



CRIMINAL JUSTICE COORDINATING COUNCIL

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The Criminal Justice Coordinating Council (Council) is pleased to announce that it is seeking applications for funding under the Services*Training*Officers*Prosecution (S.T.O.P) Violence Against Women (V.A.W.A.) and Sexual Assault Services Program (SASP) Grants

S.T.O.P. V.A.W.A. Victim Services & Sexual Assault Services Program (SASP) Grants 2012 Request for Application (RFA)

Eligibility

Applicants are limited to governmental and nongovernmental agencies within Georgia who received an award under the 2011 STOP VAWA Victim Services and Sexual Assault Services Program (SASP) Grant recipients to support direct services to female victims of violence and their co-victims. Subgrantee requests may not exceed the amount they received in 2011. For your allocated award, refer to the amount in the [“FY 2012 S.T.O.P VAWA Sub-Recipient Awards List”](#) or the [“FY 2012 SASP Subrecipient Awards List”](#) on CJCC’s website.

Deadline

Applications are due at 11:59 p.m. on September 23, 2012.

Award Period

January 1, 2013 through December 30, 2013

Contact Information

For assistance with the requirements of this solicitation, contact:
Stefanie Lopez-Howard at 404-657-1960 or stefanie.lopez-howard@cjcc.ga.gov
Elizabeth Yates at 404-657-1965 or Elizabeth.yates@cjcc.ga.gov

RFA Release Date: August 20, 2012

Online Application Available: September 23, 2012

Introduction

The 2012 application will follow the same format as the 2011 application. In an effort to streamline the information that subgrantees provide the Council, and to deliver meaningful information about the kinds of personnel, agencies, and service units STOP VAWA dollars are paying for, staff reformatted the 2011 application. Please read this entire solicitation, focus particularly on the “What Your Application Must Include” section, which contains information and definitions for the kinds of information the Council is looking for from the new multiple-choice questions.

Staff retained the separate application process for those subgrantees funded for prosecution, law enforcement, or court services projects. Subgrantees funded for victim services projects will complete the same application as SASP-funded projects. **Please note**, if you receive both a STOP VAWA Victim Services and a SASP grant, you will still need to complete two separate online applications. Also, if you receive a STOP VAWA Victim Services and a prosecution, law enforcement, or court services grant, you will also need to submit two different applications. The link to the online application in your email will lead you to the correct application for your project. If you receive both STOP VAWA Victim Services and SASP funds, you will receive two separate emails with different usernames and passwords. If you have any questions about which application you should be completing, please contact: Elizabeth Yates at 404.657.1965 or Elizabeth.yates@cjcc.ga.gov.

Please take your time with this online application. The Council and its staff are very interested in obtaining a clear picture of the important work subgrantees do every day to enhance services for women and children victims of violence. Using the information from this application, the Council’s staff hopes to paint a clear picture of the state’s STOP VAWA dollars at work. Please check the “Dollars at Work” page under the “Grants” section of the agency’s [website](#) for a summary report of the 2011 funded projects.

Finally, please note **logic models are no longer required**.

Who Should Complete the STOP VAWA Victim Services or SASP Application?

- Non-profit, non-governmental, or local government agencies funded to provide **direct victim services** to women or children victims of domestic/dating violence, sexual assault, and/or stalking.
- Organizations funded to provide training for direct victim service providers.
- Any organization awarded with Sexual Assault Services Program (SASP) dollars.

Criminal Justice Coordinating Council

The Criminal Justice Coordinating Council (Council) is the state planning and grants agency for criminal justice and victims' assistance programs designated by the Governor of Georgia as the State Adminstrating Agency for a number of federal grants. Created by the General Assembly (O.C.G.A. § 35-6A-2), Council members represent all components of the criminal justice system. The Council uses a small proportion of each fiscal year's award to pay for costs incurred in administering both grant programs.

Overview of the STOP VAWA Grant Program

The STOP VAWA Formula Grant Program was established under the Violence Against Women Act (VAWA), which is enacted under Title IV of the Violent Crime Control and Law Enforcement Act of 1994. VAWA has been reauthorized twice – once in 2000 (VAWA 2000) and again in 2005 (VAWA and Department of Justice Reauthorization Act 2005). Each reauthorization modified program requirements and guidelines.

STOP VAWA grants provide states with financial assistance to develop and strengthen effective law enforcement, prosecution, court services and victim services strategies to combat violence against women. STOP VAWA formula grant funds encourage governmental, nongovernmental and nonprofit agencies to:

- restructure and strengthen the criminal justice system's response to be proactive against violence against women;
- draw on the experience of all the players in the system;
- develop a comprehensive strategy to deal with the complex problem of violence against women; and
- adopt a coordinated, multi-disciplinary approach to improve the criminal justice system's response to violence against women.

(1) Federal Program Purpose Areas

Projects must fall within one or more of the following statutory purposes for which STOP VAWA funds may be used:

1. Developing, expanding or strengthening victim services programs – including those that address stalking;
2. Developing formal and informal statewide, multidisciplinary efforts to coordinate community response to violence against women;
3. Developing, expanding, or strengthening victim service programs to address the needs and circumstances of older and disabled women who are violence victims;
4. Providing assistance to victims of domestic violence or sexual assault in immigration matters.

(2) Georgia STOP VAWA Implementation Plan: Priority Areas for Victim Services

Between 2011 and 2012, the Criminal Justice Coordinating Council will use STOP VAWA funding to both encourage the creation and maintenance of innovative partnerships between community and criminal justice agencies so that all women victims of violence have access to core services; and, to ensure that all branches of Georgia's criminal justice system provide an enlightened and sensitive response to crimes of violence against women.

Programs are encouraged to develop and support the following areas:

- Implement community-driven initiatives to address the needs of underserved populations as defined under VAWA (*see*, 42 U.S.C. §13925(a)(33)) and includes women with disabilities, women of color, victims living in geographically isolated rural communities, immigrant victims, LGBTQQI victims, and elder victims of domestic violence, sexual assault, and stalking; and,
- Implementation of nationally-recognized best practice or evidence-informed program models that are demonstrated effective modes of service delivery to help female victims of violence.¹

(1) STOP VAWA Victim Services Program Eligibility Requirements

A victim services program is a nonprofit or nongovernmental organization that assists victims of domestic violence, sexual assault, stalking and/or dating violence. Programs include those that assist victims through the legal process. Victim service programs must meet the Office of Violence Against Women's criteria below²:

- The primary purpose of the program must be to provide services to victims of domestic violence, sexual assault, dating violence, and/or stalking;
- Victim services programs must address a demonstrated need in their communities and promote victims' integrity and self-sufficiency, improve victim access to resources and create options for victims seeking safety from violence.
- Victim services programs must not compromise victim safety through any of their activities.

Legal Assistance agencies that provide victims of domestic violence, sexual assault, stalking and/or dating violence with aid in navigating or filing:

- legal processes concerning immigration;

¹ *See e.g.*, Rosewater, A. & Goodmark, L.(2007). *Steps toward Safety: Improving Systemic and Community Responses for Families Experiencing Domestic Violence*. Family Violence Prevention Fund, Available at: <http://www.aecf.org/upload/PublicationFiles/Steps%20Toward%20Safety.pdf> .; *See also*, Falsetti, S. & Bernatt, J. *Practice Guidelines: Rape and Sexual Assault*. Available at: <http://www.musc.edu/vawprevention/advocacy/rape.shtml> .

² These are based on the victim service organization criteria set forth in all Office on Violence Against Women RFP's.

- protection orders;
- family court matters;
- housing matters;
- campus adjudication proceedings; and/or
- criminal justice investigation, prosecution and post-trial matters **that directly affect a victim's safety and privacy** are also considered victim service programs and are qualified to apply for this grant.

The Council encourages victim service programs to consult and coordinate with other nonprofit or nongovernmental programs that serve domestic violence, sexual assault, stalking and/or dating violence victims. The Council also refers programs that primarily help domestic violence or sexual assault victims to the standards the State of Georgia Department of Human Services has set forth for domestic violence and sexual assault service providers.³

³ See, Georgia Department of Human Resources, Approval Standards for Family Violence Shelter Contractors, Section 2 & Appendix A (2005); and Georgia Department of Human Services, Division of Family and Children Services, *Sexual Assault Centers: Site Visit Report*

STOP VAWA Victim Services At-A-Glance

<p>Victims Served</p>	<p>Females ages 12 and above who are victims of domestic violence, sexual assault, dating violence and/or stalking. NOTE: Men and/or women being served by an eligible court-mandated batterer intervention program are also allowable. According to federal law, 42 U.S.C. § 3789d(c)(1), STOP VAWA funded programs may not discriminate on the basis of sex in administering services. Programs must provide services to male victims of domestic violence, stalking, sexual assault, and/or dating violence if the need arises.</p>
<p>Funding Timeframe Rules</p>	<p>No maximum number of years a program can receive funding.</p>
<p>Representative Program Areas</p>	<p>Nongovernmental agencies, non-profits, and governmental agencies that serve women victims of domestic violence, sexual assault, dating violence, and/or stalking.</p>
<p>Funding Priorities</p>	<p>Personnel, training, technical assistance, evaluation, data collection and equipment costs to enhance the apprehension, prosecution, and adjudication of persons committing violent crimes against women, and direct services that meet the needs of female victims of domestic violence, sexual assault, stalking and/or dating violence.</p>
<p>Budget</p>	<p>A general description of most allowable items by category is included in the accompanying budget overview document. Please note that STOP VAWA funds may not be used to pay for forensic medical exams or nurse examiner services due to the State of Georgia requirement that the Georgia Victim Compensation Fund provide these at no cost (<i>see</i>, O.C.G.A. §17-5-72).</p>
<p>Purpose Areas</p>	<p>Implementation of comprehensive strategies to address violence against women that are sensitive to victims' needs and safety and that hold offenders accountable for their crimes.</p>

Overview of the Sexual Assault Services Program (SASP)

The Sexual Assault Service Grant Program (SASP) was established under the Violence Against Women Act and Department of Justice Reauthorization Act of 2005 (VAWA 2005), 42 U.S.C. §14043g. SASP is the first federal funding stream solely dedicated to the provision of direct intervention and related assistance to victims of sexual assault. SASP encompasses four funding streams for states, territories, tribes, state sexual assault coalitions, tribal sexual assault coalitions and culturally specific organizations. The law's purpose is to provide intervention, advocacy, victim accompaniment (e.g. to court, medical facilities, police departments etc.), support services, and related assistance for adult, youth, and child sexual assault victims. SASP-funded agencies may also provide services to victims' family and household members and to those whom the sexual assault collaterally affects.

Congress, the Office on Violence Against Women (OVW), and victim advocates recognized the need to address the lack of direct intervention and related assistance services available to tackle the unique aspects of sexual assault trauma from which victims must heal. Women, men and children of all ages can be victims of sexual assault. The perpetrator may be a relative, acquaintance (e.g. boyfriend/girlfriend, friend, co-worker, and neighbor) or a stranger. Nationally, one in six women and one in thirty-three men will be sexually assaulted in their lifetime.

For many victims, recovering from the physical and psychological trauma that rape and other forms of sexual violence cause may take years. To heal from the trauma, survivors often need assistance from victim-centered social service organizations such as rape crisis centers, 24-hour sexual assault hotlines, crisis intervention, and medical and criminal justice accompaniment, in addition to support from family and friends. SASP will assist in establishing, maintaining, and expanding rape crisis centers and other relevant programs dedicated to helping sexual assault victims.

SASP directs grant dollars to support rape crisis centers and other nonprofit, nongovernmental organizations, including faith-based and other community organizations that provide core services, direct intervention and related assistance to sexual assault victims. SASP Formula Grant Program funds should **supplement** other funding sources directed at addressing sexual assault. Eligible recipients include rape crisis centers and other nonprofit organizations such as dual programs that serve domestic violence and sexual assault victims, child advocacy centers that help victims access and move through the medical, criminal justice, and social support systems. To provide comprehensive services to victims of sexual assault, the SASP formula grant program will fund rape crisis centers and other nonprofit organizations to provide **direct intervention and related assistance**.

(1) Program Scope

The SASP Formula Grant Program provides crisis intervention, advocacy, and victim accompaniment (e.g. to court, medical facilities, police departments, etc.), support services and related assistance to:

- Adult, youth and child victims of sexual assault;

- Family and household members of sexual assault victims; and,
- Those whom the victimization collaterally affects (e.g. friends, co-workers, classmates), **except** for the perpetrator.

(2) SASP Statutory Program Purposes

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

- To establish, maintain, and expand rape crisis centers and other programs and projects to assist sexual assault victims.

(3) SASP Grant Program Priorities and Funding Allocations

The Council considers the following factors in the decision to distribute funds to eligible applicants:

- Rape crisis/sexual assault centers or programs must provide direct intervention⁴ and related assistance services;
- Dual programs that provide sexual assault and domestic violence services in currently underserved areas so they may enhance their sexual assault related direct interventions and assistance; and,
- Dual programs that provide sexual assault and child advocacy services in currently underserved areas so they may enhance their sexual assault related direct intervention and assistance.
- Giving priority to areas of varying geographic size with the greatest showing of need and considering the geographic area's population;
- Equitably distributing monies on a geographic basis, including both non-urban and rural areas of various geographic sizes;
- Ensuring that the needs of previously underserved populations (*as defined in, 42 U.S.C. §13925(a)(33)*);
- Expanding existing services into underserved geographic areas;
- Expanding the array of services offered or the types of victims served within existing geographic service areas to include underserved victims; and,
- Ensuring geographic access to services within a reasonable traveling distance while avoiding duplicating services within the same county.

⁴ For examples of effective therapeutic and trauma interventions see, e.g. Falsetti, S. & Bernatt, J. *Practice Guidelines: Rape and Sexual Assault*. Available at: <http://www.musc.edu/vawprevention/advocacy/rape.shtml> .

SASP at a Glance

Victims Served	<p>Agencies may serve all victims of sexual assault (men, women, youth, and children) as well as family, household members, or others whom the victimization collaterally affects (excluding the perpetrator).</p>
Funding Timeframe Rules	<p>No maximum number of years a program can receive funding.</p>
Representative Program Areas	<p>Rape crisis or sexual assault centers and other nonprofit organizations that provide services to victims of sexual assault.</p>
Funding Priorities	<p>Funds <i>only</i> direct victim services – no administrative costs are reimbursed under SASP</p>
Budget	<p>A general description of most allowable items by category is included in the accompanying budget overview document.</p>
Purpose Areas	<ul style="list-style-type: none"> • Respond to the physical and emotional needs of sexual assault victims; • Assist primary and secondary victims of the sexual assault to stabilize their lives; • Help victims understand and participate in the criminal justice system.

Deadline: Applications

The due date for applying for funding under this announcement is 11:59 p.m. on September 23, 2012. All applications and required attachments must be submitted online by the deadline. No faxed, mailed, or emailed applications and/or attachments will be accepted. There are no exceptions to this deadline.*

Eligibility

Applicants are limited to agencies within Georgia who received an award under the 2010 STOP VAWA Victim Services or SASP grant programs for initiatives that combat violence against women and children. For your allocated award, refer to the amount in the [“FY 2012 S.T.O.P VAWA Sub-Recipient Awards List”](#) or the [“FY 2012 SASP Subrecipient Awards List”](#) on CJCC’s website. Subgrantee requests may not exceed the amount they received in 2010, regardless of changes, addition, or diminution in project scope. If you have had to reduce or eliminate certain services or portions of your project, CJCC may decrease your award to correspond with the change in scope.

Application Review Criteria

The Council will review and assess all applications considering the following:

- Past compliance with all financial, quarterly and annual reporting requirements and site visits;
- A reasonable budget that demonstrates that funds (including matching funds if applicable) comply with the stated federal and state guidelines and limitations;
- Completion of all multiple choice and short answer questions as appropriate.

Performance Measurement Requirements

(1) Quarterly Statistical Reports (Output Measures)

All recipients of STOP VAWA and SASP grants for the delivery of victim services must submit reports on their program outputs on a quarterly basis. Victim Service programs must complete the Victim Services Statistical Report (VSSR) which details the number of victims (new and existing) served by type of victimization, and number of services delivered, by type of service. Sub grant recipients must collect data according to the categories of the VSSR, a copy of which is on the Council’s website under “Forms.” All statistical reports are due 30 days following the end of the quarter. These reports are not cumulative; they report information on victims served and services provided for the preceding quarter only. The reporting dates are as follows:

January 1 – March 31:
April 1 – June 30:
July 1 – September 30:

Report due April 30
Report due July 30
Report due October 30

* Per Council policy, any applications received after 11:59pm September 23, 2012, will receive an automatic 10% reduction in award.

October 1 – December 31:

Report due January 30

All statistical reports must be submitted electronically via the Council website. For help completing the VSSR please refer to the webinar on [CJCC's YouTube Page](#). Failure to submit these output reports in a timely manner will significantly delay any and all subgrant expenditure reimbursements submitted within the grant period. Continued delays will result in a staff recommendation to Council requesting a reduction in the overall grant award.

(2) Outcome Performance Measurement (Semi-Annual & Annual Reports)

All recipients of STOP VAWA and SASP grants for the **direct delivery of victim services** must use the survey instruments (revised October 2009) on the Council's website to submit reports on their program outcomes. The instruments are categorized by the type of victim an agency serves. STOP VAWA recipients must follow the updated version of the Outcome Data Collection and Reporting Guidelines (available December 2011). These documents are available on the Council website, along with Excel spreadsheets to compile and aggregate data from individual clients.

As described in the Guidelines, outcome data reflects changes that have occurred in participants as a result of receiving services from your agency. Outcome data is to be collected at the substantial completion of service, as defined in the Guidelines and as determined by the logic model for your agency's victim service delivery process. Agencies are responsible for administering the appropriate outcome survey to individual clients, collecting surveys, and compiling and aggregating the individual-level data using either the Excel spreadsheets provided or your own agency's client information management system.

Outcome performance data is reported twice per year; the first report covers the first six months of your grant period while the second cumulative report covers the entire year. Outcome performance reporting dates for ALL victim services sub grant recipients are as follows:

October 1 – March 31:

Report due April 30

April 1 – September 30:

Report due October 30

Failure to submit these outcome reports in a timely manner will significantly delay any and all subgrant expenditure reimbursements submitted within the grant period. Continued delays will result in a staff recommendation to Council requesting a reduction in the overall grant award.

(3) Annual Reports

Subgrant recipients are required to complete the STOP VAWA or SASP Annual Report using the PDF fillable form that will be emailed to your agency no later than January 30, 2013. Your agency must complete all of the relevant questions and send the completed report as an email attachment to the Council for validation. These Annual Reports are due to the Council in February of each year for the previous year (January 1-December 31). If the Office on Violence Against Women detects any errors (provided in the "Red Flag Report") your agency must supply the Council with corrected information within **5 business days** of the request for corrections. Failure to submit these annual reports in a timely manner will significantly delay any and all subgrant expenditure reimbursements submitted within the grant period. Continued delays will result in a staff recommendation to Council requesting a reduction in the overall grant award.

Allowable Services

The Council will consider applications that support and enhance services for female victims of violence. Recipients may also provide services to children of both genders under age 12 who are secondary victims of domestic and/or dating violence. The Council will also consider applications to support and enhance the apprehension, prosecution, and adjudication of persons who commit violent crimes against women. Included with these projects are applications from victim service agencies to provide training, technical assistance, and materials to law enforcement, prosecution, and court agencies.

Neither STOP VAWA nor SASP funds should be viewed as operation subsidies for an applicant organization's existing budget. The intent of STOP VAWA and SASP funding is to promote the implementation of local practices that more effectively respond to female victims of violent crimes. Below is a sample, though not exhaustive, list of allowable services:

1. Expenses related to the provision of **dedicated, direct victim services**;
2. 24-hour hotline services that provide crisis intervention and referrals;
3. Crisis intervention, short-term individual and group support services, and comprehensive service coordination and supervision to assist women victims of violence and their family or household members;
4. Information and referral to assist women victims of violence and their family or household members;
5. Community-based, linguistically and culturally-specific services and support mechanisms, including outreach activities for underserved communities;
6. Accompaniment to and advocacy during medical, criminal justice, and social support system appointments, including those to medical facilities, police stations, and the courts; and,
7. Development and distribution of materials on issues related to the services the organization provides.

Unallowable Services

STOP VAWA and SASP funds **may not** support the following services, activities and costs. Please note, this list is not exhaustive.

- **Direct Payment to Any Victim or Dependent of a Victim:** The direct payment of cash or any other monetary transaction with any victim or dependent of a victim for any purpose.
- **Lobbying and Administrative Advocacy:** Support of victim legislation or administrative reform, whether direct or indirect.
- **Needs assessments, Surveys, Evaluations and Studies:** Individual, agency, organizational, task force, or special commission efforts to study and/or research a

popular issue related to violence against women. This does not include establishing relevant base line data to measure program activities.

- **Fundraising Activities:** Planning or executing any fundraising activity, including soliciting cash or other funding, donations, services or goods on behalf of the organization or an individual.
- **Indirect Organizational Costs:** Examples of indirect costs include agency/organization liability insurance on building and vehicles; capital improvements (**with the exception of facilitating access to STOP VAWA or SASP services for victims with disabilities**); security guards or body guards; property losses and expenses; real estate purchases; mortgage payments and/or construction costs.
- **Property Loss and Other Related Costs:** Reimbursing victims for expenses incurred as a result of domestic violence, sexual assault, dating violence and/or stalking. This prohibition includes insurance deductibles, replacement of damaged or stolen property, funeral expenses, lost wages, medical bills, or any other direct payment to victims or dependents for costs, services or debts.
- **Medical costs:** Health-care costs, in-patient treatment costs, hospital care and other types of emergency and non-emergency medical and/or dental treatment.
- **Relocation Expenses:** Moving Expenses, security deposits on housing or utilities, ongoing rent, or mortgage payments; **however**, funds may be used to support staff time in locating resources to help victims with these expenses.
- **Cost of Sending Individual Victims to Conferences:** Travel expenses for victims to attend national, state or local conferences. If the agency/organization sub grantee employs the domestic violence, sexual assault, dating violence and/or stalking victim this restriction does not apply.
- **Victim/Offender Mediation:** Programs that involve a victim and her offender meeting as a means to resolve issues, instead of using criminal justice proceedings.
- **Financial Administration and Audit Costs:** Costs associated with bookkeeping, accounting, financial reporting and audit or other organizational financial activities.
- **Operation Subsidies:** Neither STOP VAWA nor SASP funds will support any cost for which the applicant has other income sources or revenues, or any services not directly related to the effectiveness and success of the sub grant project.
- **Forensic Medical Exams or Nurse Examiner Costs/Services:** State law prohibits the reimbursement of the SANE expenses due to the requirement that the Georgia Crime Victims Compensation Fund provide these services at no cost to the victim.

Unallowable Activities

Grant funds under the victim services grant program may not be used for any unauthorized purposes, including but not limited to the following activities:

- Lobbying,
- Fundraising,
- Research Projects,
- Building Renovations.

Reviewing the Application

The Council will only review complete applications received by the deadline. When an application is received at the Council office, there is no commitment on the Council's part to fund an application or to fund it at the amount requested.

Funding Decisions

All funding decisions, related to the STOP VAWA and SASP grant programs, from this solicitation are based on the availability of funding and recommendations of the review panel to the Criminal Justice System Advisory Committee and approval by the Governor's Office of Planning and Budget.

The Council informs applicants of funding decisions through grant awards or denial letters. Applicants should not make assumptions regarding funding decisions until they have received official written notification of award or denial that is signed by either the Governor or the Council Director. Applicants have the opportunity to appeal the initial funding decision within fifteen days of a denial notice.

Grant Acceptance/Request for Funds

To accept the grant award, each subgrantee must return the award documents and all required forms with original signatures within 45 days of the award date. The subgrantee will be unable to request funds until all required documents are returned to the Council office.

Special Conditions

At the time of the subgrant award, the Council will assign special conditions for each approved project. Each subgrantee should refer to their award packet for their special conditions.

What Your Online Application Must Include:

Section 1 – Grant Application General Information

The first four (4) questions will be pre-populated with your information from last year. Please double-check these responses and correct them if necessary. Be sure to indicate in this section, which services your agency will provide with its STOP VAWA Victim Services or SASP grant. Please **do not** check off all the services your agency provides to victims – check only those services for which you will use STOP VAWA or SASP dollars.

Section 2 – Designation of Grant Officials

Please review all sections. If there have been any changes to your Project Director, Financial Officer or Authorized Official since last year's application, please use the designated spaces to correct any information.

Project Director - This official must be an employee of the applicant agency or from a contractor organization, at the applicant's option, who will be directly responsible for operation of the project.

Financial Officer - This person must be the chief financial officer of the applicant agency such as the county auditor, city treasurer or comptroller or the Board Treasurer of the non-profit agency.

Authorized Official - This person is the official who is authorized to apply for, accept, decline or cancel the grant for the applicant agency. **This person must be the chairperson of the county Board of Commissioners, mayor, or chairperson of the City Council or Board chairperson/president of the non-profit agency.** All official correspondence regarding the grant and the application (assurances, disclosures, certifications, award documentation, sub-grant expenditure reports, sub-grant adjustment reports) **must** be signed by the authorized official. Once an award has been made, the authorized official may designate someone to sign this documentation by submitting a letter on agency letterhead to the Council.

Section 3 – Agency Description, Program and Project Summary

1. Agency Description -

Provide a brief description of your agency for inclusion into the 2013 STOP VAWA and SASP subgrant directory

2. Victim Services Description –

If your agency is not primarily a victims' assistance organization, provide a brief description of your victim assistance programming. How does your victim assistance programming function as a part of your overall agency?

(Is it a separate unit within your organization, does victim assistance staff provide support as a part of a team within your agency, etc.)

3. The remaining questions on this page give the Council an idea of the kinds of agencies that receive STOP VAWA Victim Services and/or SASP funds and the accessibility of services for all victims. This also helps staff to know how many dual agencies (e.g. domestic violence/sexual assault programs) the Council funds. Council staff has heard concerns about complying with the STOP VAWA and SASP special condition regarding access to services for Limited English Proficient (LEP) victims. Staff would like to know how many subgrantees may be having issues, so that they can provide you with resources to comply with this condition.

Section 4 - Project-Specific Questions

This section contains a series of multiple choice and short answers so that the Council can ascertain more specifically how many personnel units STOP VAWA and/or SASP funds, what kinds of personnel units are funded, and what kinds of service issues the subgrantee has encountered in the previous year.

The character limit in each short answer box is 255, which includes spaces and punctuation. Please limit your answers accordingly. Be brief and direct.

Section 5 – Specific Training Project Information (only for applicants who indicate they will provide training for victim service providers with their funds)

Section 5 is only for applicants who intend to use their project funds to provide training during the upcoming grant year. The section consists of 12 multiple choice and short answer questions. CJCC is also providing space in Section 7 for applicants to upload training materials they have developed and intend to use in the coming year. If you answered “yes” to question 22 on Section 1, you will need to complete this section.

Section 6 – Budget Detail Worksheet

Since the online application includes a summary calculation section, a Budget Summary sheet is no longer required. The following budget document must be uploaded and submitted as an attachment to the application:

- Completed Budget Detail Worksheet (should be used in itemizing the budget).

Depending on the program/project request, the following attachments must be submitted as an attachment to the application:

- Salary Authorization Sheet
- Lease Contract
- Job Description
- Health Insurance Verification
- Contractor/Consultant Agreements

Section 7 – Other Requirements and Attachments

Applicants must complete the following sections:

- Audit Requirements
- Civil Rights Requirements

Applicants must complete, upload and submit, with authorized signatures, the following as attachments to the application:

- Standard Assurances
- Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters
- Disclosure of Lobbying

Applicants will also be provided with space to upload any training materials they might have here.

State and local governments are governed by the Single Audit Act of 1984 and OMB Circular A133, as amended, which is effective regarding audits beginning July 1, 1996 and thereafter. The type of audit required under the Circular is dependent upon the amount of total Federal funds expended in the sub-recipient's fiscal year. State or local governments and non-profit organizations that expend \$500,000 or more a year in federal funds shall have an audit made in accordance with the Single Audit Act of 1984 and OMB Circular A-133, as amended. This audit report is due in the State Administering Agency's office not later than nine (9) months after the

end of the sub-recipient's fiscal year. State or local governments that expend less than \$500,000 in federal funds yearly shall be exempt from compliance with the Single Audit Act and other federal audit requirements.

[NOTE: This does not exempt you from the requirement to maintain, produce, and report financial and other records and documentation relative to the expenditure of these grant funds upon request of the State or Federal Agency administering this program.]

FINAL APPLICATION CHECKLIST

After completing all portions of the online application, review all information submitted and/or attached compared to what was requested. Specifically, ensure you have attached the following:

- Budget Detail Worksheet
- Memorandum of Understanding, if applicable
- 501(c)(3) for non-profit agencies, if applicable
- Standard Assurances
- Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters
- Disclosure of Lobbying
- Designation of Grant Officials
- Other Attachments, if applicable
- Click the “Close Application” link on the main page and certify that the information is complete to submit your online application

Grant Application Schedule

1. Grant RFA and Online Application Released:

August 20, 2012