

Sexual Assault Services Formula Grant Program

Program Guidelines and Application Procedures

Introduction

These Sexual Assault Services Formula 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.

DCJS staff are available to provide technical assistance and information regarding the guidelines and the application procedures. Please contact John Mahoney at (804) 786-8008 or john.mahoney@dcjs.virginia.gov if you have any questions.

The Sexual Assault Services Program (SASP) was created by the Violence Against Women and Department of Justice Reauthorization Act of 2005 (VAWA 2005), 42 U.S.C. §14043g, and is the first Federal funding stream solely dedicated to the provision of direct intervention and related assistance for victims of sexual assault.

The Sexual Assault Services Formula Grant Program (SASP Formula Grant Program) provides funding to assist states in supporting rape crisis centers and other nonprofit, nongovernmental organizations that provide core services, direct intervention, and related assistance to victims of sexual assault. Funds provided through the SASP Formula Grant Program are designed to supplement other funding sources directed at addressing sexual assault on the state level.

Purpose and Implementation

The purpose of the SASP Formula Grant Program, is to provide intervention, advocacy, accompaniment (e.g., accompanying victims to court, medical facilities, police departments, etc.), support services, and related assistance to:

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

DCJS, in partnership with the Virginia Sexual and Domestic Violence Action Alliance and 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 Formula Grant Program emphasizes the establishment, maintenance, and expansion of rape crisis centers and other nonprofit, nongovernmental organizations, such as dual programs addressing domestic violence and sexual assault, providing direct intervention, core services, and related assistance to adult, youth, and child victims of sexual assault.

Amount Available

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. Virginia's Sexual Assault Services Formula Grant Program award available to support Sexual Assault Crisis Centers totals approximately **\$250,000**.

Eligibility and Allocation Strategy
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Virginia's Sexual Assault Services Formula Grant Program (SASP) is open only to programs currently receiving DCJS funding supporting sexual assault services through the Sexual Assault Grant Program (SAGP) **and** that are local non-profit non-governmental programs prior to receiving SASP grant funds. According to OVW, governmental programs are not eligible to receive SASP funding.

The following programs are eligible to apply in 2011:

Avalon (Williamsburg)	New Directions (Staunton)	Summit Insight Center/ SARA (Roanoke)
Choices (Luray)	Harmony Place (Front Royal)	Crisis Line (Lynchburg)
Citizens Against Family Violence (Martinsville)	People Incorporated (Buchanan)	Sexual Assault Victims' Advocacy Services (Woodbridge)
Collins Center (Harrisonburg)	Piedmont Crisis Center (Farmville)	SAFE (Warrenton)
Family Crisis Services (Tazewell)	Project Hope at Quin Rivers (Charles City)	The Laurel Center (Winchester)
Family Crisis Support Services (Norton)	Project Horizon (Lexington)	The Center for Survivors of Sexual Assault (Hampton)
Family Resource Center (Wytheville)	Rappahannock Council Against Sexual Assault (Fredericksburg)	The Crisis Center (Bristol)
Hanover Safe Place (Ashland)	Response (Norfolk)	The Haven (Warsaw)
Laurel Shelter (Gloucester)	Response, Inc. (Woodstock)	The James House (Hopewell)

Loudoun Abused Women's Shelter (Leesburg)	Safehome Systems (Covington)	Women's Resource Center (Radford)
	Sexual Assault Resource Agency (Charlottesville)	YWCA Sexual Assault Outreach Program (Richmond)

It is anticipated that each annual award will be allocated equally among all eligible agencies. Consequently, it is anticipated that **each eligible agency will be eligible to receive up to \$7,812 this year. (\$250,000 ÷ 32 eligible Centers = \$7,812).**

Grant Period

Grants to support local sexual assault programs are for the twelve month period July 1, 2011 through June 30, 2012. While the grant period is twelve months, it is anticipated that many centers will allocate the funds to support specific services and costs that will result in the awarded funds being expended during a shorter period.

Allowable Costs

SASP Formula grants are to support programs and activities that provide direct intervention and related assistance. 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, linguistically and culturally specific services and support mechanisms, including outreach activities for underserved communities; and
- The development and distribution of materials on issues related to the services described in the previous bullets.

Unallowable Costs

Ensuring victim safety is a guiding principle underlying this Program. Accordingly, consistent with the goals of ensuring victim safety while holding perpetrators accountable for their criminal conduct, applicants are strongly discouraged from proposing projects that include any activities that may compromise victim safety, such as the following:

- Crafting policies that deny individuals access to services based on their relationship to the perpetrator;
- Developing materials that are not tailored to the dynamics of sexual assault or the culturally specific population to be served;
- Crafting policies or engaging in practices that impose restrictive conditions to be met by the victim in order to receive services (e.g., counseling, seeking an order for protection);
- Sharing confidential victim information with outside organizations and/or individuals without the documented consent of the victim; and
- Crafting policies that require the victim to report the sexual assault to law enforcement.

In addition grant funds may not be used for any unauthorized purposes, including but not limited to the following projects or activities:

- Lobbying;
- Fundraising;
- Research projects;
- Physical modifications to buildings, including minor renovations;
- Sexual Assault Forensic Examiner projects;
- Criminal justice-related projects, including law enforcement, prosecution, courts, and forensic interviews;
- Prevention education efforts,
- Projects focused on training allied professionals and/or communities,
- Establishment or maintenance of Sexual Assault Response Teams, and;
- Providing domestic violence services that do not relate to sexual violence.

Match

Grant applicants are not required to provide matching 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 will be required to complete and submit a **single Annual Progress Report** describing activities supported with these funds and **quarterly Financial Reports**. 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. The OVW required Annual Progress Report Form can be downloaded at:

<http://muskie.usm.maine.edu/vawamei/formsaspformula.htm#dwnfrm>

Note: it is likely that many grantees will allocate and expend all funds within a single quarter. For example, grant funds might support an advocate full-time for less than three months. Quarterly financial reports are only required until expenditures are finalized. Thus, a program may only have to file one quarterly financial report.

Deadline

An original and three unbound copies of the grant application must be **received** by DCJS by **4:30 p.m. on April 22, 2011**. They should be submitted to:

Department of Criminal Justice Services
Attn. Janice Waddy
1100 Bank Street
Richmond, Virginia 23219.

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

Review Process

DCJS staff will review all applications and make an award recommendation for consideration by the Criminal Justice Services Board (CJSB). It is anticipated that CJSB will consider this formula award at its June 2011 meeting.

Forms and Instructions

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 ([Attachment 1](#)). The Project Administrator should sign these documents.
- An itemized project budget ([Attachment 1](#)) and a budget narrative for the period July 1, 2011 through June 30, 2012.
- A brief project description. Instructions for completing this section can be found on page 10.
- Proposed target number of victims to whom each service will be provided during the grant period. If grant funds will support services outlined on the [Sexual Assault Services Target Form](#), the form can be used to document service objective targets.
- 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](#).” The Project Administrator should sign these documents.

Instructions for Completing the Grant Application and Itemized Budget

Grant Program: Indicate “Sexual Assault Services Program”

Applicant: List official name of local program.

Jurisdiction(s): List all primary localities to be served.

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

Grant Period: List “July 1, 2011 – June 30, 2012”

Anticipated Expenditure Period: Indicate the anticipated time frame for expenditure of funds. For example, 7/1/2011 – 12/31/2011.

Type of Application: Check “New” or “Continuation”, as appropriate. Include current grant number if this is a continuation grant application.

Congressional District: Indicate the congressional district number(s) served.

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 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.

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.

Brief Project Summary: Provide a short description of the project. All applicants **must include an estimate of the total number of new victims** to receive program services supported by these grant funds during the grant period.

Example (Modify as appropriate to describe your project): SASP funds will support 503.25 victim advocate staff hours. It is anticipated that between July 1, 2011 and December 31, 2011 (or a different timeframe chosen by applicant) the funded victim advocate will provide direct services to 25 new adult victims of sexual assault. Services will include: crisis intervention, personal advocacy (medical and criminal justice), short term counseling, and information and referrals. SASP grant funds will be used to supplement existing funds and will not replace (supplant) nonfederal funds that have been appropriated for the purpose of providing services to victims of sexual assault. For example, SASP funds will result in an increase in the total number of staff hours devoted to the provision of services to victims of sexual assault by this agency.

Project Budget Summary: Provide total figures from itemized budget categories. Verify that these figures match the budget totals on the budget category itemization pages. At the bottom of this page, provide the grand total. Round all figures to the nearest dollar.

Itemized Budget: Itemize all budget amounts and place in appropriate category for each line item. 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.

Instructions for Completing the Budget Narrative

All applicants must explain the reasons for each requested budget item and how requested amounts were determined. A line-item budget narrative is required.

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.

Given the limited amount of funding available and the focus on service delivery, allowable budget categories are limited to Personnel, Travel, and Supplies and Other Operating Expenses.

Personnel

- List each position by title, and name of employee, if available. Show the annual salary and hourly rate for the employee and the hours to be devoted to the project by the employee.
- Indicate the type and cost of each fringe benefit requested, and, as necessary provide justification.

Example:

Requested SASP funds will be used to provide wages and FICA for our Victim Advocate, Kathleen Smith. It is anticipated that SASP funds will cover wages for approximately 503.25 staff hours between July 1, 2011 and December 31, 2011. An itemization of grant funded personnel expenses appears below

Name	Title	Annual Salary
Kathleen Smith	Advocate	\$30,000

Hourly rate: $\$30,000 \div 2,080 \text{ hours} = \14.42 per hour

Grant funded hours requested: $503.25 \text{ hrs.} \times \$14.42 \text{ hr.} = \$7,257$

Fringe Benefits:

FICA @.0765 of wages - requested at \$555

Total personnel request = \$7,812

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.

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.

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 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.)

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.

Instructions for Completing the Project Description

Please label each section of the description by providing the letter of each response.

A. Description of Activities

Describe how grant funds will support direct intervention, core services, and related assistance to adult, youth, and/or child victims of sexual assault. Additionally, briefly describe the time frame for activities and provide assurance that grant funds will **not** supplant other funds available for the same purpose.

(**Note:** If each of these issues is addressed in the “Brief Project Summary” on the cover page of the DCJS Application, then simply indicate “See Brief Project Summary” in this section).

B. Service Objectives Targets

In this section, applicants must propose the **target number** of victims to whom each service will be provided during the grant period. If grant funds will support services outlined on the **Sexual Assault Services Target Form**, the form can be used to document service objective targets.

C. Other Program Objectives

Other program objectives are **NOT required** but may be proposed.

Any other program objectives, not covered by the service objectives, should be briefly described. An implementation strategy is required for each additional program objective.

D. Additional Requirements

- 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”. The Project Administrator should sign these documents.

SAMPLE Project Description

A. Description of Activities

See Brief Project Summary.

OR:

SASP funds will support 503.25 victim advocate staff hours. It is anticipated that between July 1 2011 and December 31, 2011 the funded victim advocate will provide direct services to 25 new adult victims of sexual assault. Services will include: crisis intervention, personal advocacy (medical and criminal justice), short term counseling, and information and referrals. SASP grant funds will be used to supplement existing funds and will not replace (supplant) nonfederal funds that have been appropriated for the purpose of providing services to victims of sexual assault. For example, SASP funds will result in an increase in the total number of staff hours devoted to the provision of services to victims of sexual assault by this agency.

B. Service Objectives Targets

Please see the attached completed Sexual Assault Services Target Form.

C. Other Program Objectives

None.

D. Additional Requirements

- Please see the attached 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.”

Attachments

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| Attachment 1: | Grant Application Form Cover Sheet and Itemized Budget |
| Attachment 2: | Sexual Assault Services Target Form |
| Attachment 3: | General Grant Conditions |
| Attachment 4: | Certifications Regarding Lobbying |

[Sample Complete Application](#)