

**DIVISION ON WOMEN  
ENHANCING AND MAKING PROGRAMS AND OUTCOMES WORK TO END RAPE  
(EMPOWER) GRANT  
2009 FUNDING GUIDELINES**

**I. Program Overview**

The primary purpose of the Division on Women (DOW) ENHANCING AND MAKING PROGRAMS AND OUTCOMES WORK TO END RAPE (EMPOWER) grant is to support county, regional and/or statewide efforts that use a public health approach with a focus on primary prevention to prevent sexual violence. Additionally this grant program can be used to support the operation of sexual assault hotlines.

**II. Required Services**

Grant recipients will be required to focus at least 50% of grant activities on Coalition Building, Community Mobilization, Sexual Violence Prevention Planning, and/or Policy and Social Norms Change. Other legislatively approved activities, as mutually agreed upon by the Division on Women and grantee, are to be conducted with a focus on the primary prevention of sexual violence. Legislatively approved activities are as follows:

- Coalition building
- Community mobilization
- Sexual violence prevention planning
- Policy and social norms change
- Educational seminars
- Training programs for professionals on prevention related topics
- Preparation of informational materials on prevention related topics
- Education and training programs for college students and campus personnel designed to reduce the incidence of sexual violence at colleges and universities
- Education to increase awareness about drugs used to facilitate sexual violence
- Efforts to increase awareness of the facts about or to help prevent sexual assault in underserved communities and among individuals with disabilities as defined in Section 3 of the Americans with Disabilities Act of 1990 (42 U.S.C. Section 12102)
- Operation of hotlines

Additionally grant recipients are to:

- Conduct process and outcomes evaluation on the planning and implementation of prevention efforts with the guidance of an empowerment evaluator provided collaboratively by the DOW and the New Jersey Coalition Against Sexual Assault
- Attend up to four technical assistance meetings/trainings as mandated by the Division on Women
- Send at least one key rape care program staff to at least one national or regional training conference pertaining to rape prevention and education

Additionally grant recipients may:

- Provide for recruitment, training, supervision and retention of confidential sexual violence staff and volunteer advocates who conduct rape prevention and educational activities and/or answer the hotline. All advocates must complete a minimum forty (40) hour confidential sexual violence advocate training course approved by the Division on Women.

### **III. Benefitting Population**

Grant recipient should identify the proposed benefitting population to be reached and impacted by rape prevention and education efforts. High-risk populations such as underserved communities, the disabled and prison populations are also a focus of this RFP.

### **IV. Eligible Applicants**

This application is open to nonprofit and public agencies that will conduct comprehensive sexual violence prevention planning and implementation efforts to eliminate the incidence of sexual violence in their county, region or state, and/or operate a 24-hour crisis/informational sexual assault hotline. Applicants should have experience in conducting prevention and educational programs and/or operating a 24-hour crisis hotline as well as providing services to the selected benefitting population.

The designation of a .5 FTE prevention coordinator to supervise the planning and implementation of required prevention activities is a requirement of this grant. Dedication of additional staff is strongly encouraged.

Existing grantees must demonstrate a record of providing effective services and a history of compliance with DOW's "*Reporting Procedures for Rape Care Programs*" Manual and reporting requirements as outlined in Attachment D of the Grant/Loan Agreement.

### **V. Funding**

Funds for legislatively approved activities are made available by the Centers for Disease Control and Prevention's (CDC) National Center for Injury Prevention and Control through a formula-based cooperative agreement with New Jersey. The number of agencies funded and the amount of the annual award is contingent upon the receipt of federal RPE funds from the CDC to the Department of Community Affairs (DCA). Grant recipients are expected to be funded in amounts ranging from \$25,000 to \$52,000. DCA reserves the right to award less or more than the requested amount.

DCA reserves the right to place an applicant (prospective grant recipient) in the "high-risk" recipient category condition due to programmatic and fiscal management inadequacies and/or non-compliance with contractual requirements. Once designated as a high-risk recipient, special conditions will be attached to the Grant/Loan Agreement.

#### **Standard budget categories and line items may include the following:**

NOTE: Administrative costs as indicated below by an asterisk (\*) should not exceed **5%** of the total award.

#### **ADMINISTRATIVE - PERSONNEL\***

##### **Salaries/Wages**

For each requested position, provide the following information: (1) name of staff member occupying the position, if available; (2) annual salary; (3) percentage of time budgeted for rape prevention and education; (4) total months of salary budgeted; and (5) total salary

requested. Provide a brief justification for this position as it relates to prevention efforts and describe the scope of responsibility for each position.

### **Fringe Benefits**

Fringe benefits (employer's portion of FICA, unemployment taxes and other taxes based on payroll, retirement benefits, hospitalization, life insurance, workmen's compensation insurance, etc.) are usually applicable to direct salaries and wages. Provide information on the rate of fringe benefits used and the basis for their calculation. If a fringe benefit rate is not used, itemize how the fringe benefit amount is computed.

## **ADMINISTRATIVE - PURCHASED SERVICES\***

### **Other Contract Services**

This category is appropriate when hiring an individual to give professional advice or services (e.g., training, expert consultant, etc.) for a fee but not as an employee of the grantee organization. Provide (1) Name of individual and/or organizational affiliation; (2) Nature of services to be rendered; and (3) Expected rate of compensation. Services such as accounting, bookkeeping, audit costs, payroll and data processing should be listed under PROGRAM – Purchased Services. Services such as maintenance or janitorial services, equipment services agreements or other non-professional services should be listed under PROGRAM – Operating Costs.

## **PROGRAM - PERSONNEL**

### **Salaries and Wages**

For each requested position, provide the following information: (1) name of prevention staff member occupying the position, if available; (2) annual salary; (3) percentage of time budgeted for this program; (4) total months of salary budgeted; and (5) total salary requested. Provide a brief justification for this position as it relates to prevention efforts and describe the scope of responsibility for each position.

### **Fringe Benefits**

Fringe benefits (employer's portion of FICA, unemployment taxes and other taxes based on payroll, retirement benefits, hospitalization, life insurance, workmen's compensation insurance, etc.) are usually applicable to direct salaries and wages. Provide information on the rate of fringe benefits used and the basis for their calculation. If a fringe benefit rate is not used, itemize how the fringe benefit amount is computed.

### **Travel (In State)**

- Indicate mileage to be incurred by prevention staff while conducting prevention and education activities, and attending related trainings or meetings. This should be reimbursed according to agency's existing policy, but should not exceed the state rate of \$.31/mile.
  - Indicate tolls and parking to be incurred by prevention staff while conducting prevention and education activities, and attending related trainings or meetings.
  - Indicate travel costs to be incurred by prevention staff who are attending in-state conferences. (Conference information must have prior approval by DOW.)
- Provide a narrative justification describing where travel will be undertaken, number of trips planned, who will be making the trip, approximate dates and how this travel relates to the purposes of this grant. If mileage is to be paid, provide the number of miles at a cost per mileage not to exceed \$ .31/mile. If travel is by air, provide

the estimated cost of airfare. If per diem/lodging is to be paid, indicate the number of days and amount of daily per diem as well as the number of nights and estimated cost of lodging. Include the cost of ground transportation when applicable.

### **Travel - Out-of-State**

Indicate travel costs to be incurred by prevention staff who are attending national or regional conferences. (Conference information must have prior approval by DOW.) Provide a narrative justification describing where travel will be undertaken, number of trips planned, who will be making the trip, approximate dates and how this travel relates to the purposes of this grant. If mileage is to be paid, provide the number of miles at a cost per mileage not to exceed \$ .31/mile. If travel is by air, provide the estimated cost of airfare. If per diem/lodging is to be paid, indicate the number of days and amount of daily per diem as well as the number of nights and estimated cost of lodging. Include the cost of ground transportation when applicable.

### **Trainings**

Provide title, dates of trainings and fees associated with trainings for prevention staff and justification of how training will contribute to staff development. (Training must have prior approval by DOW.)

### **In Service Trainings**

Provide breakdown of costs associated with In-Service training for prevention staff and justification of how in-service trainings will contribute to staff development.

## **PROGRAM – PURCHASED SERVICES**

### **Audit**

Provide name of individual and/or organization and expected rate of compensation.

### **Bookkeeping**

Provide name of individual and/or organization and expected rate of compensation.

### **Other - Consultant**

This line item is appropriate when hiring an individual to give professional advice or services for a fee, but not as an employee of the agency. The name of the consultant, organizational affiliation, services to be rendered, relevance of the service to the project, and basis for fee must be explained.

### **Answering Service**

Provide the name of the answering service and basis for fee to be charged by answering service hired to ensure 24/7 hotline coverage.

### **Per Diem Staff**

Provide the name of the per diem staff, services to be rendered, relevance to prevention and education activities and basis for fee.

## **PROGRAM - OPERATING COSTS**

**Space Costs** – This includes:

- Rental or lease of space for rape prevention and education activities. Indicate square footage to be used.
- Utilities, except for office phones. Indicate the monthly rate for each utility being charged to grant.
- Maintenance, janitorial services, or other non-professional services. Indicate the monthly rate of each service charged to grant.
- Repairs and minor renovations. Provide budget detail and explanation.
- Security services. Provide monthly rate.
- Maintenance supplies. List supplies and monthly charge for each.

### **Telephone**

Costs associated with operation of office phones. Do not include costs associated with the operation of hotlines. Indicate the number of phone lines and the monthly rate charged to grant.

### **Postage**

Postage costs associated with outreach efforts, mailings and general mail related to prevention activities. Indicate how each cost relates to rape prevention efforts, and provide the estimated cost per mailing, as well as general monthly postage used.

### **Equipment**

Purchase of office or project equipment or furniture for use by prevention program staff. Provide unit cost and justification for the use of each item as it relates to prevention program activities.

### **Equipment Rental**

Rental or lease of office or project equipment for use by prevention staff. Provide justification for each rental cost.

### **Equipment Repair**

Equipment maintenance, repair costs and service agreements. Provide justification for each cost.

### **Consumables - This includes:**

- Office supplies. Indicate unit cost of each item, number needed and justification as it relates to prevention efforts.
- Project supplies. Indicate unit cost of each item, number needed and justification as it relates to prevention efforts.
- Minor accessories. Indicate unit cost of each item, number needed and justification as it relates to prevention efforts.
- Other consumable supplies related to the rape prevention and education. Indicate unit cost of each item, number needed and justification as it relates to prevention efforts.

### **Internet**

Internet/e-mail access. Indicate monthly rate for prevention staff use.

### **Insurance**

Insurance and bonding. Indicate type and annual rate.

### **Meetings & Conferences**

- Costs associated with meetings and local conferences for prevention staff. Provide breakdown of costs by unit and justification of how trainings will contribute to staff development.
- Fees associated with conferences for prevention staff. Provide title and dates of conferences, and justification of how conferences will contribute to prevention staff development. DOW reserves the right to approve conferences charged to this grant.

### **Hotline Costs**

Costs associated with the operation of 24/7 hotlines only. Provide breakdown of costs by unit and justification for costs.

### **Cell Phone/Beepers**

Costs associated with cell phones and beepers used to maintain 24/7 hotline coverage only. Provide breakdown of costs by unit and justification for costs.

### **Preparation of Informational Materials**

Costs associated with the development of materials related to sexual violence prevention. Provide breakdown and justification of all costs associated with the preparation of materials.

### **Printing**

Costs associated with the printing of materials related to sexual violence prevention. Provide unit costs and justification of all costs associated with the printing of materials.

### **Staff and Advocate Recruitment**

Advertising costs associated with the recruitment of prevention staff only.

### **PROGRAM – FEES**

#### **Other - Books, periodicals and subscriptions**

List books, periodicals and subscriptions that pertain to the prevention of sexual violence. Indicate unit cost of each item, number needed and justification as it relates to primary prevention efforts.

#### **Other – Dues and Membership**

List all membership fees and dues to professional organizations. Indicate cost of each and justification of how it relates to primary prevention efforts.

### **PROGRAM – OTHER**

Describe “other” expenses to be charged to grant and how each relates to the prevention efforts. Provide budget detail including cost per unit/rate.

## **VI. Timeframe for Completion of Activities**

The project period will be for a year period beginning November 1, 2008 and ending October 31, 2009.

**VII. Program Monitoring Requirements  
Reporting Requirements**

All funded recipients are required to adhere to fiscal and programmatic requirements established in the executed grant agreement. Schedule of due dates for reporting periods applicable to funded recipients will be quarterly based upon the term of the contract, unless otherwise indicated in Attachment D of the Grant/Loan Agreement.

**Program Site Visits**

DOW may conduct site visits to assess all grant recipients. Visits may be unannounced.