

NATHAN DEAL  
GOVERNOR



JAY NEAL  
EXECUTIVE DIRECTOR

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

## Sexual Assault Grant Program FY 2018 Request for Applications

### Eligibility

*Continuation Funding Only*

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 to assist with the funding of state sexual assault programs to provide intervention services, awareness, and education to Georgia's citizens on sexual assault prevention strategies that will change the attitudes of communities.

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 5:00 p.m. on Thursday, May 4, 2017

### Award Period

July 1, 2017- June 30, 2018

### Contact Information

For assistance with the requirements of this solicitation, contact:

Kristy Carter at 404-657-2061 or [Kristy.Carter@cjcc.ga.gov](mailto:Kristy.Carter@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 404-657-1956 or email [Kristy.carter@cjcc.ga.gov](mailto:Kristy.carter@cjcc.ga.gov).*

**Release Date: April 5, 2017**

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# **Sexual Assault Grant Program FY 2018 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 Grant Programs.

CJCC is soliciting applications for the Sexual Assault Grant Program. Agencies must submit an application to be considered for funding. 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 Grant Program; decisions about grant awards will be determined through a competitive process.

## **Overview**

The funding sources for this solicitation are the Georgia State Appropriations and the Centers for Disease Control and Prevention (CDC) Preventive Health Block Grant.

CJCC will accept applications from sexual assault programs for the purpose of intervention services to sexual assault victims, 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. Core intervention services include the following listed below.

- Advocacy/crisis intervention
- Emergency financial assistance
- Follow-up contact
- Follow-up exams
- Legal advocacy
- Medical accompaniment
- Assistance with Victims Compensation

Specialized Services include the following listed below.

- Medical Forensic Examinations
- Support Groups
- Individual/Family Therapy
- Prevention using an evidence-based curriculum

CJCC asks that applicants fully describe how their program will provide these intervention services along with the awareness and education activities. **\*Agencies will describe how they provide cultural and linguistic appropriate services.**

**The target population for this RFA is victims of sexual assault.**

## **A. Eligibility**

Awards are limited to 2017 Continuation Award recipient organizations that provide sexual assault services. **Any award made pursuant to this solicitation is dependent upon the receipt and availability of 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;
3. Be responsible, liable, and oversee financial, program and post-award reporting requirements; and
4. Be certified to receive LVAP 5% funds.

## **B. Grant Award Agreement**

**Grant Award Amount:** Any award made pursuant to this solicitation is dependent upon the receipt and availability of grant awards and any requirements/conditions attached thereto. *Please see the FY18 Funding Chart that lists the State and PHBG award amounts that each agency is eligible to apply for in the attachments.*

**Grant Award Period:** The grant award period covers July 1, 2017 through June 30, 2018. The funding sources are the Georgia State Appropriations and the Preventive Health Block Grant. If the funds appropriated are reduced or eliminated by the Georgia State Legislature or the CDC, 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.

## **C. 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 30th day of the month immediately following the month in which expenses were incurred; i.e., an SER for expenses incurred in July is due by August 30. Quarterly SERs are due on the following dates for the corresponding financial reporting periods:

### Quarterly Subgrant Expenditure Reports (SERS)

<b><i>FINANCIAL REPORTING PERIOD</i></b>	<b><i>DUE DATES</i></b>
<b>July 1 – September 30</b>	<b>October 30, 2017</b>
<b>October 1 – December 31</b>	<b>January 30, 2018</b>
<b>January 1 – March 31</b>	<b>April 30, 2018</b>
<b>April 1 - June 30</b>	<b>July 30, 2018</b>

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 signed 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), mandatory meetings, or required trainings 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 or Other Database Identified by CJCC:* 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 or other database identified by CJCC. 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. *Performance Deliverables:* All performance deliverables are due 30 calendar days following the close of the period.

**State Sexual Assault Program Performance Deliverables**

<b><i>REPORTING PERIOD</i></b>	<b><i>PERFORMANCE DELIVERABLES</i></b>	<b><i>DUE DATES</i></b>
<p align="center"><b>FIRST PERIOD July 1 – September 30</b></p>	<p>Fully executed grant award materials</p> <p>Submission of program data through Sexual Assault Statistical database or other database identified by CJCC</p> <p>Submission of Community Awareness and Outreach Narrative Report</p> <p>Completion of Performance Improvement Plan if prescribed by CJCC</p> <p>Attendance at all required meetings and trainings</p>	<p align="center"><b>October 30, 2017</b></p>
<p align="center"><b>SECOND PERIOD October 1 – December 31</b></p>	<p>Submission of program data through Sexual Assault Statistical database or other database identified by CJCC</p> <p>Submission of Community Awareness and Outreach Narrative Report</p> <p>Completion of Performance Improvement Plan if prescribed by CJCC</p> <p>Attendance at all required meetings and trainings</p>	<p align="center"><b>January 30, 2018</b></p>
<p align="center"><b>THIRD PERIOD January 1 –March 31</b></p>	<p>Submission of program data through Sexual Assault Statistical database or other database identified by CJCC</p> <p>Submission of Community Awareness and Outreach Narrative Report</p> <p>Completion of Performance Improvement Plan if prescribed by CJCC</p> <p>Attendance at all required meetings and trainings</p>	<p align="center"><b>April 30, 2018</b></p>

<p><b>FOURTH PERIOD</b> <b>April 1 – June 30</b></p>	<p>Submission of program data through Sexual Assault Statistical database or other database identified by CJCC</p> <p>Attendance at all required meetings and trainings</p> <p>Completion of at least 10 cumulative community awareness and outreach events (at least one activity in each county being served over the subgrant period)</p> <p>Completion of Performance Improvement Plan if prescribed by CJCC</p> <p>Attendance at all required meetings and trainings</p>	<p><b>July 30, 2018</b></p>
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**Post-Award Requirements**

1. **Compliance Monitoring** - CJCC staff may conduct visits or desk reviews 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 and to view program documentation.
2. **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. CJCC requests that an Executive Director attend at least two quarterly grantee meetings per year.

**D. Application Submission Instructions**

Applications must be submitted online via Formstack at <https://cjcc.formstack.com/forms/fy18sagrant>

Applicants who experience technical difficulties or emergency circumstances should contact Kristy Carter immediately at [Kristy.Carter@cjcc.ga.gov](mailto:Kristy.Carter@cjcc.ga.gov) or (404) 657-2061 to request an extension or alternate method of applying.

Applications must be submitted **by 5:00 pm on Thursday, May 4, 2017. 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.

Please indicate whether or not your agency is 5% LVAP certified. Your agency must be certified to receive 5% funds before drawing down funds.

### ***Narratives - \*Page Limit-Five (5) Pages***

#### **A. Agency Description**

- a. Provide a brief overview of the agency applying for the project, including at minimum the agency's name, and year founded.
- b. 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.

#### **B. Problem Statement**

- a. Provide a detailed explanation of the problem that will be addressed in the service area, either in whole or in part, with the requested grant funds.
- b. Provide data that supports the problem to be addressed in the grant application and site the source of the data provided.
- c. Provide a brief description of the program activities for which the applicant is requesting funds.

#### **C. Target Population**

- a. Indicate the counties served by your FY'17 project (if applicable) and the Congressional District(s) served by the project. Agencies can look up Congressional Districts at <https://www.govtrack.us/congress/members/GA>.
- b. Provide a brief description of the county or counties that the applicant is proposing to serve through the Sexual Assault Grant project.
- c. 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. ***\*Agencies will describe how they provide cultural and linguistic appropriate services.***

## **D. Project Activities**

### **1. Service Delivery**

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

- a. Have any changes been implemented with your crisis call process.
- b. Have any changes been implemented with your intake/system entry process
- c. Have any changes been implemented in how your agency provides the following core services and supports to the target population using CJCC grant funds since 2017 RFA:
  - a. Advocacy/crisis intervention;
  - b. Emergency financial assistance;
  - c. Follow-up contact;
  - d. Follow-up exams;
  - e. Legal advocacy;
  - f. Medical accompaniment;
  - g. Assistance with Victims Compensation

#### Specialized Services:

- i. Medical Forensic Examinations
  - ii. Support Groups
  - iii. Individual/Family Therapy
  - iv. Prevention using an evidence-based curriculum
- d. Provide a description of the community outreach and awareness activities that will be conducted by the applicant in the proposed service area.
  - e. Briefly describe other services that are offered or provided by the applicant agency through other funding streams to demonstrate comprehensive services.

### **2. Community Partners**

Describe the applicant's collaboration with community partners *and/or* participation on a Sexual Assault Response Team (SART) within the proposed service area. If the applicant is proposing to serve more than one county, please provide this information for each county

### **3. Staffing**

- a. 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.
- b. Please indicate the languages in which your agency's staff members are proficient. "Proficiency" indicates that the staff member can appropriately serve a victim or otherwise converse with someone in their native language if they are LEP.

## **E. Sustainability**

- a. Provide a description of the applicant's financial sustainability plan.
- b. 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.



## **Budget**

Applicants must attach budgets using the [Budget Detail Worksheet](#). Staff will review the budgets and provide feedback on whether line items are allowable, reasonable and justifiable. Please complete both the budget worksheets and the narrative sections.

The budget narratives should be submitted for clarity of expenses requested in the different budget categories. Applicants must provide details on each cost item in the budgets. 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, the CJCC does not allow subgrantees to earn or use program income.*

## **Allowable and Unallowable Costs**

A list of unallowable costs is provided in the attachments.

## **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 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.