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and Administration

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## **2021 Services, Training, Officers, Prosecution (STOP) Violence Against Women Act (VAWA)**

**CFDA# 16.588**

**Request for Proposals  
RFP# STOP-21-3**

**Release Date**  
February 26, 2021

**Award Period**  
October 1, 2021 – September 30, 2022

**Amount Available**  
\$1,000,000

**Contact Information**  
For assistance with the requirements of this RFP, 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., April 9, 2021**

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

**STOP/VAWA  
Request for Proposals**

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## 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** program.

Applicants are encouraged to read this entire Application Packet thoroughly before preparing and submitting an application. The Request for Proposal is open to all applicants meeting eligibility requirements.

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

### AVAILABLE FUNDING AMOUNT

\$1,000,000

### AWARD PERIOD

Awards will be made for a twelve (12) month period from October 1, 2021, through September 30, 2022. Awards may be eligible for a one-year (1) continuation dependent upon the availability of funds and the previous year's performance.

### APPLICATION DEADLINE

**Applications must be received via IGS Connect by 11:59 p.m., April 9, 2021.**

Applicants can access IGS Connect at <https://igsconnect.arkansas.gov>. An agency may only submit one application 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.

Please direct all inquiries concerning this Request for Proposal to [IGS.Contact@dfa.arkansas.gov](mailto:IGS.Contact@dfa.arkansas.gov). All questions will be answered within 24 hours and posted to the *Frequently Asked Questions* (FAQ) document weekly. The FAQ document can be found at <https://www.dfa.arkansas.gov/intergovernmental-services/grant-programs/request-for-proposals/>.

## **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 VAWA. VAWA was designed to improve criminal justice system responses to adult and youth victims of domestic violence, sexual assault, human trafficking, 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. STOP 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 communities' capacity to hold offenders accountable for their crimes.

OVW has identified four priority areas for STOP funding. Potential grant recipients are encouraged to develop their projects around the four priority areas.

- 1) Reduce violent crime against women and promote victim safety through investing in law enforcement, increasing prosecution, and promoting effective prevention.
- 2) Empower victims to become survivors by growing them past their vulnerabilities to a place of self-sufficiency.
- 3) Increase efforts to combat stalking.
- 4) Address the specific challenges that rural communities face in responding to domestic violence, dating violence, sexual assault, and stalking.

Applicants are encouraged to submit projects aligned with the State of Arkansas' STOP Implementation Plan.

[https://www.dfa.arkansas.gov/images/uploads/intergovernmentalServicesOffice/2017\\_2020ArkansasSTOPImplementationPlan\\_Approved.pdf](https://www.dfa.arkansas.gov/images/uploads/intergovernmentalServicesOffice/2017_2020ArkansasSTOPImplementationPlan_Approved.pdf)

### **STOP PURPOSE AREAS**

Any 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 sexual assault, domestic violence, dating violence, 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 sexual assault, domestic violence, dating violence, 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 sexual assault, domestic violence, dating violence, 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 crimes of sexual assault, domestic violence, dating violence, and stalking.
5. Developing, enlarging, or strengthening victim services and legal assistance programs, including sexual assault, domestic violence, dating violence, 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, and increasing reporting and reducing attrition rates for cases involving violent crimes against women, including crimes of sexual assault, domestic violence, dating violence, 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 sexual assault, domestic violence, dating violence, 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 sexual assault, domestic violence, dating violence,

or stalking, including recognizing, investigating, and prosecuting instances of such violence or assault and targeting outreach and support, counseling, and other victim services to such older and disabled individuals.

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 assistants (to be known as “Jessica Gonzales Victim Assistants”) in local law enforcement agencies to serve as liaisons between victims of sexual assault, domestic violence, dating violence, 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 sexual assault, domestic violence, dating violence, 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 funding stream 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 law 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); and

- c. the development of such protocols in collaboration with state, tribal, territorial and local victim services providers and domestic violence coalitions.
  - d. Note: Any law enforcement, state, tribal, territorial, or local government agency receiving funding under the Crystal Judson Domestic Violence Protocol Program, and any subgrantee of such an agency, shall (1) receive specialized training, on an annual basis, from domestic violence and sexual assault nonprofit organizations on the topic of incidents of domestic violence committed by law enforcement personnel and (2) provide a report to the Department of the protocol(s) adopted in connection with the Crystal Judson Domestic Violence Protocol Program, including a summary of progress in implementing such protocol(s), once every two years. States and territories must notify and provide OVW with a list of subgrantee recipients awarded STOP funds under the Crystal Judson Domestic Violence Protocol Program and ensure that all subgrantees satisfy the requirements of this paragraph.
14. Developing and promoting state, local, or tribal legislation and policies that enhance best practices for responding to sexual assault, domestic violence, dating violence, 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 sexual assault, domestic violence, dating violence, or stalking, whose ability to access traditional services and responses is affected by their sexual orientation or gender identity, as defined in section 249(c) of title 18 [of the United States Code.]

20. Developing, enhancing, or strengthening prevention and educational programming to address sexual assault, domestic violence, dating violence, 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 most recipients of STOP funding must provide matching funds as follows:

- The State of Arkansas requires a 28% match of total project funds for most sub-recipients.
- VAWA does not require match from applicants funded under the victim services provision or from the state's sexual assault and domestic violence coalitions.
- Matching contributions must be directly related to the subgrant project and cannot be derived from other federal funds unless specifically allowable by DOJ.
- 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 person who have suffered harm in intervening to assist victims in distress or to prevent victimization.

**Dating Violence** – violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship; the type of relationship; and the frequency of interaction between the persons involved in the relationship.

**Domestic Violence** - domestic violence includes felony or misdemeanor crimes of violence (including threats or attempts) committed:

- (i) By a current or former spouse of the victim;
- (ii) By a person with whom the victim shares a child in common;
- (iii) By a person who is co-habiting with or has co-habited with the victim as a spouse;
- (iv) By a person similarly situated to a spouse of the victim under domestic or family violence laws of the state; or
- (v) By any other adult person against a victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction receiving grant monies. Section 2003(1). 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** – The term *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: examination of physical trauma, determination of penetration or force, patient interview, and collection and evaluation of evidence.*

**Human Trafficking** – a crime that involves exploiting a person for labor, services, or commercial sex. The Trafficking Victims Protection Act of 2000 and its subsequent reauthorizations define human trafficking as:

- a) Sex trafficking in which a commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such act has not attained 18 years of age; or
- b) The recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery. (22 U.S.C. § 7102(9)).

**Sexual Assault** – any nonconsensual sexual act proscribed by Federal, tribal, or State law, including when the victim lacks capacity to consent.

**Stalking** – engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress.

**Targeted Services** – services provided by STOP grant funds that are any efforts that

- 1) respond to the emotional and physical needs of crime victims;
- 2) assist primary and secondary victims of crime to stabilize their lives after victimization;
- 3) assist victims to understand and participate in the criminal justice system; and
- 4) provide victims of crime with a measure of safety and security such as boarding-up broken windows and replacing or repairing locks.

**Supplanting** – to deliberately reduce State or local funds because of the existence of Federal funds. For example, when State funds are appropriated for a stated purpose and Federal funds are awarded for that same purpose, the State replaces its State funds with Federal funds, thereby reducing the total amount available for the stated purpose. 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. The limited STOP funds are not intended to replace local funds or other state and federal funds.

## **RESOURCES**

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

**DOJ Financial Guide:** [https://ojp.gov/financialguide/doj/pdfs/DOJ\\_FinancialGuide.pdf](https://ojp.gov/financialguide/doj/pdfs/DOJ_FinancialGuide.pdf)

**STOP FAQs:** <https://www.justice.gov/ovw/page/file/1008816/download#%20FAQ%20-%20STOP%20Formula%20Grants>

**State of Arkansas STOP Implementation Plan:**

[https://www.dfa.arkansas.gov/images/uploads/intergovernmentalServicesOffice/2017\\_2020ArkansasSTOPImplementationPlan\\_Approved.pdf](https://www.dfa.arkansas.gov/images/uploads/intergovernmentalServicesOffice/2017_2020ArkansasSTOPImplementationPlan_Approved.pdf)

**DFA Subgrant Administration Guide:** <https://www.dfa.arkansas.gov/intergovernmental-services/grant-programs/resources/subgrant-administration-guide>

## 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, including
    - i. Faith Based organizations and
    - ii. 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, OJP 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 services.
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 project are required for most STOP-funded projects. All funds designated as match are restricted to the same uses as the STOP funds and must be expended within the grant period. Match must be provided on a project-by-project basis.
6. **Volunteers** – Subgrantees are strongly encouraged to use volunteers in the provision of services.
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 multi-disciplinary 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, current 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 activities; 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.
10. **Maintain Civil Rights Information** – Maintain statutorily required civil rights statistics on victims served by race, national origin, sex, age, and disability, by 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 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 victims at no charge.

## **ELIGIBLE ORGANIZATIONS**

Eligible organizations are those that are operating programs and projects which develop and strengthen effective law enforcement and prosecution strategies to combat violent crimes against women, and to develop and strengthen victim services in cases involving violent crimes against women. These include:

- ✓ Non-profit organizations established for the sole purpose of providing direct services to victims;
- ✓ Non-profit organizations that do not currently provide services to crime victims, but desire an expansion of services that would encompass serving victims;
- ✓ Non-profit organizations that offer a variety of services, including those that address the needs of 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.;
- ✓ Indian Tribal governments

## **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. 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. Turnaround time from submission of reimbursement request to deposit in the subgrant organization's account may vary from 10 to 15 days;
10. In determining federal investments, an organization's access to alternative financial support and its long-term business plan must be considered. Wise investments yield maximum results; therefore, thought will be given to the organization's ability to someday continue project initiatives without the use of federal funds;
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. Remember, projects that last are led by organizations who know where they want to go and have thoughtfully mapped out a plan for getting there. By embracing your role as advocates, and developing organized and vocal support, the issues you wish to address are kept on the community's agenda. Operating in a vacuum is a guaranteed way to endure failure;
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;
13. Matching contributions must be directly related to the subgrant project and cannot be derived from other federal funds unless otherwise allowed by DOJ. Once budgeted within a subgrant, 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, except with explicit statutory authorization
- Fundraising
- Purchase of real property
- Physical modifications to buildings, including minor renovations (such as painting or carpeting) and
- Construction

## **PROHIBITING SUPPORT FOR ACTIVITIES THAT COMPROMISE VICTIM SAFETY AND RECOVERY AND UNDERMINE OFFENDER ACCOUNTABILITY**

The following activities have been found to jeopardize victim safety, deter or prevent physical or emotional healing for victims, or allow offenders to escape responsibility for their actions; and therefore, STOP funds may not be used to support these activities:

1. 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;
2. Procedures or policies that compromise the confidentiality of information and/or privacy of persons receiving OVW-funded services;
3. Procedures or policies that require victims to take certain actions (e.g., seek an order of protection, receive counseling, participate in couples counseling or mediation, report to law enforcement, seek civil or criminal remedies, etc.) in order to receive services;

4. Procedures or policies that fail to include conducting safety planning with victims;
5. 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;
6. The use of pre-trial diversion programs without prior OVW review and approval of the program or the automatic placement of offenders in such programs;
7. 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;
8. Offering or ordering anger management programs for offenders as a substitute for batterer's intervention programs;
9. Policies or procedures that require victims to report the crime to law enforcement, participate in the criminal justice system, or seek a protection or restraining order against the offender, and penalize them for failing to do so;
10. 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;
11. Requiring survivors to meet restrictive conditions in order to receive services (e.g. background checks of victims; clinical evaluations to determine eligibility for services; etc.) or other screening processes that elicit information that is not necessary for services, such as questions about immigration status, gender identity, sexual orientation, disability, physical or mental health, and work or criminal history that the service provider does not need to know about to provide services safely;
12. Relying on batterer intervention programs that do not use court monitoring to hold batterers accountable for their behavior;
13. Policies and procedures that fail to account for the physical safety of victims;
14. 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. See also the U.S. Department of Housing and Urban Development for guidance on how such ordinances and addenda may violate the Fair Housing Act; and
15. 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.

**This list is not exhaustive. Any activities that may compromise victim safety and recovery or undermine offender accountability are not allowable.**

## **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. 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 in order 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 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 may be shared in order to comply with reporting, evaluation, or data-collection requirements of any program.

**MANDATORY REPORTING** – Nothing in this section prohibits compliance with legally mandated reporting of abuse or neglect.

## CONFLICTS OF INTEREST

Non-federal entities are required to use Federal funds in the best interest of the award program. Decisions related to these funds must be free of undisclosed personal or organizational conflicts of interest, both in fact and in appearance. Non-federal entities are required to disclose in writing any potential conflict of interest to the awarding agency or pass-through entity, as applicable. See 2 C.F.R. § 200.112.

- **Conflict in Fact.** In the use of award funds (direct or indirect), a recipient or subrecipient should not participate in any decisions, approval, disapproval, recommendations, investigation decisions, or any other proceeding concerning any of the following people or groups:
  - An immediate family member;
  - A partner;
  - An organization in which they are serving as an officer, director, trustee, partner, or employee;
  - Any person or organization with whom they are negotiating or who has an arrangement concerning prospective employment, has a financial interest, or for other reasons can have less than an unbiased transaction with the recipient or subrecipient.
  
- **Conflict in Appearance.** In the use of award funds, recipients and subrecipients should avoid any action which might result in, or create the appearance of:
  - Using an official position for private gain;
  - Giving special treatment to any person;
  - Losing complete independence or objectivity;
  - Making an official decision outside official channels; or
  - Affecting negatively 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.

## INDIRECT COST RATE AGREEMENT (if applicable)

Applicants that intend to charge indirect costs through the use of an indirect cost rate must have a federally-approved indirect cost rate agreement. Please submit a copy of a current, signed federally-approved indirect cost rate agreement to [IGS.Contact@dfa.arkansas.gov](mailto:IGS.Contact@dfa.arkansas.gov). Applicants that have never received a federally-approved indirect cost rate may elect to charge a de minimis rate of 10% of modified total direct costs which may be used indefinitely. This includes state, local, and tribal governments that have never negotiated an indirect cost rate with the federal government and receive less than \$35 million in direct federal funding per year.

## **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 and annual 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.

## **SUITABILITY TO INTERACT WITH MINORS**

Recipients of STOP funds that will work with individuals under the age of 18 must make determinations of suitability before certain individuals may interact with participating minors. This requirement applies regardless of an individual's employment status. The details of the requirement are posted on the OVW website at <https://www.justice.gov/ovw/award-conditions> (Award Condition: Determination of suitability, for certain individuals who may interact with participating minors), and are incorporated by reference here.

## **POLICY FOR RESPONSE TO WORKPLACE-RELATED INCIDENTS OF SEXUAL MISCONDUCT, DOMESTIC VIOLENCE, AND DATING VIOLENCE**

Recipients of STOP funds must have a policy or issue a policy within 270 days of the award date, to address workplace-related incidents of sexual misconduct, domestic violence, and dating violence involving an employee, volunteer, consultant, or contractor. The details of this requirement are posted on the OVW website at <https://www.justice.gov/ovw/award-conditions> (Award Condition: Policy for response to workplace-related sexual misconduct, domestic violence, and dating violence), and are incorporated by reference here.

## IMPORTANT DATES & DEADLINES

DATE	EVENT
February 26, 2021	SOLICITATION posted on Department of Finance & Administration, Office of Intergovernmental Services (DFA-IGS) website, area newspapers, and emailed to interested applicants
March 8, 2021  March 9 <sup>th</sup> and March 10 <sup>th</sup> , 2021 9:30 a.m. -11: a.m.	SOLICITATION TECHNICAL ASSISTANCE Workshops  SITE: Via Zoom  Email <a href="mailto:IGS.Contact@dfa.arkansas.gov">IGS.Contact@dfa.arkansas.gov</a> with the email address for attendees and the date of the workshop you plan to attend. A Zoom invitation will be sent to the email address prior to the workshop date.
February 23 – April 2, 2021	Written questions regarding the announcement can be submitted by e-mail to the Program Manager.  <b>E-mail:</b> <a href="mailto:IGS.Contact@dfa.arkansas.gov">IGS.Contact@dfa.arkansas.gov</a>  Submitted questions will be posted to the Frequently Asked Questions (FAQ) section on the DFA-IGS website <a href="https://www.dfa.arkansas.gov/intergovernmental-services/grant-programs/request-for-proposals/">https://www.dfa.arkansas.gov/intergovernmental-services/grant-programs/request-for-proposals/</a>
<b>April 9, 2021</b>	<b>APPLICATION SUBMISSION DEADLINE – 11:59 p.m.</b>
April 13 – June 15, 2021	Proposal Review & Selection
June 16 – August 13, 2021	Consultations, Appeals, & Award Acceptance
August 16 – September 24, 2021	<b>MANDATORY GRANT TRAINING – Via Zoom</b> <b>Specific dates and times to be determined</b>
October 1, 2021	Project start date

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

**PROPOSAL DEADLINE: Friday, April 9, 2021 at 11:59 p.m.**

## GRANT APPLICATION INSTRUCTIONS

Applications for funding must be submitted online via the 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/Highest Ranking 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

#### Authorized Official/Highest Ranking Official Contact Information

- A. Time-Sensitive Communication: Provide contact information for the Authorized Official/Highest Ranking Official in the event that an issue arises that needs his or her immediate attention. Press the **Save** button after any changes are made.

#### Project Summary

##### Questions 1 – 7

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

- 8) **Applicant Type**  
Select the type of organization 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 (e.g. STOP, VOCA, FVPSA, etc.)
- 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 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** – All projects funded under this RFP will be considered new projects.
- b) **EXPAND/ENHANCE EXISTING PROJECT** –The project is an existing one funded by another source and the applicant is requesting additional funding 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.

## ATTACHMENTS

The following attachments must be submitted with your application. If an application is missing any of the attachments, you will not be able to submit an application

- 21) 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. Since the form will need to be signed by the Authorized Official, the forms will need to be scanned to your computer and uploaded to IGS Connect.

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 SATE 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.

- 22) Program Policies & Procedures:** Upload the organization’s internal policies and procedures regarding personnel, work protocol, and activity accountability.

- 23) Financial Policies & Procedures:** Upload the organization’s internal policies and procedures regarding proper accounting and financial accountability.

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.

## Project Narrative

Be sure to address each category in this section. The entire project narrative contains eight (8) sections and **EACH SECTION** cannot exceed **4,000 characters including spaces**.

You are encouraged to complete each section in Microsoft Word or another word processing program prior to inputting the narrative into IGS Connect. This will allow you the opportunity to utilize tools available through MS 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 be copied from MS Word and pasted into IGS Connect and still maintain any formatting completed in MS 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. Think of this section as your “elevator speech” – if you only had less than two minutes to tell someone about your project, what would you say?

## **NEEDS ASSESSMENT**

The needs assessment establishes the problem 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 problem that the project will address.

In addition to clearly defining the problem, 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, LGBTQ, 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 will be 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.

Briefly describe best practices or evidence-based activities that will be used for this project.

Project activities should be clearly reflected in the 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 of the utmost importance 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 its 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.

This section provides the applicant an opportunity to "sell" their project as a wise investment. 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.

The organization's submitted sustainability plan will be reviewed and included in the Special Conditions section of the sub-grant agreement if the project is funded.

## **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.

## **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 will 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 for determining the success or failure of an objective can include the following: 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.

### **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 breakdown 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 times 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. The maximum allowed rate to be allocated to federal funds is 5%. The maximum is based on the limit for state agencies.

An organization's SUI rate is also unique. The SUI rate is established by the Arkansas Department of Workforce Services. The maximum allowed rate to be allocated to federal funds

is 3% of the first \$7,000 of an employee's salary. The maximum is based on the limit for state agencies.

### **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.

Payments made directly to employees are not an allowable expenditure. 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 15.32% with anything above being eligible to be used as match.

### **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. Cash match includes cash spent for project-related costs. In-kind match includes, but is not limited to, the valuation of non-cash contributions. In-kind may be in the form of services, supplies, real property, and equipment.

*Volunteers* –As previously mentioned, organizations may utilize volunteers in the delivery of the proposed project. 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 dollar value assigned to volunteers has been established by DFA-IGs as \$25.43 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.

**Other Expenses:** Any additional expenses that do not fall into one of the previously mentioned categories can go into the Other Expenses category. Expenses within this category will be reviewed by DFA-IGS to ensure they are properly categorized and are in-line with the scope of the project and do not violate any of the funding source’s rules.

If additional lines are needed, press “**Save**” and additional lines will appear.

## **Submitting the Application**

After you have completed all of the application’s forms and uploaded the attachments, you are ready to submit the applications 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 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 that your application has been submitted and ready for review.

**Applications must be submitted via IGS Connect no later than 11:59 p.m., April 9, 2021.** Proposals cannot be submitted after this date and time. 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 hours 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.** 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 several reviews. These reviews assist DFA-IGS in making funding recommendations which enhance the State of Arkansas' 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. If 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 BOARD:** Pursuant to state law, DFA-IGS' advisory board 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 evaluate applications.
- 4) **ADMINISTRATIVE REVIEW:** The DFA-IGS Administration will make final determination on which applications will be funded based on recommendations from DFA-IGS staff, the Advisory Board, and the Review Committee.

### DETERMINATION NOTIFICATION

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

### APPEALS

Denied applicants may request reconsideration by sending a request to appeal to [igs.contact@dfa.arkansas.gov](mailto:igs.contact@dfa.arkansas.gov) within five (5) working days following their receipt of the denial notification. Reconsideration requests are limited to the reason documented in the denial letter. DFA-IGS will issue a final determination after appeals are reviewed. Final determinations are not subject to further appeal.

## **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 five (5) working days following the receipt of the award notification.

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 organization 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 conditions 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.

## **QUESTIONS**

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