BRIAN P. KEMP
GOVERNOR

JAY NEAL
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) FY 2020 Competitive Request for Applications

CFDA 16.017

Eligibility

Applicants are limited to non-profit, non-governmental agencies located in Georgia and provide 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 November 2, 2020

Award Period

Initial award period is January 1-December 31, 2021. Awarded agencies will be eligible annually for continued funding at the amount awarded through December 31, 2023. 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
Liz Flowers at 404-657-1976 or 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.

Release Date: September 30, 2020

Sexual Assault Services Program (SASP)
2020 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 § 35-6A-2, the Council is comprised of twenty-seven 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.

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[1] and other non-profit, nongovernmental organizations or tribal programs for programs and activities that provide direct intervention and related assistance. Intervention and related assistance to sexual assault victims 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). SASP grant funds may not be used for lobbying, fundraising, education programs, training for allied professionals or the general public, prevention efforts (funds may be used for outreach to inform public about the services provided by the specific program), research projects, SART support, or the purchase of food and beverage.

Priority Areas

Consistent with SASP Formula Grant Program priority areas identified by OVW, CJCC is interested in supporting the priority areas identified below. In the FY20 Request for Proposals, CJCC is highly encouraging culturally specific non-profit agencies that are not state funded but provide sexual assault services to underserved populations to apply. Applicants must propose a project in one of the two priority areas.

[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).

1. Underserved Populations: Increase access to services for specific marginalized and/or underserved populations that include, but are not limited to, rural, elderly, LGBTQ, tribal, non-English speaking, African-American communities and other communities of color, immigrant and refugee, individuals with disabilities and deaf individuals.
    a. Culturally Specific: enhance or expand program in order to deliver services that are sensitive and responsive to the diversity of the community in which the agency operates. An example of an appropriate SASP project under this priority area would be the enhancement of existing sexual assault services through non-traditional support groups and outreach materials.
    b. Rural: enhance or expand services in order to reach victims that previously were not being served due to location. An example 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. Another appropriate SASP project under this priority area is increasing transportation assistance for victims of sexual assault.
    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 to resources in the community that can best meet their specific needs (i.e. counseling services).

2. Innovative Support Services: Alternative approaches to healing that integrate conventional and alternative trauma-informed therapies to promote healing in survivor/co-victim/collateral victims of sexual assault. An example of an appropriate SASP project under this priority area could be partial funding of a position that coordinates alternative healing services or other costs related to this program.
   *More information can be found at Resource Sharing Project- Healing Services for Survivors

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.

Additional Specific Eligibility Requirements

OVW SASP established eligibility criteria that must be met by all organizations receiving 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 intervention and related assistance to victims of sexual assault and are not part of the criminal justice system.
- Record of effective services – To be eligible to receive SASP funds, organizations must 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 2019 VSSR Guide on CJCC's website.
- Promote community efforts to aid crime victims – To be eligible to receive SASP funds, organizations must 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.
- Crime Victim's Compensation– To be eligible to receive SASP funds, organizations must 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, educating them on the process, obtaining necessary documentation, and/or checking on claim status to ensure assistance is provided.
- Comply with federal rules regulating grants – To be eligible to receive SASP funds, organizations must comply with the applicable provisions of SASP, the Program Guidelines, Ga Sexual Assault Center Standards 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 – To be eligible to receive SASP funds, organizations must adhere to financial and programmatic guidelines; adhere to Ga Sexual Assault Center Standards; comply with deadlines; and provide all information to CJCC as

requested in a timely fashion, including: Office of the Inspector General, Georgia Department of Audits and Accounts, and Department of Justice.

- Services to victims of federal crimes – To be eligible to receive SASP funds, organizations 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. To be eligible to receive SASP funds, criminal justice organizations 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 – To be eligible to receive SASP funds, organizations must provide services to crime victims at no charge through the SASP-funded project.
- Maintain Confidentiality – To be eligible to receive SASP funds, organizations 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:
    - First and last name,
    - Home or other physical address,
    - Contact information (including a postal, e-mail or Internet protocol address, or telephone or facsimile number),
    - 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 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 – – To be eligible to receive SASP funds, organizations must 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 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, and
- 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 of the United States 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 semiannual OPMs.

CJCC staff will send the Annual Progress Report and instructions to subgrantees by January 15, 2022. Subgrantees are required to complete and submit the report to CJCC by February 15, 2022. The report covers the previous grant year, January 1, 2021 through December 31, 2021. CJCC will review and validate the reports and follow up with subgrantees as appropriate. CJCC's deadline to submit reports to OVW is March 30, 2022. 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"), SASP Subgrantees identified in the report must supply 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 2019 VSSR Guide posted on CJCC's website. All statistical reports are due 20 days following the end of the quarter.

VSSR QUARTERLY PROGRESS REPORTS	
REPORTING PERIOD	DUE ON THE FOLLOWING DATES
January 1 – March 31	April 20
April 1 – June 30	July 20
July 1 – September 30	October 20

October 1 – December 31	January 20

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:

OUTCOME PERFORMANCE MEASURES	
REPORTING PERIOD	DUE ON THE FOLLOWING DATES
October 1 – September 30	October 30

Failure to submit these outcome reports in a timely manner will delay any SERs submitted within the grant period until such time as the outstanding reports are received by CJCC. 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., a SER for expenses incurred in January is due by February 15th. Quarterly SERs are due on the following dates for the corresponding financial reporting periods:

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

Requests with a signature must be submitted via email to the assigned grant specialist and to seradmin@cjcc.ga.gov for processing to begin and prevent delays. Delays may also occur if statistical reports are not submitted.

Post-Award Requirements

1. **Compliance Monitoring -** CJCC staff monitoring activities may also be conducted throughout the grant year; i.e. site visits and desk reviews. Visits and reviews will be scheduled with the grantee in advance. Site visits and desk reviews will be conducted to monitor the program for implementation and to view program documentation.

2. **Additional Training, Technical Assistance, and Events** - CJCC may offer several non-mandatory, post-award training and technical assistance opportunities and special events. Grantees will be informed of events via e-mail, and the events will be posted on the CJCC website. CJCC staff also will give ongoing, individual technical assistance, and other support activities to subgrantees as needed or requested throughout the year.

C. Other Requirements

Various requirements can be met with proper documentation provided to CJCC upon request, and many are time sensitive. All subgrantees are required to be in compliance with these requirements. It is the responsibility of the agency to become acquainted with the following:

Fiscal Accountability

Commingling 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.

Religion
Grantee programs may not promote, discuss, or teach religion. Program activities and services are required to be accessible to any interested participant, regardless of religious affiliation.

Criminal Background Checks
All subgrantees must conduct a state or national criminal background check on all direct service and outreach personnel who have contact with victims and their children once every three years.

Internet Security Policy
CJCC requires all subgrantees to establish and enforce an Internet Security Policy when participants, volunteers, and/or staff have access (supervised or unsupervised) to protect the confidentiality, integrity, and availability of data while preventing malicious and other security threats. This includes any technology provided by CJCC funding and technology utilized by participants during a CJCC funded program component.

Office of Civil Rights
Pursuant to 28 C.F.R. Section 42.302, all subgrantees of federal funds must be in compliance with Equal Employment Opportunity Plan (EEOP) and Civil Rights requirements. All programs that receive SASP funds or are subawarded SASP funds via program agreements are required to be familiar with and comply with all relevant federal civil rights requirements, and to that end are required to participate in the designated training once per grant period. If there is a violation it may result in suspension or termination of funding until such time as the subgrantee is in compliance. Information on the required annual OJP Civil Rights trainings can be found at the link below.

Office for Civil Rights - Training for Grantees

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 LEP. 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., EEOP. 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 accurately 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/or fiscal non-compliance may result in a reduction of the award.

Other

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

D. Application Submission Instructions

Applications must be submitted online via Formstack. Please click here for the application.

Applicants will be able to save their entries and continue once the application is started by using the most recent unique link provided by the online application system. After each save, a new unique link to return to the most recent version of the application will be generated. Please keep the link received after the last save as well as opt-in to have that same link sent to email address provided by the applicant. **Please use the latest unique link generated** in order to return to the most recent version of the application. **Caution: if a previous link that is not the most recent is used, a portion of or all entries may be lost.**

Applicants may use this RFA as a worksheet for compiling the application. CJCC recommends that applicants compile all information requested in this RFA before beginning the online application. Applicants who experience technical difficulties or emergency circumstances should contact Amy Hutsell, Amy.Hutsell@cjcc.ga.gov or Liz Flowers, Liz.Flowers@cjcc.ga.gov. Staff may also be reached at 404-657-1956.

Applications must be submitted **by 5:00pm on November 2, 2020. 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 application may be disqualified. Applications for funding may 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.

Certification and Completion

To finalize the application, please enter requested information for the point of contact and enter the name of the person submitting the application 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.

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 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. This person will also be contacted in the event we have questions about your application.

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 RFA and open application	September 30, 2020
Application closes	November 2, 2020
CJCC sends award packets to subgrantees	December 18, 2020
Award packets due to CJCC	February 1, 2021
Start of SASP grant year	January 1, 2021

Funding Decisions

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 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.

Application Review Process

All applications and attachments are reviewed by CJCC Victim Assistance Division 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.

Application Technical Assistance

Applicants may contact the following individuals for assistance with this application.

NAME	ORGANIZATION	EMAIL
Jennifer Bivins	Ga Network to End Sexual Assault	jenniferbivins@gmail.com
Liz Flowers	Criminal Justice Coordinating Council	liz.flowers@cjcc.ga.gov
Amy Hutsell	Criminal Justice Coordination Council	amy.hutsell@cjcc.ga.gov

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)