



Virginia Department of Criminal Justice Services

Sexual Assault Services Program (SASP) Formula Grant Program

Calendar Years 2017 - 2019 Grant Application Guidelines

Grant Application Due Date & Teleconference

- **Application Due Date: Monday, September 26, 2016, 4:30pm**
- Grant Application Teleconference: Wednesday, September 7th, 10:00am

Grant Period: Calendar Years 2017, 2018, 2019

- January 1, 2017 - December 31, 2019

Award Amount Available for Calendar Year 2017

- Virginia's Anticipated Federal Award Available = \$465,541

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

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 Technical Amendments, and is the first federal funding stream solely dedicated to the provision of direct intervention and related assistance for victims of sexual assault. SASP is administered at the federal level by the U.S. Department of Justice Office on Violence Against Women. Funding through SASP supports rape crisis centers and other nonprofit, nongovernmental organizations or tribal programs that provide core services, direct intervention, and related assistance to victims of sexual assault.

Funds provided through SASP are designed to supplement other funding sources directed at addressing sexual assault.

The purpose of SASP is to provide intervention, advocacy, accompaniment (e.g., court, medical facilities, police departments), support services, and related assistance to:

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

Federal Priority Areas

The Office on Violence Against Women (OVW) has identified the following priority areas for Federal Fiscal Year 2016 funding:

1. Support rape crisis centers in providing direct intervention and related assistance.
2. Support dual programs that provide sexual assault and domestic violence services to enhance their provision of direct intervention and related assistance tailored for victims of sexual assault.
3. Retain core services for victims of sexual assault.
4. Increase support for underserved populations, particularly communities of color, in a culturally-appropriate manner, with a special emphasis on addressing the African-American, tribal, and Lesbian, Gay, Bisexual, and Transgender (LGBT) communities, as well as individuals with disabilities and Deaf individuals.

Implementation

The Virginia Department of Criminal Justice Services (DCJS) is the State Administering Agency for SASP. 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 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 Grants are designed to support programs and activities that provide core services, 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 family or household members;
- Information and referral to assist the sexual assault victim and family or household members;
- Community-based, culturally specific services and support mechanisms, including outreach activities for underserved communities; and
- Development and distribution of materials on issues related to the services described above.

Unallowable Costs

Promoting victim safety and recovery are guiding principles of SASP. Accordingly, applicants may not propose projects that include any activities that may compromise victim safety, such as the following:

- Procedures or policies that exclude victims from receiving safe shelter, advocacy services, counseling, 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;
- Procedures or policies that compromise the confidentiality of information and privacy of persons receiving services;
- Policies that deny individuals access to services based on their relationship to the perpetrator;
- Materials that are not tailored to the dynamics of sexual assault or the culturally specific population to be served;

- Policies or engaging in practices that impose restrictive conditions to be met by the victim in order to receive services (e.g., mandatory counseling, seeking an order for protection); and
- Policies that require the victim to report the sexual assault to law enforcement.

In addition, grant funds may not be used for any out-of-scope or unallowable activities, including the following:

- Research projects
- Activities focused on prevention efforts and public education (e.g., bystander intervention, social norms campaigns, presentations on healthy relationships)
- Criminal justice-related projects, including law enforcement, prosecution, courts, and forensic interviews
- Sexual Assault Forensic Medical Examiner programs
- Sexual Assault Response Team coordination
- Providing training to allied professionals and the community (e.g., law enforcement, child protection services, prosecution, other community based organizations)
- Domestic violence services unrelated to sexual violence
- Lobbying
- Fundraising
- Purchase of real property
- Construction
- Physical modifications to buildings, including minor renovations (such as painting or carpeting)

Violence Against Women Act Non-Discrimination Provision

The Violence Against Women Reauthorization Act of 2013 added a new civil rights provision that applies to all Office on Violence Against Women (OVW) grants. This provision prohibits OVW grantees from excluding, denying benefits to, or discriminating against any person on the basis of actual or perceived race, color, religion, national origin, sex, gender identity, sexual orientation, or disability in any program or activity funded in whole or in part by OVW. For more information on this prohibition, see <http://www.justice.gov/sites/default/files/ovw/legacy/2014/06/20/faqs-ngc-vawa.pdf>.

Match

Grant applicants are not required to provide matching funds.

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: <https://www.dcjs.virginia.gov/grants/gmis-online>.

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

1. **Quarterly Financial Reports**, and
2. **One Annual Progress Report** describing activities supported with these funds, due by January 30th for each calendar year of the grant. OVW requires grantees to use their Annual Progress Report Form. Additional information is available here: <http://muskie.usm.maine.edu/vawamei/saspformulaform.htm>.

Please 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; therefore, a program may only have to file one quarterly financial report.

SASP Grant Period & Continuation Funding

Grants to support local sexual assault programs are for three **calendar years, January 1, 2017 through December 31, 2019**.

To streamline the application process, applicants need only submit the Grant Application Cover Sheet, the Itemized Budget, and the Budget Narrative for Calendar Year 2017.

Given the availability of adequate funding, Calendar Year 2018 and 2019 awards will be based on the amounts of Virginia's Federal SASP awards and on program performance. Submission of a Grant Application Cover Sheet, an Itemized Budget, and a Budget Narrative will be required for each calendar year.

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.

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 anticipated Federal SASP Formula Grant Program award available to support sexual assault crisis centers totals **\$465,541** for Calendar Year 2017.

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 **\$11,638** (**$\$465,541 \div 40$ eligible programs = approximately \$11,638**).

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 & Domestic Violence Grant Program (SADVGP); **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 submitted a SASP Funding Intent Form indicating intent to apply in this funding cycle:

1. Action in Community Through Services Sexual Assault Services (ACTS SAVAS) (Dumfries)
2. Avalon: A Center for Women and Children (Williamsburg)
3. Choices, Council on Domestic Violence for Page County, Inc. (Luray)
4. Citizens Against Family Violence, Inc. (Martinsville)
5. City of Alexandria Sexual Assault Center (Alexandria)
6. City of Emporia Family Violence/Sexual Assault Unit (Emporia)
7. Clinch Valley Community Action, Inc. (North Tazewell)
8. Doorways for Women and Families (Arlington)
9. Fairfax County Office for Women (Fairfax)
10. Family Crisis Support Services, Inc. (Norton)
11. Family Resource Center, Inc. (Wytheville)
12. Hanover Safe Place (Ashland)
13. Haven of the Dan River Region, Inc. (Danville)
14. Help and Emergency Response, Inc. (Portsmouth)
15. Hope House of Scott County, Inc. (Gate City)
16. Laurel Shelter, Inc. (Hayes)
17. Loudoun Citizens for Social Justice, Inc. (Leesburg)
18. New Directions Center, Inc. (Staunton)
19. People Incorporated of Virginia (Abingdon)
20. Project Hope at Quin Rivers, Inc. (New Kent)
21. Project Horizon (Lexington)
22. Rappahannock Council Against Sexual Assault (Fredericksburg)
23. Response, Inc. (Woodstock)
24. Safe Harbor (Henrico)

25. Safeshome Systems, Inc. (Covington)
26. Samaritan House (Virginia Beach)
27. Services to Abused Families, Inc. (Culpeper)
28. Sexual Assault Resource Agency (SARA) (Charlottesville)
29. Sexual Assault Response and Awareness, Inc. (SARA) (Roanoke)
30. Southside Center for Violence Prevention, Inc. (Blackstone)
31. The Center for Sexual Assault Survivors (Newport News)
32. The Collins Center (Harrisonburg)
33. The Haven Shelter and Services, Inc. (Warsaw)
34. The James House Intervention/Prevention Services, Inc. (Prince George)
35. The Laurel Center Intervention for Domestic & Sexual Violence (Winchester)
36. Tri-County Community Action Agency, Inc. (Halifax)
37. Women's Resource Center of the New River Valley, Inc. (Radford)
38. YWCA of Central Virginia (Lynchburg)
39. YWCA of Richmond (Richmond)
40. YWCA of South Hampton Roads (Norfolk)

Grant Application Teleconference and Technical Assistance

One SASP Grant Application Teleconference will be held. Pre-registration is not required. The teleconference will be held on:

- Wednesday, September 7, 2016, 10:00am – 11:00am

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.

Application Deadline & Submission Process

Grant applications must be received by DCJS **by 4:30pm on Monday, September 26, 2016** and must be submitted electronically.

Please **email** the following to grantsmgmt@dcjs.virginia.gov:

1. One (1) PDF scanned copy of the signed application and all application documents.

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 8, 2016.

Forms and Application Checklist

Complete grant applications should contain:

- The cover sheet of the DCJS Grant Application, completed and signed for Calendar Year 2017 (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) for Calendar Year 2017, January 1, 2017 through December 31, 2017. Detailed instructions on completing the itemized project budget are below.
- A detailed budget narrative for Calendar Year 2017, January 1, 2017 through December 31, 2017. Detailed instructions on completing the budget narrative are below.
- 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 2:	Grant Application Itemized Budget
Attachment 3:	Project Description Form
Attachment 4A:	General Grant Conditions and Assurances
Attachment 4B:	U.S. Department of Justice Certifications

Instructions for Completing the Itemized Budget & Budget Narrative

Itemized Budget (Attachment 2):

Itemize all budget amounts and place in the appropriate category for each line item. Round all figures to the nearest dollar. Given the limited amount of funding available and the purpose areas of this grant program, allowable budget categories are limited to **Personnel, Travel, Supplies and Other Operating Expenses**, and **Indirect Costs**.

***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:

A line-item budget narrative is required. The narrative should correspond directly, line-by-line, with the Itemized Budget. Include this with the grant application as a separate document. All applicants **must explain the reasons for each requested budget item and how requested amounts were determined.**

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 SASP-funded project. 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, Trisha Smith. It is anticipated that SASP funds will cover wages for approximately 439 staff hours between January 1, 2017 and December 31, 2017. An itemization is below:

Trisha 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 may follow federal government travel policy or their local/agency travel policy; however, local rates cannot exceed federally-approved rates. The current Federal Government General Services Administration Per Diem rates are available here: <http://www.gsa.gov/portal/content/104877>.
- 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).

ADMINISTRATIVE / INDIRECT COSTS

- Indirect costs are costs of an organization that are not readily assignable to a particular project, but are necessary to the operation of the organization and the performance of the project. Most costs can and should be assigned to a project, thereby reducing indirect costs. Indirect costs can include a portion of the cost of operating and maintaining facilities, depreciation, and administrative salaries.

Such costs are generally identified with the organization's overall operation and are further described in the Office of Management and Budget Circulars 2 CFR 200.

- For the purposes of this grant, applicants may be permitted an allocation for administrative costs under one of the following:

Scenario A - Administrative Costs: If the applicant does not have a federally-approved indirect cost rate, the applicant may include an allocation for administrative costs for up to 10% of the total funds requested. Provide an itemized list of the requested administrative costs items and the corresponding cost of each item.

Scenario B - Federally Approved Indirect Costs: If the applicant has a federally-approved indirect cost rate agreement in place, the applicant may include an allocation for indirect costs. Applicants must provide a copy of their federally approved indirect cost rate agreement. Provide an itemized list of the requested indirect costs items and the corresponding cost of each item.

NOTE: Grant awards will not exceed the projected maximum awards listed in these guidelines. Applicants are discouraged from requesting indirect costs. Applicants should carefully evaluate the impact of budgeting indirect costs and should use grant funds to support direct service delivery to the maximum extent possible.