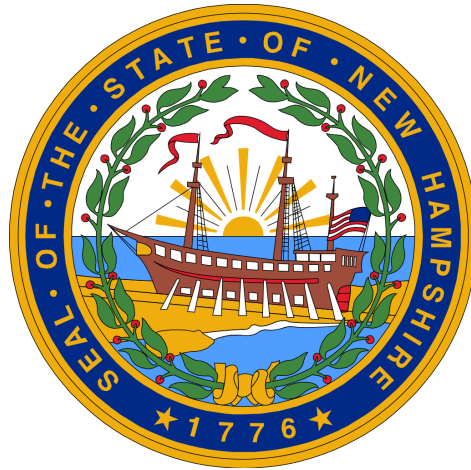


STATE OF NEW HAMPSHIRE



DEPARTMENT OF JUSTICE

Gordon J. MacDonald
Attorney General

Sexual Assault Services Program (SASP)
Formula Grant

Sub-Recipient
Application Instructions and Solicitation
State Fiscal Year 2021

Release Date 8/10/2020
Closing Date 10/1/2020 4:00 PM

INTRODUCTION

The Sexual Assault Services Program (SASP) was created by the Violence Against Women and Department of Justice Reauthorization Act of 2005 (VAWA 2005), 34 U.S. Code § 12511, and is the first Federal funding stream solely dedicated to the provision of direct intervention and related assistance for victims of sexual assault. The purpose of SASP is to provide intervention, advocacy, accompaniment (e.g., 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 the sexual assault. The SASP Formula Grant Program emphasizes the establishment, maintenance, and expansion of rape crisis centers and other nonprofit, nongovernmental organizations, such as dual programs addressing domestic violence and sexual assault, for the provision of direct intervention, core services, and related assistance to adult, youth, and child victims of sexual assault.

Under the SASP Formula Grant Program, agencies cannot use grant funds to support Sexual Assault Forensic Medical Examiner programs, Sexual Assault Response Team coordination, research projects, activities focused on prevention and public education, training to allied professionals and the community, domestic violence services unrelated to sexual violence, or criminal justice activities (e.g., law enforcement, prosecution, courts, or forensic interviews).

For many victims, it may take years to recover from the physical and psychological trauma caused by rape and other forms of sexual violence. SASP funds supplement other funding sources directed at addressing sexual assault on the state and territorial level. Rape crisis centers and other non-profit organizations such as dual service programs providing both domestic violence and sexual violence intervention play a vital role in assisting sexual assault victims through the healing process, as well as assisting victims through the medical, criminal justice, and other social support systems. In order to provide comprehensive services to victims of sexual assault, the SASP Formula Grant Program will assist states and territories in supporting rape crisis centers and other non-profit organizations in the provision of direct intervention and related assistance.

Allowable Grant Program Areas

1. 24-hour hotline services providing crisis intervention services and referral;
2. Accompaniment and advocacy through medical, criminal justice, and social support systems, including medical facilities, police, and court proceedings;

3. Crisis intervention, short-term individual and group support services, and comprehensive service coordination and supervision to assist sexual assault victims and family or household members;
4. Information and referral to assist the sexual assault victim and family or household members;
5. Community-based, culturally specific services and support mechanisms, including outreach activities for underserved communities; and
6. Development and distribution of materials on issues related to the services described in numbers 1 through 5 above.

APPLICATION PROCESS

In order to receive consideration, a grant application package must include all of the following components.

Subgrant Application Instructions

SECTION I: NH DOJ SUBGRANT APPLICATION FORMS

A. COVER PAGE – 1 page

Please complete the cover page, provided in the Subgrant Application Kit, with the appropriate information. The names listed on this cover page and the signatures provided on these application package forms should be that of the head of the unit of government, director of the public department or agency, or another person legally authorized to submit and accept grants on behalf of the unit of government, public department, or agency. The Grant Starting Date should be the expected start date of the grant award and the Program Implementation Date should be the expected start date of the grant program. Programs should be implemented within sixty-days (60) of the Grant Starting Date.

B. Project NARRATIVE – 4 sections

The Project Narrative, located in the Subgrant Application Kit, should be sufficiently detailed and contain current and relevant information that address the items listed below.

1. Problem Statement (10 Points)

The Project Narrative should be sufficiently detailed to address the items listed below, but concise enough to present this information within a format of 10 pages or less. In evaluating each request, the narrative will be weighted at 70 points and the budget sections the remaining 30. Project narratives may be submitted using the narrative boxes in the application or, if more space is required, narratives may be submitted using a standard word processor document, such as MS Word, arranged in the format of the application.

2. Program Description (30 Points)

This section should provide a detailed description of the proposed solution to the problem. It should discuss both the scope and intent of the program and its relationship to the priorities and goals of your strategy, which are also included in this section. The project/program design and implementation section should clearly describe the structure and operation of the proposed program. The roles and responsibilities of key player should be clearly outlined, with supporting job descriptions attached as necessary. Successful programs are generally those based on previously researched and evaluated programs, and so, where available, applicants should attempt to model their programs on available model ‘blueprint’ or ‘best practice’ programs and to provide suitable supporting documentation of the efficacy of those model programs where available.

3. Sustainability and Evaluation Plan (10 Points)

As federal funding is generally considered ‘seed money’, successful applicants should include a description of how they intend on continuing efforts initiated through this request at the conclusion of the grant period. Applicants should also develop a plan for evaluating their programs to determine success or failure. Finally, applicants must describe a process through which required grant-related data can be gathered and reported to the New Hampshire Department of Justice. Evaluation of your program is made by your required submission of an annual performance report to this office.

4. Program Management/Administrative Capabilities (20 Points)

This section of the application narrative should clearly describe the capabilities of the applicant agency in regards to their ability to manage both the project being implemented and the specific grant requirements that go with a subgrant award. The applicant should describe how their organization is equipped to implement the grant program being requested. They should further describe how their organization is equipped to manage the administrative, financial and subgrantee program oversight at any tier, and reporting requirements that accompany a grant award. Staffing and resources available to the applicant should be described in detail, as should the financial accounting system being used by the applicant.

C. BUDGET – 2 parts

Applicants must use the budget format (i.e. Budget categories) found in the Subgrant Application Kit. If additional space is required, applicants may attach an additional spreadsheet or word processor document to the application. Federal funds for Sexual Assault Services programs must be used to supplement, not supplant, existing sub-recipient programs, and services. This means that if an entity is currently paying for a specific service with local funding, they cannot request federal funds to pay for that same service. They may request funding to pay for an enhancement to that service, however, only the enhancement will be eligible for funding. The original service must remain locally funded. Budget sections are to include only those federal funds being requested. The budget section of each application is rated at 30 points for purposes of grant application review.

BUDGET DETAIL (20 Points):

1. Personnel: List all job titles for which funds are being requested. Please show the total annual salary for the position, the percentage of time for the position that will be spent on grant allowable activities, the amount of salary to be devoted to this program (annual salary x percent time), and the amount of federal funds requested for the position for this program. Recipients of SASP grant funds for personnel positions are required to maintain detailed time and attendance records for every personnel position funded under this grant program. Records must specify the dates of service, types of services performed, and applicability to a specific grant or activity type and the number of hours worked performing these services. The records must also differentiate allowable vs. non-allowable services. These records will be subject to review by the New Hampshire Department of Justice during regular monitoring visits.
2. Fringe Benefits: Itemize fringe benefits (medical coverage, FICA, etc.) and show the total cost for the program and the amounts to be contributed by the federal funds and matching contributions. Individual fringe benefit types and their percent of the total must be clearly spelled out.
3. Travel: List projected in state and out-of-state mileage, the rate of reimbursement (no greater than the current state-approved rate), total mileage cost, and amounts to be contributed by the federal dollars and other sources. For conference or training related travel, itemize the individual travel costs expenses, such as hotel, mileage, airfare, ground transportation, meals, and incidentals. Meals and incidental rates may be obtained from the GSA website. (www.gsa.gov). Approved mileage rates may be obtained from the Grants Management Unit at the New Hampshire Department of Justice using the contact information supplied with this application.
4. Equipment Purchases: List any equipment to be purchased. Itemize each piece of equipment with an individual cost, then calculate and display the total equipment

cost. Per federal guidelines, equipment is defined as non-expendable items having a useful life of more than two years and an acquisition cost of \$5,000 or more per unit.

5. Supplies: List items by type, generally, supplies include any materials that are expendable or consumed during the course of the project and that have an acquisition cost of less than \$5,000.
6. Consultant/Contractual Services: List any consultants or contractual services to be purchased, the number of hours/days to be worked, the hourly/daily rate and the total cost.
7. Other Costs: This may include items such as postage, telephone, printing, and office supplies. List each item separately, except that individual supplies need not be itemized.
8. Indirect Costs: Administration/Indirect Costs: Administrative costs are the general or centralized expenses necessary for the overall administration of an organization. Administrative costs do not include particular project costs. For organizations that have an established federally approved indirect cost rate for Federal awards, indirect costs mean those costs that are included in the organization's indirect cost rate. Such costs are generally identified with the organization's overall operation and are further described in the Office of Management and Budget Circulars 2 CFR Part 200.

For the purposes of this grant, Sub-grantees may be permitted an allocation for administrative costs under one of the following:

Budget Detail Totals:

Each subsection of the federal application must be individually totaled for both federal and matching if required funds. Those totals are then listed on the budget detail summary sheet to provide an overall project total.

BUDGET NARRATIVE (10 Points)

The form for the grant budget narrative is included in the application kit. For each of your budget categories, provide a brief narrative explaining and justifying the itemized expenses. For all budget categories, please explain whether it is a new expense or an increase to an existing expense. For example, for the Personnel category, list the personnel, their program job functions, whether it is a new or expanded position, etc. Also for personnel positions, a description of individual fringe benefits costs and an explanation of why they are being charged. For overtime costs, a justification of how the agency arrived at their

proposed overtime cost rate and a statement that this cost is applied uniformly across their agency and was not derived as a result of this grant application.