

Sexual Assault Grant Program

Fiscal Years 2008 and 2009 Program Guidelines and Application Procedures

These Sexual Assault Grant Program Guidelines provide detailed guidance to aid applicants in determining eligibility, developing itemized budgets and budget narratives, and completing other related forms, including service delivery targets. Using the guidance presented in this document, applicants should be able to efficiently and effectively prepare complete applications.

To assist applicants in their grant preparation, DCJS will be conducting Sexual Assault Grant Application Training on Friday, **March 16, 2007**, as part of a three-day Program Management Training (scheduled for March 14-16, 2007). The training will be held in Williamsburg, Virginia. You may attend the session on Friday, or the entire training. The Grant Application portion of the training will begin on March 16th at 8:30 a.m. and will conclude by 12:00 p.m.

The cost of the three-day training is \$100. Registration for attending the grant application training only is \$20. Registration information for the three-day training will be posted at <http://www.dcjs.virginia.gov>.

Victims Services Section staff are available to provide technical assistance and information regarding the guidelines, the application procedures, and the training. Please contact Kathleen Radford Demro, Sexual Violence Program Coordinator at (804) 371-4809 or kathleen.demro@dcjs.virginia.gov, if you have any questions.

Introduction

The purpose of this grant program is to provide or enhance direct services to victims of sexual assault.

The Department of Criminal Justice Services (DCJS) has awarded grants to support local and statewide sexual assault programs since October, 1999. The DCJS FY 2008-2009 guidelines were developed for grantees who wish to apply for funds for the period July 1, 2007- June 30, 2009.

Sources of Funding and Amount Available

There are three funding sources for this grant program. Federal Victims of Crime Act (VOCA) funds have supported services to sexual assault victims since 1984. VOCA funds support local sexual assault programs. It is unclear at this time the amount of VOCA funds available to Virginia's sexual assault programs for FY 2008, but it is anticipated that VOCA funds will be lower than last year's amount.

State General Funds also support local and statewide sexual assault programs. It is anticipated that these funds will remain level the next two years. For FY 2008, \$835,000 in State General Funds is available.

Federal Preventive Health and Health Services (PHHS) funds provide for the statewide administration and management of local programs and activities that support the work of those programs. At this time, the amount of funding available is not known. If PHHS funding remains level, \$131,000 would be available for FY 2008.

These funding amounts are based on the information available to DCJS at the time of publication. These figures are estimates and may change. Overall, DCJS is anticipating a decrease in the amount of funding available. More information will be provided at the Grant Application Training.

In the event of a significant increase or decrease in the availability of funds between fiscal years, DCJS will notify all grantees and provide them with instructions regarding adjustments to FY 2009 awards.

Local sexual assault programs are eligible to apply for VOCA and state general funds. State general funds for local programs are subject to the same requirements and conditions that apply to the VOCA funds.

Statewide organizations are eligible to apply for PHHS and state general funds.

Eligibility

In FY 2008-2009, the sexual assault grant program to support local and state programs is open only to non-profit and public agencies currently receiving this DCJS funding.

All local programs and projects must meet the eligibility requirements as defined in Attachment 7, VOCA Guidelines (page 2, section B).

The grant program to support statewide sexual assault programs is open only to statewide organizations currently receiving this DCJS funding.

Priorities for Funding

Priority will be given to the continuation of existing DCJS-funded sexual assault programs which document that they have successfully met their established objectives, complied with grant requirements (including the timely submission of all required programmatic and financial reports), and demonstrated that they are addressing a continuing unmet need. According to Criminal Justice Services Board policy, **no current recipient of funding through this grant program will be considered for continuation funding if, as of the continuation application due date, any of the required Financial and Progress reports for the current grant are more than 30 days overdue.**

Programs not performing as described above may be denied continuation funding, or may receive a reduction in funds. Applicants are encouraged to request only the minimal funds necessary to support their programs.

Program Requirements

DCJS requires grant-funded local sexual assault programs to provide comprehensive information and assistance in the areas listed in Attachment 3. In addition to direct services, grant funds may be used to support presentations made in schools, community centers, or other public forums, if the presentations are designed to identify crime victims, and provide or refer them to needed services. Grant funds cannot be used for activities exclusively related to crime prevention.

These grant funds can only be used to provide or enhance direct services to sexual assault victims and **cannot** be used to supplant state and local funds that would otherwise be available for sexual assault victim services.

All local programs are required to follow VOCA Guidelines (Attachment 7).

Grants to support statewide sexual assault programs must complement the direct services provided by local programs. Funded programs in this category must meet all other DCJS grant requirements described in this document.

Statewide projects may address one or more of the following areas:

1. Service delivery initiatives to assist in the reduction of sexual assault in Virginia
2. Crisis intervention services to sexual assault victims through a toll-free hotline available statewide
3. Technical assistance to develop and support the needs of sexual assault crisis centers
4. Staff development and training for local center staff, volunteers, and allied professionals

5. Public awareness activities to enable the general public, or specific minority populations, to become more aware of the impact of sexual assault in Virginia and the services available
6. Assistance to agencies and professionals who interact with sexual assault victims in the development of policies and procedures which are responsive to the needs of victims
7. Development of evaluation standards and/or instruments to enable local sexual assault programs to assess how well their services meet the needs of clients
8. Development of resources on sexual assault issues.

Grant Period

Grants to support local sexual assault programs and statewide sexual assault programs are for the twenty-four month period July 1, 2007 through June 30, 2009 (FY 2008 and FY 2009). Separate budgets and cover sheets will be required for each grant year.

Allowable Costs

For local programs, only those costs directly related and essential to providing direct services to sexual assault victims can be supported by grant funds. Please see Attachment 7, VOCA Guidelines (page 7, section E).

Due to the limited amount of funding available, applicants are encouraged to request only those costs essential to the continuation of their programs.

Unallowable Costs

For guidance regarding services, activities, and costs which cannot be supported with local sexual assault program grant funds, please see Attachment 7, VOCA Guidelines (page 10, subsection 3).

Staffing Limits

Local and statewide sexual assault programs may apply for funds to continue existing positions. The first priority will be to continue existing DCJS-funded positions that have a documented history of successfully meeting their established objectives.

Programs that have a documented history of surpassing statewide and program size caseload averages may be permitted to ask for up to one additional full-time position. Programs wishing to do this must first consult with Kathleen Radford Demro to determine eligibility.

Match

Grant applicants are not required to provide matching funds at this time. DCJS will use state funds to provide the required match for any VOCA funds awarded. If an applicant chooses to provide match, those funds are subject to the same requirements and conditions that apply to the VOCA funds.

Continuation Funding

In addition to a program's implementation and performance, and the availability of funds, a key factor in determining eligibility for continuation funding will be compliance with grant financial and progress reporting requirements. According to Criminal Justice Services Board policy, **no current recipient of funding through this grant program will be considered for continuation funding if, as of the continuation application due date, any of the required Financial and Progress reports for the current grant are more than 30 days overdue.** For good cause, submitted in writing, DCJS may waive this provision.

Evaluation and Reporting

All grant-supported programs are required to complete and submit a **semi-annual** Project Progress Report and a **quarterly** Financial Report. DCJS requires on-line filing for financial and progress reports; therefore, all recipients of grant funding must have access to the Internet for reporting purposes. On-site monitoring visits of grant programs will be conducted, as DCJS staff resources permit.

Programs will be required to report on the services they have provided, and to document progress on other program objectives. Information on reporting requirements will be distributed with the grant award package. VAdata may be used to generate the statistics needed to complete progress reports.

Deadline

An original and four unbound copies of the grant application must be received by DCJS by **4:30 p.m. on April 13, 2007**. They should be submitted to:

Department of Criminal Justice Services
Attn. Janice Waddy
202 North 9th Street, 10th Floor
Richmond, Virginia 23219.

Late applications will not be accepted. Faxed or electronic applications will not be accepted. Applications may be hand-delivered or mailed.

Review Process

Victims Services Section staff and Grants Administration Section staff will review all applications and make programmatic and budgetary recommendations for consideration by a subcommittee of the Criminal Justice Services Board (CJSB). The Victims Services Grant Review Subcommittee of the CJSB will meet to review the recommendations and will make final recommendations for consideration by the full CJSB in June, 2007.

If the subcommittee recommends for substantive reasons that an application not be funded, the applicant may appeal the recommendation to an appeals panel of the CJSB. The Grants Administration Section will notify any applicants eligible for appeal. Applications denied due to insufficient funds cannot be appealed. The recommendations of the appeals panel will be presented to the CJSB for final action. Grant awards for FY 2008 will be issued in late June, 2007 based on the final approval of the CJSB. Fiscal and programmatic revisions may be required as a condition of funding.

Forms and Instructions

To assist applicants in submitting complete applications, a checklist has been included as Attachment 8. The components of the application must be submitted in the same order as the checklist. Applications must include page numbers.

Copies of all forms can be found on the Internet at <http://www.dcjs.virginia.gov>.

Complete grant applications should contain:

- The cover sheet (first page) of the DCJS Grant Application, completed and signed, **for each fiscal year** (Attachment 1). The Project Administrator should sign these documents.
- A project budget (Attachment 2) and a budget narrative for the period July 1, 2007 through June 30, 2008, and a project budget and a budget narrative for the period July 1, 2008 through June 30, 2009. If the applicant requests personnel funds, an organizational chart of all program employees, and job descriptions for all proposed grant-funded staff, should be attached. Instructions for completion can be found in the next section.
- A comprehensive project description. Instructions for completing this section can be found on pages 13-15. This section should include:

- ◆ Program title
 - ◆ Need justification and program overview
 - ◆ Cost assumption plan
 - ◆ FY 2007 itemized operating budget
 - ◆ Implementation of project
 - ◆ Service objectives targets
 - ◆ Other program objectives
 - ◆ List of cooperative agreements
 - ◆ Evaluation plan
 - ◆ Additional requirements
 - ◆ VAdata release form
 - ◆ FY 2007 first semi-annual (July 1- December 31, 2006) progress report (form and narrative only- no additional attachments).
- Completed and signed copies of the “General Grant Conditions and Assurances” and the “Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements” (see Attachments 6A and 6B). The Project Administrator should sign these documents.

Instructions for Completing the Grant Application and Itemized Budget
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Note: Separate budgets and cover sheets are required for **each** grant year.

Grant Program: Indicate the type of program (local or statewide) and fiscal year. For example, “Local Sexual Assault Program- FY 2008” or “Statewide Sexual Assault Program- FY 2009”.

Applicant: List official name of local program or state organization applying for the grant (this may be the same as the Program Title).

Jurisdiction(s): List all primary localities to be served or, if appropriate, indicate “statewide.”

Program Title: Indicate the name of the program or organization (this may be the same as the Applicant).

Grant Period: List either “July 1, 2007- June 30, 2008” or “July 1, 2008- June 30, 2009.”

Type of Application: Check the appropriate blank. Applicants should check “Continuation” and include the grant number for their current DCJS grant. (DCJS is not accepting new applications for this grant cycle.)

Project Director: List the person at the project or local level whom DCJS can contact, if further information is needed. Typically, the Project Director is the senior staff person responsible for the day-to-day activities of the grant project.

Project Administrator: List the person who has authority to formally commit the local program or state organization to complying with all the terms of the grant application. Typically, the Project Administrator for a non-profit agency is the President of the Board of Directors. For a local unit of government, the Project Administrator is usually the city manager or county administrator.

Finance Officer: List the individual who will be responsible for fiscal management of the funds. Typically, the Finance Officer for a non-profit agency is the Treasurer of the organization.

Note: The three people listed on the cover sheets should be three separate individuals. One of these individuals should be a person outside of the funded organization (for example, a Board officer or government official). It is very important that you provide fax as well as phone numbers for each person above. Include email addresses, if available.

Brief Project Summary: Provide a short description of the project. All applicants **must include an estimate of the total number of direct service victims** to receive program services during each year of the grant period. Additionally, the description for FY 2008 must include the total numbers of direct service victims which were served between July 1, 2006 and December 31, 2006. For example:

Brief Project Summary- first page of FY 2008 application

*The XYZ sexual assault program provides comprehensive information and direct services to sexual assault victims. It is estimated that during July 1, 2007 and June 30, 2008 (FY 2008), **150 victims** will receive direct services through this program. For the period July 1, 2006 through December 30, 2006, the program provided direct services to **65 victims**.*

Brief Project Summary- first page of FY 2009 application

*The XYZ sexual assault program provides comprehensive information and direct services to sexual assault victims. It is estimated that during July 1, 2008 and June 30, 2009 (FY 2009), **170 victims** will receive direct services through this program.*

Statewide programs should provide a general description of their proposed projects.

Project Budget Summary: Provide total figures from itemized budget categories. Verify that these figures match the budget totals on the budget

category itemization pages for the appropriate fiscal year. At the bottom of this page, provide the grand total for both fiscal years. Round all figures to the nearest dollar.

Applicants are advised that the amount requested for FY 2009 cannot exceed the amount requested for FY 2008.

Itemized Budget: Itemize all budget amounts and place in appropriate category for each line item. Complete an itemized budget for each fiscal year. Each item should reflect expenditures for a twelve-month grant period. Round all figures to the nearest dollar. Applicants should complete only the Total column on the right-hand side of the form, and the total lines for each category and the grant as a whole. The breakout of federal and state funding will be determined at the time grant awards are issued.

Instructions for Completing the Budget Narrative

Complete a separate budget narrative for each fiscal year. **All applicants must explain the reasons for each requested budget item and how requested amounts were determined.** A line-item budget narrative is required. Requested items not thoroughly justified will not be approved for funding.

Note: If the applicant is part of a dual-program, or a larger umbrella organization, there must be clear documentation that the personnel and items requested are for the exclusive use of the sexual assault program. 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. For example, if a dual program requests a new computer to be shared by a part-time sexual assault advocate and a part-time domestic violence advocate, only fifty percent of the cost of the computer can be requested through this grant.

Personnel

- List each position by title, and name of employee, if available. Show the annual salary rate for the employee and the hours to be devoted to the project by the employee. Full-time employees generally work 2,080 hours annually. If requesting a percentage of a staff person, or part-time hours, indicate the total number of hours for each twelve-month grant period. For part-time staff, indicate their anticipated total salaries (from all sources of revenue) for FY 2008 and FY 2009. In the narrative, also document the total current FY 2007 salary for all requested personnel.

Example:

For an employee paid full-time through this grant

Name	Title	Salary	Hours Devoted	Total Request
Kathleen Demro	Advocate	\$30,000	2080	\$30,000

For an employee paid part-time through this grant

Name	Title	Salary	Hours Devoted	Total Request
Kathleen Demro	Advocate	\$30,000	1560	\$22,500

- Submit a copy of the organizational chart of all program employees (grant-funded or not).
- Submit copies of job descriptions for all requested grant-funded positions.
- Grantees may apply for salary increases. As resources permit, these requests will be considered on a case by case basis. All increases in salary rates must be explained and justified.
- Indicate the type and cost of each fringe benefit requested, and document the appropriateness and cost effectiveness of each benefit.

Programs that have a documented history of surpassing statewide and program size caseload averages may be permitted to ask for up to one additional full-time position. Programs wishing to do this must first consult with Kathleen Radford Demro to determine eligibility.

Consultants

Request only those costs which are essential to program operations and which will significantly enhance the provision of direct services to crime victims. Applicants must thoroughly document the necessity and cost effectiveness of requested expenditures.

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.

Grantees must follow the state travel policy. The mileage rate cannot exceed \$0.485 per mile.

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.

DCJS will approve requests for funds to support out-of-state travel, or airfares to attend training conferences, only with compelling justification, and if funds are available. If such attendance is cost effective and will facilitate essential improvements in service delivery, DCJS may approve such travel requests.

Applicants may request grant funds to attend DCJS and other in-state training events (for example, training offered by the Virginia Sexual and Domestic Violence Action Alliance and the Virginia Network for Victims and Witnesses of Crime), and are required to fully justify all requests to attend training. Applicants may request grant funds to support attendance at the following DCJS sponsored victim assistance training events.

FY 2008

March, 2008 – 3-day program management training for all program staff. This training will address new developments in the DCJS sexual assault grant program. It is anticipated that the training will be held in the Richmond area. Applicants may request funds to cover reasonable costs of mileage, lodging, and meals. (The following meals will be provided: Day 1 lunch, Day 2 breakfast and lunch, Day 3 breakfast). The \$125 registration fee should be requested in the “Supplies and Other” budget category and will cover the costs of the listed meals, training materials, and training costs.

FY 2009

March, 2009 - 3-day grant application and program management training for all program staff. It is anticipated that the training will be held in the Richmond area. This training will prepare participants to complete the FY 2010 grant application for funding. Applicants may request funds to cover reasonable costs of mileage, lodging, and meals. (The following meals will be provided: Day 1 lunch, Day 2 breakfast and lunch, Day 3 breakfast). The \$125 registration fee should be requested in the “Supplies and Other” budget category and will cover the costs of the listed meals, training materials, and training costs.

Equipment

DCJS strongly encourages applicants to request only equipment that is essential to the program. Applicants must thoroughly document the necessity and cost effectiveness of requested expenditures.

Each item to be purchased must be listed separately with unit cost. List each item to be leased or rented with the cost associated with the lease or rental. Justify equipment expenses by documenting that items will provide or enhance direct services to crime victims. Applicants are reminded that grant funds cannot support the entire cost of an item that is not used exclusively for victim related activities. However, grant funds can support a pro-rated share of such an item.

All computers purchased with DCJS funds must be equipped with anti-virus protection software, which must be updated regularly.

Supplies and Other Operating Expenses

DCJS strongly encourages applicants to request only supplies and other operating expenses that are essential to the program. Applicants must thoroughly 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, and telephone).

For each itemized cost, show the basis for computation ("x" dollars per month for office supplies; "y" dollars per person for training materials; telephone -- 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, etc.) Applicants should also document actual FY 2007 expenses for each line item requested. (For example: "Last year we spent \$400 on postage. For FY 2008 we anticipate spending \$475, due to the recent stamp rate increase.")

DCJS will closely scrutinize office space rental requests. Applicants not currently approved for such expenditures will not be awarded funds to pay office space rental expenses. Applicants requesting funds to support office space rental must document efforts to secure non-grant funds. Grantees currently receiving DCJS funds for office space rental expenses are strongly encouraged to decrease their request by 10% each fiscal year.

Grant funds may support a maximum of three memberships in victim assistance organizations. Each organization and its membership rate must be identified. Memberships must be in the name of the agency, not the individual.

DCJS will also carefully examine equipment maintenance requests. Applicants must thoroughly document the necessity and cost effectiveness of requested expenditures. DCJS will not award equipment maintenance funds in excess of the amount approved in FY 2007, unless an applicant can demonstrate

compelling reasons for such funding. Applicants should describe efforts to secure non-grant funds to support maintenance expenses.

Indirect Costs

No costs are allowed in this category.

Cash/ In-Kind Support From Sources Other Than Grant Program Sustaining This Project

Although not required, applicants may list source and amount of cash and in-kind support from the other sources that sustain this project. Applicants can add an attachment of this listing if more space is required. Applicants are reminded that any funds specified as match are subject to the same requirements and conditions that apply to the VOCA funds.

Instructions for Completing the Project Description

The Project Description should be double-spaced. Please label each section of the description by providing the number and letter of each response.

1. Program Title

Indicate the formal title of the program and the jurisdiction(s) served (label primary or secondary service areas). For example, "XYZ Sexual Assault Crisis Center. Primary service area: Richmond. Secondary service area: Henrico County."

2. Need Justification and Program Overview

- a) Provide an overview of the demographics of the applicant agency's service area(s).
- b) Describe need and persons to be served. Include local statistics if appropriate.
- c) Document how the need or demand for these services exceeds those available. List the other victims' services in the service area(s).

3. Cost Assumption Plan

- a) Describe what efforts have been made to finance this program through other funding sources.
- b) Attach a copy of the applicant agency's FY 2007 itemized operating budget, indicating all sources of current funding.

4. Implementation of Project

A. Service Objectives Targets

In this section, all applicants must propose the **target number** of victims to whom these services will be provided during FY 2008 and FY 2009 for each required service objective. To assist applicants in complying with this implementation plan requirement, a Sexual Assault Services Target Form is provided as Attachment 3. Using the Target Form, applicants may document service objectives by simply listing the target number for each fiscal year beside each service.

Statewide programs should document only those service objectives that apply to their projects.

B. Other Program Objectives

All other program objectives, not covered by the service objectives, must be detailed in this section. See Attachment 4 for a form that can be used to document these additional objectives. An implementation strategy is required for each additional program objective.

Note: All programs must submit at least three additional program objectives. One should address the management (i.e. recruiting, training, supervising, evaluating, and recognizing) of program volunteers. One should address program outreach efforts. And one should address a coordinated community response to sexual violence (e.g. the creation or maintenance of a Sexual Assault Response Team).

C. Cooperative Agreements

A list of current cooperative agreements and their implementation dates should be submitted with the application. To be considered current, the agreements should have implementation dates less than three years old. **If the grantee's cooperative agreements are current and complete, do not send copies of the agreements.** If the grantee has one or more new cooperative agreements, those agreements should be included with the application.

Cooperative agreements should be on file at the grantee's office with the agencies listed below in each primary service area the agency serves. If the project is statewide, cooperative agreements should be made with other statewide agencies/coalitions. Each agreement should include the specific roles and responsibilities of each agency entering the agreement. A single agreement can be made with multiple agencies. Each agreement should have an implementation date, a review date, and should be signed by persons who have the authority to implement the agreement. If cooperative agreements cannot be made with a particular agency, explain why and describe future plans to foster a relationship with that agency.

Cooperative agreements are strongly encouraged with the following groups:

Domestic violence programs	Victim/Witness programs
Law enforcement agencies	SANE/ ER programs
Commonwealth's Attorneys	Social Services (or CPS/APS)

D. Evaluation Plan

Grant-funded programs are required to evaluate their programs beyond the mere collection of statistics documenting the number of victims provided with specific services. The evaluation plan should describe how the applicant will determine the overall effectiveness of the program, explaining how evaluation will be conducted and the techniques to be used. Describe how the applicant will survey victims and other community service programs to provide an objective assessment of the impact of the services supported with grant funds. Service Objectives and Other Program Objectives should be addressed. Describe how the applicant will use this information to refine the services offered by the program.

E. Additional Requirements

- Submit a copy of the VAdata release form (Attachment 5), signed by the agency director).
- Submit a copy of the FY 2007 first semi-annual (July 1- December 31, 2006) progress report (form and narrative only- no additional attachments).
- Completed and signed copies of the "General Grant Conditions and Assurances" and the "Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements" (see Attachments 6A and 6B). The Project Administrator should sign these documents.

Attachments

Attachment 1:	Grant Application Form- Cover Sheet
Attachment 2:	Grant Application Form- Itemized Budget
Attachment 3:	Sexual Assault Services Target Form
Attachment 4:	Other Program Objectives- Definitions and Sample Form
Attachment 5:	VAdata Release Form
Attachment 6A:	General Grant Conditions
Attachment 6B:	Certifications Regarding Lobbying
Attachment 7:	VOCA Guidelines (excerpted copy)
Attachment 8:	Grant Application Checklist