

Governor's Office for Children, Youth and Families

STOP Violence Against Women Formula Grant

Request for Grant Application (RFGA)

ST-WSG-15-010115-00

<p><u>DEADLINE</u></p>	<p>Applications shall be submitted on or before 3:00 p.m. (Arizona time) on <i>September 29, 2014</i> at the Governor's Office for Children, Youth, and Families, 1700 W. Washington, Suite 230, Phoenix, AZ 85007. <u>TELEFAXED, ELECTRONIC OR LATE APPLICATIONS WILL NOT BE ACCEPTED.</u> Please mail or deliver one (1) original document marked "ORIGINAL" and eight (8) copies.</p>
<p><u>PRE-APPLICATION CONFERENCE</u></p>	<p>Prospective applicants are encouraged to attend a conference on August 22, 2014 at 10:00 a.m. (Arizona time) at the State Capitol, Executive Tower, 1700 West Washington, Grand Canyon Conference Room (Basement Level), Phoenix, AZ. The purpose of the meeting is to discuss and clarify this Request for Grant Application.</p>
<p><u>PROCUREMENT GUIDELINES</u></p>	<p>In accordance with A.R.S. § 41-2701, competitive sealed grant applications for the services specified within this document will be received by the Governor's Office for Children, Youth and Families at the above specified location until the time and date cited. Grant applications received by the correct time and date will be opened and the name of each applicant will be publicly read.</p> <p>Grant applications must be submitted in a sealed envelope with the Grant Application Number and the applicant's name and address clearly indicated on the envelope. Additional instructions for preparing a grant application are included within this document.</p> <p>Applicants are strongly encouraged to carefully read the entire Request for Grant Application document.</p>
<p><u>CONTRACT INFORMATION</u></p>	<p>GRANT TITLE: STOP Violence Against Women Formula Grant</p> <p>CONTRACT TYPE: Cost Reimbursement Sub-Grant</p> <p>CONTRACT TERM: The term of the contract shall commence on January 1, 2015 and shall remain in effect until December 31, 2015 unless terminated, canceled or extended as otherwise provided herein.</p>
<p><u>CONTACT INFORMATION</u></p>	<p>Sarah Bean Governor's Office for Children, Youth and Families Procurement Manager Fax: (602) 542-3423 Email: sbean@az.gov</p>
<p><u>AMENDMENTS</u></p>	<p>It is the sole responsibility of applicants to check the Governor's website for any amendments to this RFGA, http://gocyf.az.gov/Grants.asp</p>

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Janice K. Brewer
Governor

State of Arizona
Governor's Office for Children, Youth and Families

Tammy B. Paz-Combs
Director

OFFER AND ACCEPTANCE FORM (SPO FORM 203)

TO THE GOVERNOR'S OFFICE FOR CHILDREN, YOUTH AND FAMILIES:

The Undersigned hereby agrees, if awarded a grant, to all terms, conditions, requirements and amendments in this solicitation document and any written exceptions, as accepted by the Governor's Office for Children, Youth and Families, in the application.

Arizona Transaction (Sales) Privilege Tax License No.:

Name of Point of Contact Concerning this Application:

Name: _____

Federal Employer Identification No.:

Phone: _____ Fax: _____

E-Mail: _____

Name of Applicant

Signature of Person Authorized to Sign Offer

Address

Printed Name

City

State

Zip

Title

CERTIFICATION

By signature in the Offer section above, the Applicant certifies:

1. The submission of the application did not involve collusion or other anti-competitive practices.
2. The applicant shall not discriminate against any employee or applicant for employment in violation of Federal Executive Order 11246, State Executive Order 2009-9 or A.R.S. §§ 41-1461 through 1465.
3. The applicant has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted offer. Failure to provide a valid signature affirming the stipulations required by this clause shall result in rejection of the offer. Signing the offer with a false statement shall void the offer, any resulting contract and may be subject to legal remedies provided by law.

ACCEPTANCE OF APPLICATION

The Application is hereby accepted.

The Applicant is now bound to perform as stated in the attached grant application, and based upon the RFGA solicitation document, including all terms, conditions, requirements, amendments, etc., and the Applicant's grant application as accepted by the State.

This grant shall henceforth be referred to as Grant No. _____.

The effective date of the Contract is _____.

The Applicant has been cautioned not to commence any billable work or to provide any material or service under this contract until Applicant receives a purchase order, contract release document or written notice to proceed.

State of Arizona

Awarded this _____ **day of** _____ **20** _____

Sarah Bean, Procurement Manager

What is Governor's Office for Children, Youth & Families?

The Governor's Office for Children, Youth & Families (GOCYF) provides resources, promotes citizen engagement and leads innovative projects to strengthen and empower families and communities. To achieve the Governor's vision for healthy communities, the office is organized into several areas: Children, Community and Youth Development, Substance Abuse Policy and Women. Experienced and knowledgeable professionals with expertise in their particular areas staff each area and act as resources to our funded partners.

The GOCYF acts as a catalyst for overall systems changes. Our commissions advise and monitor initiatives and grant programs. The GOCYF convenes numerous commissions, councils and task forces which include: the Arizona Parents Commission on Drug Education and Prevention, the Arizona Substance Abuse Partnership, the Arizona Juvenile Justice Commission, the Arizona Human Trafficking Council, the Governor's Commission to Prevent Violence Against Women, the Governor's Commission on Service and Volunteerism and the Governor's Youth Commission. To achieve its goal of community participation and inclusiveness, the commissions and councils are composed of diverse people representing a variety of geographic areas, ethnicities, interests, and professions.

What is the STOP Violence Against Women Formula Grant Program?

INTRODUCTION

The STOP (Services • Training • Officers • Prosecutors) Violence Against Women Formula Grant Program (STOP) was authorized through the Violence Against Women Act (VAWA) signed into law by President Clinton in 1994. It 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 VAWA is to promote a coordinated, multi-disciplinary approach to improving the criminal justice system's response to violent crimes against women. VAWA 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.

The U.S. Department of Justice, Office on Violence Against Women (OVW) administers the STOP Program nationally according to the statutory formula (as amended by VAWA 2000, VAWA 2005 and VAWA 2013). Each state and territory receives a base amount of \$600,000 and remaining funds are distributed based on population. Each state must allocate the award amount using the following categories:

- 25% of STOP Program funds for law enforcement programs,
- 25% for prosecution programs,
- 30% for nonprofit, non-governmental victim services programs (of which at least 10% shall be distributed to culturally specific community-based organization, and
- 5% to state and local court programs (including juvenile).
- The remaining 15% is allocated per each state's discretion, within the parameters of the VAWA.
- Not less than 20% of the total amount granted to a State shall be allocated for programs or projects in two or more allocations listed above (law enforcement, prosecution, victim service and courts) that meaningfully address sexual assault, including stranger rape, acquaintance rape, alcohol or drug-facilitated rape, and rape within the context of an intimate partner relationship.

FEDERAL REQUIREMENTS

The goal of the STOP Violence Against Women Formula Grant Program is to encourage states to develop and implement a coordinated, multidisciplinary partnership between courts, victim advocates, service providers, prosecution and law enforcement for the purpose of reducing crimes against women and enhancing victim services.

Arizona must annually certify to the following in order to receive and maintain STOP funds:

1. All out-of-pocket costs of forensic medical examinations for victims of sexual assault will be paid by the state, local, or another governmental entity. States cannot require sexual assault victims to participate in the criminal justice system or cooperate with law enforcement in order to be provided with a forensic exam.
2. By March 7, 2016, the State, Indian tribal government, unit of local government or another governmental entity must coordinate with health care providers to notify victims of sexual assault of the availability of rape exams at no cost to the victims.
3. In connection with the prosecution of any misdemeanor or felony domestic violence, dating violence, sexual assault, or stalking offense, or in connection with the filing, issuance, registration, modification, enforcement, dismissal, withdrawal or service of a protection order, or a petition for a protection order, to protect a victim of domestic violence, dating violence, sexual assault, or stalking, that the victim bear the costs associated with the filing of criminal charges against the offender, or the costs associated with the filing, issuance, registration, modification, enforcement, dismissal, withdrawal or service of a warrant, protection order, petition for a protection order, or witness subpoena, whether issued inside or outside the State, tribal, or local jurisdiction.
4. Judicial administrative policies and practices include notification to domestic violence offenders of the requirements delineated in 18 U.S.C. § 922(g)(8) and (g)(9), and any applicable related Federal, State, or local laws.
5. No law enforcement officer, prosecuting officer or other government official shall ask or require an adult, youth, or child victim of an alleged sex offense as defined under federal, tribal, state, territorial, or local law to submit to a polygraph examination or other truth telling device as a condition for proceeding with the investigation of such an offense. Under 42 U.S.C. § 3796gg-8(b), the refusal of a victim to submit to a polygraph or other truth telling examination shall not prevent the investigation, charging, or prosecution of an alleged sex offense by a state, Indian tribal government, territorial government, or unit of local government.

Violence Against Women Act Non-Discrimination Provision

The Violence Against Women Reauthorization Act of 2013 added a new civil rights provision that applies to all OVW grant awards made as of October 1, 2013. This provision prohibits OVW grantees and Grantees from excluding, denying benefits to, or discriminating against any person on the basis of actual or perceived race, color, religion, national origin, sex, gender identity, sexual orientation, or disability in any program or activity funded in whole or in part by OVW. An FAQ is available on this new requirement at the following website <http://gocyf.az.gov/GrantInfo/SVAWG.asp>.

Confidentiality

All contractors must forward to the Governor's Office for Children, Youth and Families any written policies they have 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. Any Grantee that does not already have such policies must develop them within 60 days of receipt of grant funds and forward a copy of these written policies to the Governor's Office for Children, Youth and Families once created.

Grantees must demonstrate that these policies were developed in close collaboration with domestic violence or sexual assault victim service programs within their communities. All Grantees must demonstrate that the policies they have adopted comply with the confidentiality and privacy rights and obligations created by any federal or state law, court rules, or rules of professional conduct applicable to the work performed by the Grantee.

Annual Progress Report

Grantees must cooperate and support the collection of data (the Office on Violence Against Women Annual Progress Report) available on-line at <http://muskie.usm.maine.edu/vawamei/stopformulamain.htm>. Please review the Office on Violence Against Women Annual Progress Report to ensure that the proposed project can meet the federal data reporting requirements.

Activities That May Compromise Victim Safety

Ensuring victim safety is the guiding principle underlying the STOP Program. Experience has shown that certain practices may compromise victim safety and recovery rather than enhance it. Certain responses by the authorities may have the effect of minimizing or trivializing the offender's criminal behavior.

Accordingly, consistent with the goals of ensuring victim safety, deter or prevent physical or emotional healing for victims, and holding perpetrators accountable for their criminal conduct, grant funds may not be used to support activities that may compromise victim safety and recovery such as the following:

- Sharing confidential victim information with outside organizations and/or individuals without the documented consent of the victim;
- Offering perpetrators the option of entering pre-trial diversion programs;
- Requiring mediation or counseling for couples as a systemic response to domestic violence or sexual assault, or in situations in which child sexual abuse is alleged;
- Requiring victims to report sexual assault, stalking, or domestic violence crimes to law enforcement or forcing victims to participate in criminal proceedings;
- Relying on court-mandated batterer intervention programs that do not use the coercive power of the criminal justice system to hold batterers accountable for their behavior;
- Supporting policies that deny individuals access to services based on their relationship to the perpetrator;
- Supporting policies or engaging in practices that impose restrictive conditions to be met by the victim in order to receive services (e.g., attending counseling, seeking an order of protection);
- Procedures that would penalize or impose sanctions on victims of domestic violence or sexual assault for failure to testify against the abuser and/or the perpetrator—procedures that provide victims the opportunity to make an informed choice about whether to testify are encouraged;
- Placing of batterers in anger management programs; and
- Procedures or policies that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on their actual or perceived 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.

Federal Program Purpose Areas

STOP Formula Program funds are intended for use by states and territories; state, local, and tribal courts (including juvenile courts); Indian tribal governments; units of local government; and nonprofit, nongovernmental victim services programs, including community-based organizations. Program or projects must meet one or more of the following statutory purpose areas (42 U.S.C. § 3796gg(b)).

1. Training law enforcement officers, judges, other court personnel, and prosecutors to more effectively identify and respond to violent crimes against women, including the crimes of sexual assault, domestic violence, stalking, and dating violence, including the use of nonimmigrant status under subparagraphs (U) and (T) 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, dating violence, stalking, and domestic violence.
3. Developing and implementing more effective police, court, and prosecution policies, protocols, orders, and services specifically devoted to preventing, identifying, and responding to violent crimes against women, including the crimes of sexual assault, dating violence, stalking, and domestic violence, as well as the appropriate treatment of victims.
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, dating violence, stalking, and domestic violence.

5. Developing, enlarging, or strengthening victim services and legal assistance programs, including sexual assault, domestic violence, stalking, and dating violence programs, developing or improving delivery of victim services to underserved populations, providing specialized domestic violence court advocates in courts where a significant number of protection orders are granted, and increasing reporting and reducing attrition rates for cases involving violent crimes against women, including crimes of sexual assault, dating violence, stalking, and domestic violence.
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, dating violence, stalking, and domestic violence.
7. Supporting formal and informal statewide, multidisciplinary efforts, to the extent not supported by State funds, to coordinate the response of state law enforcement agencies, prosecutors, courts, victim services agencies, and other state agencies and departments, to violent crimes against women, including the crimes of sexual assault, domestic violence, stalking, and dating violence.
8. Training of sexual assault forensic medical personnel examiners in the collection and preservation of evidence, analysis, prevention, and providing expert testimony and treatment of trauma related to sexual assault.
9. Developing, enlarging, or strengthening programs to assist law enforcement, prosecutors, courts, and others to address the needs and circumstances of older and disabled women who are victims of domestic violence, dating violence, stalking, or sexual assault, 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 domestic violence, dating violence, sexual assault, and stalking and personnel in local law enforcement agencies in order to improve the enforcement of protection orders. Jessica Gonzales Victim Assistants shall have expertise in domestic violence, dating violence, sexual assault, or stalking and may undertake the following activities—
 - (A) developing, in collaboration with prosecutors, courts, and victim service providers, standardized response policies for local law enforcement agencies, including the use of evidence-based indicators to assess the risk of domestic and dating violence homicide and prioritize dangerous or potentially lethal cases;
 - (B) notifying persons seeking enforcement of protection orders as to what responses will be provided by the relevant law enforcement agency;
 - (C) referring persons seeking enforcement of protection orders to supplementary services (such as emergency shelter programs, hotlines, or legal assistance services); and
 - (D) taking other appropriate action to assist or secure the safety of the person seeking enforcement of a protection order.
13. Providing funding to law enforcement agencies, victim services providers, and state, tribal, territorial, and local governments (which funding stream shall be known as the Crystal Judson Domestic Violence Protocol Program) to promote—
 - (A) the development and implementation of training for local victims of 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.

Note: Any law enforcement, state, tribal, territorial, or local government agency receiving funding under the Crystal Judson Domestic Violence Protocol Program shall, on an annual basis, receive additional training on the topic of incidents of domestic violence committed by law enforcement personnel from domestic violence and sexual assault nonprofit organizations and, after a period of two years, provide a report of the adopted protocol to the Department, including a summary of progress in implementing such protocol. As such, states and territories are responsible for ensuring that each Grantee receiving funds under this purpose area will receive the required annual training. States are also responsible for ensuring that Grantees submit their two-year report to the Department. States and territories must notify and provide OVW with a list of Grantee recipients awarded STOP funds under the Crystal Judson Domestic Violence Protocol Program.

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

Delivery of Legal Assistance

Any grantee or sub grantee providing legal assistance with funds awarded under this program shall certify in writing that:

- (1) any person providing legal assistance with funds through this program

- (A) has demonstrated expertise in providing legal assistance to victims of domestic violence, dating violence, sexual assault, or stalking in the targeted population; or
 - (B) (i) is partnered with an entity or person that has demonstrated expertise described in subparagraph (A); and
(ii) 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;
- (2) any training program conducted in satisfaction of the requirement of paragraph (1) 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 local law enforcement officials;
- (3) 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; and
- (4) the grantee'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.

No stand alone legal assistance contracts for housing, family law, public benefits, and other similar matters will be awarded (this does not include providing assistance in immigration matters). Funds awarded for legal assistance will only be allowed with the certification detailed above and in collaboration with a non-profit victim service provider, including a Memorandum of Understanding (MOU).

For a sample letter, see <http://www.ovw.usdoj.gov/docs/sample-cert-letter.pdf>.

Federal Interest Areas

The emphasis of the STOP Program continues to be on the implementation of comprehensive strategies addressing violence against women that are sensitive to the immediate and long-term needs and safety of victims and hold offenders accountable for their crimes. States and Territories should seek to carry out these strategies by forging lasting partnerships between the victim advocacy organizations and the criminal justice system and by encouraging communities to look beyond traditional resources. States and Territories should also look to new partners, including community-based organizations, to respond more vigorously to sexual assault, domestic violence, dating violence, and stalking crimes.

In shaping the overall STOP strategies States and Territories are encouraged to develop and support projects that:

- Retain core services to victims;
- Increase support for sexual assault, including services, law enforcement response and prosecution;
- Increase support for underserved populations, particularly communities of color, in a culturally appropriate manner, with a special emphasis on African-American, tribal and LGBT communities;
- Increase the use of promising or evidence-building practices, where available;
- Support core services for victims of sexual and domestic violence, particularly support for rape crisis centers and domestic violence shelters;
- Provide culturally-specific services and training to underserved communities based on factors such as race, ethnicity, language, sexual orientation, or gender identity;
- Provide basic and advanced training to tribal law enforcement and tribal courts regarding services for victims in tribal communities;
- Provide comprehensive training to victim services, law enforcement, prosecution, and court

personnel on sexual assault, to encourage increased reporting, arrest and successful prosecution of perpetrators;

- Support Full Faith and Credit training for tribes, states and territories; and implement evidence-based risk/danger assessments to identify and prioritize victims who are considered to be in relationships with a high risk of lethality.

Use of Funds

Funded projects can provide services to youth ages 11 to 24 and adults aged 25 and older. STOP Grant funds may be used for projects that serve or focus on youth and adults who are victims of domestic violence, dating violence, sexual assault, or stalking. In general, STOP funded projects must be adults or youth as the primary focus.

Applicants may not use any OVW funds to conduct research. However, up to three percent of the applicant's budget may be allocated for the purpose of assessing the effectiveness of funded activities. For example, funds may be used to conduct pre- and post-testing of training recipients or for victim satisfaction surveys. In conducting such testing or surveys, grantees may not collect, analyze or disseminate any information that would disclose the identity of an individual.

Unallowable Activities

The following is a list of activities that are unallowable and cannot be supported by STOP Grant funding:

- Lobbying (as defined in 31 U.S.C. § 1352, not to include 42 U.S.C. § 13925 (b)(3))
- Fundraising
- Purchase of real property
- Construction
- Physical modifications to buildings, including minor renovations (such as painting or carpeting)
- Research
- Purchase of standard issued law enforcement items (uniforms, vests, weapons, etc.)
- Vehicles
- Chemical dependency or alcohol abuse programs that are not an integral part of a court-mandated batterer intervention program

What is the Funding Source for this Grant?

The U.S. Department of Justice, Office on Violence Against Women (OVW), Violence Against Women Act (VAWA) as amended by VAWA 2000, VAWA 2005 and VAWA 2013, 42 U.S.C. § 3796gg through 3796gg-8, CFDA #16.588.

Who is Eligible to Apply for this Funding Opportunity?

The following Arizona entities are eligible to apply for the STOP Violence Against Women Formula Grant:

- Non-profit 501(c)(3), non-governmental community-based victim service organizations
- Offices and agencies of state government
- Units of local government
- Tribal governments

The STOP Grant is broken into different program areas, the following details allowable applicants in each area:

- Law Enforcement – Funding must go towards or benefit law enforcement efforts and activities (state, local, or tribal law enforcement agencies; or non-profit victim services working with law enforcement)
- Prosecution – Funding must go towards or benefit prosecution efforts and activities (state, local, or tribal prosecution agencies; or non-profit victim services working with prosecution)
- Courts – Funding can only be awarded to courts (state, local or tribal including juvenile)
- Victim Services – Funding can only be awarded to non-profit, non-governmental victim service providers

The Department of Justice has defined a unit of local government as any *city, county, township, town, borough, parish, village, or other general purpose political subdivision of a State*. The definition of “victim service provider” means a *nonprofit, nongovernmental or tribal organization or rape crisis center, including a State or tribal coalition, that assists or advocates for domestic violence, dating violence, sexual assault, or stalking victims, including domestic violence shelters, faith-based organizations, and other organizations, with a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking*.

STOP grants will be equitably distributed throughout the State of Arizona on a geographic basis including rural, tribal and urban areas of various size and population. Law enforcement, prosecution, the courts, victim service agencies and tribal entities are encouraged to apply. Tribal programs must be geographically located within Arizona boundaries.

What is the Total Amount of Available Funds?

This is a twelve (12) month contract that may be renewable for two (2) additional twelve month periods, contingent upon the availability of funds. Consideration for renewal will also be based on results of program and fiscal monitoring. The number of awards will depend on the number and quality of applications received.

The total funds available for all STOP Grant contracts will be based on the federal formula guidelines. It is anticipated that total funds available will be approximately \$2,430,000 for the 2015 funding term.

What Will This Request for Grant Application Fund?

In general, STOP grants may support personnel, training, technical assistance, evaluation, data collection and equipment costs to enhance the apprehension, prosecution and adjudication of persons committing violent crimes against women and to provide or improve services for victims.

Programs responding to criminal justice reform, while providing safety and protection for victims of sexual assault, domestic violence, dating violence, and stalking, will be considered in the following program areas:

- Law Enforcement (25% of total funds available)
 - Rural 40% of funding for program area
 - Tribal 40% of funding for program area
 - Urban/County/Statewide 20% of funding for program area

- Prosecution (25% of total funds available)
 - Rural 40% of funding for program area
 - Tribal 40% of funding for program area
 - Urban/County/Statewide 20% of funding for program area

- Courts (5% of total funds available award)
 - Rural 40% of funding for program area
 - Tribal 40% of funding for program area
 - Urban/County/Statewide 20% of funding for program area

- Victim Services (30% total funds available, of which 10% shall go to culturally specific community-based organizations)
 - Rural 40% of funding for program area
 - Tribal 40% of funding for program area
 - Urban/County/Statewide 20% of funding for program area

Discretionary (15% of total funds available)

- The discretionary allocation will be distributed among the four program areas, based upon need, as determined by the Governor’s Office for Children, Youth and Families.

The allocation may be changed among the three categories (Rural, Tribal and Urban/County/Statewide) within each program area. The final distribution will be based upon the number and quality of applications received as determined by the Governor's Office for Children, Youth and Families. Applicants may not apply under more than one program area or category.

Within the above program areas, the following Federal required allocations will also be considered in the determination of awards:

- A maximum of \$135,400 shall be provided for prevention and educational programming among all program areas.
- A minimum of \$81,029 shall be awarded to Culturally Specific Victim Services within the Victim Services program area.
- A minimum of \$541,613 shall be awarded to Sexual Assault programs among all program areas.

Rural – The following counties are identified as Rural using the U.S. Department of Health and Human Services' Rural Health Grants Eligibility Analyzer

(<http://datawarehouse.hrsa.gov/RuralAdvisor/RuralHealthAdvisor.aspx>):

Apache, Gila, Graham, Greenlee, La Paz, Navajo, and Santa Cruz

To determine if the community or census tract in counties that have rural areas qualify please use the same website and check eligibility by address where services or activities will be housed. For example, parts of Cochise County are rural, so the Bisbee Police Department (1 State Hwy 92, Bisbee, AZ) says "Yes" but the Sierra Vista Police Department (911 N Coronado Dr, Sierra Vista, AZ, 85635) shows a "No" for qualifying as rural. (If the community where your project is located is determined to be rural, then print this from the website for the application.)

Tribal – Eligible applicants include Federally recognized Indian Tribes; consortia of Indian Tribes; incorporated non-Federally recognized Tribes; incorporated non-profit multi-purpose community-based Indian organizations; urban Indian centers; regional incorporated non-profit Native American organizations with Native American community-specific objectives.

Urban/County/Statewide – Any urban program or non-rural county applying. Statewide is a project that will cover the whole state or a project that will be implemented in more than one county.

For programs or projects requesting funds for prevention purposes the project must follow a research-based theory, best practices or promising program. The following websites provides suggestions for such programs: www.preventipv.org, www.nsvrc.org or <http://www.cdc.gov/violenceprevention/sexualviolence/prevention.html>.

Priority points will be given for programs that serve underserved populations, as defined by VAWA 2013 [42 U.S.C. § 13925(a)(39)], see below. However, since the categories identified above (Rural and Tribal) breakdown the geographic location this will not be considered for priority points. Applicants must clearly indicate how their project is structured and/or working toward providing services to or benefiting underserved populations.

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

Project Participation Requirements

Violence against women impacts entire communities. The Office on Violence Against Women and the Governor's Office for Children, Youth and Families' 2015 STOP RFGA requires that STOP projects reflect participation from law enforcement, courts, prosecutors and victim services in the planning stage and throughout the life of the project.

- For projects that include Memorandum of Understanding (MOU) partners representing the criminal justice system and victim services, the formal MOU will satisfy the "Project Participation" requirement.
- For all other projects, "Letters of Participation" are required. Letters of Participation can come from key stakeholders in the criminal justice and victim service systems and/or the community to be served.
- Letters of Participation should describe the stakeholders' knowledge, contribution, and support of the project. This letter can also detail any input and/or planning provided by the stakeholder regarding the project. This is NOT a letter of support for the project. The purpose of this letter is to demonstrate collaboration with criminal justice entities and victim service providers.

This requirement applies to all applicants.

Broader opportunities to collaborate that should be given consideration by the criminal justice and victim services systems include, but are not limited to:

- Educational institutions and programs and/or healthcare systems
- Faith-based institutions
- Employment agencies
- Tribal government/Tribal government agency
- Legal Services Organizations
- Community Advocacy Organizations
- Law enforcement agencies
- Courts or prosecutorial agencies
- Domestic violence shelters or safe homes
- Domestic violence and sexual assault advocacy programs

NOTE: Not all of the entities listed above are eligible for STOP Grant funding. That does not minimize the long-term impact that a broadened coordinated community response can achieve through the collective power of systematic change.

Memorandum of Understanding Requirements

For the purposes of this STOP grant solicitation, there are two separate situations that require a Memorandum of Understanding (MOU) and denote a "formal partnership":

1. A MOU is required for all projects that identify a subcontractor that will provide a service(s) in which there will be an exchange of grant funds to pay for that service.

OR

2. A MOU is required for all projects that identify a partner where grant funds will not exchange hands but in order for the project to be viable, a service will be provided or there is an agreement to work together. (For example, a victim service agency will provide an advocate to work with law enforcement officers to respond to domestic and sexual violence calls for service. A MOU is required between the victim service agency and the law enforcement agency.)

Projects must support one or more of the twenty (20) VAWA purpose areas. The project may address either a statewide, regional, or community approach and shall be provided in accordance with the goals identified below for any one or more of the outlined topic areas.

State STOP Grant Priority Areas

The State priorities and goals for the next three years are based on the results of the Arizona STOP Advisory Team Implementation Planning process. These conversations were designed as a needs assessment tool to solicit feedback and specific input about funding and the needs in each community. For the full Arizona STOP Implementation Plan go to <http://gocyf.az.gov/GrantInfo/SVAWG.asp>. The following priorities are not ranked or in any specific order.

1. Expand and increase the response to sexual violence, including, but not limited to, addressing trafficking, Prison Rape Elimination Act (PREA) compliance, availability of trained forensic nurse examiners, and Sexual Assault Response Teams (SART).
2. Enhance or create a coordinated community response to sexual and domestic violence in each community.
3. Improve standards for batterer intervention programs, including collaboration with victim service agencies.
4. Enhance or provide all victims of domestic violence, teen dating violence, sexual assault, and stalking with support and information.
5. Increase employment, housing, child care, and transportation support or options to all victims, within the confines of the STOP requirements.
6. Streamline and make consistent the process for serving and enforcing protective orders throughout Arizona.
7. Provide or enhance training for judges about victim safety and how domestic violence impacts legal decision-making (custody) cases.
8. Improve training and use of assessment tools for all disciplines to provide early detection and intervention for high-risk situations in order to prevent fatalities.
9. Increase the capacity among tribal communities to respond to sexual and domestic violence and related fatalities including, but not limited to, creation of domestic violence coordinated community response teams, sexual assault response teams or fatality review teams.
10. Increase or enhance culturally appropriate interventions and services for culturally specific populations.
11. Implement evidence-based healthy relationship education in grades with youth 11 years or older.
12. Increase awareness of and response to human trafficking in the context of sexual and domestic violence.
13. Provide or enhance training, technical assistance and/or support to law enforcement and child welfare investigators on the overlap of domestic violence in child maltreatment cases.

In addition, applicants may propose additional or alternative activities/purposes that meet the needs of their respective regions of the state, provided that the activity/purpose meets one or more of the STOP Grant's twenty (20) purpose areas. In making awards, preference will be given to applicants addressing a State priority area.

Special Instructions to Applicants

Authority

In accordance with A.R.S. § 41-2701, competitive sealed grant applications to support the STOP Violence Against Women Formula Grant initiatives will be received by the Governor's Office for Children, Youth and Families. Contracts will be issued for use by the Governor's Office for Children, Youth and Families.

Application Opening

All grant applications must be in the actual possession of the Governor's Office for Children, Youth and Families, in Suite 230, on or prior to the 3:00 p.m. (Arizona local time) on September 29, 2014 for consideration at the bid opening. Applications received by the due date and time will be opened and the name of each applicant will be publicly read. Applications will not be subject to public inspection until after contract award.

Applicants are cautioned not to rely on next day U.S. Postal mail services. Mail sent to the Governor's Office for Children, Youth and Families is filtered through the Arizona Department of Administration.

The Governor's Office for Children, Youth and Families is not responsible for packages delivered to locations other than Suite 230. All applications will be date stamped using the time clock in Suite 230 only.

Telefaxed, electronic or late grant applications will not be accepted.

Grant applications must be submitted in a SEALED envelope/package/container with the grant application number and the applicant's name and address clearly indicated on the package.

Duty to Examine

It is the responsibility of each applicant to examine the entire solicitation, seek clarification in writing (inquiries), and examine its application for accuracy before submitting the application. Lack of care in preparing an application shall not be grounds for modifying or withdrawing the application after the application due date and time, nor shall it give rise to any contract claim.

Applicants will be required to submit the documents and exhibits as outlined in this RFGA. Follow the instructions and guidelines found in each of the document sections.

Responses should be typed, single-spaced with one-inch margins or wider with a twelve point font used. Applications should be single sided, NOT duplexed.

Number all pages and include a table of contents that follows the checklist presented on pages 40-41. The table of contents shall reference page numbers. Page numbers may be labeled or handwritten, especially on forms not contained in the exhibit section (e.g. IRS 501(c)(3) tax exempt letter, solicitation amendments, etc.).

Refer to the Checklist on pages 40-41 to verify inclusion of all required documentation and format the application package to assemble application materials following the listing in the checklist.

Additional materials beyond the grant application requirements, such as promotional brochures, should not be added to the application package.

Applications are NOT to be bound in spiral binders or in 3-ring notebooks. Submit the original application unstapled using a binder clip. The photocopied applications may be stapled in the upper left-hand corner or use a binder clip.

The original copy of your application should be clearly marked "ORIGINAL". Submit one (1) original document marked "ORIGINAL" and eight (8) additional copies of your application. Submit one copy of your financial audit at the end of the application package. The Request for Grant Application Number ST-WSG-15-010115-00 and the organization's name must be clearly marked on the outside of the SEALED envelope/package. Open packages will not be accepted.

Inquiries

The Procurement Manager shall be the sole point of contact for all questions regarding this RFGA and the application process in this formal, competitive solicitation process. Direct questions to:

Sarah Bean
Procurement Manager
E-mail: sbean@az.gov
Fax: (602) 542-1329

Applicants shall not contact the employees of the Governor's Office for Children, Youth and Families regarding this procurement activity while the formal solicitation process is underway.

Submission of Inquiries

The Procurement Manager, as the contact for inquiries except at the Pre-Application Conference, requires that an inquiry be submitted in writing. Any inquiry related to a solicitation shall refer to the appropriate solicitation number, page and paragraph. The State shall consider the relevancy of the inquiry but is not required to respond in writing. Any inquiry or exception to the solicitation shall be submitted as soon as possible and should be submitted at least seven days before the application due date and time for review and determination by the State. Failure to do so may result in the inquiry not being considered for a solicitation amendment.

Solicitation Amendments

The application shall only be modified by a solicitation amendment.

Pre-Application Conference

Attend, if necessary, the Pre-Application Conference on August 22, 2014, 10:00 a.m. (Arizona time), at the State Executive Tower, 1700 West Washington, Grand Canyon Conference Room (Basement Level), Phoenix, Arizona 85007. Applicants should raise any questions about the solicitation or procurement at that time. An applicant may not rely on any verbal responses to questions at the conference. Material issues raised at the conference that result in changes to the solicitation shall be answered solely through a written solicitation amendment. Attendance at the Pre-Application Conference is encouraged, but not mandatory.

Persons with Disabilities

Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting the solicitation contact person. Requests shall be made as early as possible to allow time to arrange the accommodation.

Application Preparation

Forms: No Facsimile, Telegraphic or Electronic Mail Applications

An application shall be submitted whether on the forms provided in this solicitation or their substantial equivalent. Any substitute document for the forms provided in this solicitation must be legible and contain the same information requested on the forms, unless the solicitation indicates otherwise. A facsimile, telegraphic, mailgram or electronic mail application shall be rejected if submitted in response to a request for grant application.

Evidence of Intent to be Bound

The Offer and Acceptance form within the solicitation shall be submitted with the application and shall include a signature by a person authorized to sign the application. The signature shall signify the applicant's intent to be bound by the application and the terms of the solicitation and that the information provided is true, accurate and complete. Failure to submit verifiable evidence of an intent to be bound, such as an original signature, shall result in rejection of the application.

Exceptions to Terms and Conditions

All exceptions included with the application shall be submitted in a clearly identified separate section of the application in which the applicant clearly identifies the specific paragraphs of the solicitation where the exceptions occur. Any exceptions not included in such a section shall be without force and effect in any resulting contract unless such exception is specifically accepted by the Procurement Manager in a written statement. The applicant's preprinted or standard terms will not be considered by the State as a part of any resulting contract.

All exceptions that are contained in the application may negatively affect the State's application evaluation based on the evaluation criteria stated in the solicitation or result in rejection of the application. An application that takes exception to any material requirement of the solicitation may be rejected.

Subcontracts

The applicant shall clearly list any proposed subcontractors and the subcontractor's proposed responsibilities in the application.

Costs of Application Preparation

The State will not reimburse any applicant the cost of responding to a solicitation.

Solicitation Amendments

Each solicitation amendment shall be signed with an original signature by the person signing the application, and shall be submitted no later than the application due date and time in a sealed envelope/package. Failure to return a signed solicitation amendment may result in rejection of the application. It is the sole responsibility of applicants to check the Governor's Office for Children, Youth and Families' website for any changes to this RFGA at <http://gocyf.az.gov/grants.asp>.

Submission of Application

Sealed Envelope or Package. Each application shall be submitted to the submittal location identified in this solicitation. Applications shall be submitted in a sealed envelope or container. The envelope or container should be clearly identified with the name of the applicant and solicitation number. The State may open envelopes or containers to identify contents if the envelope or container is not clearly identified.

Application Submission, Due Date and Time

Applications shall be received before the due date and time stated in the solicitation. Applications submitted after the due date and time shall be rejected.

Application Amendment or Withdrawal

An application may not be amended or withdrawn after the application due date and time except as otherwise provided under applicable law.

Public Record

All applications submitted and opened are public records and must be retained by the State. Applications shall be open to public inspection after contract award, except for such applications deemed to be confidential by the State. If an applicant believes that information in its application should remain confidential, it shall indicate as confidential the specific information and submit a statement with its application detailing the reasons that the information should not be disclosed. Such reasons shall include the specific harm or prejudice which may arise. The State shall determine whether the identified information is confidential pursuant to the Arizona Procurement Code.

Non-collusion, Employment, and Services

By signing the Offer and Acceptance Form or other official contract form, the applicant certifies that:

- The applicant did not engage in collusion or other anti-competitive practices in connection with the preparation or submission of its application, and
- The applicant does not discriminate against any employee or applicant for employment or person to whom it provides services because of race, color, religion, sex, national origin, or disability, and that it complies with an applicable Federal, state and local laws and executive orders regarding employment.

Late Applications

An application submitted after the exact application due date and time shall be rejected.

Disqualifications

An applicant (including each of its principals) who is currently debarred, suspended or otherwise lawfully prohibited from any public procurement activity shall have its application rejected.

Application Acceptance Period

An applicant submitting an application under this solicitation shall hold its offer open for the number of days from the application due date that is stated in the solicitation. The application offer shall be irrevocable for 150 days after the RFGA due date and time. If a best and final offer is requested pursuant to the RFGA, an applicant shall hold its offer open for 150 days from the best and final offer due date.

Waiver and Rejection Rights

Notwithstanding any other provision of the solicitation, the State reserves the right to:

1. Waive any minor informality;
2. Reject any and all applications or portions thereof; or
3. Cancel the solicitation.

Award

The State reserves the right to make multiple awards or to award a contract by individual line items or alternatives, by group of line items or alternatives, or to make an aggregate award, or regional awards, whichever is most advantageous to the State. If the State determines that an aggregate award to one applicant is not in the State's best interest, "all or none" applications shall be rejected.

In the event that the available source of grant funds for distribution should incrementally decrease or increase, the Governor's Office for Children, Youth and Families reserves the option to adjust the budgets of the applicants individually or collectively, based upon score rankings. In the event that the volume of applications received exceeds the available amount of funding, the Governor's Office for Children, Youth and Families reserves the option to adjust the budgets of the applicants individually or collectively, based upon score rankings. Based upon evaluation results, the Governor's Office for Children, Youth and Families reserves the right to award contracts for less than the proposed amount based upon past programmatic or financial performance with previous grants, unallowable costs, applications that have exceeded the requested funding range limits in the solicitation, etc. In these circumstances, revised budget documents will be required.

Contract Inception

An application does not constitute a contract nor does it confer any rights on the applicant to the award of a contract. A contract is not created until the application is accepted in writing by the Procurement Manager's signature on the Offer and Acceptance Form. A notice of award or the intent to award shall not constitute acceptance of the application.

Effective Date

The effective date of this contract shall be the date that the Procurement Manager signs the Offer and Acceptance form or other official contract form, unless another date is specifically stated in the contract.

Application Records

Keep a copy of this solicitation and the submitted grant application. If awarded, the Grantee shall be bound to the services listed by the grant application and based upon the solicitation, including all terms, conditions, specifications, amendments, clarification responses, etc.

Solicitation Results

All applicants will be notified in writing, whether or not selected for award, prior to the anticipated contract start date. Pursuant to A.R.S. § 41-2702 (E), all applications shall not be open for public inspection until after grants are awarded. A.R.S. §41-2702 (G) also states the evaluator assessments shall be made available for public inspection no later than thirty (30) days after a formal award is made.

Mandatory Subgrantee Orientation

Each successful applicant who is awarded will be required to attend a mandatory Grantee Orientation. The time and location for this meeting will be detailed in an award letter. A fiscal representative AND a program representative will be required to attend.

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(G), based upon the following criteria.

Evaluation Criteria

Problem Statement/Needs Assessment	250 points
Goals, Objectives and Performance Measures	200 points
Strategies/Approaches	150 points
Implementation Plan	100 points
Fiscal Capacity/Budget	100 points
Organizational Capacity	100 points
Evaluation	100 points
Priority Points	50 points

APPLICATION PROGRAM NARRATIVE REQUIREMENTS

1. Executive Summary (one (1) page maximum)

Provide a one-page narrative overview of the project that includes a brief summary of the need, program objectives, and strategies used to achieve program goals. Provide the following:

- A. Clearly indicate the application's program area (court/law enforcement/prosecution/victim services) first and then which category (rural, tribal or urban/county/statewide) in that program area. Select the category that is most appropriate for your program. Each organization applying to the Arizona STOP Grant Program can apply for ONLY ONE program area and category.
- B. State the name of the program (and project if appropriate), target population, strategy/approach, and outcomes. Include which Federal purpose area(s) being addressed (you must have at least one) and State priority area if applicable.
- C. Present the need for the project. Provide the goals, and strategy/approach and partners.

2. Problem Statement/Needs Assessment (four (4) pages maximum, not including exhibits and attachments)

This component creates a foundation for the application by focusing on: problem identification; the targeted individuals or groups to be reached; other individuals or groups who will play a role in the development or implementation of the program; the gathering and analysis of data that will establish the needs to support the identified problem; and the identification of other resources currently directed toward the identified problem. Please address each point:

Provide a narrative response to each of the following:

- A. State the problem or issue addressed in this application. Identify which federal purpose area(s) will be addressed and how. Identify if and how the project addresses one of the state priority areas. If not, describe why?
- B. Based on the stated problem, what group(s) of people or communities will the proposed project be targeting, i.e. your target population. Who are the other individual groups (or key

stakeholders) that are involved in the development and/or implementation of the proposed project? If the project is providing sexual assault services please explain how they meaningfully address sexual assault, including stranger rape, acquaintance rape, alcohol or drug-facilitated rape, and rape within the context of an intimate partner relationship.

- C. What resources (federal, state, local) in your community and/or within your organization are currently being directed toward the stated problem? How does this proposed project support those efforts or enhance your program efforts?
- D. Identify the external team. Detail collaborations and partnerships existing, created or anticipated in order to support or achieve the project goals. If this project involves a partnership of two or more entities, a signed MOU that describes individual involvement, specific roles and responsibilities, must be included with the application in order for the proposal to be accepted for the evaluation review process. See MOU details on page 13.
- E. Describe any existing coordinated community response efforts directed towards domestic violence, dating violence, sexual violence and or stalking including other local agencies that are addressing the identified problem.
- F. Identify the internal team. Who are the individuals within the applicant's organization involved in the development and implementation of the project and what are the specific roles of these individuals?
- G. Describe the current ability of the applicant to meet the identified needs. Provide examples of related projects that have been implemented as well as the outcomes of these projects.
- H. Applications requesting to *maintain core victim services and criminal justice initiatives while supporting complementary new initiatives and emergency services for victims and their families* (Federal purpose area #11) must provide a summary that describes the successes, challenges and outcomes of the current project and describe what impact the project has had in addressing violence against women.
- I. Applicant shall identify whether or not they are a culturally specific community-based organization as defined by OVW to qualify for the 10% culturally specific community-based organizations. If the applicant meets this definition detail how you are culturally specific.
The term "culturally specific" means primarily directed toward racial and ethnic minority groups (as defined in section 1707(g) of the Public Health Service Act (42 U.S.C. 300u-6 (g))).

3. **Goals, Objectives and Performance Measures** (Exhibit L only, no narrative)

State the goal(s) that will address the identified problem/need in Exhibit L. This component should include broad statements of intent (goals) and the measurable, time-specific outcomes (performance measures/tasks and objectives) that directly link with the identified problem/needs. Goals are general statements of long-range benefits that reflect what changes are desired within a targeted population or community area. Outcomes are specific, quantified statements of expected results of the project. These performance measures should be described in terms of events that can be realistically achieved within the STOP grant time constraints and available resources. It is critical to develop project measurement tools that can accurately track the stated outcomes. The goals, tasks and objectives should be related to the problem/needs described above. Victim behavior and/or choices should not be used as an outcome measure to evaluate the success of the project.

Exhibit L must be completed.

4. **Strategies and Approaches** (three (3) pages maximum, not including exhibits and attachments)

This component identifies and describes the activities, services or interventions chosen to reach the stated goals and outcomes.

Provide a narrative response to each of the following.

- A. Describe the strategies/approaches or proven effective program that will be used to meet the goals and objectives.
- B. Identify/explain how the selected strategies/approaches fit with the identified problem/need and will lead to achieving the stated goals and outcomes using research-based theory, best practices or promising programs.
- C. Explain how the selected strategies/approaches or proven effective program applies to the targeted population and explain how the selected strategies/approaches or proven effective programs are trauma-informed, linguistic and culturally competent services, age appropriate and gender responsive.
- D. You may attach relevant research proving the effectiveness of the proposed program or strategy.
- E. What evidence is there to support community readiness to improve current conditions and implement the selected strategies/approaches?

5. **Implementation Plan** (three (3) pages maximum, not including exhibits and attachments and Exhibit M)

This component focuses on the steps that must be taken to put the program's Strategies/Approaches into action. It should include all the administrative and planning elements that will be required to operationalize the strategies for the duration of the grant.

Exhibit L must be completed.

In addition, provide a narrative response to each of the following:

- A. Describe the activities needed to implement the Strategies/Approaches including timelines and responsibilities as they relate to the achievement of the goals, outcomes and strategies.
- B. Describe the plan for recruiting and retaining program partners, participants/clients.
- C. Describe any anticipated barriers to participation and/or completion and your plans to overcome those barriers.
- D. Describe any training that will be needed for existing and/or new staff. How and when will this training be delivered? Note: All training paid for by STOP grant funds must seek prior approval by the Governor's Office for Children, Youth and Families.

6. **Fiscal Capacity/Budget** (Exhibit B, C, D, E and financial documents, no narrative)

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 Governor's Office for Children, Youth and

Families will be provided. Match must be included in the budget and budget narrative (except tribal and victim services that are not providing match). All budget forms must be signed by an authorized agency representative.

- A. Complete the attached budget sheets (Exhibit B, C and D). These exhibits must be completed and will be evaluated as part of the score for this section.
- B. List all other sources of funding currently received from the Governor's Office for Children, Youth and Families, other State or public agencies, Federal agencies, non-profit organizations and any other sources that will be applied to the proposed program. (Exhibit E)
- C. All budgets should include expenditures for participation in a one-day Grantee orientation following contract award. Grantees shall send two (2) representatives (one program and one financial) to this meeting. Include necessary costs of travel, hotel and per diem to the Phoenix area for two representatives.
- D. A 25% match is required for the STOP Grant. Tribal or victim service applicants applying for STOP funds are not required to provide a match; however they can do so voluntarily. If a tribe or victim service provider chooses to voluntarily include match on their application, those applicants will be held accountable for that match. Match funds are subject to financial and programmatic monitoring by the Governor's Office for Children, Youth and Families. (Please see Term and Condition No. XXVIII on page 22).

Attach one copy of the audited financial statements at the end of the completed original application in accordance with Term and Condition No. VI. IRS 990 tax forms will not be accepted as substitute documents.

7. Organizational Capacity (three (3) page maximum, not including exhibits and attachments)

The following exhibits must be complete: F, G, H, I, J and K.

Provide a narrative response to 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 for Children, Youth and Families may be taken into consideration in the evaluation of your application.
- B. Describe what capacity building will be needed in order to implement the strategies/approaches. This may include additional resources, establishing or strengthening relationships with collaborators, increasing staff, adding data or financial systems, contracting with consultants or providers, and necessary equipment.
- C. Describe staff accountabilities and qualifications. List how much time each person will spend on the project. In addition, attach resumes for key individuals involved in the project or job descriptions for positions to be filled. Provide an organization chart for the applying organization; this will not be included in the page limit. (Use Exhibit F for listing staff qualifications).
- D. Organizations with a Board of Directors must provide a current list of Board members and identify each member's area of expertise and professional affiliation. (Board of Directors list is not included in page limit.)
- E. Applications that require a detailed Memorandum of Understanding (MOU) must clearly outline the roles and responsibilities of each partner and includes authorizing signatures from all parties to the MOU. Applicants must include a MOU(s) as described above in order for the proposal to move

forward in the evaluation review process. (See MOU Requirements on page 13).

- F. Include a brief description of how grants are fiscally administered in your organization.
- G. Describe the agency/organization's success in sustaining programs that were developed/implemented under other grant programs.
- H. Complete Exhibit G – Applicant's Proposed Subcontractor(s).
- I. Complete Exhibit H – GOCYF Standard Data Collection Form.
- J. Complete Exhibit I – Describe your organization's Business Management System by completion of the Financial Systems Survey.
- K. Read and sign Exhibit J - ASSURANCES for Non-Construction Programs.
- L. Complete Exhibit K – Civil Rights Checklist

8. Evaluation (two (2) pages maximum, not including exhibits or attachments)

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 in Exhibit L as well as the implementation detailed in Exhibit M. The process evaluation should measure program fidelity by assessing the quality, strengths and weaknesses of the implementation. The outcome evaluation should determine the extent the program has accomplished the stated goals.

Provide a narrative response to each of the following:

- A. Who will have overall responsibility for the performance measures?
- B. What resources (e.g. personnel, supplies, etc.) will be needed to evaluate the 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. How will the data indicated in Exhibit L be collected and who will collect it? How will the data be organized once it has been collected? What procedures will be put in place to assure the quality of your data (e.g. training for data collectors, data collection forms, timeliness in administering tools)?
- E. How will the data be analyzed and utilized?

Continuous Quality Improvement

- A. Describe the plan to use the results of your performance measures and evaluation to continuously improve the quality of the program throughout the duration of this grant.
- B. Describe your sustainability plan to continue this project beyond the current funding period.

GRANT PROGRAM ADMINISTRATION

The Governor's Office for Children, Youth and Families shall be responsible for overall management of the STOP Violence Against Women Formula Grant. Awardees will be provided a contact name and number for staff responsible for management of this program. Program monitoring will be the responsibility of the Governor's Office for Children, Youth and Families and fiscal monitoring will be the responsibility of the Governor's Accounting Office. The Governor's Office for Children, Youth and Families is responsible for

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all activities related to submission, review of applications, awarding of contracts, and all subsequent program monitoring.

Deliverables

- A. The Grantee shall submit quarterly narrative progress reports. The reports shall be due and shall contain such information as deemed necessary by the Governor's Office for Children, Youth and Families. Failure to submit timely reports may result in suspension of reimbursement.
- B. The Grantee shall notify the Governor's Office for Children, Youth and Families in writing, thirty (30) calendar days in advance, of any changes in the program that will directly affect service delivery under the terms of the contract. No changes shall be implemented without the prior written approval of a formal contract amendment issued by the Governor's Office for Children, Youth and Families.
- C. The Grantee shall be paid on a cost-reimbursement basis. The Grantee shall not request reimbursement until the cost has resulted in an actual cash expenditure. The Grantee may request reimbursement on either a monthly or quarterly basis for those items submitted and approved in the budget inclusively. Grantee shall submit a final reimbursement request no more than thirty (30) days after the contract end for expenses incurred prior to the date of contract termination. All expenses must be incurred and paid prior to the final reimbursement request. Requests for reimbursement received later than thirty (30) days after the contract termination will not be paid. If awarded a contract, your organization must have sufficient funds to meet obligations for up to sixty (60) days while awaiting reimbursements from the Governor's Office for Children, Youth and Families. The Grantee shall use the forms provided by the Grantor to submit financial expenditure reports.
- D. Financial reimbursements must be sent to:

Kayleigh Larkins
Grant Auditor
State of Arizona
Governor's Accounting Office
1700 West Washington, Suite 500
Phoenix, Arizona 85007

- E. Programmatic reports and requests for program and budget changes must be sent to:

Leah Meyers
Program Administrator
State of Arizona
Governor's Office for Children, Youth and Families
1700 West Washington, Suite 230
Phoenix, Arizona 85007

- F. Notwithstanding any other payment provision of this contract, failure of the Grantee to submit required reports when due, or failure to perform or deliver required work, supplies, or services, will result in the withholding of payment under this contract unless such failure arises due to causes beyond the control and without the fault of negligence of the Grantee.

TERMS AND CONDITIONS

I. Term of Contract

The term of the Contract shall commence January 1, 2015 and shall remain in effect until December 31, 2015, contingent upon final federal award, unless terminated, canceled or extended

as otherwise provided herein. This is a twelve month Contract with a renewable option for two (2) additional twelve month periods, contingent upon the availability of funds.

II. Contract Renewal

The Contract shall not bind nor purport to bind the Grantor for any contractual commitment in excess of the original Contract period or amount. The Grantor shall have the right, at its sole and unfettered discretion, whether or not to extend this Contract. If so, the parties must execute a written amendment or a new contract. Consideration for renewal will also be based on results of program and fiscal monitoring.

III. Fund Management

The Grantee must maintain funds received under this Contract in separate ledger accounts and cannot mix these funds with other sources. The Grantee must manage funds according to applicable federal regulations for administrative requirements, cost principles and audits.

The Grantee must maintain adequate business systems to comply with Federal requirements. The business systems that must be maintained are:

- A. Financial Management
- B. Procurement
- C. Personnel
- D. Property
- E. Travel

A system is adequate if it is: 1) **written**; 2) **consistently followed** - it applies in all similar circumstances; and 3) **consistently applied** - it applies to all sources of funds. The Grantor reserves the right to review all business systems policies.

IV. DUNS/CCR

Each successful recipient who is awarded must provide the following prior to a Contract being executed: (a) Dun and Bradstreet Universal Numbering System (DUNS) number for the fiscal agent; and (b) proof of current registration in the Central Contractor Registration (CCR) database. Additionally, CCR registration must be maintained for the term of the Contract. The DUNS website is located at <http://fedgov.dnb.com/webform>. The CCR registration information may be found at <https://www.sam.gov/portal/public/SAM/>.

V. FFATA Reporting Requirements

In compliance with the Federal Funding Accountability and Transparency Act of 2006 Reporting Requirements, (Pub. L. No. 109-282, as amended by Section 6205 (a) of Pub. L. No. 110-252), the Grantee is required to provide information. The FFATA legislation requires information on federal awards (federal financial assistance and expenditures) be made available to the public via a single, searchable website, which is www.USASpending.gov.

VI. Compliance

The Grantee agrees to comply with the financial and administrative requirements set forth in the current edition of the Office on Violence Against Women Financial Grants Management Guide.

VII. Equal Opportunity Plan

The Grantee acknowledges that failure to submit an acceptable Equal Employment Opportunity Plan (if Grantee is required to submit one pursuant to 28 C.F.R. Section 42.302), that is approved by the Office for Civil Rights, is a violation of its Certified Assurances and may result in suspension or termination of funding, until such time as the Grantee is in compliance.

VIII. Organizational Audit Requirements

The Grantee agrees to comply with the organizational audit requirements of OMB Circular A-133, Audit of States, Local Governments, and Non-Profit Organizations, and further understands and agrees that funds may be withheld, or other related requirements may be imposed, if outstanding

audit issues (if any) from OMB Circular A-133 audits (and any other audits of OJP grant funds) are not satisfactory and promptly addressed as further described in the current edition of the OJP Financial Guide.

Single Audit: Grant sub-recipients expending \$500,000 or more of Federal funds from all sources during the organization’s fiscal year, must have an annual audit conducted in accordance with OMB Circular #A-133, “Audits of States, Local Governments and Non-profit Organizations.”

- If your organization is subject to the requirements of the A-133 Single Audit Act, then attach one copy of your organization’s most recently completed A-133 Single Audit with the Management Letter, Findings and Questioned Costs to the completed application.
- If your organization is not subject to A-133, submit one copy of the most recently completed audit of financial statements, with the Management Letter, Findings and Questioned Costs.
- If your organization does not have a recently completed audit, attach one copy of the most recently prepared financial statements including a Balance Sheet, Income Statement, and Statement of Cash Flows along with a description of the source of the documents. IRS 990 tax forms will not be accepted as substitute documents.

The audit submission requirement applies to each grant award year. A copy of the Grantee’s A-133 or annual audit with any findings shall be provided to the Governor’s Accounting Office within thirty (30) days following the annual audit, but no later than nine months following the end of the Grantee’s fiscal year. If your organization does not have a current audit completed, the written correspondence requesting an extension must be attached. The correspondence must indicate the timeframe for completion and/or the requested extension date. Information on Federal Single Audits, OMB Circular A-133 may be found on OMB’s website at www.omb.gov/grants.

IX. Uniform Administrative Requirements and Cost Principles

Grantees must comply with the applicable Uniform Administrative requirements and Cost Principles as indicated in the table below. This information may be reviewed in greater detail at the following links:

OMB Circulars http://www.whitehouse.gov/omb/circulars_default

OJP Financial Guide: <http://ojp.gov/financialguide/index.htm>

Administrative Requirements	
OMB Circular A-102	“Grants and Cooperative Agreements with State and Local Governments.”
2 CFR Part 215	“Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Organizations” (28 CFR Part 70)
Cost Principles	
2 CFR Part 220	“Cost Principles for Educational Institutions (28 CFR Part 66)
2 CFR Part 225	“Cost Principles for State, Local, and Indian Tribal Governments” (28 CFR Part 66)
2 CFR Part 230	“Cost Principles for Non-Profit Organizations”
Audit Requirements	
OMB Circular A-133	“Audits of States, Local Governments, and Non-Profit Organizations” (28 CFR Parts 66 and 70)

X. Funding Restrictions

The Grantee understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of the Grantor, in

order to avoid violation of 18 U.S.C. § 1913. The recipient may, however, use federal funds to collaborate with and provide information to Federal, State, local, tribal and territorial public officials and agencies to develop and implement policies to reduce or eliminate domestic violence, dating violence, sexual assault, and stalking (as those terms are defined in 42 U.S.C. 13925(b)(3)) when such collaboration and provision of information is consistent with the activities otherwise authorized under this grant program.

XI. False Claims

The Grantee must promptly refer to the DOJ OIG any credible evidence that a principal, employee, agent, contractor, sub grantee, subcontractor, or other person has either 1) submitted a false claim for grant funds under the False Claims Act; or 2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving grant funds. This condition also applies to any sub grantees. Potential fraud, waste, abuse, or misconduct should be reported to the OIG by mail:

Office of the Inspector General
U.S. Department of Justice
Investigations Division
950 Pennsylvania Avenue, N.W.
Room 4706
Washington, D.C. 20530

e-mail: oig.hotline@usdoj.gov
Hotline: (contact information in English and Spanish): (800) 869-4499
Or hotline fax: (202) 616-9881
Additional information is available from the DOJ OIG website at www.usdoj.gov/oig.

XII. ACORN Restriction

The Grantee understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of any contract or sub award to wither the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries, without the express prior written approval of the Grantor.

XIII. Additional Requirements

The Grantee agrees to comply with any additional requirements that may be imposed during the grant performance period if the agency determines that the Grantee is a high-risk grantee. Cf. 28 C.F.R. parts 66, 70.

XIV. Reducing Text Messaging While Driving

Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), the Department encourages grantees and sub grantees to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this grant, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

XV. Expenses Related to Conferences, Meetings, Training and Other Events

The Grantee agrees to comply with all applicable laws, regulations, policies, and guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (which is defined to include meetings, retreats, seminars, symposiums, trainings, and other events), including the provision of food and/or beverages at such events, and costs of attendance at such events. Information on pertinent laws, regulations, policies, and guidance is available at <http://www.ovw.usdoj.gov/grantees.html>.

XVI. Training and Training Materials

The Grantee understands and agrees that any training or training materials developed or delivered with funding provided under this award must adhere to the OVW Training Guiding Principles for Grantees and Subgrantees, available at <http://www.ovw.usdoj.gov/grantees.html>.

XVII. Religious Discrimination and Students

The Grantee understands and agrees that award funds may not be used to discriminate against or denigrate the religious or moral beliefs of students who participate in programs for which financial assistance is provided from those funds, or of the parents or legal guardians of such students.

XVIII. Pornography Restriction

The Grantee understands and agrees that (a) No award funds may be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography, and (b) Nothing in subsection (a) limits the use of funds necessary for any Federal, State, tribal, or local law enforcement agency or any other entity carrying out criminal investigations, prosecution, or adjudication activities.

XIX. Statutory and Regulatory Requirements

The Grantee agrees to comply with all relevant statutory and regulatory requirements which may include, among other relevant authorities, the Violence Against Women Act of 1994, P.L. 103-322, the Violence Against Women Act of 2000, P.L. 106-386, the Omnibus Crime Control and Safe Streets Act of 1968, 42 U.S.C. § 3711 et seq., the Violence Against Women and Department of Justice Reauthorization Act of 2005, P.L. 109-162, and OVW's implementing regulations at 28 C.F.R. Part 90.

XX. Consultant Rate

The Grantee agrees to use the federally approved consultant rate of not more than \$650 per day or \$81.25 per hour, for a full eight hour day. Any consultant/speaker charge in excess of this rate will require prior approval from the Office on Violence Against Women. Specific detailed justification must be requested through the Governor's Office for Children, Youth and Families and approved before obligation or expenditure of such funds.

XXI. Faith Based Organizations

The Grantee agrees to comply with the applicable requirements of 28 C.F.R. Part 38, the Department of Justice regulation governing "Equal Treatment for Faith Based Organizations" (the "Equal Treatment Regulation"). The Equal Treatment Regulation provides in part that Department of Justice grant awards of direct funding may not be used to fund any inherently religious activities, such as worship, religious instruction, or proselytization. Recipients of direct grants may still engage in inherently religious activities, but such activities must be separate in time or place from the Department of Justice funded program, and participation in such activities by individuals receiving services from the grantee or a sub-grantee must be voluntary. The Equal Treatment Regulation also makes clear that organizations participating in programs directly funded by the Department of Justice are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion.

XXII. Victim Safety and Recovery

The Grantee agrees that grant funds will not support activities that compromise victim safety and recovery, such as: 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 sex of their children; pre-trial diversion programs not approved by OVW or the placement of offenders in such programs; mediation, couples counseling, family counseling or any other manner of joint victim-offender counseling; mandatory counseling for victims, penalizing victims who refuse to testify, or promoting procedures that would require victims to seek legal sanctions against their abusers (e.g.,

seek a protection order, file formal complaint); the placement of perpetrators in anger management programs; or any other activities outlined in the solicitation under which the approved application was submitted.

XXIII. Copyright

Pursuant to 28 CFR § 66.34, the Office on Violence Against Women reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, in whole or in part (including in the creation of derivative works), for Federal Government purposes:

- a) any work that is subject to copyright and was developed under this award, subaward, contract or subcontract pursuant to this award; and
- b) any work that is subject to copyright for which ownership was purchased by a recipient, sub recipient or a contractor with support under this award.

In addition, the recipient (or sub recipient, contractor or subcontractor) must obtain advance written approval from the Office on Violence Against Women program manager assigned to this award, and must comply with all conditions specified by the program manager in connection with that approval before: 1) using award funds to purchase ownership of, or a license to use, a copyrighted work; or 2) incorporating any copyrighted work, or portion thereof, into a new work developed under this award.

It is the responsibility of the recipient (and of each sub recipient, contractor or subcontractor as applicable) to ensure that this condition is included in any sub award, contract or subcontract under this award.

XXIV. Certification Requirements

The recipient understands and agrees that compliance with the statutory certification requirements is an ongoing responsibility during the award period and that, at a minimum, a hold may be placed on recipient's funds for noncompliance with any of the requirements of 42 U.S.C. § 3796gg-4 (regarding rape exam payments), 42 U.S.C. § 3796gg-4(e) (regarding judicial notification), 42 U.S.C. § 3706gg-5 (regarding certain fees and costs), and 42 U.S.C. § 3796gg-8 (regarding polygraphing of sexual assault victims). Non-compliance with any of the foregoing may also result in termination or suspension of the grant or other remedial measures, in accordance with applicable laws and regulations.

XXV. Nonexclusivity

Nothing in this subchapter shall be construed to prohibit male victims of domestic violence, dating violence, sexual assault, and stalking from receiving benefits and services under this subchapter.

XXVI. Prohibition on Tort Litigation

Funds appropriated for the grant program under this subchapter may not be used to fund civil representation in a lawsuit based on a tort claim. This paragraph should not be construed as a prohibition on providing assistance to obtain restitution in a protection order or criminal case.

XXVII. Delivery of Legal Assistance

Any grantee or subgrantee providing legal assistance with funds awarded under this title shall comply with the eligibility requirements in section 1201(d) of the Violence Against Women Act of 2013 (42 U.S.C. § 3796gg-6 (d)).

XXVIII. STOP Grant Match Requirements

Pursuant to federal statute, as amended in VAWA 2005 and 2013, a grant made under the STOP Formula Grant Program may not cover more than 75% of the total costs of the project funded. No matching funds are required by tribes or victim service providers. However, if a tribe or victim

service provider chose to provide match in their application, applicants will be held accountable for that match.

To augment the amount of resources available to the project from grant funds and to foster the dedication of state, local, and community resources to the purposes of the project. The costs of activities counted, as match must be directly related to the project goals and objectives. For example, if half of an advocate's time is supported with grant funds, that advocate must track all of his or her time to demonstrate that

50% of it was devoted to the grant funded project. In-kind match must be documented in the same manner as grant funded activities.

A 25% non-federal match is required on the total program amount, and the source must be documented. This match may be cash or in-kind services. Grantee projects, except tribal and victim service providers, are subject to the 25% match requirement.

In-kind services must be documented. Examples may include donations of expendable equipment, office supplies, workshop or classroom materials, work space or the monetary value of time contributed by professional and technical personnel and other skilled labor if the services they provide are an integral and necessary part of the funded project. The value placed on loaned or donated equipment may not exceed its fair rental value. The value placed on donated services must be consistent with the rate of compensation paid for similar work in the organization or the labor market. Fringe benefits may be included in the valuation. Volunteer services must be documented and to the extent feasible, supported by the same methods used by the recipient organization for its own employees. The value of donated space may not exceed the fair rental value of comparable space as established by independent appraisal of comparable space and facilities in a privately owned building in the same locality.

All funds designated as match are restricted to the same uses as the STOP Violence Against Women project funds and must be expended within the grant period. Applicants are contractually obligated to fulfill the agreed upon amount of match that is offered.

The 25% matching funds are calculated on the total project costs. A simple formula for calculating the required 25% is as follows:

Divide the federal funds you are requesting by 3. This provides the required match. Add the federal funds requested plus your match to equal the total project cost.

Example 1: \$30,000 federal funds requested
 $\$30,000 \div 3 = \$10,000$ (required match)
 $\$30,000 + \$10,000 = \$40,000$ (total project cost)
 $\$40,000 \times 25\% = \$10,000$

Example 2: \$100,000 grant with a 25% STOP match.
 $100\% - 25\% = 75\%$
 $\$100,000 / 75\% = \$133,333$ total project cost
 $\$133,333 - \$100,000 = \$33,333$ matching fund amount

XXIX. Program Income

Grantees are prohibited from generating program income for projects supported by this STOP Grant.

XXX. Supplanting

Grant funds must supplement and not supplant state, federal or local funds. Grantees shall identify the current sources of funding including federal and non-federal monies by completing a Disclosure Form (Exhibit D).

XXXI. Licensing

Therapy and/or counseling services (individual and/or group) shall be provided by a licensed and/or dating violence behavioral health service agency and licensed Masters level behavioral health staff members who are experienced working with victims/survivors of sexual assault, domestic violence.

XXXII. Tribal Governments

Tribal governments are eligible to apply as Grantees; however, Reservations that cross state lines may apply for only the proportionate share of their population residing within the boundaries of this state. Services and partnerships shall occur in Arizona with respect to Arizona organizations and entities.

XXXIII. Travel for Conferences

Reimbursement for attendance at any Office on Violence Against Women sponsored conferences shall generally be limited to your organization's written travel policies, but cannot exceed the federal rate for the geographic location of the conference. Any exception to this policy must be justified as cost effective and will require prior approval of the Governor's Office for Children, Youth and Families. Conference costs that exceed the federal and/or state rate and are incurred without prior justification and approval shall not be allowed.

XXXIV. Equal Employment Opportunity

The Grantee shall comply with the United States Department of Justice regulations governing Equal Employment Opportunity. Upon award of the grant, those Grantees with 50 employees or more are required to file their Equal Employment Opportunity Plan (EEO) or EEO Short Form, with the U.S. Department of Justice, Office of Justice Programs, Office of Civil Rights within 60 days of award.

XXXV. Research Programs with Human Subject Testing

The Grantee shall comply with the United States Department of Justice regulations governing research programs containing human subject testing with STOP Violence Against Women Grant funds.

XXXVI. Reports and Publications

The Grantee shall submit one (1) copy of all reports and proposed publications resulting from this agreement twenty (20) days before public release. Any publications (written, visual, or sound) whether published at the Grantee or government's expense shall contain the following statements:

This project was supported by Grant No. ST-WSG-15-010115-__ awarded by the Governor's Office for Children, Youth and Families for the STOP Formula Grant Program. The opinions, findings, conclusions, and recommendations expressed in this publication/program/exhibition are those of the author(s) and do not necessarily reflect the views of the State or the U.S. Department of Justice, Office on Violence Against Women.

XXXVII. Grantee Assurances

The Grantee agrees to comply with all applicable Federal statutes, regulations, policies, guidelines, and requirements, including administrative requirements with the use of this funding. The Governor's Office for Children, Youth and Families will provide the financial, programmatic and administrative guidelines and statutory program purposes for the STOP Violence Against Women Formula Grant Program funding, including guidelines for requirements of the Violence Against Women Act (VAWA), as amended. The Grantee agrees to comply with all lawful requirements

imposed by the Grantor in the administration of these grant funds. General information on program guidance may be found at <http://www.justice.gov/ovw/grantees#s2>. Program guidance is also provided in the "OVW STOP Frequently Asked Questions" located at <http://www.ovw.usdoj.gov/docs/consolidated-stop-faqs-bla.pdf> and the 2014 Financial Guide <http://ojp.gov/financialguide/index.htm> provided by the Office of Justice Programs.

XXXVIII. Fingerprinting

The provisions of A.R.S. § 46-141 are hereby incorporated as provisions of this contract as they pertain to any new personnel not already covered by this requirement. When applicable, the Grantee shall assume the costs of fingerprint checks and may charge these costs to fingerprint its personnel. The department may allow all or part of the costs of fingerprint checks to be included as an allowable cost in a contract.

Personnel who are employed by any Grantee, whether paid or not, and who are required or allowed to provide services directly to juveniles shall certify on forms provided by the Department of Public Safety and notarized whether they have ever committed any act of sexual abuse of a child, including sexual exploitation and commercial sexual exploitation, or any act of child abuse. This contract may be canceled or terminated if the fingerprint check or the certified form of any person who is employed by a Grantee, whether paid or not, and who is required or allowed to provide services directly to juveniles discloses that a person has committed any act of sexual abuses of a child, including sexual exploitation or commercial sexual exploitation, or any act of child abuse or that the person has been convicted of or awaiting trial on any of the following criminal offenses in this state or similar offenses in another state or jurisdiction.

XXXIX. Indemnification Clause

To the extent allowed by law, Contractor shall defend, indemnify, and hold harmless the State of Arizona, and its departments, agencies, boards, commissions, universities, officers, officials, agents, and employees (hereinafter referred to as "Indemnitee") from and against any and all claims, actions, liabilities, damages, losses, or expenses (including court costs, attorneys' fees, and costs of claim processing, investigation and litigation) (hereinafter referred to as "Claims") for bodily injury or personal injury (including death), or loss or damage to tangible or intangible property caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of Contractor or any of its owners, officers, directors, agents, employees or subcontractors. This indemnity includes any claim or amount arising out of, or recovered under, the Workers' Compensation Law or arising out of the failure of such contractor to conform to any federal, state or local law, statute, ordinance, rule, regulation or court decree. It is the specific intention of the parties that the Indemnitee shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the Indemnitee, be indemnified by Contractor from and against any and all claims. It is agreed that Contractor will be responsible for primary loss investigation, defense and judgment costs where this indemnification is applicable. In consideration of the award of this contract, the Contractor agrees to waive all rights of subrogation against the State of Arizona, its officers, officials, agents and employees for losses arising from the work performed by the Contractor for the State of Arizona.

This indemnity shall not apply if the contractor or sub-contractor(s) is/are an agency, board, commission or university of the State of Arizona.

XL. Insurance Requirements

Contractor and subcontractors shall procure and maintain until all of their obligations have been discharged, including any warranty periods under this Contract, are satisfied, insurance against claims for injury to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors.

The *insurance requirements* herein are minimum requirements for this Contract and in no way limit the indemnity covenants contained in this Contract. The State of Arizona in no way warrants that the minimum limits contained herein are sufficient to protect the Contractor from liabilities that might arise out of the performance of the work under this contract by the Contractor, its agents, representatives, employees or subcontractors, and Contractor is free to purchase additional insurance.

A. MINIMUM SCOPE AND LIMITS OF INSURANCE: Contractor shall provide coverage with limits of liability not less than those stated below.

1. Commercial General Liability – Occurrence Form

Policy shall include bodily injury, property damage, personal and advertising injury and broad form contractual liability coverage.

- General Aggregate \$2,000,000
- Products – Completed Operations Aggregate \$1,000,000
- Personal and Advertising Injury \$1,000,000
- Damage to Rented Premises \$ 50,000
- Each Occurrence \$1,000,000

a. The policy shall be endorsed (**Blanket Endorsements are not acceptable**) to include the following additional insured language: ***“The State of Arizona, and its departments, agencies, boards, commissions, universities, officers, officials, agents, and employees shall be named as additional insureds with respect to liability arising out of the activities performed by or on behalf of the Contractor.”*** Such additional insured shall be covered to the full limits of liability purchased by the Contractor, even if those limits of liability are in excess of those required by this Contract.

b. Policy shall contain a waiver of subrogation endorsement (**Blanket Endorsements are not acceptable**) in favor of the State of Arizona, and its departments, agencies, boards, commissions, universities, officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Contractor.

2. Business Automobile Liability

Bodily Injury and Property Damage for any owned, hired, and/or non-owned vehicles used in the performance of this Contract.

- Combined Single Limit (CSL) \$1,000,000

a. The policy shall be endorsed (**Blanket Endorsements are not acceptable**) to include the following additional insured language: ***“The State of Arizona, and its departments, agencies, boards, commissions, universities, officers, officials, agents, and employees shall be named as additional insureds with respect to liability arising out of the activities performed by or on behalf of the Contractor, involving automobiles owned, leased, hired or borrowed by the Contractor.”*** Such additional insured shall be covered to the full limits of liability purchased by the Contractor, even if those limits of liability are in excess of those required by this Contract.

b. Policy shall contain a waiver of subrogation endorsement (**Blanket Endorsements are not acceptable**) in favor of the ***“State of Arizona, and its departments, agencies, boards, commissions, universities, officers, officials, agents, and employees”*** for losses arising from work performed by or on behalf of the Contractor.

- c. Policy shall contain a severability of interest provision.

3. Worker's Compensation and Employers' Liability

• Workers' Compensation	Statutory
• Employers' Liability	
Each Accident	\$1,000,000
Disease – Each Employee	\$1,000,000
Disease – Policy Limit	\$1,000,000

- a. Policy shall contain a waiver of subrogation endorsement (**Blanket Endorsements are not acceptable**) in favor of the “**State of Arizona, and its departments, agencies, boards, commissions, universities, officers, officials, agents, and employees**” for losses arising from work performed by or on behalf of the Contractor.
- b. This requirement shall not apply to: Separately, EACH contractor or subcontractor exempt under A.R.S. § 23-901, AND when such contractor or subcontractor executes the appropriate waiver (Sole Proprietor/Independent Contractor) form.

4. Professional Liability (Errors and Omissions Liability)

Each Claim	\$1,000,000
Annual Aggregate	\$2,000,000

- a. In the event that the professional liability insurance required by this Contract is written on a claims-made basis, Contractor warrants that any retroactive date under the policy shall precede the effective date of this Contract; and that either continuous coverage will be maintained or an extended discovery period will be exercised for a period of two (2) years beginning at the time work under this Contract is completed.
- b. The policy shall cover professional misconduct or negligent acts for those positions defined in the Scope of Work of this contract.

B. ADDITIONAL INSURANCE REQUIREMENTS: The policies shall include, or be endorsed (**Blanket Endorsements are not acceptable**) to include, the following provisions:

1. The Contractor's policies shall stipulate that the insurance afforded the contractor shall be primary insurance and that any insurance carried by the Department, and its agents, officials, employees or the State of Arizona shall be excess and not contributory insurance, as provided by A.R.S. § 41-621 (E).
2. Coverage provided by the Contractor shall not be limited to the liability assumed under the indemnification provisions of this Contract.

C. NOTICE OF CANCELLATION: With the exception of (10) day notice of cancellation for non-payment of premium, any changes material to compliance with this contract in the insurance policies above shall require (30) days written notice to the State of Arizona. Such notice shall be sent directly to the Governor’s Accounting Office, 1700 West Washington, Suite 500, Phoenix, Arizona 85007 and shall be sent by certified mail, return receipt requested.

D. ACCEPTABILITY OF INSURERS: Contractors insurance shall be placed with companies licensed in the State of Arizona or hold approved non-admitted status on the Arizona Department of Insurance List of Qualified Unauthorized Insurers. Insurers shall have an “A.M. Best” rating of not less than A- VII. The State of Arizona in no way warrants that the above-required minimum insurer rating is sufficient to protect the Contractor from potential insurer insolvency.

E. VERIFICATION OF COVERAGE: Contractor shall furnish the State of Arizona with certificates of insurance (ACORD form or equivalent approved by the State of Arizona) as required by this Contract. The certificates for each insurance policy are to be signed by an authorized representative.

All certificates and endorsements (**Blanket Endorsements are not acceptable**) are to be received and approved by the State of Arizona before work commences. Each insurance policy required by this Contract must be in effect at or prior to commencement of work under this Contract and remain in effect for the duration of the project. Failure to maintain the insurance policies as required by this Contract, or to provide evidence of renewal, is a material breach of contract.

All certificates required by this Contract shall be sent directly to the Governor's Accounting Office, 1700 West Washington, Suite 500, Phoenix, Arizona 85007. The State of Arizona project/contract number and project description shall be noted on the certificate of insurance. The State of Arizona reserves the right to require complete copies of all insurance policies required by this Contract at any time.

F. SUBCONTRACTORS: Contractors' certificate(s) shall include all subcontractors as insureds under its policies **or** Contractor shall furnish to the State of Arizona separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to the minimum requirements identified above.

G. APPROVAL: Any modification or variation from the *insurance requirements* in this Contract shall be made by the contracting agency in consultation with the Department of Administration, Risk Management Division. Such action will not require a formal Contract amendment, but may be made by administrative action.

H. EXCEPTIONS: In the event the Contractor or sub-contractor(s) is/are a public entity, then the Insurance Requirements shall not apply. Such public entity shall provide a Certificate of Self-Insurance. If the contractor or sub-contractor(s) is/are a State of Arizona agency, board, commission, or university, none of the above shall apply.

XLII. Arizona Law

The Arizona law applies to this Contract including, where applicable, the Uniform Commercial Code as adopted by the State of Arizona and the Arizona Procurement Code, Arizona Revised Statutes (A.R.S.) Title 41, Chapter 23, and its implementing rules, Arizona Administrative Code (A.A.C.) Title 2, Chapter 7.

XLII. Severability

The provisions of this Contract are severable. Any term or condition deemed illegal or invalid shall not affect any other term or condition of the Contract.

XLIII. No Waiver

Either party's failure to insist on strict performance of any term or condition of the Contract shall not be deemed a waiver of that term or condition even if the party accepting or acquiescing in the nonconforming performance knows of the nature of the performance and fails to object to it.

XLIV. Records

Under A.R.S. § 35-214 and § 35-215, the Grantee shall retain and shall contractually require each sub-grantee to retain all data and other "records" relating to the acquisition and performance of the Contract for a period of five years after the completion of the Contract. All records shall be subject to inspection and audit by the State at reasonable times. Upon request, the Grantee shall produce a legible copy of any or all such records.

XLV. Non-Discrimination

The Grantee shall comply with State Executive Order No. 2009-09 and all other applicable Federal and State laws, rules and regulations, including the Americans with Disabilities Act.

XLVI. Audit

Pursuant to ARS § 35-214, at any time during the term of this Contract and five (5) years thereafter, the Grantee's or any sub-grantee's books and records shall be subject to audit by the State and, where applicable, the Federal Government, to the extent that the books and records relate to the performance of the Contract or Subgrant.

XLVII. Advertising, Publishing and Promotion of Contract

The Grantee shall not use, advertise or promote information for commercial benefit concerning this Contract without the prior written approval of the Grantor.

XLVIII. Federal Immigration and Nationality Act

The Grantee shall comply with all federal, state and local immigration laws and regulations relating to the immigration status of their employees during the term of the Contract. Further, the Grantee shall flow down this requirement to all sub-grantees utilized during the term of the Contract. The State shall retain the right to perform random audits of the Grantee and sub-grantees records or to inspect papers of any employee thereof to ensure compliance. Should the State determine that the Grantee and/or any sub-grantees be found noncompliant, the State may pursue all remedies allowed by law, including, but not limited to: suspension of work, termination of the Contract for default and suspension and/or debarment of the Grantee.

XLIX. E-Verify

In accordance with A.R.S. § 41-4401, the Grantee warrants compliance with all Federal immigration laws and regulations relating to employees and warrants its compliance with A.R.S. § 23-214, Subsection A.

L. Off-Shore Performance of Work Prohibited

Any services that are described in the specifications or scope of work that directly serve the State of Arizona or its clients and involve access to secure or sensitive data or personal client data shall be performed within the defined territories of the United States. Unless specifically stated otherwise in the specifications, this paragraph does not apply to indirect or "overhead" services, redundant back-up services or services that are incidental to the performance of the Contract. This provision applies to work performed by sub-grantees at all tiers. The Grantee shall declare all anticipated offshore services to the Grantor.

LI. Availability of Funds

Funds may not presently be available for performance under this Contract beyond the current State fiscal year. No legal liability on the part of the State for any payment may arise under this Contract beyond the current State fiscal year until funds are made available for performance of this Contract.

LII. Amendments

The Contract may be modified only through a Contract Amendment within the scope of the Contract. Changes to the Contract, including the addition of work or materials, the revision of payment terms, or the substitution of work or materials, directed by a person who is not specifically authorized in writing by the Grantor or made unilaterally by the Grantee are violations of the Contract and of applicable law. Such changes, including unauthorized written Contract Amendments shall be void and without effect, and the Grantee shall not be entitled to any claim under this Contract based on those changes.

LIII. Sub-grantees

The Grantee shall not enter into any sub-grant under this Contract for the performance of this Contract without the advance written approval of the Grantor. The Grantee shall clearly list any proposed sub-grantees and the sub-grantee's proposed responsibilities. The sub-grant shall incorporate by reference the terms and conditions of this Contract.

LIV. Assignment and Delegation

The Grantee may not assign any right or delegate any duty under this Contract without the prior written approval of the Grantor.

LV. Compliance with Applicable Laws

The Grantee shall comply with all applicable federal, state and local laws, and shall maintain all applicable licenses and permit requirements.

LVI. Right to Assurance

If the State in good faith has reason to believe that the Grantee does not intend to, or is unable to perform or continue performing under this Contract, the Grantor may demand in writing that the Grantee give a written assurance of intent to perform. Failure by the Grantee to provide written assurance within the number of Days specified in the demand may, at the State's option, be the basis for terminating the Contract under the Uniform Terms and Conditions or other rights and remedies available by law or provided by the Contract.

LVII. Stop Work Order

The Grantor may, at any time, by written order to the Grantee, require the Grantee to stop all or any part, of the work called for by this Contract for period(s) of days indicated by the Grantor after the order is delivered to the Grantee. The order shall be specifically identified as a stop work order issued under this clause. Upon receipt of the order, the Grantee shall immediately comply with its terms and take reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of the work stoppage.

If a stop work order issued under this clause is canceled or the period of the order or any extension expires, the Grantee shall resume work. The Grantor shall make an equitable adjustment in the delivery schedule or Contract price, or both, and the Contract shall be amended in writing accordingly.

LVIII. Non-Exclusive Remedies

The rights and remedies of the State under this Contract are not exclusive.

LIX. Nonconforming Tender

Materials or services supplied under this Contract shall fully comply with the Contract. The delivery of materials or services or a portion of the materials or services that do not fully comply constitutes a breach of contract. On delivery of nonconforming materials or services, the Grantor may terminate the Contract for default under applicable termination clauses in the Contract, exercise any of its rights and remedies under the Uniform Commercial Code, or pursue any other right or remedy available to it.

LX. Right of Offset

The Grantor shall be entitled to offset against any sums due the Grantee, any expenses or costs incurred by the Grantor, or damages assessed by the Grantor concerning the Grantee's non-conforming performance or failure to perform the Contract, including expenses, costs and damages described in the Uniform Terms and Conditions.

LXI. Cancellation for Conflict of Interest

In accordance with A.R.S. § 38-511, the State may cancel this Contract within three (3) years after Contract execution without penalty or further obligation if any person significantly involved in

initiating, negotiating, securing, drafting or creating the Contract on behalf of the State is or becomes at any time while the Contract or an extension of the Contract is in effect an employee of or a consultant to any other party to this Contract with respect to the subject matter of the Contract. The cancellation shall be effective when the Grantee receives written notice of the cancellation unless the notice specifies a later time. If the Grantee is a political subdivision of the State, it may also cancel this Contract as provided in A.R.S. § 38-511.

LXII. Suspension or Disbarment Status

The State may, by written notice to the Grantee, immediately terminate this Contract if the State determines that the Grantee has been debarred, suspended or otherwise lawfully prohibited from participating in any public procurement activity, including but not limited to, being disapproved as a subcontractor of any public procurement unit or other governmental body. Submittal of an offer or execution of a Contract shall attest that the Grantee is not currently suspended or debarred. If the Grantee becomes suspended or debarred, the Grantee shall immediately notify the State.

LXIII. Termination for Convenience

The State reserves the right to terminate the Contract, in whole or in part at any time when in the best interest of the State, without penalty or recourse. Upon receipt of the written notice, the Grantee shall stop all work, as directed in the notice, notify all sub-grantees of the effective date of the termination and minimize all further costs to the State. In the event of termination under this paragraph, all documents, data and reports prepared by the Grantee under the Contract shall become the property of and be delivered to the State upon demand. The Grantee shall be entitled to receive just and equitable compensation for work in progress, work completed and materials accepted before the effective date of the termination. The cost principles and procedures provided in A.A.C. R2-7-701 shall apply.

LXIV. Termination for Default

In addition to the rights reserved in the Contract, the Grantor may terminate the Contract in whole or in part due to the failure of the Grantee to comply with any term or condition of the Contract, to acquire and maintain all required insurance policies, bonds, licenses and permits, or to make satisfactory progress in performing the Contract. The Grantor shall provide written notice of the termination and the reasons for it to the Grantee.

Upon termination under this paragraph, all goods, materials, documents, data and reports prepared by the Grantee under the Contract shall become the property of and be delivered to the Grantor on demand.

The Grantor may, upon termination of this Contract, procure, on terms and in the manner that it deems appropriate, materials or services to replace those under this Contract. The Grantee shall be liable to the Grantor for any excess costs incurred by the Grantor in procuring materials or services in substitution for those due from the Grantee.

LXV. Arbitration

The parties to this Contract agree to resolve all disputes arising out of or relating to this contract through arbitration, after exhausting applicable administrative review, to the extent required by A.R.S. § 12-1518, except as may be required by other applicable statutes (Title 41). Venue shall be in Maricopa County, Arizona.

Exhibits and Attachments:

- Exhibit A: Checklist
- Exhibit B: Funds Requested Page
- Exhibit C: Line Item Budget - Sample
- Exhibit D: Budget Narrative - Sample
- Exhibit E: Disclosure Form of Other Funding Sources
- Exhibit F: Staff Overview
- Exhibit G: Applicant's Proposed Subcontractor(s)
- Exhibit H: GOCYF Standard Data Collection Form
- Exhibit I: GOCYF Financial Systems Survey
- Exhibit J: Assurances for Non-Construction Programs
- Exhibit K: Civil Rights Compliance Checklist
- Exhibit L: Goals, Objectives and Performance Measures
- Exhibit M: Implementation Plan

- Attachment A: Overarching Definitions for VAWA 2005
- Attachment B: Website Link for Domestic Violence Standards Document
- Attachment C: Certificate of Insurance - Sample

EXHIBIT A

Checklist

The STOP Violence Against Women Formula Grant
RFGA No. ST-WSG-15-010115-00

Name of Organization: _____

Checklist:

Use the following list to make sure your Grant Application for the STOP Violence Against Women Formula Grant Program is complete and meets the requirements specified in this request for grant applications. Please assemble your application in the order listed below.

- **One (1) original document marked “ORIGINAL”, and eight (8) additional copies.**
- Page numbers are included on all pages, in sequence and a table of contents is included with page numbers referenced.
- Completed and signed Offer and Acceptance Form (SPO form 203).
- Exhibit A – Checklist. Signed and attached.
- Solicitation Amendment(s). Signed and submitted, if issued.
- Memorandum of Understanding (MOU) and/or Letter of Participation.
- Confidentiality Policy or statement detailing progress and content under development.
- Submit your most recent IRS 501(c) (3) tax exempt letter, if your organization is a non-profit.
- Proof of current registration in the Central Contractor Registration database.
- Legal Assistance Certification letter (if applicable).
- Executive Summary.
- Application Program Narrative.
- Exhibit B - Funds Requested Page. Completed, signed and attached.
- Proof of Rural Eligibility
- Exhibit C - Line Item Budget. Completed, signed and attached.
- Exhibit D - Budget Narrative. Completed, signed and attached.
- Exhibit E - Disclosure Form of Other Funding Sources. Completed, signed and attached.
- Exhibit F - Staff Overview. Completed and attached.
- Resumes and/or job descriptions and Organization Chart attached.
- Exhibit G – Applicant’s Proposed Subcontractor(s). Completed and attached.
- Exhibit H – GOCYF Standard Data Collection Form. Completed and attached.

- Exhibit I – GOCYF Financial Systems Survey. Completed, signed and attached.
- Exhibit J – Assurances for Non-Construction Programs. Signed and dated.
- Exhibit K - Civil Rights Compliance Checklist, signed and attached.
- Exhibit L - Goals, Objectives and Performance Measures. Completed and attached.
- Exhibit M – Implementation Plan. Completed and attached.
- One copy of the financial and compliance audit is attached at the end of the completed original application. If the nonprofit organization is not subject to audit requirements, attach one copy of the most recently prepared financial statements including a Balance Sheet, Income Statement, and Statement of Cash Flows, along with a description of the source of the documents. IRS Form 990 shall not be accepted as substitute documents.
- Applications should be in twelve point font or larger, single-spaced, with one inch margins or wider and single sided, NOT duplexed.
- The original application set with documents requiring signatures must have **ORIGINAL** signatures.
- Do **NOT** bind your application in spiral binders or in 3-ring notebooks. Please submit your applications either stapled in the upper left-hand corner or use a binder clip.
- When submitting your application, ensure your organization name and the Request for Grant Application Number ST-WSG-15-150101-00 is **CLEARLY** marked on the outside of the **SEALED** envelope/package.
- All applications are date stamped by the time clock in the Governor’s Office for Children, Youth and Families, 1700 W. Washington, Suite 230, Phoenix, AZ 85007.
 - It is the responsibility of each applicant to ensure their application is delivered to the Governor’s Office for Children, Youth, and Families **by the due date and time**. Allow for such contingencies as heavy traffic, weather, directions, parking, security, etc. Verify that your express delivery service provider delivers packages directly into Suite 230.
 - Applicants are cautioned not to rely on next day U.S. Postal mail services. Mail sent to the Governor’s Office for Children, Youth and Families is filtered through the Arizona Department of Administration. The Governor’s Office for Children, Youth and Families is not responsible for packages delivered to locations other than the Governor’s Office for Children, Youth and Families, 1700 W. Washington, Suite 230, Phoenix, AZ 85007.

The point of contact concerning this application is referenced on the Offer and Acceptance Form.

Signature by the Point of Contact for Application _____ Date _____

Job Title _____

GOCYF Staff Use Only	
Name: _____	Date _____
Job Title _____	

EXHIBIT B

Funds Requested Page

1. The offeror must state a firm, fixed total guaranteed not-to-exceed amount of funds requested for STOP Violence Against Women Formula Grant Program. Each organization can apply for ONLY ONE program area per application.

\$ _____ Program Area 1: Law Enforcement

\$ _____ Program Area 2: Prosecution

\$ _____ Program Area 3: Courts

\$ _____ Program Area 4: Victim Services

2. Are you submitting this application for your proposed program as a faith-based organization?

YES NO

3. Each organization applying to the STOP Violence Against Women Formula Grant Program can apply for ONLY ONE category.

RURAL TRIBAL URBAN/COUNTY/STATEWIDE

4. If you are providing services or addressing sexual assault with the application, what percent of your application/project will meaningfully address sexual assault?

Sexual Assault Percent of Project: _____

5. What is the target population for your proposed program?

TARGET POPULATION: _____

6. If providing direct services or training, what number of participants will be served through this program?

NUMBER TO BE SERVED: _____

EXHIBIT C

SAMPLE Line Item Budget

This exhibit is provided as an example only. While you must use this format, you may reproduce it with Word Processing or Spreadsheet software. Limit your budget line items to the following categories: Personnel, Fringe Benefits, Contracted/Professional Services, Travel (In-State/Out of State), Pass-Thru, Other Operating Expenses and Administrative/Indirect Costs. **Please round budget category totals to the nearest dollar.**

Budget period: January 1, 2015 – December 31, 2015

Budget Category	Line Item	Requested Funds	** Matching Funds/ Source	Total Cost
Personnel and Fringe Benefits				
Personnel	Project Director, Bob Williams, 75%, 12 months	\$33,000		\$33,000
	Project Director, Bob Williams, 25%, 12 months		\$11,000 (XYZ City)	\$11,000
Fringe Benefits	Agency Rate (18%)- Budget narrative should provide more detailed accounting of how this rate was determined for the agency. (Rounded)	\$5,900	\$2,000 (XYZ City)	\$5,900 \$2,000
Contracted Services/Professional Services				
Contract services	Program Evaluation – contractual data entry services (GHJ Evaluation, Inc.)	\$1,000		\$1,000
Travel				
	Project staff to attend program related training (300 miles x 44.5 cents per mile x 1 staff person) (Rounded)	\$130		\$130
Pass Through				
Subgrants	Stipends for school personnel 1 person - .10 FTE	\$1,000		\$1,000
Supplies and Other Operating				
	Postage (\$100/month x 12 months for monthly flier)	\$1,200		\$1,200
	Telephone for Bob Williams (\$151/month x 12 months)		\$1,812 (XYZ City)	\$1,080
Developing/Enhancing/Strengthening Prevention and Educational Programming (fed purpose area #20)				
Personnel	Staff Name, Position, FTE %, months	\$1,000		\$1,000
Supplies	office supplies (\$100 x 12 months)	\$1,200		\$1,200
Administrative/Indirect Costs				
	Please see narrative.			
Total		\$44,430	\$14,812	\$59,242

*As shown, a line item budget justification for each component **MUST** be included in the application that describes the procedure for determining the cost of budget categories. Detail in the line item budget narrative strengthens applications. See the following page for budget narrative format.

EXHIBIT D

SAMPLE Budget Narrative

The purpose of the budget narrative is to provide greater detail on the **budget line items for requested funds and matching funds/source**. The budget narrative should explain the criteria used to compute the budget figures on the budget form. Please verify that the narrative and budget form correspond and the calculations and totals are accurate.

Personnel: Include information such as position title(s), name of employee (if known), annual salary, time to be spent on this program (hours or %), number of months assigned to this program, etc. If you need additional fiscal personnel to manage this grant, include those costs also. Provide the calculation used to determine the requested funding amount for each individual (i.e. Bob Williams \$45,000 Annual Salary x .75 FTE = \$33,750).

All organizations that receive Federal funds are required to maintain appropriate documentation to support salaries and wages per the 2 CFRs (Personal Activity Reports, Time and Effort Reports, Certifications, etc.). All organizations will be monitored to assure compliance with this requirement. Please review the appropriate 2 CFR for your organization.

Fringe Benefits: Provide a list of the fringe benefit costs and their respective percent of salary (See example below). Indicate any special rates for part-time employees, if applicable. Explain how the benefits for each position were determined.

Example list:

Fringe Benefit	Percent of Salary
Payroll Tax	.094
Worker's Comp	.020
Medical and Dental Insurance	.066
Total Fringe Benefit Rate	.18

Contracted Services/Professional Services: If contracted services/professional services are proposed in the budget, define how the costs for these services were determined and provide justification for the services related to the project. This category includes Evaluation Services. Information for Evaluation Professional Services should include who will be performing the evaluation, the type of work to be performed, and a listing of all applicable rates. Provide the units x rate calculation to show how the requested funding amount was determined (i.e. 20 Hours x \$50/hr = \$1,000). Explain how all contracts will be procured. The Grantee will be required to submit a copy of the executed contract before any related costs will be reimbursed.

Travel: Travel costs are according to the Applicant's written policy. Include a detailed breakdown of the travel costs (i.e. lodging, mileage, per diem, etc.) Indicate the location(s) of travel, the justification for travel as it relates to the program, and how many employees will attend.

Food costs related to per diem amounts designated in your organization's travel policy are allowable. If awarded, throughout the entire contract term, prior approval from the GOCYF must be obtained for any and all potential food costs related to workshops and meetings.

Pass Through/Subgrants: In the event that this application represents a collaboration and the Applicant will be utilizing other Grantees to perform various components of the program, include the Grantee name, the work the Grantee will perform, the dollar limit of the sub grant and how it was determined, and the term of the sub grant). Also include monitoring policies that will be utilized to assure compliance.

Supplies and Operating Expenses: List the supplies and other operating expenses and justify the need for the items. Identify the monthly cost for re-occurring expenses (i.e. rent, utilities, general office supplies, printing, etc.) If building rent is requested, please indicate the method used to allocate the appropriate amount of rent to the program. Provide the item cost for infrequent purchases (i.e. telephone unit, registration fee, training cost, etc.). All purchases should be made according to the Applicant's written procurement policy, which at a minimum must contain the federal procurement guidelines for federal grants.

Developing/Enhancing/Strengthening Prevention and Educational Programming: List all expenses for Federal Program Purpose Area #20 (Developing/Enhancing/Strengthening Prevention and Educational Programming) in this section. You may have expenses that also fall within another line item in the budget, however, please include all expenses related to this Purpose Area separate from the other line items as they will be tracked separately. For any allocations please indicate the method used to allocate the appropriate amount to this purpose area.

Administrative/Indirect Costs: Administrative costs are the general or centralized expenses necessary for the overall administration of an organization. Administrative costs do not include particular project costs. For organizations that have an established federally approved indirect cost rate for Federal awards, indirect costs mean those costs that are included in the organization's indirect cost rate. Such costs are generally identified with the organization's overall operation and are further described in the Office of Management and Budget Circulars 2 CFR 220, 2 CFR 225, and 2 CFR 230.

For the purposes of this grant, Grantees may be permitted an allocation for administrative costs under one of the following:

Scenario A: Administrative Costs: If the Applicant does not have a federally approved indirect cost rate, the Applicant may include an allocation for administrative costs for up to 10% of the total direct funds requested.

Provide a list of the Applicant's requested administrative costs items and the corresponding cost of each item. Also, include a copy of the written allocation policy for these costs.

Scenario B: Federally Approved Indirect Costs: If the Applicant has a federally approved indirect cost rate agreement in place, the Applicant may include an allocation for indirect costs for up to 10% of the total direct funds requested. Applicants must provide a copy of their federally approved indirect cost rate agreement.

Indirect costs are costs of an organization that are not readily assignable to a particular project, but are necessary to the operation of the organization and the performance of the project. The cost of operating and maintaining facilities, depreciation, and administrative salaries are examples of the types of costs that are usually treated as indirect.

EXHIBIT E

Disclosure of Other Funding Sources

Please list all other funding that your organization currently receives from State or Public Agencies, Federal Agencies, Non-Profit Organizations, or any other source providing funding **for the proposed program***. Use a continuation sheet if necessary. The following form may be reproduced with word processing software or another form may be created that contains all the information requested.

Type of Funding (Federal, State, local, other)	Received From	Amount	✓ If used for match on this grant	End Date (If Applicable)
TOTAL:				

***This table should include only those funds that will support the program detailed in this application.**

EXHIBIT F

Staff Overview

The following form may be reproduced with word processing software or another form may be created that contains all the information requested.

In addition to this overview, please attach a resume (for current personnel) or a job description (for positions to be hired) for the key individuals involved in the project.

STAFF MEMBER	BACKGROUND AND EXPERTISE OF PERSONNEL
Name: Title: What percent of time will be spent on this project:	
Name: Title: What percent of time will be spent on this project:	
Name: Title: What percent of time will be spent on this project:	
Name: Title: What percent of time will be spent on this project:	
Name: Title: What percent of time will be spent on this project:	
Name: Title: What percent of time will be spent on this project:	

EXHIBIT G
Applicant's Proposed Subcontractor(s)

Applicant's Name: _____

The Applicant shall indicate all subcontractors that the Applicant will use to perform any portion of this solicitation's Scope of Work.

If the Applicant will not subcontract any portion of this solicitation's Scope of Work and will be performing this solicitation's Scope of Work entirely with its own employees, the Applicant shall clearly indicate this by checking **No** in the section below.

If any subcontractors will be used, the Applicant shall clearly indicate this by checking **Yes** in the section below and follow the instructions contained in the paragraph for identifying all subcontractors.

_____ No The above Applicant will not subcontract any portion of performance of any resultant contract under this solicitation.

_____ Yes The above Applicant will use the subcontractor(s) listed below in performance of any resultant contract under this solicitation.

The Applicant shall list below each subcontractor's name/location, the type of service to be provided, the certifications they possess (copies of all certifications shall be provided as an attachment to the submitted proposal) and the amount of time or effort (as a percent of total contract performance) that the subcontractor will perform in relation to total performance of this solicitation's requirements. Additional pages may be used if necessary.

The Applicant shall describe the quality assurance measures that the Applicant will use to monitor the subcontractor's performance.

The State reserves the right to request any additional information deemed necessary about any proposed subcontractors.

SUBCONTRACTOR INFORMATION

Name/Location	Type of Service	Certifications	Percent of time on Project

EXHIBIT H

Governor's Office for Children, Youth and Families Standard Data Collection Form for the Grant Management Information System (GIMS)

A. Fiscal Agent Information:

Agency Name _____ Contact Person _____
Address _____ Position _____
_____ Email _____
City, State, Zip _____ Phone _____ x _____
County _____
Employer Identification Number: _____ DUNS Number: _____
Agency Classification: _____ State Agency _____ County Government _____ Local Government _____ Schools _____ Tribal
_____ Faith Based _____ Non-Profit _____ Other

In which Congressional (Federal) District is your agency? Enter District # _____
<http://www.azredistricting.org> (click on Final Maps)

In which Legislative (State) District is your agency? Enter District # _____
<http://www.azredistricting.org> (click on Final Maps)

Have you previously conducted business with the State using this EIN: **Y N**. If **NO**, please go to the following website, download the State of Arizona Substitute W-9 Form and submit with your application. <http://www.gao.state.az.us/onlineforms>

What was the date of your most recent SAM/CCR registration? _____ * Please attach confirmation of registration.

Preferred method for reimbursements (ACH or mailed check)? _____ ACH _____ Agency Fiscal Address (listed above)

Preferred reimbursement cycle: _____ Monthly _____ Quarterly

B. Contract Signer Information:

Contract Signer _____ Position _____
Address _____ Email _____
_____ Phone _____ x _____
City, State, Zip _____ County _____

C. Financial Information:

Approximately how much FEDERAL funding will your organization expend in your current fiscal year? \$ _____

What is your organization's fiscal year-end date? _____

Accounting Method: _____ Cash _____ Accrual _____ Modified

Is your organization subject to the requirements of an annual independent audit in accordance with OMB Circular A-133? **Y N**

Please provide contact information of the audit firm conducting your audit:

Agency _____

Address _____

Phone Number _____

FFATA (Federal Funding Accountability and Transparency Act) Reporting Requirements:

- 1. Is 80% or more of annual gross revenues from Federal Awards? Yes _____ No _____
- 2. Do you receive \$25 Million or more annually from Federal Awards? Yes _____ No _____

If you answered YES to both questions, you MUST provide the names and total compensation of the top five (5) paid executives.

- 1. Name _____ Total Compensation _____
- 2. Name _____ Total Compensation _____
- 3. Name _____ Total Compensation _____
- 4. Name _____ Total Compensation _____
- 5. Name _____ Total Compensation _____

D. Program Agency Information:

Agency Name _____ Contact Person _____

Address _____ Position _____

_____ Email _____

City, State, Zip _____ Phone _____ x _____

County _____

E. Proposed Program Information / Description:

Amount requesting: _____

Service area of proposed program: _____

Target population of proposed program: _____

Number of participants to be served: _____

Authorized Signer **Date**

(TO BE COMPLETED BY GOCYF PERSONNEL)

Contract Number: _____

Is the contract FFATA reportable? Yes _____ No _____

Is the Sub-Grantee's Audit Current? Yes _____ No _____

Funding Index: _____

Required Attachments:

_____ Sub-Grantee Renewal Application
_____ Line Item Budget
_____ Budget Narrative
_____ Sub-Grantee Renewal Checklist
_____ CCR Certification

Any Special terms and conditions to be included in contract: _____

Program Administrator **Date** **Grant Auditor** **Date**

EXHIBIT I
Governor's Office for Children, Youth and Families
Financial Systems Survey

Name of Applicant: _____

Please answer every question by filling in the circle next to the correct answer. Attach materials and document comments as required.

As stewards of federal and state funds, the Governor's Office for Children, Youth and Families awards funds to organizations (regardless of how small or large) that are both capable of achieving project goals/objectives and upholding their responsibility for properly managing funds as they achieve those objectives.

This survey will be used primarily for initial monitoring of the organization. This survey may also be used in evaluating the financial capability of the organization in the award process. Deficiencies should be addressed for corrective action and the organization should consider procuring technical assistance in correcting identified problems.

A. GENERAL INFORMATION

1. Has your organization received a Federal or State Grant within the last two years?	<input type="radio"/> YES <input type="radio"/> NO
2. Is your organization subject to the requirements of the A-133 Single Audit Act? If yes, please attach a complete copy of your A-133 Audit, including, but not limited to, your Management Letter, Findings and Questioned Costs.	<input type="radio"/> YES <input type="radio"/> NO
3. If your organization is not subject to the A-133, have your financial statements been audited, reviewed or compiled by an independent Certified Public Accountant within the past two years? If yes, please attach a complete copy of the most recent audited, reviewed or compiled financial statements. If no, please attach a copy of the most recently prepared financial statements including a balance sheet, income statement, statement of cash flows and a description of the source of the documents.	<input type="radio"/> YES <input type="radio"/> NO
4. Please attach a schedule showing the TOTAL federal funds (by granting agency) expended by your agency for the most recent fiscal year. Note: If your organization had an A-133 Single Audit, a copy of the "Schedule of Expenditures for Federal Awards" can be submitted	
5. Has your organization received funding from the Governor's Office for Children, Youth and Families within the past two years? If yes, specify the grant contract numbers: _____ _____ _____	<input type="radio"/> YES <input type="radio"/> NO
6. Has your organization been granted tax-exempt status by the Internal Revenue Service?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
7. If you answered YES to question #6, under what section of the IRS code? <input type="radio"/> 501 C (3) <input type="radio"/> 501 C (4) <input type="radio"/> 501 C (5) <input type="radio"/> 501 C (6) <input type="radio"/> Other. Specify: _____	
8. Does your organization have established policies related to salary scales, fringe benefits, travel reimbursement and personnel policies?	<input type="radio"/> YES <input type="radio"/> NO

B. FUNDS MANAGEMENT

1. Which of the following describes your organization's accounting system?	<input type="radio"/> Manual <input type="radio"/> Automated <input type="radio"/> Combination
2. How frequently do you post to the General Ledger?	<input type="radio"/> Daily <input type="radio"/> Weekly <input type="radio"/> Monthly <input type="radio"/> Other
3. Does the accounting system completely and accurately track the receipt and disbursements of funds by each grant or funding source?	<input type="radio"/> YES <input type="radio"/> NO
4. Does the accounting system provide for the recording of actual costs compared to budgeted costs for each budget line item?	<input type="radio"/> YES <input type="radio"/> NO
5. Are time and effort distribution reports maintained for employees working fully or partially on state or federal grant programs which account for 100% of each employee's time?	<input type="radio"/> YES <input type="radio"/> NO
6. Is your organization familiar with Federal Cost Principles (i.e. 2 CFR 220, 2 CFR 225, and 2 CFR 230)?	<input type="radio"/> YES <input type="radio"/> NO
7. How does your organization plan to charge common/indirect costs to this grant? NOTE: Those organizations using an indirect cost plan/rate need to attach a copy of the methodology and calculations in determining the rate.	<input type="radio"/> Direct Charges <input type="radio"/> Utilizing an Indirect Cost Allocation Plan or Rate

C. INTERNAL CONTROLS

1. Are duties of the bookkeeper/accountant segregated from the duties of cash receipt or cash disbursement?	<input type="radio"/> YES <input type="radio"/> NO
2. Are checks signed by individuals whose duties exclude recording cash received, approving vouchers for payment and the preparation of payroll?	<input type="radio"/> YES <input type="radio"/> NO
3. Are all accounting entries and payments supported by source documentation?	<input type="radio"/> YES <input type="radio"/> NO
4. Are cash or in-kind matching funds supported by source documentation?	<input type="radio"/> YES <input type="radio"/> NO
5. Are employee time sheets supported by appropriately approved/signed documents?	<input type="radio"/> YES <input type="radio"/> NO
6. Does the organization maintain policies that include procedures for assuring compliance with applicable cost principles and terms of each grant award?	<input type="radio"/> YES <input type="radio"/> NO

D. PROCUREMENT

1. Does the organization maintain written codes of conduct for employees involved in awarding or administering procurement contracts?	<input type="radio"/> YES <input type="radio"/> NO
2. Does the organization conduct purchases in a manner that encourages open and free competition among vendors?	<input type="radio"/> YES <input type="radio"/> NO
3. Does the organization complete some level of cost or price analysis for every major purchase?	<input type="radio"/> YES <input type="radio"/> NO
4. Does the organization maintain a system of contract administration to ensure Grantee conformance with the terms and conditions of each contract?	<input type="radio"/> YES <input type="radio"/> NO
5. Does the organization maintain written procurement policies and procedures?	<input type="radio"/> YES <input type="radio"/> NO

EXHIBIT J

ASSURANCES for NON-CONSTRUCTION PROGRAMS

OMB Approval No 4040-0007

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of the project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§ 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin in the delivery of services (42 U.S.C. § 2000d), and the Department of Justice implementing regulations at 28 C.F.R. Part 42, Subpart C; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683, and 1685-1686), and the Department of Justice implementing regulations at 28 C.F.R. Part 54, which prohibit discrimination on the basis of sex in educational programs; (c) section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps and disability in the delivery of services and employment practices (29 U.S.C. § 794), and the Department of Justice implementation regulations at 28 C.F.R. Part 42, Subpart G; (d) Title II of the Americans with Disabilities Act of 1990, which prohibits discrimination on the basis of disability in the delivery of services and employment practices (42 U.S.C. § 12132), and the Department of Justice implementing regulations at 28 C.F.R. Part 35; (e) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107) and the Department of Justice implementing regulations at 28 C.F.R. Part 42, Subpart I, which prohibit discrimination on the basis of age in the delivery of services; (f) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (g) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (h) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§ 290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (i) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 et seq.), as amended, relating to the nondiscrimination in the sale, rental or financing or housing; (j) the DOJ regulations on the Equal Treatment for Faith-Based Organizations, which prohibit discrimination on the basis of religion in the delivery of services and prohibit organizations from using Department of Justice funding on inherently religious activities (28 C.F.R. Part 38); (k) the Omnibus Crime Control and Safe Streets Act of 1968, which prohibits discrimination on the basis of race, color, national origin, religion, or sex in the delivery of services and employment practices (42 U.S.C. § 3789d(c)(1)), and the Department of Justice implementing regulations at 28 C.F.R. Part 42, Subpart D; (l) the confidentiality requirements of 42 U.S.C. § 3789g and the Department of Justice implementing regulations at 28 C.F.R. Part 22 that are applicable to collection, use, and revelation of data or information. Applicant further agrees, as a condition of grant approval, to submit a Privacy Certificate that is in accord with requirements of the Department of Justice implementing regulations at 28 C.F.R. Part 22 and, in particular, § 22.23; and (m) the requirements of the Department of Justice implementing regulations at 28 C.F.R. Part 46 and all Office of Justice Programs policies and procedures regarding the protection of human research subjects, including obtainment of Institutional Review Board Approval, if appropriate, and subject informed consent; (n) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (o) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of the Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of

persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.

8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§ 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. § 276a to 276a-7), the Copeland Act (40 U.S.C. § 276C and 18 U.S.C. § 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§ 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §§ 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§ 469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§ 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations.
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OR AUTHORIZED CERTIFYING OFFICIAL	TITLE
APPLICANT ORGANIZATION	DATE SUBMITTED

EXHIBIT K

Civil Rights Compliance Checklist

Requirement	Yes	N/A	No	Comments
An Equal Employment Opportunity Plan in accordance with 28 C.F.R §§ 42.301-.308 on file	<input type="checkbox"/>		<input type="checkbox"/>	<i>Date prepared</i>
EEOP short form submitted to OCR, DOP and DOJ if required	<input type="checkbox"/>		<input type="checkbox"/>	<i>Date submitted</i>
Certification form to OCR for partial or complete exemption from EEOP submitted	<input type="checkbox"/>		<input type="checkbox"/>	<i>Date submitted</i>
Agency notifies participants of non-discrimination on basis of race, color, national origin, religion, sex, gender identity, sexual orientation, disability and age	<input type="checkbox"/>		<input type="checkbox"/>	<i>Method of notification</i>
Agency notifies employees of non-discrimination on basis of race, color, national origin, religion, sex, gender identity, sexual orientation, disability and age	<input type="checkbox"/>		<input type="checkbox"/>	<i>Method of notification</i>
Written policies/procedures for filing discrimination complaints with GOCYF or OCR are in place	<input type="checkbox"/>		<input type="checkbox"/>	<i>Provide a copy if available</i>
Does the agency have 50 or more employees and receive more than \$25,000?	<input type="checkbox"/>		<input type="checkbox"/>	<i>If YES, complete a and b</i>
a. Grievance procedures implementing Section 504 of the Rehabilitation Act of 1973, found at 28 C.F.R. Part 42, Subpart G has been adopted	<input type="checkbox"/>		<input type="checkbox"/>	
b. Prohibitions against disability discrimination contained in 28 C.F.R. Part 42, Subpart G Compliance Coordinator has been designated	<input type="checkbox"/>		<input type="checkbox"/>	
Is the agency operating an education program or activity?	<input type="checkbox"/>		<input type="checkbox"/>	<i>If YES, complete a, b, and c</i>
a. Procedures for prompt and equitable resolution of Title IX of the Education Amendments of 1972, found at 28 C.F.R, Part 54 have been adopted (discrimination on the basis of sex)	<input type="checkbox"/>		<input type="checkbox"/>	

b. Compliance coordinator with prohibitions against sex discrimination contained in 28 C.F.R., Part 54 has been designated	<input type="checkbox"/>		<input type="checkbox"/>	
c. Notifies applicants for admission and employment, students, and parents of non-discrimination on the basis of sex in its educational programs or activities	<input type="checkbox"/>		<input type="checkbox"/>	
Has the agency received any findings of discrimination by a federal or state court, or federal or state administrative agency on the grounds of race, color, religion, national origin, or sex in the past?	<input type="checkbox"/>		<input type="checkbox"/>	<i>If YES, complete a</i>
a. Did the agency comply with requirement to submit findings to the OCR?	<input type="checkbox"/>		<input type="checkbox"/>	
Has the agency taken steps to provide access to programs/activities to those with limited English proficiency?	<input type="checkbox"/>		<input type="checkbox"/>	<i>If YES, complete a</i>
a. Have written policies and procedures on providing language access services been developed?	<input type="checkbox"/>		<input type="checkbox"/>	
Does the agency provide training for employees on requirements under federal civil rights laws?	<input type="checkbox"/>		<input type="checkbox"/>	
Does the agency conduct religious activities?	<input type="checkbox"/>		<input type="checkbox"/>	<i>If YES, complete a, b, c and d</i>
a. Are religious services provided to everyone regardless of religion or religious belief?	<input type="checkbox"/>		<input type="checkbox"/>	
b. Are federal funds used to conduct inherently religious activities?	<input type="checkbox"/>		<input type="checkbox"/>	
c. Are inherently religious activities kept separate in time or place from federally-funded activities?	<input type="checkbox"/>		<input type="checkbox"/>	

EXHIBIT L

Goals, Objectives and Performance Measures (with samples provided)

In the table below, state the goal(s) that will address the identified problem/need. Modify the number of goals as needed.

Goal 1	Improve law enforcement response to stalking.
Goal 2	Increase awareness about stalking in the community.
Goal 3	Provide support and information to stalking victims.

The selected performance measures must demonstrate results of the STOP project.

ACTIVITY/ STRATEGY	GOAL # (Goal must be listed in above table)	PERFORMANCE MEASURE/TASKS AND QUANTITY	OBJECTIVE	TIME FRAME	AS MEASURED BY
<i>Example:</i> Activity 1: Training about Stalking in Arizona	1	<i>8 training events (number of trainings and/or hours) provided to law enforcement</i>	<i>Increase knowledge about stalking laws and policies</i>	<i>March 1 2015 – December 15, 2015</i>	<i>Sign-in Sheets Completed Evaluations Pre and Post Tests</i>
	2	<i>12 trainings (number of trainings and/or hours) provided to community stakeholders</i>	<i>Increase knowledge about stalking laws, policies and resources</i>	<i>June 1 2015 – December 15, 2015</i>	<i>Sign-in Sheets Completed Evaluations Pre and Post Tests</i>
Activity 2: Provide advocacy to stalking victims	3	<i>45 or 75% (number and percent) of victims that know how to plan for their continued safety.</i>	<i>Increase knowledge about how to safety plan and resources available</i>	<i>January 1, 2015 – December 31, 2015</i>	<i>Victim contact entries in database Or Completed survey from Victim</i>

EXHIBIT M

Implementation Plan

The following form may be reproduced with word processing software or another form may be created that contains all the information requested. Sequentially list the key tasks and activities needed to implement the strategies/approaches including timelines and responsibilities as they relate to the achievement of the task. In the final column, list how the effectiveness of the implementation will be measured (e.g. number of staff attending/completing, participant satisfaction attendance at CCRT meeting, adequacy of resources, timely completion of activities, etc.)

Note: In addition to listing activities necessary to implementing the strategies/approaches or proven program, include the activities necessary to implementing the sustainability plan as outlined in the *Sustainability* section.

ACTIVITY/STRATEGY	KEY TASK	ACTIVITIES	PERSON RESPONSIBLE	BY WHEN	AS MEASURED BY

Attachment A
Overarching Definitions from VAWA 2005 and VAWA 2013

42 U.S.C. § 13925 Definitions

(a) Definitions

In this subchapter:

(1) Alaska Native village

The term “Alaska Native village” has the same meaning given such term in the Alaska Native Claims Settlement Act (43 U.S.C. 1601 et seq.).

(2) Courts

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

(3) Child abuse and neglect

The term “child abuse and neglect” means any recent act or failure to act on the part of a parent or caregiver with intent to cause death, serious physical or emotional harm, sexual abuse, or exploitation, or an act or failure to act which presents an imminent risk of serious harm to an unemancipated minor. This definition shall not be construed to mean that failure to leave an abusive relationship, in the absence of other action constituting abuse or neglect, is itself abuse or neglect.

(4) Community-based organization

The term “community-based organization” means a nonprofit, nongovernmental, or tribal organization that serves a specific geographic community that—

(A) focuses primarily on domestic violence, dating violence, sexual assault, or stalking;

(B) has established a specialized culturally specific program that addresses domestic violence, dating violence, sexual assault, or stalking;

(C) has a primary focus on underserved populations (and includes representatives of these populations) and domestic violence, dating violence, sexual assault, or stalking; or

(D) obtains expertise, or shows demonstrated capacity to work effectively, on domestic violence, dating violence, sexual assault, and stalking through collaboration.

(5) Child maltreatment

The term “child maltreatment” means the physical or psychological abuse or neglect of a child or youth, including sexual assault and abuse.

(6) Culturally specific

The term “culturally specific” means primarily directed toward racial and ethnic minority groups (as defined in section 1707(g) of the Public Health Service Act (42 U.S.C. 300u–6 (g))).

(7) Culturally specific services

The term “culturally specific services” means community-based services that include culturally relevant and linguistically specific services and resources to culturally specific communities.

(8) Domestic violence

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

(9) Dating partner

The term “dating partner” refers to a person who is or has been in a social relationship of a romantic or intimate nature with the abuser, and where the existence of such a relationship shall be determined based on a consideration of—

- (A) the length of the relationship;
- (B) the type of relationship; and
- (C) the frequency of interaction between the persons involved in the relationship.

(10) Dating violence

The term “dating violence” means violence committed by a person—

- (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- (B) where the existence of such a relationship shall be determined based on a consideration of the following factors:

- (i) The length of the relationship.
- (ii) The type of relationship.
- (iii) The frequency of interaction between the persons involved in the relationship.

(11) Elder abuse

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

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

(12) Homeless

The term “homeless” has the meaning provided in section 14043e–2 (6) of this title.

(13) Indian

The term “Indian” means a member of an Indian tribe.

(14) Indian country

The term “Indian country” has the same meaning given such term in section 1151 of title 18.

(15) Indian housing

The term “Indian housing” means housing assistance described in the Native American Housing Assistance and Self-Determination Act of 1996 (25 U.S.C. 4101 et seq., as amended).

(16) Indian tribe

The term “Indian tribe” means a tribe, band, pueblo, nation, or other organized group or community of Indians, including any Alaska Native village or regional or village corporation (as defined in, or established pursuant to, the Alaska Native Claims Settlement Act (43 U.S.C. 1601 et seq.)), that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

(17) Indian law enforcement

The term “Indian law enforcement” means the departments or individuals under the direction of the Indian tribe that maintain public order.

(18) Law enforcement

The term “law enforcement” means a public agency charged with policing functions, including any of its component bureaus (such as governmental victim services programs or Village Public Safety Officers), including those referred to in section 2802 of title 25.

(19) Legal assistance

The term “legal assistance” includes assistance to adult and youth victims of domestic violence, dating violence, sexual assault, and stalking in—

- (A) family, tribal, territorial, immigration, employment, administrative agency, housing matters, campus administrative or protection or stay away order proceedings, and other similar matters; and
- (B) criminal justice investigations, prosecutions and post-trial matters (including sentencing, parole, and

probation) that impact the victim's safety and privacy.

Intake or referral, by itself, does not constitute legal assistance.

(20) Personally identifying information or personal information

The term "personally identifying information" or "personal information" means individually identifying information for or about an individual including information likely to disclose the location of a victim of domestic violence, dating violence, sexual assault, or stalking, regardless of whether the information is encoded, encrypted, hashed, or otherwise protected, including—

(A) a first and last name;

(B) a home or other physical address;

(C) contact information (including a postal, e-mail or Internet protocol address, or telephone or facsimile number);

(D) a social security number, driver license number, passport number, or student identification number; and

(E) any other information, including date of birth, racial or ethnic background, or religious affiliation, that would serve to identify any individual.

(21) Population specific organization

The term "population specific organization" means a nonprofit, nongovernmental organization that primarily serves members of a specific underserved population and has demonstrated experience and expertise providing targeted services to members of that specific underserved population.

(22) Population specific services

The term "population specific services" means victim-centered services that address the safety, health, economic, legal, housing, workplace, immigration, confidentiality, or other needs of victims of domestic violence, dating violence, sexual assault, or stalking, and that are designed primarily for and are targeted to a specific underserved population.

(23) Prosecution

The term "prosecution" means any public agency charged with direct responsibility for prosecuting criminal offenders, including such agency's component bureaus (such as governmental victim assistance programs).

(24) Protection order or restraining order

The term "protection order" or "restraining order" includes—

(A) any injunction, restraining order, or any other order issued by a civil or criminal court for the purpose of preventing violent or threatening acts or harassment against, sexual violence or contact or communication with or physical proximity to, another person, including any temporary or final orders issued by civil or criminal courts whether obtained by filing an independent action or as a pendente lite order in another proceeding so long as any civil order was issued in response to a complaint, petition, or motion filed by or on behalf of a person seeking protection; and

(B) any support, child custody or visitation provisions, orders, remedies, or relief issued as part of a protection order, restraining order, or stay away injunction pursuant to State, tribal, territorial, or local law authorizing the issuance of protection orders, restraining orders, or injunctions for the protection of victims of domestic violence, dating violence, sexual assault, or stalking.

(25) Rape crisis center

The term "rape crisis center" means a nonprofit, nongovernmental, or tribal organization, or governmental entity in a State other than a Territory that provides intervention and related assistance, as specified in section 14043g (b)(2)(C) of this title, to victims of sexual assault without regard to their age. In the case of a governmental entity, the entity may not be part of the criminal justice system (such as a law enforcement agency) and must be able to offer a comparable level of confidentiality as a nonprofit entity that provides similar victim services.

(26) Rural area and rural community

The term "rural area" and "rural community" mean—

(A) any area or community, respectively, no part of which is within an area designated as a standard metropolitan statistical area by the Office of Management and Budget;

(B) any area or community, respectively, that is—

(i) within an area designated as a metropolitan statistical area or considered as part of a metropolitan statistical area; and

(ii) located in a rural census tract; or

(C) any federally recognized Indian tribe.

(27) Rural State

The term “rural State” means a State that has a population density of 57 or fewer persons per square mile or a State in which the largest county has fewer than 250,000 people, based on the most recent decennial census.

(28) Sex trafficking

The term “sex trafficking” means any conduct proscribed by section 1591 of title 18, whether or not the conduct occurs in interstate or foreign commerce or within the special maritime and territorial jurisdiction of the United States.

(29) Sexual assault

The term “sexual assault” means any nonconsensual sexual act proscribed by Federal, tribal, or State law, including when the victim lacks capacity to consent.

(30) Stalking

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

(A) fear for his or her safety or the safety of others; or

(B) suffer substantial emotional distress.

(31) State

The term “State” means each of the several States and the District of Columbia, and except as otherwise provided, the Commonwealth of Puerto Rico, Guam, American Samoa, the Virgin Islands, and the Northern Mariana Islands.

(32) State domestic violence coalition

The term “State domestic violence coalition” means a program determined by the Administration for Children and Families under sections 10402 and 10411 of this title.

(33) State sexual assault coalition

The term “State sexual assault coalition” means a program determined by the Center for Injury Prevention and Control of the Centers for Disease Control and Prevention under the Public Health Service Act (42 U.S.C. 280b et seq.).

(34) Territorial domestic violence or sexual assault coalition

The term “territorial domestic violence or sexual assault coalition” means a program addressing domestic or sexual violence that is—

(A) an established nonprofit, nongovernmental territorial coalition addressing domestic violence or sexual assault within the territory; or

(B) a nongovernmental organization with a demonstrated history of addressing domestic violence or sexual assault within the territory that proposes to incorporate as a nonprofit, nongovernmental territorial coalition.

(35) Tribal coalition

The term “tribal coalition” means an established nonprofit, nongovernmental Indian organization, Alaska Native organization, or a Native Hawaiian organization that—

(A) provides education, support, and technical assistance to member Indian service providers in a manner that enables those member providers to establish and maintain culturally appropriate services, including shelter and rape crisis services, designed to assist Indian women and the dependents of those women who are victims of domestic violence, dating violence, sexual assault, and stalking; and

(B) is comprised of board and general members that are representative of—

(i) the member service providers described in subparagraph (A); and

(ii) the tribal communities in which the services are being provided.

(36) Tribal government

The term “tribal government” means—

(A) the governing body of an Indian tribe; or

(B) a tribe, band, pueblo, nation, or other organized group or community of Indians, including any Alaska Native village or regional or village corporation (as defined in, or established pursuant to, the Alaska Native Claims Settlement Act (43 U.S.C. 1601 et seq.)), that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

(37) Tribal nonprofit organization

The term “tribal nonprofit organization” means—

(A) a victim services provider that has as its primary purpose to assist Native victims of domestic violence, dating violence, sexual assault, or stalking; and

(B) staff and leadership of the organization must include persons with a demonstrated history of assisting American Indian or Alaska Native victims of domestic violence, dating violence, sexual assault, or stalking.

(38) Tribal organization

The term “tribal organization” means—

(A) the governing body of any Indian tribe;

(B) any legally established organization of Indians which is controlled, sanctioned, or chartered by such governing body of a tribe or tribes to be served, or which is democratically elected by the adult members of the Indian community to be served by such organization and which includes the maximum participation of Indians in all phases of its activities; or

(C) any tribal nonprofit organization.

(39) Underserved populations

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

(40) Unit of local government

The term “unit of local government” means any city, county, township, town, borough, parish, village, or other general purpose political subdivision of a State.

(41) Victim advocate

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

(42) Victim assistant

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

(43) Victim service provider

The term “victim service provider” means a nonprofit, nongovernmental or tribal organization or rape crisis center, including a State or tribal coalition, that assists or advocates for domestic violence, dating violence, sexual assault, or stalking victims, including domestic violence shelters, faith-based organizations, and other organizations, with a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking.

(44) Victim services or services

The terms “victim services” and “services” mean services provided to victims of domestic violence, dating violence, sexual assault, or stalking, including telephonic or web-based hotlines, legal advocacy, economic advocacy, emergency and transitional shelter, accompaniment and advocacy through medical, civil or

criminal justice, immigration, and social support systems, crisis intervention, short-term individual and group support services, information and referrals, culturally specific services, population specific services, and other related supportive services.

(45) **Youth**

The term “youth” means a person who is 11 to 24 years old.

Attachment B
Website Link for Domestic Violence Standards Document

The following website link is to obtain a copy of the Arizona Coalition to End Sexual and Domestic Violence (formerly and created as the Arizona Coalition Against Domestic Violence) *Arizona Service Standards and Guidelines for Domestic Violence Programs*.

<http://gocyf.az.gov/GrantInfo/SVAWG.asp>

The following website link is to obtain a copy of the Wider Opportunities for Women's (WOW) *Economic Security and Safety Guide for the STOP Grant Program*. This is a valuable tool for projects to address and promote the economic independence of victims.

<http://www.wowonline.org/documents/WOWEconomicSecurityGuide2012.pdf>

If web access is unavailable, you may fax, email, mail or hand-carry a request to obtain these documents from the Governor's Office for Children, Youth and Families. Contact Sarah Bean at sbean@az.gov, fax number is (602) 542-1329, or 1700 W. Washington Street, Suite 500, Phoenix, AZ 85007.

Attachment C Certificate of Insurance - Sample

Prior to commencing services under this contract, the contractor must furnish the state certification from insurer(s) for coverages in the minimum amounts as stated below. The coverages shall be maintained in full force and effect during the term of this contract and shall not serve to limit any liabilities or any other contractor obligations.

Name and Address of Insurance Agency:	Company Letter:	Companies Affording Coverage:
	A	
	B	
	C	
Name and Address of Insured:	D	

LIMITS OF LIABILITY MINIMUM - EACH OCCURRENCE	COMPANY LETTER	TYPE OF INSURANCE	POLICY NUMBER	DATE POLICY EXPIRES
Bodily Injury Per Person Each Occurrence Property Damage OR Bodily Injury and Property Damage Combined		Comprehensive General Liability Form Premises Operations Contractual Independent Contractors Products/Completed Operations Hazard Personal Injury Broad Form Property Damage Explosion & Collapse (If Applicable) Underground Hazard (If Applicable)		
Same as Above		Comprehensive Auto Liability Including Non-Owned (If Applicable)		
Necessary if underlying is not above minimum		Umbrella Liability		
Statutory Limits		Workmen's Compensation and Employer's Liability		
		Other		

State of Arizona and the Department named above are added as additional insureds as required by statute, contract, purchase order, or otherwise requested. It is agreed that any insurance available to the named insured shall be primary of other sources that may be available.

It is further agreed that no policy shall expire, be canceled or materially changed to affect the coverage available to the state without thirty (30) days written notice to the State. This Certificate is not valid unless countersigned by an authorized representative of the insurance company.

Name and Address of Certificate Holder:

Date
Issued: _____

Authorized Representative

**END OF SOLICITATION
ST-WSG-15-010115-00**