

**DIVISION ON WOMEN
SEXUAL ASSAULT, ABUSE AND RAPE CARE GRANT
2012 FUNDING GUIDELINES**

I. Program Overview

The primary purpose of the Division on Women (DOW) Sexual Assault, Abuse and Rape Care (SAARC) grant is to provide operating support to agencies that impact the problem of sexual violence by implementing Sexual Violence Programs that provide victim-centered, crisis and advocacy services countywide to survivors of sexual assault, abuse and harassment who are at least twelve (12) years of age.

II. Required Services

Grant recipients will be required to provide services to survivors of sexual violence who are at least twelve (12) years of age and significant others of sexual violence. These services are to be available at no charge to those who reside in, were assaulted in or seek support services in the county where the Sexual Violence Program is located. All services are to be provided in a manner that guards survivor privacy and maintains the survivor's right to confidentiality pursuant to N.J.S.A. 2A:84A-22.15. Victim services must include, but are not limited to the following:

- Twenty-four (24) hour, seven (7) day a week crisis and informational hotline
- Twenty-four (24) hour, seven (7) day a week accompaniment through forensic medical procedures, law enforcement interviews and court proceedings
- Crisis counseling for survivors and significant others of sexual violence

Additionally grant recipients are to:

- Work collaboratively with the Sexual Assault Forensic Examiner program, county prosecutor's office, law enforcement agencies, emergency medical facilities and victim/witness agencies within the county to ensure the provision of victim-centered services
- Provide for recruitment, training, supervision and retention of staff and volunteer advocates as needed to maintain 24/7 hotline and accompaniment coverage and crisis counseling. All staff and volunteer advocates must complete a minimum forty (40) hour confidential sexual violence advocate training course approved by the Division on Women prior to having contact with survivors.
- Attend up to four technical assistance meetings/trainings as mandated by the Division on Women

III. Benefitting Population

The primary benefitting population of this RFP is survivors of sexual assault, criminal sexual contact, lewdness and/or sexual harassment who are at least twelve (12) years of age regardless of when the assault occurred or their decision to make a formal police report. Generally, any person at least twelve (12) years of age who has had a sexual act committed against them without consent or against their will should be considered in this benefitting population. Significant others of victims of sexual violence are also considered a primary benefitting population regardless of whether the victim also seeks services.

In addition, high-risk populations are considered a benefitting population of this RFP. High-risk individuals include developmentally disabled or handicapped, the elderly, ethnic and minority populations, and teens. The benefitting population will not be limited by gender, race, ethnicity or social status.

IV. Eligible Applicants

This application is open to not-for-profit and public agencies that will conduct a comprehensive Sexual Violence Program. Programs may be hosted by community-based agencies, county or local government, hospital or health care facilities, institutions of higher learning, and other organizations that provide services to sexual assault victims.

Only proposals that will provide **countywide rape care services** will be considered. Multiple applications from any county will be considered only if memorandums of agreement are included that describe cooperation, coordination and enhancement of services without competition or duplication of services. The option for one grant with multiple subgrantees per county area is available.

Applicants should be experienced in providing services to the benefitting population. The designation of a program coordinator to supervise the development and implementation of required rape care services will be a consideration for funding. Dedication of additional staff to assist with the development and implementation of the Sexual Violence Program is strongly encouraged.

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

Non-profit, private organizations must have a valid Certificate of Incorporation and/or amendments to incorporation papers filed and be in Good Standing with the New Jersey Department of Treasury, and be registered with the Charities Registration Section of the Division of Consumer protection, Department of Law and Public Safety.

V. Funding

Funding for countywide Sexual Violence Programs is made available through an annual state appropriation. The number of agencies funded and the amount of the annual award is contingent upon the receipt of state funds appropriated and/or transferred to the Department of Community Affairs (DCA). Grant Recipients are expected to be funded in amounts ranging from \$25,000 to \$53,000. 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 **10%** 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 this program; (4) total months of salary budgeted; and (5) total salary requested. Provide a brief justification for this position as it relates to providing services to sexual violence victims 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*

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. These services may include:

- Accounting and bookkeeping
- Audit costs
- Payroll and data processing
- Other contract services not including maintenance or janitorial services, equipment services agreements or other non-professional services

Provide (1) Name of individual and/or organizational affiliation, (2) Nature of services to be rendered, and (3) Expected rate of compensation.

ADMINISTRATIVE OPERATING COSTS*

Space Cost

Indicate square footage for rental/lease of space to be used by Administrative Personnel who support the work of the Sexual Violence Program.

PROGRAM - PERSONNEL

Salaries and 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 this program; (4) total months of salary budgeted; and (5) total salary requested. Provide a brief justification for this position as it relates to providing services to victims of sexual violence 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

- Indicate mileage to be incurred by advocates/staff while providing services to survivors and/or significant others, and attending 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 advocates/staff while providing services to survivors and/or significant others, and attending trainings or meetings.
- Indicate travel costs to be incurred by advocates/staff who are attending national or local conference. (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 Sexual Violence Program staff and volunteer advocate 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 Sexual Violence Program staff and volunteer advocate and justification of how in-service trainings will contribute to staff development.

Advocate On-call Stipend

Provide breakdown of on-call stipend per week or month per number of 40-hour trained Confidential Sexual Violence Advocates who are under the control of the agency's Direct Services Supervisor to meet the criteria of N.J.S.A. 2A:84A-22.14.

PROGRAM – PURCHASED SERVICES

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 provision of required services for victims and basis for fee.

PROGRAM - OPERATING COSTS

Space Costs – This includes:

- Rental or lease of space for Sexual Violence Program activities. Indicate square footage to be used by Sexual Violence Program.
- 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 Sexual Violence Program activities. Indicate the estimated cost per mailing, as well as general monthly postage used by the Sexual Violence Program.

Equipment

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

Equipment Rental

Rental or lease of office or project equipment for use by Sexual Violence Program. 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 the Sexual Violence Program.
- Project supplies. Indicate unit cost of each item, number needed and justification as it relates to the Sexual Violence Program.
- Minor accessories. Indicate unit cost of each item, number needed and justification as it relates to the Sexual Violence Program.
- Other consumable supplies related to the Sexual Violence Program. Indicate unit cost of each item, number needed and justification as it relates to the Sexual Violence Program.

Internet

Internet/e-mail access. Indicate monthly rate for Sexual Violence Program staff use.

Insurance

Insurance and bonding. Indicate type and annual rate.

Meetings & Conferences

- Costs associated with meetings and local conferences for Sexual Violence Program staff and volunteer advocate. Provide breakdown of costs by unit and justification of how trainings will contribute to staff development.
- Fees associated with conferences for Sexual Violence Program staff and volunteer advocate. Provide title and dates of conferences, and justification of how conferences will contribute to direct services 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 and Sexual Violence Program services. 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 and Sexual Violence Program services. 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 Sexual Violence Program staff and advocates only.

PROGRAM – FEES**Other - Books, periodicals and subscriptions**

List books, periodicals and subscriptions that pertain to providing services to survivors and/or significant others. Indicate unit cost of each item, number needed and justification as it relates to the Sexual Violence Program.

Other – Dues and Membership

List all membership fees and dues to professional organizations. Indicate cost of each and justification of how it relates to the Sexual Violence Program.

PROGRAM – ASSISTANCE TO CLIENTS

Describe types of assistance to be provided. Indicate cost of each and justification of how each relates to the Sexual Violence Program.

PROGRAM – OTHER

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

VI. Timeframe for Completion of Activities

The project period will be for a twelve month period beginning January 1, 2012 and ending December 31, 2012.

**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 grant compliance. Visits may be unannounced.