

Request for Grant Application (RFGA)
Arizona STOP Violence Against Women (STOP)
ST-WSG-20-010121-00

I. OVERVIEW

Governor Doug Ducey's Office of Youth, Faith and Family (GOYFF), issues this Request for Grant Application (RFGA) Solicitation concerning the Arizona STOP Violence Against Women (STOP) Grant Program in accordance with A.R.S. §41-2701. Applications for this program will only be accepted through the State's web-based grants management system, eCivis. The deadline for submission of an application in eCivis will be on or before 5:00 p.m. (Arizona time) on October 26, 2020.

Documents Comprising the RFGA Solicitation:

- This Request for Grant Application ST-WSG-20-010121-00 document
- Exhibit A: Offer and Acceptance
- Exhibit B: GOYFF Standard Data Collection Form
- Exhibit C: GOYFF Financial Systems Survey
- Exhibit D: Personnel Staff Overview
- Exhibit E: Goals, Objectives and Performance Measures
- Exhibit F: Implementation Plan
- Attachment A: Terms and Conditions for Applicants Selected for Award
- Attachment B: Special Instructions to Applicants
- Attachment C: Indemnification and Insurance

Applicants are strongly encouraged to carefully read the entire Request for Grant Application documents prior to preparing application materials.

Pre-Application Conference

Prospective applicants are encouraged to attend a non-mandatory virtual pre-application conference on Monday, September 28, 2020 at 1:00 pm (Arizona time). Applicants must pre-register by 11:00 am on Monday, September 28, 2020 via the following link:

<https://zoom.us/meeting/register/tJlud-CupjoqG9O0edOb0F-yDZbRIQRdYLnW>

II. BACKGROUND INFORMATION

A. The Governor's Office of Youth, Faith and Family

The Governor's Office of Youth, Faith and Family (GOYFF) supports the Governor's vision of strong, healthy and connected families and communities. The Governor's Office of Youth, Faith and Family is a cabinet level agency that administers state and federal grant programs and engages stakeholders across all sectors throughout the state to improve services and service delivery to our citizens. For more information go to <https://goyff.az.gov/>.

B. The Arizona STOP Violence Against Women Grant Program

The GOYFF, with funding from the STOP (Services •Training •Officers •Prosecutors) Violence Against Women Formula Grant Program, has developed a Request for Grant Application (RFGA) that supports prosecution, law enforcement, and community-based victim servicing organizations. This formula grant program has been authorized through the Violence Against Women Act (VAWA) signed into law by President Clinton in 1994,

which has since been reauthorized and amended by the Violence Against Women Act of 2000 (VAWA 2000), the Violence Against Women Act of 2005 (VAWA 2005), and the Violence Against Women Act of 2013 (VAWA 2013).

The purpose of Violence Against Women Act is to promote a coordinated, multi-disciplinary community approach in response to violent crimes against women and other underserved populations. This includes improving the response of the criminal justice system, the development of effective law enforcement strategies, strengthening the support of prosecution and establishing comprehensive programming within the field of victim services. Resources will be offered to programs that focus on increasing victim safety and offender accountability. The STOP Grant Program will support victim serving organizations, law enforcement and prosecution to address sexual assault, domestic violence, and sex trafficking across the state. The STOP Grant Program encourages service providers, law enforcement agencies, prosecution and courts to meet the needs of victims of sexual and domestic violence through multi-disciplinary, collaborative, and victim-centered approaches.

III. FUNDING INFORMATION

Funding is made available from the United States Department of Justice, Office on Violence Against Women (OVW), Violence Against Women Act (VAWA) as amended by VAWA 2000, VAWA 2005 and VAWA 2013, authored by 34 U.S.C.A. § 10441-10451 and 20121-20122. The C.F.D.A number for STOP Violence Against Women Formula Grant is 16.588.

The funds awarded under this Request for Grant Application are federal funds. The successful applicants who are selected for award shall be subject to the applicable code of federal regulations and Uniform Guidance 2 C.F.R. 200 for determining allowable costs, which may be reference at:

https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

A. Entities Eligible to Apply for this Funding

The following Arizona Entities are eligible for apply:

- Non-profit 501(c)(3) Organizations, community-based victim servicing organizations
- Tribal Nations, Tribal Coalitions, Tribal Communities, and Tribal Law Enforcement
- County/City/Local Government Entity

By federal statute, awards will be disbursed among the following applicant categories:

- 25% for Law Enforcement*
- 25% for Prosecution*
- 30% for Victim Service Organizations

Applicants applying for a funding category that is not the sole purpose of that agency's mission (i.e. non-law enforcement agency applying for law enforcement funds), then the applicant must clearly describe how their program has been designed and implemented to serve that category's purpose. These criteria are outlined within the [2017 STOP FAQ document](#) (Page 22).

B. Funding Available

This is a 12-month contract that may be renewable for up to two (2) additional 12-month periods contingent upon federal appropriations, compliance with terms and conditions, programmatic and financial performance, and through the submission of a renewal application. It is anticipated (but not guaranteed) that funds available will be \$2.5 million per year. The number of awards will depend on the number and quality of applications

received. There will be an undetermined number of awards issued with an annual maximum award available of \$150,000 per awardee per year. Contracts will be awarded on a calendar year, which means contracts will begin January 1 and end December 31.

Applicant's will be evaluated and considered for award by geographic region served (Urban/Statewide, Rural, and/or Tribal)

Funding will be allocated on a reimbursement basis. No pre-award costs will be considered or given.

Each organization applying for the Arizona STOP Grant Program shall only submit one application.

C. Types of Projects Available for Funding

The Governor's Office of Youth, Faith and Family (GOYFF) is making federal funds available to enhance a comprehensive, multi-disciplinary, system-wide approach to domestic violence, sexual assault and sex trafficking crimes, with an emphasis on underserved populations across Arizona. The STOP Grant program will support developing, enlarging, or strengthening victim services and legal assistance programs for underserved victims of sexual assault, domestic violence, sex trafficking, dating violence, and stalking. This includes but is not limited to telephonic or web-based hotlines, legal advocacy, economic advocacy, and advocacy through medical, justice, and social support systems. Emergency and transitional shelter, housing, behavioral health services, crisis intervention, short-term individual and group support services.

One example of coordinated community response teams the STOP Grant program will support includes the development, implementation, or enhancing of a Sexual Assault Response Team (SARTs) to aid in community responses to sexual assault. This includes but is not limited to developing and strengthening policies, protocols, and response best practices. Training for law enforcement agencies and prosecution relating to the investigation and prosecution of sexual assault cases will also be funded. Sexual Assault Response Teams (SARTs) or other similar coordinated community responses to sexual assault should work to create a coordinated response to sexual violence (sexual assault, sex trafficking) through multidisciplinary, trauma-informed, victim-centered interventions.

Note STOP funding only supports services for victims age 11 and older and furthermore allowable costs are outlined within the [2017 STOP FAQ document](#).

All applicants **must** focus on providing victim services to underserved victims of sexual assault, domestic violence, sex trafficking, dating violence, and/or stalking. Underserved populations include those who face barriers in accessing and using victim services, and includes populations underserved because of rural location, religion, sexual orientation, gender identity, underserved racial and ethnic populations and populations underserved because of special needs (such as language barriers, disabilities, immigration status, or age). **Priority will be given to Tribal governments, tribal service organizations, culturally specific community organizations, and programs that are trauma-informed.** As defined by DOJ, Culturally specific organizations are defined as a nonprofit, nongovernmental organizations or tribal organizations that focus primarily on domestic violence, dating violence, sex trafficking, sexual assault, or stalking. The organization's services must be **primarily** directed toward a racial and ethnic minority group and services must be tailored to the unique needs of that population. Additionally, SAMHSA identifies trauma-informed programs as organizations who utilize a strengths-based service delivery approach that is grounded in an understanding of and responsiveness to the impact of trauma, that emphasizes physical, psychological, and emotional safety for both providers and survivors,

and that creates opportunities for survivors to rebuild a sense of control and empowerment, Being “trauma-informed” refers to the delivery of behavioral health services including an understanding of trauma and an awareness of the impact it can have across settings, services, and populations.

Applicants should utilize a variety of delivery and engagement strategies to address the needs of the community they are serving. Additionally, the Arizona STOP Grant program would like applicants to develop strategies for engaging victims and their families who are considered to be in relationships with high risk of lethality. If applicable, programs should implement evidence-based risk/danger assessments to identify and prioritize the engagement of these individuals. Programs are encouraged to use funding for certifications and/or professional development opportunities with a focus on increasing resiliency, reducing toxic stress, and addressing vicarious trauma.

Applicants should take into consideration the following as referenced by the [OVW Solicitation Companion Guide](#): *Activities that comprise a victim’s safety and recovery will not be funded.* The subsequent list of activities referenced by the OVW Solicitation Companion Guide has been found to jeopardize victims’ safety, deter or prevent physical or emotional healing for victims or allow offenders to escape responsibility for their actions. Applicants that engage in, or propose, any of the following activities may not be considered for funding:

- 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, work in the sex industry, or the age and/or gender of their children
- Procedures or policies that compromise the confidentiality of information and privacy of persons receiving services
- Procedures or policies that impose requirements on victims in order to receive services (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.)
- Procedures or policies that fail to include conducting safety planning with victims
- Project design and budget that fail to account for the access needs of participants with disabilities and participants who have limited English proficiency or who are deaf or hard of hearing
- The use of pre-trial diversion programs or the automatic placement of offenders in such programs
- Couples counseling, family counseling or any other manner or joint victim-offender counseling as a routine or required response to sexual assault, domestic violence, dating violence, or stalking, or in situations in which child sexual abuse is alleged
- Offering or ordering anger management programs for offenders as a substitute for batterer intervention programs
- Procedures or policies that deny victims and non-abusing parents or caretakers and their children access to services based on their involvement with the perpetrator
- Requiring survivors to meet restrictive conditions in order to receive services (e.g. background checks of victims, clinical evaluations to determine eligibility for services.) 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
- Relying on batterer intervention programs that do not use court monitoring to hold batterers accountable for their behavior
- Policies and procedures that fail to account for the physical safety of victims
- Enforcing or promoting nuisance abatement ordinances, crime-free housing

- ordinances, or crime-free lease addenda (often associated with crime-free housing programs) that require or encourage the eviction of tenants or residents who may be victims of domestic violence, sexual assault, dating violence or stalking
- Policies or procedures that require testing of sexual assault forensic evidence in cases where the victim obtained a medical forensic exam but has not chosen to participate in the criminal justice system.

Research projects are outside the statutory scope of the STOP Formula Grant Program and therefore cannot be supported with program funds. This does not include program assessments conducted only for internal improvement purposes.

Violence Against Women Act Non-Discrimination Provision: All applicants must have written policies prohibiting discriminating against any person on the basis of actual or perceived race, color, religion, national origin, sex, gender identity, sexual orientation, or disability.

All applicants must have written policies prohibiting the disclosure of a victim's name, address, telephone number, or any other identifying information without the prior voluntary written consent of the victim. Adopted policies must comply with the confidentiality and privacy rights and obligations created by section 40002(b)(2) of the Violence Against Women Act, as amended.

Applicants that are providing legal assistance with funds awarded under this must certify in writing that, any person providing legal assistance with STOP funds:

- a. Has demonstrated expertise in providing legal assistance to victims of domestic violence, dating violence, sexual assault or stalking in the targeted population; or has partnered with an entity or person that has demonstrated expertise described in subparagraph and has completed, or will complete, training in connection with domestic violence, dating violence, sexual assault or stalking and related legal issues, including training on evidence-based risk factors for domestic and dating violence homicide
- b. Any training program conducted in satisfaction of the requirement of paragraph (a) has been or will be developed with input from and in collaboration with a tribal, state, territorial, or local domestic violence, dating violence, sexual assault or stalking victim service provider or coalition, as well as appropriate tribal, state, territorial and/or local law enforcement officials
- c. Any person or organization providing legal assistance with funds through this program has informed and will continue to inform state, local, or tribal domestic violence, dating violence, sexual assault or stalking programs and coalitions, as well as appropriate state and local law enforcement officials of their work
- d. The applicant's organizational policies do not require mediation or counseling involving offenders and victims physically together, in cases where sexual assault, domestic violence, dating violence or child sexual abuse is an issue.

This certification shall take the form of a letter, on letterhead, signed and dated by the authorizing official. States will be responsible to ensure that Grantees meet the requirement. States will not award funds for legal assistance to any Grantee that has not submitted a sufficient letter.

Funds awarded for legal assistance will only be allowed with the certification detailed above. For a sample letter, see <http://www.ovw.usdoj.gov/docs/sample-cert-letter.pdf>.

D. Evaluation Criteria

A review committee will evaluate applications and select those applications deemed susceptible for an award, in accordance with A.R.S. §41-2702 (F) and (G), based upon the following criteria. The maximum points that an applicant may receive through this process is a score of 1,000 points.

Evaluation Criteria

Scope of Work	200 Points
Implementation Plan	100 Points
Collaborative Elements and Partners	150 Points
Sustainability Plan	100 Points
Goals, Objectives and Performance Measure	200 Points
Evaluation Plan	100 Points
Budget Alignment	150 Points

Note: In the event that the evaluation committee does not feel an application meets the State's needs adequately, the GOYFF reserves the right to reduce the funding available for award.

IV. APPLICATION PROGRAM NARRATIVE REQUIREMENTS

A. Scope of Work (200 points)

1. Executive Summary (500 Word Limit)

Provide a narrative overview of the proposed program that includes a brief summary of the need, program objectives, and performance measures. Provide the following:

- a. State the name of the proposed program(s), target population, and program strategy/approach
- b. Clearly indicate the service area and applicant category. Applicants should also identify whether they are a culturally specific community-based organization.

2. Needs/Resources (1,500 Word Limit)

This component creates a foundation for the application. The need(s) described should be specific enough so that it can be addressed by the proposed program. Statistics and data should be used to substantiate and document the need. Provide a narrative response to each of the following

- a. State the problem or issue addressed in this application. Identify and describe the prevalence of sexual violence, domestic violence and/or sex trafficking with the targeted community.
- b. Based on the stated problem, what group(s) of people or communities will the proposed project be targeting. Who are the other individual groups (or key stakeholders) that are involved in the development and/or implementation of the proposed program?
- c. Describe local, state, and federal data regarding investigations, prosecutions, and/or services for victims. Applicants must cite the source of this data.
- d. Identify gaps in services, and unmet needs regarding sexual violence, prosecutions, and/or victim services in the proposed geographic area and the proposal will address these gaps in the community.
- e. Identify the resources (federal, state, local) in your community and/or within your organization that are currently being directed toward the stated problem? How does this proposed program support or build on those efforts or enhance your program efforts.
- f. Describe the external team. Who will you work with in the community? How will they impact your program? Draft letters of support or draft Memorandum of Understanding (MOU), which define the formal agreements including individual or agency involvement and specific roles and responsibilities, **must** be included with the application. Examples of collaborative partnerships could include the following:
 - The program will utilize a subcontractor to provide a service(s) in which there will be an exchange of grant funds to pay for that service.
 - Programs identify a partner where grant funds will not exchange hands, but in order for the program to be viable, a service will be provided or there is an agreement to work together.
- g. Describe your current efforts of collaboration with other community entities addressing similar problems/issues.
- h. Identify the internal team. Who are the individuals within the applicant's organization involved in the development and implementation of the program and what are the specific roles of these individuals?
- i. Applicants shall identify whether or not they are a culturally specific community-based organization.

3. Strategies/Approaches (2,000 Word limit)

This element identifies and describes the strategies/approaches chosen to reach the stated goals and objectives. Applicants are encouraged to implement a promising practice, evidence informed or evidenced-based programs that have been empirically proven to be successful. Programs should consider a victim-centered, trauma-informed approach to increase resiliency and reduce toxic stress for victims and/or staff when applicable.

Programs and practices are considered to be evidence-based when their effectiveness has been demonstrated by causal evidence, generally obtained through one or more outcome evaluations. Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which a program or practice is considered to be evidence-based. The

following resources have been identified to assist applicants in identifying evidenced-based programming: Crime Solutions: <http://crimesolutions.gov/> and SAMHSA: <https://www.samhsa.gov/ebp-resource-center>

Applicants must name the source of the evidenced-based, evidence-informed, or promising practice, etc. program being replicated and include any back-up documentation supporting the claim that the project is an evidenced-based program.

An applicant's program should address the following programming requirements:

- Coordination and collaboration with outside agencies to administer the proposed program
- Creative delivery and engagement strategies to address the needs of the community they are serving
- Service efforts that increase awareness and prevention
- Strategies/approaches for serving underserved victims that are trauma informed, victim-centered, and culturally competent.

As stated above, applicants should incorporate a trauma-informed and victim-centered approach when developing programming, procedures and strategies. According to the [Office for Victims of Crime Model Standards](#), trauma-informed approaches should be delivered with an understanding of the vulnerabilities and experiences of trauma survivors. A trauma-informed approach recognizes signs of trauma and responds by integrating knowledge about trauma into policies, procedures, practices and settings. Similarly, victim-centered approaches are based on ensuring that victims' rights, voices, and perspectives are incorporated when developing and implementing system-based approaches, which impact crime victims. Crime victim's priorities and needs should be at the center, with an emphasis on client self-determination where appropriate, and assisting victims in making informed choices. Both approaches place priority on restoring the survivor's feelings of safety and security. Programs should safeguard against policies and practices which may inadvertently re-traumatize victims.

Provide a narrative response to each of the following:

Describe the strategies/approaches or evidence-based program that will be used to meet the goals and objectives.

- a. Explain how the selected strategies/approaches or proven effective program fit with the identified problem/need and will lead to achieving the stated goals and objectives.
- b. If adapting a proven effective program to meet your needs, community norm or differing cultures, explain how the core elements of the original research-based intervention will be maintained.
 - i. Structure (how the program is organized and constructed)
 - ii. Content (the information, skills, and strategies of the program)
 - iii. Delivery (how the program is adapted and implemented)
- c. If applicable, applicants should demonstrate how they will incorporate or plan to incorporate the [Recommended Guidelines for a Coordinated Community Response to Adult Sexual Assault](#).
- d. Explain how the selected strategies/approaches or proven effective program applies to the targeted population. Explain how the selected strategies/approaches or proven effective programs are culturally competent/culturally diversified* and how they are trauma-informed.

*Applicants must provide evidence that they have substantial experience working with diverse groups or will partner with an agency with substantial experience if the described project will address an underserved population or a culturally specific group.

B. Implementation Plan (100 points)

The following exhibit must be completed: Exhibit F

1. Implementation Plan (1,000 Word Limit not including exhibits)

This component focuses on the steps that must be taken to put the program strategies/approaches into action. It should include all the elements that will be required to operationalize the strategies for the duration of the grant. The implementation plan should be clear, concise, and provide detailed timeframes for the completion of process objectives.

Implementation Plan Activities

Provide a narrative response to each of the following:

- a. Sequentially list the activities needed to implement the strategies/approaches including timelines and responsibilities as they relate to the achievement of the objectives.
- b. Describe the plan for recruiting and retaining participants/clients.
- c. Describe any anticipated barriers to participation and/or completion and your plans to overcome those barriers.
- d. Develop a set of objectives and performance measures that will be used to measure the effectiveness of the implementation of the selected strategies or evidence-based program (e.g. number of participants attending/completing, participant satisfaction, adequacy of resources, timely completion of activities, etc.).
- e. Describe any training that will be needed for existing and/or new staff. How and when will this training be delivered? Who will deliver the training?
- f. Describe community outreach efforts to underserved racial or ethnic populations, people with disabilities, and individuals who identify as lesbian, gay, bisexual, transgender, queer or questioning, and intersex regarding the availability of sexual violence services.

In addition, applicants who plan to utilize funding for Sexual Assault Response Teams (SARTs) or other similar coordinated community responses to sexual assault must identify the following:

- a. Describe the proposed leadership structure of the SART.
- b. Describe the SART membership and structure; identify representation from law enforcement, prosecutorial agencies and victim service providers.
- c. Outline the plan for regularly scheduled (at least quarterly) multidisciplinary SART meetings.
- d. Describe how the SART will ensure the response to sexual assault is culturally competent and victim centered.
- e. Describe how the SART will ensure that sexual violence victims have access to comprehensive services, including sexual assault forensic exams. Note: Sexual assault forensic exams must be equally available to all victims of sexual assault regardless of their participation with law enforcement.
- f. Describe how the SART will enhance sexual violence investigations with the intent to increase the number of investigations and prosecutions of sexual violence.
- g. Describe efforts to collaborate with regional health care providers to notify victims of the availability of sexual assault exams.

C. Collaborative Elements and Partners (150 points)

1. Collaboration with Partners (1,500 Word Limit no including exhibits)

This section focuses on the applicant's coordination and collaboration with outside agencies and/or contractors. Partnerships can be extremely beneficial for programs as they typically involve the sharing of resources and lead to increased sustainability. Organizations that work as a team can increase their capacity to achieve a greater impact within the community and minimize the duplication of efforts.

Applicants must demonstrate collaboration and describe how they engage stakeholders to ensure that victims are provided with holistic services that are victim-centered and individually tailored. Projects should reflect participation from law enforcement, courts, prosecution and victim services throughout the life of the project.

Provide a narrative response to each of the following:

- a. Identify all partnerships who will be involved in carrying out the Scope of Work identified as well as the roles and responsibilities of these partners.
- b. Describe the level and frequency of partnership contribution to the program and provide a brief history of the collaborative relationship among those partners.
- c. Identify the formal agreement or a Memorandum of Understanding (MOU) to establish and document each partner's commitment. If no formal agreement has been documented, please describe the current status of the partnership.

D. Sustainability Plan (100 points)

1. Organizational Capacity (1,000 Word Limit, not including exhibits)

This section focuses on the steps that must be taken to put the proposed program intervention(s) and/or related assistance into action. It should be detailed and include all the elements that will be required to operationalize the intervention(s) for the duration of the grant. Provide a narrative response to each of the following:

Provide a narrative response to the each of the following:

- a. Describe your organization's capacity to implement and administer the proposed program. Provide examples of experience in implementing and administering related programs and the outcomes of those programs. NOTE: Past performance on any grants from the Governor's Office of Youth, Faith and Family may be taken into consideration in the evaluation of your application.
- b. Describe staff accountabilities and qualifications - both programmatic and fiscal. List how much time each person will spend on the project. Include a brief description of how grants are fiscally administered in your organization. In addition, attach resumes for key individuals (your fiscal person is a key individual) involved in the project or job descriptions for positions to be filled. Provide an organization chart for the project (Exhibit **D**).
- c. Describe any capacity building that will be needed to implement the proposed program. This may include additional resources, establishing or strengthening relationships with collaborators, increasing staff both programmatic and fiscal, adding data or financial systems, and necessary equipment.
- d. Include a brief description of how grants are fiscally administered in your organization.
- e. Describe the organization's success in sustaining programs that were developed and or implemented under other grant programs. Identify how the proposed program will continue beyond the existence of this grant funding. The plan for sustainability should extend beyond simply seeking state, federal or local grant

funding to replace the current grant funding.

E. Goals, Objectives and Performance Measures (200 points)

The following exhibit must be completed: **Exhibit E** (no additional narrative required)

This component captures the broad statements of intent (goals) and the measurable, time- specific outcomes (objectives) that will address the identified problem/needs. Goals are general and should reflect what changes are desired within the community area. Objectives should support the goals and should describe specific changes that will be accomplished within a certain period of time and are able to be measured. It is critical that the goals and objectives are realistic in terms of both time and available resources. It may be necessary to develop intermediate or short-term objectives. It is also important that the goals and objectives be stated or otherwise explained in ways that directly link them to the identified need(s). Process objectives will be addressed in the Implementation Plan (**Exhibit F**)

Performance measures are intended to be a useful tool for program managers to define and communicate the need their program will address and the impact the program will have. The measures provide indicators as to whether the program is having the intended effect. *Outputs* are products of a program's activities. Outputs are expected to lead to desired outcomes, but by themselves do not tell anything about the outcomes. *Outcomes* are changes resulting from outputs.

Applicants who plan to utilize funding for Sexual Assault Response Teams (SARTs) must, at a minimum, include objectives and performance measures which demonstrate how the SART will: schedule/facilitate and coordinate SART meetings; develop/implement sexual violence response protocols; identify training needs and coordinate training; and, conduct community outreach in addition to program specific goals.

Complete Exhibit E to provide a response to each of the following:

- State the goal(s) and rationale for addressing the identified need(s)
- For each goal stated identify an outcome objective with one the following outputs and how it will be measured:
 - Number of individuals (victims) directly served
 - Number of individuals indirectly impacted
 - Number of public education and awareness events
 - Number of materials (i.e. brochures, training manuals, and etc.) handed out at outreach and/or training events
- For each outcome objective:
 - Describe what will change in the targeted population/area (e.g. behavior/attitudes, decrease in risk or increase in protective factors, impact on indicators/statistics, etc.).
 - Quantify how much will change (e.g. increase or decrease in numbers, percentages, etc.).
 - Provide a specific date by which the anticipated change(s) will occur.

For each outcome objective, identify and define the performance measurement, which will be used to measure the effectiveness of the selected activity and explain how this data will be collected or what tools will be used (e.g. number of participants attending/completing, participant satisfaction, adequacy of resources, timely completion of activities, etc.).

Identify how the program will assess progress toward achieving each goal and objective.

F. Evaluation Plan (100 points)

1. Program Evaluation (1,500 Word Limit, not including exhibits)

This section addresses how the program is working and what can be done to make the program more effective. Evaluation should be directly connected to the performance measures listed in Exhibit E and should determine the extent the program has accomplished the stated goals. Provide a narrative response to each of the following:

- a. Identify who will have overall responsibility for monitoring performance measures.
- b. Describe what resources (e.g. personnel, supplies, etc.) will be needed to evaluate the proposed program. The funds dedicated to evaluation should be reflected in the budget.
- c. Describe the plan for evaluating the performance measures including timelines for collecting and analyzing data.
- d. Describe how data will be organized once it has been collected and the procedures that will be put in place to assure the quality of the data (e.g. training for data collectors, data collection forms, timeliness in administering tools).
- e. Describe how the data will be analyzed and utilized.
- f. Describe the plan to use the results of your evaluation to continuously improve the quality of the program throughout the duration of this grant.

G. Budget Alignment (150 points)

1. Resources and Budget

Funding shall be limited to those items specifically listed in the proposed budget and support the scope of work proposed. Total funding may not be modified following award of the contract. After award, requests for line item modifications that do not change the total program funding must be requested in writing. If approval of the change is granted, written authorization from the GOYFF will be provided.

Please Complete Budget Form in eCivis.

- a. List all resources that will be needed to implement and administer the strategies/approaches. These resources may be financial as well as involve curriculum, supplies, space, equipment, etc.
- b. Each successful applicant who is awarded will be required to attend a mandatory grantee orientation. This meeting will be detailed in an award letter. A fiscal representative AND a program representative will be required to attend.

Financial Assessment

If your organization is subject to the audit requirements of 2 CFR Part 200, then attach one copy of your organization's most recently completed Single Audit with the Management Letter, Findings, and Questioned Costs to the completed application.

If your organization is not subject to the audit requirements of 2 CFR Part 200, submit one copy of the most recently completed audit of financial statements, with the Management Letter, Findings, and Questioned Costs.

If your organization is not required to complete an annual financial statement audit, attach one copy of the most recent internally prepared financial statements including a Balance Sheet, Income Statement, and Statement of Cash Flows along with a description of the source of the documents.

Travel Costs

Travel costs are according to the applicant's written policy, but limited to rates allowable for State of Arizona employees per the State's travel policy located at:

Food costs related to travel are allowable at the rates listed in your policy, but limited to the State travel policy.

Unallowable Costs

Incentives and food costs are unallowable. Cash incentives will not be a reimbursable expense under this grant. If incentives are necessary to ensure program effectiveness, an alternative source must be identified to support those costs. The following costs are also unallowable under the Arizona STOP Grant Program: lobbying, fundraising, purchase of real estate, construction, and physical modifications to buildings including minor renovations.

Match

A 25% Match **is** required for the Arizona STOP Grant Program, however there is **no** match requirement for Tribal or Victim Services Applicants. The 25% match is calculated based on the total project costs which are calculated as follows: federal share + match = total project cost. The match requirement is 25% of total project costs, **NOT** only the federal share.

Including match within the budget may be considered a strength in reviewing and scoring your application. If a tribe or victim services provider chooses to include a match in your proposed budget, those funds or in-kind services will be subject to monitoring by the GOYFF. Any use of funds from this grant as a match towards another grant program must be pre-approved in writing by the Governor's Office of Youth, Faith and Family.

V. INSTRUCTIONS FOR COMPLETING APPLICATION

To submit an application, applicants will be required to use eCivis, the State of Arizona's web-based grants system. For instructions on using eCivis please refer to the eCivis Application Submission User Guide. Please complete each of the required fields on the eCivis application form as well as the budget form and upload each of the following required documents in the designated space within eCivis:

- Exhibit A: Offer and Acceptance
- Exhibit B: GOYFF Standard Data Collection Form
- Exhibit C: GOYFF Financial Systems Survey
- Exhibit D: Personnel Staff Overview
- Exhibit E: Goals, Objectives, and Performance Measures
- Exhibit F: Implementation Plan
- Proof of current registration in the Federal System for Award Management. www.sam.gov
- Proof of 501c3 Status - if applicable
- Federally-approved Indirect Cost Agreement - if applicable
- Audit Report of Financial Statements

In addition to the exhibits required to be completed and submitted with your application, the following attachments including *Attachment A: Terms and Conditions*; *Attachment B: Special Instructions to Applicants*; and *Attachment C: Indemnification and Insurance Provisions* are incorporated into this solicitation in their entirety. By submitting an application, the applicant warrants that it has read each of these incorporated terms and conditions and special instructions and agrees to be bound by them in their entirety. In the event of any divergence between this RFGA solicitation and the attached Terms and Conditions, this RFGA solicitation shall control.

The point of contact for this solicitation is Sarah Bean, Procurement Manager. Please address any questions to Sarah at sbean@az.gov

