

Virginia Department of Criminal Justice Services

Sexual Assault Services Program (SASP) Formula Grant Program

Calendar Year 2015 Program Guidelines and Application Procedures

Grant Application Due Date & Teleconference

- **Application Due Date: Monday, October 27, 2014, 4:30pm**
- Grant Application Teleconference: Thursday, October 9, 2014, 10:00am

Grant Period: Calendar Year 2015

- January 1, 2015 - December 31, 2015

Award Amount Available

- Up to **\$10,321** per eligible program
- List of eligible programs is on page three

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 and Purpose

These Sexual Assault Services Program (SASP) Formula Grant 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.

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.

SASP provides funding to assist states in supporting organizations that provide core services, direct intervention, and related assistance to adult, youth, and child victims of sexual assault; to family and household members of such victims; and to those collaterally affected by the victimization (e.g., friends, coworkers, classmates), except for the perpetrator(s) of such victimization.

Funds provided through the SASP Formula Grant Program are designed to supplement other funding sources directed towards addressing sexual assault.

Implementation

The Virginia Department of Criminal Justice Services (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.

Grant Period

Grants to support local sexual assault programs are for a **calendar year period**, **January 1, 2015 through December 31, 2015**. Though previously awarded on a fiscal year cycle, DCJS transitioned this grant program to a calendar year cycle in order to streamline reporting, and in accordance with federal reporting requirements.

Amount Available and Allocation Strategy

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. Virginia's Federal SASP Formula Grant Program award available to support sexual assault crisis centers totals approximately **\$361,250** for Calendar Year 2015.

It is anticipated that each award will be allocated equally among all eligible agencies. Consequently, it is anticipated that each agency listed below will be eligible to receive up to **\$10,321** (**\$361,250 ÷ 35 eligible programs = \$10,321**).

Eligibility

Virginia's Sexual Assault Services Program 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:

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)
Family Violence Prevention Program (Emporia)	Services to Abused Families (SAFE) (Warrenton)	YWCA Central Virginia (Lynchburg)
Hanover Safe Place (Ashland)	Safe Harbor (Henrico)	YWCA of Richmond (Richmond)
Laurel Shelter (Gloucester)	Safehome Systems (Covington)	

Allowable Costs

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

- 24-hour crisis line services;
- Medical and criminal justice/civil legal accompaniment and advocacy;
- Crisis intervention, short-term individual counseling, and group support services, including comprehensive service coordination to assist sexual assault victims and non-offending family or household members;
- Information and referrals 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

Promoting victim safety and recovery are guiding principles of SASP. Accordingly, 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 safe shelter, advocacy services, counseling, and other assistance based on their actual or perceived sex, 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 sex 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 to 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., mandatory counseling or mediation, requiring a protective order);
- Sharing confidential victim information with outside organizations and/or individuals without the documented informed 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 or physical modifications to buildings, including minor renovations;
- Forensic Nurse Examiner projects;
- Criminal justice-related projects;
- Activities focused on prevention efforts;
- Projects focused on training allied professionals and/or communities;
- Establishment or maintenance of Sexual Assault Response Teams;
- Providing domestic violence services that do not relate to sexual violence;
- Establishing and/or maintaining a computer network; and
- Funding of inherently religious activities, such as worship or religious instruction.

According to the Violence Against Women Reauthorization Act of 2013, all grantees are prohibited from excluding, denying benefits to, or discriminating against any person on the basis of actual or perceived race, color, religion, nation origin, sex, gender identity, sexual orientation, or disability in any program or activity funded in whole or in part by the Office on Violence Against Women.

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.

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 <http://www.dcjs.virginia.gov/grantsAdministration/gmis/index.cfm>.

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

1. **Quarterly** Financial Reports, and
2. One **annual** Progress Report describing activities supported with these funds, due by **January 30, 2016**. The Office on Violence Against Women requires grantees to use their Annual Progress Report Form. Subsequently, DCJS requires that SASP grantees utilize this form to complete their annual progress report. This 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 one or two quarters. For example, grant funds might support an advocate full-time for just three months. Quarterly financial reports are only required until expenditures are finalized. Thus, a program may only have to file one quarterly financial report.

Grant Application Teleconference and Technical Assistance

A SASP Grant Application Teleconference will be held on Thursday, October 9, 2014, at 10:00am. Registration is not required. To join the teleconference, dial **866-842-5779** and enter conference code **9476108324**.

In addition, 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.

Deadline

An original and three unbound copies of the grant application must be received by DCJS by **4:30pm on Monday, October 27, 2014**. All materials should be submitted to:

Virginia Department of Criminal Justice Services
Attention: Ms. 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 the Victims Services Grant Review Subcommittee of the Criminal Justice Services Board (CJSB). The full CJSB will then make final funding decisions at their meeting on December 11, 2014.

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 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) and a budget narrative for the **calendar year period, January 1, 2015 through December 31, 2015**.
- A brief Project Description. Instructions for completing this section can be found on page 10. A sample Project Description is provided on page 11.
- 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 Itemized Budget & Budget Narrative

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.

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**.

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.

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, 2015 and December 31, 2015. 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.

All applicants should include the total number of victims served by SASP funding-supported staff between January 1, 2014 and June 30, 2014.

Note: If each of these items is addressed in the “Brief Project Description” on the Grant Application Cover Sheet, then simply indicate “See Brief Project Description” 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 Description.

OR

SASP funds will support 439 victim advocate staff hours. It is anticipated that between January 1, 2015 and December 31, 2015, 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, 2014 through June 30, 2014, staff provided services to 14 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.”

Attachments

Attachment 1A:	Grant Application Cover Sheet
Attachment 1B:	Grant Application Cover Sheet Instructions
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