

Sexual Assault Services Program (SASP)

COMPETITIVE APPLICATION

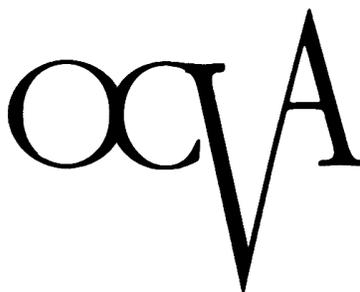
January 1, 2017 – December 31, 2018

Due November 29, 2016



Administered by the Office of Crime Victims Advocacy
Department of Commerce
P.O. Box 42525
Olympia, Washington 98504-2525
866.857.9889

This project is supported by Grant No. 2016-KF-AX-0054 awarded by the Office on Violence Against Women, U.S. Department of Justice. The opinions, findings, conclusions, and recommendations expressed are those of the author, and do not necessarily reflect the views of the Department of Justice, Office on Violence Against Women.



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Application Due: November 29, 2016

NO APPLICATIONS WILL BE ACCEPTED AFTER NOVEMBER 29, 2016
WITHOUT PRIOR WRITTEN APPROVAL FROM THE
OCVA SEXUAL ASSAULT SERVICES PROGRAM 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 **four** unbound copies of your completed application to:

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

or

Regular US Postal Service:
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 and Eligibility

The Department of Justice (DOJ), Office on Violence Against Women's (OVW) Sexual Assault Services Grant Program (SASP) is the first federal funding stream solely dedicated to the provision of direct intervention and related assistance to victims of sexual assault.

The federal SASP Formula Grant Program directs grant dollars to assist in supporting rape crisis centers that provide core services, direct intervention, and related assistance to primary and secondary victims of sexual assault. In making SASP grant awards, States are encouraged to give priority to programs that increase support for underserved populations, including non-urban and rural areas, and to address the needs of marginalized populations.

SASP Award Amounts

The Department of Commerce's Office of Crime Victims Advocacy (OCVA) estimates that \$400,000 will be available per year for the entire two-year award period. OCVA anticipates awarding grants up to \$65,000 to successful bidders for the first year of the two-year award period.

SASP Project Period

The SASP grant will be awarded for a 24-month project period of January 1, 2017 – December 31, 2018. One year grants are anticipated to be issued at the beginning of each calendar year.

- January 1, 2017 – December 31, 2017
- January 1, 2018 – December 31, 2018

Eligible Applicants

Applicants must be a current sexual assault services grantee¹ with the Department of Commerce's Office of Crime Victims Advocacy and meet the OVW definition of a rape crisis center.²

¹ Core, Specialized, and/or Marginalized and Native American Communities Sexual Assault Services

² The term ["rape crisis center" is defined as](#) a nonprofit, nongovernmental, or tribal organization, or governmental entity in a State other than a Territory that provides intervention and related assistance to victims of sexual assault without regard to their age. In the case of a governmental entity, the entity may not be part of the criminal justice system (such as a law enforcement agency) and must be able to offer a comparable level of confidentiality as a nonprofit entity that provides similar victim services.

Eligible Services

SASP funding may be used to support services and activities providing direct intervention and related assistance to primary and secondary victims of sexual abuse/assault. Intervention and related assistance may include:

- Accompaniment and advocacy through medical, criminal justice, and social support systems, including medical facilities, police, and court proceedings;
- 24-hour hotline services providing crisis intervention services and referral;
- [Short-term](#) Individual and/or group therapy
- Support groups
- Community-based, culturally and linguistically specific outreach activities for underserved communities.

Activities proposed in your application must be in accordance with the Washington State Sexual Assault/Abuse Service Standards (Appendix A).

System Coordination (Core Services) or outreach activities that are part of Information, Referral and Awareness (Core Services) are only eligible if they are a component of a proposal that primarily focuses on provision of direct services.

Please note that SASP funding can be used to support incarcerated victims of sexual assault (prison, jail, juvenile facilities, lock up, etc.).

Additional Considerations for Eligible Services

OCVA strongly encourages applications that **address the needs of underserved and marginalized populations**.

OCVA also encourages applications which incorporate aspects of **holistic services** into service provision. For example, funding could support services which integrate therapy, yoga and journaling as a holistic approach to nurturing mind, body and soul. Funding could also support meditation as a Support Group activity to explore mindfulness and/or address issues of sleeplessness or hypertension. If this is a new approach to services for your organization, please address the organization's readiness and capacity to provide this service in [the proposed services narrative](#).

Additionally, OCVA encourages applications which address aspects of **mobile advocacy**. Examples could include supporting services in a satellite location and/or increasing transportation funds to better allow advocates to meet survivors at locations which are accessible and convenient to them.

OCVA **requests applicants utilize funding to support one staff** or subcontractor to the fullest extent possible instead of splitting available funds to support several different staff/subcontractors at a smaller portion each.

Chart of Eligible Services

	Accredited Community Sexual Assault Programs (CSAPs)	Native American and Marginalized Communities Service Providers	Specialized Service Providers
Information, Referral, & Awareness ³	Yes	<i>See Community Responding</i>	
Crisis Intervention	Yes	<i>See Community Responding</i>	
Legal Advocacy	Yes	<i>See Community Responding</i>	
Medical Advocacy	Yes	<i>See Community Responding</i>	
General Advocacy	Yes	<i>See Community Responding</i>	
System Coordination ²	Yes	<i>See Community Responding</i>	
Support Group	<i>See Specialized Services</i>	<i>See Community Responding</i>	Yes
Therapy	<i>See Specialized Services</i>	Yes	Yes
Community Organizing, Training, & Education ⁴		Yes	
Community Responding		Yes	

Please refer to the Washington State Sexual Abuse/Assault Service Standards (Appendix A) for definitions of services.

Therapy Services

SASP funding only supports short-term individual therapy and group therapy services. Therefore, trauma-focused therapy sessions cannot exceed twelve (12) months per individual client.

³ Information, Referral and Awareness and System Coordination (Core Services) are only eligible if they are a component of a proposal that primarily focuses on provision of direct services.

⁴ Community-based, culturally and linguistically specific outreach activities for underserved communities are eligible in proposals that also include direct services.

Ineligible Services, Activities and Expenses

The following activities are not eligible with SASP grant funds:

- Prevention Activities
- Medical Social Work
- Forensic Exams
- Forensic Interviews
- The development of materials related to service provision,
- Projects focused on training allied professionals and/or communities
- The establishment, maintenance or coordination of Sexual Assault Response Teams

Criteria and Process for Application Review

Applications will be reviewed based on the requirements stated in this application and any revisions issued. The application review will be conducted by an evaluation panel of peer reviewers, which will determine the ranking of the applications. Applications will be rated and then ranked based on the following:

<p>Demonstrated Need:</p> <ul style="list-style-type: none"> • Demonstrated clear and compelling need for services • Includes evidence that a significant effort has been made to maximize program and community resources to meet the need 	40%
<p>Proposed Services:</p> <ul style="list-style-type: none"> • Includes all requested information • Services proposed are eligible and clearly described 	40%
<p>Agency Qualifications:</p> <ul style="list-style-type: none"> • Demonstrated history of delivering services • Description of experience 	10%
<p>Budget:</p> <ul style="list-style-type: none"> • Costs are necessary and reasonable • Complete, detailed, clear budget included • Cost efficient 	10%

As part of funding decisions, OCVA will consider geography, service area, activities that address needs of underserved and marginalized populations, and activities provided by and for marginalized populations. An agency/organization's history of grant performance, compliance and grant spending will be considered in the review process. OCVA will consider applicants' history of contracts/grants performance, failure to meet deadlines, or non-compliance with requirements from previous grants in making award decisions.

The Department of Commerce reserves the right to reject applications that fail to meet the requirements for this application.

Selection of successful applicants is final. There is no administrative appeal right.

Training Requirements

Applicants must meet the staff training requirements according to the Washington State Sexual Abuse/Assault Service Standards (Appendix A). Training requirements are outlined below. OCVA will review and approve training requirements for all successful bidders whose staff training has not been previously approved. Staff training information must be entered into 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 ongoing training through webinars and/or online distance learning. Please continue to obtain WCSAP approval as needed.

Community Sexual Assault Services (CSAP) Core Services

Ongoing

All qualified staff providing core services are required to receive 12 hours of WCSAP approved ongoing training. Ongoing training must be completed in the fiscal year after the staff, volunteer, or supervisor has completed their initial training requirement. Ongoing training is an annual requirement.

Initial

Staff, volunteers, and supervisors are required to have 30 hours of initial sexual assault advocacy core training before beginning to provide core services.

Culturally and Linguistically Appropriate Services⁵

Ongoing

Service providers who have been approved by OCVA are required to receive 12 hours of WCSAP approved ongoing sexual assault training in the past fiscal year.

Initial

Service providers who have not been approved by OCVA must receive 15 hours of OCVA approved initial sexual assault training and 15 hours of OCVA approved culturally and/or linguistically appropriate initial sexual assault training.

⁵ 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 (see Appendix A).

Therapy

Ongoing

Therapists who have been approved by OCVA must receive 6 hours of ongoing, sexual assault specific training in the past fiscal year.

Initial

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.

Therapists are required to complete the 23-hour sexual assault Therapist Core training from the Washington Coalition of Sexual Assault Programs (WCSAP) within the first 6 months of providing therapy services on this grant. If you are unable to attend WCSAP's Therapist Core training, or would like to discuss other options for meeting this requirement, please contact your grant manager to discuss options.

Support Groups

Ongoing

Facilitators who have been approved by OCVA must receive 12 hours of ongoing, sexual assault specific training in the past fiscal year. All ongoing training must be WCSAP approved.

Initial

Facilitators who have not been approved by OCVA must receive 30 hours of initial sexual assault advocacy core training plus training in group process and interpersonal dynamics.

Reporting Requirements

OCVA requires quarterly data submission via InfoNet for services provided. Additional data reporting is required to fulfill the reporting requirements set by OVW. Depending on services provided, additional data may include:

- Primary victims' relationship to offender
- Refugee/immigrant/asylum seeker
- Limited English Proficiency
- Hotline information
- Protection orders
- Materials distributed

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.

Opportunity to Ask Questions

Contact Trisha Smith, Sexual Assault Services Section Manager
trisha.smith@commerce.wa.gov or 360-725-2873

Deadlines

Applications must be received no later than Tuesday, November 29, 2016 at the Department of Commerce. Please allow normal mail delivery time to ensure timely receipt of the application.

Return the complete application and **four copies** to:

Trisha Smith, Section Manager
Office of Crime Victims Advocacy
Department of Commerce
Post Office Box 42525, Olympia, WA 98504-2525 (mailing)
1011 Plum Street SE, Olympia, WA 98504 (delivery or express mail)

Budget Categories and Guidance

General Information

No grant funds may be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography.

Salaries

The cost of paying staff salaries to:

- provide direct services to clients,
- supervise employees who are providing direct services, and
- support staff such as a bookkeeper or receptionist (this can also go into [Administrative or Indirect](#)).

Please list each position to be paid by SASP funding by name and title of employee, if available. Show the annual salary rate and the full-time equivalent (FTE, based on 2080 hours/year) of the position to be funded with the grant. Please make note and detail if the agency does not operate on a 40-hour work week.

OCVA strongly encourages applicants to utilize funding to support one staff/subcontractor to the fullest extent possible instead of splitting available funds to support several different staff/subcontractors at a smaller portion each.

Please remember that staff must track their time spent on SASP program activities and services on their timesheets.

Benefits

The cost of paying:

- payroll taxes,
- insurance, and
- other fringe benefits of staff listed in the salaries category.

You can only include benefits costs for the personnel named in the salary category. Benefits should be based on actual known costs or an established formula. Your benefit calculation should be consistent on all your grants with OCVA.

Contracted Services and Consultant Fees

The cost to pay:

- individuals and/or
- agencies to provide subcontracted services.

Please list the subgrantees needed to provide services under this project. Subcontract costs must be explained in the budget.

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.

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.

Please include a detailed description of the services that will be performed by subcontractors, such as therapists, trainers, supervisors and speakers. Indicate why you propose to subcontract for the service.

NOTE: Grantees who elect to provide Therapy services 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 that are not billable to Crime Victims Compensation or private insurance.

Goods and Services

Goods and Services items must be related to the provision of SASP grant funded activities and may include, but are not limited to, mileage, trainings, phone service, and project supplies.

Direct costs are those that are specific to the SASP grant. For example, if you must travel to assist sexual assault survivors as part of your SASP grant, the total cost of travel would be charged to the SASP grant.

Shared costs are those Goods and Services that benefit more than one program. One way of budgeting shared Goods and Services costs is by using the percentage of FTEs (Full-Time Equivalencies) method. There is an example of how to document both direct costs and shared costs on the Goods and Services budget detail page. Rent must be calculated based on squared footage of space utilized by SASP funded staff.

Options for Recovering Administrative or Indirect Costs

Per [Uniform Guidance](#) for federal awards, OCVA provides three options for recovering Indirect or Administrative costs. Applicants may only choose one method.

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 the 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 G.

Modified Total Direct Cost⁶ 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.*

Audit Requirements

Audit Requirements

Effective for organization's fiscal year beginning on or after December 26, 2014.

A. 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 Subgrantee/subcontractors also maintain auditable records.

The Grantee is responsible for any audit exceptions incurred by its own organization or that of its Subgrantee/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.

⁶ Federal Management and Budget Office (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, December 26, 2014 <https://federalregister.gov/a/2013-30465>

B. Federal Funds Requirements – 2 CFR Part 200

Non-profit and governmental Grantees expending \$750,000 or more in a fiscal year in federal funds from all sources, direct and indirect, are required to have an audit conducted in accordance with Office of Management and Budget (OMB) 2 CFR Part 200. 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.

C. Documentation Requirements

The Grantee must send a copy of any required audit Reporting Package as described in 2 CFR, Part 200 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
1011 Plum Street SE
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.

Audit Costs

Audit costs are only eligible as a direct goods and service if your organization is required to complete an A-133 Audit. These costs may be included under Goods and Services. However, the fee charged to the SASP Grant must be equal to the SASP Grant's portion of total federal funding in the agency. The total cost of the A-133 Audit may not be charged solely to the SASP Grant.

Insurance

The Grantee shall provide insurance coverage as set out in this section. The intent of the required insurance is to protect the state 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/subcontractor, 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, non-renewal 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 Subgrantee/subcontractor provide adequate insurance coverage for the activities arising out of subgrants/subcontracts.

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/subcontractor, 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 contract to the Grantee. The state of Washington, its agents, officers, and employees need not be named as additional insureds under this policy.

Application Checklist for Applicant

Please send one original application and four copies, including:

- Attachment A: Applicant Information Form
- Attachment B: Subcontractor Information Form, if applicable
- Attachment C: Agency Qualifications
- Attachment D: Proposed Services Narrative
- Attachment E: Proposed Services Form
- Attachment F: Budget Detail Worksheets
- Attachment G: Modified Total Direct Costs Certification, if applicable
- Attachment H: Support Group Detailed Outline(s), if applicable

Subcontractor Information Form

Subcontractor Name:		
Address:		
City:	State:	ZIP:
Mailing address <i>(if different than above)</i> :		
City:	State:	ZIP:
Organization Phone:	Organization Fax:	
Primary Contact Person - and Job Title:		
Primary Contact's Phone:	Primary Contact's E-mail:	
Does the location where the subcontractor will provide services comply with ADA requirements for accessibility? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If No, how will you accommodate people with disabilities that request services <i>(attach an additional sheet if needed)</i> :		
Did this subcontractor expend \$750,000 in federal funds during the past fiscal year? <input type="checkbox"/> YES <input type="checkbox"/> NO		

Agency Qualifications

Please respond to all of the points below. You may write a response below or attach your response on a separate page. Limit your response to one page or less.

- Provide information about the applicant's qualifications to deliver the proposed service(s).
- Describe the applicant's history and experience in providing the proposed service(s).
- If the applicant is proposing services with underserved populations, please indicate the competencies suited to working with the given community.
- If subcontractors are part of the proposal, include background information related to their qualifications. In particular, why is the subcontractor the best or most appropriate entity in your community to provide the service(s)?

Proposed Services Narrative

Please respond to all of the points below. You may write a response below or attach your response on a separate page. Limit your response to two pages or less.

- Describe the need/demand for each service you list on the Proposed Services Form and how the proposed service meets the need/demand.
- How does your agency/organization's data (for example, clients served, services provided, staff service hours, waiting lists) support your request? Please do not include national/state statistics on prevalence of sexual abuse/assault.
- Describe your efforts to maximize program and community resources to meet that need.
- If you are already providing the proposed service(s), describe how SASP funding will enhance or expand these services.

Example: Current funding levels allow only for .5 FTE advocate position to provide legal advocacy, which allows for an average of 3 hours of legal advocacy per client. This does not allow the advocate to spend more than 1 hour of court accompaniment when requested by victims. As hearings often last for days, this means some clients do not have a community-based advocate at their side. Funding would allow a victim to be accompanied throughout more of the hearing, thereby supporting victim rights and self-determination.

Proposed Services Form

Use one row for each staff/subcontractor providing services. If a staff person provides several services, list each service separately to show FTE for **each** service. Include Full Time Equivalent allocation. (1.00 FTE = 2080 hours/year). FTE allocation shown here must correspond to the FTE shown for staff in your budget.

The service detail column must include the approximate number of service hours, type of service, and number of clients receiving services. Also specify if clients served are child, youth, or adult and indicate if they are primary or secondary clients.

For Therapy Services:

Supervision and case consultation are a grant requirement. Please list the name(s) and title of the individuals providing this below.

Regular supervision, consultation and/or review of cases provided by: _____

For Support Group Services:

Agencies who are proposing support groups must include a detailed outline for each type of group they are proposing. The outline must clearly identify goals and objectives for each group as well as session topics.

Support Group Facilitators:

Supervision provided by:

Masters Level Consultation provided by

Staff Name and Position	Service Standard	Geographic Area Served	FTE	Service Detail (see above for required information)
Jennifer Cole, Advocate	Community Responding Educational Group	XY County	.05 FTE	Provide approximately 104 hours for two 10-week educational groups for Hispanic adolescent victims of sexual assault in XYZ City. Hours include staff travel from our office to XYZ City. Both groups will have 6-8 participants each.
Laura Raven, SA Advocate	General, Legal, Medical Advocacy	XY County	.48 FTE	Provide approximately 1000 hours of general, legal, and medical advocacy services. A total of approximately 50 primary and secondary adult victims of sexual abuse/assault will receive the service.
Laura Raven, SA Advocate	Support Group	XY County	.02 FTE	Provide approximately 40 hours for one (1) 10 week support group for primary victims of sexual assault. The group will have 6-8 participants.

BUDGET DETAIL WORKSHEET

FFY 2016 SASP Grant

Agency Name:

Please complete the proposed budget worksheets. Round all costs to the nearest dollar. Not all categories may be applicable to your budget.

Salaries – List each position to be paid by the SASP grant by title and name of employee, if available. Show the annual salary rate and the full-time equivalent (FTE, based on 2080 hours per year/40 hours per week) of position to be funded with this grant.

Name/Position	Computation (annual salary rate and percentage of time charged to services)	Cost
<i>(sample)</i> Jane Doe/Advocate and Support Group Facilitator	<i>(sample)</i> \$26,000 x 0.5 FTE - \$13,000	<i>(sample)</i> \$13,000
TOTAL SALARIES		\$ -

List activities associated with all positions above:

Example: Full-time position of which 50% of time is dedicated to advocacy and support groups.

BUDGET DETAIL WORKSHEET

FFY 2016 SASP Grant

Agency Name: _____

SASP Staff Hours - For data collection and verification requirements, please confirm the number of staff hours supported with SASP funding for each staff and/or subcontractor who is funded, even in part, with SASP funds. You will also need to confirm the overall hours each staff was funded with OCVA sexual assault service funds, regardless of the specific grant type.

We understand that FTEs and staff hours may be estimates at the time of application. OCVA will contact you at the end of the award period to confirm the staff FTE and number of staff hours supported with SASP funding.

Staff/Subcontractor Name	Total SASP Services Hours 1/1/2017 - 12/31/2017	Total OCVA SA Services Hours 1/1/2017 - 12/31/2017	% of SASP Hours to Total 2017 SA Hours
Anna Advocate	1040	2080	50%
Tina Therapist	200	200	100%

Agency FTE = _____ hours

BUDGET DETAIL WORKSHEET

FFY 2016 SASP Grant

Agency Name:

Goods and Services – Goods and services must be related to the provision of the SASP grant-funded activities and may include, but is not limited to, mileage, trainings, phone service, project supplies, etc.

Item Description	Computation (based on annual expense or actual grant expense)	Cost
<i>(sample)</i> Communications – phone, cell phone, internet	<i>(sample)</i> \$10,000/year; 7.5% x \$10,000	<i>(sample)</i> \$750
Copies - Support Group Handouts	\$200 - actual cost	\$200
Rent (must be calculated by square footage)	Square foot of space utilized by SASP funded staff x SASP FTE:	
TOTAL GOODS AND SERVICES		\$ -

Describe the costs listed above and list activities associated with these items. Attach a separate sheet if needed to provide complete information.

funded FTE is 0.5; therefore, .5/10 or 5% of total cost is allocated to SASP. Cost of copies is tracked separately for each grant. Rent is calculated using the required square footage computation.

BUDGET DETAIL WORKSHEET

FFY 2016 SASP Grant

Agency/Tribe/Tribal Organization Name:

Administrative - USE THIS WORKSHEET IF YOU ARE DIRECTLY CHARGING ADMINISTRATIVE COSTS. This may include both administrative costs and/or facilities costs to run your overall organization. This could include a portion of the salaries and benefits of an executive director, accountant, computer specialist, and/or a portion of associated costs for these types of functions such as supplies, general building and office equipment and maintenance. The portion of these administrative costs billed to the grant must be connected to the grant program, and cannot total more than 15% of the grant total.

Name/Position OR Item Description	Computation	Cost
(sample)	(sample)	(sample)
Jessie Doe, receptionist	based on FTE; \$28,000 x 0.10	\$2,800
TOTAL ADMINISTRATIVE		\$ -

Describe the costs above and list activities associated with these items.
 OCVA needs to verify that the costs are connected to the program and there is a cost allocation rationale.

BUDGET DETAIL WORKSHEET

FFY 2016 SASP Grant

Agency/Tribe/Tribal Organization Name: _____

Indirect - USE THIS WORKSHEET ONLY IF YOU ARE UTILIZING AN INDIRECT RATE.

There are two Indirect options (see Budget Line Items and Guidance section for more information):

1. 10% of the Modified Total Direct Costs
2. Federally Negotiated Indirect Cost Rate

Indirect Method <i>check which Indirect method you are using:</i>		Additional Documentation Needed
<input type="checkbox"/>	10% of the Modified Total Direct Costs	Complete the 10% MTDC certification form (Attachment G)
<input type="checkbox"/>	Federally Negotiated Indirect Cost Rate	Include a copy of the approval from the cognizant federal agency of the federal Negotiated Indirect Cost Rate.

BUDGET DETAIL WORKSHEET

FFY 2016 SASP Grant

Agency Name: _____

Budget Summary - When you have completed the budget detail worksheets, transfer the totals for each category to the spaces below.

<u>Budget Categories</u>	<u>Amount</u>
Salaries	\$ _____ -
Benefits	\$ _____ -
Contracted Services	\$ _____ -
Goods and Services	\$ _____ -
Administrative or Indirect	_____
Total Amount	\$ _____ -

10% of the Modified Total Direct Costs (MTDC) Certification Form

Applicants utilizing the indirect rate option of 10% of the Modified Total Direct Costs must obtain certification of the calculation by a CPA (if a nonprofit or a Tribe), or county auditor/treasurer (if a government entity).

_____ would like to use the 10% MTDC indirect rate.
(organization name)

MTDC total (for this grant):	\$ _____
10% of that total:	\$ _____ (indirect budget total)

The calculation of our organization's MTDC is certified by:

Name	Organization / Title
Signature	Date

Modified Total Direct Cost¹ 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.*

¹ Federal Management and Budget Office (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, December 26, 2014 <https://federalregister.gov/a/2013-30465>

Appendix A

Washington State
Department of Commerce
Office of Crime Victims Advocacy

State of Washington Sexual Assault Services Standards

Core Services for Accredited Community Sexual Assault Programs Only

Information, Referral and Awareness
Crisis Intervention
General Advocacy
Legal Advocacy
Medical Advocacy
System Coordination

Specialized Services

Support Group
Therapy

Services for Marginalized and Native American Communities

Community Organizing, Training and
Education
Community Responding
Therapy

Appendix A

**Washington State
Department of Commerce
Office of Crime Victims Advocacy**

State of Washington Sexual Assault Services Standards

Core Services for Accredited Community Sexual Assault Programs (CSAPs)

**Information, Referral and Awareness
Crisis Intervention
General Advocacy
Legal Advocacy
Medical Advocacy
System Coordination**

INFORMATION, REFERRAL and AWARENESS

Definition	<p>This standard has two purposes:</p> <ul style="list-style-type: none"> ■ Responding 24 hours a day in person or by phone to direct requests for information or assistance related to sexual abuse/assault and available services. ■ Conducting community awareness activities related to sexual abuse/assault and available services to the community at-large.
Goal	To provide sexual abuse/assault related information and resources.
Duration	Information and referral contacts are usually one-time. Awareness activities are usually one-time, but may reoccur.
Activities	<ul style="list-style-type: none"> ■ Assist individuals in evaluating what is needed including available and appropriate services and/or resources. ■ Provide information verbally or in writing such as: <ul style="list-style-type: none"> ▪ Available services (including advocacy services provided by the CSAP) ▪ Referrals to appropriate and relevant resources addressing individuals' needs ▪ Information regarding sexual abuse/assault <p>Information may be provided through:</p> <ul style="list-style-type: none"> ▪ Individual contact ▪ Outreach to underserved communities ▪ Distribution of Materials ▪ Public Speaking/Presentations ▪ Community Education Events
Recipients	<p>Any community members such as:</p> <ul style="list-style-type: none"> ■ Non-offending parents of child victims ■ Victims/Survivors ■ Significant others who require assistance in order to address their own reactions to the victimization and to effectively support the victim ■ Those whose work brings them into contact with people who have been victimized: health care, mental health, education, law enforcement, legal, social service personnel ■ Community groups ■ Marginalized and Native American communities ■ General community
Qualifications	<p>All volunteer and paid staff must complete 30 hours of initial sexual abuse/assault training plus 12 hours of ongoing sexual abuse/assault training annually. All trainings must be approved by the Washington Coalition of Sexual Assault Programs (core curriculum and ongoing training). The provider must be familiar with the dynamics of sexual abuse/assault and relevant community resources, as well as have an understanding of how medical, legal and social services respond to victims of sexual abuse/assault.</p> <p>Providers must be supervised by a paid staff person who has completed the 30 hours of initial sexual abuse/assault training and has two years of relevant experience.</p>

CRISIS INTERVENTION

Definition	An immediately available 24-hour personal response provided in a variety of settings to an individual presenting a crisis related to sexual abuse/assault.
Goal	To alleviate acute distress of sexual abuse/assault, to begin stabilization, and assist in determining the next steps.
Duration	Short term. May be episodic.
Activities	<p>Activities to alleviate acute stress including:</p> <ul style="list-style-type: none"> ■ Information about the effects of victimization ■ General information about medical and legal issues (Case specific information – see Legal/Medical Advocacy) ■ Information on services available in the community
Service Recipients	<ul style="list-style-type: none"> ■ Child sexual abuse/assault victims ■ Adult or adolescent sexual abuse/assault victims ■ Non-offending parents whose children are sexual abuse/assault victims ■ Significant others who require help/assistance in order to address their own reactions to the victimization and to effectively support the victim
Qualifications	<p>All volunteer and paid staff must complete 30 hours of initial sexual abuse/assault training, which must include at least four hours of crisis intervention, plus 12 hours of ongoing sexual abuse/assault training annually. All trainings must be approved by the Washington Coalition of Sexual Assault Programs (core curriculum and ongoing training). The provider must be familiar with the dynamics of sexual abuse/assault and relevant community resources, as well as have an understanding of how medical, legal and social services respond to victims of sexual abuse/assault.</p> <p>Providers must be supervised by a paid staff person who has completed the 30 hours of initial sexual abuse/assault training and has two years of relevant experience.</p>

GENERAL ADVOCACY

Definition	Personal support and/or assistance in accessing sexual abuse/assault related services.
Goal	To ensure needed services and adequate support to enhance recovery from sexual abuse/assault
Duration	Generally, 1 to 4 times per month; 3 months to a year
Activities	<p>All activities and services are client-focused and case specific.</p> <ul style="list-style-type: none"> ■ Ongoing personal support, including outreach calls/visits (including in-patient or residential care settings) ■ Practical help as needed; information and referrals which are case specific and client focused ■ Ongoing, repetitive crisis intervention ■ Arranging for services to enhance recovery (e.g., health, financial, housing) ■ Consulting with others (such as CPS, APS, Indian Child Welfare) regarding an individual case
Service Recipients	<ul style="list-style-type: none"> ■ Adult/adolescent sexual abuse/assault victims ■ Non-offending parents whose children are sexual abuse/assault victims ■ Significant others who require help/assistance in order to address their own reactions to the victimization and to effectively support the victim
Qualifications	<p>All volunteer and paid staff must complete 30 hours of initial sexual abuse/assault training, plus 12 hours of ongoing sexual abuse/assault training annually. All trainings must be approved by the Washington Coalition of Sexual Assault Programs (core curriculum and ongoing training). The provider must be familiar with the dynamics of sexual abuse/assault and relevant community resources, as well as have an understanding of how medical, legal and social services respond to victims of sexual abuse/assault.</p> <p>Providers must be supervised by a paid staff person who has completed the 30 hours of initial sexual abuse/assault training and has two years of relevant experience.</p>

LEGAL ADVOCACY

Definition	Acting on behalf of and in support of victims of sexual abuse/assault on a 24-hour basis to ensure their interests are represented and their rights upheld.
Goal	To assist gaining knowledge of the criminal justice system, gain access to all avenues of participation in the legal system and to promote the responsiveness of individual legal system participants.
Duration	Up to several years
Activities	<p>All activities and services are client-focused and case specific. For general information regarding legal advocacy, see Information & Referral.</p> <ul style="list-style-type: none"> ■ Assistance in making informed decisions about police reporting and the preparations needed, including the possibility of CVC benefits ■ Information about the criminal justice systems, civil remedies, and Dependency, Family and Juvenile Courts, including follow-up ■ Support at interviews, trial and sentencing ■ Assistance in preparing for court; informing the victim of her/his rights in legal settings ■ Active monitoring of case through the legal system ■ Assistance with protective/no-contact/anti-harassment orders
Service Recipients	<ul style="list-style-type: none"> ■ Child sexual abuse/assault victims ■ Adult/adolescent sexual abuse/assault victims ■ Non-offending parents whose children are sexual abuse/assault victims ■ Significant others who require help/assistance in order to address their own reactions to the victimization and to effectively support the victim
Qualifications	<p>All volunteer and paid staff must complete 30 hours of initial sexual abuse/assault training, which must include at least four hours of legal advocacy, plus 12 hours of ongoing sexual abuse/assault training annually. All trainings must be approved by the Washington Coalition of Sexual Assault Programs (core curriculum and ongoing training). The provider must be familiar with the dynamics of sexual abuse/assault and relevant community resources, as well as have an understanding of how medical, legal and social services respond to victims of sexual abuse/assault.</p> <p>Providers must be supervised by a paid staff person who has completed the 30 hours of initial sexual abuse/assault training and has two years of relevant experience.</p>

MEDICAL ADVOCACY

Definition	Acting on behalf of and in support of victims of sexual abuse/assault on a 24-hour basis to ensure their interests are represented and their rights upheld.
Goal	To assist the victim to regain personal power and control as s/he makes decisions regarding medical care and to promote an appropriate response from individual service providers.
Duration	May vary significantly depending upon client's medical needs as related to the sexual assault.
Activities	<p>All activities and services are client-focused and case specific. For general information regarding medical advocacy, see Information & Referral.</p> <ul style="list-style-type: none"> ■ Assistance in making informed decisions about medical care and the preparations needed, including referral for possible forensic exam ■ Information about medical care/concerns, including assistance with needed follow-up ■ Support at medical exams and appointments ■ Information and/or assistance with Crime Victim Compensation applications
Service Recipients	<ul style="list-style-type: none"> ■ Child sexual abuse/assault victims ■ Adult/adolescent sexual abuse/assault victims ■ Non-offending parents whose children are sexual abuse/assault victims ■ Significant others who require help/assistance in order to address their own reactions to the victimization and to effectively support the victim
Qualifications	<p>All volunteer and paid staff must complete 30 hours of initial sexual abuse/assault training, which must include at least four hours of medical advocacy, plus 12 hours of ongoing sexual abuse/assault training annually. All trainings must be approved by the Washington Coalition of Sexual Assault Programs (core curriculum and ongoing training). The provider must be familiar with the dynamics of sexual abuse/assault and relevant community resources, as well as have an understanding of how medical, legal and social services respond to victims of sexual abuse/assault.</p> <p>Providers must be supervised by a paid staff person who has completed the 30 hours of initial sexual abuse/assault training and has two years of relevant experience.</p>

SYSTEM COORDINATION

Definition	Coordination of the service system entails the development of working relationships and agreements (formal and informal) among programs and services with a role in the array of sexual abuse/assault service provision with the goal of improving service delivery
Goal	To operate a permanent, client-centered system which offers, or assures access to, a comprehensive continuum of specialized sexual abuse/assault services, which is mutually accountable despite individual changes over time in regulations, procedures or people who provide service.
Duration	An on-going process
Eligible Activities	<ul style="list-style-type: none"> ■ Develop partnerships ■ Increase collaboration ■ Assess gaps in service ■ Foster cooperation ■ Develop accountability process ■ Develop new ways of delivering services
Potential Participants	<ul style="list-style-type: none"> ■ Law enforcement ■ Prosecutors ■ Judiciary ■ Child Protective Services (CPS) ■ Schools ■ Social services (private and public) ■ Mental health services ■ Medical facilities/practitioners ■ Emergency services ■ Other relevant groups, task forces, networks and individuals
Qualifications	<p>System coordination should be initiated and led by a Community Sexual Assault Program.</p> <p>The staff and volunteers representing the Community Sexual Assault Program should represent the issues of sexual abuse/assault to the community accurately, fairly and regularly. They should understand the public policy-making process, build coalitions and articulate opinion to shape public policies that are beneficial for the organization and victims of sexual abuse/assault.</p> <p>They should commit to building community around sexual abuse/assault issues; promote effective relations among diverse agencies working with victims of sexual abuse/assault; facilitate cooperation between all of the agencies/organizations involved with victims of sexual abuse/assault.</p> <p>They also should encourage cooperation and collaboration with other organizations, seeking ways to improve services and/or reduce costs through cooperative efforts; share expertise with others to achieve partnerships; and organize and operate partnerships effectively.</p>

Appendix A

**Washington State
Department of Commerce
Office of Crime Victims Advocacy**

State of Washington Sexual Assault Services Standards

Specialized Services

Support Group

Therapy

SUPPORT GROUP

Definition	Regular facilitated meetings of victims and/or secondary victims of sexual abuse/assault with a supportive and educational focus.
Goal	To provide emotional stability and promote the understanding of the impact of sexual abuse/assault.
Duration	1 to 2 hour average length of time per session; 1 to 4 sessions per month; 3 months to a year
Activities	Group meetings with a planned beginning and ending date and an outcome-based, structured agenda with a primary focus on sexual abuse/assault issues.
Service Recipients	<ul style="list-style-type: none"> ■ Adult or adolescent sexual abuse/assault victims ■ Non-offending parents of child sexual abuse/assault victims ■ Significant others who require help/assistance in order to address their own reactions to victimization and to effectively support the victim
Qualifications	<p>The facilitator must complete 30 hours of initial sexual abuse/assault training, plus 12 hours of ongoing sexual abuse/assault training annually. All trainings must be approved by the Washington Coalition of Sexual Assault Programs (both the curriculum and the trainer). The provider must be familiar with the dynamics of sexual abuse/assault and relevant community resources, as well as have an understanding of how medical, legal and social services respond to victims of sexual abuse/assault. The facilitator must also have training in group process and interpersonal dynamics, and experience as a facilitator or co-facilitator.</p> <p>The facilitator must be supervised by a paid staff person with a minimum of a BA degree in Human Services or a related field plus two years of relevant experience or a combination of six years of relevant experience, education and training. The facilitator must be, or receive consultation on group process from, a Masters level therapist.</p>

THERAPY

Definition	A professional relationship within a theoretical framework that involves a specified helper gathering, systematizing and evaluating information and using techniques to address the effects of sexual abuse/assault.	
Goal	To identify, understand and ameliorate the effects of sexual abuse/assault; to promote healing and to integrate the sexual abuse/assault experience.	
Duration	1 hour average length of time per session; 1 to 4 sessions per month; 3 months to several years; additional therapy could be indicated, depending on the individual case.	
Activities	<p>Assessment:</p> <ul style="list-style-type: none"> ■ Psychosocial history taking ■ Psychological testing, or psychiatric evaluation (including mental status exam) ■ In-person interviews with victims and/or family members ■ Collateral contacts, including review of relevant documents, telephone/in-person contact with other providers ■ Report writing 	<p>Therapy:</p> <ul style="list-style-type: none"> ■ Individual, group or family therapy, based on current clinical therapeutic principles generally accepted as being appropriate to sexual abuse/assault ■ In-person visits in the office, on location or by phone ■ Family therapy can include a <u>treated</u> sexual offender in the course of reunification ■ Interpretation of findings and expert testimony ■ Consultation to other disciplines/systems
Service Recipients	<ul style="list-style-type: none"> ■ Child sexual abuse/assault victims ■ Adult or adolescent sexual abuse/assault victims with acute or past history of sexual abuse/assault ■ Non-offending parents whose children are sexual abuse/assault victims ■ Significant others who require help/assistance in order to address their own reactions to victimization and to effectively support the victim 	
Qualifications	<p>Practitioners must complete 23 hours of initial sexual abuse/assault training, plus 6 hours of ongoing sexual abuse/assault training annually. All trainings must be consistent with the OCVA therapist-training standard. The practitioner must be knowledgeable about the principles of sound therapeutic practices with victims of sexual abuse/assault, including working with the continuum of sexual abuse/assault services and must understand victimization and demonstrate practices sensitive to sexual abuse/assault issues in therapy.</p> <p>Practitioners must be licensed psychiatrists or psychologists or be registered or certified professionals in the State of Washington and have a minimum of a master's degree in one or more the following: mental health counseling, marriage and family therapy, social work or related field. Practitioners who are completing an internship for a master's degree in any of the fields listed above and have completed the 23 hours of initial sexual abuse/assault training are also eligible providers, as long as they are receiving supervision from a person who meets the qualifications above. Interns must also complete 6 hours of ongoing sexual abuse/assault training annually. For practitioners conducting assessments of children, refer to the guidelines from the American Professional Society on the Abuse of Children.</p> <p>Therapists, as well as individuals conducting assessments, must have regular supervision, consultation and/or review of cases, preferably by a Washington State licensed psychiatrist, psychologist or certified therapist.</p>	

Appendix A

**Washington State
Department of Commerce
Office of Crime Victims Advocacy**

State of Washington Sexual Assault Services Standards

Services for Marginalized And Native American Communities

Community Organizing, Training and Education

Community Responding

Therapy

COMMUNITY ORGANIZING, TRAINING AND EDUCATION

Definition	Provide culturally and linguistically appropriate information and conduct activities to increase knowledge about sexual violence, its root causes, and promote access to services for victims and survivors in marginalized and Native American communities.		
Goal	To increase the community's awareness of sexual violence and ensure access to services for victims of sexual violence.		
Activities	<ul style="list-style-type: none"> ■ Sexual assault training and consultation to other professionals and institutions (e.g., law enforcement, mental health, and community sexual assault programs) on appropriate sexual assault service delivery, available services and ensure access to services for victims of sexual abuse/assault ■ Community events and outreach focused on raising awareness of sexual violence, its root causes, and available services for the community ■ Public speaking/presentations within the community focused on raising awareness of sexual violence, its root causes, and available services for the community ■ Educational groups for adults or adolescents, facilitated/led by an advocate. The group must have an agenda with a primary focus on sexual abuse/assault issues. These issues can be presented in cycles so that membership may begin at any point in the cycle (<i>If the focus of the group is on prevention of sexual violence, the group is considered a primary prevention activity</i>) ■ Distribution of sexual assault materials focused on raising awareness of sexual violence, its root causes, and available services for the community 		
Recipients	Community individuals and groups, service providers, schools, and faith communities.		
Qualifications	<p>Services should be provided by community-based non-profit organizations, with a primary mission and history of serving a marginalized community¹, Tribes or tribal organizations².</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><u>Direct Service Provider</u></p> <p>Initial Training: 15 hours OCVA approved initial sexual assault training. 15 hours OCVA approved culturally and/or linguistically appropriate initial sexual assault training.</p> <p>Annual Training: 12 hours WCSAP approved ongoing sexual assault training annually.</p> </td> <td style="width: 50%; vertical-align: top;"> <p><u>Supervisor</u></p> <p>Initial Training: 15 hours OCVA approved initial sexual assault training. 15 hours OCVA approved culturally and/or linguistically appropriate initial sexual assault training.</p> <p>Annual Training: 12 hours WCSAP approved ongoing sexual assault training annually.</p> <p>Education/Experience: Two years of demonstrated experience in culturally and linguistically appropriate sexual assault advocacy, support, or treatment,</p> <p>OR</p> <p>Two years of demonstrated experience in culturally and linguistically appropriate domestic violence advocacy and support.</p> <p>Other direct human service experience will be considered on a case-by-case basis.</p> </td> </tr> </table>	<p><u>Direct Service Provider</u></p> <p>Initial Training: 15 hours OCVA approved initial sexual assault training. 15 hours OCVA approved culturally and/or linguistically appropriate initial sexual assault training.</p> <p>Annual Training: 12 hours WCSAP approved ongoing sexual assault training annually.</p>	<p><u>Supervisor</u></p> <p>Initial Training: 15 hours OCVA approved initial sexual assault training. 15 hours OCVA approved culturally and/or linguistically appropriate initial sexual assault training.</p> <p>Annual Training: 12 hours WCSAP approved ongoing sexual assault training annually.</p> <p>Education/Experience: Two years of demonstrated experience in culturally and linguistically appropriate sexual assault advocacy, support, or treatment,</p> <p>OR</p> <p>Two years of demonstrated experience in culturally and linguistically appropriate domestic violence advocacy and support.</p> <p>Other direct human service experience will be considered on a case-by-case basis.</p>
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March, 2011

¹ Marginalized communities include, but are not limited to: lesbian, gay, bisexual, transgender and queer communities; individuals with disabilities; ethnic and racial communities; and Native American communities.

² Tribal organizations are non-profit organizations administered by Native Americans and whose primary mission is to serve Native Americans.

COMMUNITY RESPONDING

Definition	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.					
Goal	To ensure access to services and support that enhances recovery from sexual abuse/assault.					
Activities	<p>Consulting with others (such as Child Protection Services, Adult Protection Services, Indian Child Welfare, Law Enforcement, etc.) regarding an individual case.</p> <p>Culturally and linguistically appropriate advocacy to victims and survivors provided by phone or face-to-face:</p> <ul style="list-style-type: none"> • Support and assistance that may include the use of culturally specific healing methods • Information about and support with accessing services, medical care and resources • Information about and support with the criminal or civil justice systems (including tribal court) • Peer Support Groups for adults or adolescents, facilitated/led by an advocate. The group must have a planned beginning and ending date and an outcome-based structured agenda with a primary focus on sexual abuse/assault issues 					
Recipients	<ul style="list-style-type: none"> • Adult, adolescent or child victims of sexual abuse/assault • Non-offending parents or caregivers of child sexual abuse/assault victims • Significant others who require help/assistance in order to address their own reactions to victimization and to effectively support the victim 					
Qualifications	<p>Services should be provided by community-based non-profit organizations, with a primary mission and history of serving a marginalized community¹, Tribes or tribal organizations².</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; padding: 5px;"><u>Direct Service Provider</u></th> <th style="text-align: left; padding: 5px;"><u>Supervisor</u></th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;"> <p>Initial Training: 15 hours OCVA approved initial sexual assault training. 15 hours OCVA culturally and/or linguistically appropriate initial sexual assault training.</p> <p>Annual Training: 12 hours WCSAP approved ongoing sexual assault training annually.</p> </td> <td style="padding: 5px;"> <p>Initial Training: 15 hours OCVA approved initial sexual assault training. 15 hours OCVA culturally and/or linguistically appropriate initial sexual assault training.</p> <p>Annual Training: 12 hours WCSAP approved ongoing sexual assault training annually.</p> <p>Education/Experience: Two years of demonstrated experience in culturally and linguistically appropriate sexual assault advocacy, support, or treatment,</p> <p>OR</p> <p>Two years of demonstrated experience in culturally and linguistically appropriate domestic violence advocacy and support.</p> <p>Other direct human service experience will be considered on a case-by-case basis.</p> </td> </tr> </tbody> </table>		<u>Direct Service Provider</u>	<u>Supervisor</u>	<p>Initial Training: 15 hours OCVA approved initial sexual assault training. 15 hours OCVA culturally and/or linguistically appropriate initial sexual assault training.</p> <p>Annual Training: 12 hours WCSAP approved ongoing sexual assault training annually.</p>	<p>Initial Training: 15 hours OCVA approved initial sexual assault training. 15 hours OCVA culturally and/or linguistically appropriate initial sexual assault training.</p> <p>Annual Training: 12 hours WCSAP approved ongoing sexual assault training annually.</p> <p>Education/Experience: Two years of demonstrated experience in culturally and linguistically appropriate sexual assault advocacy, support, or treatment,</p> <p>OR</p> <p>Two years of demonstrated experience in culturally and linguistically appropriate domestic violence advocacy and support.</p> <p>Other direct human service experience will be considered on a case-by-case basis.</p>
<u>Direct Service Provider</u>	<u>Supervisor</u>					
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March, 2011

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² Tribal organizations are non-profit organizations administered by Native Americans and whose primary mission is to serve Native Americans.

THERAPY

Definition	A professional relationship within a theoretical framework that involves a specified helper gathering, systematizing and evaluating information and using techniques to address the effects of sexual abuse/assault.	
Goal	To identify, understand and ameliorate the effects of sexual abuse/assault; to promote healing and to integrate the sexual abuse/assault experience.	
Duration	1 hour average length of time per session; 1 to 4 sessions per month; 3 months to several years; additional therapy could be indicated, depending on the individual case.	
Activities	<ul style="list-style-type: none"> ■ Assessment: Psychological testing, or psychiatric evaluation (including mental status exam) ■ In-person interviews with victims and/or family members ■ Collateral contacts, including review of relevant documents, telephone/in-person contact with other providers ■ Report writing 	<ul style="list-style-type: none"> ■ Therapy: Individual, group or family therapy, based on current clinical therapeutic principles generally accepted as being appropriate to sexual abuse/assault ■ In-person visits in the office, on location or by phone ■ Family therapy can include a <u>treated</u> sexual offender in the course of reunification ■ Interpretation of findings and expert testimony ■ Consultation to other disciplines/systems
Service Recipients	<ul style="list-style-type: none"> ■ Child sexual abuse/assault victims ■ Adult or adolescent sexual abuse/assault victims with acute or past history of sexual abuse/assault ■ Non-offending parents whose children are sexual abuse/assault victims ■ Significant others who require help/assistance in order to address their own reactions to victimization and to effectively support the victim 	
Qualifications	<p>Practitioners must complete 23 hours of initial sexual abuse/assault training, plus 6 hours of ongoing sexual abuse/assault training annually. All trainings must be consistent with the OCVA therapist-training standard. The practitioner must be knowledgeable about the principles of sound therapeutic practices with victims of sexual abuse/assault, including working with the continuum of sexual abuse/assault services and must understand victimization and demonstrate practices sensitive to sexual abuse/assault issues in therapy.</p> <p>Practitioners must be licensed psychiatrists or psychologists or be registered or certified professionals in the State of Washington and have a minimum of a master's degree in one or more the following: mental health counseling, marriage and family therapy, social work or related field. Practitioners who are completing an internship for a master's degree in any of the fields listed above and have completed the 23 hours of initial sexual abuse/assault training are also eligible providers, as long as they are receiving supervision from a person who meets the qualifications above. Interns must also complete 6 hours of ongoing sexual abuse/assault training annually. For practitioners conducting assessments of children, refer to the guidelines from the American Professional Society on the Abuse of Children.</p> <p>Therapists, as well as individuals conducting assessments, must have regular supervision, consultation and/or review of cases, preferably by a Washington State licensed psychiatrist, psychologist or certified therapist.</p>	