ability to add additional users to the account under the **Acting Authorized Official** role. See IGS Grantee User Manual: <https://igsconnect.arkansas.gov> for instructions on setting up users.

A recorded introductory presentation of IGS Connect can also be found at: <https://igsconnect.arkansas.gov>

### **Application Forms**

#### **I. Authorized Official Contact Information**

Time-Sensitive Communication: Provide contact information for the Authorized Official in the event that an issue arises that needs his or her immediate attention. If contact information is the same as what is listed in the previous section, please check the “Same as Above” box. Press the “Save” button after any changes are made.

#### **II. Project Summary**

##### **Questions 1 – 7**

These sections will be auto-populated with the information provided by the Authorized Official when he or she registers for IGS Connect.

##### **8) Applicant Type**

Select the type of organizations that best describes your agency. Please specify in the space provided if “Other” is selected.

##### **9) Grant Type**

Select the type of grant for which you are applying, i.e. STOP, VOCA, or FVPSA

- 10) Amount of Request**  
This section will be auto-populated after you have completed the Project Budget & Budget Narrative section.
- 11) Primary Purpose of the Project**  
This question will appear once a grant type has been selected.
- 12) Contact Information**  
Provide the contact information for the person that will be able to answer questions pertaining to the application.
- 13) Federal Debt**  
Applicants cannot be delinquent on or have any federal debt.
- 14) Project Location**  
Enter the city, county, and congressional district in which the project will be housed.
- 15) Areas Served by the Project**  
Indicate all counties and congressional districts where victim's services will be performed.
- 16) Number of Volunteers**  
Enter the anticipated number of people that will volunteer with the project.
- 17) Project Type**  
Choose one from the drop-down menu.
- a) NEW PROJECT – The applicant has not received funding from DFA-IGS for a period of at least two (2) years prior to the application and/or the project has not been previously funded by DFA-IGS.
  - b) EXPAND/ENHANCE EXISTING PROJECT – The applicant is currently receiving funding from DFA-IGS, but has added new components, not previously funded by DFA-IGS; however, the project is an existing one funded by another source and the applicant is requesting additional funds to expand/enhance the project.
- 18) Number of Unduplicated Victims to be served**  
Estimate the number of primary victims to be served by the proposed project.



**19) Victims to be served**

*This question will appear once a grant type has been selected.* Indicate the type of victimizations and the approximate number of victims to be served by the project for each selected category.

**20) Services to be provided**

*This question will appear once a grant type has been selected.* Be sure to indicate all services/activities to be provided by the proposed project. Be sure that the services to be provided assist in the accomplishment of stated goals and objectives. Also ensure that staff designated to provide the services are qualified to do so.

After you have completed this section, make sure you save your work by pressing the “Save” button located in the top right corner of the page.

**III. PROJECT NARRATIVE**

Be sure to address each category in this section. The entire project narrative contains eight (8) sections and **EACH SECTION** cannot exceed **one (1) typed-page** in length.

You are encouraged to complete each section in Microsoft Word or another word processing program prior to putting the narrative into IGS Connect. This will allow you the opportunity to utilize tools available through Word (such as spell check) and to format the proposal as you choose. Once you are ready to enter the narrative into IGS Connect, there is no need to retype the information. The Narrative can simply be copied from Word and pasted into IGS Connect and still maintain any formatting completed in Word. **Please make sure that you copy and paste each section into its corresponding text box in IGS Connect.** Select the “Save” button after each section is completed.

**PROJECT SUMMARY**

The project summary is the abstract of your proposed project. It should briefly tell what the project is, why the project is needed, who the project will serve, and how the project will be delivered to the people that are in need.

**NEEDS ASSESSMENT**

The needs assessment establishes the issues to be addressed by the project and is the foundation upon which the rest of the proposal is built. List a maximum of five (5) reasons specific to your community as to why there is a need for this project. Reasons should be short simple statements based on supportive data that substantiate a lack of services, a steady or rising need for services, an identified gap in services, and/or an identified issue that the project will address. In addition to clearly defining the issue, include a description of the population to be served, current services, and obstacles faced by the proposed victim population. Be sure to include relevant local data to support the need for the project.

### **APPLICANT'S CAPABILITY**

In this section, you will describe your agency's ability to provide the services in the proposed project. Be sure to include historical information, community partnerships, and the scope of services that are currently being provided.

Provide a brief history of your organization (i.e. year established, notable events, scope of activities currently performed, etc.). Be sure to address the agency's ability to carry out the proposed project, including financial capability and staff qualification. *For governmental entities:* please limit your history to the department under which the proposed project will operate.

### **POPULATION TO BE SERVED**

Describe how the proposed project addresses federal program priorities, including the type of victims to be served (i.e. child abuse, domestic violence, sexual assault, etc.).

Identify any underserved populations (elderly, disabled, non-English speakers, rural, etc.) that will be served by the project and address the methods to ensure their inclusion in services.

Indicate the percentage of underserved populations to be served by the project (ex. 76% of the unduplicated victims to be served by this project are non-English speakers). Include any special accommodations needed to serve the identified underserved populations (ex. Bi-lingual interpreters, etc.).

### **PROJECT ACTIVITIES**

Identify all services and/or activities to be provided by the project. BE SPECIFIC.

Clearly demonstrate how the activities identified will benefit victims, produce the intended goals, and are consistent with and assist in meeting federal and local purposes.

Indicate whether or not the project will be using best practices or evidence-based activities. Please briefly describe the best practice or evidence-based activity to be used.

Project activities should be clearly reflected in the project's proposed budget.

### **COLLABORATION**

Provide evidence of community support and broad participation in the planning and implementation process.

Describe collaboration of community partners for the purposes of resource sharing, coordination of efforts, case management, and to avoid the duplication of services.

## **EVALUATION PLAN**

It is important that these grant-funded projects demonstrate an achievement of the purpose for which the funds were requested. It is equally important to be able to determine that if the project is unable to achieve its intended purpose, what necessary changes need be made to the project design to ensure future success. To accomplish this, all proposals must contain a clearly written evaluation plan. Good evaluation plans are closely tied to the program's proposed goals and objectives and should answer the following questions:

- Did the project accomplish its projected outcomes?
- How do we know this? / What data supports this claim?
- Did we achieve the objectives in an efficient and measurable manner?

## **SUSTAINABILITY PLAN**

Federal funds are provided as a **temporary** means to accomplish specific goals. These federal funds should therefore be administered in a manner that ensures long-term sustainable activities. Applicants must devise a plan to continue services in the absence of federal funds.

A complete response will describe the organization's sustenance, a plan to continue its benefits without the need for continual federal support, and the time frame needed to achieve sustainability. Be sure to describe any modifications in the project which may be needed as a result of decreased funds.

### **IV. Financial Overview**

**Project Title:** List the name to the project/program for which you are requesting funding.

**Organizational Fiscal Year End:** List the month and day in which the applicant's fiscal year ends.

**Questions 1 – 5:** Answer the questions about the applicant's financial practices.

**Funding Source:** List all revenue sources and amounts for the entire organization during the proposed project's fiscal year (October – September). Governmental entities provide a listing of revenues for the department under which the proposed project will operate. If additional lines are needed, click the Save button.

Click the Save button after all questions on this page have been answered.

## V. Goals & Objectives

Project goals should define the overall direction of a program and state what is to be accomplished by the program. Goals are measurable statements of the desired impact of the program and typically address changes in actual behaviors, such as decreased victimization, increased community involvement, or improved well-being.

Objectives are specific measurable statements of the desired immediate or direct outcome of a program which support the accomplishment of the goal. Well-formatted objectives reflect changes in knowledge, attitudes, skills, and/or behaviors that are the direct result of specific activities.

**Applicant Organization:** Information will be auto-populated with information provided by the Authorized Official.

**Project Title:** Information will be auto-populated with the title provided in the Financial Overview section.

**Goal:** List the project's goals. Applicants will be able to enter up to five (5) separate goals. Goals are limited to 150 characters. Each goal must be accompanied by at least one objective and one measurement.

**Objective:** List the objectives that go with each goal. Each goal is limited to three (3) objectives. Each objective must be entered in a separate box. Objectives are limited to 300 characters. Objectives must be accompanied by a measurement.

**Measurement:** Each objective must include a measurement that will detail how each objective will be obtained. Measurements to determine the success or failure of an objective can include number of clients seen during a time period, number of protective orders filed, number of support classes provided, etc. Measurements are limited to 300 characters.

## VI. Employee Detail Form

The Employee Detail Form is where the applicant lists all employees that will have a role in carrying out the project. The project's employees can include those that are paid either in whole or part by grant funds to those employees that are in a supportive role for the project and their salary is utilized as part of the applicant's match funds. All information provided in the Employee Detail Form will be auto-populated into the Project Budget & Budget Narrative Form.

### **PAY INFORMATION**

List each position associated with the project, those to be funded by federal dollars as well as those to be used as match. Include the hourly rate of pay, the number of hours devoted to the project, and a brief description of the job duties to be performed by each position.

A break-down of the annual amount of the employee's salary that is dedicated to either Federal or Match will be shown.

Independent contractors should be entered as Professional/Contract Services, not salaried employees.

### **MANDATED BENEFITS**

Mandated benefits are those benefits that an employer is required by law to provide for every employee. Mandated benefits include FICA, Worker's Compensation, and State Unemployment Insurance (SUI). Mandated benefits are to be calculated for all salaries that are associated with the grant, including those that are used as match.

FICA and Worker's Compensation are calculated using the established rates for each benefit time the employee's total salary. For all applicants, FICA is calculated at 7.65%.

The rate for Worker's Compensation is unique for each organization and will be established by the organization's Worker's Compensation carrier; however, federal funds can only be used to cover up to 5%.

An organization's SUI rate is also unique. The SUI rate is established by the Arkansas Department of Workforce Services.

### **EMPLOYER PROVIDED BENEFITS**

Like mandated benefits, the amount of federal funds requested for employer provided benefits may not exceed the percentage of salary paid by federal funds. Employer benefits include all other benefits such as health insurance, retirement, life insurance, etc. offered to employees through policies held by the applicant.

Payment made directly to employees are not an allowable cost. Arrangements made between the applicant and an employee to provide reimbursement for the cost of an insurance policy that is personally held by the employee or a relative of the employee cannot be supported with federal funds.

The maximum monthly health insurance premium reimbursed with federal funds is \$450 per month per employee. Applicants should indicate the actual premium rates; however, the federal funds requested may not exceed \$450 with anything above being eligible to be used as match.

Retirement benefits are normally calculated as a percentage of the total salary. Applicants should indicate the actual percentage paid; however, the federal funds requested may not exceed 14.75% with anything above being eligible to be used as match.

## **VI. Project Budget & Budget Narrative**

An applicant's Project Budget & Budget Narrative should be reflective of what was outlined in the Project Narrative section of the proposal. This is the opportunity for the applicant to clearly define what will be needed to successfully carry out the project. Do not request funding for any items that will not directly impact the proposed project.

*Allowable Costs* – Federal funds are governed by the “cost principle” of the Office of Management and Budget (OMB). Cost principles are the federal rules that determine the extent of reimbursement of grant expenses. Generally, allowable costs include costs that are reasonable and necessary for the successful completion of the project. These may include salaries, rental of staff offices, recording or translation services, postage, telephone charges, travel expenses, printing, duplication, etc.

*Non-Allowable Costs* – Any costs that are incurred either before the start of the project period or after the expiration of the project period are not allowable. Costs that are deemed not reasonable and/or necessary for the successful completion of the project are not allowable. Other unallowable costs include, but are not limited to: land acquisition, bonuses or commissions, lobbying, fund raising, corporate formation, entertainment, sporting events, credit card fees, tips, bar charges/alcoholic beverages, laundry services, etc.

*Match Requirements* – Match is a specified amount of non-federal funds designated to be used for the proposed project in addition to the federal award amount. Match may either be cash or in-kind. Acceptable examples of in-kind match include office space, employer benefits, staff salary, or volunteer time that has been awarded a dollar value (see *Volunteers*).

STOP regulations specify that an organization must contribute match to their project. DFA-IGS requires no less than 28% of the total cost of the project as match except those funded under the Victim Services Category or organizations defined as a victim service provider as defined by 42 USC 13925 (a)(43).

*Volunteers* – As previously mentioned, volunteer hours are a good source of in-kind income that can be used to help fulfill the proposed project's match requirement. Volunteers must be working in support of the proposed project. The current rate for volunteers is \$19.66 per hour.

The Project Budget & Budget Narrative is divided into eight (8) sections: Salary, Employer Mandated Benefits; Employer Provided Benefits; Maintenance & Operations, Professional/Contract Services, Travel/Training, Capital Outlay, and Other Expenses.

## **VII. Attachments**

The following attachments must be submitted with your application. If an application is missing any of the attachments, it will be considered incomplete and may not be reviewed. Since the attachments will need to be signed by the Authorized Official, the forms will need to be scanned to your computer and uploaded to IGS Connect following the same steps as uploading the MOU.

**Form SF-424:** Pursuant to Executive Order 12372 which requires the coordination of review of proposed federal financial assistance by state and local governments, applicants are required to complete form SF-424.

Instructions for completion of the form are included in the form and are self-explanatory, with the following exceptions:

- **5. APPLICANT INFORMATION**  
All applicants must have a DUNS number;
- **8. TYPE OF APPLICATIONS**  
All applicants should check New;
- **9. NAME OF FEDERAL AGENCY**  
STOP – Department of Justice;
- **10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER (CFDA)**  
16.588;
- **16. IS APPLICANT SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?**  
All applicants must answer “Yes”. The date will be the date the application was submitted.
- **17. IS APPLICANT DELINQUENT ON ANY FEDERAL DEBT?**  
If yes, please attach an explanation.

### **Submitting the Application**

After you have completed all of the application forms and uploaded the attachments, you are ready to submit the application via IGS Connect. Prior to submitting the application, you can double check to make sure all forms have been completed properly by pressing the **View Global Errors** button on any form. It will highlight any missing information, with the exception of MOU & Attachments, and provide you with a link to the correct form.

When you are ready to submit the application, you can click on the **Status Change** button that is located near the top of the screen. In the next box, you will select the **Application Submitted** button to submit your application to IGS Connect. This will alert the IGS Connect administrator and let them know that your application has been submitted and ready for review.

**Applications must be submitted via IGS Connect no later than 11:59 p.m. on June 1, 2018.** Proposals cannot be submitted after this date and time, so applicants are encouraged to begin the process of submitting the applications at least one week early to ensure they are able to meet the application deadline. Applications submitted through any means other than IGS Connect will not be considered for funding.

**NOTE:** If the applicant experiences unforeseen **IGS Connect technical issues** beyond the applicant’s control that prevent submission of its application by the deadline, the applicant

must contact DFA-IGS staff by email **within 24 hour after the deadline** and request approval to submit the application. In that email, the applicant must include **a description of the technical difficulties, a timeline of submission efforts, screen shot of the error code that was received, and any other information as necessary.** DFA-IGS will then consider all submitted information to determine if the application will be accepted. Please send emails to [IGS.Contact@dfa.arkansas.gov](mailto:IGS.Contact@dfa.arkansas.gov).

The applicant shall submit all data as requested and required within the application forms. Failure to submit all required data could disqualify the proposal from further consideration. Applicants will not be contacted if they fail to submit all required data.

## **APPLICATION REVIEW AND DETERMINATION PROCESS**

### **REVIEW**

Applications are subject to a number of reviews. These reviews assist DFA-IGS in making funding recommendations which enhance the State of Arkansas's service delivery system to victims of crime. The process for review and determination of a subgrant award is as follows.

- 1) **ELIGIBILITY REVIEW:** Applications will be reviewed to ensure that minimum eligibility requirements have been met. In the event that the organization or its proposal does not meet the minimum eligibility requirements, the applicant will be notified that it is not eligible to receive funding.
- 2) **ADVISORY COMMITTEE:** Pursuant to state law, DFA-IGS' advisory committee will be provided an opportunity to review and comment on all applications.
- 3) **REVIEW COMMITTEE:** An independent review committee selected by DFA-IGS Administration will review all applications. Applications will be awarded points based on how well it addresses the required information for each section of the proposal.
- 3) **ADMINISTRATIVE REVIEW:** The DFA-IGS Administration will make final determination on which applications will be funded based recommendations from DFA-IGS staff, Advisory Committee, and the Review Committee. The Assistant Administrator will determine which proposals will be approved for support and provide guidelines with regards to funding amounts.



## FACTORS CONSIDERED

**AVAILABLE FUNDING:** The state's award is determined at the federal level, based on a formula that involves population and crime rate. The state is mandated to sub-award the fund equitably, not only in terms of amount and geography, but also in range of services and crime types. The total amount of funds requested by applicants far exceeds the amount that is available. DFA-IGS must make difficult decisions regarding how to best invest the state's award. The subgrant applicant can assist in this process by keeping request costs to a minimum, ensuring that they are reasonable and necessary.

**PROJECT COSTS:** Project costs must be reasonable, allowable, and necessary to the project. To ensure that DFA-IGS can provide funding to as many worthwhile projects as possible, the following limitations have been instituted:

- a) State Unemployment Insurance (SUI): Reimbursement of SUI with federal funds is limited to 3% of the first \$12,000 of salary per calendar year. Subgrantees are responsible for payment in excess of this amount. Excess payments may be used as a source of match.
- b) Health Insurance: Health insurance policies must be maintained by the organizations in order to be considered for support. *Payments made directly to an employee are not reimbursable with federal funds.* The cost paid by federal funds will be limited to \$450 per month per employee.
- c) Retirement: Reimbursement for retirement benefits may not exceed 14.75% of an employee's salary. Subgrantees are responsible for payment in excess of this amount. Excess payments may be used as a source of match if paid by the subgrant organization.
- d) Mileage Reimbursement: Maximum mileage reimbursement for the use of privately-owned motor vehicles on official business is .42 cents per mile, per the State's travel policy and as required by Federal regulation. Mileage reimbursement is not available for use of agency-owned vehicles.
- e) Training & Conferences: Lodging & transportation will be reimbursed in accordance with the state's travel policy.

All items for which travel reimbursement is sought must be accompanied by receipts.

**NON-SUPPLANTING:** Federal regulations prohibit the state from using federal funds to replace local revenue; therefore, consideration must entail a complete review of the organization's

general budget, ensuring that costs supported with federal funds do not create an inappropriate profit or surplus of general funds.

**DONATED GOODS & SERVICES:** Applicants should refrain from requesting federal funds for items that may be obtained through donations. Examples of such items include clothing for sexual assault victims following a medical/forensic examination, cell phone for domestic violence victims, etc. Local merchants are usually open to donating goods and services for such purposes; therefore, federal funds should only be sought for such items if the applicant has exhausted donation efforts.

In addition to reducing the amount of federal funds needed, soliciting donations from local merchants is an excellent way to involve your community and bring heightened local awareness to the issue of crime and victimization.

**FEASIBILITY & IMPACT:** Proposed projects will be studied carefully in terms of feasibility to implement, as well as the overall impact that it will have on addressing the targeted needs within the community.

**PROFESSIONAL COORDINATION WITHIN THE COMMUNITY:** Federal grant programs promote partnerships among victim services and criminal justice organizations. DFA-IGS therefore looks closely at the level of coordination that exists in the applicant's proposed service area.

## **DETERMINATION NOTIFICATION**

Upon completion of the application review process, DFA-IGS will send notice to all applicants indicating if their application has been approved and, if it has been approved, what level of support was it funded. Applications approved for funding will be finalized in a grant award document to the sub-grantee.

## **APPEALS**

Within ten (10) working days following the final determination, applicants who are denied will be notified via email of the specific reason for the denial.

Applicants may request reconsideration within five (5) working days following the date of denial notification. Reconsideration request must be in writing to the IGS Administrator.

Reconsideration will be limited to the reason documented in the denial notification letter. DFA-IGS Administration's decision based on the request for reconsideration shall be made twenty (20) working days after receipt of the request. In all cases, the decision of the IGS Administrator shall be final.

Applicants considered for support at a reduced amount will be given the opportunity to restructure the proposal and budget. Refusal to accept reduced funding will not be grounds for appeal reconsideration.

Following the Reconsideration Process, notices will be sent to all applicants indicating if their applications have been approved and the level of support.

## **ACCEPTANCE OF SUBGRANT AWARD**

A subgrant award packet will be sent to the applicant for signature by the authorized official. All required documents must be returned to DFA-IGS within the specified time frame.

By accepting a subgrant award, the authorized official:

- a) Assures that the project(s) for which federal funds are to be provided will be performed according to the stated purpose and will perform to specification.
- b) Certifies that the organizations will comply with all federal requirements regarding the specific grant program under which the subgrant is funded, as well as any state requirements that apply.
- c) Accepts ALL terms and condition of the award(s).

The award acceptance is complete upon the execution of the award document by both the subgrantee and the DFA-IGS Administrator and upon DFA-IGS' receipt of all required documents.

## **QUESTIONS**

Prospective applicants should feel free to make inquiries to: [IGS.Contact@dfa.arkansas.gov](mailto:IGS.Contact@dfa.arkansas.gov)