

**2010
SEXUAL ASSAULT SERVICES
PROGRAM GRANT**

**Application Deadline
October 5, 2010
5:00 p.m.**

District Attorneys Council
Federal Grants Division
421 N.W. 13th St., Suite 290
Oklahoma City, OK 73103
Phone: 405/264-5008
Fax: 405/264-5095
Website: www.ok.gov/dac

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2010 SEXUAL ASSAULT SERVICES PROGRAM GRANT Application Information

INTENT OF APPLICATION

This grant application kit is intended for applicants who wish to apply for funds under the 2010 Sexual Assault Services Program Grant. **Please review carefully before completing the application.**

AVAILABILITY OF FUNDS

The District Attorneys Council, Federal Grants Division and the Violence Against Women Grant Board announces that the State of Oklahoma has received an award for the 2010 Sexual Assault Services Program Grant and **\$93,980.10** is available for distribution.

PURPOSE

The Sexual Assault Services Program Grant (SASP) Grant funds will support the establishment, maintenance, and expansion of sexual assault services by non-governmental victim services programs to assist those victimized by sexual assault.

The purpose of the Sexual Assault Services Program (SASP) Grant is to provide intervention, advocacy, accompaniment (i.e. accompanying victims to court, medical facilities, police departments, etc.), support services, and related assistance for adult, youth, and child victims of sexual assault, family and household members of victims, and those collaterally affected by sexual assault, **except** for the perpetrator of such victimization.

These services include:

- Accompaniment and advocacy through the medical, law enforcement, court, and social services settings.
- Crisis intervention, short-term individual and group support services, comprehensive service coordination and supervision for victims and family household members
- Information and referral
- Culturally appropriate outreach and support services
- Development and dissemination of materials

FREQUENTLY ASKED QUESTIONS

The following are some of the FAQs available from the Office on Violence Against Women at <http://www.ovw.usdoj.gov/docs/sasp-faqs.pdf>:

Q: May funds be used to support services to children?

A: Yes funds may be used to support projects that focus on direct services for children who are victims of sexual assault. Services rendered to children do not have to be in connection to serving an adult parent and there is no age restriction on providing services to children.

Q: May funds be used to support projects that include education and prevention activities?

A: No, funds may not be used for education and prevention. However funds may be used for outreach to inform persons about the services provided by a specific program. For example, a program could use pamphlets, brochures, or community presentations to announce the services available under the grant.

Q: Are volunteer related expenses allowable under this program?

A: Yes, supporting these activities would be allowable. Examples would include training and supervision of volunteers.

Q: Is there a limitation on the types of sexual violence funds may be used to address?

A: Funds may be used to address intimate partner; stranger and non-stranger sexual assault; as well as adult, adolescent, and child sexual violence. Both male and female victims may be served.

Q: May SASP funds be used to address domestic violence?

A: Yes, but only if the reason for providing the services is sexual violence. For example, funding could support accompaniment of the victim for a sexual assault forensic medical exam, but could not be used to support a general domestic violence-related crisis shelter.

Q: May SASP funds be used for advocate training?

A: The funds may be used to train advocates (volunteer or employee) that will provide specific grant-funded services, but may not be used to provide a generalized statewide training.

Q: May funds be used for general professional training (i.e. for law enforcement, mental health, prosecutors etc.)?

A: No, funds may not be used for general training nor may funds be used to develop training curriculums.

Q: May grantees serve adult survivors of child sexual abuse or other survivors of a non-recent assault?

A: Yes. There are no limits on when the assault must have occurred.

Q: May Sexual Assault Nurse/Forensic Examiner programs be funded?

A: No. SASP funds **cannot** support activities that are conducted by or inherent to the criminal justice system such as sexual assault nurse/forensic examiner programs, law enforcement investigations, and/or prosecution of sex crimes. However, SASP funds **can** support advocates from non-profit, non-governmental agencies accompanying a victim through any aspect of the criminal justice system.

Q: May Sexual Assault Response Teams (SART) be funded?

A: No. However, if an advocate position is funded under the grant, the advocate's time in attending SART meetings may be covered as part of the advocacy he or she provides.

Q: May SASP funds support a hotline?

A: Yes, to the extent the hotline is for sexual assault victims. If the hotline covers a broader array of issues, the costs should be pro-rated according to the percentage of calls that are for sexual assault. In order for a multi-issue hotline to receive SASP funds, the people who answer the hotline would need to have sexual assault specific training.

Q: Are women's only or men's only support groups allowable?

A: Yes, assuming that the gender-specificity is for therapeutic reasons. Services should be available for victims of both genders.

Q: How long is “short-term counseling?”

A: Up to one year.

Q: May funds be used to support projects implemented by child advocacy centers?

A: Yes, child advocacy centers and other programs and projects are eligible to apply for this funding stream; however, funds must be used to support direct intervention and related assistance. The intent of this program is to enhance core rape crisis services. Funds may not be used for projects such as forensic examinations or forensic interviewing.

EXAMPLES OF PROJECTS

The following list includes examples of projects that could be funded under the SASP:

1. Funding of a victims services position that would provide crisis intervention and support services to adult/child victims of sexual violence. These services would be provided in court, legal, medical and office setting.
2. Funding for a Sexual Assault Services program that focuses on teens who have been victims of sexual violence. This project would address the social and philosophical barriers that lead to sexual assault and work to re-educate the young women so that they avoid unhealthy relationships as adults.
3. Funding a victims services project that would develop support group and crisis services to the non-offending parent of children who are sexually abused.
4. Funding for a support services for victims of sexual violence on campus. This project would coordinate with local universities to provide an on-campus support group to women who have been sexually assaulted.
5. Developing an extensive outreach campaign to include radio, news and distributed materials for the purposes of making victims of sexual violence aware of current services available in a town or region.
6. Funding of a licensed mental health professional with experience in treating sexual assault trauma, to provide individual/group treatment to clients.
7. Printing and dissemination of coalition sexual assault brochures for underserved populations, including Gay, Lesbian, Bisexual, Transgendered, Questioning (GLBTQ) population, and working with local GLBTQ groups to provide outreach and encourage the use of services.
8. Printing and dissemination of coalition sexual assault brochures for underserved populations, including physical or mental disabilities experiencing sexual assault and working with the local aging services to provide outreach and use of services.
9. Developing community specific sexual assault awareness materials including materials for underserved populations.

ELIGIBILITY REQUIREMENTS

To be eligible for funding from the SASP Grant, an applicant must be a non-governmental victim services program. The victim service providers must be certified through the Office of the Attorney General **before** applying for a SASP Grant. Victim service providers from federally recognized Indian Tribes are exempt from this requirement.

VIOLENCE AGAINST WOMEN GRANT BOARD PRIORITIES

The Violence Against Women Grant Board, comprised of six members, is charged with developing and reviewing grant proposals and determining funding awards. The Board has not specified any priorities for this grant program.

ACTIVITIES THAT MAY COMPROMISE VICTIM SAFETY

Ensuring victim safety is a guiding principle underlying the Program. Experience has shown that certain practices may compromise victim safety rather than enhance it. Certain responses by the authorities may have the effect of minimizing or trivializing the offender's criminal behavior. Accordingly, consistent with the goals of ensuring victim safety while holding perpetrators accountable for their criminal conduct, applicants are strongly discouraged from proposing projects that include any activities that may compromise victim safety, such as the following:

- 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);
- Sharing confidential victim information with outside organizations and/or individuals without the documented consent of the victim; and
- Crafting policies that require the victim to report the sexual assault to law enforcement.

RESTRICTION ON USE OF FUNDS

Grant funds under the SASP Grant Program may not be used for any unauthorized purposes, including but not limited to the following activities:

- Lobbying;
- Fundraising;
- Research Projects;
- Physical modifications to buildings, including minor renovations;
- Providing domestic violence services unrelated to intimate partner sexual violence;
- **Sexual Assault Forensic Examiner Projects;**
- Criminal justice related projects, including law enforcement, prosecution, courts, and forensic interviews;
- Providing Domestic Violence Services that do not relate to sexual violence.

UNDERSERVED POPULATIONS

In order to receive federal VAWA funds, the State of Oklahoma must implement community-driven initiatives that address the needs of underserved populations. Underserved

populations may be underserved due to geographic location, such as rural isolation, racial or ethnic populations, or special needs, such as language barriers or physical disabilities. Underserved populations include the following:

Rural	African Americans	Tribal
Native Americans	Hispanic Americans	Asian Americans
Other Non-English	Migrant Farm Workers	Underserved Urban
Women at Risk	Older Women	Lesbians
Physically Challenged	Medically Challenged	Mentally Challenged
Emotionally Challenged		

AWARD PERIOD

The award period for this grant will be January 1, 2011, through December 31, 2011.

GRANT CONTINUATION POLICY AND MULTI-YEAR AWARDS

The federal granting agency requires the District Attorneys Council to make application for federal funding on an annual basis. While an effort will be made to continue funding projects with proven effectiveness, a project must stand on its own merit each year. **No project is guaranteed continued funding.** However, subject to VAWA Board approval, the District Attorneys Council reserves the right to modify and renew the award for up to 24 months contingent upon the subgrantees fiscal and programmatic performance and with the submission of appropriate paperwork. Multi-year awards are contingent upon the availability of U.S. Department of Justice funding. In the event, that funding from the U.S. Department of Justice is reduced, funding could also be reduced in subsequent years.

ATTACHMENT - CENTRAL CONTRACTOR REGISTRATION CONFIRMATION

All applicants must be registered on the Central Contractor Registration Database. To supply documentation that this requirement has been complete, go to <http://www.ccr.gov>, click on search CCR, enter the DUNS number of the applicant agency, click search. Print out the CCR Detail Search Results and attach the documentation with the application.

PERSONNEL REQUIREMENTS

The Project Director is the contact person for all project activities. The Project Director is responsible for meeting the goals and objectives of the award. The Fiscal Officer is responsible for reporting the financial activity related to the award. The Project Director and Fiscal Officer may **not** be the same person.

The Chief Executive Officer is the person with official signature authority to make financial and programmatic commitments on behalf of the applicant agency. The Chief Executive Officer must be a state agency head, mayor, city manager, chairperson of the County Commission, an authorized tribal leader, Chairperson of the Board of Directors, or District Attorney.

NON-SUPPLANTING OF FUNDS

Federal funds shall not be used to supplant, or replace, state or local funds in an agency or organization's budget. Federal funds shall be used to increase the amount of funds that would, in the absence of federal funds, be budgeted by the applicant agency for sexual assault program purposes.

Shifting funds within an agency's budget with the express intent of using such funds as matching funds shall be considered supplanting. Federal funds must be used to add to existing funds for project activities and not replace those funds appropriated for the same purpose.

CONFIDENTIALITY

A recipient of federal funds or any personnel involved in the program shall not use or reveal any information received from the program for any purpose other than the purpose for which such information was obtained.

FINANCIAL ACCOUNTABILITY AND PROGRAMMATIC REPORTING REQUIREMENTS

A subgrantee of the SASP grant agrees to comply with all of the state and federal provisions and the provisions as set forth in the *Administrative and Financial Guidelines Manual*. The manual will be provided at the time of subgrant awarding by the Federal Grants Division, District Attorneys Council. These requirements include project record keeping, programmatic reporting and financial reporting. The following is a list of the required reporting requirements:

◆ **Quarterly Expenditure and Financial Status Report**

Financial Status Reports (Form A-7) are due on a quarterly basis by the deadlines as set in the *Administrative and Financial Guidelines Manual*.

◆ **Request for Funds Form**

The subgrantee is required to submit the Request for Funds Form (Form A-3) on a monthly basis by the deadlines as set in the *Administrative and Financial Guidelines Manual*.

◆ **Bi-Annual Progress Report**

The subgrantees are required to complete a bi-annual progress report on the progress of achieving their approved goals and objectives. The deadline for the submission of the bi-annual reports is July 31, 2011 and January 31, 2012.

◆ **Annual Evaluation Report**

The SASP Muskie Report is required annually by the federal granting agency. The deadline for the annual report is January 31, 2012.

COMPLIANCE WITH REPORTING REQUIREMENTS

The Program Specialist of the SASP Grant will review and report on the status of the fiscal and programmatic reporting compliance for all current subgrantees to the Federal Grants Division Director and the VAWA Grant Board. Subgrantees must have all fiscal and programmatic reporting requirements up-to-date. Non-compliance may result in the subgrantee not receiving an award or suspension of an award.

STANDARD ASSURANCES

CERTIFICATION REGARDING LOBBYING, DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS AND DRUG-FREE WORKPLACE REQUIREMENTS

The authorized certifying official of the applicant agency is required to accept the Certification Regarding Lobbying, Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements. The applicant agrees to comply with the following requirements:

- **Lobbying**
The subgrantee, contractors, and subcontractors will not use any federal funds for lobbying. Any lobbying activities will be disclosed by completing the form, Disclosure of Lobbying Activities.
- **Debarment**
The applicant and its principals have not been debarred or suspended from federal benefits and/or no such proceedings have been initiated against them; have not been convicted of, indicted for, or criminally or civilly charged by a government entity for fraud, violation of antitrust statutes, embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; and have not had a public transaction terminated for cause or default.
- **Drug-Free Workplace Policy**
Each subgrantee shall implement and post within the agency a Drug-Free Workplace Policy.
- **Information Technology Compliance**
As appropriate, all equipment and software developed under this grant program must be compliant with U.S. Department of Justice information technology interface standards, including the National Criminal Intelligence Sharing Plan, the Global Justice XML Data Model, and the Law Enforcement Sharing Plan.
- **National Environmental Policy Act**
All actions significantly affecting the quality of the environment are subject to the provisions of the National Environmental Policy Act (NEPA) and other related federal environmental laws. Most projects will not be affected by NEPA. If however, a project involves minor renovation, construction, or any other activity that may have an impact on the environment or change the use or function of a facility, the subgrantee must provide a full description of the proposed project to DAC prior to project implementation. A determination regarding whether any further action is necessary will be made to and by OVW.
- **Seat Belt Use**
Recipients of federal funds shall encourage the adoption and enforcement of on-the-job seat belt policies and programs for its employees when operating company owned, rented, or personally owned vehicles.
- **Limited English Persons**
Recipients are required to take reasonable steps to ensure that limited English persons (LEP) persons have meaningful access to services provided by the grant. Meaningful access may entail providing language assistance services, including oral and written translation when necessary.

EQUAL EMPLOYMENT OPPORTUNITY ASSURANCE OF COMPLIANCE CLAUSE

Compliance with the provisions of the following federal laws is required:

- Title VI of the Civil Rights Act of 1964
- Omnibus Crime Control and Safe Streets Act of 1968
- Section 504 of the Rehabilitation Act of 1973
- Title II of the Americans with Disabilities Act of 1990
- Age Discrimination Act 1975
- Title IX of the Education Amendments of 1972

These statutes prohibit discrimination on the basis of race, color, national origin, religion, sex, age, or disability.

CIVIL RIGHTS COMPLIANCE

All recipients of Federal grant funds are required to comply with nondiscrimination requirements contained in various Federal laws. In the event that a court or administrative agency makes a finding of discrimination on grounds of race, color, religion, national origin, gender, disability, or age against a recipient of funds after a due process hearing, the recipient must agree to forward a copy of the finding to the Office for Civil Rights of OJP. All applicants should consult the assurances required with the awarding of funds to understand the applicable legal and administrative requirements.

AUDITS

Non-federal entities that expend \$500,000 or more in federal funds (from all sources including pass-through sub-awards) in the organization's fiscal year shall have a single organization-wide audit conducted in accordance with the provisions of OMB Circular A-133.

Non-federal entities that expend less than \$500,000 a year in federal awards are exempt from federal audit requirements for that year.

All subgrantees records must be available for review or audit by appropriate officials including the federal agency, DAC, and General Accounting Office (GAO).

DEADLINE FOR SUBMISSION OF APPLICATION

Applications must be received at the District Attorneys Council by the deadline regardless of whether the application is hand carried or delivered via mail or other carrier. The deadline to submit the application is **5:00 p.m., October 5, 2010**. Any application received after this time and date will not be reviewed.

AWARD MEETING

Each applicant is provided a specific time frame to attend the Awards Meeting scheduled for November 8, 2010, in which the applicant's application will be reviewed. While presentations will not be allowed, it is important to attend the meeting to respond to any questions from the Board. The Awards Meeting will be held in the Conference Room of the District Attorneys Council, located at 421 NW 13, Suite 125, in Oklahoma City.

The Board will deliberate and make decisions on November 8, 2010. Applicants will be notified in writing by November 30, 2010.

APPEALS PROCESS

The federal granting agency does not require an appeals process for the SASP Grant Program. Therefore, the VAWA Board has determined that an appeals process will not be offered. The decisions of the Board will be final.

MANDATORY FINANCIAL MEETING

Attendance at the Programmatic and Financial Meeting is mandatory for the Project Director and the Fiscal Officer as designated in the application. The meeting will be held on **December 15, 2010**, in Oklahoma City. Further details on this meeting will be provided to awarded subgrantees after the Awards Meeting.

**2010 SEXUAL ASSAULT SERVICES PROGRAM
Application Instructions**

DISQUALIFICATION OF AN APPLICATION

It is required that the application's instructions be followed. Applications will NOT be reviewed by the Board IF ANY of the following occur:

1. The application is not received by the application deadline.
2. The application is not in the appropriate format as indicated in the application instructions.
3. The application is incomplete or missing a required section(s).
4. The application does not contain all of the required attachments, certifications and/or assurances with corresponding original signatures.
5. The applicant does not meet the eligibility requirements.
6. The application does not meet the personnel requirements.
7. The application does not address the purposes of the grant.
8. The requested number of copies of the application was not provided.

APPLICATION FORMAT

Follow these instructions in formatting the application:

- Applications must be submitted on the enclosed forms. Do not submit the application on disk. Do not alter or recreate the forms in another format.
- Applications must be one-sided, typed and on 8 ½" by 11" white paper.
- The original copy should not be stapled, but clipped together with a binder clip.**
- Submit **the original plus seven (7) copies** of the complete application. Copies must be stapled in the upper left hand corner. Do not put applications in folders and/or binders.
- Submit pages in numerical order. Do not include instruction or guideline pages with the application.

SUBMISSION OF THE APPLICATION

Follow these instructions in submitting the application:

- Submit the **original plus seven (7) copies** of the completed application (page 16 through page 32 plus attachments) to:

District Attorneys Council
Federal Grants Division
421 N.W. 13th St., Suite 290
Oklahoma City, Oklahoma 73103

REQUIRED ORIGINAL SIGNATURES

The Chief Executive Officer is the person with official signature authority to make financial and programmatic commitments on behalf of the applicant agency. The Chief Executive Officer must be an authorized tribal leader or Chairperson of the Board of Directors. The signature of the Chief Executive Officer is required on page 32 of the application.

APPLICATION FORM INSTRUCTIONS

These instructions are provided to assist in the completion of the application form.

- 1. CERTIFICATION FOR VICTIM SERVICE PROVIDERS**
Indicate the month and year of the most current certification from the Office of the Attorney General. Tribal entities are exempt from the certification requirements.
- 2. PROJECT TITLE**
Enter the title of the project.
- 3. ENTER THE NAME OF THE APPLICANT AGENCY**
- 4. APPLICANT MAILING ADDRESS**
Enter the mailing address, city, state, zip, area code/phone number, and area code/fax number of the applicant agency. If using a P.O. Box for mailing, please include the physical address of the applicant.
- 5. PROJECT DIRECTOR NAME AND CONTACT INFORMATION**
Enter the name, title, mailing address, city, state, zip, area code/phone number, area code/fax number and the e-mail address of the project director.
- 6. FISCAL OFFICER NAME AND CONTACT INFORMATION**
Enter the name, title, mailing address, city, state, zip, area code/phone number, area code/fax number and the email address of the fiscal officer.
- 7. CHIEF EXECUTIVE OFFICER NAME AND CONTACT INFORMATION**
Enter the name, title, mailing address, city, state, zip, area code/phone number, area code/fax number and the email address of the chief executive officer. E-mail addresses for the CEO should NOT be the same as the e-mail addresses for the Project Director or Fiscal Officer. (See definitions on page 8 under Personnel Requirements.)
- 8. FEDERAL TAX IDENTIFICATION NUMBER**
Enter the organization's federal identification number or tax identification number.
- 9. ENTER THE DUNS NUMBER OF THE APPLICANT AGENCY**
- 10. ENTER THE REGISTRATION EXPIRATION DATE OF APPLICANT AGENCY ON THE CENTRAL CONTRACTOR REGISTRY (CCR)**
- 11. FUNDING REQUEST**
Enter the amount of federal funds that are being requested in this application.

12. LIST 2009 FUNDING RECEIVED FOR THIS PROJECT

13. IF AWARDED, IDENTIFY THE TYPE OF PROJECT(S) THAT FUNDING WILL SUPPORT

13. PROGRAM OVERVIEW

In **twenty-five (25) words or less**, provide a brief and succinct paragraph on the purpose of the funded project which will be used on DAC's website for approved projects.

**2010 SEXUAL ASSAULT SERVICES GRANT
Application Form**

1. **Provide the month and year of your most recent Certification from the Office of the Attorney General. Tribal entities are exempt from the certification requirements and should list N/A.** _____

2. **Project Title:** _____

3. **Agency Applicant:** _____

4. **Applicant Mailing Address:**
Address: _____
City: _____ State: _____ Zip: _____
Area Code/Phone Number: _____
Area Code/ Fax Number: _____

5. **Project Director:** _____
Title: _____
Address: _____
City: _____ State: _____ Zip: _____
Area Code/Phone Number: _____
Area Code/ Fax Number: _____
E-mail Address: _____

6. **Fiscal Officer:** _____
Address: _____
City: _____ State: _____ Zip: _____
Area Code/Phone Number: _____
Area Code/ Fax Number: _____
E-mail Address: _____

7. **Chief Executive Officer:** _____
Title: _____
Address: _____
City: _____ State: _____ Zip: _____
Area Code/Phone Number: _____
Area Code/ Fax Number: _____
E-mail Address: _____
8. **Federal Tax Identification Number:** _____
9. **Applicant Agency DUNS Number:** _____
10. **Registration expiration date of the applicant agency on the CCR database:** _____
11. **Federal Amount Requested:** \$ _____
12. **Funding Received for THIS project in 2009:** \$ _____
13. **If awarded, these funds will: (check all that apply)**
 Create a new service or activity
 Enhance an existing project
 Continuation of a current federally funded project
14. **Project Overview**
In twenty-five words or less, provide a brief and succinct paragraph on the purpose of the funded project.

STATISTICAL/GENERAL INFORMATION

Instructions:

For the following information, use a 12-month reporting period. Check the box for the reporting period being used. **Do not leave items blank.** If the response is zero, indicate with a "0".

- Reporting Period:** *(check one)*
- State Fiscal Year (July 1- June 30)
- Calendar Year (January 1 – December 31)
- Other (Specify month/year – month/year) _____

General Information – All applicants must complete.

1. Geographic Area To Be Served: (List cities, counties, etc.) _____
2. Population of Geographic Area To Be Served: _____
3. List the current number of employees within the agency: _____
4. How many dedicated sexual assault advocates are available in the agency? _____
5. How many dedicated sexual assault counselors are available in the agency? _____
6. How many trained volunteers are available to respond to sexual assault calls? _____
7. How many sexual assault clients were:
 - accompanied through the medical, law enforcement, court, and social service settings: _____
 - provided crisis intervention and advocacy _____
 - provided short-term individual/counseling services _____
 - referred to legal services _____
 - transported to shelter, court, etc.. _____
8. Do you have a SANE Program in your area? _____
(Sexual Assault Nurse Examiners on call and rotation)
If so, what is your agency's function with the program? _____
9. Do you have a SART in your community? _____
(Organized team that includes an advocate/volunteer, SANE, and Law Enforcement that consistently respond to sexual assault calls.)
If so, who serves on the SART? _____

**APPLICATION NARRATIVE
PROBLEM STATEMENT AND PROJECT DESCRIPTION**

1. Provide a **specific overview** of what sexual assault **services** are **currently available** to victims of sexual assault in the jurisdiction to be served.
 2. Provide **detailed description** of the project to be implemented and how the project will improve services to sexual assault victims.
 3. If the project is to serve more than one county, specifically describe how services will be implemented in the additional counties.
- Do **not** delete these directions. If more space is necessary, use additional pages.
-

APPLICATION NARRATIVE UNDERSERVED POPULATIONS

1. In order to receive federal SASP Grant funds, the State of Oklahoma must implement community-driven initiatives that address the needs of underserved populations.
 2. Refer to page 8 for a list of underserved populations.
 3. **Identify the underserved population(s) that will be served through this project and how services will be increased to the identified underserved population(s).**
- Do **not** delete these directions. If more space is necessary, use additional pages.
-

**APPLICATION NARRATIVE
GOALS, OBJECTIVES, PERFORMANCE MEASURES, and ACTIVITIES**

1. Clearly and succinctly state the goals, objectives, and activities of the grant project. a grant proposal are inherently related.
 2. Objectives must be reasonable, achievable, measurable and sufficient to determine the effectiveness of the project.
- See the Appendix for further information on how to write goals, objectives, performance measures, and activities.
 - Do **not** delete these directions. If more space is necessary, use additional pages.

GOAL:	
Measurable Objective	
Activities	
GOAL:	
Measurable Objective	
Activities	
GOAL:	
Measurable Objective	
Activities	

GOAL:	
Measurable Objective	
Activities	
GOAL:	
Measurable Objective	
Activities	
GOAL:	
Measurable Objective	
Activities	

**2010 SEXUAL ASSAULT SERVICES PROGRAM GRANT
OVERALL BUDGET SUMMARY**

CATEGORY	FEDERAL FUNDS REQUESTED
A. Personnel	
B. Personnel Benefits	
C. Equipment	
D. Travel	
E. Supplies and Operating Expenses	
F. Facilities/Rental Expenses	
G. Contractor/Consultant Expenses	
H. Other	
TOTAL	

DETAILED BUDGET and NARRATIVE
CATEGORIES A and B – PERSONNEL and PERSONNEL BENEFITS

Directions:

1. List each position by name and title/position and check whether the position is new or existing.
2. List the total annual salary in Column B.
3. List the percent of the employee’s time that will be funded **by grant funds** in Column C.
4. To calculate the Total Federal Funds Requested for Salary for Column D, multiply (B) x (C) = (D).
5. Total all entries in Column D and enter the amount in Row E.
6. To calculate the Total Benefits (Row F), enter the benefit percentage and multiply it by (E).
7. To calculate Total Personnel Budget in Row G, add (E) + (F) = (G).
8. **Narrative (Next Page):** Provide a detailed explanation of the personnel that will be assigned to the project. The narrative should describe the responsibilities of each of the positions. **Use additional pages if necessary.**
9. **ATTACH A SEPARATE JOB DESCRIPTION TO THIS APPLICATION FOR EACH POSITION REQUESTED.**

(A)	(B)	(C)	(D)
Name of Employee and Position or Title and New or Existing	Total Annual Salary	Percent of Time Funded by Grant Funds	Federal Funds Request
<input type="checkbox"/> New <input type="checkbox"/> Existing		%	
<input type="checkbox"/> New <input type="checkbox"/> Existing		%	
<input type="checkbox"/> New <input type="checkbox"/> Existing		%	
<input type="checkbox"/> New <input type="checkbox"/> Existing		%	
<input type="checkbox"/> New <input type="checkbox"/> Existing		%	
<input type="checkbox"/> New <input type="checkbox"/> Existing		%	
(E) TOTAL SALARIES			
(F) TOTAL SALARIES X ____% = TOTAL BENEFITS			
(G) TOTAL PERSONNEL BUDGET			

BUDGET NARRATIVE:

**DETAILED BUDGET and NARRATIVE
CATEGORY C – EQUIPMENT**

Directions:

1. List non-expendable items that are to be purchased. Expendable items should be included in the Supplies Category. See the Chart of Accounts in Appendix B for items to be included under equipment.
2. **Narrative:** Provide an explanation of the equipment to be purchased. Explain how the equipment is necessary to the success of the project. **Use additional pages if necessary.**

Equipment	Quantity	Unit Price	Federal Funds Request
TOTAL			

BUDGET NARRATIVE:

DETAILED BUDGET and NARRATIVE
CATEGORY D – TRAVEL

Directions:

1. Travel must be project-related. Specify travel expenses of project personnel by purpose, such as travel to training, inter-jurisdictional travel, etc. See the Chart of Accounts in Appendix B for items to be included under travel.
2. **Narrative:** Provide an explanation of the travel being requested. Identify the personnel who will be using travel, and the purpose of the travel. Explain how the travel is necessary to the success of the project. **Use additional pages if necessary.**

Destination	Per Diem and Lodging Costs	Airfare/ Mileage	Federal Funds Request
TOTAL			
<h1>Example</h1>			
Client Travel		150 miles per month x 12 months x .50 = \$900	\$873
Oklahoma Coalition Against Domestic Violence and Sexual Assault Conference	\$60 per night x 3 nights x 2 persons = \$360 \$49 per day x 3 days x 2 persons = \$294		\$654

BUDGET NARRATIVE:

DETAILED BUDGET and NARRATIVE
CATEGORY E – SUPPLIES and OPERATING EXPENSES

Directions:

1. General supplies include any materials that are expended or consumed during the project period. List items by type, such as paper, folders, etc. Show the basis for computation.
2. Operating costs are expenses that are required to implement the project, such as telephone, utilities, photocopying, printing, and maintenance. See the Chart of Accounts in Appendix B in the Instructions for items to be included under supplies and operating expenses.
3. **Narrative:** Provide an explanation of the supplies to be purchased and operating expenses requested. The narrative should serve as an explanation of the figures. **Use additional pages if necessary.**

Item	Quantity	Unit Price	Federal Funds Request
TOTAL			

BUDGET NARRATIVE:

DETAILED BUDGET and NARRATIVE

CATEGORY F – FACILITIES / EQUIPMENT RENTAL

Directions:

1. For this category, identify the facilities and/or equipment to be used and the annual rate for rental of facilities and/or equipment. See the Chart of Accounts in Appendix B for items to be included under facilities and equipment rental.
2. **Narrative:** Provide a detailed explanation of the category. Explain how the rental of facilities or equipment is necessary to the success of the project. The narrative should serve as an explanation of the figures. **Use additional pages if necessary.**

Facilities	Annual Rate	Federal Funds Request
TOTAL		

BUDGET NARRATIVE:

DETAILED BUDGET and NARRATIVE
CATEGORY G – CONSULTANTS AND CONTRACTORS

Directions:

1. For each consultant, enter the name, if known, the service to be provided, and the hourly or daily fee or rate. Consultant fees in excess of \$450 per day require additional justification and prior approval from the Federal Grants Division Director, District Attorneys Council. See the Chart of Accounts in Appendix B for items to be included under consultants and contractors.
2. **Narrative:** Provide a detailed explanation of the category. Explain how the consultant is necessary to the success of the project. The narrative should serve as an explanation of the figures. **Use additional pages if necessary.**

Service or Product	Fee or Rate	Federal Funds Request
TOTAL		

BUDGET NARRATIVE:

DETAILED BUDGET and NARRATIVE
CATEGORY H – OTHER

Directions:

1. Specifically identify the funds being requested in this category. See the Chart of Accounts in Appendix B for items to be included under other.
2. The narrative should serve as an explanation of the figures. **Use additional pages if necessary.**

Item Description	Federal Funds Request
TOTAL	

BUDGET NARRATIVE:

CERTIFICATE OF APPLICATION

By placing his/her original signature below, the Chief Executive Officer certifies the accuracy of the information in this application and agrees to comply with all State and federal provisions of the 2010 Sexual Assault Services Program Grant and all other applicable State and federal laws.

Printed Name of Chief Executive Officer: _____

Title: _____

Original Signature of Chief Executive Officer:

Date: _____

The Chief Executive Officer is the person with official signature authority to make financial and programmatic commitments on behalf of the applicant agency. The Chief Executive Officer must be a state agency head, mayor, city manager, chairperson of the County Commission or an authorized tribal leader. The Chief of Police or Sheriff is NOT authorized to sign this document.

PROMPT PAGE

Attach a list of the
Board of Directors

***DO NOT ENCLOSE THIS
PAGE WITH YOUR GRANT APPLICATION***

PROMPT PAGE

Attach an
Organizational Chart

***DO NOT ENCLOSE THIS
PAGE WITH YOUR GRANT APPLICATION***

PROMPT PAGE

Attach a copy of Proof of Tax
Exempt Status.

***DO NOT ENCLOSE THIS
PAGE WITH YOUR GRANT APPLICATION***

PROMPT PAGE

Attach a Job Description for
each position
requesting funding.

***DO NOT ENCLOSE THIS
PAGE WITH YOUR GRANT APPLICATION***

PROMPT PAGE

Attach CCR Registration

***DO NOT ENCLOSE THIS
PAGE WITH YOUR GRANT APPLICATION***

APPENDIX A

INFORMATION ON GOALS, OBJECTIVES, ACTIVITIES AND PERFORMANCE MEASURES

This information is being provided to you to assist you in preparing the goals, objectives, activities and performance measures for the application.

THE DIFFERENCE BETWEEN GOALS AND OBJECTIVES

Goals are broad; objectives are narrow.
Goals are general intentions; objectives are specific.
Goals are intangible; objectives are tangible.
Goals are abstract; objectives are concrete.
Goals can't be validated as is; objectives can be validated.

GOALS

A goal is a broad, general statement that identifies the long-range purpose of the program. It is the desired result or outcome.

OBJECTIVES AND PERFORMANCE MEASURES

Objectives are nothing more than the means for achieving the goals. Objectives are specific, attainable, measurable and time bound. Performance measures identify the measurable component of the objective.

Program objectives that are measurable become the criteria by which the effectiveness of the program is judged. Useful program objectives will describe:

WHAT is going to be done
HOW will it be done
WHEN will it be done
HOW will the results be measured

EXAMPLES OF GOALS

These are examples of weak goals because they are vague and do not identify the long-range goal to be attained.

WEAK GOAL STATEMENTS

- To continue the work of the advocate.
- To reach out to victims of sexual assault in the county.
- To improve collaboration.
- To reduce sexual assault.

These are examples of strong goals because they are specific and identify the goal to be achieved.

- The goal of this project is to increase counseling services to sexual assault victims.
- The goal of this project is to improve the response to sexual assault victims by providing a specialized sexual assault advocate who will assist by responding to the victim at the hospital, providing immediate crisis intervention services, referral to appropriate services, and attendance with the victim in court .

EXAMPLES OF OBJECTIVES AND PERFORMANCE MEASURES

These are examples of weak objectives because they are vague and cannot be measured.

WEAK OBJECTIVES AND PERFORMANCE MEASURES

- To continue the work of the advocate.
- To decrease the number of domestic violence calls to law enforcement in the county.
- To address the sexual assault in the jurisdiction.

These are examples of strong objectives and performance measures because the objectives are specific and measurable.

STRONG OBJECTIVES AND PERFORMANCE MEASURES

- To provide individual and group counseling to _____ victims of sexual assault.
- To provide an advocate who will respond to _____ victims of sexual assault by responding to calls from the hospital, referring _____ victims to other resources and services, and attending with _____ victims in court.

APPENDIX B

CHART OF ACCOUNTS

This information is being provided to assist you in placing requested items in the correct budget category.

CHART OF ACCOUNTS

Budget Category	Item
Personnel	Salaries
	Longevity
	Overtime Wages
Personnel Benefits	Health, Dental, and Life Insurance
	Unemployment Compensation
	Medicare
	FICA
	Workers' Compensation
	Disability
	Retirement
Travel	Mileage
	Per Diem
	Public Transportation
	Lodging
	Registration
Supplies/Operating Expenses	Postage
	Printing
	Telecommunications Services
	Utility Charges
	Maintenance and Repair (Vehicle & Office)
	Office Supplies
	Data Processing Supplies
	Educational Supplies
	Motor Fuel
Contractual	Consultants
	Contractual Services
Rental Expenses	Office Space
	Other Building Space
	Equipment and Machinery, including vehicles
	Telecommunications Equipment
Equipment	Office Furniture and Equipment
	Data Processing Equipment
	Data Processing Software
	Equipment – Medical, Telecommunications, Vehicles
Other	Volunteer time to support the funded program
	Uniform Clothing and Accessories
	Safety and Security Supplies and Services
Contractual	Consultants
	Contractual Services

APPENDIX C

REQUIRED ATTACHEMENTS AND APPLICATION CHECKLIST

This checklist is provided to assist you in finalizing the application

REQUIRED ATTACHMENTS

DISQUALIFICATION OF AN APPLICATION

It is required that the application's instructions be followed. Applications will NOT be reviewed by the Board IF ANY of the following occur:

- The application is not received by the application deadline.
- The application is not in the appropriate format as indicated in the application instructions.
- The application is incomplete or missing a required section(s).
- The application does not contain all of the required attachments and/or the appropriate original signature.
- The applicant does not meet the eligibility requirements.
- The application does not meet the personnel requirements.
- The application does not address the purpose areas of the grant program.
- The requested number of copies of the application was not provided.

The following attachments are required.

ATTACHMENTS	Victim Service Provider Program
Tax Exempt Status Form	X
Job Descriptions	X
Board of Directors	X
Organizational Chart	X
Central Contractor Registration	X

REMINDER LIST

1. Was a response provided on each item in the application?
2. Were the directions followed for formatting the application as indicated on page 13?
3. Did the Chief Executive Officer sign in all required locations as indicated on page 14?
4. Have all the attachments been included as indicated in the chart on page 44?
5. Was the appropriate number of copies of the application and attachments made as indicated on page 13?