Specialized Sexual Assault Services

FUNDING APPLICATION

July 1, 2017 - June 30, 2019
Due April 25, 2017

Administered by the Office of Crime Victims Advocacy
Department of Commerce
1011 Plum Street SE
P.O. Box 42525
Olympia, Washington 98504-2525
(866) 857-9889

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Office of Crime Victims Advocacy

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Application Due: April 25, 2017

NO APPLICATIONS WILL BE ACCEPTED AFTER APRIL 25, 2017
WITHOUT PRIOR WRITTEN APPROVAL FROM THE
OCVA SEXUAL ASSAULT SERVICES SECTION MANAGER.

This application and all of the applicable forms are available in PDF, Word and/or Excel format on the OCVA web page at: www.ocva.wa.gov.

Send one (1) unbound original and one (1) copy of your completed application to:

Express Delivery Address: or Regular US Postal Service:
Office of Crime Victims Advocacy
Attn: Trisha Smith
1011 Plum St. SE
Olympia, WA 98501-1530

Office of Crime Victims Advocacy
Attn: Trisha Smith
P.O. Box 42525
Olympia, WA 98504-2525

Please allow normal mail delivery time to ensure timely receipt of the application.
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Introduction

The Department of Commerce’s Office of Crime Victims Advocacy (OCVA) requests applications for Specialized Sexual Assault Services funds as authorized by RCWs 43.280 and 70.125.

Responses to this funding application must be received by OCVA no later than April 25, 2017. One (1) unbound original and one (1) unbound copy is requested. This application is also available online at www.ocva.wa.gov.

Office of Crime Victims Advocacy (OCVA)

The Office of Crime Victims Advocacy envisions a future where all people have access to support, healing, and the ability to reach their full potential; where all people experience autonomy, dignity, freedom of identity and expression, and safety in their homes and communities.

To that end, it is the mission of the Office of Crime Victims Advocacy to identify the opportunities and resources needed for prevention and intervention, and to facilitate the availability of those opportunities and resources in communities statewide.

OCVA serves as a voice within government for the needs of crime victims in Washington State. Established in 1990, OCVA serves the state by:

- Advocating on behalf of victims obtaining needed services and resources.
- Administering grant funds for community programs working with crime victims.
- Assisting communities in planning and implementing services for crime victims.
- Advising local and state government agencies of practices, policies, and priorities that impact crime victims.

Period of Performance

The Office of Crime Victims Advocacy (OCVA) will fund projects resulting from this application for two years, July 1, 2017 through June 30, 2019. One-year grants are anticipated to be issued at the beginning of each state fiscal year. Grants will be awarded for July 1, 2017 – June 30, 2018 and July 1, 2018 – June 30, 2019. Grantees will submit renewal applications in spring 2018 for the July 1, 2018 – June 30, 2019 grant period.
Funding

OCVA estimates that $4,220,000 will be available each fiscal year for Specialized Sexual Assault Services grants during State Fiscal Years (SFY) 2018 and 2019. This amount is tentative, as the exact funding levels will not be final until the state budget is passed and federal funding levels are known.

OCVA recommends regions begin planning based on their region’s current funding level and allocation of Specialized Services funds, with contingency plans should funding be increased or decreased. Please contact your organization’s OCVA Sexual Assault Services Program contact for these numbers, if needed.

Both a Budget Adds and a Budget Cuts form have been included in the budget worksheets (Attachment H) to take into account final funding levels and potential fluctuations in regional funding allocations. Please make sure to complete these forms, as we will use this information to modify your grant budget, if needed, once final budget figures are known.

Regional Allocations

Specialized Services funds are allocated through a funding formula that determines the amount available to each of the 35 regions throughout the state. The funding formula includes a population component. Changes in county population may result in slight increases or decreases in the region’s allocation of Specialized Services funding.

Funds awarded through this application are competitive within each region and are not awarded through a statewide competitive process. Applicants are strongly encouraged to participate in their region’s community planning process for the prioritization of Specialized Services and to determine the allocation of funds (see the Community Planning Process, Attachment D).

For regions where there is more than one applicant, all applicants must ensure that their combined budgets total the region’s allocation of Specialized Services funding.

Applications from regions where agreement can not be reached through a community planning process will be reviewed competitively within that region.

NEW Option to Waive the Community Planning Process

For this SFY 2018-2019 application, OCVA is offering a waiver of the community planning process requirement. This is available to regions that agree that current services and allocation of funds are meeting the community need. See Attachment E for more information about the waiver.
Americans with Disabilities Act (ADA)

The Department of Commerce complies with the Americans with Disabilities Act (ADA). Applicants may contact the Section Manager to receive this application in Braille or on tape.

Eligibility

Eligible Applicants

Eligible applicants include local governmental agencies, non-profit organizations, Tribes and tribal organizations who meet the qualifications to provide sexual assault victim services.

Eligible Services

The services listed below are eligible with this funding, and further explained in the following sections:

- Specialized Sexual Assault Services
- Enhanced Core Services
- Provide or Enhance Sexual Assault Services in Marginalized and Native American Communities

Any service proposed must be based on decisions your region makes in the community planning process. Proposed services must be delivered according to the Sexual Assault Service Standards, Appendix A.

Specialized Sexual Assault Services

- Therapy
- Support Groups
- Medical Social Work

Funds awarded through this application process may support Therapy, Support Groups, and Medical Social Work services to victims of sexual abuse/assault throughout the State of Washington. These three eligible services are defined as Specialized Sexual Assault Services and are intended to enhance the treatment and healing of sexual assault survivors and their families.

It is expected that, when appropriate, interventions used will be victim-centered and accepted as evidence-based or promising practices.
Enhanced Core Services

- Information, Referral, and Awareness
- Crisis Intervention
- General, Legal, and/or Medical Advocacy
- System Coordination
- Primary Prevention

Specialized funds may also support the delivery of Core Sexual Assault Services. Only agencies that are an accredited Community Sexual Assault Program (CSAP) are eligible for funding to provide Core Sexual Assault Services. Primary Prevention is the only Core service that a CSAP may subcontract with a qualified entity.

Provide or Enhance Sexual Assault Services in Marginalized and Native American Communities

- Community Organizing, Training and Education
- Community Responding
- Primary Prevention

Specialized Services funds are available for culturally and linguistically appropriate advocacy services and prevention activities.

Only agencies that meet the qualifications listed in the service standards are eligible for funding to provide Community Organizing, Training and Education; Community Responding; and Primary Prevention services.
Evaluation of Applications

All applications will be reviewed to assure eligibility of services, agency and staff qualifications, and cost effectiveness.

Only applications from regions where agreement can not be reached through a community planning process will be reviewed competitively within that region. A review panel will score and rank all applications received from the region according to the criteria listed below.

Competitive applications will be scored based on the following criteria:

- Bidder's Qualifications 25%
- Proposed Services 50%
- Budget/Cost Proposal 25%

The following will also be considered in funding decisions:

- Funding preferences within a competitive region will be given to well-established, existing programs with a record of providing high-quality and cost-effective Specialized Sexual Assault Services and to programs whose services increase access to and availability of sexual assault services for victims of sexual assault/abuse in underserved or marginalized communities.
- The applicant’s participation in the region’s community planning process.
- Past experience providing sexual assault services through OCVA grants (compliance issues, grant spending and performance, and service delivery).

OCVA reserves the right to negotiate a final scope of work and budget with successful competitive applicants. OCVA reserves the right to reject applications that fail to meet the requirements stated in this application for funding.
**Special Terms and Conditions**

This grant is comprised of both state and federal funds, including federal Victims of Crime Act (VOCA) funds, which include special terms and conditions.

**VOCA Volunteer Requirement**

Each grantee must utilize at least one volunteer to directly support your victim services and/or outreach activities in order to fulfill federal funding requirements. Please contact OCVA program staff if you anticipate difficulty in meeting the volunteer requirement; we will assist you in identifying potential volunteer activities that may fulfill this requirement or in requesting a waiver.

**VOCA Match Requirement**

Each successful grantee is responsible to provide a 20% match for the VOCA portion of grant funds they receive. Each grant will include Washington State funds that may be used to satisfy the match requirement. Each successful grantee agrees that the 20% match required for the VOCA portion of grant funds will be met by the Washington State funded portion of the grant funds. If the Washington State portion of the grant is not sufficient to meet the VOCA match requirement, the agency agrees that local funds or in-kind donations will complete the match, or a waiver may be requested.

There is no match requirement for Tribes.

If your agency is a recipient of the VOCA Compensation and FTE Increase Initiative funding, please see the “New This Year” section on page 13 for more information about how the additional funding impacts the match requirement.

**Copy of Internal Revenue Service (IRS) 501(c)(3) Determination Letter**

VOCA funding requires that nonprofit organizations verify their nonprofit status by providing a copy of their Internal Revenue Service (IRS) 501(c)(3) determination letter.

Nonprofit organizations that have not previously submitted a copy of their IRS 501(c)(3) determination letter to OCVA, please submit a copy with the application for funding.

*A nonprofit organization is as described in section 501(c)(3) of the Internal Revenue Code of 1986 and is exempt from taxation under section 501(a) of that Code. See 42 U.S.C § 13925(b)(16)(B).*
Computer Networks

Federal VOCA funding cannot be used to maintain or establish a computer network, unless such networks block the viewing, downloading, and exchanging of pornography.

In order to be in compliance with this special condition, grantees will have three options:

1. Maintain or establish a network that blocks the viewing, downloading, and exchanging of pornography.

2. Maintain or establish your network without a block and request that OCVA use the state funded portion of your grant to cover the costs related to establishing or supporting a computer network.

   If you decide to use this option, please make sure to note this on your Goods and Services Budget Worksheet, and you will be asked to identify all costs associated with establishing and supporting your computer network.

3. Do not use OCVA Sexual Assault Services grant funds to maintain or establish a computer network.

Your Program Contact at OCVA is available to answer any questions you may have regarding this requirement.

Position Descriptions for VOCA-Funded Staff and Volunteer(s)

Successful grantees are required to provide position descriptions for staff being paid with VOCA funds, and position descriptions for volunteers whose time is being used as match or to meet the volunteer requirement. This documentation is needed for each grant that includes VOCA funds. Please submit staff and volunteer position descriptions with the application for funding. If more than one grant-funded staff has the same job position, only one position description is needed.

VOCA Final Rule

In July 2016, the federal Office for Victims of Crime published revised rules for the VOCA program (the Rule). The current application reflects the updated guidance.

The Rule is available here:  
New This Year

Compensation and FTE Increase

If you are a recipient of the VOCA Compensation and FTE Increase Initiative, this may be applied to your Specialized grant. For budget planning purposes, each organization should include the current regional allocation plus the percentage of the Compensation and FTE Increase Initiative that will also support these grant activities in SFY 2018.

The combined total funds should be reflected in the Budget Worksheets. On the budget summary page you will be asked to identify the amount that is funded through each award.

Contact your OCVA Sexual Assault Services Program Contact for more information regarding the specific amounts of each award.

New Considerations for Match Requirements

If you are a recipient of the VOCA Compensation and FTE Increase Initiative, the Washington State Funds may not cover the required 20% match in full. If the portion of State Funds in your current grants are not sufficient to meet the VOCA match requirement, the grantee agrees that other funds or in-kind will complete the match, or a waiver may be requested. Contact your agency’s Program Contact for more information about the amount of state funding received. Agencies that require additional match will be required to complete and submit a Match Detail Sheet during the granting process.

The newly adopted VOCA Rule removes the match requirement for tribes.

New Guidance per VOCA Final Rule

The new VOCA Rule applies to the Specialized Sexual Assault Services grants beginning SFY2018. The current application reflects all revisions. Most notably, there is no longer a restriction on providing services to incarcerated survivors.
Data Collection and Reporting Requirements

Grantees must submit quarterly data reports through InfoNet. For the Year One grant, InfoNet data will be due no later than October 15, 2017, January 15, 2018, April 15, 2018, and with the final invoice (per grant provisions). The due dates for InfoNet data for the Year Two grants will be included in the Year Two Renewal Application.

OCVA program staff conducts periodic checks for compliance with these requirements during the grant period of performance. Noncompliance may result in suspension of payments to the grantee under this grant.

Insurance Provisions

The Grantee shall provide insurance coverage as set out in this section. The intent of the required insurance is to protect the state of Washington should there be any claims, suits, actions, costs, damages, or expenses arising from any loss, or negligent or intentional act or omission of the Grantee or Subgrantee, or agents of either, while performing under the terms of this Grant.

The insurance required shall be issued by an insurance company authorized to do business within the state of Washington. Except for Professional Liability or Errors and Omissions Insurance, the insurance shall name the state of Washington, its agents, officers, and employees as additional insureds under the insurance policy. All policies shall be primary to any other valid and collectable insurance. The Grantee shall instruct the insurers to give COMMERCE thirty (30) calendar days advance notice of any insurance cancellation or modification.

The Grantee shall submit to COMMERCE within fifteen (15) calendar days of the Grant start date, a certificate of insurance which outlines the coverage and limits defined in this insurance section. During the term of the Grant, the Grantee shall submit renewal certificates not less than thirty (30) calendar days prior to expiration of each policy required under this section.

The Grantee shall provide insurance coverage that shall be maintained in full force and effect during the term of this Grant, as follows:

**Commercial General Liability Insurance Policy:** Provide a Commercial General Liability Insurance Policy, including contractual liability, written on an occurrence basis, in adequate quantity to protect against legal liability arising out of Grant activity but no less than $1,000,000 per occurrence. Additionally, the Grantee is responsible for ensuring that any Subgrantees provide adequate insurance coverage for the activities arising out of subgrants.
Automobile Liability: In the event that performance pursuant to this Grant involves the use of vehicles, owned or operated by the Grantee or its Subgrantee, automobile liability insurance shall be required. The minimum limit for automobile liability is $1,000,000 per occurrence, using a Combined Single Limit for bodily injury and property damage.

Professional Liability, Errors and Omissions Insurance: (This provision applies only if the Grantee or Subgrantees are using the services of licensed professionals to perform services described under this Grant). The Grantee shall maintain Professional Liability or Errors and Omissions Insurance. The Grantee shall maintain minimum limits of no less than $1,000,000 per occurrence to cover all activities by the Grantee and licensed staff employed or under Grant to the Grantee. The state of Washington, its agents, officers, and employees need not be named as additional insureds under this policy.

Audit Costs and Requirements

General Requirements

Grantees are to procure audit services based on the following guidelines.

- The Grantee shall maintain its records and accounts so as to facilitate audits and shall ensure that Subgrantees/Subcontractors also maintain auditable records.
- The Grantee is responsible for any audit exceptions incurred by its own organization or that of its Subgrantees/Subcontractors.
- COMMERCE reserves the right to recover from the Grantee all disallowed costs resulting from the audit.
- Responses to any unresolved management findings and disallowed or questioned costs shall be included with the audit report.
- The Grantee must respond to COMMERCE requests for information or corrective action concerning audit issues within thirty (30) days of the date of request.

Federal Funds Requirements – 2 CFR Part 200

Grantees expending $750,000 or more in a fiscal year (that begins after December 26, 2014) in federal funds from all sources, direct and indirect, are required to have an audit conducted in accordance with 2 CFR Part 200. For fiscal years beginning prior to December 26, 2014, Grantees are required to have an audit conducted in accordance with Federal audit requirements. When state funds are also to be paid under this Agreement a Schedule of State Financial Assistance as well as the required schedule of Federal Expenditure must be included. Both schedules include:
- Grantor agency name
- Federal agency
- Federal program name
- Other identifying contract numbers
- Catalog of Federal Domestic Assistance (CFDA) number (if applicable)
- Grantor contract number
- Total award amount including amendments (total grant award)
- Current year expenditures

If the Grantee is a state or local government entity, the Office of the State Auditor shall conduct the audit. Audits of non-profit organizations are to be conducted by a certified public accountant selected by the Grantee in accordance with 2 CFR Part 200.

The Grantee shall include the above audit requirements in any Subgrants/Subcontracts.

In any case, the Grantee’s financial records must be available for review by COMMERCE.

**Documentation Requirements**

The Grantee must send a copy of any required audit Reporting Package as described in 2 CFR, Part 200 no later than nine (9) months after the end of the Grantee’s fiscal year(s) by sending a scanned copy to auditreview@commerce.wa.gov or a hard copy to:

Department of Commerce  
ATTN: Audit Review and Resolution Office  
PO Box 42525  
Olympia, WA 98504-2525

In addition to sending a copy of the audit, when applicable, the Grantee must include:

- Corrective action plan for audit findings within three (3) months of the audit being received by COMMERCE
- Copy of the Management Letter
No Obligation to Grant

This application does not obligate the state of Washington, Department of Commerce or OCVA to grant for services specified herein. Applications submitted become the property of the Department of Commerce and cannot be returned. The Department of Commerce is not liable for any costs incurred by the Grantee in developing the application.

Revisions to the Application

In the event it becomes necessary to revise any part of this application, addenda will be provided via e-mail or in hardcopy to all who were sent the application.

If you download this application from the Department of Commerce, Office of Crime Victims Advocacy website located at www.ocva.wa.gov, you are responsible for sending your name, address, e-mail address, and telephone number to the Section Manager in order for your organization to receive any application amendments or applicant questions and OCVA answers.

OCVA also reserves the right to cancel or to reissue the application in whole or in part, prior to execution of a grant.
Submission of Proposals and Due Date

One (1) clearly marked original proposal and one (1) unbound copy, whether mailed or hand delivered, must be received by OCVA **no later than 5:00 pm local time in Olympia, Washington on April 25, 2017.**

The proposal and copies are to be sent to the Section Manager, Trisha Smith, at the address shown below. The envelope should be clearly marked to the attention of the Section Manager.

**Express Delivery Address:**
Office of Crime Victims Advocacy
Department of Commerce
Attn: Trisha Smith
1011 Plum St. SE
Olympia, WA 98501-1530

**Regular US Postal Service:**
Office of Crime Victims Advocacy
Department of Commerce
Attn: Trisha Smith
P.O. Box 42525
Olympia, WA 98504-2525

Please allow normal mail delivery time to ensure timely receipt of applications by the Section Manager. No applications will be accepted after April 25, 2017 without prior written approval from the OCVA Sexual Assault Services Section Manager.

No faxed applications will be accepted.

*The OCVA Sexual Assault Services Team is accepting email applications on a trial basis. Please email Trisha Smith for further details if you are interested in this option.*

Any questions related to the application should be directed to OCVA Sexual Assault Services Staff at 1-866-857-9889.
## Definition of Terms

For the purpose of this application, the following words/phrases are defined to clarify the Department’s use of said terms.

**Accreditation:** A process to determine if an agency meets the Department’s standards for the delivery of Core Sexual Assault Services.

**Community Organizing, Training, and Education (COTE):** Culturally and linguistically appropriate information and activities to increase knowledge about sexual violence and its root causes, and promote access to services for victims and survivors in marginalized and Native American Communities. See Appendix A for detailed description.

**Community Responding (CR):** Culturally and linguistically appropriate personal support and/or assistance in accessing services and addressing sexual abuse/assault related issues for victims in marginalized and Native American communities. Activities may include accompanying a victim to the hospital, attending court hearings with a victim, and helping a victim finding resources to relocate after an assault. See Appendix A for detailed description.

**Community Sexual Assault Program (CSAP):** An agency or program that has been accredited as a provider of core sexual assault services in the state of Washington and is thus entitled to non-competitive funding for core services in the region in which that agency/program operates.

**Core Services:** Information, Referral and Awareness, Crisis Intervention, Legal Advocacy, Medical Advocacy, General Advocacy, Systems Coordination, and Primary Prevention. See Appendix A for detailed descriptions.

**Evidence-Based Practice:** For the purposes of this application, evidence-based practice is defined as a treatment, intervention protocol, or practice that has some scientific, empirical research evidence for its efficacy with its intended target problems or populations.

**Marginalized:** Refers to persons in communities that may include, but are not limited to, members of the lesbian, gay, bisexual, transgender, queer community; individuals with disabilities (physical, mental, developmental or other); ethnic and racial minorities; and Native American communities.

**Outreach:** Relates to the Core Service Standard Information, Referral and Awareness in which a CSAP provides information verbally or in writing on sexual abuse/assault and/or available services. See Appendix A for detailed description.
**Primary Prevention:** Culturally and linguistically appropriate activities to promote attitudes, behaviors, and social conditions that are aimed at preventing sexual violence before it happens. See Appendix A for a detailed description.

**Region:** The geographical area (one or more counties) designated by OCVA as a unit for the purposes of funding allocation.

**Secondary Victim:** A person who is either a family member or someone who is closely associated with the victim, and is impacted by the assault/abuse, but is not the perpetrator of the sexual abuse/assault.

**Specialized Services:** Therapy, Support Groups, and Medical Social Work. See Appendix A for detailed descriptions.

**Tribal Organization:** An organization that is administered by Native Americans and whose primary mission is to serve Native Americans. Includes, but is not limited to, federally recognized tribes.

**Underserved:** Individuals, populations or communities for whom no treatment services exist; or there are gaps in existing services; or access to services are inhibited by barriers such as, but not limited to, race, ethnicity, culture, age, sexual orientation, financial status, geographic isolation, or physical constraints.

**Victim/Primary Victim:** The person who has been subjected to a sex offense or an attempted sex offense, as defined by the Victim of Crime Act (VOCA) and/or WA RCW Chapter 9.68A, 9A.44, 9A.64, and 9A.88. The terms sexual abuse and sexual assault are used interchangeably in this application and refer to the broad continuum of sex offenses described in WA RCW Chapter 9.68A, 9A.44, 9A.64, and 9A.88.

**Victim-Centered:** The provision of culturally appropriate and immediately available services based on the unique needs and circumstances of victims and survivors. Services are specific, client-focused, and driven by the individuals impacted by sexual abuse/assault.

**Washington Coalition of Sexual Assault Programs (WCSAP):** A nonprofit organization and statewide coalition whose mission is to unite agencies engaged in the elimination of sexual violence through education, advocacy, victim services, and social change.
The Community Planning Process

Overview

Specialized Sexual Assault Services funding\(^1\) is allocated within regions through a collaborative community planning process. All agencies interested in responding to this application are strongly encouraged to participate in the region’s community planning process. Through this process, individuals and agencies within a region who provide sexual assault services (or who play a role in services to victims of crime), work cooperatively with each other to identify and assess existing services, prioritize gaps in services and the needs of underserved\(^2\) and marginalized communities\(^3\), and develop a mutually agreed upon plan for services. Your region’s plan for Specialized Sexual Assault Services is to cover a two-year project period.

NEW Option for a Waiver for SFY 2018 – 2019 Funding Cycle

For the SFY 2018-2019 funding cycle, OCVA is offering an optional waiver of the community planning process requirement if all current recipients of Specialized Sexual Assault Services funding in your region agree that the funding distribution and proposed services from the SFY 2016-2017 funding cycle is meeting the identified needs. To apply for the waiver, applicants need to submit with their application:

- a signed MOU with the other agencies receiving Specialized funds, confirming agreement to continue the funding distribution and proposed services
  - no MOU is required if there is only one provider in the region
- three (3) letters of support from stakeholders verifying that the current plan meets the community need
  - the three (3) stakeholders cannot be the same as those that receive Specialized Sexual Assault Services funding

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\(^1\) **Specialized Services**: Therapy, Support Groups, and Medical Social Work. Funding can also be used to enhance advocacy and prevention efforts (Core Services and Prevention; Community Organizing, Training and Education; Community Responding and Primary Prevention standards). See Service Standards for detailed descriptions. Services proposed must be consistent with these definitions.

\(^2\) **Underserved**: Underserved refers to individuals, populations or communities for whom no treatment services exist; or there are gaps in existing services; or access to services are inhibited by barriers such as, but not limited to, race, ethnicity, culture, age, disability, sexual orientation, financial status or geographic isolation.

\(^3\) **Marginalized**: refers to persons in communities that may include, but are not limited to, members of the lesbian, gay, bisexual, transgender, queer community; individuals with disabilities (physical, mental, developmental or other); ethnic and racial minorities; and Native American communities.
Elements of the Community Planning Process

Community stakeholders should evaluate current services, identify gaps in services, and prioritize services in a way that reflects each region’s specific priorities in meeting the unique needs of victims and survivors in their communities. Regions will need to plan for the allocation of specialized funding for State Fiscal Years 2018 and 2019. OCVA will review each agency’s description of its regional community planning process submitted with the funding application.

Regions whose processes satisfy the requirements of the application will not have to convene a community planning process until applying for SFY 2020 funding. Applicants from regions whose process does not meet requirements of the community planning process, such as those that lack participation beyond that of current funding recipient agencies, may need to repeat the community planning process prior to OCVA approval of funding applications from that region.

The community planning process in each region should include:

- **Assessment of existing sexual assault services.** Regions are expected to review grantees’ spending to-date in order to assess the extent to which funds were utilized as planned, review data submitted to OCVA in order to assess the demographics of those receiving services and service utilization, and/or review any other available data to assess effectiveness. Contact OCVA if you need assistance in accessing and/or interpreting data.

- **Identification of service gaps and the needs of underserved and marginalized communities.** Each region must be able to describe how gaps in services were assessed, what specific gaps were identified, and describe the needs of victims and survivors in underserved communities.

- **Allocation of Specialized Services funding in a way that reflects each region’s specific priorities.** Based on a prioritization of service gaps and service needs, we expect that stakeholders will determine what Specialized Services are most needed based on data that demonstrates the demand and utilization of services in previous grant years, and for whom, the provider(s) best suited to perform these services, and the most appropriate, cost-effective funding level for the service provider(s).

In recognition that specific needs may be different in each region of the state, applicants are encouraged to use their expertise and that of other providers in their community in determining local needs and designing the best approach to meet those needs. It is not
expected that every participant in the assessment and prioritization process will receive funding through this application.

For regions where there are no Specialized Service providers, an agency outside the region may apply to provide Specialized Services for that region, using funds allocated to the region. However, collaboration with the CSAP in that region is required. The applicant must demonstrate a strong rationale for providing services to the region and that the proposed services will be accessible to clients of that region.

**The Role of the Community Sexual Assault Program (CSAP)**

As a state-accredited sexual assault agency in their community, CSAPs have a primary mission of providing Core Sexual Assault Services. CSAPs hold a leadership role in their communities by coordinating and ensuring that the continuum of services are available to meet the unique needs and circumstances of victims and survivors in their community. This role is part of the Systems Coordination Services Standard, a required service in CSAPs’ Core Services grants with OCVA. Thus, CSAPs have an important role in involving stakeholders and convening the region’s community planning process.

Specialized funding may be allocated to any agency or provider who is an eligible service provider, can provide an eligible service, and meets or will meet training qualifications. Funding is not designated solely for the region’s CSAP(s). Qualified applicants should contact the CSAP in that region to get information about that region’s community planning process. A list of Sexual Assault Service Providers is included.

**Participants in the Community Planning Process**

Participants in the prioritization and planning process could include, but are not limited to, CSAPs, sexual assault survivors, mental health providers, medical professionals/practitioners, school personnel, and others who play a role in sexual assault service delivery. These community members and professionals can provide valuable insight into the needs of victims and survivors in the community concerning Specialized Sexual Assault Services and the prioritization of those services.

**Applications from Regions with No Agreement**

Applications from regions where agreement has not been reached through a community planning process will be reviewed competitively within that region. A review panel will score all applications received from agencies in the region. The review panel will rate and then rank applications from the same region according to the criteria listed in the Evaluation of Applications section of the application narrative. OCVA will make final award decisions based on the results of this evaluation.
Budget Line Items and Guidance

The budget is divided into five line items. Below are definitions for the different line items on the Budget Detail Worksheets (Attachment H). Under each section, provide a breakdown within the line item that specifies the individual cost per item. For example, within "Salaries," list the names of staff members assigned to this project, their position title, the percentage of their salary that this grant will fund, and the total amount you are requesting for their salary. Within “Subcontracted Services and Consultant Fees,” list all subcontractors that will receive Specialized Services funding and the total amount you are requesting for each subcontractor.

Notes:

- Supervision and consultation services for Support Group Facilitators and Therapists may be billed to the grant. Costs associated with these activities may be subcontracted to an individual or an agency or may be reimbursed under Salaries for staff within the organization if they meet the qualifications criteria.

- Grantees who elect to provide Therapy Services with Specialized Services dollars must bill Crime Victims Compensation and/or private insurance resources first when these resources are available and applicable. OCVA can be billed for un-reimbursed therapy costs, or for Therapy Services, which are not billable to private insurance or Crime Victims Compensation. For example:
  - Insurance company denies coverage for therapy services because the request does not align with the plan’s criteria
  - Costs associated with accessing treatment are not covered such as travel and co-pays
  - It is not safe for the survivor to utilize their partner or parent’s insurance coverage
  - The therapist(s) trained in sexual assault treatment does not accept the survivor’s insurance plan

- Equipment (items over $5,000) is not an allowable expense under this funding.

- If you are a recipient of the VOCA Compensation and FTE Increase Initiative, the total amount awarded for Specialized funding and the percentage of your Compensation and FTE Increase funding supporting these grant activities should be included in the Budget Worksheets. On the budget summary page, you will be asked to identify the amount that is funded through each award. Contact your OCVA Sexual Assault Services Program Contact for more information regarding the specific amounts of each award.
Salaries

The cost of paying staff salaries to:

- provide direct services to clients,
- supervise employees who are providing direct services, and
- provide programmatic support services, such as a bookkeeper or receptionist (this can also be budgeted into Indirect, see the Indirect section below).

List each position to be paid with these grant funds by name of employee, if available, and title. Show the annual salary rate, percentage of their total work time dedicated to performing specialized sexual assault services, and the full-time equivalent (FTE) of position funded with this grant. **FTEs must be calculated using 40 hours per week.**

**Calculating FTE**

Calculation is based on 40 hours/week x 52 weeks/year (40 x 52 = 2080 hours)

1.0 FTE - Calculation: 2080/2080 (40 hrs./week x 52 weeks = 2080 hours)
0.50 FTE - Calculation: 1040/2080 (20 hrs./week x 52 weeks = 1040 hours)
0.25 FTE - Calculation: 520/2080 (10 hrs./week x 52 weeks = 520 hours)

If your agency’s full-time work week equals 35 hours instead of 40, the FTE for a person working full time equals .87 FTE, not 1.0 FTE.

**FTE Example for Organization with a 35 hour work week**

In this example, the advocate spends 25% of their time facilitating support groups, which is funded through this grant. The advocate makes $40,000 annually.

35 hrs./week x 0.25 = 8.75 hrs./week funded through Specialized grant
8.75 hrs./week x 52 weeks/year = 455 hrs./year funded through Specialized grant

455 hrs./year ÷ 2080 hrs./year [1.0 FTE] = 0.22 FTE
$40,000 x 0.25 = $10,000 Cost for Specialized Services

<table>
<thead>
<tr>
<th>Name/Position</th>
<th>Annual Salary</th>
<th>Annual Computation based on FTE</th>
<th>Cost for Specialized Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advocate, Support Group Facilitator</td>
<td>$40,000</td>
<td>25% (0.22FTE)</td>
<td>$10,000</td>
</tr>
</tbody>
</table>
Programmatic Support Services, such as a bookkeeper or receptionist, are a shared cost and should be allocated appropriately across grants. See below for information about how to allocate shared costs.

**Benefits**

The cost of paying payroll taxes, insurance, and other fringe benefits of staff listed in the Salaries category.

Benefits should be based on actual known costs or an established formula. Benefits calculations should be consistent on all OCVA grants and should be allocated appropriately.

**Subcontracted Services and Consultant Fees**

The cost to pay individuals and/or agencies to provide subcontracted services. Subcontracted costs must be explained in the budget justification at the bottom of the page. Please include a detailed description of the services that will be performed by subcontractors, such as therapists, trainers, and speakers. Indicate why you propose to subcontract for the service.

Federal funding requires that Consultants/Trainers/Therapists’ compensation cannot exceed $650 per day (excluding travel and per diem) for an eight-hour day or cannot exceed $81.25 per hour for less than an eight hour day. The grantee agrees that if the rate exceeds $650 per day or $81.25 per hour the Washington State funded portion of the grant will cover the cost of the subcontracted service.

**Goods and Services**

The cost of providing services and activities. Examples of Goods and Services include supplies, utilities, rent, professional liability insurance, travel, and telephone. Emergency financial assistance for costs related to immediate health and safety is also allowable (such as emergency food, clothing, transportation, and shelter).

**Direct Costs**

“Direct” Goods and Services costs are those that are specific to this OCVA Sexual Assault Services grant.
### Direct Cost Example

**Item Description:** Bus Passes  
**Computation:** $65/month x 12 months = $780  
**Cost for Core Services:** $780  

**Narrative Example:** Bus passes for sexual assault survivors, to assist in meeting transportation needs.

### Travel

If staff travels to provide services or activities as part of this sexual assault services grant, the total cost of travel can be budgeted to this sexual assault services grant.

Travel expenses incurred or paid by the grantee shall be reimbursed at a rate not to exceed the current state rate and in accordance with the State of Washington Office of Financial Management Travel Regulations. Current rates for travel may be accessed at [http://www.ofm.wa.gov/resources/travel/colormap1016.pdf](http://www.ofm.wa.gov/resources/travel/colormap1016.pdf)

### Training

Travel, registration, lodging, and meals for sexual assault related training can be budgeted appropriately to OCVA Sexual Assault Services grants.

### Training Cost Example

Alex is a new staff member who needs to receive 30 hours of core training. Alex plans on attending the WCSAP 3-day Advocate Core training in Seattle this fall.

The estimated budget would be:

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lodging for four nights in Seattle – per diem in King County</td>
<td>$615.00</td>
</tr>
<tr>
<td>Meals (Sunday dinner + 3 full days) – per diem in King County</td>
<td>$255.00</td>
</tr>
<tr>
<td>Mileage to and from airport – per diem $0.535 x 200 miles</td>
<td>$107.00</td>
</tr>
<tr>
<td>Roundtrip flight to Seattle</td>
<td>$180.00</td>
</tr>
</tbody>
</table>

**Total**  

$1,157.00

### Shared Costs

“Shared” Goods and Services costs are those that benefit more than one program. There are many ways to distribute, or allocate, shared costs across appropriate grants. OCVA does not require a specific method, but does require that grantees explain the
allocation method they used to determine how much of the shared costs are billed to each OCVA grant.

One way of budgeting shared Goods and Services costs is by using the percentage of FTEs (Full-Time Equivalencies) method.

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**Shared Cost ~ FTE Allocation Method Example**

Organization A has a total of five full time staff people (5.0 FTE) within their agency.

Two staff people, Mary and Anita, will spend 50% of their time providing services on this OCVA sexual assault services grant.

\[ 2.0 \text{ FTE} \times 0.50 \text{ FTE each} = 1.0 \text{ FTE for these SA Services} \]

To determine the FTE allocation, calculate the percentage of FTEs for the SA Services this grant funds, in comparison to the total FTEs for the agency.

\[ \frac{1.0 \text{ FTE (for Mary and Anita)}}{5.0 \text{ FTE (total agency FTE)}} = 0.20 \text{ or } 20\% \]

Expenses that are "shared," such as rent and utilities, would be split based on the percentage of FTE for these sexual assault services compared to the agency total FTE.

\[ \$650 \text{ rent/mo.} \times 12 \text{ mos.} \times 0.20 \text{ (% FTE allocated to SA services)} = \$1,560 \text{ cost to Specialized SA Services} \]

Calculate the telephone, utilities, and other “shared” costs the same way.

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**Options For Recovering Administrative OR Indirect Costs**

**Administrative**: Direct Charging Method

Grantees may directly charge up to 15% of their grant total for administrative costs. This could include both administrative costs and/or facilities costs to run your overall organization. These costs must be connected and supportive to the grant program, include a cost allocation rationale, and be approved by OCVA.

Examples of this type of cost include: a portion of the salaries and benefits for the administrative functions of an executive director, accountant, or a computer specialist, and the associated costs for these functions such as supplies, general building and office equipment, and maintenance.
This does not have to include the costs for program specific functions that you directly allocate to Salaries, Benefits, and/or Goods and Services. For example, the rent and utilities for the space where support groups are conducted can be allocated and billed to Goods and Services. Or, if a portion of a manager’s time is spent providing or supervising direct advocacy services, that portion of time can still be allocated and billed to Salaries and Benefits.

Please Note: If a cost is allocated to a grant as a direct cost, it cannot also be recovered as an indirect cost (the method chosen needs to be consistent).

**Indirect:** Indirect Charging Method
If an organization prefers to use an indirect charging method, there are two options available:

1) Federally Negotiated Indirect Cost Rate (NICR)
   If an organization has a NICR, and they wish to recover indirect costs, this is the rate that must be used (cannot use the 10% MTDC method).

   Applicants must attach a copy of the approval from the cognizant federal agency of the federal Negotiated Indirect Cost Rate with their application.

2) 10% of the Modified Total Direct Costs (MTDC)
   Applicants must obtain certification of the calculation by a CPA (if a nonprofit or a Tribe), or county auditor/treasurer (if a government entity). Documentation must be submitted to and approved by OCVA, see the certification form, Attachment I.

   Modified Total Direct Cost is defined as: All direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel and sub-awards and subcontracts up to the first $25,000 of each sub-award or subcontract (regardless of the period of performance of the sub-awards and subcontracts under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each sub-award and subcontract in excess of $25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs.

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Audit Costs
A pro-rated share of reasonable audit costs may be charged so long as the audit cost is identified in the grant budget that grantees submit to the Department of Commerce. Audit costs may only be included as a Goods and Services expense when a grantee is required to obtain an A-133 audit. For agencies not subject to A-133 audit requirements, audit costs must be allocated to Administrative or Indirect budgets. If directly charging as an Administrative cost, the cost must be connected and supportive to the grant program and include a cost allocation rationale (as discussed above).
Budget Justification

You must include descriptions of costs for each line item in your budget. You can provide this information on the budget detail worksheets or you may attach additional pages.

The budget justification should include a description of how the percentage of shared costs was calculated.

**Budget Justification Example**

*If the budget includes shared costs, describe how you determined what portion of that cost to bill to this grant.*

FTE Cost Allocation method
1.0 FTE providing SA services / 5.0 FTE in entire agency = 0.20
20% of agency dedicated these SA services

**Describe the costs above and list activities associated with these items.**

Rent: Cost of rent for providing sexual assault services.

Printing: Cost to print new outreach brochures and curricula materials.

Training: Cost to send six staff members working under this grant to approximately two in-state trainings annually, including registration, travel, lodging and meals.

If your region has elected to enhance Core Services, or to enhance or provide Community Organizing, Training and Education; Community Responding; or Primary Prevention services with Specialized Services funding, you must indicate the total amount of Specialized Services funding that will enhance these services on the budget form.

Please see Attachment H for Budget Detail Worksheets.
Training Requirements and Qualifications

Applicants must submit training documentation for therapists, support group facilitators, medical social work providers, prevention educators, and advocates providing culturally and linguistically appropriate services and activities. Please review the explanations below for more information about this requirement, and refer to the Service Standards, Appendix A, for details on the qualification requirements for each type of service provider.

*Please remember that OCVA tracks ongoing training hours for providers on a fiscal year (July – June) cycle. These training hours must be tracked in InfoNet.*

OCVA values in-person trainings and being able to network. Due to budget restrictions, we understand that agencies may have to limit the amount of in-person trainings staff/subcontractors attend. Agencies are encouraged to support staff/subcontractors to receive all or a portion of their required ongoing training in-person, but OCVA will approve meeting required ongoing training through webinars and/or online distance learning. Please continue to obtain WCSAP approval as needed.

**Support Groups**

**APPROVED PROVIDERS**
OCVA approved facilitators who have been providing Specialized Sexual Assault Support Group Services must document that they received 12 hours of ongoing, sexual assault specific training in the past fiscal year (July 1, 2016 – June 30, 2017) in InfoNet.

*All ongoing training must be WCSAP approved.*

**NEW PROVIDERS**
Facilitators who have not been approved by OCVA must attach the Training Summary for Support Group Facilitators (Attachment J) indicating they have completed the 30-hour Sexual Assault Advocate Core training, have training on group process and interpersonal dynamics, and have experience as a group facilitator and/or co-facilitator.

Please contact your program contact to develop a training plan, if needed.
Therapy

*Please note: Therapists providing services with this funding are required to have a Master’s degree. Thus, coursework in a Master-level program will not substitute for initial or ongoing training requirements.*

**APPROVED PROVIDERS**
OCVA approved therapists who have been providing Specialized Sexual Assault Therapy Services must document that they received 6 hours of ongoing, sexual assault specific training in the past fiscal year (July 1, 2016 – June 30, 2017) in InfoNet. Approved topics and documentation requirements are listed in Attachment L.

**NEW PROVIDERS**
Therapists who have not been approved by OCVA are required to complete the 23-hour Therapist Core Sexual Assault training from WCSAP within the first six (6) months of providing therapy services on this grant, and submit the Training Summary for Therapists (Attachment K).

*Please contact your program contact if you are unable to attend a WCSAP Therapist Core Training, or would like to discuss other options for meeting this requirement.*

Medical Social Work

**APPROVED PROVIDERS**
OCVA approved providers who have been providing Medical Social Work services must document that they received 12 hours of ongoing, sexual assault related training in the past fiscal year (July 1, 2016 – June 30, 2017) in InfoNet.

**NEW PROVIDERS**
Providers who have not been approved by OCVA must attach the Training Summary for Medical Social Work providers (Attachment M) indicating they have completed 12 hours of initial training relevant to sexual assault.
Culturally and Linguistically Appropriate Services and Activities

Services must be provided by community-based non-profit organizations, with a primary mission and history of serving a marginalized community, Tribes or tribal organizations. These services are reflected in the Community Organizing, Training and Education; Community Responding, and Primary Prevention Service Standards (see Appendix A).

APPROVED PROVIDERS
OCVA approved providers who have been providing culturally and linguistically appropriate services and activities must document that they have received 12 hours of WCSAP approved ongoing sexual assault training in the past fiscal year (July 1, 2016 – June 30, 2017) in InfoNet.

All ongoing training must be WCSAP approved.

NEW PROVIDERS
Providers who have not been approved by OCVA must submit documentation of 15 hours of OCVA approved initial sexual assault training and 15 hours of OCVA approved culturally and/or linguistically appropriate initial sexual assault training (Attachment N).

Staff conducting primary prevention activities and their supervisors must complete the 5-hour web-based WCSAP prevention orientation, and attach the training summary for Primary Prevention Providers (Attachment O). The prevention orientation online course can be accessed on the WCSAP website (www.wcsap.org) or at http://www.wcsap.org/prevention-orientation-online-course.
Enhanced Core Services: Primary Prevention Activities

Primary Prevention is an optional core service; therefore it is no longer reviewed as a component of the CSAP accreditation process. OCVA will be verifying initial and ongoing training requirements are met for all Primary Prevention providers.

APPROVED PROVIDERS
OCVA approved providers who have been conducting primary prevention activities must document that they have received 12 hours of WCSAP approved ongoing sexual assault training in the past fiscal year (July 1, 2016 – June 30, 2017) in InfoNet.

All ongoing training must be WCSAP approved.

NEW PROVIDERS
Providers who have not been approved by OCVA must attach the Initial Training Summary for Primary Prevention providers (Attachment O) indicating they have completed the 30-hour Sexual Assault Advocate Core training and the 5-hour web-based WCSAP prevention orientation. The prevention orientation online course can be accessed on the WCSAP website (www.wcsap.org) or at http://www.wcsap.org/prevention-orientation-online-course.

Enhanced Core Services

Due to the review of training documentation during the CSAP accreditation process, Core service providers do not need to submit additional training documentation with this application (unless you are conducting Primary Prevention activities, see above).
<table>
<thead>
<tr>
<th>Service</th>
<th>Training Requirement for New Providers</th>
<th>Ongoing Training Requirements for Approved Providers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Therapy</td>
<td>23-hour Therapist Core Sexual Assault Training</td>
<td>6 hours of ongoing, sexual assault specific training</td>
</tr>
<tr>
<td>Support Groups</td>
<td>30-hour Advocate Core Sexual Assault Training</td>
<td>12 hours of WCSAP approved ongoing, sexual assault specific training</td>
</tr>
<tr>
<td></td>
<td>Training in Group Process and Interpersonal Dynamics</td>
<td></td>
</tr>
<tr>
<td>Medical Social Work</td>
<td>12 hours of initial training relevant to sexual assault</td>
<td>12 hours of ongoing, sexual assault specific training</td>
</tr>
<tr>
<td>Culturally and Linguistically Appropriate Services</td>
<td>15 hours of OCVA approved initial sexual assault training</td>
<td>12 hours of WCSAP approved ongoing, sexual assault specific training</td>
</tr>
<tr>
<td>(Community Organizing, Training, and Education,</td>
<td>15 hours of OCVA approved culturally and/or linguistically appropriate initial sexual assault training</td>
<td></td>
</tr>
<tr>
<td>and Community Responding)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Culturally and Linguistically Appropriate</td>
<td>15 hours of OCVA approved initial sexual assault training</td>
<td>12 hours of WCSAP approved ongoing, sexual assault specific training</td>
</tr>
<tr>
<td>Primary Prevention</td>
<td>5-hour WCSAP Prevention Orientation</td>
<td></td>
</tr>
<tr>
<td>Core Primary Prevention</td>
<td>30-hour Advocate Core Sexual Assault Training</td>
<td>12 hours of WCSAP approved ongoing, sexual assault specific training</td>
</tr>
<tr>
<td></td>
<td>5-hour WCSAP Prevention Orientation</td>
<td></td>
</tr>
</tbody>
</table>
Application Summary

Following is an explanation of the required forms and/or materials applicants must submit:

Applicant Information Form – Attachment A

All applicants need to complete the Applicant Information Form.

Subcontractor Information – Attachment B

If this is a proposal with one lead agency and one or more subcontractors, complete the Subcontractor Information Form for each subcontractor.

Agency Qualifications – Attachment C

Each agency applying for funding needs to submit a rationale for why it is the best or most appropriate entity in the community to provide these services.

Community Planning Process Narrative – Attachment D/Community Planning Process Waiver – Attachment E

For the SFY 2018-2019 funding cycle, OCVA is offering a waiver of the community planning process requirement. Applicants must submit either

- Community Planning Process Narrative – Attachment D, describing the process and outcome of the community planning meeting(s) for allocating Specialized Sexual Assault Services funding;

OR

- Community Planning Process Waiver – Attachment E, along with three (3) letters of support and a signed MOU, to extend the funding agreement from SFY 2016-2017.

Proposed Services – Attachment F

All applicants need to complete the proposed services form. This form details the services that will be provided during SFY 2018 (July 1, 2017 – June 30, 2018) and will be used to develop the grant statement of work.

A sample proposed services form is included for reference.
Support Group Outline(s) – Attachment G

If the proposal includes support group services, a detailed outline that clearly identifies goals, objectives, and session topics for each type of group must be submitted with this proposal.

A sample support group outline is included for reference.

Budget Detail Worksheets – Attachment H

Applicants need to submit a budget for Year One of the grant. See page 24 for additional guidance.

Budget Justification

Please provide a budget justification for expenses listed within each line item of your proposed budget at the bottom of each worksheet.

Modified Total Direct Costs Certification Form – Attachment I

Applicants opting to use this option for charging indirect costs will need to complete the certification form. See page 28 for additional information.

Training Requirements and Qualifications – Attachments J, K, L, M, N, and O

All providers of Specialized Sexual Assault Services must complete initial and ongoing training requirements. These requirements are summarized on pages 32-36.

Each new provider of a specialized service needs to be approved by OCVA prior to providing services. Request approval by submitting the appropriate Training Summary. Providers previously approved by OCVA must record their required ongoing training hours in InfoNet, and do not need to re-submit the Training Summary forms.

Additional information regarding training and qualifications is outlined in the Service Standards, Appendix A.
Application Checklist

Please use this checklist to make sure you have completed the required materials to send to OCVA.

☐ Attachment A: Applicant Information Form

☐ Attachment B: Subcontractor Information Form, if applicable

☐ Attachment C: Agency Qualifications Response

☐ Attachment D: Community Planning Process Narrative
   ☐ List of Participants
   ☐ Hand-outs/Presentation Materials

OR

☐ Attachment E: Community Planning Process Waiver
   ☐ MOU with other agencies in the region receiving specialized funding, if applicable
   ☐ Three (3) Letters of Support from stakeholders

☐ Attachment F: Proposed Services Form

☐ Attachment G: Support Group Detailed Outline(s), if applicable

☐ Attachment H: Budget Detail Worksheets

☐ Attachment I: Modified Total Direct Costs (MTDC) Certification Form, if applicable

☐ Attachments J, K, L, M, N, and O: Training Forms as needed (see below)

☐ Staff position description(s) for all staff providing services under the Specialized Sexual Assault Services grant

☐ Volunteer position description(s) for volunteers providing services under and/or support to Specialized Sexual Assault Services, or being used as match for VOCA funding
☐ One (1) copy of Internal Revenue Service (IRS) 501(c)(3) determination letter, if applicable

☐ One (1) clearly marked original and one (1) unbound copy

APPLICATIONS WILL NOT BE ACCEPTED AFTER APRIL 25, 2017 WITHOUT PRIOR WRITTEN APPROVAL FROM THE OCVA SEXUAL ASSAULT SERVICES SECTION MANAGER, TRISHA SMITH.

PLEASE MAKE SURE TO KEEP A COPY OF THIS APPLICATION FOR YOUR FILES.
### Training Forms

#### For Support Groups:

<table>
<thead>
<tr>
<th>New Facilitators on this Grant:</th>
<th>OCVA-Approved Facilitators:</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Training Summary for Support Group Facilitators (Attachment J)</td>
<td>□ Ongoing WCSAP approved training hours between July 1, 2016 - June 30, 2017 documented in InfoNet</td>
</tr>
</tbody>
</table>

#### For Therapy:

<table>
<thead>
<tr>
<th>New Providers on this Grant:</th>
<th>OCVA-Approved Providers:</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Training Summary for Therapists (Attachment K)</td>
<td>□ Ongoing sexual assault specific training hours between July 1, 2016 - June 30, 2017 (refer to Attachment L) documented in InfoNet</td>
</tr>
<tr>
<td>□ Resume</td>
<td></td>
</tr>
</tbody>
</table>

#### For Medical Social Work:

<table>
<thead>
<tr>
<th>New Providers on this Grant:</th>
<th>OCVA-Approved Providers:</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Training Summary for Medical Social Work Providers (Attachment M)</td>
<td>□ Ongoing sexual assault specific training hours between July 1, 2016 - June 30, 2017 documented in InfoNet</td>
</tr>
<tr>
<td>□ Resume</td>
<td></td>
</tr>
</tbody>
</table>

#### For Culturally and Linguistically Appropriate Services and Activities:

<table>
<thead>
<tr>
<th>New Service Providers on this Grant:</th>
<th>OCVA-Approved Service Providers:</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Training Summary for Culturally and Linguistically Appropriate Service Providers (Attachment N)</td>
<td>□ Ongoing WCSAP approved training hours between July 1, 2016 - June 30, 2017 documented in InfoNet</td>
</tr>
<tr>
<td>□ Resume</td>
<td></td>
</tr>
<tr>
<td>□ Training Summary for Primary Prevention Providers (Attachment O), if applicable</td>
<td></td>
</tr>
</tbody>
</table>

#### For Primary Prevention Providers:

<table>
<thead>
<tr>
<th>New Service Providers on this Grant:</th>
<th>OCVA-Approved Service Providers:</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Training Summary for Primary Prevention Activities (Attachment O)</td>
<td>□ Ongoing WCSAP approved training hours between July 1, 2016 - June 30, 2017 documented in InfoNet</td>
</tr>
</tbody>
</table>