



Virginia Department of Criminal Justice Services

Sexual Assault Services Program (SASP) Formula Grant Program

SASP One-Time **Grant Application Guidelines**

Grant Application Due Date

- **Application Due Date: Friday, November 2, 2018, by 11:59pm**

Grant Period

- January 1, 2019 - July 31, 2019 (7-Month Period, One-Time Grant)

Award Amount Available

- Virginia's Anticipated Federal Amount Available = \$63,107

Grant Application Checklist

- Grant Application Cover Sheet
- Itemized Budget & Budget Narrative
- Project Description Form
- Signed Grant Conditions & Certifications (two documents)

Questions?

- Contact Kristina Vadas, 804-786-7802,
kristina.vadas@dcjs.virginia.gov

Introduction and Purpose

The Sexual Assault Services Formula Grant Program (SASP) was created by the Violence Against Women and Department of Justice Reauthorization Act of 2005 Technical Amendments, and is the first federal funding stream solely dedicated to the provision of direct intervention and related assistance for victims of sexual assault. SASP is administered at the federal level by the U.S. Department of Justice Office on Violence Against Women. Funding through SASP supports rape crisis centers and other nonprofit, nongovernmental organizations or tribal programs that provide core services, direct intervention, and related assistance to victims of sexual assault.

Funds provided through SASP are designed to supplement other funding sources directed at addressing sexual assault.

The purpose of SASP is to provide intervention, advocacy, accompaniment (e.g., court, medical facilities, police departments), support services, and related assistance to:

1. Adult, youth, and child victims of sexual assault;
2. Family and household members of such victims; and
3. Those collaterally affected by the victimization (e.g., friends, coworkers, classmates), except for the perpetrator of such victimization.

Federal Priority Areas

The Office on Violence Against Women (OVW) has identified the following priority areas for funding:

1. Support rape crisis centers in providing direct intervention and related assistance.
2. Support dual programs that provide sexual assault and domestic violence services to enhance their provision of direct intervention and related assistance tailored for victims of sexual assault.
3. Retain core services for victims of sexual assault.
4. Increase support for underserved populations, particularly communities of color, in a culturally-appropriate manner, with a special emphasis on addressing the African-American, tribal, and Lesbian, Gay, Bisexual, and Transgender (LGBT) communities, as well as individuals with disabilities and Deaf individuals.

For the purpose of this one-time funding opportunity, only applicants proposing statewide initiatives that address one or more of these priority areas are eligible to apply.

Implementation

The Virginia Department of Criminal Justice Services (DCJS) is the State Administering Agency for SASP. DCJS, in partnership with other stakeholders, sought to consider the array of needs of all sexual assault victims and available services in the state when developing implementation strategies.

As a result, and in accordance with grant requirements, Virginia's SASP Grant Program emphasizes the establishment, maintenance, and expansion of sexual assault services, including direct intervention, core services, and related assistance to adult, youth, and child victims of sexual assault.

Allowable Costs

SASP Grants are designed to support programs and activities that provide core services, direct intervention, and related assistance to victims of sexual assault. Intervention and related assistance may include:

- 24-hour hotline services providing crisis intervention services and referral;
- Accompaniment and advocacy through medical, criminal justice, and social support systems, including medical facilities, police, and court proceedings;
- Crisis intervention, short-term individual and group support services, and comprehensive service coordination and supervision to assist sexual assault victims and family or household members;
- Information and referral to assist the sexual assault victim and family or household members;
- Community-based, culturally specific services and support mechanisms, including outreach activities for underserved communities; and
- Development and distribution of materials on issues related to the services described above.

Unallowable Costs

Promoting victim safety and recovery are guiding principles of SASP. Accordingly, applicants may not propose projects that include any activities that may compromise victim safety, such as the following:

- 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;

- Procedures or policies that compromise the confidentiality of information and privacy of persons receiving services;
- Policies that deny individuals access to services based on their relationship to the perpetrator;
- Materials that are not tailored to the dynamics of sexual assault or the culturally specific population to be served;
- Policies or engaging in practices that impose restrictive conditions to be met by the victim in order to receive services (e.g., mandatory counseling, seeking an order for protection); and
- Policies that require the victim to report the sexual assault to law enforcement.

In addition, grant funds may not be used for any out-of-scope or unallowable activities, including the following:

- Research projects
- Activities focused on prevention efforts and public education (e.g., bystander intervention, social norms campaigns, presentations on healthy relationships)
- Criminal justice-related projects, including law enforcement, prosecution, courts, and forensic interviews
- Sexual Assault Forensic Medical Examiner programs
- Sexual Assault Response Team coordination
- Providing training to allied professionals and the community (e.g., law enforcement, child protection services, prosecution, other community based organizations)
- Domestic violence services unrelated to sexual violence
- Lobbying
- Fundraising
- Purchase of real property
- Construction
- Physical modifications to buildings, including minor renovations (such as painting or carpeting)

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 Office on Violence Against Women (OVW) grants. This provision prohibits OVW 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. For more information on this prohibition, see <http://www.justice.gov/sites/default/files/ovw/legacy/2014/06/20/faqs-ngc-vawa.pdf>.

Match

Grant applicants are not required to provide matching funds.

Reporting Requirements

DCJS requires online submission of financial and progress reports into the Grants Management Information System (GMIS); therefore, all recipients of grant funding must have access to the Internet for reporting purposes. Additional information about the on-line reporting system can be found on the DCJS website at:

<https://www.dcjs.virginia.gov/grants/gmis-online>.

All SASP grant-supported programs will be required to complete and submit in GMIS:

1. **Quarterly Financial Reports**, and
2. **One Progress Report for the 7-month period**, describing activities supported with these funds, due by August 30, 2019. OVW requires grant recipients to use their Annual Progress Report Form. Additional information is available here: <http://muskie.usm.maine.edu/vawamei/saspformulaform.htm>.

Please Note: Grant recipients may allocate and expend all funds within one or two quarters. Quarterly financial reports are only required until expenditures are finalized; therefore, a program may only have to file one quarterly financial report.

Funds will be made available on a reimbursement basis.

SASP Grant Period

For the purpose of this one-time funding opportunity, only applicants proposing statewide initiatives that address one or more of the SASP priority areas are eligible to apply.

This one-time SASP grant to support statewide sexual assault initiatives is for **one funding period of January 1, 2019 through July 31, 2019.**

Applicants will need to submit the Grant Application Cover Sheet, the Itemized Budget, the Budget Narrative, and Project Description Form for January 1-July 31, 2019.

Amount Available and Allocation Strategy

It is anticipated that a SASP grant will be awarded to support **one** applicant and/or project. The anticipated amount available for this grant cycle is **\$63,107**.

Eligibility

For the purpose of this one-time funding opportunity, only applicants proposing statewide initiatives that address one or more of the SASP priority areas are eligible to apply.

This solicitation for Virginia's Sexual Assault Services Program is open only to statewide projects that address one or more of the federal priority areas listed on page 2 of this solicitation. A statewide initiative is defined as a project that reaches victims of sexual violence across the Commonwealth of Virginia. Local and regional initiatives are not eligible to apply.

Grant Application Technical Assistance

DCJS staff is available to provide technical assistance and information regarding the guidelines and the application procedures. Please contact Kristina Vadas at 804-786-7802 or kristina.vadas@dcjs.virginia.gov if you have any questions.

Application Deadline & Submission Process

Grant applications must be received by DCJS **by 11:59pm on Friday, November 2, 2018** and must be submitted electronically.

Please **email** the following to grantsmgmt@dcjs.virginia.gov:

1. One (1) PDF scanned copy of the signed application and all application documents.

Review Process

DCJS staff will review all applications and make an award recommendation for consideration by the Grant Review Subcommittee of the Criminal Justice Services Board (CJSB). The full CJSB will then make final funding decisions at their meeting on December 6, 2018.

Forms and Application Checklist

Complete grant applications should contain:

- The completed and signed cover sheet of the DCJS Grant Application (Attachment 1A). The Project Administrator should sign this document. Detailed instructions on completing the cover sheet are also attached (Attachment 1B).
- An itemized project budget (Attachment 2) for January 1, 2019 through July 31, 2019. Detailed instructions on completing the itemized project budget are below.
- A detailed budget narrative for January 1, 2019 through July 31, 2019. Detailed instructions on completing the budget narrative are below.
- A completed Project Description Form (Attachment 3).
- Completed and signed copy of the “General Grant Conditions and Assurances” (Attachment 4A). The Project Administrator should sign this document.
- Completed and signed copy of the “Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements” (Attachment 4B). The Project Administrator should sign this document.
- If **INDIRECT COSTS** are requested:
Completed “DCJS MTDC Worksheet” (Attachment 5A).
- If **INDIRECT COSTS** are requested:
Completed and signed copy of the “Certification of De Minimis Indirect Cost Rate” form (Attachment 5B). The Project Administrator should sign this document.

OR

A copy of your agency’s Indirect Cost Rate Agreement letter/documentation.

Attachments

Attachment 1A:	Grant Application Cover Sheet
Attachment 1B:	Grant Application Cover Sheet Instructions
Attachment 2:	Grant Application Itemized Budget
Attachment 3:	Project Description Form
Attachment 4A:	General Grant Conditions and Assurances
Attachment 4B:	U.S. Department of Justice Certifications
Attachment 5A:	DCJS MTDC Worksheet
Attachment 5B:	Certification of De Minimis Indirect Cost Rate Form

Instructions for Completing the Itemized Budget & Budget Narrative

Itemized Budget (Attachment 2):

Itemize all budget amounts and place in the appropriate category for each line item. Round all figures to the nearest dollar.

Budget Narrative:

A line-item budget narrative is required. The narrative should correspond directly, line-by-line, with the Itemized Budget. Include this with the grant application as a separate document. All applicants **must explain the reasons for each requested budget item and how requested amounts were determined.**

Note: Applicants must provide clear documentation that the personnel and items requested are for the exclusive use of the SASP-funded project. Applicants are reminded that grant funds cannot support the entire cost of an item that is not used exclusively for sexual assault related activities; however, grant funds can support a pro-rated share of such an item.

PERSONNEL

- List each position by title and name of employee, if available.
- List the annual salary and hourly rate for the employee(s), and the hours to be devoted to the project by each employee.
- Indicate the type and cost of each fringe benefit requested and provide justification.
- For example:

Requested SASP funds will be used to provide wages and FICA for a Statewide Sexual Assault Initiative Coordinator, Trisha Smith. It is anticipated that SASP funds will cover wages for approximately 1050 staff hours between January 1, 2019 and July 31, 2019. An itemization is below:

*Trisha Smith, SA Initiative Coordinator
Annual Salary: \$45,000; Hourly Rate: $\$45,000 \div 2080 \text{ hours} = \$21.63 / \text{hour}$
Grant funded hours requested: $1050 \text{ hours} \times \$21.63/\text{hour} = \$22,712$
Fringe Benefits: FICA @ .0765 of requested wages = \$1,738
Total Personnel Request = \$24,450*

CONSULTANTS

- List each type of consultant or service by name. Document that the use of outside consultants will significantly enhance project effectiveness, and that consultant use is cost effective.
- For Individual Consultants: the rate may not exceed \$650.00 per day.
- For Organizations & Associations, including professional associations and educational institutions, performing professional services:
 - Indicate types of services being performed
 - List estimated contract price
 - Describe the procurement process
- For Consultants Subsistence & Travel: reasonable expenses may be reimbursed.

TRAVEL

- Itemize total travel expenses of project personnel by local mileage, non-local mileage, and subsistence (food and lodging). Clearly explain the basis for all calculations. Applicants may follow federal government travel policy or their local/agency travel policy; however, local rates cannot exceed federally-approved rates. The current Federal Government General Services Administration Per Diem rates are available here: <http://www.gsa.gov/portal/content/104877>.
- Justify travel by explaining why costs are necessary and essential to providing direct services to victims, or by documenting that grant funds will be used exclusively for developing the skills of direct service providers so that they are better able to offer quality services to crime victims.
- The mileage/travel reimbursement must be for personnel supported by the SASP grant. However, advocates that are volunteers for the organization can receive funding if they are providing support to a victim of sexual violence.

EQUIPMENT

- Each item to be purchased must be listed separately with unit cost, total number of items, and/or monthly rate. Furniture and office equipment are to be included in this category.
- Justify equipment expenses by documenting that items will enhance the grant-funded project.
- Equipment requests must include a written estimate of cost and local contract guidelines, if necessary.

- All computers purchased with DCJS funds must be equipped with updated anti-virus protection software. Applicants are encouraged to limit computer purchase requests to \$1500 per unit and to discuss computer hardware and software needs with DCJS staff.
- Actual expenses should be documented wherever possible. For example: “Last year we spent \$400 on postage. For CY 2019, we anticipate spending \$475, due to stamp rate increase.”
- When deciding whether an item is equipment or a supply, note this distinction:

The most important thing to remember about the difference between business supplies and business equipment is that supplies are a current asset, while equipment is a long-term asset. Current assets are those assets used up within a year (more or less), while long-term assets are used over several years.

SUPPLIES & OTHER OPERATING EXPENSES

- DCJS strongly encourages applicants to request only supplies and other operating expenses that are essential to the program. Applicants must document the necessity and cost effectiveness of requested expenditures.
- All costs should be itemized within this category by major types (e.g., office supplies, equipment use fees, printing, photocopying, postage, brochures, books and other victim-related materials, technology).
- For each itemized cost, show the basis for computation ("x" dollars per month for office supplies, "y" dollars per person for training materials, long distance at "z" dollars per month, etc.). Additionally, the rationale used to determine the basis for each computation should be explained (e.g., the photocopying cost estimate was determined based on factors including X number of staff, Y number of community presentations, Z average monthly cost of copies).

INDIRECT COSTS

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. Indirect costs are those that benefit more than one activity and are common or joint purpose costs. For example, costs of an office manager/receptionist position that answers general phone calls, greets clients, etc. are considered indirect costs.

According to §2 CFR Part 200.56, indirect costs are defined as:

Those costs incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved.

The salaries of administrative and clerical staff should generally be treated as indirect costs. Salaries of administrative/clerical staff may be appropriate to include **as direct costs ONLY if ALL** of the following conditions are met:

1. Administrative or clerical services are integral to a project or activity;
2. Individuals involved can be specifically identified with the project or activity;
3. Such costs are explicitly included in the budget or have the prior written approval of the awarding agency; and
4. The costs are not also recovered as indirect costs.

Requesting Indirect Costs:

Requesting indirect costs is optional. You do not have to request indirect costs, but if you choose to, it is allowable.

To calculate indirect costs, **you must first determine the Modified Total Direct Costs (MTDC)** amount of your budget. Indirect costs that can be requested are **not based on the entire project budget**, but on the MTDC amount.

You have two options when requesting Indirect Costs: using a formal **Indirect Cost Rate Agreement (ICRA)** or using a **“De Minimis” rate**. These two options are outlined below.

I. Indirect Cost Rate Agreement (ICRA)

- This is a formal rate agreement that an organization has applied for and received from the federal cognizant agency (DCJS does not approve ICRA's)
- Organizations will have a letter or other documentation that lists the federally-negotiated rate
- The rate in the ICRA must be accepted, unless otherwise specified by federal awarding agency
- Can request the percentage (as outlined in the ICRA) of the Modified Total Direct Costs (MTDC) of their budget for indirect costs

II. “De Minimis” Rate

- This can be used by organizations that have never had a federally-approved Indirect Cost Rate Agreement
- Can use a rate of up to 10% of the Modified Total Direct Costs (MTDC) of their budget for indirect costs

Use the “**MTDC Worksheet**” to calculate your MTDC amount. The Worksheet will also calculate the amount of indirect costs that you can request.

If Indirect Costs are requested, you must submit two additional documents with your grant application:

1. **DCJS MTDC Worksheet** (*Excel document*) (Attachment 5A)

AND

2. **Certification of De Minimis Indirect Cost Rate form** (Attachment 5B)

OR

Copy of your agency’s Indirect Cost Rate Agreement letter/documentation

You are not required to describe or itemize what is included in the indirect costs.