

Sexual Assault Grant Program (SAGP)

Fiscal Years 2014 and 2015

Program Guidelines and Application Procedures

Introduction

These Sexual Assault Grant Program (SAGP) 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.

The Virginia Department of Criminal Justice Services (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 purpose of this grant program is to provide or enhance direct services to victims of sexual assault.

DCJS has awarded grants to support local and statewide sexual assault programs since October 1999. The DCJS FY 2014-2015 guidelines were developed for grantees who wish to apply for funds for the period July 1, 2013 - June 30, 2015.

Sources of Funding and Amount Available

There are two funding sources supporting this grant program.

Federal **Victims of Crime Act (VOCA)** funds are used to support local sexual assault programs. The precise amount of VOCA funds available in FY 2014 to support Virginia's local sexual assault programs is currently unknown. It is estimated that available VOCA funds could decrease.

State General Funds also support local and statewide sexual assault programs. State General Funds available to Virginia's sexual assault programs for FY 2014 are expected to remain at \$1,156,625. It is anticipated that this funding level will also be maintained in FY 2015.

In FY 2013, a total of \$3,414,828 was awarded to support programs. As of the release of these guidelines, the total amount of funding available for the FY 2014 award is not yet available.

These funding projections are based on the information available to DCJS at the time of publication. These figures are estimates. They are not guaranteed, and they may change. Any updated information will be provided through email correspondence.

In the event of a significant increase or decrease in the availability of funds between fiscal years, DCJS will notify all grantees and provide them with instructions regarding adjustments to FY 2015 awards.

Local sexual assault programs are eligible to apply for VOCA and State General Funds. A portion of State General Funds for local programs will be used to provide the required match for the VOCA awards. The matching State General Funds are subject to the same requirements and conditions that apply to the VOCA funds; however, local programs will also receive a limited amount of non-match State General Funds. These funds may be used to support direct victim services and/or victim-related activities that are not allowable under VOCA guidelines (e.g., community coordination efforts), but are necessary activities to enhance direct services to victims of sexual violence.

Statewide organizations are eligible to apply for State General Funds.

Eligibility

In FY 2014 and FY 2015, the Sexual Assault Grant Program to support local and state programs is open to non-profit and public agencies currently receiving DCJS funding.

The grant program to support statewide sexual assault programs is open only to statewide organizations currently receiving such grant funding.

All local programs and projects must meet the eligibility requirements as defined in Attachment 7, VOCA Guidelines (page 2, section B).

Applicants in all categories are encouraged to request only the minimal funds necessary to support the program.

Priority for Funding

Given adequate funding, DCJS will seek to address the following funding priority:

Continuation of existing DCJS-funded sexual assault programs which document that they have successfully met their established objectives and complied with grant requirements.

Given the uncertainty regarding the amount of federal VOCA funds available, the capacity of DCJS to sustain level funding is uncertain; however, should the federal

award be increased, DCJS will give consideration to the possibility of recommending increases to award totals.

Program Requirements

DCJS requires grant-funded local sexual assault programs to provide comprehensive information and assistance in the areas listed in Attachment 3. In addition to direct services, VOCA and state match grant funds may be used to support presentations made in schools, community centers, or other public forums, if the presentations are designed to identify crime victims, and provide or refer them to needed services. VOCA and state match grant funds cannot be used for activities exclusively related to crime prevention.

These grant funds can only be used to provide or enhance direct services to sexual assault victims and **cannot** be used to supplant state and local funds that would otherwise be available for sexual assault victim services.

Non-match State General Funds may be used to support direct victim services and/or victim-related activities that are not allowable under VOCA guidelines (e.g., community coordination efforts), but are necessary activities to enhance direct services to victims of sexual violence.

All local programs are required to follow VOCA Guidelines (Attachment 7).

Grants to support statewide sexual assault programs must complement the direct services provided by local programs. Funded programs in this category must meet all other DCJS grant requirements described in this document. Statewide projects may address one or more of the following areas:

1. Service delivery initiatives to assist in the reduction of sexual assault in Virginia.
2. Crisis intervention services to sexual assault victims through a toll-free hotline available statewide.
3. Technical assistance to develop and support the needs of sexual assault crisis centers.
4. Staff development and training for local center staff, volunteers, and allied professionals.
5. Public awareness activities to enable the general public, or specific minority populations, to become more aware of the impact of sexual assault in Virginia and the services available.
6. Assistance to agencies and professionals who interact with sexual assault victims in the development of policies and procedures which are responsive to the needs of victims.
7. Development of evaluation standards and/or instruments to enable local sexual assault programs to assess how well their services meet the needs of clients.
8. Development of resources on sexual assault issues.

Grant Period

Grants to support local sexual assault programs and statewide sexual assault programs are for the twenty-four month period July 1, 2013 through June 30, 2015 (FY 2014 and FY 2015). Separate budgets and cover sheets will be required for each grant year.

VOCA Allowable Costs

Due to the limited amount of funding available, applicants are encouraged to request only those costs essential to the operation of their programs.

For local programs, only those costs directly related and essential to providing direct services to sexual assault victims can be supported by VOCA and state match grant funds. Please see Attachment 7, VOCA Guidelines (page 7, section E).

VOCA Unallowable Costs

For guidance regarding services, activities, and costs which cannot be supported with local sexual assault program VOCA and state match grant funds, please see Attachment 7, VOCA Guidelines (page 10, subsection 3).

Staffing Limits

Local and statewide sexual assault programs may apply for funds to continue existing positions. The first funding priority will be to continue existing positions that have a documented history of successfully meeting their established objectives and that DCJS previously funded. If funds are available, DCJS may consider funding expanded and/or new positions. These positions must meet the purposes of this grant program.

Match

Grant applicants are not required to provide matching funds at this time. DCJS will use a portion of State General Funds to provide the required match for any VOCA funds awarded.

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 are required to complete and submit a **semi-annual** Project Progress Report and a **quarterly** Financial Report. 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. On-site monitoring visits of grant programs will be conducted, as DCJS staff resources permit.

Programs will be required to report on the services they have provided, and to document progress on other program objectives. Information on reporting requirements will be distributed with the grant award package. VAdata may be used to generate the statistics needed to complete progress reports.

Deadline

An original and four unbound copies of the grant application must be received by DCJS by **4:30 p.m. on Friday, May 3, 2013**. They 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 programmatic and budgetary recommendations 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 in June, 2013.

If the subcommittee recommends for substantive reasons that an application not be funded, the applicant may appeal the recommendation to an appeals panel of the CJSB. The Grants Administration Section will notify any applicants eligible for appeal.

Applications denied due to insufficient funds cannot be appealed. The recommendations of the appeals panel will be presented to the CJSB for final action. Grant awards for FY 2014 will be issued in late June, 2013 based on the final approval of the CJSB. Fiscal and programmatic revisions may be required as a condition of funding.

Forms and Instructions

To assist applicants in submitting complete applications, a checklist has been included as Attachment 8. The components of the application must be submitted in the same order as the checklist. Applications must include page numbers.

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, **for each fiscal year** (Attachment 1). The Project Administrator should sign these documents.
- A project budget (Attachment 2) and a budget narrative for the period July 1, 2013 through June 30, 2014, and a project budget and a budget narrative for the period July 1, 2014 through June 30, 2015. If the applicant requests personnel funds, an **organizational chart** of all program employees, and **job descriptions** for all proposed grant-funded staff, should be attached. Job descriptions for sexual assault program-related **volunteer positions** should also be included. Instructions for completion can be found in the next section.
- A comprehensive project description. Instructions for completing this section begin on page 12. This section should include:
 - ◆ Program title
 - ◆ Implementation of project
 - ◆ Service objectives targets/Implementation
 - ◆ Other program objectives
 - ◆ Cooperative agreements
 - ◆ Evaluation plan
- A copy of the VAdata release form (Attachment 5), signed by the agency director.
- 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” (see Attachments 6A and 6B). The Project Administrator should sign these documents.

- All non-profit applicants must attach a copy of their most current 501(c)(3) confirmation letter.

Instructions for Completing the Grant Application Cover Sheet & Itemized Budget

Note: *Separate budgets and cover sheets are required for **each** grant year.*

Grant Program: Indicate the type of program (local or statewide) and fiscal year. For example, “Local Sexual Assault Program - FY 2014” or “Statewide Sexual Assault Program - FY 2014.”

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

Federal Identification #: Include applicant Federal Identification Number.

Jurisdiction(s): List all primary localities to be served or, if appropriate, indicate “statewide.”

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

Grant Period: List either “July 1, 2013-June 30, 2014” or “July 1, 2014-June 30, 2015.”

Type of Application: Continuation applicants should include the grant number for their current DCJS grant.

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 or state organization 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. For a local unit of government, the Project Administrator is usually the city manager or county administrator.

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 sheets should be three separate individuals. One of these individuals should be a person outside of the funded organization (for example, a Board officer or government official). It is very important that you provide

fax, as well as phone numbers for each person above. Include email addresses, if available.

Brief Project Description: Provide a short description of the project. All applicants **must include an estimate of the total number of direct service victims** to receive program services during each year of the grant period. Additionally, for continuation applicants, the description for FY 2014 must include the total numbers of direct service victims which were served between July 1, 2012 and December 31, 2012. For example:

Brief Project Description - first page of FY 2014 application

*The XYZ sexual assault program provides comprehensive information and direct services to sexual assault victims. It is estimated that during July 1, 2013 and June 30, 2014 (FY 2014), **150 victims** will receive direct services through this program. For the period July 1, 2012 through December 30, 2012, the program provided direct services to **65 victims**.*

Brief Project Description - first page of FY 2015 application

*The XYZ sexual assault program provides comprehensive information and direct services to sexual assault victims. It is estimated that during July 1, 2014 and June 30, 2015 (FY 2015), **170 victims** will receive direct services through this program.*

Statewide programs should provide a general description of their proposed projects.

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

Itemized Budget (Attachment 2): Itemize all budget amounts and place in appropriate category for each line item. Complete an itemized budget for each fiscal year. Each item should reflect expenditures for a twelve-month grant period. 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.** The breakout of federal, state match, and non-match state funding will be determined at the time grant awards are issued.

Instructions for Completing the Budget Narrative

Complete a separate budget narrative for each fiscal year. **All applicants must explain the reasons for each requested budget item and how requested amounts were determined.** A line-item budget narrative is required. Requested items not thoroughly justified will not be approved for funding.

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. For example, if a dual program requests a new computer to be shared by a part-time sexual assault advocate and a part-time domestic violence advocate, only fifty percent of the cost of the computer can be requested through this grant.

Personnel and Volunteers

- List each position by title, and name of employee, if available. Show the annual salary rate for the employee and the hours to be devoted to the project by the employee. Full-time employees generally work 2,080 hours annually. If requesting a percentage of a staff person, or part-time hours, indicate the total number of hours for each twelve-month grant period. For part-time staff, indicate their anticipated total salaries (from all sources of revenue) for FY 2014 and FY 2015.

Example:

For an employee paid full-time through this grant

Name	Title	Salary	Hours Devoted	Total Request
Kathleen Smith	Advocate	\$30,000	2080	\$30,000

For an employee paid part-time through this grant

Name	Title	Salary	Hours Devoted	Total Request
Kathleen Smith	Advocate	\$30,000	1560	\$22,500

- Submit a copy of the organizational chart of all program employees (grant-funded or not).
- Submit copies of job descriptions for all requested grant-funded positions and for all sexual assault program-related volunteer positions.
- Indicate the type and cost of each fringe benefit requested, and document the appropriateness and cost effectiveness of each benefit.

Consultants

Request only those costs which are essential to program operations and which will significantly enhance the provision of direct services to crime victims. Applicants must thoroughly document the necessity and cost effectiveness of requested expenditures.

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. The mileage rate cannot exceed \$0.565 per mile.

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.

DCJS will approve requests for funds to support out-of-state travel, or airfares to attend training conferences, only with compelling justification, and if funds are available. If such attendance is cost effective and will facilitate essential improvements in service delivery, DCJS may approve such travel requests.

Applicants may request grant funds to attend DCJS and other in-state training events (for example, training offered by the Virginia Sexual and Domestic Violence Action Alliance and the Virginia Victim Assistance Network), and are required to fully justify all requests to attend training.

Equipment

DCJS strongly encourages applicants to request only equipment that is essential to the program. Applicants must thoroughly document the necessity and cost effectiveness of requested expenditures.

Each item to be purchased must be listed separately with unit cost. List each item to be leased or rented with the cost associated with the lease or rental. Justify equipment expenses by documenting that items will provide or enhance direct services to crime victims. 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.

All computers purchased with DCJS funds must be equipped with anti-virus protection software, which must be updated regularly.

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 thoroughly 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 (for example: "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."). Applicants should also document actual FY 2013 expenses for each line item requested (for example: "Last year we spent \$400 on postage. For FY 2014 we anticipate spending \$475, due to the recent stamp rate increase.").

DCJS will closely scrutinize office space rental requests. Applicants requesting funds to support office space rental must document efforts to secure non-grant funds. Grantees currently receiving DCJS funds for office space rental expenses are strongly encouraged to decrease their requests.

Grant funds may support a maximum of three memberships in victim assistance organizations. Each organization and its membership rate must be identified. Memberships must be in the name of the agency, not the individual.

DCJS will also carefully examine equipment maintenance requests. Applicants must thoroughly document the necessity and cost effectiveness of requested expenditures. Applicants should describe efforts to secure non-grant funds to support maintenance expenses.

Indirect Costs

No costs are allowed in this category.

Cash / In-Kind Support

Applicants are not required to list cash and in-kind support from other sources that sustain this project. Applicants are reminded that any funds specified as cash and in-kind support are subject to the same requirements and conditions that apply to the VOCA funds.

Instructions for Completing the Project Description

The Project Description should be double-spaced. Please label each section of the description by providing the number and letter of each response.

1. Program Title

Indicate the formal title of the program and the jurisdiction(s) served (label primary or secondary service areas). For example, "XYZ Sexual Assault Crisis Center. Primary service area: Richmond. Secondary service area: Henrico County."

2. Implementation of Project

A. Service Objectives Targets

In this section, all applicants must propose the **target number** of victims to whom these services will be provided during FY 2014 and FY 2015 for each required service objective. To assist applicants in complying with this implementation plan requirement, a Sexual Assault Services Target Form is provided as Attachment 3. Using the Target Form, applicants may document service objectives by simply listing the target number for each fiscal year beside each service.

Statewide programs should document only those service objectives that apply to their projects.

B. Other Program Objectives

All other program objectives, not covered by the service objectives, must be detailed in this section. See Attachment 4 for a form that can be used to document these additional objectives. An implementation strategy is required for each additional program objective.

Note: All programs must submit at least three additional program objectives, two for VOCA and state match funds, and one for non-match state funds:

VOCA and state match funds:

One objective should address the management (i.e., recruiting, training, supervising, evaluating, and recognizing) of program volunteers. One objective should address program outreach efforts.

Non-match state funds:

One objective should address a coordinated community response to sexual violence (such as the development or continuation of a Sexual Assault Response Team).

C. Cooperative Agreements

A list of current cooperative agreements and their implementation dates should be submitted with the application. To be considered current, the agreements should have implementation dates less than three years old. **If the grantee's cooperative**

agreements are current and complete, do not send copies of the agreements. If the grantee has one or more new cooperative agreements, those agreements should be included with the application.

Cooperative agreements should be on file at the grantee's office with the agencies listed below, in each primary service area that the agency serves. If the project is statewide, cooperative agreements should be made with other statewide agencies/coalitions. Each agreement should include the specific roles and responsibilities of each agency entering the agreement. A single agreement can be made with multiple agencies. Each agreement should have an implementation date, a review date, and should be signed by persons who have the authority to implement the agreement. If cooperative agreements cannot be made with a particular agency, explain why and describe future plans to foster a relationship with that agency.

Cooperative agreements are strongly encouraged with the following:

Domestic Violence Programs
Law Enforcement Agencies
Commonwealth's Attorneys

Victim/Witness Programs
FNE / SANE / ER Programs
Social Services (or CPS/APS)

3. Evaluation Plan

Grant-funded programs are required to evaluate their programs beyond the collection of statistics documenting the number of victims provided with specific services. The evaluation plan should describe how the applicant will determine the overall effectiveness of the program, explaining how evaluation will be conducted and the techniques to be used. Describe how the applicant will survey victims and other community service programs to provide an objective assessment of the impact of the services supported with grant funds. Service Objectives and Other Program Objectives should be addressed. Describe how the applicant will use this information to refine the services offered by the program.

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 4: | Other Program Objectives - Definitions and Sample Form |
| Attachment 5: | VAdat Release Form |
| Attachment 6A: | General Grant Conditions and Assurances |
| Attachment 6B: | U.S. Department of Justice Certifications |
| Attachment 7: | VOCA Guidelines (<i>excerpted copy</i>) |
| Attachment 8: | Grant Application Checklist |