

**DIVISION ON WOMEN
SEXUAL ASSAULT SERVICES GRANT PROGRAM
2012 FUNDING GUIDELINES**

I. Program Overview

The primary purpose of the Division on Women (DOW) Sexual Assault Services Program (SASP) is to provide intervention, advocacy, accompaniment (e.g. accompanying victims to court, medical facilities, police departments, etc.), support services and related assistance for adult, youth and child victims of sexual assault, family and household members of such victims and those collaterally affected by the victimization (e.g., friends, co-workers, classmates, etc.), **except** for the perpetrator of such victimization.

The following key priorities were established for the application and distribution of SASP funds:

- Strengthen current core sexual assault services by increasing access to those services; and
- Serve marginalized or underserved communities by increasing access to services for a specific marginalized or underserved community; or
- Implement a new project that provides sexual assault services to marginalized or underserved communities.

II. Statutory Program Purposes

By Statute, funds under the SASP Formula Grant Program may be used for the following purposes:

To support the establishment, maintenance, and expansion of Sexual Violence Programs, and other programs and projects, to assist those victimized by sexual assault.

The Division on Women utilizes SASP formula grant funds to provide grants to eligible applicants for programs and activities that provide direct intervention and related assistance. Intervention and related assistance may include any of the following statutory program purposes.

1. Twenty-four hour hotline services providing crisis intervention services and referral;
2. Accompaniment and advocacy through medical, criminal justice, and social support systems, including medical facilities, police and court proceedings;

3. 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;
4. Information and referral to assist the sexual assault victim and family or household members;
5. Community-based, linguistically and culturally specific services and support mechanisms, including outreach activities for underserved communities; and
6. The development and distribution of materials on issues related to the services described in items 1-5.

Additionally grant recipients are to:

- Provide the services listed above 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.
- 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 for the SASP Formula Grant Program are adult, youth and child survivors of sexual assault, criminal sexual contact, lewdness and/or sexual harassment who regardless of when the assault occurred or their decision to make a formal police report. Generally, any person who has had a sexual act committed against them without consent or against their will should be considered in this benefitting population. Family and household members of sexual violence victims and those collaterally affected by the victimization of victims of sexual violence are also considered a primary benefitting population regardless of whether the victim also seeks services.

In addition, underserved communities are considered a benefitting population of this Request for Proposals (RFP). Underserved Communities have been defined by the Governor's Advisory Council Against Sexual Assault's Research the Needs Committee as:

- physically disabled victims;
- cognitively impaired victims;
- victims of male rape;
- victims of elder abuse;
- sexual minorities; prison rape victims;
- cultural, ethnic, and racial minorities and immigrants; and
- sex trafficking and exploitation of sex workers.

The benefitting population will not be limited by gender, race, ethnicity or social status.

IV. Eligible Applicants

This application is open to non-governmental organizations that provide direct intervention and related assistance as defined in the *Statutory Program Purpose* section above. Programs may be hosted by community-based agencies, private hospital or health care facilities, private institutions of higher learning, and other non-governmental 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.

Non-profit and/or 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. In addition, applicants must also be registered with the Charities Registration Section of the Division of Consumer protection, Department of Law and Public Safety.

V. Unallowable Activities

This is not intended to be an exhaustive list. DOW reserves the right to modify the list of unallowable costs as necessary.

Grant funds under the SASP Formula Grant Program may not be used for any unauthorized purposes, including but not limited to the following activities:

- Generalized sexual assault training or training allied professionals;
- Curriculum development that is not directly linked to the provision of direct sexual assault services;
- Activities focused on prevention efforts (e.g.; bystander intervention, social norm campaigns, presentations on healthy relationships, etc.);
- Developing materials that are not tailored to the dynamics of sexual assault or the culturally specific population to be served;
- Providing domestic violence services that do not relate to sexual violence;
- Sexual Assault Forensic Examiner projects;
- Criminal justice-related projects, including law enforcement, prosecution, courts and forensic interviews;
- Research projects;
- Lobbying;
- Fundraising;
- Purchase of real property;
- Construction or physical modifications to buildings including minor renovations (such as painting or carpeting); and
- Purchasing of vehicles

Further, the following is a list of activities, identified by the Office on Violence Against Women (OVW), that have been found to compromise victim safety, deter or prevent physical and emotional healing for victims, or allow offenders to escape responsibility for their actions. OVW recommends that grant funds are not used for the following activities:

- Crafting policies that deny individuals access to services based on their relationship to the perpetrator;
- Crafting policies or engaging in practices that impose restrictive conditions to be met by the victim in order to receive services (e.g., counseling, seeking an order of protection);

- Sharing confidential victim information with outside organizations and/or individuals without the documented consent of the victim; and
- Crafting policies that require the victim to report the sexual assault to law enforcement.

VI. Funding

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 dedicated solely to the provision of direct intervention and related assistance for victims of sexual assault. The SASP encompasses five different funding streams for States and Territories, Tribes, State sexual assault coalitions, Tribal sexual assault coalitions, and culturally specific organizations. Overall, the purpose of SASP is to provide intervention, advocacy, accompaniment, support services, and related assistance for adult, youth, and child victims of sexual assault, family and household members of victims, and those collaterally affected by the sexual assault.

Funding for countywide Sexual Violence Programs is made available through an annual federal award. The number of agencies funded and the amount of the annual award is contingent upon the receipt of federal funds appropriated and/or transferred to the Department of Community Affairs (DCA). Grant recipients are expected to be funded in amounts similar to past years, approximately \$8,800.00 per Sexual Violence Program. In addition, approximately \$10,000.00 will be awarded to the SASP *Partnering to Serve Culturally Specific or Underserved Communities* sub-grant recipient. 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 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

These are costs directly related to providing direct services. 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 or conducting presentations as long as they are designed to identify sexual assault victims and provide or refer them to services. 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 or conducting presentations as long as they are designed to identify sexual assault victims and provide or refer them to services.

PROGRAM – PURCHASED SERVICES

NOTE: All Purchased Services should be prorated.

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. Consultant rates cannot exceed \$650.00 per day \$81.25 per hour.

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.

Volunteer Advocate Stipend

Provide the number of advocates to receive the stipend and the stipend rate. In order for volunteer advocates to receive a stipend they would need to be providing direct services (as opposed to being on a speakers' bureau or some other non-service function).

PROGRAM - OPERATING COSTS

NOTE: All Operating Costs should be prorated.

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 the grant.
- 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

SASP funds may be used to purchase equipment or furniture that provides or enhances services to victims of sexual assault, as demonstrated by the SASP recipient. SASP funds cannot support the entire purchase of an item that is not used exclusively for SASP related activities. However, SASP funds can support a prorated share of an item. In addition, sub-recipients cannot use SASP funds to purchase equipment for another organization or individual to perform SASP related service.

Equipment Rental

SASP funds may be used to rent equipment that provides or enhances services to victims of sexual assault, as demonstrated by the SASP recipient. SASP funds cannot support the entire rental of an item that is not used exclusively for SASP related activities. However, SASP funds can support a prorated share of an item. In addition, sub-recipients cannot use SASP funds to rent equipment for another organization or individual to perform SASP related service.

Equipment Repair

SASP funds may be used for the maintenance and repair of equipment that provides or enhances services to victims of sexual assault, as demonstrated by the SASP recipient. SASP funds cannot support the entire maintenance or repair of an item that is not used exclusively for SASP related activities. However, SASP funds can support a prorated share of an item. In addition, sub-recipients cannot use SASP funds to maintain or repair equipment for another organization or individual to perform SASP related service.

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.

- 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. This must be a prorated share.

Hotline Costs

Costs associated with the operation of 24/7 hotlines only. Provide breakdown of costs by unit and justification for costs. SASP funds can be utilized for hotline to the extent the hotline is for sexual assault victims. If the hotline covers broader array of issues, the costs should be pro-rated according to the percentage of calls that are for sexual assault. In order for a multi-issue hotline to receive SASP funds, the people who answer the hotline would need to have sexual assault specific training.

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

SASP Program funds can be used to develop and substantially revise informational materials that describe or promote the services provided by the funded organization. Funds cannot be spent on materials or products designed to train professionals or educate victims about the dynamics of sexual assault or other issues. Provide breakdown and justification of all costs associated with the preparation of materials.

Printing

SASP Program funds can be used to print informational materials that describe or promote the services provided by the funded organization. Funds cannot be spent on materials or products designed to train professionals or educate victims about the dynamics of sexual assault or other issues. Provide unit costs and justification of all costs associated with the printing of materials.

Advocate Training/Supervision

SASP funds can be used for the training and supervision of advocates (volunteer or employee) that will provide specific grant-funded services.

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.

VII. Timeframe for Completion of Activities

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

VIII. Program Monitoring Requirements

Reporting Requirements

All funded recipients are required to adhere to fiscal and programmatic requirements established in the executed grant agreement.

Program Site Visits

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