



ARKANSAS DEPARTMENT OF FINANCE AND ADMINISTRATION  
OFFICE OF INTERGOVERNMENTAL SERVICES  
**SEXUAL ASSAULT SERVICES PROGRAM (SASP)**  
2010-2011 APPLICATION  
**AVAILABILITY OF FUNDING ANNOUNCEMENT**

**A. OVERVIEW**

The Arkansas Department of Finance and Administration, Office of Intergovernmental Services, Victim Justice and Assistance Program (VJA) is pleased to announce that it is seeking applications for the Sexual Assault Services Program (SASP). The SASP Program furthers the mission of the Department of Justice by supporting the establishment, maintenance and expansion of rape crisis centers and other programs and projects to assist those victimized by sexual assault.

**B. DEADLINE: APPLICATION**

The due date for applying for funding under this announcement is **4:30 pm, JANUARY 30, 2010**

**C. ELIGIBILITY**

1. ***APPLICATIONS ARE LIMITED TO AGENCIES CURRENTLY PROVIDING CORE SERVICES, DIRECT INTERVENTION AND RELATED ASSISTANCE TO VICTIMS OF SEXUAL ASSAULT.*** Eligible entities are non-profit, non-governmental organizations including, but not limited to:

Rape Crisis Centers

Hospital and Emergency Medical Facilities

Institutions of Higher Learning

Faith-Based Organizations

Non-Profit Organizations

2. Applicants must possess a federal identification number and a DUNS number (a unique nine-character number that identifies your organization).<sup>1</sup>
3. Recipient organizations must maintain Civil Rights Information as well as statutorily required civil rights statistics on victims served by race, national origin, sex, age, and disability.
4. Applicants must show formal coordination and collaboration effort with other service providers in the community.

**D. SEXUAL ASSAULT SERVICES PROGRAM: SPECIFIC INFORMATION**

The Sexual Assault Services Program (SASP) was created by the Violence Against Women and the Department of Justice Reauthorization Act of 2005 (VAWA 2005), 42 U.S.C. §14043G, and is the first Federal funding stream solely dedicated to the provision of direct intervention and related assistance for victims of sexual assault. Overall, 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, **except** for the perpetrator of such victimization.

SASP funds will be used to support rape crisis centers and other nonprofit, nongovernmental organizations, including faith-based and community organizations that provide core services, direct intervention, and related

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<sup>1</sup> If your organization does not have a DUNS number, use the Dun & Bradstreet (D&B) online registration to receive one free of charge. [http://www.grants.gov/applicants/request\\_duns\\_number.jsp](http://www.grants.gov/applicants/request_duns_number.jsp)

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assistance to victims of sexual assault. Funds provided through the SASP program are designed to **supplement** other funding sources directed at addressing sexual assault.

Funds awarded under this announcement may be used to provide direct intervention and related assistance, including:

- 24-hour hotline services providing crisis intervention services and referrals;
- 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, family or household members;
- Information and referral to assist the sexual assault victim, 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.

**Grant funds may not be used to support Sexual Assault Forensic Examiner projects** or criminal justice activities (e.g. law enforcement, prosecution, courts, forensic interviews)

Grant funds may not be used for any unauthorized purpose, including, but not limited to:

- Fundraising;
- Research projects;
- Physical modifications to buildings, including minor renovations;
- Prevention activities;
- Criminal justice related projects, including law enforcement, prosecution, courts and forensic interviews; and
- Providing domestic violence services that do not relate to sexual violence

#### **E. AWARD INFORMATION**

Awards will be made, on a competitive basis, for the twelve (12) month period of April 1, 2010 through May 30, 2011, with a one year renewal clause, dependent upon available funds and the previous year's performance. Individual award amounts will be determined by the number and quality of eligible applicants, and funds available.

The merits of the proposals received will be evaluated by the Arkansas Coalition Against Sexual Assault in accordance with the evaluation factors listed in this announcement (see Application Review Form). Failure of the applicant to provide any information requested may result in disqualification of the application. VJA will fund those applicants whose proposals are most responsive to the specifications in this announcement. Funds will be allocated on a reimbursement basis only. Applicants must be prepared to assume project start-up costs. Priority will be given to applicants whose project can begin on April 1<sup>st</sup>.

As a condition of receiving a grant, applicants shall adhere to the financial and administrative provisions set forth in the OJP Financial Guide, applicable OMB Circulars and Common Rules.

**Total available funds is \$242,170.00**

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**F. SCHEDULE OF ACTIVITIES**

DATE	EVENT
December 15, 2009	Announcement of Availability of Funds mailed to prospective applicants, Ad placed in statewide newspaper, and posted on the VJA website.
<b>January 30, 2010</b>	<b>APPLICATION SUBMISSION DEADLINE - 4:30 PM.</b>
February 1 – February 15, 2010	Proposal Review and Selection Recommendations by the Arkansas Coalition Against Sexual Assault
February 28, 2010	Reconsideration Process Completed
March 1, 2010	Statement of Grant Award Forwarded to Recipients
March 15, 2010	Signed Subgrants submitted to VJA
April 1, 2010	Proposed project start date

**G. EVALUATION FACTORS**

Proposals will be reviewed by the Arkansas Coalition Against Sexual Assault in accordance with the factors listed below. Recommendations will be forwarded to the Intergovernmental Services Assistant Administrator for review and final funding decisions. Applications are subject to an eligibility and proposal review.

**1. ELIGIBILITY REVIEW**

An initial review to determine the applicant's eligibility to receive funding will be conducted by VJA staff. If an applicant is determined to be ineligible for funding, his/her application will not be reviewed for funding consideration.

**2. PROPOSAL REVIEW**

Each application will be reviewed utilizing a score sheet which captures the following criteria:

**a. *Agency Capacity***

The applicant agency's mission, history of services, and grant management capacity, including fiscal management, reflects the agency's ability to carry out the project.

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b. *Project Need*

The applicant agency is clearly aware of the problem or issue to be addressed and existing services which meet the need. The proposed project addresses federal program priorities, including the type of victim to be served.

c. *Services/Activities*

Applicant clearly demonstrates what activities will be provided by the proposed project.

d. *Intended Outcomes Specified (Goals, Objectives and Performance Indicators).*

Outcomes the project intends to achieve are responsive to the purpose, overall goals, and essential components of the program purpose areas identified in this announcement. Goal statements provide an overall understanding of the impact the project will have on the identified problem through outcome measures. Objectives are clear, complete, concise, realistic, measurable, and relate to goal statements. Time frames are clearly identified and realistic.

e. *Staffing Pattern*

The proposed staffing pattern is adequate to meet program goals and objectives. Staff duties are consistent with the project goals.

f. *Budget.*

The budget is reasonable, necessary and clearly relates to specific goals and the expenses needed to complete this project. Supplanting of existing funds is not evident.

**H. RECONSIDERATION PROCESS**

Applicants whose funding is denied will be notified of the specific reasons for the denial within five working days after the entire application review process has been completed. Any applicant receiving notification of denial may exercise its right to request reconsideration if done so within five (5) calendar days after receipt of the denial notification. Any applicant requesting reconsideration must submit, in writing, all documents and rebuttal information with the request for reconsideration. Reviews will be limited to the reasons, documented in the notification letter, for which the application was denied. A decision based on the request for reconsideration shall be made within ten (10) days after receipt of the request. In all cases, the decision of the IGS Administrator shall be final.

**I. REPORTING REQUIREMENTS**

VJA requires monthly reimbursement requests that document expenditures under the approved budget. All requests for reimbursement must be accompanied by the appropriate supporting documentation. VJA also requires quarterly reports that document the project's progress towards meeting its goals and objectives. VJA maintains the right to withhold grant payments if reporting requirements are not met in a timely manner. All grant payment is on a reimbursable basis, no advances will be made.

**J. OTHER INFORMATION**

The Office of Intergovernmental Services, Victim Justice and Assistance Program reserves the right to reject any and all applications, to waive informalities and minor irregularities in the applications received and to accept any portion of the application for funding if deemed to be in the interest of the State of Arkansas and the program to do so. The Office of Intergovernmental Services, Victim Justice and Assistance Program reserves the option of holding for

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further consideration those applications with merit that were not funded. Any further consideration is dependent upon the availability of funds. Continuation funding beyond the state project period will be based on the success of the program and the availability of funds.

Where activities supported by funded projects produce original computer programs, writing, sound recordings, pictorial reproductions, drawing or other graphical representation and works of any similar nature (the term of computer programs includes executable computer programs and supporting data in any form), the government has the right to use, duplicate and disclose, in whole or in part in any manner for any purpose whatsoever and have others to do so. If the material is copyrightable, the subgrantee may copyright such, but the government reserves a royalty-free non-exclusive and irreversible license to reproduce, publish and use such materials in whole or in part and to authorize others to do so. Subgrantees must agree and otherwise recognize that the government shall acquire at least an irrevocable non-exclusive royalty free license to practice and have practiced throughout the world for governmental purposes any invention or discovery made in the course of or under the subgrant.

**K. PROPOSAL SUBMISSION**

To access applications, visit the IGS/VJA's website at:

<http://www.dfa.arkansas.gov/offices/intergovernmentalServices/grants/Pages/sasp.aspx>

The application is subject to review by state executive order 12372; therefore applicants must complete form SF-424, which can also be found at the website listed above.

NO LATE SUBMISSIONS, FAXED OR ELECTRONIC SUBMISSIONS WILL BE ACCEPTED. Allow sufficient time for the physical delivery of the application by the deadline of **MONDAY, JANUARY 30, 2010 at 4:30 p.m.**

Submit three (3) copies of the application, one of which must have the original **BLUE** ink signature on the certification.

Mail or deliver applications (3 copies) to:

Ms. Sandra L. Cook, VJA Program Manager  
State of Arkansas  
Department of Finance & Administration  
Office of Intergovernmental Services  
1515 West 7<sup>th</sup> Street, 4<sup>th</sup> Floor  
Little Rock, AR 72201

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