

**AGREEMENT BETWEEN CITY OF APACHE JUNCTION AND COMMUNITY ALLIANCE  
AGAINST FAMILY ABUSE FOR HEALTH AND HUMAN SERVICES FOR FISCAL YEAR  
2020-2021**

THIS AGREEMENT is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2020 by and between the CITY OF APACHE JUNCTION, ARIZONA, an Arizona municipal corporation (“City”), and COMMUNITY ALLIANCE AGAINST FAMILY ABUSE, a health and human services provider (“Services Provider”), under the City’s human services program, collectively referred to as the “Parties” or individually as a “Party”.

**RECITALS**

- A. Pursuant to Apache Junction City Code, (“A.J.C.C.”) Volume I, Chapter 2: Mayor, Council, and Appointed Boards and Commission, Article 2-11: Health and Human Services Commission, and Article 2-14: Requests for Financial Assistance, the City may provide financial assistance to non-profit agencies which provide city residents, elderly, handicapped, developmentally disabled care and other public health needs.
- B. The Health and Human Services Commission (“the Commission”) has reviewed requests for city funding as submitted by health and human services providers for fiscal year 2020-2021.
- C. The Commission has submitted its recommendations to the city council.
- D. On July 7, 2020 the city council passed and adopted the 2020-2021 fiscal year budget, which included funding for health and human services for specific health and human services providers.
- E. Pursuant to A.J.C.C., Vol. I, Chapter 2: Mayor, Council and Appointed Boards and Commissions, Article 2-14: Requests for Financial Assistance, § 2-14-1, Requests for Non-Profit Funding, subsection (C)(1), all city funds allocated or granted to any non-profit agency shall be by means of a written contract based on services and/or a program (the “Program”) for the City to be in compliance with the provisions of state law relating to the use of public funds.
- F. Pursuant to A.J.C.C., Vol. I, Chapter 2: Mayor, Council and Appointed Boards and Commissions, Article 2-14: Requests for Financial Assistance, subsection 2-14-1, Requests for Non-Profit Funding, subsection (C)(2), all city funds allocated by the council shall only be released to the Services Provider in equal quarterly installments or quarterly payments based on a schedule of anticipated expenses, and no subsequent quarterly allocation shall be released to the Services Provider until such time the receiving agency has provided all required documentation for the previous quarter along with satisfactory evidence of compliance with the scope of work (“SOW”) pursuant to this agreement.

- G. Pursuant to A.J.C.C., Vol. I, Chapter 2: Mayor, Council and Appointed Boards and Commissions, Article 2-14: Requests for Financial Assistance, § 2-14-1, Requests for Non-Profit Funding, subsection (B), the Services Provider must submit on a quarterly basis a detailed accounting of the performance and accomplishments within the SOW.

## AGREEMENT

NOW, THEREFORE, in consideration of payment of public funds in exchange for health and human services to qualified recipients, both Parties agree to the terms and conditions set forth below as well as the Recitals set forth above:

1. **SERVICES PROVIDER'S DUTIES:** Services Provider agrees to perform the following SOW in connection with the Program:

- A. Provide to city residents intervention services for individuals and families affected by domestic abuse to include empowerment sessions, legal advocacy services and general advocacy services. A detailed scope of work is included under Exhibit A.
- B. Provide such programs and activities to residents of the City.
- C. Comply with all provisions of A.J.C.C., Vol. I, Chapter 2: Mayor, Council and Appointed Boards and Commissions, Article 2-14: Requests for Financial Assistance, attached hereto as Exhibit B, and all other applicable city ordinances; submit contract proposal for fiscal year 2021-2022 to City on or before January 28, 2021.
- D. File with City all documentation for the previous quarter no later than ten (10) City working days following the end of the quarter. City offices are open Monday through Thursday 7:00 a.m. to 6:00 p.m. City offices are closed Fridays, weekends and legal holidays.

Quarter 1: July 1 – September 30 on or before October 19, 2020

Quarter 2: October 1 – December 31 on or before January 20, 2021

Quarter 3: January 1 – March 31 on or before April 19, 2021

Quarter 4: April 1 – June 30 on or before July 20, 2021

- E. Submit to City typed or computer generated quarterly reports; designate one primary and one secondary person as coordinators for the record keeping and disbursement of funds; assign one primary and one secondary person who shall monitor compliance and review reports. Such persons shall be responsible for submitting accurate reports to the Commission staff liaison and provide the names, email, and telephone numbers of the primary and secondary contact persons immediately upon the signing of this agreement. Changes to the primary or secondary person(s) shall be reported in writing or email to the Commission staff liaison within five (5) City working days following such change.

- F. All reports shall be sent by an approved electronic method either by email or another form as identified by the commission, no other means shall be accepted. The Commission staff liaison will prescribe the format in which such reports shall be prepared and submitted. Any reports not prepared in accordance with this section shall be deemed rejected and shall constitute a breach of contract. A list of reporting requirements are listed under Exhibit C.
  - G. Funds are distributed on a reimbursable quarterly basis after the submittal of a quarterly report which outlines expenditures and activities completed as stipulated in the SOW and as confirmed by the City. Any funds disbursed by Services Provider in violation of A.J.C.C. Vol. I, Chapter 2: Mayor, Council and Appointed Boards and Commissions, Article 2-14: Requests for Financial Assistance or this agreement shall be reimbursed to City.
  - H. File the quarterly report and required documentation by the deadline set forth in § C above or risk disqualification for health and human services funding for fiscal year 2021-2022. Failure to file the quarterly report and required documentation by the deadlines set forth in § C above shall result in the immediate termination of this agreement.
  - I. Maintain a listing with the community information and referral service that supports Pinal County and the Apache Junction area during the term of this agreement. Service Provider shall also be represented at the Community Resource Center once monthly, during Project Connect events, and the annual Health and Wellness Expo.
  - J. Service Provider's failure to meet the requirements of A.J.C.C. Vol. I, Chapter 2: Mayor, Council and Appointed Boards and Commissions, Article 2-14: Requests for Financial Assistance or the terms of this agreement shall result in automatic termination of this Agreement.
  - K. Any Services Provider staff responsible for the preparation of the required reports or requests for reimbursement shall be familiar with the terms and requirements of this agreement in order to avoid processing errors.
  - L. Service Provider agrees to allow reasonable inspections of programs and services by a city council member, commission member, or city staff during the contract period.
2. COMPENSATION: In accordance with the terms and conditions of this Agreement, City shall compensate Services Provider for its services as follows:
- A. A total of \$17,450.00 for fiscal year 2020-2021 for SOW performance.

- B. Compensation shall be in equal quarterly payments of \$4,362.50 per quarter. No quarterly payment shall be released until Services Provider has provided all of the required documentation for the previous quarter and has provided satisfactory evidence of compliance with the terms and conditions of this agreement. The deadline for receipt of such documentation is set forth in § 1 (C) above, and failure to comply with this deadline shall result in forfeiture of claim to the funds and will result in automatic termination of the Agreement.
- C. In accordance with the recommendations of the Commission and its subsequent acceptance by the Apache Junction city council, should any of the agencies receiving fiscal year 2020-2021 human services funding be unable to meet the requirements of A.J.C.C. Vol. I, Chapter 2: Mayor, Council and Appointed Boards and Commissions, Article 2-14: Requests for Financial Assistance or the terms of their respective agreement, any unused funds shall be retained in City's general fund.
- D. In accordance with the recommendations of the Commission, representatives of the Services Provider identified in § 1 (C) above shall attend a mandatory training meeting at a time, date and location to be scheduled by the staff liaison to the commission in order to review terms and reporting requirements of this agreement. The Services Provider representatives shall be those individuals who are responsible for compiling the information and filing the required quarterly reports. Failure of attendance by these critical representatives shall result in automatic termination of this Agreement.
3. **TERM:** This Agreement shall be effective beginning July 1, 2020 through June 30, 2021.
4. **SERVICES PROVIDER BILLING:** Services Provider shall bill City in the manner specified in § 2 above.
5. **CITY'S STANDARD OF PERFORMANCE:** City shall furnish the Services Provider with all data, information and other supporting services as may be required.
6. **SERVICES PROVIDER'S STANDARD OF PERFORMANCE :** While performing the services, Services Provider shall exercise the reasonable professional care and skill customarily exercised by reputable members of Services Provider's profession practicing in the Phoenix Metropolitan Area, and shall use reasonable diligence and best judgment while exercising its professional skill and expertise. Services Provider shall be responsible for all errors and omissions Services Provider commits in the performance of this Agreement.
7. **NOTICES:** All notices, to the other party required under this Agreement shall be in writing and sent by first class certified mail, postage prepaid, return receipt

requested, addressed to the following personnel:

If to City: Jennifer Peña, City Clerk  
City of Apache Junction  
300 E. Superstition Boulevard  
Apache Junction, AZ 85119

If to Services Provider: Community Alliance Against Family Abuse  
PO Box 3778  
Apache Junction, AZ 85117

8. **TERMINATION:** This Agreement may be terminated by either Party for any reason upon fifteen (15) calendar days written notice. In the event this Agreement is terminated for any reason prior to the completion of the full period of performance as stated herein, City shall be liable to Services Provider for those verifiable costs incurred by Services Provider which are in accordance with the original proposal, only up to the date of such termination and not thereafter.

9. **SUBCONTRACTORS:** Service Providers shall perform all services set forth in the SOW as in § 1 above and shall not use subcontractors.

10. **RECORDS:** Records of Services Provider's labor, payroll, and other costs pertaining to this Agreement shall be kept on a generally recognized accounting basis and made available to City for inspection on request. Services Provider shall maintain records for a period of at least two (2) years after termination of this Agreement, and shall make such records available during that retention period for examination or audit by City personnel during regular business hours.

11. **RIGHT OF CITY TO CONTRACT WITH OTHERS:** Nothing in this Agreement shall imply City is obligated to obtain the services described herein with only this particular Services Provider.

12. **INDEMNIFICATION:** To the fullest extent permitted by law, Services Provider shall defend, indemnify, and hold harmless City, its elected and appointed officers, officials, agents, and employees from and against any and all liability, including but not limited to, demands, claims, actions, fees, costs and expenses, including attorney and expert witness fees, arising from or connected or alleged to have arisen from or connected with, relating to, arising out of, or alleged to have resulted from the acts, errors, mistakes, omissions, work or services of Services Provider, its agents, and employees. Services Provider's duty to defend, hold harmless and indemnify City, its special districts, elected and appointed officers, officials, agents, and employees shall arise in connection with any tortious claim, damage, loss or expense that is attributable to bodily injury, sickness, disease, death, or injury to, impairment, or destruction of property including loss of use resulting therefrom, caused by a Services Provider's acts, errors, mistakes, omissions, work program or services in the performance of this Agreement including any employee of Services Provider.

13. **WAIVER OF TERMS AND CONDITIONS:** The failure of City to insist in any one or more instances on performance of any of the terms or conditions of this Agreement or to exercise any right or privilege contained herein shall not be considered as thereafter waiving such terms, conditions, rights or privileges, and they shall remain in full force and effect.

14. **INDEPENDENT CONTRACTOR:** Services Provider shall at all times during Services Provider's performance of the services retain Services Provider's status as independent contractor. Services Provider's employees shall under no circumstances be considered or held to be employees or agents of City, and City shall have no obligation to pay or withhold state or federal taxes or provide workers' compensation or unemployment insurance for or on behalf of them or Services Provider.

15. **APPLICABLE LAW AND VENUE:** The terms and conditions of this Agreement shall be governed by and interpreted in accordance with the laws of the State of Arizona. Any action at law or in equity brought by either Party for the purpose of enforcing a right or rights provided for in this Agreement, shall be tried in a court of competent jurisdiction in Pinal County, State of Arizona. The Parties hereby waive all provisions of law providing for a change of venue in such proceeding to any other county. In the event either Party shall bring suit to enforce any term of this Agreement or to recover any damages for and on account of the breach of any term or condition in this Agreement, it is mutually agreed that the prevailing party in such action shall recover all costs including: all litigation and appeal expenses, collection expenses, reasonable attorney fees, necessary witness fees and court costs.

16. **OWNERSHIP OF RECORDS AND REPORTS:** All of the files, reports, documents, information and data prepared or assembled by Services Provider under this Agreement shall be and remain the property of City and shall be forwarded to City at any time City requires such papers, but is subject to two (2) year retention schedule set forth in section 10 above.

17. **CITY LICENSE REQUIRED:** Services Provider represents and warrants that any license necessary to perform the work under this Agreement is current and valid. Services Provider understands that the activity described herein constitutes "doing business in the City of Apache Junction" and Services Provider agrees to obtain a non-profit license pursuant to Chapter 8 of the Apache Junction City Code, Vol. I, and keep such license current during the Term of this Agreement. Services Provider also acknowledges that the tax provisions of the City of Apache Junction Tax Code may apply and, if so, shall obtain a tax privilege license through the Arizona Department of Revenue.

18. **ASSIGNMENT & DELEGATION:** This Agreement has been entered into based upon the reputation, expertise and qualifications of Services Provider. Neither Party to this Agreement shall assign its rights or interest in the Agreement, either in whole or in part nor any monies due to or become due to it. In addition, all duties set forth herein are non-delegable.

19. **ENTIRE AGREEMENT:** This Agreement and any attachments represent the entire agreement between City and Services Provider and supersede all prior negotiations, representations or agreements, either express or implied, written or oral. It is mutually understood and agreed that no alteration or variation of the terms and conditions of this Agreement shall be valid unless made in writing and signed by the parties hereto. Written and signed amendments shall automatically become part of the supporting documents, and shall supersede any inconsistent provision therein; provided, however, that any apparent inconsistency shall be resolved, if possible, by construing the provisions as mutually complementary and supplementary.

20. **SEVERABILITY:** City and Services Provider each believe that the execution, delivery and performance of this Agreement are in compliance with all applicable laws. However, in the unlikely event that any provision of this Agreement is declared void or unenforceable (or is construed as requiring City to do any act in violation of any applicable laws, including any constitutional provision, law, regulation, or city code), such provision shall be deemed severed from this Agreement and this Agreement shall otherwise remain in full force and effect; provided that this Agreement shall retroactively be deemed reformed to the extent reasonably possible in such a manner so that the reformed agreement (and any related agreements effective as of the same date) provide essentially the same rights and benefits (economic and otherwise) to the Parties as if such severance and reformation were not required. Unless prohibited by applicable laws, the Parties further shall perform all acts and execute, acknowledge and/or deliver all amendments, instruments and consents necessary to accomplish and to give effect to the purposes of this Agreement, as reformed.

21. **CONFLICTS OF INTEREST:** This Agreement is subject to, and may be terminated by City in accordance with, the provisions of A.R.S. § 38-511.

22. **POLITICAL ACTIVITIES:** As a community service-based organization, Services Provider is a non-political organization.

Its employees are prohibited from engaging in any partisan political activity with respect to candidates for political office beyond the private expression of personal opinion, registering as a member of a political party, signing nomination petitions and voting in any special, primary or general election. No board member, officer or employee of Services Provider shall solicit any contribution in cash or services from any Services Provider employee to support any candidate for public office. No board member or officer shall use the name of Services Provider, or use their affiliation with Services Provider, to engage in any partisan political activity or form of lobbying, of any kind or to solicit any contribution in cash or services to support any candidate for public office. If a board member or officer should engage in said political candidate activities, they shall make it clear that they are doing so in their personal and private capacity, and are not associated with Services Provider in any way, while engaging in said activity. The functions and activities of Services Provider are non-political with respect to candidates for political office. Therefore, all board

members, officers and employees will refrain from engaging in any partisan political activity or any form of lobbying, of whatsoever type or nature, while attending or participating in Services Provider function or event. This includes the circulation or signing of nomination petitions or soliciting any contributions in cash or services from anyone to support any candidate for public office. The above-prohibition on lobbying includes communicating with commission members and councilmembers for the purpose of gaining an advantage in receiving health and human services funding.

**23. COMPLIANCE WITH FEDERAL AND STATE LAWS:** Services Provider understands and acknowledges the applicability of the American with Disabilities Act, the Immigration Reform and Control Act of 1986 and the Drug Free Workplace Act of 1989 to the SOW. As required by A.R.S. § 41-4401, Services Provider hereby warrants its compliance with all federal immigration laws and regulations that relate to its employees and A.R.S. § 23-214(A). Services Provider further warrants that after hiring an employee, Services Provider will verify the employment eligibility of the employee through the E-Verify program. A breach of this warranty shall be deemed a material breach of the Agreement that is subject to penalties up to and including termination of this Agreement. Services Provider is subject to a penalty of \$100 per day for the first violation, \$500 per day for the second violation, and \$1,000 per day for the third violation. City at its option may terminate this Agreement after the third violation. Services Provider shall not be deemed in material breach of this Agreement if the Services Provider establish compliance with the employment verification provisions of §§ 274A and 274B of the federal Immigration and Nationality Act and the E-Verify requirements contained in A.R.S. § 23-214(A). City retains the legal right to inspect the papers of any Services Provider who works under this Agreement to ensure that the Services Provider is complying with the warranty. Any inspection will be conducted after reasonable notice and at reasonable times. If state law is amended, the Parties may modify this paragraph consistent with state law.

**24. TIME OF ESSENCE:** Time is of the essence of this Agreement and each provision hereof.

**25. CONDITIONAL APPROVAL:** The Parties understand and acknowledge this Agreement is approved on a conditional basis pending Services Provider's timely filing of complete and correct reports for the 4th quarter of the previous fiscal year (if prior year's funding was provided by City). The 4th quarter reports shall be filed within the deadlines established by the prior agreement and must contain the required information as set forth in the prior agreement.

**26. PROHIBITION TO CONTRACT WITH SERVICES PROVIDER WHO ENGAGE IN BOYCOTT OF THE STATE OF ISRAEL:** The Parties acknowledge A.R.S. §§ 35-393 through 35-393.03, as amended, which forbids public entities from contracting with a contractor or organization who engage in boycotts of the State of Israel. Should Services Provider under this Agreement engage in any such boycott against the State of Israel, this Agreement is automatically terminated. Any such boycott is a material breach of contract and will subject Services Provider to



monetary damages, including but not limited to, consequential and liquidated damages.

IN WITNESS WHEREOF, the parties have caused this Agreement to be signed by their duly authorized representative as of the day and year first above written.

**SERVICES PROVIDER:**  
**COMMUNITY ALLIANCE AGAINST FAMILY ABUSE, a**  
**501(c)3 non-profit organization**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: Executive Director

**CITY:**

**CITY OF APACHE JUNCTION, an Arizona**  
**municipal corporation**

\_\_\_\_\_  
By: Jeff Serdy  
Mayor

**ATTEST:**

\_\_\_\_\_  
**JENNIFER PEÑA**  
City Clerk

**APPROVED AS TO FORM:**

\_\_\_\_\_  
**RICHARD J. STERN**  
City Attorney

STATE OF ARIZONA       )  
  ) ss.  
COUNTY OF                )

The foregoing was subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ ,  
2020, by \_\_\_\_\_ as \_\_\_\_\_ of  
\_\_\_\_\_, a 501(c)3 non-profit organization.

\_\_\_\_\_  
Notary Public

My Commission Expires:

\_\_\_\_\_

STATE OF ARIZONA       )  
  ) ss.  
COUNTY OF PINAL        )

The foregoing was subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_,  
2020, by Jeff Serdy, as Mayor of the City of Apache Junction, Arizona, an Arizona  
municipal corporation.

\_\_\_\_\_  
Notary Public

My Commission Expires:

\_\_\_\_\_

## Exhibit A



January 28, 2019

Ms. Jennifer Pena  
City Clerk  
City of Apache Junction  
300 E. Superstition Blvd.  
Apache Junction, AZ 85119

Dear Ms. Pena and City of Apache Junction Health and Human Services Commissioners:

Let us begin by saying thank you for supporting Community Alliance Against Family Abuse (CAAFA) for so many years. In many respects, CAAFA has grown right alongside the City of Apache Junction. Our growth over the last 21 years would not have been possible without the City's partnership. Our gratitude for the City of Apache Junction government—and all of the dedicated people therein—cannot be overstated.

Here, at the beginning of yet another year, CAAFA respectfully submits this request for funding from the Apache Junction (AJ) Health and Human Services Commission and City Council for Fiscal Year 2020/2021. Year after year, CAAFA continues to answer the call for survivors of domestic and sexual violence in Apache Junction and beyond. We hope that you will decide to partner with us once again, and support our critical services that help strengthen our community.

### Domestic and Sexual Violence in Apache Junction

Domestic violence (DV) and sexual violence (SV) both continue to be critical issues in our community. Sadly, statistics have not shown that DV or SV are on the decline. The following statistics capture the sober reality of the prevalence of these crimes:

- Nearly 1 in 4 women, 1 in 7 men, and 1 in 2 transgender/non-binary individuals have experienced DV in their lifetimes.<sup>1,2</sup>
- Almost 45% of women, over 22% of men, and 47% of transgender/non-binary individuals will experience SV in their lives.<sup>3</sup>

Based on census data, we can extrapolate that:

- Nearly 6,800 adults living in Apache Junction will experience DV in their lifetimes.
- Over 11,700 adults living in Apache Junction will experience some form of SV in their lives.

<sup>1</sup> Centers for Disease Control & Prevention (CDC). Intimate Partner Violence: Consequences. 2015.

<sup>2</sup> The Williams Institute. Intimate partner violence and sexual abuse among LGBT people. 2015.

<sup>3</sup> CDC. National Intimate Partner and Sexual Violence Survey: 2010 Summary Report. 2011.

*Empowering individuals, families and communities to be free from abuse through collaboration, prevention, awareness and support.*



P.O. Box 3778 • Apache Junction, AZ 85117  
www.caafaz.org • 480/982.0205 • Fax: 480/982.0258  
Crisis Line: 480/982.0196 • Toll Free: 1.877/982.0196

Regarding the youngest victims of domestic violence, a study by the U.S. Department of Justice revealed that as many as 1 in 9 children were exposed to DV in a single year.<sup>4</sup> Based on this, over 800 of Apache Junction's children may experience DV in the next 12 months alone.

In 2019, there were 2 DV-related deaths in Apache Junction (AJ), and 6 more in Pinal County. In FY19, the AJ Police Department received 265 calls for DV and 45 for SV. Arrests for DV (213) and SV (3) increased from FY18, when there were 180 DV arrests and 1 for SV. (Among CAAFA's SV residents, roughly 80% experience SV in the context of DV, so many of the DV victims that AJPD responded to likely also experienced SV.)

During Fiscal Year 18/19 (July 1, 2018–June 30, 2019), CAAFA served 449 victims of domestic and sexual violence. We provided 5,483 nights of safe and supportive emergency shelter in CAAFA's crisis shelter and emergency hotel accommodations. In total, we provided 408.75 hours of service to verified residents of AJ.

CAAFA addresses DV and SV by providing low-barrier, inclusive, and trauma-informed services, while partnering with organizations across our service area who interact with or serve the most vulnerable members of our community. Continued funding from the City of AJ Health and Human Services Commission for CAAFA's advocacy and support services will ensure that our high quality programs are available in FY20/21 for AJ residents who have survived DV and SV.

#### **Requested Funding from the City of Apache Junction**

CAAFA respectfully requests funding in the amount of \$18,000 (to be reimbursed on a unit cost basis) for intervention services delivered to AJ residents, as detailed in the "Intervention Services" section below.

The unit cost reimbursement plan is the chosen method because it will reimburse services that CAAFA provides to residents of AJ who have verified proof of city residency. Per prior direction from the AJ City Clerk, acceptable proof of residency includes driver's licenses, utility bills, leases, voter registration cards, Arizona ID cards, or other verifiable documentation that demonstrates AJ residency when services are delivered. CAAFA will continue to keep proof of residency provided by participants secured at CAAFA's Outreach Office. Federal confidentiality laws prohibit CAAFA from disclosing the names of the victims who receive DV services. As such, in past years, the City of AJ has given CAAFA approval to provide only the addresses and type of identification used for verification. If awarded FY20/21 funding, and with affirmed approval from the City, CAAFA will continue to disclose this information, and we will report the number of service hours provided to ensure accuracy of reimbursement.

<sup>4</sup> U.S. Department of Justice, Office of Juvenile Justice and Delinquency Prevention. "Children's Exposure to Intimate Partner Violence and Other Family Violence." National Survey of Children's Exposure to Violence. 2011.

### **Intervention Services**

CAAFA offers the following intervention services to adults and their children affected by DV and SV:

- DV and SV Empowerment support groups
- One-on-one Empowerment sessions
- Emergency shelter in our 16-bed safe house located in Apache Junction, and short-term hotel stays when a shelter bed is unavailable or unsuitable for a survivor's particular safety needs
- General advocacy and case management
- Legal advocacy
- Basic needs and financial assistance
- Information and referral to community resources
- Toll-free 24-hour crisis line

Our request for FY20/21 Human Services funding from the City of AJ includes provision of the following services:

#### **1) Empowerment Sessions**

CAAFA's Empowerment Counselor assists AJ residents by meeting one-on-one to explore the dynamics of DV, safety planning, healthy coping mechanisms, healthy relationships, self-esteem, healing from trauma, and crisis intervention. The Empowerment Counselor is a licensed counselor with many years of therapeutic experience and training on the dynamics of DV.

- One hour of time is billed as one unit at \$50.00.

#### **2) Empowerment Support Groups**

CAAFA provides 90-minute DV and SV support groups. Our support groups empower individuals and by extension, their families, and offers attendees the opportunity to share experiences, gain perspective and support, and receive education on DV and SV.

- One hour of time is billed at \$50.00. One Empowerment Support Group is billed at 1.5 units.

#### **3) Legal Advocacy Services**

CAAFA's Legal Advocates focus on providing valuable information and resources in order to support participants as they navigate the legal system for issues related to DV and SV. The Legal Advocate's primary job is to act as a mediator between the client and the legal system. They also assist in filing orders of protection, court accompaniment, safety planning, and information and referral. Legal Advocacy services help women and men become independent after victimization. Legal Advocates are not attorneys and cannot give legal advice, however they are able to provide information and explain options and rights within all aspects of the legal system. Some program participants request assistance only once and others may need numerous appointments depending on the situation.

- One hour of time is billed as one unit at \$40.00.



#### 4) General Advocacy Services

CAAFA's Outreach, Sexual Violence, and Shelter Advocates are trained to assist victims affected by DV and SV by identifying and addressing their complex needs. Advocates work with individuals and families to set goals that create self-sufficient lives, free from abuse. One-on-one appointments include assessing the participant's situation, providing information and resources, creating a safety plan, and creating a case plan that may include obtaining a safe place to live, assistance with applying for emergency financial assistance, and obtaining services for children. Advocates also provide or assist with access to employment counseling, parenting classes, life skills, financial education, personal hygiene items, clothing, household supplies, and more. Often, this support includes transportation, as many participants do not have personal vehicles and public transit options are limited.

- One hour of time is billed as one unit at \$40.00.

For FY20/21, CAAFA requests \$18,000 in funding from the AJ Health & Human Services Commission. Quarterly reimbursement requests will derive from actual service hours delivered to verified AJ residents.

#### Goals and Outcomes

Goal	Outcome	FY19/20 Progress
1. Assist program participants in creating and implementing safety plans that address their specific needs.	At the end of FY20/21, 90% of program participants will report that they know how to assess and plan for their continued safety.	Halfway through FY19/20, survey responses indicate that 97% of CAAFA program participants report knowing how to assess and plan for their continued safety.
2. Provide services that promote emotional healing from the devastating impacts of DV and SV.	At the end of FY20/21, 90% of program participants will report that they are regaining control of their life and have increased feelings of well-being as a result of CAAFA's services.	FY19/20 survey responses indicate that 95% of CAAFA program participants report that services have assisted with their emotional healing.
3. Offer high quality services to people who have experienced DV and SV.	At the end of FY20/21, 90% of program participants will report satisfaction with the services provided by CAAFA.	FY19/20 survey responses indicate that 96% of CAAFA program participants report satisfaction with the services we have provided.

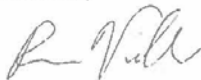
**Required Documents**

Enclosed, please find the following required documents to complete our FY20/21 application for funding:

- ☒ Most recent audit report (including any city funds)
- ☒ Most recent financial statement (with an accountant certification)
- ☒ Detailed expenditure statement including a detailed accounting of FY19/20 previously received and expended/not expended city funds
- ☒ Names of sources and amounts of funding received from all other sources such as non-governmental agencies, membership dues and fees, private contributions, etc.
- ☒ Client service information as it applies to city residents
- ☒ Proof of nonprofit status (Internal Revenue Service determination letter)
- ☒ Proof of corporate status including current by-laws and articles of incorporation
- ☒ Names of sources and amounts of funding received from other governmental agencies
- ☒ Names and addresses of current agency governing board members

On behalf of everyone at CAAFA and the City of Apache Junction residents we serve, thank you for the opportunity to apply for FY20/21 HHS funding. Your partnership helps advance CAAFA's important mission to empower individuals, families, and communities to be free from abuse through collaboration, prevention, awareness and support. Please feel free to contact me at (480) 982-0205 or rayv@caafaaz.org if you have any questions or require additional information. Thank you for your continued partnership, and for considering our request!

Sincerely,



Ray Villa  
Executive Director

## Exhibit B

### Apache Junction City Code 06-10-2019

#### ARTICLE 2-14: REQUESTS FOR FINANCIAL ASSISTANCE

##### 2-14-1 REQUESTS FOR NON-PROFIT FUNDING.

(A) *Required documentation.* Any non-profit agency submitting a request for an allocation or grant of city funds shall submit to the city specific documentation including, but not limited to, the following: A copy of the agency's most recent audit report; a certified copy of the agency's most recent financial statement; detailed expenditure statements in order to provide a detailed accounting of all funds previously received from the city; complete information on the source and amount of funding received from all other sources such as non-governmental agencies, membership fees and dues, and private contributions; client service information as it applies to residents of the city; proof of non-profit status as determined by the Internal Revenue Service; proof of corporate status to include copies of by-laws and articles of incorporation; the source and amount of funding received from other governmental agencies; the names and addresses of current board members; and any other documentation as may be deemed necessary by the city.

(B) *Reporting requirements.* Any non-profit agency receiving an allocation or grant of city funds shall be required to submit to the city, on a quarterly basis, a detailed accounting of the expenditure of city funds for the previous quarter, a written report outlining the agency's performance and accomplishments within the scope of work outlined in their contractual agreement with the city, and any other documentation as may be deemed necessary by the city in order to determine the agency's compliance with the provisions of the contract.

(C) *Contract required; procedure for distribution of funds.*

(1) All city funds allocated or granted to any non-profit agency shall be by means of a written contract based upon services to be provided to or work to be performed on behalf of the city and its residents in compliance with the provisions of Arizona Revised Statutes regarding the use of public funds.

(2) All city funds allocated or granted under the provisions of this section shall be released in equal quarterly installments or quarterly payments based upon a schedule of anticipated expenses which has been approved by the Mayor and Council. No subsequent quarterly allocation or grant shall be released until such time that the receiving agency has provided all of the required documentation for the previous quarter and has provided satisfactory evidence of compliance with the scope of work stipulated in their contract with the city.

(D) *Submittal of requests for funding.* All funding requests submitted by non-profit agencies for the allocation or grant of city funds shall be submitted to the City Clerk's office during the month of January of each year. Requests so submitted shall not be subject to city funding unless approved by the Council and only following adoption of a final budget for the subsequent fiscal year.

(Ord. 659, passed 11-3-1998)

##### § 2-14-2 REQUESTS FOR FINANCIAL ASSISTANCE.

All requests for financial assistance shall comply with the following stipulations and conditions:

(A) All requests shall be filed by or on behalf of a valid, non-profit organization as qualified by the Internal Revenue Service and as registered with the Arizona Secretary of State, Arizona Corporation Commission or other appropriate state office. The registration shall be current and documentation of such status and registration shall be provided at the time of the request. This



article shall not apply to governmental or quasi-governmental jurisdictions;

(B) All requests shall be submitted to the City Clerk during the month of January of each year in order to be eligible for consideration in conjunction with the subsequent fiscal year budget;

(C) All requests received in accordance with division (B) above shall be referred to the appropriate city board or commission for purposes of review and recommendation to the Council; and

(D) In those instances where a request is due to catastrophic circumstances or when the public health, safety and welfare is at risk, the requirements of this article may be waived by action of the Council. It is preferable, however, even in such instances, for the request to receive a review and recommendation from the appropriate city board or commission.

(Prior Code, Art. 2-14)

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<b>A) PERFORMANCE REPORT/SCHEDULE OF COMPLETION</b>						
<b>Recipient:</b> CAVA				<b>Date:</b> 10/19/2020		
<b>Contact No./File No.:</b> HHSC FY20/21	<b>Contract Period:</b> July 1, 2020 to June 30, 2021			<b>Quarter No.:</b> 1		
<b>Activity:</b> Intervention services				<b>Zip Code:</b>		
<b>Recipient Address:</b>				<b>Fax:</b>		
<b>Contact Person #1:</b>				<b>Email:</b>		
<b>Contact Person #2:</b>				<b>Email:</b>		
<b>Phone:</b>				<b>Email:</b> jpena@alcity.net	<b>County:</b>	<b>Pinal</b>
<b>City Staff:</b> Jennifer Pena						
<b>Indicate adherence to contract or schedule changes. Due by the 19th of each quarter for the preceding quarter's activities.</b>						
<b>Statement of Work (SOW) Agreement Schedule</b>	<b>Contract Date</b>	<b>Complete Yes/No</b>	<b>Modification Date</b>			
Provide intervention services to those experiencing domestic violence						
Provide domestic and sexual violence advocacy						
Provide law legal advocacy at per unit cost						
Provide licensed Empowerment Counseling - Support groups & 1-on-1 sessions						
Provide transition-in-place program advocacy/intensive case management						
Provide a 24-hour crisis line						
<b>Please provide a brief description of activities performed this three month period. Include occurrences that caused variation from schedule changes to plans, unforeseen circumstances, etc. Please be specific. Finally, answer questions at narrative section A, B, C, &amp; D.</b>						
<b>Quarterly Narrative:</b>						
A. Number of Empowerment Sessions provided at per unit cost						
B. Number of Empowerment Support provided at per unit cost						
C. Number of Legal Advocacy Services provided at per unit cost						
D. Number of General Advocacy Services provided at per unit cost						
E. Number of people served including % A] residents						
Insert Contact Person Name/electronic signature      10/19/2020      Title						
Recipient Authorized Signature      Date      Title						