

Virginia Department of Criminal Justice Services

Sexual Assault Services Program (SASP) Formula Grant Program

Calendar Year 2016 Grant Application Procedures

Grant Application Due Date & Teleconferences

- **Application Due Date: Wednesday, September 23, 2015, 4:30pm**
- Grant Application Teleconference: Monday, August 24, 2015, 2:00pm
- Grant Application Teleconference: Wednesday, August 26, 2015, 10:00am

Grant Period: Calendar Year 2016

- January 1, 2016 - December 31, 2016

Award Amount Available

- Up to **\$11,403** per eligible program

Grant Application Checklist

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

Questions?

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

Grant Period

Grants to support local sexual assault programs are for a **calendar year period**, January 1, 2016 through December 31, 2016.

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 **\$399,132** for Calendar Year 2016.

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 **\$11,403** (**\$399,132 ÷ 35 eligible programs = approximately \$11,403**).

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 35 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	Response, Inc. (Woodstock)	Women's Resource Center,

(Wytheville)		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)	

Grant Application Teleconferences and Technical Assistance

Two SASP Grant Application Teleconferences will be held. You need only attend one of them, and pre-registration is not required. To join the teleconference, dial **866-842-5779** and enter conference code **9476108324**. The teleconferences will be held:

- Monday, August 24, 2015, 2:00pm – 3:00pm
- Wednesday, August 26, 2015, 10:00am – 11:00am

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

Grant applications must be received by DCJS by **4:30pm on Wednesday, September 23, 2015**. All materials should be submitted electronically, via email, to:

SASVCS@dcjs.virginia.gov

Review Process

DCJS staff will review all applications and make an award recommendation for consideration by the Grant Review Subcommittee of the Criminal Justice Services Board (CJSB). The full CJSB will then make final funding decisions at their meeting on December 10, 2015.

Forms and Application Checklist

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

For additional information on the purpose of the Sexual Assault Services Program (SASP) Formula Grant, on allowable and unallowable costs, and reporting requirements, see the detailed program information beginning on **page 5** of these guidelines.

Complete grant applications should contain:

- The cover sheet 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 2A) for the calendar year period, January 1, 2016 through December 31, 2016. Detailed instructions on completing the itemized project budget are also attached (Attachment 2B).
- A budget narrative for the calendar year period, January 1, 2016 through December 31, 2016. Detailed instructions on completing the budget narrative are also attached (Attachment 2B).
- A completed Project Description Form (Attachment 3).
- Completed and signed copy of the “General Grant Conditions and Assurances” (Attachment 4A). The Project Administrator should sign this document.
- Completed and signed copy of the “Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements” (Attachment 4B). The Project Administrator should sign this document.

Attachments

Attachment 1A:	Grant Application Cover Sheet
Attachment 1B:	Grant Application Cover Sheet Instructions
Attachment 2A:	Grant Application Itemized Budget
Attachment 2B:	Itemized Budget and Budget Narrative Instructions
Attachment 3:	Project Description Form
Attachment 4A:	General Grant Conditions and Assurances
Attachment 4B:	U.S. Department of Justice Certifications

Sexual Assault Services Program (SASP) Formula Grant Program

Detailed Program Information

Introduction and Purpose

The Sexual Assault Services Formula Grant Program (SASP) was created by the Violence Against Women and Department of Justice Reauthorization Act of 2005 (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.

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.dcs.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, 2017**. The Office on Violence Against Women requires grantees to use their Annual Progress Report Form. 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. Quarterly financial reports are only required until expenditures are finalized. Thus, a program may only have to file one quarterly financial report.

For Additional Information

For additional information about this grant program contact:

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