

**STATE OF ALASKA**  
**DEPARTMENT OF PUBLIC SAFETY**  
**Council on Domestic Violence and Sexual Assault**



Alaska's Council on  
Domestic Violence  
& Sexual Assault

**REQUEST FOR PROPOSALS**  
**Enhanced Services for Victims of Crime**  
**FY 2024 – FY 2026**

**150 Third Street, Suite 201**

**P.O. Box 111200**

**Juneau, Alaska 99811-1200**

IMPORTANT NOTICE: This RFP and all attachments are available for download from the Alaska Public Notices website at <https://aws.state.ak.us/OnlinePublicNotices/default.aspx>. Applicants are responsible for monitoring these websites for any subsequent changes or amendments that may be issued regarding this solicitation.

## ***Getting Started***

The Council on Domestic Violence and Sexual Assault is continuing funding specifically for service areas that have been limited or unfunded in the past. The purpose of the **Enhanced Services for Victims of Crime** grant program is to provide funding to community, municipal or tribal organizations to serve victims of crime in Alaska. Funding is from the Victims of Crime Act (VOCA) federal formula funding and/or The Office for Victims of Crime (OVC) Discretionary Grant Funds, both received by CDVSA.

Funds available through this RFP will focus on three (3) primary areas of service:

1. Legal Assistance Services for victims of crime to assert their rights as victims in a civil or criminal proceeding directly related to the victimization;
2. Mental health counseling for children and youth through 18 years of age who are direct victims of physical or sexual abuse and/or have witnessed violent crimes; and
3. Child Advocacy Center Services (CACs) for the purpose of enhancing existing service provision in Alaska.

Please read this Request for Proposals thoroughly before beginning to strategize your application approach. **Agencies may apply for one of the three categories.** CDVSA will carefully review all proposals and work to award and distribute these funds equitably and diversely across the state.

If you have questions or need additional information, please contact Ella Nierra and she will respond to your questions.

**Ella Nierra, Grant Administrator 3, [ella.nierra@alaska.gov](mailto:ella.nierra@alaska.gov), 907-465-2278.**

The Council on Domestic Violence and Sexual Assault is committed to your success – at the community level, the agency level and in quality outcomes for the people who seek and receive your services.

COUNCIL ON DOMESTIC VIOLENCE AND SEXUAL ASSAULT (CDVSA)  
**Enhanced Services for Victims of Crime Grant Program**  
REQUEST FOR PROPOSALS (RFP) FY2020 – FY2022

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#### **Section 4. RFP Attachments**

- A. VOCA Subrecipient Eligibility Requirements
- B. Budget and Narrative Guidelines
- C. Applicant Score Sheet Summary
- D. Applicant Submission Instructions

COUNCIL ON DOMESTIC VIOLENCE AND SEXUAL ASSAULT (CDVSA)  
**Enhanced Services for Victims of Crime Grant Program**  
REQUEST FOR PROPOSALS (RFP) FY2024 – FY2026

*How we do our work is as important as the work we do.*

**Section 1. Grant Program Information**

- 1.01 Statement of Purpose The primary mission of the Council on Domestic Violence and Sexual Assault’s Enhanced Services for Victims of Crime grant program is to provide funding to community, municipal or tribal organizations to provide identified services to victims of crime in Alaska. Funding is from CDVSA’s Victims of Crime Act (VOCA) federal formula funding and/or OVC Discretionary Funds. These funding streams provide specific services to all victims of crime including those who are underserved, who have experienced interpersonal violence, sexual assault, child abuse, child sexual abuse, and other violent and non-violent crimes.
- 1.02 Granting Authority This grant program is issued and administered by the Council on Domestic Violence and Sexual Assault (Council), an agency within the Alaska Department of Public Safety, under the authority of [AS 18.66](#) and [13 AAC 95](#).
- 1.03 Funding Available for this RFP Available funds to be distributed in response to this RFP are approximately \$2.5 million. The Council has determined three (3) Priority Categories for this proposal; allowable services/costs have been outlined for each Priority Category and is included in Section 1.10: Sources of Funding for this Solicitation.

The Council intends to fund the following Priority Categories at the following funding levels. These amounts are subject to change based on the number of proposals received and/or availability of funds in Year Two and Year Three:

Priority Categories	Year One	Year Two	Year Three
Legal Assistance	\$750,000	\$750,000	\$750,000
Mental Health Counseling	\$750,000	\$750,000	\$750,000
CAC Enhancement	\$1,250,000	\$1,250,000	\$1,250,000

**Applicants may only apply for one of the three Priority Categories.**

- 1.04 Council Funding Interests Funds available through this RFP will focus on three (3) primary categories of service:
1. Legal Assistance Services for victims of crime to assert their rights as victims in a civil or criminal proceeding directly related to the victimization;
  2. Mental health counseling for children and youth through 18 years of age who are direct victims of physical or sexual abuse and/or have witnessed violent crimes; and

3. Child Advocacy Center Services (CACs) for the purpose of enhancing existing services in Alaska.

Funding for this RFP enhances areas of service that has been minimally funded in the past. As applicants determine which service area they will apply for, the Council encourages partnerships and collaborative work that strengthens and supports the intersectionality of violent crimes and the need for trauma-informed services focused on legal assistance, mental health, and supportive forensic care for child victims of abuse.

- 1.05 Eligibility (who may apply) Eligible applicants include nonprofit organizations; municipalities; other State agencies; and federally recognized Alaska Native Tribes and tribal agencies, or a combination of these. In addition, consistent with 28 C.F.R. (Code of Federal Regulations) Part 38, faith-based and community organizations that qualify as eligible applicants are invited and encouraged to apply. Faith-based and community organizations will be considered for awards on the same basis as any other eligible applicant and, if they receive assistance, will be treated on an equal basis with all other grantees in the administration of such awards. No eligible applicant or grantee will be discriminated for or against based on its religious character or affiliation, religious name, or the religious composition of its board of directors. Council grant funds may not be used to fund any inherently religious activity, such as prayer or worship. Inherently religious activity is permissible, although it cannot occur during an activity funded with CDVSA grant funds; rather, such religious activity must be separate in time or place from the Council-funded program. Further, participation in such activity by individuals receiving services must be voluntary. Programs funded by the Council are not permitted to discriminate in the provision of services based on a beneficiary's religion.

Proof of Non-Profit status is any one of the following:

- A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS code;
- A copy of a currently valid IRS tax-exemption certificate;
- A statement from the State attorney general or other appropriate State official certifying that the applicant organization has non-profit status and that none of the net earnings accrue to any private shareholders or individuals;
- A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status;
- Any of the items in the subparagraphs immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

In addition, to be eligible for consideration, the applicant cannot be disbarred from doing business with the State of Alaska or the United States of America.

- 1.06 Regulations The Victims of Crime Act is governed by the Federal Register Volume 81. No. 131, adopted on July 8, 2016. A copy of the VOCA 2016 Rules and Regulations may

be found at: <https://www.govinfo.gov/content/pkg/FR-2016-07-08/pdf/2016-16085.pdf>. For this Request for Proposals, OVC Discretionary Funds will be administered under the same regulatory governance as VOCA funds.

**Applicants applying for funds from this RFP are limited to the allowable cost categories identified within this RFP.**

- 1.07 Acceptance of Application Content Should an applicant be awarded a grant through this solicitation; the contents of the funded application will become binding. Failure of the successful applicant to accept these obligations or the Council's grant conditions may result in cancellation of the award. Failure to adhere to conditions may also result in cancellation of the award. The State maintains the right to negotiate funding levels, as well as program objectives and activities with successful applicants.
- 1.08 Proposal Cost and Content The CDVSA is not liable for any costs incurred by applicants prior to the issuance of a grant. All costs incurred in the preparation of a proposal in response to the grant program (including travel or teleconference expenses to attend any applicants' conference, funding meetings of the Council, or negotiation sessions, if held) are the sole responsibility of the applicant.

The applicant is responsible for the content of the proposal as submitted.

- 1.09 Period of Grant Performance This Request for Proposals is being offered as a multi-year grant, with period of performance from July 1, 2024-June 30<sup>th</sup>, 2025 referred to as year one and two additional option years of funding for FY25 (July 1, 2024 to June 30, 2025) and FY26 (July 1, 2025 to June 30, 2026). The proposal should be written to cover the multi-year period, **except for the budget which is only required for year one: State Fiscal Year 2024.**

Awards in the two optional years are dependent on available federal funds and the grantee's prior year successful performance. Years 2 and 3 will require a continuation application that will request a one-year budget, proposed revisions, or additions to the original application.

The process to determine the levels of continuation funding for FY25 and FY26 will be determined by the Council, prior to the end of the previous grant year. Programs not in compliance with the Council's regulations, grant award conditions, reporting, assurances, and/or not performing up to the standards of the previous year's grant award may be deemed ineligible for continued funding in years FY25 -FY26. In such cases, following year one the program will be notified in writing by May 1 of the current grant year of its ineligibility. This notification will include a statement of the Council's rationale for ineligibility. Programs deemed ineligible will have access to the Council's appeal process covered in 13 AAC 95.350, and Section 3.06 Appeals Procedure of this RFP.

The terms and conditions of this RFP will remain in effect throughout the 3-year grant award period. The Council reserves the option to negotiate starting and ending dates of individual projects. While it is the intent of the Council to continue this grant as described above, **no assurance of continuation is made or implied.** Continuation is subject to factors beyond the control of the Council, such as availability of funding, Legislative appropriation, and approval of the budget by the Governor.

- 1.10 Sources of Funding for this Solicitation The following information describes Allowable Costs for each Priority Category under the Victim of Crime Act Funds/OVC Discretionary Funds.

28 CFR	Priority Category 1	Allowable Direct Service Costs
<b>94.119 (f)</b>	<b>Legal Assistance:</b> services (including, but not limited to, those provided on an emergency basis), where reasonable and where the need for such services arises as a direct result of the victimization. Such services include, but are not limited to:	<ol style="list-style-type: none"> <li>1) Those (other than criminal defense) that help victims assert their rights as victims in a criminal proceeding directly related to the victimization, or otherwise protect their safety, privacy, or other interests as victims in such a proceeding;</li> <li>2) Motions to vacate or expunge a conviction, or similar actions, where the jurisdiction permits such a legal action based on a person's being a crime victim; and</li> <li>3) Those actions (other than tort actions) that, in the civil context, are reasonably necessary as a direct result of the victimization;</li> </ol>

28 CFR	Priority Category 2	Allowable Direct Service Costs
<b>94.119 (c)</b>	<b>Mental Health Counseling</b> Such services include, but are not limited to:  *Limited to children and youth through age 18 years.  *Note: CAC's applying for mental health counseling services should apply for Priority Category 3.	<ol style="list-style-type: none"> <li>1) Out-patient therapy/counseling provided by a person who meets professional standards to provide these services in the jurisdiction in which the care is administered;</li> <li>2) Traditional, cultural, and/or alternative therapy/healing (e.g., art therapy, yoga);</li> <li>3) Substance-abuse treatment so long as the treatment is directly related to the victimization.</li> <li>4) *All services must be provided by licensed providers, when applicable, and delivered according to appropriate guidelines.</li> </ol>



28 CFR	Priority Category 3 (CAC Services Only)	Allowable Direct Service and Administrative Costs
<b>94.121 (a)</b>	<b>Personnel Costs</b>	Personnel costs that are directly related to providing direct services and supporting activities, such as staff and coordinator salaries expenses (including fringe benefits), and a prorated share of liability insurance. Costs may also include the cost of advertising to recruit personnel, state and federal taxes (including employer paid taxes), medical coverage, 401k plans, pension plans, and a prorated share of malpractice insurance.
<b>94.119 (b)</b>	<b>Mental Health Counseling</b>	<ol style="list-style-type: none"> <li>1) out-patient therapy/counseling provided by a person who meets professional standards to provide these services in the jurisdiction in which the care is administered;</li> <li>2) traditional, cultural, and/or alternative therapy/healing (e.g., art therapy, yoga);</li> <li>3) substance-abuse treatment so long as the treatment is directly related to the victimization.</li> <li>4) All services must be provided by licensed providers, when applicable, and delivered according to appropriate guidelines.</li> </ol>

**Please note:** Funding for all categories is limited to personnel costs of direct service providers associated with providing the identified services.

1.11 Required Match VOCA federal funds require a 25% match (in-kind or cash).

**Note: VOCA Match Requirements will continue to be waived in SFY24** per VOCA guidance. Match requirements for year two and year three will be determined by OVC and, if required, will be reflected in the continuation application budgets. Match Waivers will be an option should match funds be required in year two and year three (See below).

Cash funds or in-kind resources used as match must be directly related to the project services for which they are matching and must be documented clearly showing the source, the amount, the calculation, and the timing of all matching contributions. Additionally, sources of match are restricted to the same uses allowed under-federal allowable expenditures.

Organizations that can adequately demonstrate financial need, may apply for a waiver of a portion of the match requirement, by submitting the Match Waiver Request Form. Approved waivers will determine a reduced amount of match and are only valid for one year. The expectation is that the need for a reduced match amount will be temporary. Each waiver will be reviewed and determined on merit.

The following provisions apply to match requirements:

- Grantees may satisfy the match requirement with:
  - CASH (e.g., **funds contributed** from private sources or State and local governments such as a portion of someone's salary, benefits, facility expenses) and/or;
  - IN-KIND services (e.g., services or goods **donated** by the applicant organization or other entities such as a volunteers or donated food);
  - Federal funds may not be used to meet the match for federal dollars.
- Cash or in-kind resources used as match must be directly related to the project services for which they are matching;
- Grantees must clearly define their match calculations in their budget documents, stating the source of the match and how in-kind donations were calculated to a dollar equivalent;
- Grantees must maintain records that clearly show the source, the amount, and the timing of all matching contributions;
- Any staff or volunteer time used as match must be tracked (day, time, hours, activity) and signed off by both volunteer and supervisor on a documented timesheet and/or time and activity log;
- Sources of match are restricted to the same requirements as funds allocated under the federal funding program and must be documented in the same manner as federal program funds, including financial and programmatic reports.

1.12 Indirect Rate Applicants that intend to charge indirect costs using an indirect cost rate must have a Federally-approved (and current) indirect cost agreement. Please include a copy of a current, signed Federally approved indirect cost rate agreement. Non-federal entities, other than State and local governments that have never received a Federally-approved indirect cost rate, may elect to charge a de minimis rate of 10% of modified total direct costs which may be used indefinitely. If chosen, this methodology once elected must be used consistently for all Federal awards until a non-federal entity chooses to negotiate for a rate. If an applicant does not include an indirect rate for administrative costs, those costs may be included in their direct cost budget line.

1.13 Required Annual Grantee Meeting It is the intent of the Council to convene a mandatory CDVSA Grantee Meeting annually, either in-person or online. Each successful applicant will be required to have one staff person attend the meeting. The content of this meeting will focus on overview of federal and state grant regulations/requirements, presentations on fiscal management and programming strategies, and current relevant topics.

The FY24 Annual Grantee Meeting is anticipated to be online; therefore, no travel costs for this event should be factored into your proposal budget.

1.14 Monitoring It is the intent of the Council to conduct a financial desk review of each funded grantee annually, along with an on-site or virtual monitoring review every two to three years, as determined by the annual risk assessment. Monitoring activities will include the completion of an agency risk assessment, a review of the agencies programming, management (including financial practices) and matters of compliance.

1.15 Solicitation Timeline and Proposal Deadline The timeline and schedule of required deadlines for this grant solicitation are listed below:

Issuance of RFP: February 21, 2023

Deadline for Inquires: March 20, 2023 at 4:30 p.m.

**Proposal Receipt Deadline: April 3, 2023 at 4:30 p.m.**

Proposal Evaluation Committee(s): Between April 17-21, 2023  
**Please note there may be more than 1 PEC based on number of applicants per Prioritized Category. PECs will be conducted via TEAMs.**

Council Meeting to review/ approve: June 8-9, 2023

Applicant Notification: June 16, 2023

Appeal Deadline: July 1, 2023

Grant start date: July 1, 2023

1.16 Contact Information

Ella Nierra, Grants Administrator 3: [ella.nierra@alaska.gov](mailto:ella.nierra@alaska.gov), 907-465-2278

**Mailing Address**

PO Box 111200  
Juneau AK 99811-1200

**Physical Address**

150 Third Street, Suite 201  
Juneau AK 99801

1.17 Inquiries and Accommodations Applicants should immediately review this Request for Proposals for defects and questionable or confusing content. Questions should be made to the Contact Person listed in Section 1.16 of this RFP. There are two types of questions: 1) questions that can be answered by directing the applicant to a specific section of the RFP. These questions can be responded to either verbally or in writing directly to the applicant; and 2) questions that cannot be answered by directing an applicant to a specific section of the RFP—these questions will be deemed substantive and must be submitted in written form via email and the response will be written and posted on the State's Online Public Notice page.

Applicants are responsible for monitoring the State's Online Public Notice website located at: <http://aws.state.ak.us/OnlinePublicNotices/> for any subsequent clarifications or amendments that may be issued regarding this solicitation.

**Note: Council staff will not hold a Pre-Proposal Teleconference as in years past.**

Written inquiries may be sent to the Contact Person listed in Section 1.16. The deadline for written inquiries is 4:30 p.m. March 20, 2023, as indicated in Section 1.15 of this RFP. Requests received after that deadline will not receive a response.

## **Section 2: Applicant Qualifications**

2.01 Required Experience Proposal evaluation will include consideration of the applicant's history of compliance with service and grant requirements, and previous experience in providing the same or similar services. Evaluation may include CDVSA site reviews, program audits, confirmation of the successful resolution of any findings, adherence to CDVSA reporting requirements. Each applicant's experience and compliance with grant requirements (if a current grantee) will be taken into consideration when reviewing an applicant's experience working in the Priority Category they are applying for. New applicants (not currently receiving CDVSA funds) must describe previous experience providing services the same or similar to those proposed. The description must clearly identify the period over which services were provided and the target population served.

2.02 Program Staffing Experience For all personnel the applicant is requesting CDVSA funding to support, please submit a current job description. The job description must outline the minimum requirement for education and experience for hire. The expectation is that Program staffing levels will be sufficient to implement the program activities and initiatives indicated in your application.

Please note that all direct service staff (paid or volunteer) that work directly with program participants must complete, at a minimum, a fingerprint search of pertinent state (and, if applicable, local, and tribal) criminal history registries or similar repositories, encompassing the period beginning five calendar years preceding the date of the search. These criminal history checks must be repeated every five years and must indicate no related or concerning criminal background that could potentially endanger or compromise participants.

2.03 Administrative and Management Requirements Each applicant must be able to responsibly administer the CDVSA grant award, including sustainable fiscal and administrative capacity necessary to support the funded program.

2.04 Support/Coordination of Services Working with partners in a collaborative and supportive way is critical to accomplishing the work of CDVSA. Proposals should demonstrate a strong collaboration between agencies working with victims of crime.

## Section 3: General Instructions for Proposal Submission, Review and Award

### Submission:

- 3.01 Proposal Format The process to apply for grant funds under the CDVSA Enhanced Services for Victims is formatted to guide each applicant through a series of questions about your proposed project. This process will be focused and limited in what can and should be included.

Applicants will use the attached fillable forms that will then be submitted via email. We understand that some rural communities have difficulty with adequate broad-band capacity, and we will work with any applicant that is concerned about being able to submit their application via the internet.

**Electronic submissions must be sent to [CDVSA.grants@alaska.gov](mailto:CDVSA.grants@alaska.gov).**

**Regardless of how you submit your application and required attachments, applications are due in the CDVSA office no later than 4:30 p.m. April 3, 2023.**

The following forms must be completed and included in your application packet:

- Application Face Page (Complete each line of the Face Page). You are required to have an active [Unique Entity ID \(UEI\)](#). In addition, all applicants must have an active [SAM.GOV](#) registration.
- Summary of Other Agency Grant Funds for FY 2024 (complete form)
- Application Questions
- Budget and Narrative Worksheet
- Attachments required to be submitted with your application:
  - Determination of Non-profit status if applicable
  - Articles of Incorporation
  - List of current Board Members including names, titles of Executive Board positions, work or discipline aligned with, and term dates (all applicants);
  - Current organizational chart indicating both filled and vacant positions (all applicants);
  - Position descriptions for all personnel positions the applicant is requesting CDVSA funding to support. The job description must outline the minimum requirements for education and experience for each position.
  - Memoranda of Commitment/ Agreement specific to partnerships or collaborations required to fulfill the services proposed in this application. (all applicants);
  - Federally-approved indirect cost agreement (if applicable).

## Review:

- 3.02 Summary of Scoring Criteria Each eligible application will be reviewed and scored based on consistent criteria and on the information provided by the applicant. No information outside of the application will be used for scoring purposes unless it is deemed critical, justified and the reasons well-documented. Scores are assigned to each required component of the application. See Attachment C for a copy of the Applicant Score Sheet Summary. Available points for each application question are listed within the Application Question form.
- 3.03 Proposal Review Process Following the deadline for receipt of applications, CDVSA staff will verify all submission requirements have been met. The application will be reviewed and evaluated per criteria specified in this RFP and in regulation 13 AAC 95.080. No amendments, corrections or additional information will be accepted after the deadline unless they are in response to a request by the Council Board or Council staff. Applications will be reviewed as follows:
1. Council staff will conduct a preliminary review of each application for minimum responsiveness and other technical requirements. Nonresponsive proposals will be eliminated from consideration by a Proposal Evaluation Committee (PEC). Eligible proposals will be included in a PEC review.
  2. For this RFP, the number of applications received will determine the number of PECs established and utilized. PECs will be comprised of 1 Council member (if available) and 2 state or public members. At least one CDVSA program staff will be available to respond to questions from PEC members and one staff member will facilitate the PEC.
  3. The PEC members will score each application independently of other committee members. Then, as a committee, they will meet to further review proposals and determine awards to recommend to the Council Board. All PECs are considered public meetings and may be attended either in person or via telephone by interested persons. While the PEC is open to the public, public comment will not be taken, nor will public comment be allowed.
  4. Applications will be reviewed and scored using the Scoring Criteria listed in this RFP, section 3.02. The applicant is responsible for addressing each required component of this RFP as listed in Section 3.01 Proposal Format. Information provided in response to the application questions should be clear and succinct. A total of 200 points are available for all sections of this application.

Scoring protocol will use a median scoring process – if a question is worth 10 points, the median score will be 5, meaning the response to the question met all requirements. If a response provides more information, detail or creativity

additional points can be added up to 10; if the response is lacking in its content and clarity points can be deducted down to 0.

5. All recommendations from the staff review and PEC review and score are advisory. Recommendations may include approval or disapproval for award, modifications to the proposed project, special compliance conditions, and ranking of proposals in priority order. Once the PEC review is complete, staff will meet to recommend appropriate funding amounts per Priority Category; funding amounts will be determined based on available funds.
6. The Council Board will finalize the awards and award amounts for successful applicants at a public meeting tentatively scheduled for June 8<sup>th</sup>-9<sup>th</sup>, 2023 video/teleconference. The Board meeting will be posted on the [State's Online Public Notices](#) page.

Accommodations will be made for persons with disabilities or special needs to attend any meeting open to the public. To allow adequate time to make such arrangements, please contact the person designated in Section 1.16 at least seven days prior to the scheduled event.

3.04 Funding Recommendations/Allocations Grants are awarded, based in part, on the following general conditions:

1. The applicant's demonstration that a need for services exists;
2. The applicant's demonstration of its ability to meet service and program obligations;
3. Whether sufficient funds have been appropriated by the Legislature and approved by the Governor; and
4. The Council Board's agreement on adjustments in services to be offered and the amount of funding recommended for each award.

The above conditions are not strictly binding should the Council Board decide that other factors dictate some deviation from the numerical ranking in the case of a specific grant or region.

Other factors may include demographics, overall accessibility to other communities, sustainability of the program, the availability of other services in the region, unique services for underserved populations, and other funding source restrictions and requirements.

In the case that total funding requests exceed the available funds for this RFP (see Section 1.03 Funding Available for this RFP), the Council Board reserves the right to reduce proposed budgets in a careful and judicious manner. If applicants are awarded a dollar amount lower than what was requested, CDVSA staff will work with agencies to adjust services, activities, and budgets to correspond with the amount of funding awarded.

## **Award:**

3.05 Notification of Award The Council's process for notification of award is guided by 13 AAC 95.090. Within 15 days of the Council's final decision regarding grant awards, applicants will receive:

1. Notification of Grant Award to grantees whose application is approved, contingent upon necessary revisions to be negotiated and availability of funds; or
2. Notice of Disapproval if the Council disapproves the applicant's application.

3.06 Appeals Process An applicant or grantee may appeal any of the following decisions as per regulation 13 AAC 95.350:

1. A final decision regarding funding under 13 AAC 95.070 (d);
2. A decision to withhold a payment under 13 AAC 95.230(c);
3. A decision of the Council to require a refund of grant money under 13 AAC 95.260; and
4. A decision to suspend or terminate a grant under 13 AAC 95.330.

Applicants or grantees who wish to appeal a decision must submit, within 15 days after receipt of the administrative action or decision, a written request for a hearing. The request must contain the reasons for the appeal, and must cite the law, regulation, or Council policy or procedure upon which the request is based. The appeal will be heard by an appeals committee, consisting of the Council Chair and two other Council members. The appeals committee will review the request for a hearing, and within 15 days after receipt of the request, will advise the applicant or grantee of their decision to accept or reject the request for hearing. If the request is rejected, the reason for the rejection will be stated. If the request for a hearing is accepted, the appeals committee will request the Governor to appoint a hearing officer. A hearing will be scheduled no later than 20 days after the appeals committee's acceptance of a hearing. The hearing officer will submit a transcript of the hearing, any written testimony, and a written recommendation to the appeals committee, which will make the final decision on the appeal.

3.07 Grant Awards, Certifications and Special Conditions Following the notification of grant award, each funded agency will receive a grant award agreement, with all appropriate state and federal certifications and assurances for review and signature. In addition, agencies will receive, if applicable, a listing of any identified special conditions that the award is contingent upon. CDVSA staff will be available to answer questions and guide successful applicants through the grant award and acceptance process.

3.08 Grant Payment Schedule and Process Upon full execution of each annual grant award from CDVSA, payment to successful grantees will occur in the following manner:



- Federal grant funds are issued through a monthly reimbursement process; no federal funds may be advanced. By the 30th of each month, grantees will submit a monthly reimbursement form for expenditures from the previous month. Reimbursement forms will indicate which federal grant and fiscal year funds are being requested from, which line-item expenditures were used, the amount of match associated with the monthly expenditures, and total amount requested. Once requests for reimbursement are received, CDVSA's Grant Administrator will review the request, authorize reimbursement, and requests for payment will be submitted to the DPS Financial office;
- The Council may withhold payment if the grantee fails to submit complete and timely reports as required under regulation 13 AAC 95.240 or fails to use the funds as directed by grant conditions;

3.09 Application Checklist Ensure that all items listed below are attached before final submission of your application.

Attached	Document Title
	<b>Application Face Page</b>
	<b>Summary of Other Agency Grant Funds for FY24</b>
	<b>Application Questions (make sure each question is responded to completely)</b>
	<b>Budget and Narrative Worksheet</b>

**Attachments required to be submitted with your application:**

Attached	Document Title
	<b>Determination of Non-profit status</b> if applicable
	<b>Articles of Incorporation</b>
	<b>List of current Board Members</b> including names, titles of Executive Board positions, work or discipline aligned with, and terms of each seat (All applicants);
	<b>Current organizational chart</b> indicating both filled and vacant positions (All applicants);
	<b>Position descriptions</b> for all personnel the applicant is requesting CDVSA funding to support. The job description must outline the minimum requirements for education and experience for each position (All applicants);

	<b>Memoranda of Commitment/Agreement</b> specific to partnerships or collaborations required to fulfill the services proposed in this application. (All applicants);
	<b>Federally-approved indirect cost agreement</b> (if applicable).