

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

**Sexual Assault Mini-Grant Program**

**FY 2015 Competitive Request for Applications**

**Eligibility**

Applicants are limited to agencies located in Georgia that are 501(c)(3) non-profit organizations that meet the eligibility requirements outlined in this solicitation. This RFA is only for sexual assault programs for the provision of services to sexual assault victims and their families who fall into one or more of the identified special populations.

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

**Deadline**

Applications are due at 11:59 p.m. on Monday, December 1, 2014

**Award Period**

January 1, 2015 – September 30, 2015

**Contact Information**

For assistance with the requirements of this solicitation, contact:

Kristy Carter at 404-657-2061 or Kristy.Carter@cjcc.ga.gov

Quincie McKibben at 404-657-2083 or Quincie.McKibben@cjcc.ga.gov

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

**Release Date: October 31, 2014**

**Sexual Assault Mini-Grant Program**

**FY 2015 Competitive Request for Applications**

**Criminal Justice Coordinating Council**

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

CJCC is soliciting applications for the Sexual Assault Mini-Grant Program. Agencies must submit an application to be considered for funding from the Sexual Assault Mini-Grant Program. Agencies are encouraged to read this entire RFA thoroughly before preparing and submitting their grant application. This application is open to all agencies meeting eligibility guidelines for the Sexual Assault Mini-Grant Program; decisions about grant awards will be determined through a competitive process.

**Overview**

CJCC will accept applications from sexual assault programs for the provision of services to sexual assault victims and their families. The purpose of the Sexual Assault Mini-Grant Program is to provide intervention services to sexual assault victims who fall into one or more of the identified special populations, as well as awareness and education to Georgia’s citizens on sexual assault prevention strategies that will change the attitudes of communities regarding nonconsensual sex and violence. Education and awareness activities will be accomplished through the provision of trainings, presentations, technical assistance, community outreach, direct service and collaboration. CJCC asks that applicants fully describe how their program will provide these core intervention services along with the awareness and education activities.

***This RFA is only to address supportive services for sexual assault programs that serve one or more of the identified special populations:***

1. The elderly;

2. Teenagers/adolescents;

3. Victims with mental health and/or substance abuse issues;

4. Victims located in rural areas; and

5. Victims who are members of racial and ethnic minority populations.

**The target population for this project is victims of sexual assault and their families, as well as the larger community. Please reference the above list for the identified special populations who must be served through this grant program.**

**Core intervention services include the following:**

* Advocacy/crisis intervention;
* Emergency financial assistance;
* Follow-up contact;
* Follow-up exams;
* Forensic medical examinations;
* Individual/family therapy;
* Legal advocacy;
* Medical accompaniment/advocacy;
* Support groups;
* Assistance with Victims Compensation;
* Training, technical assistance, and outreach to increase awareness; and
* Social service advocacy (transportation, child care, respite care, job training, employment services, financial literacy, and economic empowerment).
1. **Eligibility**

This RFA is only for applications that address supportive services for sexual assault programs that serve one or more of the identified special populations that fall in line with the identified priority areas listed above. **Please note that the Criminal Justice Coordinating Council has not approved individual allocation amounts for this solicitation. Any award made pursuant to this solicitation is dependent upon the receipt and availability of federal grant awards and any requirements/conditions attached thereto.**

An eligible applicant must meet all of the following criteria:

1. Be a 501(c)(3) 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.

**Additional Specific Eligibility Requirements**

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

* **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.
* **Federal Criminal Background Checks -** All Grantees must conduct criminal background checks on all direct service and outreach personnel who have contact with victims of domestic violence and their children. Grantees must use Cogent Systems, Georgia Applicant Processing Services, to conduct a background check on all direct service and outreach personnel once every three years.
* **Internet Security Policy -** CJCC requires all subgrantees to establish and enforce an Internet Security Policy when minor participants and/or staff have access (supervised or unsupervised) to the Internet. This includes any technology provided by CJCC funding and technology utilized by participants during a CJCC funded program component.
* **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.
* **Fiscal Accountability - Commingling of funds on either a program-by-program or project-by-project basis is prohibited.** The subrecipient’s accounting system must maintain a clear audit trail foreach source of funding for each fiscal budget period and include the following:

**a)** Separate accountability of receipts, expenditures, disbursements and balances. CJCC recommends creating an account in your accounting system for each grant using the grant number provided by CJCC.

**b)** Itemized records supporting all grant receipts, expenditures and match contributions in sufficient detail to show exact nature of activity.

**c)** Data and information for each expenditure and match contribution with proper reference to a supporting voucher or bill properly approved.

**d)** Hourly timesheets describing work activity, signed by the employee and supervisor, to document hours personnel worked on grant related activities. Match hours must be documented in same manner.

**e)** Maintenance of payroll authorizations and vouchers.

**f)** Maintenance of records supporting charges for fringe benefits.

**g)** Maintenance of inventory records for equipment purchased, rented, and contributed.

**h)** Maintenance of billing records for consumable supplies (i.e., paper, printing) purchased.

**i)** Provisions for payment by check.

**j)** Maintenance of travel records (i.e., mileage logs, gas receipts).

**k)** Lease Agreements, contracts services, and purchases of equipment that adhere to established procurement processes.

* **Office of Civil Rights -** Pursuant to 28 C.F.R. Section 42.302 all recipients of federal funds must be in compliance with EEOP and Civil Rights requirements. All programs that receive Sexual Assault Mini-Grant funds via program agreements are required to conform to the grant program requirements. If there is a violation to this it may result in suspension or termination of funding, until such time as the recipient is in compliance. Information on required Civil Rights trainings can be found at <http://ojp.gov/about/ocr/assistance.htm>.
* **Nondiscrimination -** Federal laws prohibit recipients of financial assistance from discriminating on the basis of race, color, national origin, religion, sex, or disability in funded programs or activities, not only in respect to employment practices but also in the delivery of services or benefits. Federal law also prohibits funded programs or activities from discriminating on the basis of age in the delivery of services or benefits. Findings of discrimination must be submitted to the Office for Civil Rights and to CJCC.
* **Limited English Proficiency (LEP) Individuals -** In accordance with Department of Justice Guidance pertaining to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, recipients of federal assistance must take reasonable steps to provide meaningful access to their programs and activities for persons with limited English proficiency. For more information access http://www.lep.gov.
* **Equal Employment Opportunity Plans -** The applicant agency must meet the requirements of 28 CFR 42.301 et seq., Equal Employment Opportunity Plans (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.
* **Grant Acceptance/Request for Funds -** To accept the grant award, each applicant must return all award documents and all required forms with original signatures within 45 calendar days of the award date. The applicant will be unable to request funds until all required documents are returned to the CJCC office.
* **Special Conditions -** CJCC will assign special conditions for each approved project. Each subgrantee should refer to their award packet for their special conditions. Applicants agree to comply with all the guidelines set forth by the Criminal Justice Coordinating Council. These guidelines can be found in the [Subgrantee Programmatic and Fiscal Compliance Policy](http://cjcc.georgia.gov/sites/cjcc.georgia.gov/files/imported/vgn/images/portal/cit_1210/32/49/179855050Subgrantee%20Programmatic%20and%20Fiscal%20Compliance%20Policy.pdf) on CJCC’s website. Any programmatic and fiscal non-compliance may result in a reduction of the award.
* **Other -** Applicants must comply with all forms, assurances, and certifications attached to this RFA. This includes maintaining a DUNS number, EIN, active registration with the System for Award Management (SAM), and other federal forms as requested by CJCC in the award packet.
1. **Grant Award Agreement**

**Grant Award Amount:** Applicants are applying for one year of funding only through this RFA. Applicants are eligible to apply for a maximum amount of $15,000 for this grant year.

**Grant Award Period:** The grant award period covers January 1, 2015 through September 30, 2015. The funding source is the Georgia State Appropriations. If the funds appropriated are reduced or eliminated by the Georgia State Legislature, CJCC may immediately terminate or reduce the grant award by written notice to the grantee. Termination or reduction will not apply to allowable costs already incurred by the grantee to the extent that funds are available for payment of such costs.

**Modification of Funds:** CJCC reserves the right to make changes to the application budget at the time of the grant award and will communicate any changes to the applicant. CJCC may negotiate all or part of any proposed budget after award of the grant award agreement due to funding or program requirements provisions.

1. **Reporting Requirements**

CJCC requires that subgrantees comply with and fully participate in the financial and programmatic reporting requirements for this grant program.

**Financial Reporting Requirements**

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

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| ***QUARTERLY SERs*** |
| ***FINANCIAL REPORTING PERIOD*** | ***DUE ON OR BEFORE THE FOLLOWING DATES*** |
| **January 1 – March 31** | **April 30, 2015** |
| **April 1 – June 30** | **July 30, 2015** |
| **July 1 – September 30** | **October 30, 2015** |

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

2. Grantees are required to maintain expenditure documentation such as timesheets, equipment purchases, travel logs, supply purchases, inventory records, and consultant contracts. This documentation may be requested at any time.

3. Grantees must attend any scheduled grant management workshop (if required) prior to the release of grant funds.

**Program Reporting Requirements**

CJCC requires that grantees comply with and fully participate in the main components of evaluation and program reporting:

1. *Sexual Assault Statistical Database:* No later than 30 days after the end of each quarter, the grantee will ensure that program data are reported through the Sexual Assault Statistical Database. The grantee will be responsible and liable for reviewing all data entered into the database for completeness, accuracy, and compliance with CJCC reporting requirements which includes programmatic and financial reporting.

2. *Community Awareness, Prevention Activity and New Partnership Narrative Report:* A narrative report that indicates the specific community awareness and outreach activities that were conducted during each quarter.

3. *Performance Deliverables:* All performance deliverables are due 30 calendar days following the close of the period.

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| ***REPORTING PERIOD*** | ***PERFORMANCE DELIVERABLES*** | ***DUE DATES*** |
| FIRST PERIOD | Fully executed grant award agreement and attachments  | 45 calendar days from receipt of award packet |
| SECOND PERIOD**January 1 – March 31** | Submission of program data through the sexual assault statistical database Completion of project-specific outcome measures and/or performance deliverables Submission of Community Awareness, Prevention Activity and New Partnership Narrative Report (all projects) Attendance at all required quarterly meetings and trainings  | **April 30, 2015** |
| THIRD PERIOD**April 1 – June 30** | Submission of program data through the sexual assault statistical database (all projects)Completion of project-specific outcome measures and/or performance deliverables Submission of Community Awareness, Prevention Activity and New Partnership Narrative Report (all projects) Attendance at all required quarterly meetings and trainings | **July 30, 2015** |
| FOURTH PERIOD**July 1 – September 30** | Submission of program data through the sexual assault statistical database Completion of project-specific outcome measures and/or performance deliverables Submission of Community Awareness, Prevention Activity and New Partnership Narrative Report (all projects) Attendance at all required quarterly meetings and trainings  | **October 30, 2015** |

**Post-Award Requirements**

1. **Grant Management Workshop** - If an applicant is awarded a grant, the subgrantee may be required to attend a CJCC grant management workshop.
2. **Compliance Monitoring** - CJCC staff may conduct a site visit or desk review during the grant period. Additional monitoring activities may also be conducted during the grant year. Site visits and desk reviews will be scheduled with the grantee in advance. Site visits and desk reviews will be conducted to monitor the program for implementation, adherence to program deliverables, and to view program documentation.
3. **Additional Training, Technical Assistance, and Events** - CJCC may offer a number of 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 sub-grantees as needed or requested throughout the year.
4. **Application Submission Instructions**

Applications must be submitted online via Adobe forms at <https://adobeformscentral.com/?f=HoRFraEFkyxJC9dt3P2X2w>. Applicants will not be able to log out or log back in once the application is started. CJCC recommends that each applicant compile all information requested in this RFP before beginning the online application, and allowing 2-3 hours for completion.

Applicants who experience technical difficulties or emergency circumstances should contact Kristy Carter immediately at Kristy.Carter@cjcc.ga.gov or 404.657.2061to request an extension or alternate method of applying.

Applications must be submitted **by 11:59pm on Monday,** **December 1, 2014. There is no commitment on the part of CJCC to fund an application or to fund it at the amount requested**.

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

The application must be completed and submitted in accordance with 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.

***Basic Information***

The first section includes basic information about the applicant agency and its main points of contact for the application. Failure to enter accurate agency and contact information may result in a miscategorization of an application and a delay in funds.

***Narratives***

1. **Agency Description**

Provide a brief overview of the agency applying for the project, including at minimum the agency’s name, year founded, and mission statement.

Describe the applicant’s experience with providing sexual assault services in the proposed service area. Include the number of victims that have been served in the past year and the services that are being provided.

1. **Problem Statement**

Describe the problem to be addressed in the service area and how the problem relates to the purpose of the Sexual Assault Mini-Grant Program.

1. **Target Population**

Provide a brief overview of the Target Population to be served through the Sexual Assault Mini-Grant Program project. At minimum, provide a description of the clearly defined target population to be served through the Sexual Assault Mini-Grant project by the applicant during the grant period. Please also provide an estimate of how many individuals will be served during the grant period with CJCC funding.

Indicate the counties served by your FY’14 project (if applicable). Provide a brief description of the county or counties that the applicant is proposing to serve through the Sexual Assault Mini-Grant project.

Describe any special populations that are located in the proposed service area and how the applicant is currently serving them and/or will serve them through this project. The target population must include *one or more* of the identified special populations listed in the “Overview” section of this RFA.

1. **Project Activities**
	1. **Service Delivery**

In this section, describe the services provided with Sexual Assault Mini-Grant funding to achieve desired goals and objectives for the Sexual Assault Mini-Grant Program. Program services should include intervention, prevention, and awareness activities conducted in the proposed service area.

1. Provide a description of the crisis call process.
2. Provide a description of the intake/system entry process for clients served by the project.
3. Provide a description of the services and supports that will be provided to the target population using these grant funds.
4. Provide a description of the community outreach and awareness activities that will be conducted by the applicant in the proposed service area.
5. Briefly describe other services that are offered or provided by the applicant agency through other funding streams to demonstrate comprehensive services.
	1. **Community Partners**

Describe the applicant’s collaboration with community partners within the proposed service area as it relates to the project.

* 1. **Staffing**

Describe the primary roles and responsibilities for all project staff. Identify who will serve as the point of contact with CJCC during the grant period.

1. **Data Collection and Evaluation**
2. Describe how the applicant will meet the program deliverables listed in the RFA. In addition, provide a detailed description of how the applicant will meet 2-3 suggested deliverables specifically related to the proposed project. *[Examples of suggested deliverables include, but are not limited to the following: percentage of participants who demonstrate an increase in knowledge-gained; an increased amount of collaborative partnerships established to serve the target population; number and type of services provided to the target population.]*
3. Describe the data collection methods for the project.
4. **Sustainability**
5. Provide a description of the applicant’s financial sustainability plan for the Sexual Assault Mini-Grant project.
6. Provide a description of the applicant’s ability to maintain adequate cash flow for the project (for a minimum of 45 days) during the entire funding period.
7. List the potential state, federal, and or/private funding streams that have been identified for additional project support.

***Budget***

Applicants must attach a budget using the [Budget Detail Worksheet](http://cjcc.georgia.gov/sites/cjcc.georgia.gov/files/Budget%20Worksheet.xlsx). Staff will review the budget and provide feedback on whether line items are allowable, reasonable and justifiable. Please complete both the budget worksheet and the narrative section.

The budget narrative should be submitted for clarity of expenses requested in the different budget categories. Applicants must provide details on each cost item in the budget. For example, applicants may not just include a cost item for “Speaker Contracts,” the applicant must describe what the event is and its purpose, a brief bio of the speaker, and a justification of including this cost and value added to the grant. Grantees are responsible for obtaining and executing necessary agreements with partners or contractors providing services under this agreement. Documentation and copies of agreements can be requested by CJCC at any time during the contract period.

**Program Income**

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

**Allowable and Unallowable Costs**

A list of unallowable costs is provided in the appendix.

**Supplantation**

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

***Certification and Completion***

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