

Sexual Assault Services Program (SASP) Formula Grant Program

Calendar Year 2014 Program Guidelines and Application Procedures

Grant Application Due Date

- Friday, November 15, 2013, by 4:30pm

Grant Period: Calendar Year 2014

- January 1, 2014 - December 31, 2014

Award Amount Available

- Up to **\$9,317** per eligible program
- List of eligible programs on page 3

Grant Application Checklist

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

Questions?

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

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 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, or your Grant Monitor, 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 provides funding to assist states in supporting 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), 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 (e.g., friends, coworkers, classmates), except for the perpetrator of such victimization.

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 sexual assault services, including direct intervention, core services, and related assistance to adult, youth, and child victims of sexual assault.

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| Amount Available |
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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 **\$326,100** for calendar year 2014.

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| Eligibility and Allocation Strategy |
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Virginia’s Sexual Assault Services Formula Grant Program (SASP) is open only to programs that:

1. currently receive DCJS funding supporting sexual assault services through the Sexual Assault Grant Program (SAGP); **and**
2. are local non-profit, non-governmental organizations; **or**
3. are governmental entities that provide intervention and related assistance to victims of sexual assault, and are **not part** of the criminal justice system.

The following programs are eligible to apply in this funding cycle:

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| City of Alexandria Sexual Assault Center | Loudoun Citizens for Social Justice / LAWS (Leesburg) | Sexual Assault Resource Agency (SARA) (Charlottesville) |
| Avalon (Williamsburg) | New Directions Center (Staunton) | Sexual Assault Victims Advocacy Service (SAVAS) / ACTS (Dumfries) |
| Choices, Inc. / Council on Domestic Violence (Luray) | People Incorporated (Buchanan) | SARA (Roanoke) |
| Citizens Against Family Violence (Martinsville) | Piedmont Crisis Center / SCVP (Blackstone) | The Center for Sexual Assault Survivors (Newport News) |
| Clinch Valley Community Action / Family Crisis Services (Tazewell) | Project Hope at Quin Rivers (Charles City) | The Crisis Center (Bristol) |
| Collins Center (Harrisonburg) | Project Horizon (Lexington) | The Haven (Warsaw) |
| Fairfax County Office for Women & DSV Services | Rappahannock Council Against Sexual Assault (Fredericksburg) | The James House (Hopewell) |
| Family Crisis Support Services (Norton) | Response / YWCA South Hampton Roads (Norfolk) | The Laurel Center (Winchester) |
| Family Resource Center (Wytheville) | Response, Inc. (Woodstock) | Women's Resource Center, NRV (Radford) |
| Hanover Safe Place (Ashland) | Services to Abused Families (SAFE) (Warrenton) | YWCA Central Virginia (Lynchburg) |
| Harmony Place (Front Royal) | Safe Harbor (Henrico) | YWCA of Richmond (Richmond) |
| Laurel Shelter (Gloucester) | Safehome Systems (Covington) | |

It is anticipated that each award will be allocated equally among all eligible agencies. Consequently, it is anticipated that each eligible agency will be eligible to receive up to \$9,317 ($\$326,100 \div 35$ eligible programs = \$9,317).

Grant Period

Grants to support local sexual assault programs are for a **calendar year period, January 1, 2014 through December 31, 2014**. Though previously awarded on a fiscal year cycle, DCJS is transitioning this grant program to a calendar year cycle in order to streamline reporting, and in accordance with federal reporting requirements.

Allowable Costs

SASP Formula grants are to support programs and activities that provide 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 non-offending family or household members;
- Information and referral to assist the sexual assault victim and non-offending 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 procedures or policies that exclude victims from receiving services 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;

- 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;
- Purchase of real property;
- Construction;
- Physical modifications to buildings, including minor renovations;
- Sexual Assault Forensic Examiner projects;
- Criminal justice-related projects, including law enforcement, prosecution, courts, and forensic interviews;
- Activities focused on prevention 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 an **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/saspformulaform.htm>

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 Friday, November 15, 2013**. All materials should be submitted to:

**Virginia Department of Criminal Justice Services
Attention: Janice Waddy
1100 Bank Street, 12th 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

DCJS staff will review all applications and make an award recommendation 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 on December 12, 2013.

Forms and Instructions

Copies of all forms can be found on the DCJS website 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 this document.
- An itemized project budget (Attachment 2) and a budget narrative for the **calendar year period, January 1, 2014 through December 31, 2014.**
- A brief Project Description. Instructions for completing this section can be found on page 11. A sample Project Description is provided on page 12.
- 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 (Attachment 3).
- 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 4A and 4B). The Project Administrator should sign these documents.

Instructions for Completing the Grant Application Cover Sheet (Attachment 1)

Applicant: List official name of program (this may be the same as the Program Title).

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

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

Anticipated Expenditure Period: Indicate the anticipated time frame for expenditure of funds. Examples: “1/1/2014 – 6/30/2014” or “1/1/2014 – 12/31/2014”.

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 who 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.

Note: The three people listed on the cover sheet should be three separate individuals. One of these individuals should be a person outside of the funded organization (e.g., a Board officer). 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 new victims** to receive program services supported by these grant funds during the grant period. For example (modify as appropriate to describe your project):

SASP funds will support 439 victim advocate staff hours. It is anticipated that between January 1, 2014 and December 31, 2014, 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.

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| <i>Instructions for Completing the Itemized Budget & Budget Narrative</i> |
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Itemized Budget (Attachment 2):

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.

Cash/In-Kind Support: 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.

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.
- 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 our Victim Advocate, Kathleen Smith. It is anticipated that SASP funds will cover wages for approximately 439 staff hours between January 1, 2014 and December 31, 2014. An itemization is below:

Kathleen Smith, Victim Advocate

Annual Salary: \$30,000

Hourly Rate: \$30,000 ÷ 2,080 hours = \$14.42 per hour

Grant funded hours requested: 439 hours x \$14.42/hour = \$6,330

Fringe Benefits: FICA @ .0765 of requested wages = \$484

Total Personnel Request = \$6,814

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, which is available here: http://www.doa.virginia.gov/Admin_Services/CAPP/CAPP_Topics/20335-2013.pdf.
- 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 & 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).

Instructions for Completing the Project Description

Please label each section of the Project Description as outlined below.

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.

For **continuation applicants**, include the total number of victims served by SASP funding-supported staff between January 1, 2013 and June 30, 2013.

Note: If each of these items is addressed in the “Brief Project Summary” on the Grant Application Cover Sheet, 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 Service Objectives Target Form** (Attachment 3), 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” (Attachments 4A and 4B). The Project Administrator should sign these documents.

Sample Project Description

A. Description of Activities

See Brief Project Summary.

OR

SASP funds will support 439 victim advocate staff hours. It is anticipated that between January 1, 2014 and December 31, 2014, 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.

During the period of January 1, 2013 through June 30, 2013, staff provided services to 19 adult victims of sexual assault using SASP-funded staff hours.

B. Service Objectives Targets

See the attached completed Sexual Assault Service Objectives Target Form.

C. Other Program Objectives

None.

D. Additional Requirements

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."

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| Attachments |
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| Attachment 1: | Grant Application Cover Sheet |
| Attachment 2: | Grant Application Itemized Budget |
| Attachment 3: | Sexual Assault Service Objectives Target Form |
| Attachment 4A: | General Grant Conditions and Assurances |
| Attachment 4B: | U.S. Department of Justice Certifications |