

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) 2015 Request for Applications

CFDA 16.017

Eligibility

Continuation Funding Only

Applicants are limited to non-profit, non-governmental agencies located in Georgia that received 2014 continuation 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 Program (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 receiving an award.

Deadline

Applications are due at 5:00 p.m. on Friday, July 10, 2015

Award Period

January 1-December 31, 2016

Contact Information

For assistance with the requirements of this solicitation, contact a member of the Victim Assistance Unit at 404-657-1956.

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 shontel.wright@cjcc.ga.gov.

Release Date: June 10, 2015

Sexual Assault Services Program (SASP)

2015 Request for Application

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.

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 assists 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 2015, 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 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;

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).

- 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 2014 Continuation Award recipients. **Please note that the Criminal Justice Coordinating Council has approved individual allocation amounts for this solicitation (see Appendix C). 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 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 other requirements outlined in the special conditions to the subgrant award. 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% Local Victim Assistance Program 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 receiving an award.

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, relationship to the perpetrator, 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 2015 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. CJCC staff provide training and technical assistance to assist subgrantees in accurate data collection and reporting.

Data submitted on Annual Progress Reports and the VSSR must be prorated to accurately reflect the use of SASP funds. Subgrantees are expected to establish data collection and reporting systems to provide CJCC with accurate, prorated data by each applicable deadline. OPM data is reported regardless of funding source and therefore does not require proration.

Failure to submit any required reports by the deadline specified will significantly delay any and all subgrant expenditure reimbursements (SERs) submitted within the grant period. Repeated failure to comply with deadlines will result in a staff recommendation to Council requesting a reduction in the overall grant award.

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, 2016. Subgrantees are required to complete and submit the report to CJCC by February 15, 2016. The report covers the previous grant year, January 1-December 31, 2015. CJCC will review and validate the reports and follow up with subgrantees as appropriate. CJCC has until March 30, 2016 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.

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 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.

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 are 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 subgrant recipients are as follows:

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

May 1 – October 30	November 30
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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 submit either 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 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

C. Other Requirements

Fiscal Accountability

Comingling 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:

- 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.
- Itemized records supporting all grant receipts, expenditures and match contributions in sufficient detail to show exact nature of activity.
- Data and information for each expenditure and match contribution with proper reference to a supporting voucher or bill properly approved.
- 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.
- Maintenance of payroll authorizations and vouchers.
- Maintenance of records supporting charges for fringe benefits.
- Maintenance of inventory records for equipment purchased, rented, and contributed.
- Maintenance of billing records for consumable supplies (i.e., paper, printing) purchased.
- Provisions for payment by check.
- Maintenance of travel records (i.e., mileage logs, gas receipts).
- 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 EEO 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. Violations may result in suspension or termination of funding until CJCC determines the recipient is in compliance. Information on required biannual agency-wide 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.” For more information, please see the [2014 FAQs on the Nondiscrimination Grant Condition in the Violence Against Women Reauthorization Act of 2013](#).

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>. CJCC requires subgrantees to have written LEP plans that outline the policies and procedures for ensuring victims have access to necessary forms of written and verbal communication.

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 correctly completed and 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 at cjcc.georgia.gov. Agencies with more than one 2014 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 404.657.1956.

Applications must be submitted by 5:00pm on Friday, July 10, 2015. There is no commitment on the part of CJCC to fund an application or to fund it at the amount requested.

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. Please note that the actual physical address of the agency must be submitted in addition to the mailing address, and that the physical address will be kept confidential and securely stored in CJCC's database. If the applicant agency has an implementing agency as a fiscal sponsor, that agency's name and address must be provided as well.

Next, please indicate whether or not your agency has registered with the federal System for Award Management (SAM) and if it is 5% LVAP Certified. You will also be prompted to enter your SAM expiration date. Your agency must be certified to receive 5% funds and have a current SAM registration before drawing down SASP funds. If you do not currently meet this requirement, please submit applications to renew SAM and 5% certification by July 31.

You will then enter your 2014 SASP grant number. This seven-digit grant number must be in the format I14-8-999 and will begin with I12-8, I13-8 or I14-8. 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.

Designation of Grant Officials

Applications must also complete the Designation of Grant Officials section. Please fill in the name, title, address and phone number for the project director, the financial officer and the authorized official for the grant. No two officials can be the same person.

A. Project Director

This official must be an employee of the applicant agency or from a contractor organization, at the applicant's option, who will be directly responsible for operation of the project. This person will be the primary contact for the application and the post-award phase.

B. Financial Officer

This person must be the chief financial officer of the applicant agency such as the county auditor, city treasurer or comptroller.

C. Authorized Official

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

Application Data and Narratives

1. Basic Information

Please title your project and include the current federal award amount. Enter the federal per Appendix D. It is helpful to use a concise and descriptive title that succinctly communicates your project's main objectives and/or target population. Good examples include:

Sexual Assault Advocacy Program

Rural Outreach for Sexual Assault Victims in Central Georgia

Trauma-informed therapy for adult and child sexual assault victims

2. Service Area and Congressional District

Indicate the counties served by your agency regardless of funding source during the January 1-December 31, 2014 SASP grant year and the Congressional District(s) served by the project. Agencies can look up Congressional Districts at <https://www.govtrack.us/congress/members/GA>. Agencies that serve all counties may check "statewide;" otherwise, please check each county served. There is also an "out of state" option. The options selected should reflect where the crime occurred; if unknown, select options for where victims reside.

3. Agency Description

Please limit narrative responses to 900 characters including spaces.

- In this section, provide a brief description of your agency. State how long the agency and/or project has been in operation. List any credentials or accolades that have been received that demonstrate expertise in addressing the victimizations or target population of your program.
- List any Multi-Disciplinary Team(s) that your agency's staff participate on or lead. Please share the name of the MDT as well as the type and the victimizations addressed, and briefly state the extent of staff involvement. Examples may include:

Smith County Task Force – Domestic violence task force – Staff participate in monthly meetings

Justice County Fatality Review Team - Child fatality review team – Executive Director is co-chair

- Please indicate the languages in which your agency or organization’s staff members are proficient. “Proficiency” indicates that the staff member can appropriately serve a victim or otherwise converse with someone in their native language if they are LEP.
- Please enter the Full Time Equivalent of all paid staff, including contractors and consultants, who are supported by SASP funds.
- Select your agency type:

Non-Profit Non-Governmental, Community-based

- Hospital
- Rape Crisis Center
- Dual Sexual Assault and Domestic Violence Program
- Dual Sexual Assault and Child Advocacy Center
- Population-specific
- Culturally-specific
- Other (Please explain) _____

- Provide your agency’s total budget information:

<i>Funding Source</i>	<i>Prior Year</i>	<i>Current Year</i>
a) Federal (excluding SASP)	\$ _____	\$ _____
b) SASP Funds	\$ _____	\$ _____
c) Public Health Block Grant	\$ _____	\$ _____
d) FVPSA	\$ _____	\$ _____
e) Rape Prevention Education	\$ _____	\$ _____
f) State	\$ _____	\$ _____
g) Local	\$ _____	\$ _____
h) Other (Please explain)	\$ _____	\$ _____
i) Other (Please explain)	\$ _____	\$ _____
j) Other (Please explain)	\$ _____	\$ _____

- Finally, please sign off on the fees and costs certification:

The applicant agency’s laws, policies, and practices do not require, in connection with the prosecution of any misdemeanor or felony domestic violence, dating violence, sexual assault, or stalking offense, or in connection with the filing, issuance, registration, modification, enforcement, dismissal, withdrawal or service of a protection order, or a petition for a protection order, to protect a victim of domestic violence, dating violence, sexual assault, or stalking, that the victim bear the costs associated with the filing of criminal charges against the offender, or the costs associated with the filing, issuance, registration, modification, enforcement, dismissal, withdrawal or service of a warrant, protection order, petition for a protection order, or witness subpoena, whether issued inside or outside the state, tribal, or local jurisdiction.

D. Project Activities

- In this section, describe the SASP-funded project activities, goals and/or services offered. For example, victim service providers should state an estimate of the number of victims that will be

served during the grant year, the types of services offered, and the anticipated outcomes framed in terms of OPM data. You may base your estimates on the SASP-funded activities completed last year as reported on the Annual Report and/or VSSR.

- Please indicate which of the SASP Purpose Areas your project serves, and briefly describe how it fulfills the purpose area(s).
 - 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.

- Indicate whether the 2015 SASP Funds will primarily be used to:
 - 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):

- Please explain the target population for the SASP-funded project. Include the geographic area targeted, the number of people to be targeted, and the relevant characteristics of those people.
- Identify any and or all of the SASP Subgrant Award funds that will be used to meet the priority and underserved requirements:

- a) Underserved Populations:
 - a) Rural
 - b) Racial or ethnic minority²

Please indicate which racial/ethnic minorities your agency serves:

- c) Incarcerated
- d) LGBTQQIA
- e) Men and boys
- f) Religious minority

Please indicate which religious minorities your agency serves:

² “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.”

g) Immigrant or refugee
Please indicate the countries of origin of the victims your agency serves:

h) Limited English proficient

If applicable, please indicate which 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.

- Describe the need for your SASP-funded project.
- Please describe what data your agency collects for your project, and how data are collected.
- Describe how you define success for your project.
- Indicate whether or not your project will have changes in scope, activities or services from the previous grant year. Please refer to your 2014 application if you need to determine any change in scope.
- Check the services provided by this SASP-funded project:
 - In-person Crisis Counseling
 - Telephone Contact
 - Follow-up
 - Therapy
 - Group Treatment
 - Shelter/Safe House
 - Information & Referral (In-Person)
 - Criminal Justice Support/Advocacy
 - Emergency Financial Assistance
 - Emergency Legal Advocacy
 - Assistance in Completing a Compensation Application
 - Review of Compensation Eligibility Requirements
 - Assistance Gathering Documents for and Submitting an Application
 - Follow-up with the Victims Compensation Program
 - Assistance in Applying for TANF/Social Services
 - Non-Emergency Legal Advocacy
 - Personal Advocacy
 - Assistance Placing Animals in Distress
 - Forensic Interviews
 - Other (Please explain) _____

Budget

All applicants must attach a budget using the [Budget Detail Worksheet](#). All line items within the budget are subject to review and approval. Decisions related to these budget line items are based on allowability of line item costs per SASP program guidelines, justification of costs in relation to project

activities, and reasonableness of costs based on current market rates.

The 2015 SASP awards are only for continuation funding. The award amount received for the current grant year 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 2014. Please see the appendix for the list of 2014 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

The required attachments listed below must be correctly completed and submitted with the grant application. Please carefully read and follow the instructions on all forms.

- Standard Assurances
- Certifications Regarding Lobbying, Debarment, Suspension and other Responsibility Matters
- Disclosure of Lobbying Activities
- Audit Requirements
- Civil Rights Contact
- Applicants must submit a copy of their 501(c)(3) certificate
- Applicants must submit an organizational chart for the entire program and job descriptions for all employees included in the proposed budget
- If applicable:
 - 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. SUBMIT APPLICATION

The last step before submitting your application is to fill out the name, title, phone number and email of the application point of contact. This person will receive a confirmation email once the application is submitted. They will also be the person we contact in the event we have questions about your application.

Please be sure to click submit so that we receive your online application. The application must be submitted by the deadline to be considered for the award amount approved by the Council.

Once submitted, please right click the screen to print and save a .pdf of the confirmation page. The application point of contact will receive a confirmation email as well.

G. 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	June 10, 2015
Application closes	July 10, 2015
CJCC sends award packets to subgrantees	October 21, 2015
Award packet webinars	November 2015
Award packets due to CJCC	December 5, 2015
Start of SASP grant year	January 1, 2016

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**. Appeals should be submitted in the form of a cover letter on the applicant agency's letterhead and any supporting documentation. You may submit an appeal in writing to the Criminal Justice Coordinating Council, ATTN: Shontel Wright, 104 Marietta St. NW Suite 440, Atlanta, GA 30303.

G. APPLICATION REVIEW PROCESS

All applications and attachments are reviewed by CJCC Victim Assistance Unit staff. Applications are primarily reviewed based on three basic criteria: submission of complete and accurate information;

programmatic compliance with federal and state guidelines; and financial compliance in that all costs are allowable, reasonable and justified per the federal and state guidelines.

H. APPLICATION WEBINARS AND TECHNICAL ASSISTANCE

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

	SASP
DATE	Tuesday, June 23, 2015
TIME	2:00-3:30pm

To sign up for a webinar, please register at cjcc.georgia.gov. 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.

4. 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)

B. 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

C. 2014 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.

Grant ID	Agency	Program	Federal
I12-8-007	Friends of the Greenhouse, Inc.	Sexual Assault Center	47,807
I13-8-006	Sexual Assault Support Center	Sexual Assault Center	62,976
I14-8-001	YWCA of Northwest Georgia, Inc.	Sexual Assault Center	50,000
I14-8-002	International Women's House, Inc.	Sexual Assault Center	44,064
I14-8-003	Rape Crisis & Sexual Assault Services	Sexual Assault Center	55,000
I14-8-004	Harmony House Child Advocacy Center, Inc.	Sexual Assault Center	54,624