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EXECUTIVE DIRECTOR

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

## **Sexual Assault Services Program (SASP) 2017 Competitive Request for Applications**

CFDA 16.017

### **Eligibility**

Applicants are limited to non-profit, non-governmental agencies located in Georgia and 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 Monday, February 12, 2018

### **Award Period**

Initial Award period April 1- December 31, 2018. Awarded agencies will be eligible annually for continued funding at the amount awarded through December 30, 2020. All continuation funding will be contingent upon availability of funds and compliance with grant management requirements.

### **Contact Information**

For assistance with the requirements of this solicitation, contact:

Amy Hutsell at 404-657-1965 or [amy.hutsell@cjcc.ga.gov](mailto:amy.hutsell@cjcc.ga.gov)

Liz Flowers at 404-657-1976 or [liz.flowers@cjcc.ga.gov](mailto:liz.flowers@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 404-657-1965 or [amy.hutsell@cjcc.ga.gov](mailto:amy.hutsell@cjcc.ga.gov).*

**Release Date: January 4, 2018**

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# **Sexual Assault Services Program (SASP) 2017 Competitive 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-six 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. Interested agencies must submit an application to be considered for funding from the SASP Grant Programs. Agencies are encouraged to read this entire Request for Applications (RFA) thoroughly before preparing and submitting a 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 competitive 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.

## **A. 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 crisis centers. **Please note any award made pursuant to this solicitation is dependent upon the receipt and availability of federal grant awards and any requirements/conditions attached thereto.**

An eligible applicant must meet all of the following criteria:

1. Be a non-profit organization or a public government entity,
2. Serve as the fiscal agent for the grant and the point of contact to CJCC, and
3. Be responsible, liable, and oversee financial, program, and post-award reporting requirements.

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**

SASP established eligibility criteria that must be met by all organizations receiving SASP funds. These funds are to be awarded to subgrantees only for providing services to victims of crime through their staff.

Each subgrantee organization shall meet the following requirements. Failure to meet the federal statutory requirements may jeopardize funding for the entire state of Georgia. Please read the following requirements carefully:

- **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 [2018 VSSR Guide](#) on CJCC’s website.
- **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.
- **Assistance to victims in applying for compensation** – Assist potential recipients of crime victim compensation benefits (including potential recipients who are victims of federal crime) in applying for such benefits including, but not limited to: referring such potential recipients to an organization that can so assist, identifying crime victims and advising them of the availability of such benefits, assisting such potential recipients with application forms and procedures, obtaining necessary documentation, monitoring claim status, and intervening on behalf of such potential recipients with the crime victims’ compensation program.
- **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. Criminal Justice agencies must collaborate with victim service providers to ensure victim safety, confidentiality and autonomy, and to promote victims' economic independence.
- **No charges to victims for SASP-funded services** – Applicants must provide services to crime victims at no charge through the SASP-funded project.
- **Maintain confidentiality** – Eligible agencies must have policies and procedures in place that reasonably protect the confidentiality and privacy of persons receiving services under this program. These measures must prohibit the release of personally identifying information or client information except in certain circumstances. Policies and procedures must allow for information sharing of certain non-personally identifying data and court, law enforcement, and prosecution generated information in certain circumstances.
- **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.

## 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.

SASP Formula grants shall be used to provide grants to rape crisis centers<sup>1</sup> 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:

1. 24-hour hotline services providing crisis intervention services and referral;
2. Accompaniment and advocacy through medical, criminal justice, and social support systems, including medical facilities, police, and court proceedings;
3. Crisis intervention, short-term individual and group support services, and comprehensive service coordination and supervision to assist sexual assault victims and non-offending family or household members;
4. Information and referral to assist the sexual assault victim and non-offending family or household members;
5. Community-based, culturally specific services and support mechanisms, including outreach activities for underserved communities; and
6. The development and distribution of materials on issues related to the services described in 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).**

## Priority Areas

In FY 2017, CJCC is interested in supporting the priority areas identified below. Applicants must propose a project in one of the three priority areas.

1. **Previously Underserved:** Increase access to services for specific marginalized and/or underserved populations (based on race, ethnicity, sexual orientation, gender identity, disability, age, location, etc.)
  - a. **Rural:** enhance or expand services in order to reach victims that previously were not being served due to location. **Examples of an appropriate SASP project under this priority area could be the expansion of sexual assault services into counties where no sexual assault center is directly located; developing satellite or outreach services to serve counties where there are no CJCC-funded service providers currently delivering sexual assault services; providing mobile sexual assault advocacy. Another appropriate SASP project under this priority area is increasing transportation assistance for victims of sexual assault.**

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<sup>1</sup> 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).

- b. **Culturally-specific:** enhance or expand program in order to deliver services that are sensitive and responsive to victims of sexual assault within specific cultural communities. **An example of an appropriate SASP project under this priority area would be the to increase usage of multi-lingual professionals and resources and/or the development of resources in specific languages.**
  - c. **Persons with disabilities:** enhance or expand services to accommodate and assist the unique needs of the survivor/co-victim/collateral victim that are hindered by institutional or physical barriers. **An example of an appropriate SASP project under this priority area could be the enhancement of community partnerships in order to connect the survivor/co-victim/collateral victim(s) to resources in the community that can best meet their specific needs (i.e. mental health and trauma-informed therapeutic services).**
2. **Campus Response to Sexual Assault:** Create or enhance sexual assault program on campus in order to provide the following core services:
- a. **24-Hour Crisis Hotline:** A telephone service available on a 24-hour basis to connect survivors/co-victims/collateral victims of sexual violence with a trained advocate. An immediately available 24-hour personal response provided in a variety of settings to an individual presenting a crisis related to sexual violence.
  - b. **Advocacy:** Providing personal, medical, criminal justice/legal, and follow-up support and/or assistance in accessing sexual assault related services.
  - c. **Crisis Intervention:** An immediate 24-hour response provided by a trained advocate in a variety of settings to an individual presenting in crisis related to sexual violence.
  - d. **Information and Referral:** Providing timely and relevant contact information to survivors/co-victims/collateral victims for agency services and community resources that address a need.
  - e. **System Coordination and Collaboration:** Developing and maintaining professional partnerships with programs, agencies, organizations, and groups in the community that serve or otherwise impact survivors; such partnerships may be formal or informal.
  - f. **Community Awareness and Outreach:** Providing accurate information about sexual violence, and ensuring that the community is aware of the agency, its services and how to access those services.
- \*Special consideration will be given to applicants who prioritize the campus-community Sexual Assault Response Team (SART) model (as defined as college based and community based agencies working in tandem to service sexual assault victims) and provide Memorandums of Understanding (MOUs) and/or protocols.**
3. **Innovative Support Services:** Alternative approaches to healing that integrate conventional and alternative trauma-informed therapies to promote healing in sexual survivor/co-victim/collateral victim of sexual assault. **\*More information can be found at [Resource Sharing Project- Healing Services for Survivors](#)**



## **Activities that Compromise Victim Safety and Recovery**

The following activities are unallowable and 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 [Solicitation Companion Guide](#))
- 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. Assistance may be requested by contacting your assigned grant specialist.

Data submitted on Annual Progress Reports and the Victim Services Statistical Report (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. Outcome performance measures (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 subgrantees 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, subgrantees 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 annual OPM.

CJCC staff will send the Annual Progress Report and instructions to subgrantees by January 15, 2019. Subgrantees are required to complete and submit the report to CJCC by February 15, 2019. The report covers the previous grant year, January 1-December 31, 2018. CJCC will review and validate the reports and follow up with subgrantees as appropriate. CJCC has until March 30, 2019 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 subgrantees will be required to submit reports on their program outputs supported by SASP funding on a quarterly basis. SASP subgrantees must complete the 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 in the [2018 VSSR Guide](#) posted on CJCC’s website. All statistical reports are due 30 days following the end of the quarter.

<b><i>VSSR QUARTERLY PROGRESS REPORTS</i></b>	
<b><i>REPORTING PERIOD</i></b>	<b><i>DUE ON THE FOLLOWING DATES</i></b>
<b><i>October 1 – December 31</i></b>	<b><i>January 30</i></b>
<b><i>January 1 – March 31</i></b>	<b><i>April 30</i></b>
<b><i>April 1 – June 30</i></b>	<b><i>July 30</i></b>
<b><i>July 1 – September 30</i></b>	<b><i>October 30</i></b>

All statistical reports must be submitted electronically using CJCC’s online reporting tool. Subgrantees will receive the link for the reporting tool, along with a username and password to complete their report, on a quarterly basis.

**Annual Outcome Report:** All SASP subgrantees must use the survey instruments 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 subgrantees 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 once 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. The outcome performance reporting date for ALL victim services subgrantees is as follows:

<i>OUTCOME PERFORMANCE MEASURES</i>	
<i>REPORTING PERIOD</i>	<i>DUE ON THE FOLLOWING DATES</i>
<i>October 1 – September 30</i>	<i>October 30</i>

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 15<sup>th</sup> 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<sup>th</sup>. Quarterly SERs are due on the following dates for the corresponding financial reporting periods:

<i>QUARTERLY SERs</i>	
<i>FINANCIAL REPORTING PERIOD</i>	<i>DUE ON THE FOLLOWING DATES</i>
<i>October 1 – December 31</i>	<i>January 30</i>
<i>January 1 – March 31</i>	<i>April 30</i>
<i>April 1 – June 30</i>	<i>July 30</i>
<i>July 1 – September 30</i>	<i>October 30</i>

## **C. Other Requirements**

### **Fiscal Accountability**

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

The subgrantee’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 subgrantees receiving federal funds must be in compliance with Equal Employment Opportunity Plans (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 and all applicable civil rights laws. Violations may result in suspension or termination of funding until CJCC determines the subgrantee is in compliance. Information regarding required biannual agency-wide [Civil Rights trainings](#) is available online.

### **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, subgrantees 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., 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.

### **Award Acceptance**

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 CJCC. 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 required by CJCC. 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 [https://cjcc.formstack.com/forms/fy17\\_sasp\\_competitive](https://cjcc.formstack.com/forms/fy17_sasp_competitive)

Applicants will be able to save their entries then log out and log back in once the application is started. CJCC recommends that each applicant compile all information requested in this RFA before beginning the online application, and allowing two to three hours for completion.

Applicants who experience technical difficulties or emergency circumstances should contact one of the following staff immediately:

Liz Flowers at [liz.flowers@cjcc.ga.gov](mailto:liz.flowers@cjcc.ga.gov) or 404.657.1976  
Amy Hutsell at [amy.hutsell@cjcc.ga.gov](mailto:amy.hutsell@cjcc.ga.gov) or 404.657.1965

Applications must be submitted **by 5:00pm on Monday, February 12, 2018. 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 RFA 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.

## **E. Attachments**

### **Project Narrative** (not to exceed 10-pages)

All applicants must attach a project narrative describing the proposed project. The narrative must be double-spaced in Times New Roman, 12-point font and attached as a Word or .pdf document.

The following elements are required in the project narrative. Please include section headers and provide the information in the order requested.

- **Project description:** Provide a description of the project including the agency's name, agency type, and year founded. Include the geographic area targeted, number of people served in the past year, estimated overall number of individuals who will be served during the grant period, and relevant characteristics of the target population(s) for the SASP-funded project(s).
- **Needs statement:** Provide a statement of the specific problem(s)/gap(s) the project will address. Include data that supports this claim. Only use data that is verifiable and relevant to the target population. For example, do not use statewide data for a local problem statement and do not use national data for a statewide problem statement. Also, provide citations for all data sources. Include a statement explaining how the proposed activities and services will address the needs of the target population and/or proposed service area. If the agency currently has a victim service award with CJCC, please state how the proposed project will maintain, supplement, or expand/enhance current programming.
- **Project goals:** State the goals of the proposed project. State an estimate of the number of victims that will be served during the grant year for each goal and the anticipated resulting outcomes. Outcomes are defined as changes in attitudes, knowledge, skills, behaviors, and conditions. Goals must be specific, measurable, action-oriented, reasonable, and time-sensitive having performance indicators. Please prepare to explain in the evaluation plan section.
- **Project activities and services:** Describe how the agency will achieve the stated project goals. Outline what the activities and services are, who will conduct the activities and/or provide services, where services will be delivered, how victims will safely access services, and a timeline for accomplishing the activities and/or a description of how case plans will be developed.
- **Resources needed:** In this section, please clearly explain the resources needed to conduct, enhance, and/or expand the project activities and services necessary to achieve project's goals. For example, if the proposed project will also be supported by a United Way grant, county

funding, and Junior League volunteers, then explain how SASP funds will supplement these resources and enable the project to be conducted. State what other funds will be used to cover the costs of this project.

- **Evaluation plan:** Please describe what data the agency collects or will collect for the proposed project and how data is collected. Examples include intake forms and exit surveys staff or volunteers assist victims to complete. Also explain how the agency will know if it met its project goals. Indicators of success typically include outcomes that restore or enhance victim safety and stability, increase knowledge of the criminal justice system, etc.

## **Budget**

All applicants must attach a budget using the provided [Detailed Budget Worksheet](#). All line items within the budget are subject to review and approval. Decisions related to these budget line items are based on allowance 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.

## **Indirect Costs**

Indirect costs are not readily assignable to a particular award, but are necessary both to the operation of the subgrantee and to the performance of the award. Common examples include building maintenance, telephone expenses, general supplies, and salaries and benefits of certain employees whose work benefits the entire organization.

Applicants are permitted to include indirect costs in their budget. If an agency currently has a negotiated federally-approved indirect cost rate, then the same rate must be applied to all SASP awards. An agency may submit an indirect cost proposal with its federal cognizant agency (such as DOJ) at any time but must apply the approved rate to all federal awards received regardless of funding agency. All other applicants may use the 10% de minimis rate.

Indirect cost rates may be included on the application budget as “Indirect Costs” but must later be specified to avoid double-charging if an award is granted. Please also note that the indirect cost rate applicable to portions of the grant in different fiscal years may vary and federal law, statutes, or regulations may cap or otherwise limit allowable indirect costs.

The de minimis rate is an option only for subgrantees that have never received an approved federally negotiated indirect cost rate.

## **Allowable and Unallowable Costs**

Allowable costs include services and activities that are eligible for support with SASP grant funds. Unallowable costs are ineligible for use for various services or activities. Please see Appendix A.

## **Supplantation**

Supplanting occurs when a state, local, or tribal government reduces previously allocated or appropriated funds by an agency for an activity, specifically because federal funds are available (or expected to be available) to fund the same activity. Any reduction in non-federal resources allocated for the same time period and the same purpose as the federal grant award will be subject to careful review. To avoid potential supplanting issues, the following general guidelines should be followed:

- Federal funds cannot be used to pay for existing employees unless the existing position is “back-

filled” with a new hire.

- Federal funds cannot be used to pay for items or costs that the subgrantee is already obligated to pay with state, local, or tribal funds.
- State, local, or tribal funds previously appropriated, allocated, or budgeted for award purposes cannot be reduced or reallocated to other purposes because of receipt of federal funds.
- Maintain contemporaneous documentation demonstrating that any reductions in non-federal resources budgeted for award purposes is unrelated to the receipt or expected receipt of federal funds. Examples of supporting documentation may include (but are not limited to) budget sheets and/or directives, city council or departmental meeting minutes, agency memoranda, notices, or orders, and any other official documents addressing the reduction in non-federal resources.

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. Supplanting may be grounds for suspension or termination of current and future federal funding, recovery of misused federal funds, and/or other remedies available by law.

### **Budget Narrative**

This narrative should thoroughly and clearly describe every category of expense listed on the Budget Detail Worksheet. Proposed budgets are expected to be complete, reasonable and allowable, cost- 20 effective, and necessary for project activities (justifiable). The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how all costs were estimated and calculated and how they are relevant to the program. Please attach as a separate page.

### **Organizational Chart**

An organizational chart is a diagram which displays the structure of an organization and shows the relationships and relative ranks of staff. Applicants should include names, titles, and salaries illustrative of the entire program under which the proposed project aligns.

### ***Submit Application***

Before submitting, review the application from start to finish to ensure you submit complete and accurate information.

***Please be sure to click submit so that the online application is received.*** The application must be submitted by the deadline to be considered for an award. If more than one application is submitted for the same project, CJCC will only accept the most recent application.

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.

## **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:



<b>Milestone</b>	<b>Target Date</b>
Release RFAs and open application	January 4, 2018
Application closes	February 12, 2018
CJCC sends award packets to subgrantees	March 2018
Award packets due to CJCC	May 2018
<b>Start of SASP grant year</b>	<b>April 1, 2018</b>

### **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: Jay Neal, 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 TECHNICAL ASSISTANCE**

Applicants may also contact members of the Family Violence 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.

## Appendix A

### Allowable/Unallowable Costs and Activities

#### 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.

### **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.

## 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.

## **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)

## **Appendix 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: Sexual Assault Centers, Child Advocacy Centers (CAC's), Counseling Services, and Legal Service 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.

#### **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

### **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

### **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.**

### **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