2018-2019 Sexual Assault Services Program Grant

Notice of Funding Opportunity Workshop
September 6, 2017
Crime Victim Services Unit
Program Staff

- Tina Utley, Program Specialist
- Katrina Prenger, Program Specialist
- Kristina Kirchhoff-Welch, Program Representative
- Michelle Parks, Program Representative
- Jenna Ridge, Program Representative
2018-2019 SASP Contract Period

January 1, 2018
through
December 31, 2019
(2 Year Grant)
What is SASP?

The SASP Program was authorized under the Violence Against Women Act of 2005 (VAWA 2005). It is the first federal funding stream solely dedicated to the provision of direct intervention and related assistance for victims of sexual assault.
Primary Purpose of SASP

Support the establishment, maintenance, and expansion of rape crisis centers and other nonprofit, nongovernmental programs, such as dual programs, to assist individuals who have been victimized by sexual assault, without regard to the age of the individual.
Eligible Applicants

Non profit, non-governmental victim services programs
Compliance Eligibility

- Comply with Federal Rules which regulate grant
- Comply with State Criteria
- Maintain Civil Rights information
- Comply with Non-Discrimination requirements
- Comply with Federal Fair Labor Standards Act
- Provide access to services for persons with Limited English Proficiency
Compliance Eligibility cont.

- **Forensic Exams**
  - Cannot require participation in criminal justice system or cooperation with law enforcement

- **Polygraph**
  - Cannot require of sexual assault victim as a condition for proceeding with criminal investigation
Compliance Eligibility cont.

- **Victim Eligibility**
  - Eligibility for services not dependent on immigration status

- **Confidentiality**
  - May not release identifying information without written release unless required by statute or court order

- **Service Standards**
  - Comply with the Missouri Coalition Against Domestic & Sexual Violence (MCADSV) Service Standards and Guidelines.
Allowable Costs

- Personnel
- Travel
- Supplies/Operations (necessary in provision of services)
- Contractual Expenses
- Equipment (necessary in provision of services)
- Prorated Audit Cost (if required)
Allowable Services

Intervention and related assistance may include:

- 24-hour hotline services providing crisis intervention services and referral;
- Accompaniment and advocacy through medical, criminal justice, and social support systems, including medical facilities, police, and court proceedings;
- Crisis intervention, short-term individual and group support services, and comprehensive service coordination and supervision to assist sexual assault victims and family or household members;
Allowable Services cont.

• Information and referral to assist the sexual assault victim and family or household members;

• Community-based, linguistically and culturally specific services and support mechanisms, including outreach activities for underserved communities; and

• The development and distribution of materials on issues related to the services described in the previous bullets.
Unallowable Costs/Services

- Lobbying
- Renovations
- Divorces and Legal Separations
- Fundraising
- Property Loss
- Most Medical Costs
- Research
- Domestic Violence Services
Unallowable Costs/Services

- Activities exclusively related to crime prevention
- Construction Costs
- Real Estate Acquisition
- Large Items of Equipment
- Professional Dues, subscriptions, memberships
- Bonuses or commissions
The following items are addressed in detail in the Notice of Funding Opportunity Packet:

- Introduction to SASP
- Fund Allocation
- Statutory Purpose Area
- Program Priorities
- Definitions
- Subgrantee Organization Eligibility Requirements
- Eligible Subgrantee Organizations
- Allowable Services, Activities, Costs
- Unallowable Services, Activities, Costs
Completing the Application

- Putting your application together
  - Submit all required forms and budget pages
  - Submit narrative work program
  - Submit 3-5 Letters of Collaboration or Memorandums of Understanding (No Older than 3 years)
Application Process and Review

- This is a competitive bid
- Review panel
  - Various individuals from the Department of Public Safety
  - Individuals from outside the Department who do not have a personal financial interest in this program
  - The review panels change for each grant process and from grant cycle to grant cycle
Grant Application Instructions

- Missouri Department of Public Safety WebGrants System
Required Information for WebGrants

- Acquire a DUNS (Data Universal Numbering System) Number
  - www.dunandbradstreet.com
  - 1-866-705-5711

- Acquire or Renew Registration with the System for Award Management (SAM) - Formerly known as CCR (Central Contractor Registration) Database.
  - The System for Award Management (SAM) is a Federal Government owned and operated free web site that consolidates the capabilities in CCR/FedReg, ORCA, and EPLS. You can register online at www.sam.gov.
Registering with WebGrants

- Register as a User in WebGrants
  - https://dpsgrants.dps.mo.gov
  - Applicants must register no later than 5pm on October 6, 2017.

- Each applicant agency should designate one individual for the purposes of registering and assigning new registrants

- Only the point of contact will be notified of the application
The Application

- Comprised of “forms”
- Each form gives detailed instructions of what information is necessary
General Information Form

- Provides general information about the agency/project:
  - Project Title
  - Primary Contact
  - Organization
Contact Information Form

- Lists the individuals who are responsible for the agency/project:
  - Authorized Official
  - Project Director
  - Fiscal Officer
  - Project Contact Person
  - Non-Profit Chairperson (if applicable)
## Contact Information Form

<table>
<thead>
<tr>
<th>Authorized Official</th>
<th>City Government</th>
<th>County Government</th>
<th>Nonprofit Agency</th>
<th>Law Enforcement Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mayor or City Administrator</td>
<td>County Commissioner/Administrator</td>
<td>Board President/Chair or person able to enter agency into a contract</td>
<td>City Mayor or Administrator/County Commissioner</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project Director</th>
<th>Person overseeing project</th>
<th>Person overseeing project</th>
<th>Person overseeing project</th>
<th>Police Chief/Sheriff</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Fiscal Officer</th>
<th>City Treasurer or Comptroller</th>
<th>County Treasurer or Comptroller</th>
<th>Board Treasurer / CFO</th>
<th>City/County Treasurer or Comptroller</th>
</tr>
</thead>
</table>
Project Summary Form

- Provides further general information about the agency and project:
  - Application Type
  - Current Contract Number
  - Program Category
  - Project Type
  - Geographical Area to be served
  - Brief Summary
  - Program Income
Statement of the Problem Form

- Defines the problem which the project will attempt to impact
- Presents quantitative evidence to demonstrate the problem
  - Local crime statistics
  - Population information
  - Agency Statistics
Type of Program Form

- Describes your agency
- Addresses the Services that this project will provide
- Addresses how the agency is in compliance with MCADSV Sexual Violence Standards
- Addresses how the victim access services
- Describes who you collaborate and coordinate with
Number of Victims to be Served

- Indicate the anticipated number of victims to be served by this SASP funded project (2 years).
- Do not include the total number of victims served by your agency, but the number that will be served specifically by this particular project.
- Please provide your basis for this estimate.
- Break out the number of men, women, and children separately
- Should match the “SASP Data Form”
- If serving multiple counties, please provide a breakdown
In efforts to improve the evaluation of program funding through SASP, all SASP sub-grantees will implement the same goal into the goal/objective of their project.

**Goal:**
To reduce the impact of the trauma of Sexual Assault.

**Objective:**
_____ % of survivors will report having received support to improve their ability to cope with the aftermath of sexual assault.
Evaluation Procedure Form

- Describes the process used to determine the success of your project.
- Should tie back to Goal and Objective.
- Should explain how the results are used to improve agency services.
Report of Success Form

- Must list the Goal and Objective of the current contract and gives quantitative results to-date
- The outcomes should provide actual numbers in addition to the percentages
- New projects do not address
Budget Forms

- List funding requests for budget categories
- Each category assigned a section for justification
Budget Forms

- The written “Budget Justification” portion
  - Do not simply re-list the items you are requesting
  - JUSTIFY the need and the expense of each item in narrative form.
  - If an increase and/or new line item is being requested, please explain why it is being requested and how the agency has paid for this expense in the past.

- Supplanting DOES apply to non-profit agencies as well as government agencies.
Budget Forms cont.

- Personnel
  - Minimum 10% time on grant can be requested
  - Salary is configured based on pay period (not monthly salary) – Remember 2 year grant cycle
  - If an increase is anticipated, different salary rates should be separated by line and date provided within the name area
  - Fringes must be line itemized and prorated according to percentage time on grant
  - Justification:
    - Provide work experience and education experience for Personnel
    - Provide the reason (COLA/Merit), percent and effective date for any increases
PRN

Staff in PRN positions work on an "as needed basis." PRN positions are budgeted positions; however, are considered "temporary employment." Consistent with temporary positions, staff in PRN positions are not eligible for most employment benefits, do not have access to performance improvement counseling or grievance resolution procedures. (http://hr.vanderbilt.edu/policies/HR-017.php)

Justification:
- Provide names of the PRN employees
- Provide explanation of the need for the PRN positions
Travel

- Maximum mileage allowance is .37¢/mile or the applicant agency rate, whichever is less

- Attach agency travel policy, including agency reimbursement rate, with application (under “Required Attachments” form)
Budget Form cont.

- Travel cont.
  - Meals and lodging: Per diem rates should be used to estimate costs
  - Provide justification of any travel
  - Attach agency travel policy (under “Required Attachments” form), if requesting travel
Budget Form cont.

- Equipment
  - Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or $1,000.
  - Must be reasonable and necessary to providing direct services to victims of crime
  - If used for purposes other than SASP, the costs must be prorated
    - Prorate costs based on the proposed SASP budget or the % of time the employee using the equipment will be funded through the grant
Supplies/Operations

- Utilities (e.g., rent, telephone, internet, etc.) must be prorated based upon the SASP budget

Office Supplies:

- Anything provided in the Office Supply list (Application Packet) can be shown as one line item and generically labeled “office supplies”
- Anything not provided in this list must be a separate line item
Budget Form cont.

- Supplies/Operations cont.
  - Requested printed items must be pre-approved by our office
  - Remember to prorate supplies/operations based upon the SASP budget vs agency’s budget
Budget Form cont.

- Contractual
  - Agency must submit a written contract between your agency and the individual/company you are contracting with
    - Must outline the services to be provided
    - Time frame services will be provided
    - The cost associated with providing the services
    - If a contract is not yet in place, submit a draft copy of the contract for consideration
    - If approved, agency will be required to submit a final signed contract
Budget Form cont.

- Contractual cont.
- Indirect costs are requested on this form
  - Federally Approved Indirect Cost Rate
  - De Minimus Rate
  - Cost Allocation Plan
Prorates the SASP funds requested by the types of victims to be served

- Provides total number of victims to be served by this project

- Provides the breakdown of victims being served
Audit Requirements

Form

- Addresses federal and state funding received by the agency

- A single audit is required for the agency fiscal year, when FEDERAL financial assistance of $750,000 or more is expended by the applicant agency.
Required Attachments Form

- Required
  - Agency Organization Chart (Names and Titles)
  - Job Descriptions and **Pay Stubs** for individuals involved with grant
  - Most recent Profit/Loss Statement
  - Agency Budgets (current AND previous)
  - Letters of Collaboration (at least 3) or a memorandum of understanding with at least 3 agencies
  - Agencies most recent audit
  - Agency Policies relating to:
    - Internal Controls
    - Procurement
    - Travel
    - Other fiscal policies
    - Financial guide/policy
  - Acknowledgement of Confidentiality and Privacy Provisions
Required Attachments Form

- Required, if Applicable
  - Copy of Contractual Agreement
  - Indirect Cost Rate Agreement
  - Board of Directors List (Names and Titles)
  - 501(c)3 Status Letter
Other Attachments Form

- Optional, may include:
  - Copy of client survey
  - Etc.
Typed name of Authorized Official legally binds agency to compliance with assurances
Application Deadline

- WebGrants Registration: No later than 5 p.m. on October 6, 2017

- Applications must be submitted no later than 5 p.m. on October 13, 2017

- All information/documents must be submitted with the final application via WebGrants. Missing or late information/documents will not be accepted.
Final Tips

- Contract period is **2 years**. You will need to request 24 months worth of funds. Keep this in mind when budgeting.

- Read screen instructions thoroughly on WebGrants and make sure to refer to the solicitation.

- Ensure all necessary attachments are included.
Final Tips

- Avoid submitting registration and application close to deadlines in the event technical problems arise.

- If unforeseen WebGrants technical issues arise, only then will a late application be considered. (Please see Notice of Funding Opportunity Packet for more information.)

- **Please review all documents before submitting application.**

- **DO NOT SEND LOCKED FILES**
Online Resources

  - NOFO Workshop Power Point Presentation
  - 2018-2019 SASP NOFO Packet
  - Service Standards and Code of Ethics
  - WebGrants Sub-grantee Manual
  - Link to WebGrants Website
Questions?