



State of Georgia

**Sexual Assault Services Program (SASP)
Subgrantee Grant Administration Manual**

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Introduction

How to Use this Manual

CJCC Staff created this manual to help subgrantees navigate some of the complexities associated with their Sexual Assault Services Program (SASP) grants. This manual is **not comprehensive** and you may still encounter issues or questions related to managing your grant that are not covered in here. **This manual does not replace the requirements in your special conditions.** These conditions still govern your use of SASP funds. This manual should help you implement and abide by those special conditions more effectively.

This manual is meant to guide the administration of your SASP subgrant. What follows is a detailed, though not exhaustive, description of the programmatic and financial guidelines you must follow to administer your grant funds successfully. The information contained in this manual is based on several sources including, but not limited to the [2013 OJP Financial Guide](#), and the [SASP Program FAQ's](#). CJCC encourages subgrantees to download this manual to their computers and refer to it as often as they need to when they encounter questions or concerns related to their SASP grant.

Please note that CJCC may also update this manual from time to time as legislation changes, new policies or guidance comes from the Office on Violence Against Women (OVW), new reimbursement or grant management policies are instituted here at CJCC, or to address emerging issues subgrantees face. Staff will do their best to alert subgrantees about changes in this manual. Please ensure you are subscribed to [MailChimp](#) to receive these updates via the monthly Victim Assistance e-newsletter. You will know which version of the manual is the most recent by looking in the footer of each page.

We have also tried to make this manual as user-friendly as possible. All of the text that is hyperlinked in this manual is fully functional – to go to the webpage containing the information that is referred to in the text, simply click on the hyperlinked text.

If you feel staff has not covered a certain topic thoroughly enough, or you see a gap in the topics covered in this manual, please give your feedback to one of the staff listed on the cover page.

Thank you for all the work you do on behalf of victims of crime in the state of Georgia. We at CJCC appreciate your service and dedication.

Overview of CJCC

The Criminal Justice Coordinating Council

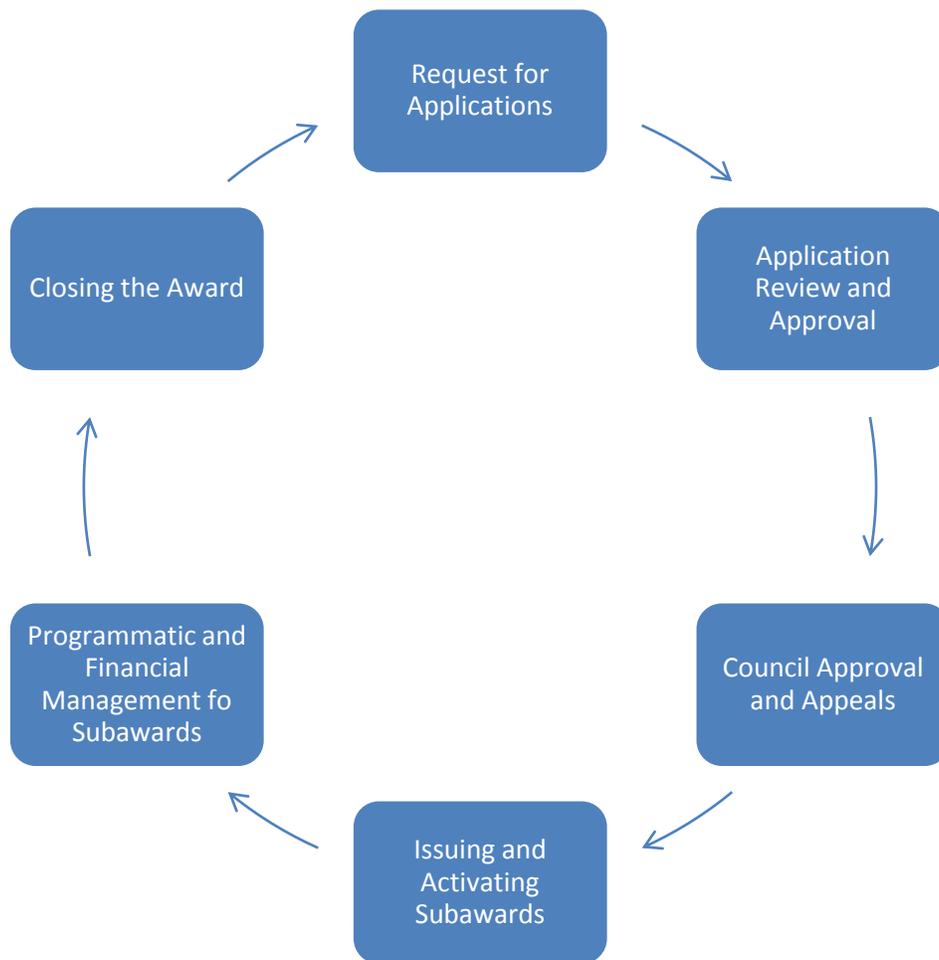
The Criminal Justice Coordinating Council (CJCC) is the state planning and grants agency for criminal justice and victims' assistance programs that the Governor of Georgia has designated as the State Administering Agency. CJCC's enabling statute (O.C.G.A. § 35-6A-2) ensures its members represent all components of the criminal justice system. CJCC builds knowledge and partnerships among state, local, and non-governmental organizations to enhance the effectiveness of Georgia's criminal justice system and to develop and sustain results-driven programs, services and activities.

CJCC manages federal formula funds allocated to the State of Georgia under the Sexual Assault Services Program (SASP), 42 U.S.C. §14043g. In addition to managing this formula grant, CJCC also applies for competitive funding in partnership with subgrantee and local agencies through the Office on Violence Against Women (OVW) and provides subgrantees with information and technical regarding upcoming funding opportunities.

Grant Administration Overview

As the State Administering Agency for SASP funds, CJCC provides financial and programmatic management of your SASP subaward. CJCC develops and releases Requests for Applications (RFAs) each year, collects and reviews applications, and makes award recommendations to the governing Council. Upon the Council's approval, CJCC is also responsible for opening and closing each subaward in accordance with federal guidelines. To ensure continuity of funds and victim service provision, the stages in the process overlap with each grant year. Usually, applications are collected, reviewed and approved from late spring-late summer so that awards can be issued and activated around the time the SASP year starts each January 1.

Life Cycle of a SASP Subaward



Currently, CJCC operates its Victim Assistance funds (VOCA, VAWA and SASP) on a 4-year cycle. The first year (2013) was a competitive year in which any agency or organization could apply for funding if it met the eligibility requirements. The subsequent second, third and fourth years (2014-2016) will be continuation years in which the 2013 awardees receive the same funding level as in 2013, with a few exceptions, as long as they have met and continue to meet their respective grant requirements. The next competitive grant year will be 2017, pending the Council's approval.

This guide will cover the life cycle of a CJCC grant award. It will focus most attention on the financial and programmatic management of your agency's subgrant.

Financial management encompasses the following activities:

- Budget review and approval during the application process
- Activating awards through the award packet issuance, review and approval process
- Budget management through Subgrant Adjustment Requests (SAR)
- Reviewing, approving and processing payments via Subgrant Expenditure Requests

- (SERs)
- Closing awards at the end of the SASP year (December 31)

CJCC provides programmatic management through the following activities:

- Program activity review and approval during the application process
- Reporting on service outputs (VSSR) and outcomes (OPM)
- Fidelity to SASP guidelines on allowable activities
- Adherence to core services
- Ensuring availability and accessibility of services across the state
- Facilitating communication and coordination of CJCC-funded programs with other stakeholders

CJCC also provides grants management to its subgrantees by conducting compliance monitoring activities such as site visits and desk reviews, and providing Training and Technical Assistance (TTA or TA).

More information on each aspect of the grants management process is included in the subsequent sections. The appendix also includes numerous guides and resources to help you manage your agency's award.

Applying for SASP Funds

CJCC issues Requests for Applications (RFAs) each year. The date varies, but staff aim to release RFAs in late spring (April-May). Once the RFA is released, applicants have a month to complete and submit applications via CJCC's online system. The RFA contains all information required for each application, including application instructions and guidelines on allowable and unallowable costs. Generally the application requires basic agency information, contact information, brief narratives on program activities and target population demographics, and a budget for the use of SASP funds. The application also requires submission of data on SASP purpose areas, underserved populations, agency financial information, and other documentation as requested. The 2014 RFA for continuation funding is included in the appendix.

Once the application system has closed, staff review applications and make award recommendations to the governing Council. The review process typically takes 6-8 weeks before recommendations go to the Victim Assistance Grants Committee, who approve or deny staff recommendations for funding. Occasionally, the Committee requests additional information from staff and/or applicants. Once approved by the Committee, the staff recommendations go to Council for approval. An appeals process follows, with appellants having 45 days to submit appeals on their agency's letterhead to CJCC. CJCC aims to notify subgrantees and issue award packets around October 1.

Activating the SASP Award

Each year, CJCC issues award packets to its subgrantees. If receiving more than one award, an agency will receive a packet for each award received. These award packets contain

documentation to be completed and returned to CJCC within 45 calendar days of their issuance. In 2014, CJCC required the following documents:

- Sub-grant Award** (Signed and dated by the Authorized Official)
- Special Conditions** (**Signed** by Authorized Official and **initialed** by Project Director)
- Sub-grant Adjustment Request #1** (Signed and dated by the Authorized Official)
- Detailed Budget Worksheet**
- Personnel Action Forms/Salary Authorization Statements**
- Job Descriptions for all grant and match-funded positions**
- Copy of all contracts entered into with grant funds**
- License and Justification for all grant-funded licensed professionals (If Applicable)**
- Reimbursement Selection Form** (signed by the Authorized Official. Include a voided check if EFT is selected)
- Vendor Management Bank Account Form**
- Form W-9, Request for Taxpayer Identification Number (TIN) and Certifications**
- Authorized Purpose Areas Form**
- Federal Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transaction**
- Designation of Grant Officials Form**
- Audit Requirements Form**
- Civil Rights Requirements Form**
- Complete Financial Statements – [non-profits only** (including balance sheet, income statement, and statement of cash flows)]
- Complete Salary Information of all employees** (non-profits only)
- Signature Authorization Letter** (The Authorized Official may designate signing authority to another party for future submissions of forms and documents pertaining to this sub-grant. To do so, the Authorized Official should submit a letter on official City/County or Agency letterhead and reference the sub-grant award number. Please note that only the authorized official may sign the forms contained within the Award Package.)
- Missing/Incomplete Items from Application – *If applicable, your award packet includes an application findings letter with instructions***

CJCC also included the following documents to be kept on file by the subgrantee:

- **Introductory Brochure**
- **New staff and volunteer timesheets**

Timely submission of correctly completed award packets is important for the management of your agency's subaward. If these packets are not received by the deadline specified and completed according to the instructions, it may delay activation of your award. An award is activated to enable the processing of expenditure requests, so delays in activation results in delays in payments, which can stymie service delivery to victims and hinder the agency's cash flow. This is a bad way to start your new grant year! Please ensure your award packet

is completed correctly and submitted on time so CJCC can activate and manage your grant funds.

Programmatic Requirements

Sexual Assault Services Program (SASP)

The Sexual Assault Services 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. The OVW administers several grant programs, including the SASP and S.T.O.P. VAWA Formula Grant Program.

Women and men of all ages, as well as children, can be victims of sexual assault. The perpetrator can be a relative, acquaintance (e.g., boyfriend/girlfriend, friend, coworker, neighbor), or a stranger. Nearly half of all women and 1 in 5 men have experienced some form of sexual violence in their lifetime. Also, nearly 1 in 5 (18.3%) women and 1 in 71 men (1.4%) in the United States have been raped at some time in their lives.

For many victims, it takes years to recover from the physical and psychological trauma of rape and other forms of sexual violence. 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.

The Sexual Assault Services Formula Grant Program (SASP Formula Grant Program) directs grant dollars to states and territories to assist them in supporting rape crisis centers and other nonprofit, nongovernmental organizations or tribal programs that provide core services, direct intervention, and related assistance to victims of sexual assault. Rape crisis

centers and other nonprofit and tribal organizations, such as dual programs providing both domestic violence and sexual violence intervention services, play a vital role in assisting sexual assault victims through the healing process, as well as assisting victims through the medical, criminal justice, and other social support systems. Funds provided through the SASP Formula Grant Program are designed to **supplement** other funding sources directed at addressing sexual assault on the state and territorial level.

In FY 2014, funds under the SASP Formula Grant Program may be used for the following purposes:

- To support the establishment, maintenance, and expansion of rape crisis centers and other nongovernmental or tribal programs and projects to assist those victimized by sexual assault, without regard to the age of the individual.

SASP Formula grants shall be used to provide grants to rape crisis centers¹ and other nonprofit, nongovernmental organizations or tribal programs for programs and activities that provide direct intervention and related assistance. Intervention and related assistance may include:

- 24-hour hotline services providing crisis intervention services and referral;
- Accompaniment and advocacy through medical, criminal justice, and social support systems, including medical facilities, police, and court proceedings;
- Crisis intervention, short-term individual and group support services, and comprehensive service coordination and supervision to assist sexual assault victims and non-offending family or household members;
- Information and referral to assist the sexual assault victim and non-offending family or household members;
- Community-based, culturally specific services and support mechanisms, including outreach activities for underserved communities; and
- The development and distribution of materials on issues related to the services described in the previous bullets.

Eligibility

Awards are limited to rape crisis centers and nonprofit, nongovernmental or tribal organizations that provide services to crime victims in order to be eligible to receive SASP funds. These organizations include, but are not limited to, sexual assault and rape treatment centers.

SASP subgrantees must certify that they meet the core service requirements for at least one of the core service types listed in the appendix. One of these core service types must be a Sexual Assault Program.

Additional Specific Eligibility Requirements

¹ The term “rape crisis center” means a nonprofit, nongovernmental, or tribal organization, or governmental entity in a state other than a territory that provides intervention and related assistance to victims of sexual assault without regard to their age. In the case of a governmental entity, the entity may not be part of the criminal justice system (such as a law enforcement agency) and must be able to offer a comparable level of confidentiality as a nonprofit entity that provides similar victim services. 42 U.S.C. § 13925(a)(25).

Below are established eligibility criteria that must be met by all organizations that receive SASP funds. These funds are to be awarded to applicants only for providing services to victims of crime through their staff. Each applicant organization shall meet the following requirements:

- **Public or non-profit organization** – To be eligible to receive SASP funds, organizations must be operated by a public or private non-profit organization, or a combination of such organizations, and provide services to crime victims. Public organizations are limited to governmental entities that provide direct and intervention and related assistance to victims of sexual assault and are not part of the criminal justice system.
- **Record of effective services** – Demonstrate a record of providing effective services to crime victims. This includes having the support and approval of its services by the community, and a history of providing direct services in a cost effective manner and financial support from other sources. For a glossary of terms and services, please refer to the [2014 VSSR Guide](#).
- **Promote community efforts to aid crime victims** - Promote community-based coordinated public and private efforts to aid crime victims. Coordination may include, but is not limited to, serving on state, federal, local, or Native American task forces, commissions, working groups, coalitions, and/or multi-disciplinary teams. Coordination efforts also include developing written agreements that contribute to better and more comprehensive services to crime victims. *Coordination efforts qualify an organization to receive SASP victim assistance funds but are not activities that can be supported with SASP funds.*
- **Help victims apply for compensation benefits** - Such assistance may include identifying and notifying crime victims of the availability of compensation, assisting them with the application forms and procedures, obtaining necessary documentation, and/or checking on claim status.
- **Comply with federal rules regulating grants** - Applicants must comply with the applicable provisions of SASP, the Program Guidelines, and the requirements of the OJP Financial Guide, effective edition (<http://www.ojp.usdoj.gov/FinGuide/>), which includes maintaining appropriate programmatic and financial records that fully disclose the amount and disposition of SASP funds received. This includes financial documentation for disbursements, daily time and attendance records specifying time devoted to allowable SASP victim services, client files, the portion of the project supplied by other sources of revenue, job descriptions, contracts for service, and other records which facilitate an effective audit.
- **Comply with CJCC grant requirements** – Agencies must adhere to financial and programmatic guidelines; comply with deadlines; and provide all information to CJCC as requested in a timely fashion.
- **Services to victims of federal crimes** - Applicants must provide services to victims of federal crimes on the same basis as victims of state and/or local crimes.
- **Promote victim safety** – CJCC prohibits activities that compromise victim safety, such as requiring victims to meet with offenders.
- **No charges to victims for SASP-funded services** - Applicants must provide services to crime victims at no charge through the SASP-funded project.

- **Nondisclosure of confidential and private information** – Eligible agencies must have policies and procedures in place that protect the confidentiality and privacy of persons receiving services. Absent informed, written, reasonably time-limited consent, agencies must not disclose, reveal, or release any personally identifying information or individual information collected in connection with services requested, utilized, or denied through a subgrantee program regardless of whether the information is encoded, encrypted, hashed, or otherwise protected. The term ‘personally identifying information’ or ‘personal information’ means individually identifying information for or about an individual. This includes information likely to disclose the location of a victim of domestic violence, dating violence, sexual assault, or stalking, , including
 - a first and last name;
 - a home or other physical address;
 - contact information (including a postal, e-mail or Internet protocol address, or telephone or facsimile number);
 - a social security number, driver license number, passport number, or student identification number; and
 - any other information, including date of birth, racial or ethnic background, or religious affiliation, that would serve to identify any individual.



Measures taken to maintain confidentiality of this information must be consistent with applicable Federal, state and local laws regarding privacy and confidentiality. Minors who receive services without parental or guardian consent can authorize the release of information without the consent of their parents or guardians. The federal statute requires subgrantees to document compliance with confidentiality and privacy provisions. As stated above, Criminal Justice agencies must collaborate with victim service providers to ensure victim safety, confidentiality and autonomy, and to promote victims’ economic independence.

- **5% Certification and Eligibility** – Applicant agencies should be certified and eligible to receive 5% funds. Agencies without certification may apply for funding; however, if funding is awarded the agency will have to complete certification requirements prior to drawing down funds.

Statistical Reporting

Once your agency has been notified of its subgrant award, you should begin tracking financial expenditures and program activities according to CJCC guidelines. CJCC requires three reports from SASP subgrantees: the quarterly VSSR, the semiannual OPM, and the Annual Report. Remember to refer to CJCC’s website for the [SASP reporting page](#) for any information including deadlines, forms, guides and past webinar materials.

All SASP subgrantees must complete the [Victim Services Statistical Report](#) (VSSR) for quarterly reports. These reports must be submitted on a **quarterly** basis. Reports should be completed via the web-based platforms hyperlinked above. Subgrantees will need their **current** grant number and password to access the reporting site. The Planning & Policy Development Specialist will email the VSSR link and login credentials (User ID or your grant number(s) and your agency’s password(s)) to Project Directors a month prior to each

reporting deadline. It is **very important** that you complete a Subgrant Adjustment Request to update the Project Director's name and/or their contact information to ensure timely receipt of VSSR or CJSSR information. CJCC will **not** send reporting information to anyone other than the Project Director.

All SASP subgrantees must also submit the [SASP Annual Reporting Form](#), which can be found at the Muskie School of Public Service's website. These forms will be updated on an annual basis since the federal Office on Violence Against Women (OVW) creates these forms for the state subgrantees. These forms are **due to CJCC on February 15.**

You should **only** report data that reflects the use of SASP funds. If your agency uses more than just SASP funds to provide victim services, you must **prorate** your data to accurately report the use of SASP funds only. As a courtesy, CJCC has provided a [guide](#) for subgrantees, which can also be found in the appendix.

The web-based tool has built-in validation capabilities. Subgrantees should be sure that their demographic data aligns with the number of victims they report serving in each category. Additionally, subgrantees should also ensure that the number of services they report are equal to if not greater to the number of victims they report serving. Incorrect or inaccurate data will not be accepted in the web-based system and the subgrantee **will not be able to submit** their VSSR or CJSSR on this platform until all the data is correct.

Dates for submitting **VSSR Quarterly Reports** are as follows. Please be sure to add these to your agency's calendar, especially if the Project Director delegates completion of VSSRs to a staff member:

Quarter 1:	January 1-March 31	Due: April 30
Quarter 2:	April 1 – June 30	Due: July 30
Quarter 3:	July 1 – September 30	Due: October 30
Quarter 4:	October 1 – December 31	Due: January 30

(1) Subgrantees Who Receive Both SASP and/or VAWA and VOCA Victim Services Funds

If your agency has multiple grants and receives funding to provide direct victim services through VOCA and VAWA and/or SASP, you **must report your statistics for each program separately**. Please be sure that whichever data collection method you use (a Client Management Information Systems such as ALICE, paper tallies, Excel worksheets, Time and Activity Reports) is able to track the clients you serve with either your VOCA or VAWA/SASP grant **separately**.

Examples:

- a. Suzy Advocate is funded through your agency's VOCA grant at 80% of her time and through your VAWA grant for 20% of her time. Suzy served 40 victims this

quarter. You should report the following:

$40 \text{ victims} * 0.8$ (proportion of time Suzy is on VOCA Grant) = 32 victims served with VOCA Funds

$40 * 0.2$ (proportion of time Suzy is on VAWA Grant) = 8 victims served with VAWA funds.

NOTE: If your agency receives VAWA funds but you serve victims of all kinds of crime (e.g. if you are a Sheriff's or Prosecutor's VWAP), you should only report victims of dating violence, sexual assault, domestic violence, stalking, or child victims of domestic violence and co-victims of sexual assault that you served on your VSSR. You **should not** be reporting burglary, larceny or any other type of victim.

- b. Suzy Advocate is funded through your agency's VOCA grant at 50% and Norene Counselor is funded through your VAWA grant at 75%. Suzy Advocate served 50 victims and Norene Counselor treated 30 victims. You should report the following.

$50 * 0.5$ (proportion of Suzy's time paid for with VOCA funds) = 25 victims served with VOCA funds

$30 * 0.75$ (proportion of Norene's time paid for with VAWA funds) = 22.5 (round to 23) victims served with VAWA funds.

The restriction on the kinds of victims that should be reported on your VAWA and/or SASP VSSR applies here as well.

- c. **If you cannot track statistics by the advocate serving the victim...** An alternative method to reporting statistics based on the advocate to whom the case is assigned, may be to report your agency's statistics based on the **proportion of your total budget that each grant represents**. In other words, if you cannot separate the services you provide either by the advocate who provides them or by the grant under which they are funded, you can take all of the statistics per quarter in your agency and multiple them by the proportion of your total agency budget that a grant represents.

Example:

Your agency's budget breakdown is the following:

VOCA Grant – 35%

SASP Grant – 5%

UnitedWay – 15%

Private Donations – 10%

Community Foundation Grants – 10%

Major Events – 15%
5% Funding – 10%

In the first quarter of your VOCA Grant (October 1-December 31) your agency served 25 child sexual abuse victims and 10 sexual assault victims. You would report:

$0.35 * 25 = 9$ child sexual abuse victims
 $0.35 * 10 = 4$ adult sexual assault victims



NOTE: Whatever your cutoff, you must report services and demographic data for those victims as well.

For more information about accurately reporting your victim services statistics, consult the VSSR Guide or contact the Planning & Policy Development Specialist for victim assistance grants.

Subgrantees funded to provide **direct victim services** with SASP funds must also collect **outcome performance measure (OPM)** data from their clients. CJCC has provided survey instruments for subgrantees to distribute to clients who have **substantially completed services**. You will select the survey that is most applicable to the clients you serve. If you have questions about which survey is most applicable, contact the Planning & Policy Development Specialist. **Do not modify or delete any of the survey questions!** You may, however, add your agency's logo and add additional questions if your agency wishes to collect other data.

Surveys should be given to all clients regardless of funding source – unlike the VSSR. OPM surveys are available at CJCC's website under Grants>>Forms & Publications>>Outcome Performance Reporting Tools. They are also available at the [SASP](#) reporting page. Here you will find the OPM guide and Excel spreadsheets to help you tally your data.

Outcome performance measures are reported through online systems specific to your agency's service area. Links for this tool are located on the [SASP](#) reporting page. This link **will be open only during the appropriate reporting periods** (May 1-30, and November 1-30). The surveys and corresponding online reporting system links are listed below:

- [Adult Victim Counseling](#)
- [Court Appointed Special Advocates](#)
- [Domestic Violence Shelter](#)
- [Family/Child Counseling](#)
- [Legal Advocate](#)
- [Legal Services](#)
- [Law Enforcement Victim Witness Assistance Program](#)
- [Prosecution Victim Witness Assistance Program](#)

- [Sexual Assault Center](#)
- [Child Advocacy Center/Sexual Assault Center](#)

There will be no extensions to accommodate late report submissions unless a waiver is requested. Below are reporting due dates (these are also available on CJCC's Google Calendar):

Semi-Annual:	November 1 – April 30	Due: May 30
Annual:	May 1 – October 31	Due: November 30

For more information or technical assistance about collecting or reporting your outcome measure statistics, you may listen to the various webinars posted on [CJCC's YouTube Page](#).

Tardy Programmatic Reports or Continuation Applications: Delays in programmatic reports can cause CJCC to be late in its reporting requirements to our federal partners. Therefore, CJCC takes timeliness in programmatic reports **very seriously**. Please refer to the CJCC's [CJCC's subgrantee compliance policy](#) for the progressive sanctions imposed for chronic tardiness in programmatic or fiscal reports.

If you are late with your programmatic or expenditure reports, you must submit a [Waiver Request](#) within **10 days** after the reporting deadline has expired. Please submit waiver requests for SERs to your Grants Auditor or Specialists. Waiver requests for OPMS, VSSRs and CJSSRs may be sent to the Planning & Policy Development Specialist. Your request will be considered and CJCC may grant the waiver **at its discretion**. The waiver will allow your agency to avoid penalties.

The subgrantee is responsible for abiding by **all special conditions**, reporting requirements, and deadlines. Tardy continuation applications will also result in an automatic recommendation to CJCC's governing council to reduce funding by 10%.

Core Services

The Criminal Justice Coordinating Council (CJCC) strives to be a responsible and exemplary steward of federal funds. In an effort to ensure that limited federal resources pay for basic services for all crime victims in Georgia, CJCC created the core service definitions for various types of programs that the agency typically funds with victim assistance funds from the Office of Justice Programs (OJP) through the Department of Justice (DOJ). Those programs are the Victims of Crime Act (VOCA), administered through the Office for Victims of Crime (OVC), and S.T.O.P. Violence Against Women Act (VAWA) and Sexual Assault Services and Programs (SASP) funds administered through the Office on Violence Against Women (OVW).

These core services were developed in consultation with VOCA, VAWA and SASP subgrantees who provide victim service across the state of Georgia. These standards will be

revised as the response to victimization evolves and improves. The core service definitions outline the basic level of services agencies of various types should provide to be considered for CJCC Victim Services grant funds. The types of programs include: Court Appointed Special Advocates (CASA), Child Advocacy Centers (CAC), Counseling Services, Domestic Violence Shelter & Non-Shelter Programs, Legal Service Programs, Sexual Assault Centers, and Victim Witness Assistance Programs (VWAP).

These core service definitions are also the basis for any programmatic desk audits or site visits. CJCC grant monitoring staff will have a checklist based on these core service definitions to ensure programs are providing a minimum level of services with CJCC's OJP funds. The core service checklists are also provided in the appendix. **Please note** there are no core services for S.T.O.P. VAWA CJSI programs to date. Only victim services programs are required to adhere to the core service standards.

Financial Requirements

Below is a brief overview of the fiscal requirements for SASP subgrantees.

Match Requirement

SASP awardees are exempt from providing matching funds or in-kind goods or services.

Budget Categories – Allowable and Unallowable Costs

Subgrantees are encouraged to refer to "[OMB Circular A-87, Cost Principles for State, Local, and Indian Tribal Governments](#)" or "[OMB Circular A-122, Cost Principles for Non-Profit Organizations](#)" (as applicable to your organization) for a detailed discussion of allowable and unallowable costs on federal grants. Subgrantees should note that they **cannot** request reimbursement for items not listed in their budgets during the course of the grant. If a subgrantee wants to add, change, or remove an item from any of the budget categories approved with their award package, they **must submit** a Subgrant Adjustment Request ("SAR"). Please see the section titled "Subgrant Adjustment Requests" for a discussion of the procedure for submitting these. What follows below is a brief description of allowable and unallowable costs:

(1) Personnel

Personnel costs are eligible if they comply with the statements in the following checklist:

- ✓ Salaries for grant-funded positions must comply with the applicant agency's employee salary classification schedule. Your agency should have submitted a "Salary Authorization Form" with your application to validate salary expenditures.
- ✓ Applicants must submit all grant-funded salaries for CJCC's approval. CJCC will also determine the reasonableness of requested salaries and reserves the right to limit

Costs in this category are eligible if they comply with the statements in the following checklist:

- ✓ All travel expenditures must be in accordance with the most current [State of Georgia Statewide Travel Regulations](#) regardless of the applicant agency's travel policies. Three main provisions include:
 - Funding is authorized for travel within the program's service area only for mileage driven in personal vehicles for program/business purposes and may not exceed .56 cents per mile (the current state maximum), the amount the program specifies as the mileage reimbursement rate, or the lesser of the two;
 - Funding is not authorized for lodging within 50 miles of the subgrantees' place of business; and,
 - Funding is not authorized for meals within thirty (30) miles of the subgrantees' place of business, and when traveling outside a thirty-mile radius, the employee must be away for more than 13 hours.
- ✓ Out-of-state travel must be justified and in accordance with U.S. General Services Administration [\(GSA\) per diem rates](#).
- ✓ Use of unbudgeted grant funds for out-of-state travel requires CJCC 's prior written approval and a sub-grant adjustment.
- ✓ Subgrantees must document program personnel's completion of grant-funded training and certification courses. Subgrantees must justify to CJCC in writing any non-completion of course requirements. Subgrantees may have to cover the cost of training if CJCC fails to approve the justification letter submitted.

(4) Equipment

Equipment is any tangible, non-expendable personal property with a useful life of more than one (1) year and acquisition costs equal to or greater than \$5,000 per unit. Included in the definition of equipment are any other items a subgrantee chooses to capitalize in its own accounting records. Subgrantees may not apportion costs for equipment into smaller components to avoid the true acquisition costs.

A list of equipment purchases must be submitted to CJCC and subgrantees may request additional equipment through grant adjustments. CJCC will authorize equipment if the subgrantee demonstrates that it is necessary, essential to the successful operation of the grant projects and reasonable in cost.

Equipment purchased with grant funds is subject to the [Department of Administrative services' state surplus property procedures](#).

CJCC staff is available to assist sub-grantees with these procedures.

(5) Supplies

Expenditures in this category are eligible if they comply with the statements in the following checklist:

- ✓ Supplies and direct operating expenses are costs directly related to the daily operation of the sub grant program that are not included in any other budget category and have an acquisition cost of less than \$5,000 per unit. Examples of allowable costs include office supplies, shared costs of office equipment, paper, printing, postage, classroom instructional supplies and educational resource materials.
- ✓ Funds **may not** be used to promote a program through paid advertisements or promotion gifts without CJCC's prior written approval.
 - An **exception** – CJCC has allowed in the past for programs to use funds to pay for billboards to advertise a hotline or program services. Such a billboard must display the disclaimer language referenced above under "Printed Materials." CJCC reserves the right to allow or disallow requests on a case-by-case basis.
- ✓ CJCC will not approve use of funds to purchase admission to any amusement park, recreational activity or sporting event.
- ✓ Funds may not be used to pay for gift cards for victims to purchase food or other items. For example, an agency may not request reimbursement from their SASP grant to pay for a WalMart gift card for a victim to purchase emergency household items following a crime. All such purchases must be accompanied by an itemized receipt for a reimbursement to be allowable.
- ✓ The State of Georgia's Non-Employee Group Meals Policy and the [OJP Financial Guide](#) governs subgrantees' use of grant funds for food, meals, beverages and related costs. This policy is included in the State Accounting Office's [Statewide Accounting Policy and Procedure Manual](#).

(6) *Printing*

Expenditures in this category are eligible if they comply with the statements in the following checklist:

- ✓ Business cards are allowable only for SASP funded personnel.
- ✓ Program letterhead is an allowable expense.
- ✓ Costs for printing program-related materials are allowable. **Please see the "Printed Materials" section for the policy on obtaining approval for paying for such materials.**
- ✓ Brochures printed with grant funds must acknowledge the funding source. **Please see the "Printed Materials" section for the required language.**

(7) *Other*

Expenditures in this category are eligible if they comply with the statements in the following checklist:

- ✓ Individual consultant fees may not exceed \$650/day or \$81.25/hour, but may include actual time for preparation, evaluation and travel in addition to the time for the presentation or service. Consultant transportation, hotel, and incidental costs are not included in this maximum amount and may be specified separately under the contract.
 - According to the 2009 OJP financial guide, a **consultant** is “an individual who provides professional advice or services.” CJCC **does not fund** the use of consultants for general organizational administration or strategic planning efforts. All “professional advice or services” **must be directly related** to the provision of victim services, training, or other purpose area under the SASP grant.
 - Subgrantees requesting consultant expenses on their grant must be able to justify the rate they are requesting either using the provider’s billing history for a similar service, or using local market rates. For example, a subgrantee requesting a contract licensed therapist expense may use the therapists’ hourly billing rate with similar clients and submit invoices verifying this rate to justify the amount requested on the grant.
- ✓ Consultants who are state or local government employees, or are personnel at another CJCC-funded nonprofit or nongovernmental agency must show that the time they are spending on the grant is separate from the time CJCC is funding for work at their respective agency.
- ✓ See the **Appendix** for a sample consultant contract.
- ✓ For-profit corporation or nonprofit consulting services must be determined through competitive bidding.
- ✓ Agencies may not request accounting, auditing, or bookkeeping services furnished through an independently-employed individual, unless the agency expends more than \$500,000 in federal funds during its fiscal year. If allowable, these services may not exceed \$81.25/hour or \$650/day. Reimbursement for these services will be pro-rated across all federal funding services.
- ✓ Costs for office rent and utilities are allowable if they are justified and if the agency provides a statement of comparable rates in the area. These costs will be pro-rated for grant-funded staff. Liability costs (such as malpractice insurance) are similarly allowable under these conditions. Subgrantees seeking to recover rent costs must furnish a copy of their lease agreement.

Subgrant Expenditure Reports (SERs)

A subgrantee may submit a request for reimbursement on either a quarterly or monthly basis. Below are the due dates for either quarterly or monthly subgrant expenditure reports. CJCC staff do their best to approve and submit all SERs for payment to GBI within 14 days of receipt. This turn-around time strongly depends on whether the subgrantee has provided all the necessary documentation with their SER and is current with their programmatic reports. **Late programmatic reports or incomplete documentation will delay SER processing.**

Quarterly	30 days after Quarter end date	Ex.: January 1-March 31 Due: April 30
Monthly	15 days after Month end date	Ex.: January 1-January 31 Due: February 15

(1) Helpful Hints for Successful Approval of SERs

- ✓ For your SER to be approved, you **must have all your programmatic reports** (i.e. VSSR) submitted on time. For example, if you request reimbursement on a quarterly basis, and you are requesting payment for grant activities from April 1-June 30, your first Quarter VSSR (due April 30) must be received before you are reimbursed. **Delinquent or incorrect reports will result in delayed reimbursements.**
- ✓ Ensure your SER is on the correct form. You can access this form on [CJCC's website](#). Be sure to use the "VOCA Reporting SER Form."
- ✓ Ensure your authorized grant official has signed these forms. For local government agencies such as District Attorney Offices, this should be your **Board Commission Chair**; for nonprofit organizations, this should be your **Board Chair**. **NOTE:** The authorized grant official can delegate signing authority once he/she signs and submits all award package documents. To delegate this authority, the authorized signor should submit a **signed** letter on official letterhead to your agency's assigned Grants Auditor or Specialist stating the following:

"I _____, [Chairman of the Board of Commissions/Board Chair of XYZ Nonprofit] authorize [Name]_____, [Title]_____ to sign any future forms and documents pertaining to subgrant # _____."
- ✓ Be sure to include any supporting documentation with your SER. These include:
 - Travel Logs – applicable if you are requesting reimbursement for in- or out-of-state travel. Travel logs should include miles traveled if using your personal or company vehicle. Use the "[Travel Expense Statement](#)" under Grants>>Forms & Publications>>Expenditure Reporting Forms to submit this information.

- Invoices – if you are requesting payment for contractor services or equipment costs, please include an invoice verifying the expenses and showing the work performed in the case of contractor services.
- ✓ *Prior Approval is required for training and printing expenses.*

- *Training: External Training Events or Conferences*

If you wish to send your staff to training events or conferences sponsored by other organizations you must submit an agenda detailing the contents of the training 30 days prior to paying for the registration.

The same concerns that apply to your own sponsored training apply to conferences or events held by other organizations. Training should be germane to your project scope and should be primarily focused on identifying and responding to violent crimes against women.

What does CJCC mean by germane? For example, if you are funded for a special victims investigative or prosecutorial unit, you may request for your staff to attend training about investigative techniques for non-stranger sexual assault cases, or for how to conduct an evidence-based prosecution in domestic violence cases. Training that focuses on prevention strategies for violence against women is not allowable.

- Printed Materials

As stated in your special conditions, you must request approval **30 days** prior to sending any publication to print or paying for any publication from an outside provider with SASP funds. The most commonly encountered issue with respect to paying for publications is that the proposed material is overly focused on prevention. If the publication is overly focused on prevention strategies it is unallowable. If you would like CJCC to pay for a publication that contains a substantial amount of prevention information, we may be able only to pay for the portion of the publication that does not include the prevention message. Remember, **publications should focus on alerting victims about the nature of violence against women and the services available to help them.** These requests must be sent to your assigned Grants Auditor or Specialist.

If CJCC approves part of a publication for printing or distribution, you must include the following disclaimer language somewhere on the publication (even if the publication was purchased from another provider):

“Certain portions of this project are supported by Sub-Award No. _____ awarded by the Criminal Justice Coordinating Council administering office for the SASP Formula Grant Program. The opinions, findings, conclusions,

and recommendations expressed on page(s) _____ of this publication does/do not necessarily reflect the views of the Department of Justice, Office on Violence Against Women or the Criminal Justice Coordinating Council. Page(s) ___ of this project is/are beyond the scope of the SASP Formula Grant Program, under which the above award was made, and thus was not funded with award no. _____.”

Also remember that any materials your agency prints that are fully paid for with SASP funds must contain the following acknowledgement language:

“This project is supported by Sub-Award No. _____ awarded by the Criminal Justice Coordinating Council administering office for the SASP Formula Grant Program. The opinions, findings, conclusions, and recommendations expressed in this publication/program/exhibition are those of the author(s) and do not necessarily reflect the views of the Criminal Justice Coordinating Council or the Department of Justice, Office on Violence Against Women.”

○ *Printed Materials that Contain Religious Language*

CJCC proudly funds various faith-based organizations to serve women and children victims of violence in Georgia. However, pursuant to the U.S. Department of Justice’s regulations, Equal Treatment for Faith-Based Organizations (Equal Treatment Regulations), 28 C.F.R. pt. 38, faith-based organizations cannot discriminate in service provision based on religion, nor can they use federal funds for inherently religious activities.

Publications that contain religious language related to an agency’s mission, vision, or goals should include the following disclaimer:

“While [Organization Name] is a [Religious Affiliation]-based organization, it does not use federal financial assistance for explicitly religious activities. [Organization Name] provides services to crime victims regardless of the victim’s religious affiliation and does not require victims to participate in religious activities as a condition of receiving services.”

- Ensure all expenses listed on your SER were incurred during the current grant period. **Expenses incurred either before or after the grant period started will be disallowed** per the OJP Financial Guidelines (Part III - Chapter 2: Period of Availability of Funds, Obligation of Funds).
- Subgrantees have between 15-30 days *after the end of a grant period* (depending on whether they report quarterly or monthly) to submit an SER with final expenses. *All expenses incurred during the last quarter or month of the grant period should be listed on this SER, regardless of whether the agency has completely paid for them.* For example, if your agency purchases a computer as specified in your budget in the last month of the grant award but

intends to pay for the computer on arrival, you must include this incurred expense on your last SER to be reimbursed.

Subgrant Adjustment Requests (SARs)

Subgrantees must use subgrant adjustment requests to alert their Auditor/Examiner or Grant Specialist about any substantive changes related to their grants. Included in your agency's award packet was a subgrant adjustment request form that you must complete and return along with a detailed budget. Your assigned Auditor or Specialist will email you a new SAR form each time they process a previous SAR for you. Like SER forms, this file **cannot** be downloaded from the website and can only be obtained through your assigned Auditor or Specialist.

SARs should be submitted to alert CJCC about any of the following changes to your grant:

- ✓ A change in the Authorized Signature for the grant;
- ✓ A change in the contact information for the Agency Point of Contact
 - NOTE: This is **very important**. We have received emails from frustrated subgrantees or former employees alerting us that we are still sending them grant information when they are no longer employed with an agency. To avoid this, please be sure to submit an SAR whenever your Agency Point of Contact changes. We **will not** change point of contact information based on an email alert or phone call.
- ✓ Changes in budget allocations;
 - All changes to budget allocations must be pertinent to the original project scope. If the budget reallocation request results in a substantial change in your program's scope, it may be disallowed. For example, if you have experienced turnover in personnel and would like to move money from personnel to equipment to purchase a new computer or software system, CJCC may question your request for additional computers, given that you have fewer personnel.
 - All budget allocation changes must be submitted **sixty (60) days prior** to the grant period end (i.e. by November 1 for most SASP grants). Any SARs requesting changes to budget allocations received after the 60th day **will not** be approved. **NOTE:** All budget reallocation SARs must be submitted prior to the last sixty (60) days of the grant period and all expenses included in an SAR must be **anticipated** expenses to be incurred within those last 60 days. CJCC **will not** reimburse subgrantees for unapproved expenses incurred prior to the submission of this final budget reallocation SAR.
- ✓ Changes in program scope or activities.

NOTE: All SARs (except for final budget reallocations) must be submitted for any change **30 days prior** to that change taking effect. If you know that a staff member is leaving the organization or that the grant point of contact will change, please alert CJCC 30 days prior to this change so that staff can ensure the new point of contact receives proper technical

assistance to manage your VOCA grant.

Compliance Monitoring Activities and Other Requirements

As part of its grant monitoring functions, CJCC is required to perform compliance monitoring activities of its subgrantees on at least a biennial basis. There are two types of compliance monitoring activities that CJCC conducts. Site visits give CJCC the opportunity to see all our subgrantees' important work up close, meet the program staff and tour the facility after reviewing all grant-related documents. Desk reviews occur when CJCC staff review all grant-related documents at CJCC and conduct conference calls with the agency's personnel. Generally, CJCC determines if an agency is due for a site visit or a desk review based on either on a risk assessment of subgrantee financial and programmatic viability, subgrantee requests for technical assistance, or a request from CJCC's governing Council.

CJCC staff will alert the subgrantee about an upcoming site visit or desk review at least 2 weeks prior to the visit. The subgrantee's authorized official will receive an announcement letter and document preparation checklists that they must complete prior to the visit. The agency's Executive Director will also receive this communication.

Below is a list of record-keeping requirements that will make your site visit a success and keep your agency in compliance with the guidelines in the federal circulars cited above:

- ✓ Maintain all records related to a subgrant for 3 years after the grant is closed. The clock for record-keeping for a particular grant starts the from the date of notification that the grant has been closed fiscally and programmatically;
- ✓ Keep all receipts related to any supplies or equipment purchases made with grant funds;
- ✓ Maintain an inventory list of all equipment and the grant funds used to pay for each;
- ✓ Ensure you have timesheets for all grant-funded personnel during the grant period;
 - Timesheets should capture the number of hours worked, the grant to which the hours are assigned, and the activities performed on the grant.
- ✓ Ensure you have policies and procedures that separate accounting duties within your organization;
- ✓ Ensure you have an Equal Employment Opportunity Plan, that you have filed this with the Office of Civil Rights (if applicable) or that you have filed a federal [Certification Form](#). Refer to Section "A" of this form to determine if your agency is exempt or go to the Office of Justice Program's Office of Civil Rights [website](#).
- ✓ Keep copies of invoices for contractors listed on the grant and a copy of the contract between your agency and the contractor.
- ✓ Ensure your accounting system is able separate the expenses and revenue for each of your subgrants from other general expenses and revenue or those associated with other grants;
- ✓ Ensure you have non-discrimination policies for service provision and that these policies are made available to clients and employees (described below.)

CJCC staff will review all of these documents, your accounting system, your personnel policies and procedures and a random selection of receipts and other documentation during the site visit or desk review. Staff will also address any programmatic reporting or other issues with which your agency may need technical assistance. For more information and helpful resources, please see the [Compliance Monitoring](#) page at cjcc.georgia.gov.

Non-Discrimination in Service Provision

As recipients of federal funds from the Department of Justice, all subgrantees are subject to the following federal non-discrimination laws:

- ✓ Title VI of the Civil Rights Act of 1964 - 42 USC § 2000d;
- ✓ Section 504 of the Rehabilitation Act of 1973 - 29 USC §794;
- ✓ The Omnibus Crime Control and Safe Streets Act of 1968 - 42 U.S.C. § 3789d(c)(1);
- ✓ Title II of the Americans with Disabilities Act - 42 U.S.C. § 12132;
- ✓ Title IX of the Education Amendments of 1972 - 20 USC § 1681 (applicable to all subgrantees that conduct training);
- ✓ The Age Discrimination Act of 1975 - 42 USC § 6101; and,
- ✓ Equal Treatment for Faith-Based Organizations - 28 C.F.R. Part 38 (prohibits discrimination based on religious affiliation during service delivery).

Information about these laws can be found on the Department of Justice, Office of Civil Rights [website](#). Generally, to be compliant with these laws, subgrantees may not discriminate on the basis of sex, national origin, immigration status, religion, race, color, disability status, or age when providing services. Clients who feel they have been discriminated against may file a complaint with CJCC or the Office of Civil Rights. If a finding of discrimination is made against your agency, you must file these findings with the Office of Civil Rights.

To ensure your agency is providing the best possible services to all persons in your community, you should have a nondiscrimination policy for service provision. Disseminate the policy widely amongst your employees and clients seeking your services. An easy way to ensure all victims you serve are made aware of this policy is to include the language below in any publications or brochure about your agency that you distribute:

“The _____ Program does not discriminate against individuals or groups on the basis of race, color, national origin, religion, sex, immigration status, or disability. If you believe you have been the target of discrimination, you have the right to file a civil rights complaint. Information on how to file a civil rights complaint can be found on the Office of Justice Programs website: <http://www.ojp.usdoj.gov/about/ocr/complaint.htm>. Adverse findings must also be sent to the Criminal Justice Coordinating Council by calling 404.657-1956 or mailing the finding to 104 Marietta St NW, Suite 440, Atlanta, GA 30303.”

Finally, all subgrantees must be prepared to make reasonable accommodations for persons

seeking services who are either limited English proficient (LEP) or disabled to be compliant with the above nondiscrimination laws. For information and resources for providing services to LEP or disabled individuals, visit LEP.gov or Georgia's [Americans with Disabilities Act Coordinator's Office](#). You may also contact CJCC for technical assistance with questions or concerns.

Technical Assistance Resources

CJCC Technical Assistance

CJCC staff is committed to providing all subgrantees the best programmatic and financial technical assistance possible. For technical assistance related to programmatic reports or concerns or fiscal reports please contact:

Financial Reports and Requirements:

Ayanna Campbell Williams, Grants Specialist
Ayanna.Campbell@cjcc.ga.gov
404.657.1976

Tonya Jenkins, Grants Specialist
Tonya.Jenkins@cjcc.georgia.gov
404.657.1998

Monique Stevenson, Auditor/Examiner
Monique.Stevenson@cjcc.ga.gov
404.657.2231

Liz Carignan, Auditor/Examiner
Liz.Carignan@cjcc.ga.gov
404-657-1976

Tiffany Williams, Auditor/Examiner
Tiffany.Williams@cjcc.ga.gov
404-657-2081

Jonathan Peart, Lead Grants Specialist
Peart.Jonathan@cjcc.ga.gov
404.657.1973

Programmatic Reports and Applications:

Betty Barnard, Planning & Policy Development Specialist
Betty.Barnard@cjcc.ga.gov
404.654.5691

Danyelle Thomas, Operations Analyst *(for technical issues with the VSSR or OPM)*

Dionna.Thomas@cjcc.ga.gov
404.654.5695

National Technical Assistance Resources

Below are some websites subgrantees may find useful to the programmatic or fiscal management of their SASP grant.*

(1) Fiscal Grant Management:

Office of Justice Programs, [2013 Financial Guide](#);
Government Auditing Standards, [2003 Revision](#)
Federal Accounting Standards Advisory Board, [Generally Accepted Accounting Principles](#)

(2) Some National and State Resources and OVW-Funded Technical Assistance Websites

Prosecution:

[AEquitas](#)
[National District Attorney's Association](#)

Law Enforcement:

End Violence Against Women International ([EVAWI](#))
International Association of Chiefs of Police ([IACP](#))
Maryland Network Against Domestic Violence ([MNADV](#))

Sexual Assault Nurse Examiners:

Sexual Assault Forensic Examiners Technical Assistance Project ([SAFEta](#))

Judges:

National Center for Juvenile and Family Court Judges ([NCJFCJ](#))
Center for Court Innovation ([CCI](#))
National Judicial Education Program ([NJEP](#))

Cultural Competency:

Immigrant Women Program ([IWP](#))
[ASISTA](#)
Women of Color Network ([WCN](#))
[FaithTrust Institute](#)
Sisters of Color Ending Sexual Assault ([SCESA](#))
[Casa de Esperanza](#)
[The Northwest Network](#)
[FORGE](#)

Domestic Violence/Sexual Assault/Stalking/Dating Violence:

*NOTE: The opinions or facts expressed in these websites do not represent those of CJCC or its staff.

Battered Women's Justice Project ([BWJP](#))
Georgia Coalition Against Domestic Violence ([GCADV](#))
Georgia Network to End Sexual Assault ([GNESA](#))
National Network to End Domestic Violence ([NNEDV](#))
National Coalition Against Domestic Violence ([NCADV](#))
National Network to End Violence Against Immigrant Women ([NNEVAIW](#))
National Sexual Violence Resource Center ([NSVRC](#))
Rape, Abuse, and Incest National Network ([RAINN](#))
National Center for Victims of Crime, Stalking Resource Center ([NCVC, SRC](#))
Victim Rights Law Center ([VRLC](#))

Probation/Parole:

Battered Women's Justice Project ([BWJP](#))
American Probation and Parole Association ([APPA](#))

Batterer Intervention Programs

[Emerge](#)
[Georgia Commission on Family Violence](#)
[The Duluth Model](#)

Appendix 1: 2014 Request for Applications

NATHAN DEAL
GOVERNOR



JACQUELINE BUNN
EXECUTIVE DIRECTOR

The Criminal Justice Coordinating Council (CJCC) is pleased to announce that it is seeking continuation applications for funding under the Sexual Assault Services Program (SASP).

Sexual Assault Services Program (SASP) 2014 Request for Applications

CFDA 16.017

Eligibility

Continuation Funding Only

Applicants are limited to non-profit, non-governmental agencies located in Georgia that received 2013 competitive SASP awards, and that provide services to core services, direct intervention, and related assistance to support direct services to victims and co-victims of sexual violence.

Applicant agencies **should** be certified and eligible to receive Local Victim Assistance (LVAP) 5% funds. Agencies without certification may apply for funding; however, if funding is awarded the agency will have to complete certification requirements prior to drawing down funds.

Deadline

Applications are due at 11:59 p.m. on Saturday, May 31, 2014

Award Period

January 1, 2015-December 31, 2015

Contact Information

For assistance with the requirements of this solicitation, contact:

Shontel Wright at 404-657-1961 or Shontel.Wright@cjcc.ga.gov

Betty Barnard at 404-654-5691 or Betty.Barnard@cjcc.ga.gov

In accordance with the Americans with Disabilities Act, the State will provide reasonable accommodation for persons with disabilities. If you need a reasonable accommodation, please contact CJCC at 404-567-1956 or TTY: 404-463-7650.

Release Date: May 2, 2014

Sexual Assault Services Program (SASP) 2014 Request for Application

Deadline: Applications due at 11:59 p.m. on May 31, 2014

Criminal Justice Coordinating Council

The Criminal Justice Coordinating Council (CJCC) is designated by the Governor of Georgia as the State Administering Agency for criminal justice and victims' assistance programs. Created by the General Assembly (O.C.G.A. § 35-6A-2), the Council is comprised of twenty-four members representing various components of the criminal justice system. CJCC is charged with fiscal oversight of the Sexual Assault Services Program (SASP).

The Criminal Justice Coordinating Council (CJCC) is soliciting applications for the SASP Grant Program. Agencies must submit an application to be considered for funding from the SASP Grant Programs. Agencies are encouraged to read this entire RFA thoroughly before preparing and submitting their grant application. This application is open to all agencies meeting eligibility guidelines for the SASP program; decisions about grant awards will be determined through a continuation process.

Overview

The Office on Violence Against Women (OVW) is a component of the United States Department of Justice (DOJ). Created in 1995, OVW implements the Violence Against Women Act (VAWA) and subsequent legislation and provides national leadership on issues of sexual assault, domestic violence, dating violence, and stalking. Since its inception, OVW has supported a multifaceted approach to responding to these crimes through implementation of grant programs authorized by VAWA. By forging state, local and tribal partnerships among police, prosecutors, judges, victim advocates, health care providers, faith leaders and others, OVW grants help provide victims with the protection and services they need to pursue safe and healthy lives, while improving communities' capacity to hold offenders accountable for their crimes.

The Sexual Assault Services 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. The OVW administers several grant programs, including the SASP and S.T.O.P. VAWA Formula Grant Programs.

Women and men of all ages, as well as children, can be victims of sexual assault. The perpetrator can be a relative, acquaintance (e.g., boyfriend/girlfriend, friend, coworker, neighbor), or a stranger. Nearly half of all women and 1 in 5 men have experienced some form of sexual violence in their lifetime. Also, nearly 1 in 5 (18.3%) women and 1 in 71 men (1.4%) in the United States have been raped at some time in their lives.

For many victims, it takes years to recover from the physical and psychological trauma of rape and other forms of sexual violence. 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.

The Sexual Assault Services Formula Grant Program (SASP Formula Grant Program) directs grant dollars to states and territories to assist them in supporting rape crisis centers and other nonprofit, nongovernmental organizations or tribal programs that provide core services, direct intervention, and related assistance to victims of sexual assault. Rape crisis centers and other nonprofit and tribal organizations, such as dual programs providing both domestic violence and sexual violence intervention services, play a vital role in assisting sexual assault victims through the healing process, as well as assisting victims through the medical, criminal justice, and other social support systems. Funds provided through the SASP Formula Grant Program are designed to **supplement** other funding sources directed at addressing sexual assault on the state and territorial level.

Program Scope

Activities supported by the SASP Formula Grant Program are determined by statute, federal regulations, and OVW policies. If an applicant receives an award, the funded project is bound by the provisions of this solicitation, the OVW Financial Guide, any updates to the Financial Guide, and the conditions of the recipient's award.

Purpose Areas

Overall, the purpose of the SASP Formula Grant Program is to provide intervention, advocacy, accompaniment (e.g., accompanying victims 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 such victims; and
- Those collaterally affected by the victimization (e.g., friends, coworkers, classmates), **except** for the perpetrator of such victimization.

In FY 2014, funds under the SASP Formula Grant Program may be used for the following purposes:

- To support the establishment, maintenance, and expansion of rape crisis centers and other nongovernmental or tribal programs and projects to assist those victimized by sexual assault, without regard to the age of the individual.

SASP Formula grants shall be used to provide grants to rape crisis centers² and other non-profit, nongovernmental organizations or tribal programs for programs and activities that provide direct intervention and related assistance. Intervention and related assistance may include:

- 24-hour hotline services providing crisis intervention services and referral;
- Accompaniment and advocacy through medical, criminal justice, and social support systems, including medical facilities, police, and court proceedings;
- Crisis intervention, short-term individual and group support services, and comprehensive service coordination and supervision to assist sexual assault victims and non-offending family or household members;
- Information and referral to assist the sexual assault victim and non-offending family or household members;
- Community-based, culturally specific services and support mechanisms, including outreach activities for underserved communities; and
- The development and distribution of materials on issues related to the services described in the previous bullets.

Note: The SASP Formula Grant Program emphasizes the establishment, maintenance, and expansion of rape crisis centers and other nonprofit, nongovernmental organizations, such as dual programs addressing domestic violence and sexual assault, for the provision of direct intervention, core services, and related assistance to adult, youth, and child victims of sexual assault. **Under the SASP Formula Grant Program, grant funds cannot be used to support sexual assault forensic examiner projects or criminal justice activities (e.g., law enforcement, prosecution, courts, or forensic interviews).**

A. Eligibility

Awards are limited to 2013 Competitive Award recipients. **Please note that the Criminal Justice Coordinating Council has not approved individual allocation amounts for this solicitation. Any award made pursuant to this solicitation is dependent upon the receipt and availability of federal grant awards and any requirements/conditions attached thereto.**

Awards are limited to rape crisis centers and nonprofit, nongovernmental or tribal organizations that provide services to crime victims in order to be eligible to receive SASP funds. These organizations include, but are not limited to, sexual assault and rape treatment centers.

SASP subgrantees must certify that they meet the core service requirements for at least one of the core service types listed in the appendix. One of these core service types must be a Sexual Assault Program.

Additional Specific Eligibility Requirements

Below are established eligibility criteria that must be met by all organizations that receive SASP funds. These funds are to be awarded to applicants only for providing services to victims of crime through their staff. Each applicant organization shall meet the following requirements:

- **Public or non-profit organization** – To be eligible to receive SASP funds, organizations must be operated by a public or private non-profit organization, or a combination of such organizations, and provide services to crime victims. Public organizations are limited to

² The term “rape crisis center” means a nonprofit, nongovernmental, or tribal organization, or governmental entity in a state other than a territory that provides intervention and related assistance to victims of sexual assault without regard to their age. In the case of a governmental entity, the entity may not be part of the criminal justice system (such as a law enforcement agency) and must be able to offer a comparable level of confidentiality as a nonprofit entity that provides similar victim services. 42 U.S.C. § 13925(a)(25).

governmental entities that provide direct and intervention and related assistance to victims of sexual assault and are not part of the criminal justice system.

- **Record of effective services** – Demonstrate a record of providing effective services to crime victims. This includes having the support and approval of its services by the community, and a history of providing direct services in a cost effective manner and financial support from other sources. For a glossary of terms and services, please refer to the [2014 VSSR Guide](#).
- **Promote community efforts to aid crime victims** - Promote community-based coordinated public and private efforts to aid crime victims. Coordination may include, but is not limited to, serving on state, federal, local, or Native American task forces, commissions, working groups, coalitions, and/or multi-disciplinary teams. Coordination efforts also include developing written agreements that contribute to better and more comprehensive services to crime victims.
Coordination efforts qualify an organization to receive SASP victim assistance funds but are not activities that can be supported with SASP funds.
- **Help victims apply for compensation benefits** - Such assistance may include identifying and notifying crime victims of the availability of compensation, assisting them with the application forms and procedures, obtaining necessary documentation, and/or checking on claim status.
- **Comply with federal rules regulating grants** - Applicants must comply with the applicable provisions of SASP, the Program Guidelines, and the requirements of the OJP Financial Guide, effective edition (<http://www.ojp.usdoj.gov/FinGuide/>), which includes maintaining appropriate programmatic and financial records that fully disclose the amount and disposition of SASP funds received. This includes financial documentation for disbursements, daily time and attendance records specifying time devoted to allowable SASP victim services, client files, the portion of the project supplied by other sources of revenue, job descriptions, contracts for service, and other records which facilitate an effective audit.
- **Comply with CJCC grant requirements** – Agencies must adhere to financial and programmatic guidelines; comply with deadlines; and provide all information to CJCC as requested in a timely fashion.
- **Services to victims of federal crimes** - Applicants must provide services to victims of federal crimes on the same basis as victims of state and/or local crimes.
- **Promote victim safety** – CJCC prohibits activities that compromise victim safety, such as requiring victims to meet with offenders.
- **No charges to victims for SASP-funded services** - Applicants must provide services to crime victims at no charge through the SASP-funded project.
- **Nondisclosure of confidential and private information** – Eligible agencies must have policies and procedures in place that protect the confidentiality and privacy of persons receiving services. Absent informed, written, reasonably time-limited consent, agencies must not disclose, reveal, or release any personally identifying information or individual information collected in connection with services requested, utilized, or denied through a subgrantee program regardless of whether the information is encoded, encrypted, hashed, or otherwise protected. The term ‘personally identifying information’ or ‘personal information’ means **individually** identifying information **for or about** an individual. This includes information likely to disclose the location of a victim of domestic violence, dating violence, sexual assault, or stalking, , including
 - a first and last name;
 - a home or other physical address;
 - contact information (including a postal, e-mail or Internet protocol address, or telephone or facsimile number);
 - a social security number, driver license number, passport number, or student identification number; and
 - any other information, including date of birth, racial or ethnic background, or religious affiliation, that would serve to identify any individual.

Measures taken to maintain confidentiality of this information must be consistent with applicable Federal, state and local laws regarding privacy and confidentiality. Minors who receive services

without parental or guardian consent can authorize the release of information without the consent of their parents or guardians. The federal statute requires subgrantees to **document compliance** with confidentiality and privacy provisions. As stated above, Criminal Justice agencies must collaborate with victim service providers to ensure victim safety, confidentiality and autonomy, and to promote victims' economic independence.

- **5% Certification and Eligibility** – Applicant agencies **should** be certified and eligible to receive 5% funds. Agencies without certification may apply for funding; however, if funding is awarded the agency will have to complete certification requirements prior to drawing down funds.

Activities that Compromise Victim Safety and Recovery

The following activities have been found to jeopardize victim safety, deter or prevent physical or emotional healing for victims, or allow offenders to escape responsibility for their actions:

- Procedures or policies that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on their actual or perceived age, immigration status, race, religion, sexual orientation, gender identity, mental health condition, physical health condition, criminal record, work in the sex industry, or the age and/or gender of their children;
- Procedures or policies that compromise the confidentiality of information and privacy of persons receiving OVW-funded services;
- Crafting policies that deny individuals access to services based on their relationship to the perpetrator;
- Developing materials that are not tailored to the dynamics of sexual assault or the culturally specific population to be served;
- 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 for protection); and
- Crafting policies that require the victim to report the sexual assault to law enforcement.

Out-of-Scope Activities

The following activities are out of program scope and will not be supported by the SASP Formula Grant Program funding:

- Research projects (This does not include program assessments conducted only for internal improvement purposes. See section on Research and Protection of Human Subjects in the FY 2014 Solicitation Companion Guide at <http://www.ovw.usdoj.gov/docs/companion-guide-10-16-12.pdf>.)
- Sexual assault forensic examiner projects
- Activities focused on prevention efforts (e.g., bystander intervention, social norm campaigns, presentations on healthy relationships, etc.)
- Criminal justice-related projects, including law enforcement, prosecution, courts, and forensic interviews
- Domestic violence services that do not relate to sexual violence

B. Reporting Requirements

CJCC requires that grantees comply with and fully participate in the financial, program, and evaluation reporting for this grant program.

Annual Progress Reports: As a result of VAWA 2000, all grant recipients are statutorily required to report on the effectiveness of their projects, and the Attorney General must report to Congress on the effectiveness of each grant program. Therefore, grantees funded under this program must collect and

maintain data that measures their effectiveness. Subgrantees are required to submit an Annual Progress Report to CJCC in addition to quarterly VSSRs and semiannual OPMs.

CJCC staff will send the Annual Progress Report and instructions to subgrantees by January 15, 2015. Subgrantees are required to complete and submit the report to CJCC by February 15, 2015. The report covers the previous grant year, January 1, 2014-December 31-2014. CJCC will review and validate the reports and follow up with subgrantees as appropriate. CJCC has until March 30, 2015 to submit the reports to OVW. Forms and instructions can be found at the [Measuring Effectiveness Initiative website](#).

If the Office on Violence Against Women detects any errors (provided in the “Red Flag Report”) your agency must supply the CJCC 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 sub grant 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.

Quarterly Progress Reports: All SASP grant recipients will be required to submit reports on their program outputs supported by SASP funding on a quarterly basis. SASP subgrantees 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. SASP subgrantees must collect data according to the categories of the VSSR. Victimization and service definitions are provided in the [2014 VSSR Guide](#), which is posted on CJCC’s website. All statistical reports are due 30 days following the end of the quarter.

VSSR QUARTERLY PROGRESS REPORTS	
REPORTING PERIOD	DUE ON OR BEFORE THE FOLLOWING DATES
October 1 – December 31	January 30
January 1 – March 31	April 30
April 1 – June 30	July 30
July 1 – September 30	October 30

All statistical reports must be submitted electronically using CJCC’s online reporting tool. Recipients will receive the link for the reporting tool, along with a username and password to complete their report, on a quarterly basis. Failure to submit these output reports in a timely manner will significantly delay any Subgrant Expenditure Reimbursements (SERs) submitted within the grant period. Continued delays will result in a staff recommendation to reduce noncompliant agencies’ award amounts.

Semi-Annual Outcome Reports: All SASP grant recipients must use the survey instruments (revised October 2012) on the CJCC’s website to submit reports on their program outcomes. The instruments are categorized by the type of victim an agency serves. SASP recipients must follow the updated version of the [Outcome Performance Measurement Guide](#). The [surveys](#) are available on the CJCC website, along with Excel spreadsheets to compile and aggregate data from individual clients.

Outcome performance data is reported twice per year. Because the outcome survey should be provided to all clients, regardless of whether their services were supported by SASP funding, the due dates and

reporting periods do not correspond to the SASP grant year. Outcome performance reporting dates for ALL victim services sub grant recipients are as follows:

OUTCOME PERFORMANCE MEASURES	
REPORTING PERIOD	DUE ON OR BEFORE THE FOLLOWING DATES
November 1 – April 30	May 30
May 1 – October 30	November 30

Failure to submit these outcome reports in a timely manner will significantly any SERs submitted within the grant period. Continued delays will result in a staff recommendation to reduce noncompliant agencies' award amounts.

Monthly or Quarterly Subgrant Expenditure Requests: Upon accepting the award, each agency is required to indicate whether it agrees to submitting Monthly or Quarterly Subgrant Expenditure Requests (SERs) to CJCC. Monthly SERs are due on the 15th day of the month immediately following the month in which expenses were incurred; i.e., an SER for expenses incurred in January is due by February 15. Quarterly SERs are due on the following dates for the corresponding financial reporting periods:

QUARTERLY SERs	
FINANCIAL REPORTING PERIOD	DUE ON OR BEFORE THE FOLLOWING DATES
October 1 – December 31	January 30
January 1 – March 31	April 30
April 1 – June 30	July 30
July 1 – September 30	October 30

Failure to submit these financial reports in a timely manner will significantly delay any SERs submitted within the grant period. Continued delays will result in a staff recommendation to reduce noncompliant agencies' award amounts.

C. Other Requirements

Fiscal Accountability

Commingling of funds on either a program-by-program or project-by-project basis is prohibited.

The subrecipient's accounting system must maintain a clear audit trail for each source of funding for each fiscal budget period and include the following:

- a) Separate accountability of receipts, expenditures, disbursements and balances. CJCC recommends creating an account in your accounting system for each grant using the grant number provided by CJCC.
- b) Itemized records supporting all grant receipts, expenditures and match contributions in sufficient detail to show exact nature of activity.
- c) Data and information for each expenditure and match contribution with proper reference to a supporting voucher or bill properly approved.
- d) Hourly timesheets describing work activity, signed by the employee and supervisor, to document hours personnel worked on grant related activities. Match hours must be documented in same manner.
- e) Maintenance of payroll authorizations and vouchers.
- f) Maintenance of records supporting charges for fringe benefits.
- g) Maintenance of inventory records for equipment purchased, rented, and contributed.
- h) Maintenance of billing records for consumable supplies (i.e., paper, printing) purchased.
- i) Provisions for payment by check.
- j) Maintenance of travel records (i.e., mileage logs, gas receipts).
- k) Lease Agreements, contracts services, and purchases of equipment that adhere to established procurement processes.

Office of Civil Rights

Pursuant to 28 C.F.R. Section 42.302 all recipients of federal funds must be in compliance with EEOP and Civil Rights requirements. All programs that receive SASP funds or are subawarded SASP funds via program agreements are required to conform to the grant program requirements. If there is a violation to this it may result in suspension or termination of funding, until such time as the recipient is in compliance. Information on required Civil Rights trainings can be found at <http://ojp.gov/about/ocr/assistance.htm>.

Nondiscrimination

Federal laws prohibit recipients of financial assistance from discriminating on the basis of race, color, national origin, religion, sex, or disability in funded programs or activities, not only in respect to employment practices but also in the delivery of services or benefits. Federal law also prohibits funded programs or activities from discriminating on the basis of age in the delivery of services or benefits. Findings of discrimination must be submitted to the Office for Civil Rights and to CJCC.

The S.T.O.P. VAWA 2013 Reauthorization prohibits discrimination based on sexual orientation and gender identity. The VAWA 2013 provision further provides that "If sex segregation or sex-specific programming is necessary to the essential operation of a program, nothing in this paragraph shall prevent any such program or activity from consideration of an individual's sex. In such circumstances, grantees may meet the requirements of this paragraph by providing comparable services to individuals who cannot be provided with the sex-segregated or sex-specific programming."

Limited English Proficiency (LEP) Individuals

In accordance with Department of Justice Guidance pertaining to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, recipients of federal assistance must take reasonable steps to provide meaningful access to their programs and activities for persons with limited English proficiency. For more information access <http://www.lep.gov>.

Equal Employment Opportunity Plans

The applicant agency must meet the requirements of 28 CFR 42.301 et seq., Equal Employment

Opportunity Plans (EEO). The plan must cover the grant period specified in the application. If your agency needs technical assistance in preparing an Equal Employment Opportunity Plan, please contact the Office for Civil Rights Compliance Specialist, Office of Justice Programs, Washington, D.C., (202) 307-0690.

Grant Acceptance/Request for Funds

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

Special Conditions

At the time of the subgrant award, CJCC will assign special conditions for each approved project. Each subgrantee should refer to their award packet for their special conditions. Applicants agree to comply with all the guidelines set forth by the Criminal Justice Coordinating Council. These guidelines can be found in the [Subgrantee Programmatic and Fiscal Compliance Policy](#) on CJCC's website. Any programmatic and fiscal non-compliance may result in a reduction of the award.

Other

Applicants must comply with all forms, assurances, and certifications attached to this RFA. This includes maintaining a DUNS number, EIN, active registration with the System for Award Management (SAM), and other federal forms as requested by CJCC in the award packet.

D. Application Submission Instructions

Applications must be submitted online via Adobe forms at <https://adobeformscentral.com/?f=BLF-0qEKSXr7Bds1Cn-Hmw>. Agencies with more than one 2013 award from CJCC **must** submit a separate application for each grant number to receive continuation funding for that award. Applicants will not be able to log out or log back in once the application is started. CJCC recommends that each applicant compile all information requested in this RFP before beginning the online application, and allowing 2-3 hours for completion.

Applicants who experience technical difficulties or emergency circumstances should contact Shontel Wright immediately at Shontel.Wright@cjcc.ga.gov or 404.657.1961 to request an extension or alternate method of applying.

Applications must be submitted **by 11:59pm on Saturday, May 31, 2014. There is no commitment on the part of CJCC to fund an application or to fund it at the amount requested.**

All line items within the budget are subject to review and approval. Decisions related to these budget line items are based on allowability, justification and reasonableness.

The application must be completed and submitted in accordance with RFP guidelines for submission or the proposal may be disqualified. Applications for funding will undergo reviews by CJCC staff, the Victim Assistance Grants Committee, and the Council. At any point during these reviews, a decision not to fund a project or any part thereof may be made. These decisions are within the complete discretion of CJCC.

Basic Information

The first section includes basic information about the applicant agency and its main points of contact for

the application. You will also be asked to enter your 2013 SASP grant number. This seven-digit grant number must be in the format I13-8-999 and will begin with I13-8. Failure to indicate your correct grant number may result in a miscategorization of an application and a delay in funds. Remember, if your agency has more than one award through CJCC, you must apply for continuation funding separately using each grant number.

Project Narrative

1. Project Information

Please title your project and include the federal award amount.

2. Service Area and Congressional District

Indicate the counties served during 2013 and the Congressional District(s) served by the project. Agencies can look up Congressional Districts at <https://www.govtrack.us/congress/members/GA>.

3. Project Description

In this section, explain the target population for the project. Include the geographic area targeted, the number of people to be targeted, and the relevant characteristics of those people. Also provide a brief description of your agency. Next, describe the SASP-funded project activities, goals and services offered. Describe the need for your SASP-funded activities. Indicate whether or not your project will have changes in scope, activities or services from the previous grant year.

In the next section, indicate how many full-time equivalent (FTE) positions you intend to fund with the SASP award. Please prorate staff time to reflect time spent on SASP -funded activities. Next, indicate information on any Multi-disciplinary Team efforts. Finally, please indicate the languages in which your SASP-funded staff members are proficient.

D. Project Activities

Indicate the SASP -funded project's adherence to authorized purpose areas, use of funds, number of paid and volunteer staff, and ways that the SASP -funded program meets the priority and underserved allocation requirements if applicable. You will also enter the agency type, budget information, type of victimizations served and services provided, in addition to your agency's core services type.

1. Authorized Purpose Areas:

- To support the establishment, maintenance, and expansion of rape crisis centers and other nongovernmental or tribal programs and projects to assist those victimized by sexual assault, without regard to the age of the individual.
- 24-hour hotline services providing crisis intervention services and referral;
- Accompaniment and advocacy through medical, criminal justice, and social support systems, including medical facilities, police, and court proceedings;
- Crisis intervention, short-term individual and group support services, and comprehensive service coordination and supervision to assist sexual assault victims and non-offending family or household members;
- Information and referral to assist the sexual assault victim and non-offending family or household members;
- Community-based, culturally specific services and support mechanisms, including outreach activities for underserved communities; and
- The development and distribution of materials on issues related to the services described in the previous bullets.

2. These SASP Funds will primarily be used to (check one):

- Expand services into a new geographic area
- Offer new types of services
- Serve additional victim populations
 - Continue existing services to crime victims
- Fulfill a state priority area
- Other (Please explain):

3. For the proposed victim services program indicate:

The number of paid staff _____ (full-time equivalents)

4. Identify any and or all of the SASP Subgrant Award funds that will be used to meet the priority and underserved requirements (please indicate both dollar amount and percentage of FEDERAL SASP Funds utilized toward each category):

a) Underserved Populations:

Rural	\$ _____ / _____ %
Racial or ethnic minority ³	\$ _____ / _____ %
Incarcerated	\$ _____ / _____ %
LGBTQQIA	\$ _____ / _____ %
Men and boys	\$ _____ / _____ %
Religious minority	\$ _____ / _____ %
Immigrant or refugee	\$ _____ / _____ %
Other (please explain):	\$ _____ / _____ %

b) State Priority Areas for SASP:

Expansion to counties without an SAC	\$ _____ / _____ %
Increase SANE/SAFE services	\$ _____ / _____ %
Form new partnerships	\$ _____ / _____ %
Existing agencies expand to include sexual assault services	\$ _____ / _____ %

c) My agency serves neither underserved populations nor meets any of the identified state priority areas.

5. Type of Implementing Agency (check the appropriate boxes):

- Rape Crisis Center
- Non-Profit Non-Governmental
 - Hospital
 - Religious Organization
 - Shelter
 - Mental Health Agency
 - Community-based Organization
- Other (Please explain) _____

6. Please provide the total amount of funding allocated to victim services based on your agency's prior year and current fiscal year budget.

³ "Racial and ethnic minorities" as defined in section 1707(g) of the Public Health Service Act, which means "American Indians (including Alaska Natives, Eskimos, and Aleuts); Asian Americans; Native Hawaiians and other Pacific Islanders; Blacks; and Hispanics."

<i>Funding Source</i>	<i>Prior Year</i>	<i>Current Year</i>
a) Federal (excluding SASP)	\$ _____	\$ _____
b) SASP Funds	\$ _____	\$ _____
c) FVPSA	\$ _____	\$ _____
d) RPE	\$ _____	\$ _____
e) State	\$ _____	\$ _____
f) Local	\$ _____	\$ _____
g) Other (Please explain)	\$ _____	\$ _____

7. Check the services provided by this SASP-funded project (SASP Subgrant plus Match):

- Crisis Counseling
- Follow-up Contact
- Therapy
- Group Treatment
- Crisis Hotline Counseling
- Shelter/Safe House
- Information & Referral (In-Person)
- Criminal Justice Support/Advocacy
- Emergency Financial Assistance
- Emergency Legal Assistance
- Assistance in Filing Compensation Claims
- Personal Advocacy
- Telephone Contacts (Information & Referral)
- Other (Please explain) _____

8. Select your core service agency type:

- Court Appointed Special Advocates (CASA)
- Child Advocacy Center (CAC)
- Counseling Services
- Domestic Violence Program - Shelter
- Domestic Violence Program – Non-Shelter
- Legal Services
- Sexual Assault Center (SAC)
- Victim Witness Assistance Program (VWAP) – Law Enforcement
- Victim Witness Assistance Program (VWAP) – Prosecution
- Victim Witness Assistance Program (VWAP) – Community-based

9. Please list the languages spoken by program staff funded by this SASP-funded project (including matching funds)

Budget

Applicants must attach a budget using either the [Budget Detail Worksheet](#). Staff will review the budget and provide feedback on whether line items are allowable, reasonable and justifiable.

The 2014 SASP awards are only for continuation funding. The award amount received in 2013 should remain the same, pending availability of federal funds and compliance with programmatic and fiscal requirements imposed in your special conditions. Your budget should reflect the federal award amount received in 2013. Please see the appendix for the list of 2013 awards by grant ID number, which details the agency’s name, program type and federal award amount.

Program Income

“Program income” is gross income earned during the funding period by the recipient as a direct result of the grant award. As a general rule, the CJCC does not allow SASP applicants to earn or use program income.

Allowable and Unallowable Costs

A list of unallowable costs is provided in the appendix.

Supplantation

Funds must be used to supplement existing funds for program activities and cannot replace or supplant funds that have been appropriated for the same purpose.

Certification and Completion

Before you submit, review your application from start to finish to ensure you submit complete and accurate information. To finalize the application, please enter the name of the person submitting the application and initials to certify completion. **Remember to submit the application** when you are finished with this section. If more than one application is submitted for the same grant number, CJCC will only accept the most recent application.

E. ATTACHMENTS

CJCC does not require attachments for the 2014 SASP Application other than the budget. The required attachments listed below **will be included in each subgrantee’s award packet** and must be completed in full in order to activate the grant. Please carefully read and follow the instructions on all forms.

- Designation of Grant Officials
- Standard Assurances
- Certifications Regarding Lobbying, Debarment, Suspension and other Responsibility Matters
- Disclosure of Lobbying Activities
- Audit Requirements
- Civil Rights Contact
- Special Conditions
- If applicable:
 - Non-profit applicants must submit a copy of their 501(c)(3) certificate
 - Non-profit applicants must submit an organizational chart for the entire program and job descriptions for all employees included in the proposed budget
 - Fully executed Memoranda of Understanding and support letters as they demonstrate collaboration and support among stakeholders
 - If grant funds are requested to pay for an IT network or computer system, proof that the system or network blocks pornography
 - Copies of contracts, personnel action forms, leases and other documentation to support line-item costs claimed on the grant

F. APPLICATION AND AWARD TIMELINE

CJCC strives for transparency in its SASP application and award process. The working timeline for applications and awards is as follows:

Milestone	Target Date
Release RFAs and open application	May 1, 2014
Application closes	May 31, 2014
CJCC staff review	June 1-30, 2014
Target dates for Committee and Council meetings	July 1-15, 2014
CJCC sends award packets to subgrantees	August 1, 2014
Award packets due to CJCC	September 15, 2014
Start of SASP grant year	January 1, 2015

Funding Decisions and Appeals

All funding decisions related to the SASP grant program from this solicitation are based on the availability of funding and recommendations of the CJCC staff review panel to the Victim Assistance Grants Advisory Committee. The Committee votes to accept or deny staff recommendations, which are subject to the Council's approval.

CJCC 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 CJCC's Executive Director. Applicants have the opportunity to **appeal the initial funding decision within fifteen business days of the date on which the denial notice was postmarked.**

G. APPLICATION WEBINARS AND TECHNICAL ASSISTANCE

CJCC staff will conduct an application webinar on the following date and time:

	SASP
DATE	Wednesday, May 14, 2014
TIME	10am-12pm

To sign up for a webinar, please register here: <https://www1.gotomeeting.com/register/395773968>. Registration confirmation will be sent to the email specified. Webinars will cover both the RFA and the online application, and will conclude with a Q&A. The webinars will be recorded and available at cjcc.georgia.gov.

Applicants may also contact members of the Victim Assistance Unit for technical assistance. CJCC does not coach applicants or provide feedback on the quality of the proposed application. CJCC does provide feedback on whether or not financial or programmatic activities are allowable, reasonable and/or justifiable.

APPENDICES

A. Allowable and Unallowable Costs

1. Allowable Costs and Services

- **Outreach activities and materials** notifying victims and the public of available services and resources for sexual assault victims.
- **Dual Sexual Assault and Domestic Violence programs** – SASP funds may be used to support dual programs that provide sexual assault and domestic violence services to enhance their provision of direct intervention and related assistance tailored for victims of sexual assault.
- **Support for Underserved Populations** - Increase support for underserved populations, particularly communities of color, in a culturally appropriate manner, with a special emphasis on addressing the African-American, tribal, and Lesbian, Gay, Bisexual, and Transgender (LGBT) communities, as well as individuals with disabilities and Deaf individuals.
- **Immediate Health and Safety** - Those services which respond to the immediate emotional and physical needs (**excluding medical care**) of crime victims such as crisis intervention; accompaniment to hospitals for medical examinations; hotline counseling; emergency food, clothing, transportation, and shelter (including emergency, short term nursing home shelter for elder abuse victims for whom no other safe, short-term residence is available); and other emergency services that are intended to restore the victim's sense of security. This includes services which offer an immediate measure of safety to crime victims such as boarding-up broken window, and replacing or repairing locks. Also allowable is emergency legal assistance such as filing restraining orders and obtaining emergency custody/visitation rights when such actions are directly connected to family violence cases and are taken to ensure the health and safety of the victim.
- **Mental Health Assistance** - Those services and activities that assist the primary and secondary victims of crime in understanding the dynamics of victimization and in stabilizing their lives after a victimization such as counseling, group treatment, and therapy. "Therapy" refers to intensive professional psychological/psychiatric treatment for individuals, couples, and family members related to counseling to provide emotional support in crises arising from the occurrence of crime. This includes the evaluation of mental health needs, as well as the actual delivery of psychotherapy.
- **Assistance with Participation in Criminal Justice Proceedings** - In addition to the cost of emergency legal services noted above, other costs associated with helping victims participate in the criminal justice system also are allowable. These services may include advocacy on behalf of crime victims; accompaniment to criminal justice offices and court; transportation to court; child care or respite care to enable a victim to attend court; notification of victims regarding trial dates, case disposition information, and parole consideration procedures; and assistance with victim impact statements.
- **Costs Necessary and Essential to Providing Direct Services** - This includes pro-rated costs of rent, utilities (in certain situations, i.e. a shelter), transportation costs for victims to receive services, emergency transportation costs that enable a victim to participate in the criminal justice system and local travel expenses for service providers.

- **Special Services** - Services to assist crime victims with managing practical problems created by the victimization such as acting on behalf of the victim with other service providers, creditors, or employers; assisting the victim to recover property that is retained as evidence; assisting in filing for compensation benefits; and, helping to apply for public assistance.
- **Personnel Costs** - Costs that are directly related to providing direct services, such as staff salaries and fringe benefits, including malpractice insurance; the cost of advertising to recruit SASP-funded personnel; and the cost of training paid and volunteer staff.

2. Other Allowable Costs and Services

The services, activities, and costs listed below are not generally considered direct crime victim services but often are necessary and essential activities to ensure that quality direct services are provided. Before these costs can be supported with SASP funds, the applicant must certify that they have no other source of support for them; and that only limited amounts of SASP funds will be used for these purposes. The following list provides examples of such items:

- **Skills Training for Staff** - SASP funds designated for training are to be used exclusively for developing the skills of direct service providers including paid staff and volunteers, so that they are better able to offer quality services to crime victims. An example of skills development is training focused on how to respond to a victim in crisis, and the travel expenses associated with this training, provided that they meet the State of Georgia's Travel Regulations as referenced in Section 4 of this application. **Please note that the CJCC will only reimburse these types of expenses for staff approved in the budget and for volunteers.**
- **Training Materials** - SASP funds can be used to purchase materials such as books, training manuals, and videos for direct service providers within the SASP -funded organization and can support the costs of a trainer for in-service staff development when the amounts do not exceed federal standards. Staff from other organizations can attend in service training activities that are held for the applicant staff.
- **Equipment and Furniture** - SASP funds may be used to purchase furniture and equipment that provides or enhances direct services to crime victims, as demonstrated by the SASP applicant.
- SASP funds **cannot** support the entire cost of an item that is not used exclusively for program eligible victim-related activities. However, SASP funds can support a pro-rated share of such an item. In addition, applicants cannot use SASP funds to purchase equipment for another organization or individual to perform a victim-related service. Examples of allowable costs may include beepers, typewriters, computers, video-tape cameras and players for interviewing children, two-way mirrors, equipment and furniture for shelters, work spaces, victim waiting rooms, and children's play areas.
- The cost of furniture, equipment such as Braille equipment or TTY/TTD machines for the deaf, or minor building alterations/improvements that make victim services more accessible to persons with disabilities and/or limited English proficiency are allowable.
- **Advanced Technologies** - At times, computers may increase an applicant's ability to reach and serve crime victims. For example, automated victim notification systems have dramatically improved the efficiency of victim notification and enhanced victim security.
 - In making such expenditures, SASP applicants must describe to the state how the computer equipment will enhance services to crime victims; how it will be

integrated into and/or enhance the applicant's current system; the cost of installation; the cost of training staff to use the computer equipment; the on-going operational costs, such as maintenance agreements and supplies; and how these additional costs will be supported, as maintenance costs **cannot** be supported with SASP funds.

- **Contracts for Professional Services** - SASP funds generally should not be used to support contract services. At times, it may be necessary for SASP applicants to use a portion of the SASP grant to contract for specialized services. Examples of these services include assistance in filing restraining orders or establishing emergency custody/visitation rights (the provider must have a demonstrated history of advocacy on behalf of domestic violence victims); emergency psychological or psychiatric services; or sign and/or interpretation for the hearing impaired or for crime victims whose primary language is not English.
 - Applicants are **prohibited** from using SASP funds for contracted services which contain administrative, overhead, or other indirect costs included in the hourly or daily rate.
- **Operating Costs** - Examples of allowable operating costs include supplies; equipment use fees, when supported by usage logs; printing; photocopying, and postage; brochures which describe available services; and books and other victim-related materials. SASP funds may support administrative time to complete SASP -required time and attendance sheets and programmatic documentation, reports, and statistics; administrative time to maintain crime victims' records; and the pro-rated share of audit costs.
- **Supervision of Direct Service Providers** - State administrators may provide SASP funds for supervision of direct service providers when they determine that such supervision is necessary and essential to providing direct services to crime victims. For example, a state administrator may determine that using SASP funds to support a coordinator of volunteers or interns is a cost-effective way of serving more crime victims.
- **Repair and/or Replacement of Essential Items** - SASP funds may be used for repair or replacement of items that contribute to maintaining a healthy and/or safe environment for crime victims, such as a furnace in a shelter. Applicants wishing to use SASP funds for these purposes must demonstrate the following:
 - That the building is owned by the applicant organization and not rented or leased.
 - All other sources of funding have been exhausted.
 - There is no available option for providing the service in another location.
 - That the cost of the repair or replacement is reasonable considering the value of the building.
 - The cost of the repair or replacement is pro-rated among all sources of income.
- **Public Presentations** - SASP funds may be used to support presentations that are made in schools, community centers, or other public forums and designed to identify crime victims and provide or refer them to needed services. Specifically, activities and costs related to such programs including presentation materials, brochures, and newspaper notices can be supported by SASP funds.

3. Unallowable Costs and Services

- Forensic medical exams and/or sexual assault forensic examiner projects for sexual assault victims are **not** allowable under SASP. Forensic interviews are considered

primarily investigative activities and are **not** direct victim services. Positions dedicated exclusively to investigative functions are not allowable. However, expenses for positions that combine forensic interviewing with other direct service functions may be pro-rated to exclude that proportion of time not dedicated to direct victim services.

- Criminal justice activities and projects such as law enforcement, prosecution, or court programs may not be supported with SASP funds.
- Expenses for positions whose primary responsibility is the coordination of inter-agency response teams or task forces, including Child Abuse Response Team, Sexual Assault Response Team, or Domestic Violence Task Force coordinators are not covered under SASP.
- Positions whose primary responsibility is agency administration and management, which includes attending board meetings, managing human resources and financial administration, are not covered under SASP.
- Personnel-related expenses for an Executive Director and/or Volunteer Coordinator whose functions include recruiting, training, and supervising volunteers who provide direct victim services may be reimbursed for that portion of their functions that are tied to volunteers. Reimbursement for such positions will be pro-rated to exclude that proportion of their time dedicated to agency administrative or support staff responsibilities.
- Expenses for positions whose primary responsibilities include staff support (e.g. secretary, administrative assistant, data entry specialist), fundraising, or public relations.
- Expenses for positions and related activities, whose primary function is community education and prevention, not outreach to victims.
- Purchasing and/or leasing a vehicle.
- Building renovations, including minor activities such as painting or carpeting.
- Conducting research, which **does not include** pre- and post-testing training recipients or conducting victim satisfaction or outcome surveys. In conducting such testing or surveys to assess program effectiveness, sub grantees may not collect, analyze or disseminate any information that may reveal a private person's or victim's identity.

Some public and nonprofit organizations that offer services to sexual assault victims are not eligible for SASP funding. These organizations include, but are not limited to:

- **Federal Agencies:** These include U.S. Attorneys' offices and FBI field offices. Receipt of victim services funds would constitute an augmentation of their federal budget with money intended for state agencies. However, private nonprofit organizations that operate on federal land may be eligible sub grantees.

- **In-patient treatment facilities:** These include those designed to provide treatment to individual with drug, alcohol, and/or mental health conditions.

B. 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,
- Purchase of real property,
- Construction,
- Physical modifications to buildings, including minor renovations (such as painting or carpeting)

C. Core Services by Agency Type

The Criminal Justice Coordinating Council (CJCC) strives to be a responsible and exemplary steward of federal funds. In an effort to ensure that limited federal resources pay for basic services for all crime victims in Georgia, CJCC created the core service definitions for various types of programs that the agency typically funds with victim services grant funds.

These standards are based on extant program models across the state and should be revised as the response to victimization evolves and improves. The core service definitions outline the basic level of services agencies of various types should provide to be considered for CJCC Victim Services grant funds. The types of programs defined herein include: Court Appointed Special Advocates (CASA), Child Advocacy Centers (CAC's), Counseling Services, Domestic Violence Shelter & Non-Shelter Programs, Legal Service Programs, Sexual Assault Centers, and Victim Witness Assistance Programs.

These core service definitions are also the basis for any programmatic desk audits or site visits. CJCC grant monitoring staff will have a checklist based on these core service definitions to ensure programs are providing a minimum level of services with CJCC funds.

Child Advocacy Center (CAC)

The Criminal Justice Coordinating Council requires that any child advocacy center funded with VOCA, VAWA, or SASP funds must provide the following basic services and meet the following criteria:

- Provide counseling for child abuse victims – either in-house or through a linkage agreement
- Provide referral services to necessary social services
- To be a member of a multi-disciplinary team comprised of law enforcement, prosecution, victim advocates, medical, and child welfare officials
- Notify and assist the victim about his/her eligibility for victim's compensation

- Advocate on the child’s behalf for services and expedite case processing
- Review a child’s court case(s)
- Track the child’s case to ensure that the child is not lost in the criminal justice or other government system(s)
- Provide services to non-offending caregivers and other secondary victims of child abuse
- Provide training to other officials such as law enforcement, prosecutors and judges about the effects child abuse and negligence and strategies for effectively handling such cases
- Obtain a Memorandum of Understanding with agencies with which they partner on the multi-disciplinary team as applicable
- Ensure that all services are available for persons with limited English proficiency or provide referrals for culturally and linguistically services where appropriate
- Advocate staff must have at least 40 hours of initial training specific to providing direct victim services either through the Office for Victims of Crime, Victim’s Assistance Training Online, the National Organization for Victim’s Assistance (NOVA) or other body that provides training specific to serving crime victims

Court-Appointed Special Advocates (CASA)

Based on the statutorily mandated minimum standards, best practices in Georgia and nationally, and on training requirements, CJCC defines CASA programs as follows:

- All CASA volunteers must complete at least 30 hours of training before serving in court; additionally, CASA volunteers must complete 12 hours per year of continuing education
- CJCC CASA programs must be affiliates of the state umbrella agency – Georgia Court Appointed Special Advocates (GACASA) – and members of the National Court Appointed Special Advocates Association
- Conduct independent investigations of a child’s case – which may include interviewing the parties in the case, the child’s family, and any social agency employees who work with the child
- Maintain regular contact with the child at least once per month
- Provide written reports to the court for each scheduled hearing
- Advocate on the child’s behalf to have court hearings scheduled so the case can be resolved
- Advocate for judicial review of a child’s case
- Attend at all court hearings about the child’s case
- Work with all parties involved in a deprivation proceeding
- Review court documents pertaining to the child’s case
- Refer, as appropriate and necessary, to other social service agencies
- Notify and assist the victim about his/her eligibility for victim’s compensation
- Ensure that all services are available for persons with Limited English Proficiency (LEP) or provide referrals for culturally and linguistically appropriate services as needed
- Advocate staff must have at least 40 hours of annual training specific to providing direct victim services either through the Office for Victims of Crime, Victim’s Assistance Training Online, the National Organization for Victim’s Assistance (NOVA) or other body that provides training specific to serving crime victims

Counseling Services

The Criminal Justice Coordinating Council outlines specific requirements for programs providing **therapy or counseling services** in-house or via contract with a **licensed** counselor/therapist:

- The in-house or contract counselor or therapist must have a **Georgia-specific** license.
- If the in-house or contract therapist uses interns or license-eligible therapists to supervise group therapy sessions or provide individual therapy, that person(s) must be supervised by a **Georgia-licensed** therapist or counselor.
- All counselors or therapists must conduct an intake and needs assessment that must include an assessment for acute mental illness, trauma or substance abuse prior to treating any patient. The therapist or counselor should have an up-to-date referral list for patients that he/she cannot treat because their needs are beyond the scope of the therapist's expertise.
- The organization or contract therapist should have a protocol to ensure that therapy services are available to persons with specific cultural needs and/or physical/mental disability needs. Such a protocol may include a referral list for cultural or language appropriate therapy services.
- Any in-house or contract therapy provider or counselor must attend at least **5 hours** of continuing education per year related to treating or serving crime victims. If the agency provides services via contract with an outside provider, the training requirement must be stipulated in the contract and proof that the contractor has met the annual requirement should be on file with the contracting agency.

Specific requirements for programs providing peer support groups:

- The person leading any peer support group must receive training specific to leading such support groups.
- Persons leading support groups must receive at least **5 hours** of continuing education per year related to providing services to crime victims.
- Any support group should have a baseline curriculum with specific goals and objectives toward which members are working. Such a curriculum should be clearly defined, but flexible enough to accommodate the specific needs of various groups.
- Organizations providing support groups should have a protocol to make accommodations to meet the needs of individuals with specific cultural needs and/or physical/mental disability needs. Such a protocol may include a referral list for culturally or language appropriate peer support group services.
- Notifying and assisting the victim about his/her eligibility for victim's compensation
- **Any provider who is only providing peer support groups may not advertise that they offer "therapy or counseling services" per O.C.G.A. § 43-10A.**

Domestic Violence Programs

The Criminal Justice Coordinating Council (CJCC) funds two types of domestic violence agencies community-based non-shelter programs, and shelter-based domestic violence programs. Below is a list of basic services any domestic violence programs funded with VOCA, VAWA, or SASP funds must provide:

- **Non-Shelter, Community-based agencies:**
 - New direct service volunteers must have 10 hours of training
 - New staff members who will be providing victim services must have 40 hours of training prior to allowing them to serve victims unsupervised
 - Refer to the statewide or national domestic violence hotline provided in the agency's outgoing voicemail for any victim calling after normal business hours
 - Refer to and help with obtaining emergency or safe shelter for victims who qualify and are eligible
 - Refer to services that meet the needs of children who witness or are victims of domestic violence, if the agency does not have a program for child victims
 - Provide or have partnership to provide peer support groups run by a facilitator who is trained to run domestic violence support groups
 - Refer to therapy or counseling by a licensed professional counselor, psychologist, or psychiatrist
 - Assist or have partnerships that assist with filing petitions for temporary protective orders, immigration filings where appropriate, and court accompaniment to hearings
 - Refer to legal help or advocacy related to other civil, criminal or immigration matters where a licensed attorney is required
 - Notify and assist the victim about his/her eligibility for victim's compensation
 - Advocate with social service providers such as TANF agencies, unemployment offices etc.
 - Assist victims with finding permanent or transitional housing or referral to agencies that specialize in these services
 - Inform and refer victims to proper parenting without the use of violence
 - If the agency provides parenting classes in-house, a model or set curriculum should be followed.
 - Provide follow-up services when the client consents to be contacted and it is safe to do so
 - Conduct community outreach and awareness about the effects of domestic violence
 - Have a written, publicized policy that the agency serves all victims of domestic violence regardless of sex, race, ethnicity, sexual orientation, age, religion, or immigration status
 - Have a written plan to provide services available to Limited English Proficient victims
 - Conduct a written or verbal, standardized dangerousness and/or lethality assessment that is consistently administered to all clients along with safety planning
- **Shelter-Based Programs**
 - Provide all the services mentioned for non-shelter, community-based agencies above

- Provide staff 24-hours per day 7 days per week, including holidays, to admit victims into the shelter
- Be able to ensure any victim contacting the shelter is placed in safe, emergency housing, including:
 - Housing the victim in your shelter;
 - Calling other organizations or shelters for the victim to be placed
 - Providing funds for a victim to stay in a hotel, if necessary
- Have shelter accommodations sufficient to house dependent children of the victims seeking their services
- Provide services to help victims with dependent children make arrangements with their child's school and other social services
- Maintain an updated shelter bed availability count in the DHS database
- Assist with making transportation arrangements for victims who cannot get to the shelter, court hearings etc.

Legal Services Providers

Legal Services Providers funded with VOCA, VAWA, or SASP funds must provide the following services. Because some of those activities would overlap with the work of Victim Witness Assistance Programs, CJCC narrowly defines Legal Services and makes the following distinction between legal **advocacy** and legal **services**:

Legal Advocacy:

- Legal Advocacy services may not require the assistance of an attorney barred under the State of Georgia;
- Lay advocates must be trained to assist victims with filing temporary protection orders. Such advocates must be specifically trained and certified to provide such assistance. Acceptable training includes the VAWA-funded Georgia Legal Services Temporary Protective Order training, or other training as approved by CJCC;
- Legal Advocacy thus includes:
 - Assistance with filing the Georgia Crime Victim's Compensation Program
 - Assistance filing a temporary protective order
 - Accompanying the victim to a first appearance and subsequent hearings
 - Assisting the victim with contacting an offender's probation or parole officer – particularly with respect to TPO violations
 - Assisting the victim with advocating for no contact constraints or stay away bond conditions
 - Assisting the victim with obtaining a warrant for an offender's arrest
 - Referring the victim to legal counsel with respect to custody, or divorce or immigration matters
 - Educating the victim about his/her role in the criminal justice process
 - Assistance with and coordination with attorneys or Board of Immigration Appeals-certified advocate for filing T- or U-Visa paperwork, or a VAWA self-petition
 - Outreach to underserved communities to identify potential victims of crime and provide services

- Ensure that all services are available for persons with limited English proficiency or provide referrals for culturally and linguistically services where appropriate

Legal Services:

- Legal services require assistance from a state barred attorney, or in the case of immigration law, a Board of Immigration Appeals-accredited representative
- Both VOCA and VAWA allow legal services that help ensure the victim's immediate safety
- Legal Services include:
 - Assistance with completing and filing a T- or U-Visa paperwork, or VAWA self-petition on a victim's behalf;
 - Legal immigration counsel and/or representation with remedies under the Violence Against Women Act and/or The Victims of Trafficking and Violence Prevention Act before USCIS; ICE; Immigration Court
 - Assistance with divorce or custody legal filings and appearing on the victim's behalf in court
 - Assistance with eviction proceedings, if the eviction results from the victimization
 - Assistance with filing contempt petitions when a temporary protection order is violated and representation at 2nd TPO hearings
 - Drafting demand letters or lawsuits on behalf of victims of financial abuse or fraud to restore lost property
 - Outreach to underserved communities to identify potential victims of crime and provide services
 - Ensure that all services are available for persons with Limited English Proficiency or provide referrals for culturally and linguistically services where appropriate

Sexual Assault Programs

The Criminal Justice Coordinating Council requires that any sexual assault center funded with VOCA, VAWA, or SASP funds must provide the basic services below:

Training for staff and volunteers:

- Prior to being allowed unsupervised contact with clients, sexual assault center staff must complete 24 hours of training. Staff must maintain their advocacy skills with 10 hours of continuing education per year.
- Prior to being allowed unsupervised contact with clients, volunteers must complete 10 hours of training. Volunteers must maintain their service skills with 10 hours of continuing education per year.
- Advocate staff must have at least 40 hours of training specific to providing direct victim services either through the Office for Victims of Crime, Victim's Assistance Training Online, the National Organization for Victim's Assistance (NOVA) or other body that provides training specific to serving crime victims

Core services include:

- A 24/7 crisis hotline
- Referrals to and assistance with obtaining social or legal services, where applicable
- Notifying and assisting the victim about his/her eligibility for victim's compensation
- Accompaniment to medical evaluations, and with client consent or at his/her request, to police interviews, and court hearings
- In-house provision or referral for licensed counseling and/or support groups run by a trained facilitator as requested or necessary
- Community education and awareness about the impact of sexual assault, including outreach about available services to victims and criminal justice professionals
- Participation on Sexual Assault Response Teams (SARTs), if any exist in the center's community
- Ensure that all services are available for persons with limited English proficiency or provide referrals for culturally and linguistically services where appropriate

Victim Witness Assistance Programs - Law Enforcement & Prosecution

The Criminal Justice Coordinating Council requires that victim witness assistance program funded with VOCA, VAWA, or SASP funds must provide the following services: below Georgia's Association of Chiefs of Police and Georgia's Prosecuting Attorneys Council have model policies and minimum service requirements for law enforcement and prosecutor's agencies, respectively (Georgia Association of Chiefs of Police, 2009; Georgia Prosecuting Attorney Council, 2006). The policies and minimum services are based in part on the Crime Victims Bill of Rights. CJCC recommends the core service definitions below for Law Enforcement VWAPs and Prosecutors VWAPS as the minimum requirement, since these are necessary to enforcing the basic rights outlined in the Crime Victims' Bill of Rights:

Law Enforcement VWAP:

- Educate the victim about his or her role in the criminal justice process and provide a summary of follow-up actions the agency will take
- Notify and assisting the victim about his/her eligibility for victim's compensation
- Notify the victim about victim services within the area
- Provide the victim with contact information for case updates and follow-up, upon the victim's request, and if applicable
- Notify the victim about the status of temporary protective orders and their eligibility to apply for such orders
- Advocate on the victim's behalf with the Sheriff's office or Police Department, or provide training to law enforcement agencies, to ensure that the victim's information is taken so he/she can be notified of the defendant's status – e.g. of arrest, of release from incarceration or on bond, and/or of potential bond conditions
- Make all services available to victims with Limited English Proficiency (LEP)
- Advocate staff must have at least 40 hours of training specific to providing direct victim services either through the Office for Victims of Crime, Victim's Assistance Training Online, the National Organization for Victim's Assistance (NOVA) or other body that provides training specific to serving crime victims

Prosecutor’s VWAP:

- Assist victims with recovering any property taken as evidence or recovered by the police
- Provide referral services to agencies that can provide counseling or other social services the victim might need
- Notify and assist the victim about his/her eligibility for victim’s compensation
- Assist victims with obtaining restitution from the accused
- Assist victims with filing a victim impact statement
- Notify victims of any court hearings at which they must or might want to be present
- Educate the victim about his or her role in the criminal justice process
- Notify the victim about any proceeding at which the release of the accused will be considered and provide the victim with the opportunity to express his/her opinion regarding potential release
- If the accused is found guilty and sentenced to jail, connect the victim with the victim services division in the corrections department and assist the victim with registering for offender status notifications
- Advise the victim about his/her right to wait during judicial proceedings in an area separate from the accused
- Serve as the liaison between the victim and the prosecutor assigned to the case
- Provide support to the victim during trial process, in meetings with prosecutor, and at court hearings
- Have a written plan to be ready to provide services to victims who are Limited English Proficient
- Advocate staff must have at least 40 hours of training specific to providing direct victim services either through the Office for Victims of Crime, Victim’s Assistance Training Online, the National Organization for Victim’s Assistance (NOVA) or other body that provides training specific to serving crime victims

D. 2013 Allocations

Please note that the Criminal Justice Coordinating Council has not approved individual allocation amounts for this solicitation. Any award made pursuant to this solicitation is dependent upon the receipt and availability of federal grant awards and any requirements/conditions attached thereto.

Agency	Grant ID	Program	Award	Match
Friends of Greenhouse, Inc.	I13-8-001	Sasp - Sexual Assault Center	47,807	0
Harmony House Child Advocacy Center, Inc.	I13-8-005	Sasp - Sexual Assault Center	54,624	0
International Women's House, Inc.	I13-8-002	Sasp - Sexual Assault Center	44,064	0
Rape Crisis & Sexual Assault Services	I13-8-003	Sasp - Sexual Assault Center	55,000	0
Sexual Assault Support Center, Inc.	I13-8-004	Sasp - Sexual Assault Center	62,976	0
YWCA of Northwest Georgia	I12-8-006	Sasp - Sexual Assault Center	33,333	0

APPENDIX 2: 2014 SASP Special Conditions

CRIMINAL JUSTICE COORDINATING COUNCIL

SEXUAL ASSAULT SERVICES PROGRAM

SPECIAL CONDITIONS

SUBGRANTEE: Agency name

SUBGRANT NUMBER: I13-8-000

1. Federal laws that apply to subgrantees of financial assistance from the DOJ prohibit discrimination on the basis of race, color, national origin, religion, sex, or disability in funded programs or activities, not only in employment but also in the delivery of services or benefits. A federal law also prohibits subgrantees from discriminating on the basis of age in the delivery of services or benefits. In March of 2013, President Obama signed the Violence Against Women Reauthorization Act of 2013. The statute amends the Violence Against Women Act of 1994 (VAWA) by including a nondiscrimination grant condition that prohibits discrimination based on actual or perceived race, color, national origin, religion, sex, disability, sexual orientation, or gender identity. The new nondiscrimination grant condition applies to certain programs funded after October 1, 2013. The OCR and the OVW have developed answers to some frequently asked questions about this provision to assist subgrantees of VAWA funds to understand their obligations. The Frequently Asked Questions are available at <http://ojp.gov/about/ocr/vawafaqs.htm>.

Initials _____

2. The Violence Against Women Reauthorization Act of 2013 added a new civil rights provision that applies to all OVW grants issued in FY 2014 or after. This provision prohibits OVW subgrantees from excluding, denying benefits to, or discriminating against any person on the basis of actual or perceived race, color, religion, national origin, sex, gender identity, sexual orientation, or disability in any program or activity funded in whole or in part by OVW. The subgrantee acknowledges that it will comply with this provision.

Initials _____

3. In accordance with DOJ guidance pertaining to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, subgrantees of federal financial assistance must take reasonable steps to provide meaningful access to their programs and activities for persons with limited English proficiency (LEP). See U.S. Department of Justice, Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, 67 Fed. Reg. 41,455 (2002). For more information on the civil rights responsibilities that subgrantees have in providing language services to LEP individuals, please see the website <http://www.lep.gov>.

In addition, subgrantees that provide hotline services will provide documentation of a contract for 24 hour language interpretation services for callers who do not speak English. Subgrantees that provide hotline services will ensure that its TTY machine is operable at all times and that all staff, volunteers and interns who answer the hotline receive training and ongoing review of TTY answering procedures.

Initials _____

4. The subgrantee agrees to comply with the applicable requirements of 28 C.F.R. Part 38, the Department of Justice regulation governing "Equal Treatment for Faith Based Organizations" (the "Equal Treatment Regulation"). The Equal Treatment Regulation provides in part that Department of

Justice grant awards of direct funding may not be used to fund any inherently religious activities, such as worship, religious instruction, or proselytization. Subgrantees of direct grants may still engage in inherently religious activities, but such activities must be separate in time or place from the Department of Justice funded program, and participation in such activities by individuals receiving services from the subgrantee or a sub-grantee must be voluntary. The Equal Treatment Regulation also makes clear that organizations participating in programs directly funded by the Department of Justice are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion.

Faith-based organizations should also note that the Omnibus Crime Control and Safe Streets Act (Safe Streets Act) of 1968, as amended, 42 U.S.C. § 3789d(c); the Victims of Crime Act of 1984, as amended, 42 U.S.C. § 10604(e); the Juvenile Justice and Delinquency Prevention Act of 1974, as amended, 42 U.S.C. § 5672(b); and VAWA, Pub. L. No. 113-4, sec. 3(b)(4), 127 Stat. 54, 61-62 (to be codified at 42 U.S.C. § 13925(b)(13)) contain prohibitions against discrimination on the basis of religion in employment. Despite these nondiscrimination provisions, the DOJ has concluded that it may construe the Religious Freedom Restoration Act (RFRA) on a case-by-case basis to permit some faith-based organizations to receive DOJ funds while taking into account religion when hiring staff, even if the statute that authorizes the funding program generally forbids subgrantees from considering religion in employment decisions.

Please consult with the OCR if you have any questions about the regulation or the application of RFRA to the statutes that prohibits discrimination in employment.

Initials _____

5. All subgrantees of Federal financial assistance, regardless of the particular funding source, the amount of the grant award, or the number of employees in the workforce, are subject to the prohibitions against unlawful discrimination. Accordingly, Criminal Justice Coordinating Council investigates subgrantees that are the subject of discrimination complaints from both individuals and groups. In addition, based on regulatory criteria, Criminal Justice Coordinating Council selects a number of recipients each year for compliance reviews, audits that require recipients to submit data showing that they are providing services equitably to all segments of their service population and that their employment practices meet equal employment opportunity standards.

Initials _____

6. In addition to these general prohibitions, an organization which is a subgrantee of financial assistance subject to the nondiscrimination provisions of the Omnibus Crime Control and Safe Streets Act (Safe Streets Act) of 1968, 42 U.S.C. § 3789d(c), or other Federal grant program requirements, must meet two additional requirements:(1) complying with Federal regulations pertaining to the development of an Equal Employment Opportunity Plan (EEO), 28 C.F.R. § 42.301-.308, and (2) submitting to OCR Findings of Discrimination (see 28 C.F.R. §§ 42.205(5) or 31.202(5)).

Initials _____

7. The OCR issued an advisory document for subgrantees on the proper use of arrest and conviction records in making hiring decisions. See Advisory for Recipients of Financial Assistance from the U.S. Department of Justice on the U.S. Equal Employment Opportunity Commission's Enforcement Guidance: Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964 (June 2013), available at http://www.ojp.usdoj.gov/about/ocr/pdfs/UseofConviction_Advisory.pdf. Recipients should be mindful that the misuse of arrest or conviction records to screen either applicants for employment or employees for retention or promotion may have a disparate impact based on race or national origin, resulting in unlawful employment discrimination. In light of the Advisory, subgrantees should consult local counsel in reviewing their employment practices. If warranted, subgrantees should also incorporate an analysis of the use of arrest and conviction records in their Equal Employment Opportunity Plans (EEOs) (see below).

Initials _____

8. An organization that is a subgrantee of financial assistance subject to the nondiscrimination provisions of the Safe Streets Act, must meet two obligations: (1) complying with the federal regulation pertaining to the development of an EEOP (see 28 C.F.R. pt. 42, subpt. E) and (2) submitting to the OCR findings of discrimination (see 28 C.F.R. §§ 42.204(c), .205(c)(5)).

Initials _____

9. The subgrantee acknowledges that failure to submit an acceptable Equal Employment Opportunity Plan (if subgrantee is required to submit one pursuant to 28 C.F.R. Section 42.302), that is approved by the Office for Civil Rights, is a violation of its Certified Assurances and may result in suspension or termination of funding, until such time as the subgrantee is in compliance.

If your organization has less than fifty employees or receives an award of less than \$25,000 or is a nonprofit organization, a medical institution, an educational institution, or an Indian tribe, then it is exempt from the EEOP requirement. To claim the exemption, your organization must complete and submit Section A of the Certification Form, which is available online at <http://www.ojp.usdoj.gov/about/ocr/pdfs/cert.pdf>.

If your organization is a government agency or private business and receives an award of \$25,000 or more, but less than \$500,000, and has fifty or more employees (counting both full- and part-time employees but excluding political appointees), then it has to prepare a Utilization Report (formerly called an EEOP Short Form), but it does not have to submit the report to the OCR for review. Instead, your organization has to maintain the Utilization Report on file and make it available for review on request. In addition, your organization has to complete Section B of the Certification Form and return it to the OCR. The Certification Form is available at <http://www.ojp.usdoj.gov/about/ocr/pdfs/cert.pdf>.

If your organization is a government agency or private business and has received an award for \$500,000 or more and has fifty or more employees (counting both full- and part-time employees but excluding political appointees), then it has to prepare a Utilization Report (formerly called an EEOP Short Form) and submit it to the OCR for review within sixty days from the date of this letter. For assistance in developing a Utilization Report, please consult the OCR's website at <http://www.ojp.usdoj.gov/about/ocr/eeop.htm>. In addition, your organization has to complete Section C of the Certification Form and return it to the OCR. The Certification Form is available at <http://www.ojp.usdoj.gov/about/ocr/pdfs/cert.pdf>.

To comply with the EEOP requirements, you may request technical assistance from an EEOP specialist at the OCR by telephone at (202)307-0690, by TTY at (202) 307-2027, or by e-mail at EEOSubmission@usdoj.gov.

Initials _____

10. Subgrantee agencies are required by Criminal Justice Coordinating Council to clearly post a non-discrimination policy in accordance with the subconditions. This policy shall be visible to and easily accessed by all staff, board members, and clients. The policy shall also contain information on how to lodge a claim of discrimination with the subgrantee agency.

If in the three years prior to the date of the grant award, your organization has received an adverse finding of discrimination based on race, color, national origin, religion, or sex, after a due-process hearing, from a state or federal court or from a state or federal administrative agency, your organization must send a copy of the finding to the OCR and to CJCC.

Initials _____

11. The subgrantee understands and agrees that award funds may not be used to discriminate against or denigrate the religious or moral beliefs of students who participate in programs for which financial assistance is provided from those funds, or of the parents or legal guardians of such students.

Initials _____

12. Pursuant to U.S. Attorney General Order No. 23532001, and O.C.G.A. §50 - 36 1(d), public or private nonprofit service providers that deliver inkind (noncash) services necessary to protect life or safety and do not charge for said services based on the recipients' income, may neither require clients seeking their organization's services to verify their immigration status nor deny services based on the clients' legal status. (Department of Justice (2001), Final Specification of Community Programs Necessary for Protection of Life or Safety Under Welfare Reform Legislation, (A.G. Order No. 23532001) 66 FR 3613.) Agencies providing said services shall establish a policy ensuring all victims have access to services regardless of immigrant status, and shall promulgate same with staff and clients seeking services.

Any law enforcement or prosecution subgrantee that provides inkind (noncash) services necessary to protect life or safety and does not charge for said services based on the recipients' income shall not deny these services to any crime victim who seeks their protection based on the victim's immigration or legal status, nor shall the agency require any victim who contacts them in good faith to verify their immigration status prior to delivering services. (Department of Justice (2001), Final Specification of Community Programs Necessary for Protection of Life or Safety Under Welfare Reform Legislation, (A.G. Order No. 23532001) 66 FR 3613.; O.C.A §17-5-100(f)).

Initials _____

13. The subgrantee understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of any contract or subaward to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries, without the express prior written approval of OJP.

Initials _____

14. The subgrantee agrees to comply with applicable requirements regarding registration with the System for Award Management (SAM) (or with a successor government-wide system officially designated by OMB and OJP). The subgrantee also agrees to comply with applicable restrictions on subawards to first-tier subgrantees that do not acquire and provide a Data Universal Numbering System (DUNS) number. The details of subgrantee obligations are posted on the Office of Justice Programs web site at <http://www.ojp.gov/funding/sam.htm> (Award condition: Registration with the System for Award Management and Universal Identifier Requirements), and are incorporated by reference here. This special condition does not apply to an award to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).

Initials _____

15. The subgrantee agrees to abide by all administrative and financial guidelines as stipulated in the current edition of the Office of Justice Program's Financial Guide for Grants available at <http://www.ojp.usdoj.gov/financialguide/>. All services paid by federal and/or matching funds must have a valid contract that has been preapproved by the Criminal Justice Coordinating Council to ensure compliance with federal and state guidelines and statutes.

Initials _____

16. The subgrantee agrees to comply with the financial and administrative requirements set forth in the current edition of the Office on Violence Against Women (OVW) Financial Grants Management Guide.

Initials _____

17. Pursuant to 28 CFR §66.34, the Office on Violence Against Women reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, in whole or in part (including in the creation of derivative works), for Federal Government purposes: (a) any work that is subject to copyright and was developed under this award, subaward, contract or subcontract pursuant to this award; and (b) any work that is subject to copyright for which ownership was purchased by a recipient, subrecipient or a contractor with support under this award. In addition, the recipient (or subrecipient, contractor or subcontractor) must obtain advance written approval from the Office on Violence Against Women program manager assigned to this award, and must comply with all conditions specified by the program manager in connection with that approval before: 1) using award funds to purchase ownership of, or a license to use, a copyrighted work; or 2) incorporating any copyrighted work, or portion thereof, into a new work developed under this award. It is the responsibility of the recipient (and of each subrecipient, contractor or subcontractor as applicable) to ensure that this condition is included in any subaward, contract or subcontract under this award.

Initials _____

18. The subgrantee agrees to comply with all relevant statutory and regulatory requirements which may include, among other relevant authorities, the Violence Against Women Act of 1994, P.L. 103-322, the Violence Against Women Act of 2000, P.L. 106-386, the Omnibus Crime Control and Safe Streets Act of 1968, 42 U.S.C 3711 et seq., the Violence Against Women and Department of Justice Reauthorization Act of 2005, P.L. 109-162, the Violence Against Women Reauthorization Act of 2013, P.L. 113-4, and OVW's implementing regulations at 28 CFR Part 90.

Initials _____

19. CJCC, upon a finding that there has been substantial failure by the subgrantee to comply with applicable laws, regulations, and/or the terms and conditions of the award or relevant solicitation, will terminate or suspend until CJCC is satisfied that there is no longer such failure, all or part of the award, in accordance with the provisions of 28 CFR Part 18, as applicable mutatis mutandis.

Initials _____

20. The subgrantee agrees that if they receive any funding that is duplicative of funding received under this grant, they will notify their CJCC grant manager as soon as possible so that a Subgrant Adjustment Request (SAR) can be issued modifying the budget and project activities to eliminate the duplication. Further, the subgrantee agrees and understands that any duplicative funding that cannot be re-programmed to support non-duplicative activities within the program's statutory scope will be deobligated from this award and returned to OVW.

Initials _____

21. The subgrantee agrees to abide by all SASP Program Guidelines as detailed in "OVW Sexual Assault Services Formula Grant Program: Frequently Asked Questions," which are available at: <http://www.ovw.usdoj.gov/docs/sasp-faqs.pdf>.

Initials _____

22. The subgrantee agrees that grant funds will not be used to support the development or presentation of a domestic violence, sexual assault, dating violence and/or stalking curriculum for primary or secondary schools. The subgrantee further agrees that grant funds will not be used to teach primary or secondary school students from an already existing curriculum.

Initials _____

23. The subgrantee agrees that grant funds will not be used to conduct public awareness or community education campaigns or related activities. Grant funds may be used to support, inform, and outreach to victims about available services.

Initials _____

24. The subgrantee agrees to comply with the organizational audit requirements of OMB Circular A-133, Audit of States, Local Governments, and Non-Profit Organizations, and further understands and agrees that funds may be withheld, or other related requirements may be imposed, if outstanding audit issues (if any) from OMB Circular A-133 audits (and any other audits of DOJ grant funds) are not satisfactorily and promptly addressed as further described in the current edition of the OVW Financial Grants Management Guide.

Initials _____

25. Subgrantee understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government without the express prior written approval of OVW, in order to avoid violation of 18 USC § 1913. The subgrantee may, however, use federal funds to collaborate with and provide information to federal, state, local, tribal and territorial public officials and agencies to develop and implement policies and develop and promote state, local, or tribal legislation or model codes designed to reduce or eliminate domestic violence, dating violence, sexual assault, and stalking (as those terms are defined in 42 USC 13925(a)) when such collaboration and provision of information is consistent with the activities otherwise authorized under this grant program.

Initials _____

26. The subgrantee agrees to comply with all applicable laws, regulations, policies, and guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (which is defined to include meetings, retreats, seminars, symposiums, trainings, and other events), including the provision of food and/ or beverages at such events, and costs of attendance at such events. Information on pertinent laws, regulations, policies, and guidance is available at <http://www.ovw.usdoj.gov/grantees.html>.

Initials _____

27. The subgrantee agrees to comply with all the requirements of 28 CFR Part 22, the Department of Justice's Regulations on the Confidentiality of Identifiable Research and Statistical Information. The subgrantee agrees that any information identifiable to a private person that is collected as part of this grant will be used for research and statistical purposes only and acknowledges that 42 U.S. C. Section 3789 (g) provides that these data are immune from legal process. The subgrantee agrees to follow all the requirements for subject notification (28 CFR Section 22.27), information transfer agreements (28 CFR Sections 22.24 and 22.26), and final disposition of data (28 CFR Section 22.25).

Initials _____

28. The subgrantee agrees to comply with the provisions of 42 U.S.C. 13925(b)(2), nondisclosure of confidential or private information, which includes creating and maintaining documentation of compliance, such as policies and procedures for release of victim information.

Initials _____

29. The OJP consultant rate maximum limit is \$650 per day or \$81.25 per hour for new consultant rate agreements executed on or after June 1, 2014. An 8-hour day may include preparation, evaluation,

and travel time in addition to the time required for actual performance. The subgrantee agrees that consultant/contractor fees in excess of \$650.00 per eight hour day (\$81.25 per hour) must have prior approval from the Criminal Justice Coordinating Council.

Initials _____

30. The subgrantee understand and agrees that any training or training materials developed or delivered with funding provided under this award must adhere to the OVW Training Guiding Principles for Grantees and Subgrantees, available at <http://www.ovw.usdoj.gov/grantees.html>.

Initials _____

31. The subgrantee agrees that information on race, sex, national origin, age, and disability of subgrantees of assistance will be collected and maintained, where such information is voluntarily furnished by those receiving assistance.

Initials _____

32. The subgrantee agrees that if it currently has an open award of federal funds or if it receives an award of federal funds other than this OJP award, and those award funds have been, are being, or are to be used, in whole or in part, for one or more of the identical cost items for which funds are being provided under this OJP award, the subgrantee will promptly notify, in writing, the Criminal Justice Coordinating Council grant specialist or auditor for this subaward, and if so requested by Criminal Justice Coordinating Council will seek a budget-modification or change-of-project-scope Subgrant Adjustment Request (SAR) to eliminate any inappropriate duplication of funding.

Initials _____

33. Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), the Department encourages recipients and sub recipients to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this grant, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

Initials _____

34. The subgrantee certifies that federal funds will not be used to supplant funds that would otherwise be made available for grant-funded initiatives. Federal funds must be used to supplement existing funds for program activities and not replace funds appropriated for the same purpose. Potential supplanting will be the subject of application review, as well as pre-award review, post-award monitoring, and audit. If there is a potential presence of supplanting, the subgrantee will be required to document that the reduction in nonfederal resources occurred for reasons other than the receipt or anticipated receipt of federal funds.

Initials _____

35. The subgrantee must promptly refer to the DOJ OIG any credible evidence that a principal, employee, agent, contractor, subgrantee, subcontractor, or other person has either 1) submitted a false claim for grant funds under the False Claims Act; or 2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving grant funds. This condition also applies to any subgrantees. Potential fraud, waste, abuse, or misconduct should be reported to the OIG by mail:

Office of the Inspector General
U.S. Department of Justice
Investigations Division

950 Pennsylvania Avenue, N.W.
Room 4706
Washington, DC 20530

e-mail: oig.hotline@usdoj.gov

hotline: (contact information in English and Spanish): (800) 869-4499
or hotline fax: (202) 616-9881

Additional information is available from the DOJ OIG website at www.usdoj.gov/oig.

Initials _____

36. The subgrantee understands and agrees that compliance with the statutory certification requirements is an ongoing responsibility during the award period and that, at a minimum, a hold may be placed on subgrantee's funds for noncompliance with any of the requirements of 42 U.S.C. 3796gg-4 (regarding rape exam payments), 42 U.S.C. 3796gg-4(e) (regarding judicial notification), 42 U.S.C. 3706gg-5 (regarding certain fees and costs), and 42 U.S.C. 3796gg-8 (regarding polygraphing of sexual assault victims). Non-compliance with any of the foregoing may also result in termination or suspension of the grant or other remedial measures, in accordance with applicable laws and regulations.

Initials _____

37. The subgrantee understands and agrees that misuse of award funds may result in a range of penalties, including suspension of current and future funds, suspension or debarment from federal grants, recoupment of monies provided under an award, and civil and/or criminal penalties.

Initials _____

38. The subgrantee understands that all OJP awards are subject to the National Environmental Policy Act (NEPA, 42 U.S.C. section 4321 et seq.) and other related Federal laws (including the National Historic Preservation Act), if applicable. The subgrantee also agrees to comply with all Federal, State, and local environmental laws and regulations applicable to the development and implementation of the activities to be funded under this award.

The subgrantee agrees to comply with the NEPA and other related federal environmental impact analysis requirements if the subgrantee engages in one or more of the following activities and the activity needs to be undertaken in order to use grant funds, whether or not the activities specifically are funded with federal funds: new construction; minor renovation or remodeling of a property either a) listed on or eligible for listing on the National Register of Historic Places or b) located within a 100-year flood plain; a renovation, lease, or any other proposed use of a building or facility that either will a) result in a change in its basic prior use or b) significantly change its size; and, implementation of a new program involving the use of chemicals other than those a) purchased as an incidental component of a funded activity and b) traditionally used, for example, in office, household, recreational, or educational environments.

Initials _____

39. The subgrantee understands and agrees that - (a) No award funds may be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography, and (b) Nothing in subsection (a) limits the use of funds necessary for any Federal, State, tribal, or local law enforcement agency or any other entity carrying out criminal investigations, prosecution, or adjudication activities.

Initials _____

40. The subgrantee acknowledges that funds may only be used for the provision of direct intervention and related assistance to victims of sexual violence, including 24 hour crisis line services, medical

and criminal justice/civil legal accompaniment advocacy, and short term individual and group support counseling. Funds cannot be used toward prevention education efforts, projects focused on training allied professionals and/or communities, or the establishment or maintenance of Sexual Assault Response Teams.

Initials _____

41. The subgrantee agrees to comply with the Criminal Justice Coordinating Council Subgrantee Programmatic and Fiscal Compliance Policy available at <http://1.usa.gov/15txaOs>. All subgrantees must have written policies and procedures which govern the fiscal management of grant funds.

Initials _____

42. All nonprofit organizations shall comply fully with the requirements set forth in the Official Code of Georgia Annotated, Chapter 50-20, and submit, prior to the drawdown of any funds, completed financial statements (including balance sheet, income statement and statement of cash flows) and salary information for all personnel whether grant funded or not.

Initials _____

43. The subgrantee agrees that grant funds will not support activities that compromise victim safety and recovery, such as: procedures or policies that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on their actual or perceived sex, age, immigration status, race, religion, sexual orientation, gender identity, mental health condition, physical health condition, criminal record, work in the sex industry, or the age and/or sex of their children; pre-trial diversion programs not approved by OVW or the placement of offenders in such programs; mediation, couples counseling, family counseling or any other manner of joint victim-offender counseling; mandatory counseling for victims, penalizing victims who refuse to testify, or promoting procedures that would require victims to seek legal sanction against their abusers (e.g., seek a protection order, file a formal complaint); the placement of perpetrators in anger management programs; or any other activities outlined in the solicitation under which the approved application was submitted.

Initials _____

44. Grant funds may be used only for the purposes in the subgrantee's approved application. The subgrantee shall not undertake any work or activities that are not described in the grant application, and that use staff, equipment, or other goods or services paid for with OVW grant funds, without prior written approval from CJCC. All requested changes in activities and purpose areas must be submitted to CJCC via a Subgrant Adjustment Request (SAR) for review and approval. SARs must be submitted no later than sixty (60) days prior to the award's closing date of December 31, 2015.

Initials _____

45. The subgrantee agrees not to use funds to support or pay for activities performed by a Sexual Assault Nurse Examiner, or any activity related to the investigation or prosecution of a sexual assault. However, SASP funds may be used to accompany victims to forensic medical examinations, as well as to accompany victims throughout various stages of the criminal justice process.

Initials _____

46. Additionally, the subgrantee agrees not to use funds to support or pay for a sexual assault response team or its activities. However, if grant funds are used to pay for a victim advocate, the person's time attending SART meetings may be covered as part of the advocacy he/she provides to victims.

Initials _____

47. The subgrantee must maintain its certification to receive Local Victim Assistance Add-On Funds (5% Funds). In addition, the subgrantee must submit an annual report to the Criminal Justice Coordinating Council regarding the receipt and expenditure of these funds by January 30 each year per O.C.G.A. § 15-21-132.

Initials _____

48. Subgrantee agencies agree to comply with the core services training and continuing education requirements applicable to their agency type as outlined in the Request for Applications and the application submitted for 2014 Continuation Awards. Subgrantee agencies are responsible for ensuring that their agency's staff meets the minimum training requirements and continuing education and maintains all applicable documentation.

Initials _____

49. The subgrantee must submit Subgrant Adjustment Request #1 with the completed award package. The adjustment request must be accompanied by an accurate detailed project budget in the format requested by Criminal Justice Coordinating Council that itemizes all projected expenditures. The project budget and summary will not be established, or officially approved, until the subgrantee receives a written approval notice from the Criminal Justice Coordinating Council. All project costs and project activities must coincide with the approved budget, summary, and implementation plan unless subsequent revisions are approved by the Criminal Justice Coordinating Council.

The subgrantee must submit subsequent requests to revise the budget, project summary, and implementation plan prior to any substantial changes, but no later than 60 days prior to the end of the subgrant period.

Initials _____

50. The subgrantee agrees to ensure that SASP grant forms are only used to provide core services, direct intervention, and related assistance to victims of sexual assault. All project costs not exclusively related to this approved project must be prorated, and only the costs of project-related activities will be reimbursable under the subgrant award.

Initials _____

51. The subgrantee agrees to submit requests for reimbursement on either a monthly or quarterly basis, as selected by the subgrantee at the time of award. Subgrant Expenditure Reports are due 15 days after the end of the month (if reporting monthly) or 30 days after the end of the quarter (if reporting quarterly).

Initials _____

52. The subgrantee agrees to submit all materials to be printed with grant funds to the Criminal Justice Coordinating Council for approval no later than 30 days prior to public release. If the written material is found to be outside the scope of the program, or in some way to compromise victim safety, it will need to be revised to address these concerns or the subgrantee will not be allowed to use project funds to support the further development or distribution of the materials. CJCC reserves the right to disallow reimbursement for all or part of any proposed publication.

Initials _____

53. All materials and publications (written, visual, or sound) resulting from subgrant award activities shall contain the following statements: "This project was supported by subgrant No. _____ awarded by the Criminal Justice Coordinating Council for the SASP Formula Grant Program. The opinions, findings, conclusions, and recommendations expressed in this

publication/program/exhibition are those of the author(s) and do not necessarily reflect the views of the state or the U.S. Department of Justice, Office on Violence Against Women.

Initials _____

54. If the subgrantee uses SASP funds to provide any training to persons outside their agency, they agree to submit an agenda and any training materials to be paid for with the SASP grant for CJCC's approval no later than 30 days prior to the scheduled training.

Initials _____

55. Under the Government Performance and Results Act (GPRA) and VAWA 2000, subgrantees are required to collect and maintain data that measure the effectiveness of their grant-funded activities. Accordingly, the subgrantee agrees to submit an annual electronic progress report on program activities and program effectiveness measures. Information that subgrantees must collect under GPRA and VAWA 2000 includes, but is not limited to: 1) number of victims receiving requested services; 2) number of persons seeking services who could not be served; 3) number and percentage of arrests relative to the number of police responses to domestic violence incidents; 4) number of sexual assault nurse examiners trained; and 5) number of victim advocates supported by grant funding.

- i. Statistical data describing project performance from programs providing direct victim services must be submitted to the Criminal Justice Coordinating Council using the Victim Services Statistical Report (VSSR) provided to the subgrantee. VSSRs describing program outputs (total services delivered, total clients served, etc.) are due quarterly on January 30, April 30, July 30, and October 30. The fourth quarter report, due to Criminal Justice Coordinating Council October 30, requires subgrantees to complete the narrative section included with that quarter's statistical report.
- ii. Performance Reports describing program outcomes (OPM) that reflect changes in clients as a result of services delivered must be based on surveys administered to individual clients. Each program should include the appropriate performance measures for their respective type of program on their client surveys. Programs are required to follow the Criminal Justice Coordinating Council Data Collection Guidelines and report on the online reporting system. Subgrantees are encouraged, but not required, to use the Excel-based spreadsheets to enter and tally their individual client outcome data. Totals reported for outputs may not match totals reported for outcomes since outcomes are collected from clients only at the substantial completion of services. The performance reports are due semiannually on May 30th and November 30th.
- iii. Annual SASP Reports on the use of grant funds covering the award period January 1, 2015-December 31, 2015 must be submitted to CJCC no later than February 15, 2016. Each awardee should report data on the form provided by CJCC.

The subgrantee agrees to comply with the above reporting requirements, and understands that funds will be frozen if reports are not submitted or are submitted past the deadlines specified. Funds will be unfrozen upon submission of the reports.

Initials _____

56. If any changes occur in the subgrantee's eligibility status regarding debarment, a revised Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion form must be submitted to the Criminal Justice Coordinating Council.

Initials _____

57. The subgrantee certifies that 1) title to all equipment and/or supplies purchased with funds under this subgrants shall vest in the agency that purchased the property; 2) equipment and/or supplies will be

maintained in accordance with established local or state procedures as long as the equipment and/or supplies are used for program-related purposes; and 3) once the project concludes and/or equipment is no longer utilized for its grant-funded purpose, Criminal Justice Coordinating Council will be informed of the available equipment and determine its future use to assure it is utilized in the furtherance of the goals and objectives of the grant program and the State of Georgia.

Initials _____

58. Pursuant to O.C.G.A. §36-60-6, as amended, all private employer subgrantees with greater than 500 employees shall register with the federal work authorization system, E-Verify, and provide Criminal Justice Coordinating Council with its eligibility verification system user number by January 1, 2015. Private employer subgrantees with greater than 100 but fewer than 500 employees shall also register with the federal work authorization system and submit to Criminal Justice Coordinating Council its eligibility verification system user number by July 1, 2015. Private employer subgrantees with more than ten employees but fewer than 100 employees shall register with the federal work authorization system and submit to Criminal Justice Coordinating Council its eligibility verification system user number by July 1, 2015.

Initials _____

59. The subgrantee agrees to abide by the provisions of the "Crime Victims' Bill of Rights" as stipulated under Georgia law (O.C.G.A. Chapter 17).

Initials _____

60. The subgrantee agrees to notify all victims of the Georgia Crime Victims Compensation Program, to advise victims of their eligibility for benefits, assist them with application forms and procedures, obtaining necessary documentation, and/or checking on their claim status, and following up with the Board of Appeals as applicable.

Initials _____

61. The subgrantee agrees to abide by Georgia law regarding the utilization of professional counselors, social workers, and marriage and family therapists. (O.C.G.A. § 43-10A-1, et. seq). In addition the subgrantee agrees to abide by Georgia law regarding the utilization of psychologists. (O.C.G.A. § 43-39-1, et. seq).

Initials _____

62. The subgrantee authorizes the Office on Violence Against Women, the Office of the Chief Financial Officer (OCFO), the Criminal Justice Coordinating Council and its representatives, access to and the right to examine all records books, paper, or documents related to the SASP grant.

Initials _____

63. Subgrantee agencies are subject to compliance monitoring activities by Criminal Justice Coordinating Council staff. Compliance monitoring includes activities include site visits or desk reviews of all documentation related to the subaward during and subsequent to the award period. Subgrantee agencies will be selected randomly for a site visit or desk review at least every two years. The subgrantee agency agrees to comply with all compliance monitoring activities for the current subaward. The subgrantee agrees to comply with all compliance monitoring activities as requested, and understands that funds will be frozen if the resulting corrective action plans are not submitted or are submitted past the deadlines specified. Funds will be unfrozen upon submission of the corrective action plans.

Initials _____

64. Repeatedly late submission of any reports will result in a recommendation to the Criminal Justice Coordinating Council for a reduction to your award. These reports include, but are not limited to, Subgrant Expenditure Reports, Progress Reports such as Victim Services Statistical Reports (VSSR), Outcome Performance Measures and Annual Local Victim Assistance Add-On Fund (5% Fund) Reports.

Initials _____

65. The subgrantee agrees to comply with any additional requirements that may be imposed during the grant performance period if the Criminal Justice Coordinating Council determines that the subgrantee is a high-risk subgrantee per Cf.28 C.F.R. parts 66, 70.

Initials _____

Please be advised that failure to comply with any of the Special Conditions will result in material noncompliance with the Subgrant Agreement, thus subjecting the Subgrant Agreement to possible termination by the Criminal Justice Coordinating Council.

Authorized Official Signature

Date

Print Authorized Official Name

Title

Appendix 3: Fiscal Compliance Policy

NATHAN DEAL
GOVERNOR



JACQUELINE BUNN
EXECUTIVE DIRECTOR

Subgrantee Programmatic and Fiscal Compliance Policy

Special Conditions

This compliance policy should be read in conjunction with each grant program's special conditions. Subgrantees are responsible for abiding by all the requirements outlined in their grant program's special conditions. CJCC staff and the Council reserve the right to apply any of the progressive penalties outlined for subgrantees that are not compliant with their grant program's special conditions. Timely fiscal and programmatic reporting requirements are also outlined in each grant program's special conditions.

Grant Applications

Grant Application Submission Policy: All grant applications must be received by **the pre-specified time** on the deadline date provided.

- **Continuation Application Late Submission Policy:** Any continuation grant application submitted late will receive a 10 percent reduction.
- **Competitive Application Late Submission Policy:** Any grant application submitted late during a competitive cycle will be deemed ineligible and will not be considered or reviewed. Disqualified applicants will have to wait for the next competitive cycle to re-apply.

Award Package

Award Package Submission Policy: All award packages will be sent by certified mail with a return receipt or provided in-person during subgrantee training workshops. The subgrantee will have (45) calendar days from the date of receipt to return the award package to CJCC. Award packages must be **postmarked** no later than the due date to be considered timely.

- **Penalty for late submission:** Award packages not postmarked by the due date will result in an automatic 10% reduction in the award amount. The subgrantee will receive notice of this reduction and will be given an additional ten (10) calendar days to return the award packet. Award packets must be **postmarked** no later than the revised due date to be considered timely for the late submission.
- **Penalty for failure to submit award package:** If an award packet is not postmarked or received by the revised deadline, the award will be rescinded.

Subgrant Reporting

During the course of an award period, subgrant recipients are required to submit periodic programmatic and financial reports to the CJCC. These reports may include:

- Quarterly and Semi-annual Activity Reports (Victim Services Statistical Reports (VSSR), Criminal Justice Services Statistical Reports (CJSSR))
- Outcome Measurement Reports (Semi-annual)
- Local Victim Assistance Program (5%) Reports
- Expenditure Reports (Monthly or Quarterly)

Subgrant Report Submission Policy: All reports must be received on or before the deadline. A report is considered to be received timely if it is:

- postmarked on or before the due date for **mailed submissions**;
- received by 5:00 pm on or before the due date for **hand-delivered submissions**; or
- submitted by 11:59 pm on or before the due date for **digital submissions**.

Penalties for late submissions: When a subgrantee fails to submit any of their required reports on time, all pending grant payments to the agency will be suspended until the missing report is submitted.

In addition, each subgrant will be reviewed quarterly. If a subgrantee failed to meet the deadline of any report due during a quarter, a reduction of ten percent (10%) will be made to the corresponding subgrant award. A report is considered due during a quarter if the end date of the reporting period falls within the quarter.

If a subgrantee fails to meet the reporting requirements for two (2) quarters during the grant period, CJCC will initiate a site visit and any pending payments will be held until the site visit is complete (this is in addition to a second 10% reduction to the subgrant award).

If a subgrantee fails to meet the reporting requirements for four (4) quarters during the grant period, they will be placed on probation* for one year. If needed, this probation period will continue during the following year's continuation or competitive award period (this is in addition to a fourth 10% reduction to the subgrant award).

Waivers to Excuse Late Reports

On rare occasions, subgrantees may experience unprecedented and unpredictable events that will preclude them from complying with their special conditions or from submitting their fiscal and/or programmatic reports on time. CJCC will consider such circumstances and grant a waiver for the late submission of all reports with the exception of competitive grant applications. The waiver will relieve the subgrantee of any penalties associated with the late submission.

Examples of circumstances in which a waiver may be granted:

- Natural disasters that substantially affect an agencies operations;
- Sickness, injury or death of the Project Director or members of his/her immediate family.
- Major criminal events that require substantial staff resources, and/or
- Catastrophes, fires, or vandalism that results in substantial damage to the agency's resources and thus ability to comply with programmatic or fiscal reports.

Process for submitting waivers: Agencies must submit a [waiver request](#) to their assigned Grants Auditor or Specialist for a late submission along with supporting documentation no later than ten (10) days after the reporting deadline has expired. The waiver request should include the following:

* Probation is a year-long period during which the subgrantee cannot be late submitting their continuation/competitive application, their award packet, and/or fiscal or programmatic reports. Any late submissions of programmatic or fiscal reports during the probation period will result in the automatic de-obligation of a subgrantee's remaining award. If the subgrantee submits their application or award packet late during the probation period, their entire award will be rescinded for that grant year.

- The report (if not previously submitted);
- A written explanation of the event(s) that prevented the subgrantee from submitting a timely report; and
- Supporting documentation of said event(s).

							\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00

Mileage							
Purpose of Travel	Staff member	Location or Coverage Area	Cost per mile	Miles per grant year	Total Cost	Match?	
							\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
TRAVEL TOTAL							\$0.00

C. Equipment-- List non-expendable items to be purchased. Applicants should analyze the benefit of purchased versus leased equipment, especially high cost and electronic or digital items. Explain how the equipment is necessary for the success of the program. Show the budget calculation. Attach a narrative describing the procurement method to be used. Please note that all items must be at least \$5,000 per unit to be considered equipment. Otherwise please list items in "Supplies."

Equipment Item	Cost per Unit	# Items	Vendor	Cost	Match?
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
EQUIPMENT TOTAL					\$0.00

D. Supplies-- List items by type (e.g. office supplies, postage, copier usage, training supplies, publications, audio/video (batteries, film, CD/DVD's, etc.), office furniture, computer software, educational/therapeutic supplies, uniforms, weapons (law enforcement and prosecution units only). Show budget calculation. For example, where an item is office supplies, enter \$100 for cost per unit; "month" for define unit; 12 for # units, and Office Palooza for Vendor. Leave "define unit" blank if not applicable.

Item	Cost per unit	Define Unit	# Units	Vendor	Cost	Match?
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
SUPPLY TOTAL						\$0.00

E. Printing-- List items by type (e.g. letterhead/envelopes, business cards, training materials). Show budget calculation. For example, where an item is business cards, enter \$15 for cost per unit; "box" for define unit; 2 for # units, and Print Mania for Vendor. Leave "define unit" blank if it is not applicable.

Item	Cost per unit	Define unit	# Units	Vendor	Cost	Match?
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
PRINTING TOTAL						\$0.00

F. (1) Other Costs-- List items by type (e.g. real property lease, repairs/maintenance, utilities, copier rental/lease, postage meter, insurance & bonding, dues & subscriptions, advertising, registration fees, film processing, notary services, public relations, communication services - indicate if DOAS is provider). Show budget calculation. For example, provide the office space square footage and the lease rate or provide the monthly lease amount and the number of months leased. For unit enter time period as applicable (i.e., "month" for utility costs) or leave blank for items such as registration that require a one-time fee.

Item	Cost per unit	# of Units	% Charged to Grant	Vendor	Cost	Match?
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
F. (1) Subtotal						\$0.00

F. (2) Consultant Fee: Enter the name, if known, and service to be provided. Show the budget calculation; for example, the hourly or daily rate (8 hours) multiplied by the estimated number of units (eg., 1 hour of therapy).

Name of Consultant	Service Provided	Cost per unit	Define Unit of Service	# Units	Cost	Match?
						\$0.00
						\$0.00
						\$0.00
F. (2) Subtotal						\$0.00

F. (3) Contracts: Provide a description of the product or service to be procured by contract and a cost estimate. Applicants are strongly encouraged to use a competitive procurement process in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

Item	Vendor	Service Provided	Cost	Match?
				\$0.00
				\$0.00

			\$0.00
			\$0.00
			\$0.00
		F. (3) Subtotal	\$0.00

F. OTHER TOTAL \$0

Budget Summary--When you have completed this budget worksheet, the totals for each category will transfer to the spaces below. The total costs and total project costs will be computed via Excel formula. Indicate the amount of grant funds requested and the amount of non-grant funds that will support the project.

Budget Category	Amount
A. Personnel and Fringe	\$0
B. Travel	\$0
C. Equipment	\$0
D. Supplies	\$0
E. Printing	\$0
F. Other	\$0
TOTAL PROJECT COSTS	\$0
Award	FALSE
Match Amount	FALSE
Match Breakdown	
Cash	\$0 #DIV/0!
In-Kind	\$0 #DIV/0!
Volunteer Match	\$0 #DIV/0!

Budget Narrative

NOTE: If a Non-Grant expense amount is entered, make sure those items for which they will be used must be incorporated into your overall budget. Indicate clearly throughout you budget narrative and detail worksheet for which items these funds will be used.

Appendix 5: SASP SER Excel Form



**Subgrant Expenditure Reporting Form
2009 SEXUAL ASSAULT SERVICES PROGRAM
SASP**

Subgrant #: _____ SER # _____
 Subgrantee: _____ START DATE: _____
 Project Name: _____ END DATE: _____

EXPENDED THIS PERIOD:

Personnel	\$	-	Federal	\$	-
Equipment	\$	-	Match*		
Supplies	\$	-	Total Project	\$	-
Travel	\$	-			
Printing	\$	-			
Other	\$	-			
Total Project	\$	-			

Comments:

Appendix 6: Staff and Volunteer Timesheets

**CRIMINAL JUSTICE COORDINATING COUNCIL
VICTIM ASSISTANCE SUBGRANTEE
PAY PERIOD TIME AND ATTENDANCE REPORT
(PLEASE FILL OUT BOTH SIDES)**

Agency/Organization: _____ Subgrant Number: _____

Name of Employee: _____ Month & Year: _____

Title & Nature of Work Performed: _____

Please fill in the starting date and ending date of Pay Period #1 & #2 by month and day, e.g. (example 10/1) in the appropriate box.
TIME SHEET DATES MUST CORRESPOND DIRECTLY WITH THE AGENCY'S INTERNAL PAY PERIOD.

	Start Date																End Date	Subtotals
Day of Month																		
Total Hours Worked																		0
Total Hours Worked on Project																		0

	Start Date																End Date	Subtotals
Day of Month																		
Total Hours Worked																		0
Total Hours Worked on Project																		0

Total Hours Worked on Project	Divided By	Total Hours Worked This Month	Equals	Percent of Time on Project	Times	Total Salary /Benefits 2 Pay Periods	Equals	Amount Charged to Project
0.00		0.00		#DIV/0!				

I CERTIFY THAT THE ABOVE IS A TRUE AND CORRECT STATEMENT.

Employee Signature

Date

Supervisor Signature

Date

Definitions of Service

In-person Crisis Counseling

Refers to in-person crisis intervention, emotional support, and guidance and counseling provided by advocates, counselors, mental health professionals or peers. Such counseling may occur at the scene of a crime, immediately after a crime, or be provided on an on-going basis. Crisis Counseling also includes assisting with death notifications of families of victims.

Follow-Up Contact

Refers to in-person contacts, telephone calls, and written communications with victims to offer emotional support, provide empathetic listening, check on a victim's progress, etc.

Therapy

Refers to intensive psychological and/or psychiatric treatment from a **licensed and trained professional** for individuals, couples, and family members for ongoing trauma or emotional difficulty arising from the occurrence of a crime. This includes the evaluation of mental health needs, as well as the actual delivery of psychotherapy.

Group Treatment

Refers to the coordination and provision of supportive group activities and includes self-help, peer, social support, etc.

Assistance Placing Animals in Distress

Refers to assistance with placement of an animal that belongs to a victim and that may be in danger in the victim's home to a shelter or other appropriate avenue.

Assistance in Applying for TANF/Social Services

Includes making victims aware of the availability of Temporary Assistance for Needy Families (TANF) benefits and related social services, assisting the victim in completing the required forms, gathering the needed documentation, etc. It may also involve accompanying the victim to the social service agency and making follow-up contact with the social service agency on behalf of the victim.

Safe Shelter or Safe House

Refers to offering short- and long-term housing and related support services to victims and families following a victimization. Includes transitional housing. Related support services include meals, clothing, toiletries, and other supplies provided to victims and family members (children) accompanying them in shelter.

In-person Information/Referral

Refers to in-person contacts with victims during which time services and available support are identified. Includes safety planning with victim, the entire intake process, case management contacts to determine if referrals were followed up & satisfactory, etc.

Criminal Justice Support/Advocacy

Refers to support, assistance, and advocacy provided to victims at any stage of the criminal justice process, to include post-sentencing services and support. Can be provided by all victim assistance agencies. See list of specific services below provided by prosecution-based and law enforcement-based victim witness assistance programs.

Emergency Financial Support

Refers to cash outlays for transportation, food, clothing, emergency housing, etc.

Emergency and Non-Emergency Legal Advocacy

Emergency Legal Advocacy refers to filing of ex parte protection orders, injunctions, requesting bond conditions and other protective orders, elder abuse petitions, and child abuse petitions during emergency or crisis circumstances but does not include criminal prosecution or the employment of attorneys for non-emergency purposes such as custody disputes, civil suits, etc. Includes assisting victims with the warrant application process and attending related pre-warrant court hearings.

Non-emergency Legal Advocacy refers to follow-up hearings related to converting ex parte protection orders to permanent orders, assistance at hearings regarding temporary protection order violations; filling for immigration status or immigration relief; assistance with civil matters such as custody or visitation that are necessary to keep the victim safe; legal assistance with eviction or adversary employment actions arising from the victimization. Provide information and advocacy about health insurance, harassment, and related legal issues.

Assistance in Filing Victims' Compensation

Notification of Eligibility - Includes alerting the victim either in-person, via mail, via telephone, or via email about the existence of the Crime Victims Compensation Program.

Review of Eligibility Requirements - Includes explaining to the victim either in-person, via mail, via telephone, or email what kinds of crimes are eligible for compensation, what kinds of expenses are compensable, the steps necessary to initiate an application, rules regarding the timeframe within which the crime must be reported, and an explanation about the likelihood of successful appeal if the victim fails to meet one of the preliminary requirements.

Assistance Completing an Application - Includes walking the victim through completing the compensation application either in-person or via the telephone and explaining to the victim the necessary documents and fields within an application to make an application complete.

Assistance Gathering Documents for Submitting an Application - Includes helping the victim gather necessary documents such as law enforcement reports, itemized bills, and income verification forms to submit a complete victims' compensation application. Assisting the victim with gathering the documents and submitting the application, including mailing the application on the victim's behalf.

Follow-up - Includes contacting the Crime Victims Compensation Program at the Criminal Justice Coordinating Council (CJCC) to check the status of a victim's application, assisting the victim with an appeal, helping the victim respond to correspondence from the Crime Victims Compensation Program, or following up with providers regarding necessary itemized bills on the victim's behalf.

Personal Advocacy

Refers to assisting victims in securing rights, remedies, and services from other agencies; locating emergency financial assistance, intervening with employers, school administrators, creditors, bill collectors, landlords, and others on behalf of the victim; assisting in filing for losses covered by public and private insurance programs; accompanying the victim to the hospital, etc. Does not include assistance filing for unemployment benefits, TANF, and other such services which should be reported under "Assistance Applying for TANF/Social Services."

Telephone Contacts

Refers to provision of crisis hotline telephone counseling by trained professionals or volunteers on a 24 hour/7 day a week basis. Includes telephone contacts with victims during which time services and available support are identified. Includes non-emergency safety planning with victim, initial assessments interviews, case management contacts to determine if referrals were followed up & satisfactory, etc.

Forensic Interviews

Refers to the provision of a forensic interview of a victim in order to provide direct services, including referrals. This service may only be counted towards volunteer time if it meets the following criteria:

- (i) Results of the interview will be used not only for law enforcement and prosecution purposes, but also for identification of needs such as social services, personal advocacy, case management, substance abuse treatment, and mental health services;
- (ii) Interviews are conducted in the context of a multidisciplinary investigation and diagnostic team, or in a specialized setting such as a child advocacy center;
- (iii) The interviewer is trained to conduct forensic interviews appropriate to the developmental age and abilities of children, or the developmental, cognitive, and physical or communication disabilities presented by adults; and
- (iv) VOCA victim assistance funds are not used to supplant other State and local public funding available for forensic interviews, including criminal justice funding.

Appendix 7: Sample Consultant Contract

CONSULTING AGREEMENT

This Consulting Agreement, effective [INSERT DATE] is between [PARTY X] and [PARTY Y].

1. **PURPOSE OF AGREEMENT.** This agreement shall cover consulting services to be performed by PARTY X for PARTY Y. PARTY X agrees to perform the following duties in fulfillment of this agreement:
 - a. **INSERT PROJECT SCOPE.**
2. **CONSULTING FEES AND EXPENSE REIMBURSEMENTS.** During the term of this Agreement, PARTY Y shall pay PARTY X a consulting fee of \$X per hour. In addition to the consulting fee, PARTY Y shall reimburse PARTY X for all reasonable out-of-pocket expenses incurred in performing the services for PARTY Y. PARTY X shall submit invoices for services performed and expense reports as expenses and fees are incurred, but at least twice a month. All expense reimbursements will be in compliance with the [INSERT] guidelines.
3. **TERM.** This agreement will take effect on and continue through [INSERT DATE]. This Agreement may be extended beyond the initial term only if agreed, in writing, by PARTY X and PARTY Y.
4. **GENERAL.** PARTY X shall perform the consulting services as an independent contractor and not as an employee, partner, joint venturer or principal of PARTY Y. This Agreement may be modified or amended only as agreed in writing by both parties. This Agreement contains the entire agreement between the parties and supersedes all prior or contemporaneous negotiations or agreements between the parties relating to the consulting services. This Agreement is governed by [INSERT STATE] State law.

By: _____
PARTY X

PARTY Y

Date: _____

Date: _____

APPENDIX 8: Sample Salary Authorization Form

Sample Job Offer Letter

COMPANY LETTERHEAD

Date
Applicant Name
Address
City, State, Zip
Phone
Email

Dear Mr. / Miss/ Mrs. /Ms. [NAME],

Congratulations! We are pleased to offer you a job with [COMPANY NAME]. The position offered is [JOB TITLE] at a salary of [SALARY]. The position of [JOB TITLE] is a full time position and reports to [name of supervisor]. The company hours are [COMPANY HOURS]. We would like you to start work on [DATE]. If you are unavailable on that date, please contact us immediately. On [START DATE] please report to [NAME OF SUPERVISOR] for orientation.

We look forward to having you on our team and are confident you will make a significant contribution to [COMPANY NAME].

Sincerely,

[NAME OF PERSON OFFERING THE JOB]
[POSITION]
[COMPANY]

APPENDIX 9: Sample Memorandum Of Understanding (MOU) Form

MEMORANDUM OF UNDERSTANDING

The XYZ, a state/local/nonprofit agency operating under the laws of the State of Georgia

AND

*Individually listed partner agencies
(hereinafter, “Partners” or named individually),*

WHEREAS, XYZ, and Partners all seek to insure that the safety and needs of domestic violence are met through the courts, a coordinated community effort;

WHEREAS, XYZ, and Partners all see a need to improve the functions of the civil and criminal court processes; and

WHEREAS, XYZ, and Partners are committed to meaningful collaboration for system improvement, they enter into this agreement.

This Memorandum of Understanding shall be effective as of _____ and shall be active through the _____. The parties shall re-examine the extent of this memorandum and the roles of project partners at end of this period. [OPTIONAL: If funding for the activities described herein is not secured, this Memorandum of Understanding shall be considered void.]

Partners

While all partners work and collaborate in some way through their work with each other, each Partner by the nature of their work only directly and regularly collaborates with certain others. These are noted.

***Partner 1** is [enter brief description of partner 1 and role as MOU partner].*

***Partner 2** is [enter brief description of partner 3 and role as MOU partner].*

***Partner 3** is [enter brief description of partner 3 and role as MOU partner].*

The local partners agree to work together and with XYZ to [describe nature of collaborative effort].

Each Partner agrees to provide the necessary time and staff resources to participate in

this collaborative endeavor. In particular, these partners have specific duties:

- *Partner 1 agrees to [specific duties/responsibilities here].*
- *Partner 2 agrees to [specific duties/responsibilities here].*
- *Partner 3 agrees to [specific duties/responsibilities here]*

Each Partner will participate on the committee/partnership/collaborative or submit one designated, dedicated employee as such. All Partners will have representation so as to insure that all aspects of service are covered and no gaps exist.

By signing this Memorandum of Understanding, each Partner agrees to the commitment of fulfilling [insert collaborative's mission or purpose]. Each Partner agrees to contribute in-kind services and supplies through his or her agency or office to insure the success and viability of the collaboration. Each partner has participated in outlining this memorandum of understanding and approves of the terms outlined therein.

Partner 1 Signing Authority
Title
Address

Date

Partner 2 Signing Authority
Title
Address

Date

Partner 3 Signing Authority
Title
Address

Date

Partner 4 Signing Authority
Title
Address

Date

Appendix 10: Core Services by Agency Type



Office of Justice Programs (OJP) Victim Assistance Grant Programs Core Services by Agency Type

**EFFECTIVE MAY 2012
Updated September 2014**

If you have any questions about the content in this manual, please contact:

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Core Services Overview

The Criminal Justice Coordinating Council (CJCC) strives to be a responsible and exemplary steward of federal funds. In an effort to ensure that limited federal resources pay for basic services for all crime victims in Georgia, CJCC created the core service definitions for various types of programs that the agency typically funds with victim assistance funds from the Office of Justice Programs (OJP) through the Department of Justice (DOJ). Those programs are the Victims of Crime Act (VOCA), administered through the Office for Victims of Crime (OVC), and S.T.O.P. Violence Against Women Act (VAWA) and Sexual Assault Services and Programs (SASP) funds administered through the Office on Violence Against Women (OVW).

These core services were developed in consultation with VOCA, VAWA and SASP subgrantees who provide victim service across the state of Georgia. These standards will be revised as the response to victimization evolves and improves. The core service definitions outline the basic level of services agencies of various types should provide to be considered for CJCC Victim Services grant funds. The types of programs defined herein include: Court Appointed Special Advocates (CASA), Child Advocacy Centers (CAC), Counseling Services, Domestic Violence Shelter & Non-Shelter Programs, Legal Service Programs, Sexual Assault Centers, and Victim Witness Assistance Programs (VWAP).

These core service definitions are also the basis for any programmatic desk audits or site visits. CJCC grant monitoring staff will have a checklist based on these core service definitions to ensure programs are providing a minimum level of services with CJCC's OJP funds. The core service checklists are also provided in this document.

Child Advocacy Center (CAC)

The Criminal Justice Coordinating Council requires that any child advocacy center funded with VOCA, VAWA, or SASP funds must provide the following basic services and meet the following criteria:

- Provide counseling for child abuse victims – either in-house or through a linkage agreement
- Provide referral services to necessary social services. Have a referral guide available for staff and victims that includes up-to-date and complete contact information for each resource listed
- Be a member of a multi-disciplinary team comprised of law enforcement, prosecution, victim advocates, medical, and child welfare officials
- Notify and assist the victim about his/her eligibility for victim’s compensation
- Advocate on the child’s behalf for services and expedite case processing
- Review a child’s court case(s)
- Track the child’s case to ensure that the child is not lost in the criminal justice or other government system(s)
- Provide services to non-offending caregivers and other secondary victims of child abuse
- Provide training to other officials such as law enforcement, prosecutors and judges about the effects child abuse and negligence and strategies for effectively handling such cases
- Ensure that all services are available for persons with limited English proficiency or provide referrals for culturally and linguistically services where appropriate
- Advocate staff must have at least 40 hours of initial training specific to providing direct victim services either through the Office for Victims of Crime, Victim’s Assistance Training Online, the National Organization for Victim’s Assistance (NOVA) or other body that provides training specific to serving crime victims

CAC Compliance Monitoring Checklists

Verify that there is an in-house therapist/counselor or linkage agreement with therapist (obtain copies of any agreements for CJCC files)
Review list of referral sources in the community, including list of referrals for LEP victims and non-offending caregivers
Review list of services or referrals for non-offending caregivers of child sexual abuse victims
Review a copy of the MOU for multi-disciplinary team (must be current)
Verification of membership to the Child Advocacy Centers of GA (CACGA) (obtain copies for CJCC files)
40-hour Initial Advocate staff training verifications (Obtain copies for CJCC files)

Interview Questions	CJCC Staff Notes
----------------------------	-------------------------

Tell me about your program. (Note adherence to core service requirements.)	
What projects have you accomplished with the grant award? Have all intended projects been completed? Please note any delays in project completions.	
How do you measure/evaluate the success of your program? How do you handle setbacks (if any)?	
Is the project site where one or more activities/deliverables are being performed? If no, note where activities are being performed.	
How do you validate that the services/activities described in the initial application and progress reports have been provided and/or completed?	
Please describe your system for collecting and reporting data to CJCC.	
Please provide feedback on VSSRs and OPMs. <i>Note if TA is needed.</i>	
Are you on task to complete all deliverables in a timely manner? Have the grantee outline a plan.	
Were/ are grant funds used for training?	Yes _____ No _____
If funds were used for training, how many people are trained?	
How are people recruited for training?	
What topics are covered in training?	

How do you evaluate success of trainings?	
Did new victim service project employees attend and successfully complete the On-Line Victim Assistance Training (On-line VAT) and/or other required training? <i>(NB: VAT is required for at least one staff member at a 5% funded agency)</i>	

Court-Appointed Special Advocates (CASA)

Based on the statutorily mandated minimum standards, best practices in Georgia and nationally, and on training requirements, CJCC defines CASA programs as follows:

- All CASA volunteers must complete at least 30 hours of training before serving in court; additionally, CASA volunteers must complete 12 hours per year of continuing education
- CJCC-funded CASA programs must be affiliates of the state umbrella agency – Georgia Court Appointed Special Advocates (GACASA) – and members of the National Court Appointed Special Advocates Association
- Conduct independent investigations of a child’s case – which may include interviewing the parties in the case, the child’s family, and any social agency employees who work with the child
- Maintain regular contact with the child at least once per month
- Provide written reports to the court for each scheduled hearing
- Advocate on the child’s behalf to have court hearings scheduled so the case can be resolved
- Advocate for judicial review of a child’s case
- Attend at all court hearings about the child’s case
- Work with all parties involved in a deprivation proceeding
- Review court documents pertaining to the child’s case
- Provide referral services to necessary social services. Have a referral guide available for staff and victims that includes up-to-date and complete contact information for each resource listed
- Notify and assist the victim about his/her eligibility for victim’s compensation
- Ensure that all services are available for persons with Limited English Proficiency (LEP) or provide referrals for culturally and linguistically appropriate services as needed
- Advocate staff must have at least 40 hours of initial training specific to providing direct victim services either through the Office for Victims of Crime, Victim’s Assistance Training Online, the National Organization for Victim’s Assistance (NOVA) or other body that provides training specific to serving crime victims

CASA Compliance Monitoring Checklists

Verify proof of membership to the Georgia Court-Appointed Special Advocates (GACASA). Must be current.
30-hour initial volunteer training verifications (Obtain copies for CJCC files)
Continuing education verifications for volunteers -at least 12-hours/year (Obtain copies for CJCC files)
Review of volunteer time logs to ensure regular tracking of activities
Ensure CASA program maintains copy of written reports volunteer CASAs submit to court. Must be kept in a secure location.
Review list of referrals within the community
40-hour Initial Advocate staff training verifications (Obtain copies for CJCC files)

Interview Questions	CJCC Staff Notes
Tell me about your program. (Note adherence to core service requirements.)	
What projects have you accomplished with the grant award? Have all intended projects been completed? Please note any delays in project completions.	
How do you measure/evaluate the success of your program? How do you handle setbacks (if any)?	
Is the project site where one or more activities/deliverables are being performed? If no, note where activities are being performed.	
How do you validate that the services/activities described in the initial application and progress reports have been provided and/or completed?	
Please describe your system for collecting and reporting data to CJCC.	

Please provide feedback on VSSRs and OPMs. <i>Note if TA is needed.</i>	
Are you on task to complete all deliverables in a timely manner? Have the grantee outline a plan.	
Were/ are grant funds used for training?	Yes _____ No _____
If funds were used for training, how many people are trained?	
How are people recruited for training?	
What topics are covered in training?	
How do you evaluate success of trainings?	
Did new victim service project employees attend and successfully complete the On-Line Victim Assistance Training (On-line VAT) and/or other required training? <i>(NB: VAT is required for at least one staff member at a 5% funded agency)</i>	

Counseling Services

The Criminal Justice Coordinating Council outlines specific requirements for programs providing **therapy or counseling services** in-house or via contract with a **licensed** counselor/therapist:

- The in-house or contract counselor or therapist must have a **Georgia-specific** license.
- If the in-house or contract therapist uses interns or license-eligible therapists to supervise group therapy sessions or provide individual therapy, that person(s) must be supervised by a **Georgia-licensed** therapist or counselor.

- All counselors or therapists must conduct an intake and needs assessment that must include an assessment for acute mental illness, trauma or substance abuse prior to treating any patient. The therapist or counselor should have an up-to-date referral list for patients that he/she cannot treat because their needs are beyond the scope of the therapist’s expertise.
- The organization or contract therapist should have a protocol to ensure that therapy services are available to persons with specific cultural needs and/or physical/mental disability needs. Such a protocol may include a referral list for cultural or language appropriate therapy services.
- Any in-house or contract therapy provider or counselor must attend at least **5 hours** of continuing education per year related to treating or serving crime victims. If the agency provides services via contract with an outside provider, the training requirement must be stipulated in the contract and proof that the contractor has met the annual requirement should be on file with the contracting agency.

Specific requirements for programs providing peer support groups:

- The person leading any peer support group must receive training specific to leading such support groups.
- Persons leading support groups must receive at least **5 hours** of continuing education per year related to providing services to crime victims.
- Any support group should have a baseline curriculum with specific goals and objectives toward which members are working. Such a curriculum should be clearly defined, but flexible enough to accommodate the specific needs of various groups.
- Organizations providing support groups should have a protocol to make accommodations to meet the needs of individuals with specific cultural needs and/or physical/mental disability needs. Such a protocol may include a referral list for culturally or language appropriate peer support group services.
- Notifying and assisting the victim about his/her eligibility for victim’s compensation
- **Any provider who is only providing peer support groups may not advertise that they offer “therapy or counseling services” per O.C.G.A. § 43-10A.**

Counseling Compliance Monitoring Checklists

Therapy/Counseling Providers

	Verify Georgia licenses for any contract or in-house therapist
	Review a copy of intake/needs assessment instrument – should include screening for trauma, mental illness and/or substance abuse
	Review list of referrals within the community for patients that exceed therapists abilities or expertise
	If there are contracts with external therapists–verify that the agreement requires at least 5 hours of continuing education specific to crime victims and trauma
	Continuing education verifications for therapist (obtain copies for CJCC files)

Peer or other Support Group Providers

Support group leader training verifications (Obtain copies for CJCC files)
Continuing education verifications for support group leader(s) -at least 5-hours/year (Obtain copies for CJCC files)
Review a copy of the curriculum or guidelines used for support group
Verify written certifications attesting that support group services are not being advertised as “therapy”

Interview Questions	CJCC Staff Notes
Tell me about your program. (Note adherence to core service requirements.)	
What projects have you accomplished with the grant award? Have all intended projects been completed? Please note any delays in project completions.	
How do you measure/evaluate the success of your program? How do you handle setbacks (if any)?	
Is the project site where one or more activities/deliverables are being performed? If no, note where activities are being performed.	
How do you validate that the services/activities described in the initial application and progress reports have been provided and/or completed?	
Please describe your system for collecting and reporting data to CJCC.	

Please provide feedback on VSSRs and OPMs. <i>Note if TA is needed.</i>	
Are you on task to complete all deliverables in a timely manner? Have the grantee outline a plan.	
Were/ are grant funds used for training?	Yes _____ No _____
If funds were used for training, how many people are trained?	
How are people recruited for training?	
What topics are covered in training?	
How do you evaluate success of trainings?	
Did new victim service project employees attend and successfully complete the On-Line Victim Assistance Training (On-line VAT) and/or other required training? <i>(NB: VAT is required for at least one staff member at a 5% funded agency)</i>	

Domestic Violence Programs

The Criminal Justice Coordinating Council (CJCC) funds two types of domestic violence agencies, community-based non-shelter program, and shelter-based domestic violence programs. Below is a list of basic services any domestic violence programs funded with VOCA, VAWA, or SASP funds must provide:

Non-Shelter, Community-based Agencies

- New direct service volunteers must have at least 10 hours of training

- New staff members who will be providing victim services must have at least 40 hours of initial training prior to allowing them to serve victims unsupervised
- Provide referral services to necessary social services. Have a referral guide available for staff and victims that includes up-to-date and complete contact information for each resource listed
 - Refer to the statewide or national domestic violence hotline provided in the agency's outgoing voicemail for any victim calling after normal business hours
 - Refer to and help with obtaining emergency or safe shelter for victims who qualify and are eligible
 - Refer to services that meet the needs of children who witness or are victims of domestic violence, if the agency does not have a program for child victims
 - Refer to therapy or counseling by a licensed professional counselor, psychologist, or psychiatrist
 - Refer to legal help or advocacy related to other civil, criminal or immigration matters where a licensed attorney is required
- Assist or have partnerships that assist with filing petitions for temporary protective orders, immigration filings where appropriate, and court accompaniment to hearings
- Provide or have partnership to provide peer support groups run by a facilitator who is trained to run domestic violence support groups
- Notify and assist the victim about his/her eligibility for victim's compensation
- Advocate with social service providers such as TANF agencies, unemployment offices etc.
- Assist victims with finding permanent or transitional housing or referral to agencies that specialize in these services
- Inform and refer victims to proper parenting without the use of violence
 - If the agency provides parenting classes in-house, a model or set curriculum should be followed.
- Provide follow-up services when the client consents to be contacted and it is safe to do so
- Conduct community outreach and awareness about the effects of domestic violence
- Have a written, publicized policy that the agency serves all victims of domestic violence regardless of sex, race, ethnicity, sexual orientation, age, religion, or immigration status
- Have a written plan to provide services available to Limited English Proficient victims
- Conduct a written or verbal, standardized dangerousness and/or lethality assessment that is consistently administered to all clients along with safety planning

Shelter-Based Programs

- Provide all the services mentioned for non-shelter, community-based agencies above
- Provide staff 24-hours per day 7 days per week, including holidays, to admit victims into the shelter
- Be able to ensure any victim contacting the shelter is placed in safe, emergency housing, including:
 - Housing the victim in your shelter;
 - Calling other organizations or shelters for the victim to be placed
 - Providing funds for a victim to stay in a hotel, if necessary
- Have shelter accommodations sufficient to house dependent children of the victims seeking their services
- Provide services to help victims with dependent children make arrangements with their child's school and other social services
- Maintain an updated shelter bed availability count in the DHS database
- Assist with making transportation arrangements for victims who cannot get to the shelter, court hearings etc.

Domestic Violence Compliance Monitoring Checklists

10-hour initial volunteer training verifications (Obtain copies for CJCC files)
40-hour initial staff training OR GCADV's Frontline training verifications (Obtain copies for CJCC files)
Review referral list for shelters & services for children
Review peer support group guidelines and curriculums
Review referral list for therapists/counselors
Review referral list for legal assistance (should include immigration help)
Review curriculums of classes on parenting without the use of violence (if applicable)
Verify certification that staff is available 24/7 including holidays for shelter (Shelter based programs only)
Verify certification that shelter is capable of housing dependent children (Shelter based programs only)
Review a copy of policies and procedures for maintaining the shelter bed availability count in the DHS database (Shelter based programs only)

Interview Questions	CJCC Staff Notes
Tell me about your program. (Note adherence to core service requirements.)	
What projects have you accomplished with the grant award? Have all intended projects been completed? Please note any delays in project completions.	
How do you measure/evaluate the success of your program? How do you handle setbacks (if any)?	
Is the project site where one or more activities/deliverables are being performed? If no, note where activities are being performed.	

How do you validate that the services/activities described in the initial application and progress reports have been provided and/or completed?	
Please describe your system for collecting and reporting data to CJCC.	
Please provide feedback on VSSRs and OPMs. <i>Note if TA is needed.</i>	
Are you on task to complete all deliverables in a timely manner? Have the grantee outline a plan.	
Were/ are grant funds used for training?	Yes _____ No _____
If funds were used for training, how many people are trained?	
How are people recruited for training?	
What topics are covered in training?	
How do you evaluate success of trainings?	
Did new victim service project employees attend and successfully complete the On-Line Victim Assistance Training (On-line VAT) and/or other required training? <i>(NB: VAT is required for at least one staff member at a 5% funded agency)</i>	

Legal Services Providers

Legal Services Providers funded with VOCA, VAWA, or SASP funds must provide the following services. Because some of those activities would overlap with the work of Victim Witness Assistance

Programs, CJCC narrowly defines Legal Services and makes the following distinction between legal **advocacy** and legal **services**:

Legal Advocacy

- Legal Advocacy services may not require the assistance of an attorney barred under the State of Georgia;
- Lay advocates must be trained to assist victims with filing temporary protection orders. Such advocates must be specifically trained and certified to provide such assistance. Acceptable training includes the VAWA-funded Georgia Legal Services Temporary Protective Order training, or other training as approved by CJCC;
- Legal Advocacy thus includes:
 - Assistance with filing the Georgia Crime Victim's Compensation Program
 - Assistance filing a temporary protective order
 - Accompanying the victim to a first appearance and subsequent hearings
 - Assisting the victim with contacting an offender's probation or parole officer – particularly with respect to TPO violations
 - Assisting the victim with advocating for no contact constraints or stay away bond conditions
 - Assisting the victim with obtaining a warrant for an offender's arrest
 - Referring the victim to legal counsel with respect to custody, or divorce or immigration matters
 - Educating the victim about his/her role in the criminal justice process
 - Assistance with and coordination with attorneys or Board of Immigration Appeals-certified advocate for filing T- or U-Visa paperwork, or a VAWA self-petition
 - Outreach to underserved communities to identify potential victims of crime and provide services
 - Ensure that all services are available for persons with limited English proficiency or provide referrals for culturally and linguistically services where appropriate

Legal Services

- Legal services require assistance from a state barred attorney, or in the case of immigration law, a Board of Immigration Appeals-accredited representative
- Both VOCA and VAWA allow legal services that help ensure the victim's immediate safety
- Legal Services include:
 - Assistance with completing and filing a T- or U-Visa paperwork, or VAWA self-petition on a victim's behalf;
 - Legal immigration counsel and/or representation with remedies under the Violence Against Women Act and/or The Victims of Trafficking and Violence Prevention Act before USCIS; ICE; Immigration Court
 - Assistance with divorce or custody legal filings and appearing on the victim's behalf in court
 - Assistance with eviction proceedings, if the eviction results from the victimization
 - Assistance with filing contempt petitions when a temporary protection order is violated and representation at 2nd TPO hearings
 - Drafting demand letters or lawsuits on behalf of victims of financial abuse or fraud to restore lost property
 - Outreach to underserved communities to identify potential victims of crime and provide services
 - Ensure that all services are available for persons with limited English proficiency or provide referrals for culturally and linguistically services where appropriate

Legal Services Compliance Monitoring Checklists

Legal Advocacy Programs

	Staff Training verifications (obtain a copy for CJCC files) In example, How to help victims complete a TPO?
	Referral list for professional, licensed legal help in the community (including referrals for immigration matters)
	Materials used to educate victims about their role in the criminal justice process

Legal Services Programs

	Verify attorney's license, or bar card for CJCC files
	Continuing legal education certificates specific to helping victims (obtain a copy for CJCC files)
	Review attorney referral list for victims who require other expertise

Interview Questions	CJCC Staff Notes
Tell me about your program. (Note adherence to core service requirements.)	
What projects have you accomplished with the grant award? Have all intended projects been completed? Please note any delays in project completions.	
How do you measure/evaluate the success of your program? How do you handle setbacks (if any)?	
Is the project site where one or more activities/deliverables are being performed? If no, note where activities are being performed.	

How do you validate that the services/activities described in the initial application and progress reports have been provided and/or completed?	
Please describe your system for collecting and reporting data to CJCC.	
Please provide feedback on VSSRs and OPMs. <i>Note if TA is needed.</i>	
Are you on task to complete all deliverables in a timely manner? Have the grantee outline a plan.	
Were/ are grant funds used for training?	Yes _____ No _____
If funds were used for training, how many people are trained?	
How are people recruited for training?	
What topics are covered in training?	
How do you evaluate success of trainings?	
Did new victim service project employees attend and successfully complete the On-Line Victim Assistance Training (On-line VAT) and/or other required training? <i>(NB: VAT is required for at least one staff member at a 5% funded agency)</i>	

Sexual Assault Programs

The Criminal Justice Coordinating Council requires that any sexual assault center funded with VOCA, VAWA, or SASP funds must provide the basic services below:

- Prior to being allowed unsupervised contact with clients, sexual assault center staff must complete 24 hours of training. Staff must maintain their advocacy skills with 10 hours of continuing education per year.
- Prior to being allowed unsupervised contact with clients, volunteers must complete 10 hours of training. Volunteers must maintain their service skills with 10 hours of continuing education per year.
- Advocate staff must have at least 40 hours of initial training specific to providing direct victim services either through the Office for Victims of Crime, Victim’s Assistance Training Online, the National Organization for Victim’s Assistance (NOVA) or other body that provides training specific to serving crime victims
- Staff a 24/7 crisis hotline
- Provide referrals to and assistance with obtaining social or legal services, where applicable. Have a referral guide available for staff and victims that includes up-to-date and complete contact information for each resource listed
- Notify and assist the victim about his/her eligibility for victim’s compensation
- Accompaniment to medical evaluations, and with client consent or at his/her request, to police interviews, and court hearings
- In-house provision or referral for licensed counseling and/or support groups run by a trained facilitator as requested or necessary
- Conduct community education and awareness activities to educate the public about the impact of sexual assault, including outreach about available services to victims and criminal justice professionals
- Participation on Sexual Assault Response Teams (SARTs), if any exist in the center’s community
- Ensure that all services are available for persons with limited English proficiency or provide referrals for culturally and linguistically services where appropriate

Sexual Assault Centers Compliance Monitoring Checklists

Review of 24-hour training curriculum provided to staff
Review of 10-hour training curriculum provided to volunteers
Review of procedures for managing the 24-hour crisis line
Referral list for social service and therapy providers
Review Sexual Assault Response Team (SART) MOU, if applicable

Interview Questions	CJCC Staff Notes
Tell me about your program. (Note adherence to core service requirements.)	

What projects have you accomplished with the grant award? Have all intended projects been completed? Please note any delays in project completions.	
How do you measure/evaluate the success of your program? How do you handle setbacks (if any)?	
Is the project site where one or more activities/deliverables are being performed? If no, note where activities are being performed.	
How do you validate that the services/activities described in the initial application and progress reports have been provided and/or completed?	
Please describe your system for collecting and reporting data to CJCC.	
Please provide feedback on VSSRs and OPMs. <i>Note if TA is needed.</i>	
Are you on task to complete all deliverables in a timely manner? Have the grantee outline a plan.	
Were/ are grant funds used for training?	Yes _____ No _____
If funds were used for training, how many people are trained?	
How are people recruited for training?	
What topics are covered in training?	
How do you evaluate success of trainings?	

<p>Did new victim service project employees attend and successfully complete the On-Line Victim Assistance Training (On-line VAT) and/or other required training? <i>(NB: VAT is required for at least one staff member at a 5% funded agency)</i></p>	
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Victim Witness Assistance Programs

The Criminal Justice Coordinating Council requires that victim witness assistance program funded with VOCA, VAWA, or SASP funds must provide the following services below. Georgia’s Association of Chiefs of Police and Georgia’s Prosecuting Attorneys Council have model policies and minimum service requirements for law enforcement and prosecutor’s agencies, respectively (Georgia Association of Chiefs of Police, 2009; Georgia Prosecuting Attorney Council, 2006). The policies and minimum services are based in part on the Crime Victims Bill of Rights. CJCC recommends the following core service definitions for Law Enforcement VWAPs and Prosecutors VWAPs as the minimum requirement, since these are necessary to enforcing the basic rights outlined in the Crime Victims’ Bill of Rights:

Law Enforcement VWAP

- Educate the victim about his or her role in the criminal justice process and provide a summary of follow-up actions the agency will take
- Notify and assisting the victim about his/her eligibility for victim’s compensation
- Notify the victim about victim services within the area
- Provide the victim with contact information for case updates and follow-up, upon the victim’s request, and if applicable
- Notify the victim about the status of temporary protective orders and their eligibility to apply for such orders
- Advocate on the victim’s behalf with the Sheriff’s office or Police Department, or provide training to law enforcement agencies, to ensure that the victim’s information is taken so he/she can be notified of

the defendant’s status – e.g. of arrest, of release from incarceration or on bond, and/or of potential bond conditions

- Make all services available to victims with Limited English Proficiency (LEP)
- Advocate staff must have at least 40 hours of training specific to providing direct victim services either through the Office for Victims of Crime, Victim’s Assistance Training Online, the National Organization for Victim’s Assistance (NOVA) or other body that provides training specific to serving crime victims

Prosecutor VWAP⁴

- Assist victims with recovering any property taken as evidence or recovered by the police
- Provide referral services to agencies that can provide counseling or other social services the victim might need. Have a referral guide available for staff and victims that includes up-to-date and complete contact information for each resource listed
- Notify and assist the victim about his/her eligibility for victim’s compensation
- Assist victims with obtaining restitution from the accused
- Assist victims with filing a victim impact statement
- Notify victims of any court hearings at which they must or might want to be present
- Educate the victim about his or her role in the criminal justice process
- Notify the victim about any proceeding at which the release of the accused will be considered and provide the victim with the opportunity to express his/her opinion regarding potential release
- If the accused is found guilty and sentenced to jail, connect the victim with the victim services division in the corrections department and assist the victim with registering for offender status notifications
- Advise the victim about his/her right to wait during judicial proceedings in an area separate from the accused
- Serve as the liaison between the victim and the prosecutor assigned to the case
- Provide support to the victim during trial process, in meetings with prosecutor, and at court hearings
- Have a written plan to be ready to provide services to victims who are Limited English Proficient
- Advocate staff must have at least 40 hours of training specific to providing direct victim services either through the Office for Victims of Crime, Victim’s Assistance Training Online, the National Organization for Victim’s Assistance (NOVA) or other body that provides training specific to serving crime victims

VWAP Compliance Monitoring Checklists

Review materials, if any, used to educate victims about their role in the criminal justice process
Review materials used to provide victims with contact and service information
Review plan for notifying victims of defendant’s / case status
Review referral list for both social and crime victim services in the community
Review Victim impact statement forms
Review Restitution request forms (Prosecution –based VWAPs, if applicable)

⁴ CJCC currently funds one nonprofit agency that conducts a VWAP in a prosecutor’s office. This agency is required to provide the Prosecutor VWAP core services.

40 hr Initial Victim Services training verifications
 (Obtain copies for CJCC files. Prosecution –based VWAP’s only)

Interview Questions	CJCC Staff Notes
Tell me about your program. (Note adherence to core service requirements.)	
What projects have you accomplished with the grant award? Have all intended projects been completed? Please note any delays in project completions.	
How do you measure/evaluate the success of your program? How do you handle setbacks (if any)?	
Is the project site where one or more activities/deliverables are being performed? If no, note where activities are being performed.	
How do you validate that the services/activities described in the initial application and progress reports have been provided and/or completed?	
Please describe your system for collecting and reporting data to CJCC.	
Please provide feedback on VSSRs and OPMs. <i>Note if TA is needed.</i>	
Are you on task to complete all deliverables in a timely manner? Have the grantee outline a plan.	
Were/ are grant funds used for training?	Yes _____ No _____
If funds were used for training, how many people are trained?	

How are people recruited for training?	
What topics are covered in training?	
How do you evaluate success of trainings?	
Did new victim service project employees attend and successfully complete the On-Line Victim Assistance Training (On-line VAT) and/or other required training? <i>(NB: VAT is required for at least one staff member at a 5% funded agency)</i>	