

# State of Utah Sexual Assault Services Formula Grant Program

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## Program Overview

U.S. Government statistics reveal one in five women has been raped in her lifetime which translates to almost 22 million women in the United States. The majority of female rape victims experienced their first rape before the age of 24 (79.6%) with 42.2% having experienced their first rape before the age of 18. The 2010 National Intimate Partner and Sexual Violence Survey found that 1% of participants reported having been raped in the 12 months prior to the survey which translates to approximately 1.3 million women in the United States in one year.

The rate of rape in Utah holds consistent with a statewide prevalence of 18.1% as compared to the national prevalence of 18.3%. In addition, Utah has seen a steady increase of reported rapes since the year 2009 with 971 reported rapes in the year 2012, the highest number of reported rapes in the state in over ten years. However, the majority of the rapes (88.2%) are never reported to law enforcement, indicating that sexual violence in Utah is grossly underestimated. (Sources: [National Center for Injury Prevention and Control](#) and [2013 No More Secrets: Utah's Domestic and Sexual Violence Report.](#))

Sexual violence may occur in any type of relationship, but most perpetrators of sexual assault are known to their victims: As many as 6 in 10 rape or sexual assault victims are assaulted by an intimate partner, relative, friend, or acquaintance, according to U.S. government estimates. An estimated 1.3 million women are victims of physical assault by an intimate partner each year, and approximately 40 to 50 percent of battered women are also sexually assaulted by their partners. There is a pressing need to address the national prevalence of sexual assault, lack of available direct intervention and related assistance services, and the unique aspects of sexual assault trauma from which victims must heal.

The Office on Violence Against Women (OVW) currently administers 18 programs authorized by the Violence Against Women Act of 1994 and subsequent legislation. These grants are designed to develop the nation's capacity to reduce domestic violence, dating violence, sexual assault, and stalking by strengthening services to victims and holding offenders accountable for their actions.

The **Sexual Assault Services Program (SASP)**, created by the Violence Against Women Act of 2005 (VAWA 2005), is the first federal funding stream solely dedicated to the provision of direct intervention and related assistance for victims of sexual assault. The SASP encompasses four different funding streams for States and Territories, Tribes, State Sexual Assault Coalitions, Tribal Coalitions, and culturally specific organizations. Overall, the purpose of SASP is to provide intervention, advocacy, accompaniment, support services, and related assistance for adult, youth, and child victims of sexual assault, family and household members of victims, and those collaterally affected by the sexual assault.

The SASP supports efforts to help survivors heal from sexual assault trauma through direct intervention and related assistance from social service organizations such as rape crisis centers through 24-hour sexual assault hotlines, crisis intervention, and medical and criminal justice accompaniment. The SASP will support such services through the establishment, maintenance,

# State of Utah Sexual Assault Services Formula Grant Program

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and expansion of rape crisis centers and other programs and projects to assist those victimized by sexual assault.

Excerpt from <http://www.ovw.usdoj.gov/sasp.htm> and <http://health.utah.gov/vipp/rapeSexualAssault/overview.html>

## Frequently Asked Questions

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

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

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

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

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

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

**Q: Are volunteer related expenses allowable under this program?**

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

**Q: Are governmental agencies that provide rape crisis services eligible to apply?**

A: No, only rape crisis centers and other nonprofit, non-governmental organizations may receive funds from these grants.

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

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

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

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

**Q: May SASP funds be used for advocate training?**

## State of Utah Sexual Assault Services Formula Grant Program

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

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

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

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

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

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

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

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

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

**Q: May SASP funds support a hotline?**

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

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

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

**Q: How long is "short-term counseling?"**

A: Up to one year.

STATE OF UTAH SASP APPLICATION GUIDELINE  
2015

Overall, the purpose of the SASP, and therefore the SASP Formula Grant Program, is to provide intervention, advocacy, accompaniment (e.g., accompanying victims to court, medical facilities, police departments, etc.), support services, and related assistance to

- Adult, youth, and child victims of sexual assault;
- Family and household members of such victims; and
- Those collaterally affected by the victimization, **except** for the perpetrator of such victimization (e.g., friends, coworkers, classmates).

The United States Congress, Office of Violence Against Women (OVW), and victim advocates recognized the need to place increased focus on sexual assault to address the lack of available direct intervention and related assistance services and the unique aspects of sexual assault trauma from which victims must heal. Women and men of all ages, as well as children, can be victims of sexual assault. The perpetrator can be a relative, acquaintance (e.g., boyfriend/girlfriend, friend, coworker, neighbor), or a stranger.

For many victims, it may take years to recover from the physical and psychological trauma caused by rape and other forms of sexual violence. To heal from the trauma, survivors often need support from family and friends, as well as critical direct intervention and related assistance from victim-centered social service organizations such as rape crisis centers, through 24-hour sexual assault hotlines, crisis intervention, and medical and criminal justice accompaniment. The SASP will support these services through the establishment, maintenance, and expansion of rape crisis centers and other relevant programs that assist those victimized by sexual assault. (For more detailed information, please visit <http://www.ovw.usdoj.gov/>)

This guide contains the necessary and detailed information required to apply for the 2015 Sexual Assault Service Program (SASP) Formula Grant. Please review the following guideline prior to completing the application. The applicant should contact Christine Watters, Victim Services Coordinator, UOVC, (801-238-2369 or [cwatters@utah.gov](mailto:cwatters@utah.gov)), or Tallie Viteri, Grant Analyst, UOVC, (801-297-2620 or [tviteri@utah.gov](mailto:tviteri@utah.gov)) for clarification of any requirements for this grant program.

## 1. APPLICANT ELIGIBILITY

State of Utah Office for the Victims of Crime is requesting proposals from non-profit rape recovery centers in state of Utah.

# State of Utah Sexual Assault Services Formula Grant Program

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## 2. AUTHORITY

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

## 3. CONTACT

Applicants must submit a fully executed application:

State of Utah Office for the Victims of Crime  
350 East 500 South, Suite 200  
Salt Lake City, Utah, 84111

For additional information, please call Christine Watters, Victim Services Coordinator at (801)238-2369 or Tallie Viteri, Grant Analyst at (801) 297-2620. This application kit provides program and application guidelines for the year 2015 Sexual Assault Service Program (SASP) grant awards to be managed by the Utah Office for Victims of Crime (UOVC).

## 4. DUE DATE

**An original and six (6) additional hard copies of the completed grant application must be submitted to the Office for the Victims of Crime by 5:00 p.m. on Wednesday, November 12<sup>th</sup>, 2014. For agencies outside Salt Lake County, applications can be sent by overnight mail, but must be postmarked by 5:00 p.m. on November 12, 2014.**

**The award period will be January 1-December 31, 2015.**

## 5. PROGRAM SCOPE

### **Statutory Program Purposes**

By statute, funds under the SASP Formula Grant Program may be used for the following purposes:

- To support the establishment, maintenance, and expansion of rape crisis centers and other nongovernmental or tribal programs and projects to assist those victimized by sexual assault without regard to the age of individual.

SASP Formula grants shall be used by States and Territories to provide grants to rape crisis centers and other non-profit, nongovernmental organizations, or tribal programs for programs and activities that provide direct intervention and related assistance. Intervention and related assistance may include:

## State of Utah Sexual Assault Services Formula Grant Program

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- 24-hour hotline services providing crisis intervention services and referral;
- Accompaniment and advocacy through medical, criminal justice, and social support systems, including medical facilities, police, and court proceedings;
- Crisis intervention, short-term individual and group support services, and comprehensive service coordination and supervision to assist sexual assault victims and family or household members;
- Information and referral to assist the sexual assault victim and non-offending family or household members;
- Community-based, linguistically and culturally specific services and support mechanisms, including outreach activities for underserved communities; and
- The development and distribution of materials on issues related to the services described in the previous bullets.

**Note:** The SASP Formula Grant Program emphasizes the establishment, maintenance, and expansion of rape crisis centers and other nonprofit, nongovernmental organizations, such as dual programs addressing domestic violence and sexual assault, for the provision of direct intervention, core services, and related assistance to adult, youth, and child victims of sexual assault. Under the SASP Formula Grant Program, grant funds cannot be used to support sexual assault forensic examiner projects or criminal justice activities (e.g., law enforcement, prosecution, courts, or forensic interviews). OVW recommends that states and territories, in partnership with their state and tribal sexual assault coalitions, consider the array of needs of all sexual assault victims and available services in their state or territory when developing their implementation strategies.

### **Priority Areas: Projects are encouraged to develop strategies that:**

- Support rape crisis centers in providing direct intervention and related assistance
- Support dual programs that provide sexual assault and domestic violence services to enhance their provision of direct intervention and related assistance tailored for victims of sexual assault
- Retain core services for victims of sexual assault
- Increase support for underserved populations, particularly communities of color, in a culturally appropriate manner, with a special emphasis on addressing African-American, tribal, and Lesbian, Gay, Bisexual, and Transgender (LGBT) communities, as well as individuals with disabilities and Deaf individuals.

### **Accommodations and Language Access**

Applicants are encouraged to allocate grant funds to support activities that help to ensure individuals with disabilities and Deaf individuals and persons with limited English proficiency have meaningful and full access to their programs.

### **Activities That May Compromise Victim Safety and Recovery**

## State of Utah Sexual Assault Services Formula Grant Program

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The following activities have been found to jeopardize victim safety, deter or prevent physical or emotional healing for victims, or allow offenders to escape responsibility for their actions. Applicant **should not** include these activities in your application for funding:

- Procedures or policies that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on their actual or perceived age, immigration status, race, religion, sexual orientation, gender identity, mental health condition, physical health condition, criminal record, work in the sex industry, or the age and/or gender of their children;
- Procedures or policies that compromise the confidentiality of information and privacy of persons receiving OVW-funded services;
- Crafting policies that deny individuals access to services based on their relationship to the perpetrator;
- Developing materials that are not tailored to the dynamics of sexual assault or the culturally specific population to be served;
- Crafting policies or engaging in practices that impose restrictive conditions to be met by the victim in order to receive services (e.g., counseling, seeking an order for protection);
- Crafting policies that require the victim to report the sexual assault to law enforcement.

### **Out-of-Scope Activities**

The following activities are out of program scope and will not be supported by SASP Formula Grant Program funding:

- Research projects (This does not include program assessments conducted only for internal improvement purposes.)
- Sexual assault forensic examiner projects
- Activities focused on prevention efforts (e.g. bystander intervention, social norm campaigns, presentations on healthy relationships, etc.)
- Criminal justice-related projects, including law enforcement, prosecution, courts, and forensic interviews
- Domestic violence services that do not relate to sexual violence

### **Unallowable Activities**

The following is a list of activities that are unallowable and cannot be supported by SASP Formula Grant Program funding:

- Lobbying;
- Fundraising;
- Purchase of real property
- Construction

## State of Utah Sexual Assault Services Formula Grant Program

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- Physical modifications to buildings, including minor renovations\

### 6. BUDGET REQUIREMENTS

The following is a short list of budgetary guidelines:

- **Should not** allocate any funds for consultant rates in excess of \$650 per day.
- **Should not** allocate any grant funds for building renovations. This includes such seemingly minor activities as painting or carpeting.
- **Should not** allocate any funds to purchase vehicles.
- **Should not** allocate any funds for the purpose of supporting sexual assault forensic examiner projects or criminal justice activities (e.g., law enforcement, prosecution, courts, or forensic interviews.)
- **Should not** allocate any funds towards prevention education efforts (e.g. bystander intervention, social norm campaigns, presentations on healthy relationships, etc.).
- **Should not** allocate any funds towards generalized statewide sexual assault training or training of allied professionals (e.g., law enforcement, social service agencies, or prosecutors) or curriculum development that is not directly linked to the provision of direct sexual assault services.

#### - **Supplanting**

Supplanting is strictly prohibited. According to the Federal Financial Guideline:

“Federal funds must be used to supplement existing funds for program activities and must not replace those funds that have been appropriated for the same purpose. Supplanting will be the subject of application review, as well as preaward review, postaward monitoring, and audit. If there is a potential presence of supplanting, the applicant or grantee will be required to supply documentation demonstrating that the reduction in non-Federal resources occurred for reasons other than the receipt or expected receipt of Federal funds. For certain programs, a written certification may be requested by the awarding agency or recipient agency stating that Federal funds will not be used to supplant State or local funds.”

<http://www.ojp.usdoj.gov/financialguide/part2/part2chap3.htm>

#### - **Match and Volunteer Requirements**

There are no match and volunteer requirements for the SASP grant.

# State of Utah Sexual Assault Services Formula Grant Program

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## 7. PERFORMANCE MEASURES

All subgrantees are required to submit Annual Progress Reports, which could be found at <http://muskie.usm.maine.edu/vawamei/attachments/forms/SASPSubgranteeFormGMS.pdf>. These Annual Reports are based on the calendar year cycle. All subgrantees must submit SASP Annual Report: due January 31, 2016.

In addition, all subgrantees are required to submit Quarterly Progress/SUCCESS Report and Quarterly Financial Report on quarterly bases. Due dates are April 30, 2015, July 30, 2015, October 30, 2015, and January 30, 2016.

## 8. APPLICATION REQUIREMENTS

Detailed application requirements are provided for applying programs. Applications should include:

- (1) A signed SASP Cover Sheet
- (2) Required SASP Questions
- (3) Budget Sections
- (4) Narrative Section (must include required and applicable attachments)
- (5) Check List, and
- (6) Signed Certified Assurances and Grant Conditions

**Note: An application missing any of the above components will be considered incomplete and cannot move forward in the grant awarding process.**

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Applicants must submit a fully executed seven (7) hard copies, an original and six (6) additional hard copies, of grant application to the Office for Victims of Crime by 5:00 p.m. on Wednesday, November 12, 2014.

For agencies outside Salt Lake County, applications can be sent by overnight mail, but must be postmarked by 5:00 p.m. on November 12, 2014.

State of Utah Office for the Victims of Crime  
350 East 500 South, Suite 200,  
Salt Lake City, Utah, 84111

# **APPLICATION INSTRUCTIONS**

This grant application packer contains the necessary forms and detailed information required to make an application for 2015 SASP funding.

1. An original application and six copies must be submitted by 5:00 pm, November 22, 2014 to the Office for Victims of Crime, 350 East 500 South, Suite 200, Salt Lake City, Utah 84111. Do not staple the original or copies. Please submit grants on white paper. Also, no double-sided copies.
2. The original application and copies must include the following completed forms:
  - a. Cover Sheet
  - b. Required SASP Questions
  - c. Budget Detail Worksheet
  - d. Program Expenditure Comparison Summary
  - e. SASP Funded Equipment Summary
  - f. Narrative
    - i. Statement of Problem, Need and Target Population
    - ii. Program Plan and Evaluation
    - iii. Statistic Reporting
    - iv. Record of Providing Effective Services
    - v. VOCA/VAWA/USASP Subgrantees
    - vi. Project Administration
      1. Organizational Chart
      2. Membership Roster of Governing Board
      3. Verification of 501©3 Status
  - g. Certified Assurances/Grant Conditions
    - i. Certified Assurances
    - ii. Grant Conditions
    - iii. Audit Requirements
    - iv. Certifications Regarding Compliance with Rape Crisis Training Mandate
    - v. Certification Regarding Debarment, Suspension, Ineligibility, etc.
    - vi. Certification Regarding Compliance with Victims' Rights
    - vii. Certification Regarding Compliance with Confidentiality and Privacy Provisions of the Violence Against Women Act, as Amended
    - viii. Utah Requirement for Non-Profits
    - ix. Federal Leadership on Reducing Text Messaging While Driving
    - x. Standard Assurances
    - xi. Certification Regarding Lobbying, Debarment and Drug-Free, etc.
    - xii. Civil Rights Requirements (EEOP) Exempt Form
3. Grant applications will be reviewed by a screening and allocation committee with representatives from the sexual assault services field.

## **GENERAL INSTRUCTIONS FOR APPLICATION**

### **COVERSHEET:**

1. The Subgrantee Name
2. Street Address of Agency,
3. City of Agency
4. Zip Code + 4 Digits (Verify on [www.usps.com](http://www.usps.com) if you are unsure of the last four digits.)
5. Name of Contact Person (Please provide most updated contact information as well as the person who would be the most knowledgeable regarding the day-to-day affairs of the grant.)
6. Title/Position of Contact Person
7. Phone Number
8. Email
9. List your agency's federal tax identification number
11. List your agency's DUNN number
12. List the congressional district as well as the counties served under your program
13. Select whether funds will be used to start an entirely new program, enhance or expand an existing program, and/or continuation of grant # 14SASP\_\_\_ (please fill in the last two digits of your grant number). More than one box can be checked. All funds are competitive.
14. Indicate the number of paid staff in full time equivalent value; 2080 hours per year=1.0 FTE;
15. Budget Summary: This section will automatically calculate from the budget section. Amounts must match the budget narrative.
16. Short Project Description: Give a brief description of what your project will entail.
17. Total Requested Amount: This box will automatically calculate from the total of the budget section. Amount must match the budget total.
18. Check all of the purpose areas that apply to activities supported with SASP funds during the program period. In the budget and program plan of the application, applicants will need to further explain how these areas will be implemented in their project.
19. Official Signatures: Type the full name, position, phone number, and email of the official authorized to approve contracts and grants for the agency (must be the board chair), then sign and date. (A letter can be submitted from the board chair authorizing the Executive Director to sign.)

## State of Utah Sexual Assault Services Formula Grant Program

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20. Type the full name, position, phone number, and email of the program director authorized to approve contracts for the agency, then sign and date.

### **REQUIRED SASP QUESTIONS**

1. Indicate the type of service or activity provided by the project. Check all that apply. If the applicant checked on the coversheet that they would be enhancing an existing program, they will also need to answer question 1b.
2. Indicate which populations are considered under-served in your area. Check all that apply. If there are no under-served populations in your area, skip to question 7.
3. Answer if this project will make special efforts to reach or serve an under-served population. If answering *yes*, only check the under-served population classifications that the agency will be making a special effort to reach or serve.
4. Check the methods that will be used to reach or serve the under-served population. Only check the methods that will be employed under this grant program. An opportunity to elaborate will be given in the narrative section.
5. Project Evaluation: Check how you will be evaluating your SASP project.

### **BUDGET WORKSHEET**

1. See instructions provided on the Budget Detail Worksheet, Program Expenditure Comparison Summary, and Equipment Summary sections of the grant application form. There is not Match section in the SASP grant. NOTE: These instructions are permanent.

**EACH AGENCY WILL BE REQUIRED TO MAINTAIN ACCURATE DOCUMENTATION OF ALL (VOCA and MATCH) PROGRAM EXPENDITURES RELATED TO THE CONTRACT.**

### **NARRATIVE SECTION**

#### **Section I: Statement of Problem, Need, & Target Population**

The intended result of this section is to provide the Screening and Allocation Committee with a comprehensive understanding of the problem and subsequent need being addressed in the grant application.

## State of Utah Sexual Assault Services Formula Grant Program

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1. Describe the geographic area in which services are being provided. A description could include answers to the following questions: How many square miles are in the service area (sizes of cities and counties)? What is the population and density? What are the major industries (coal mining, agriculture, tourism, national parks)? What is the poverty level? What is the ethnicity breakdown? What are the age breakdowns (high number of children, significant senior population)? Are there universities located within the area?
2. Explain and document the nature and extent of the problems that create a need for the proposed program. Convincing reasons should be given, using logical argument and documented evidence to establish the need. The nature and scope of the problem should be unique to the SASP and cannot and should not be copied and pasted from other grant applications.
3. List and discuss the core/basic victim needs in your given service location. This should be victim needs, not agency needs. The victim need section should be victim centered and not centered on the services that the agency provides. More specifically, the victim needs for the SASP should be centered around sexual assault victims
4. List and describe the barriers to client service and safety within your agency and community in the area below. Explain barriers you encounter that prohibit or make it difficult to provide client service and to ensure safety.
5. Indicate the group(s) of victims(s) the program will target for its services such as (a) adult, youth, and child victims of sexual assault; (b) family and household members of such victims; and (c) those collaterally affected by the victimization (e.g. friends, co-workers, classmates), except for the perpetrator of such victimization

### **Section II: Program Plan and Evaluation**

Complete the goal/objectives/activities/methods/monitor/evaluation/time-line pages of the grant application. The broad goal of the proposed program is achieved by stating the expected achievements or benefits of the program. Specify the SASP funded position(s) related to this goal. Identify the Statutory Program Purpose listed on the Cover Sheet. Indicate the quantitative goal or amount that will be accomplished through each objective as well as what you will be measuring (i.e. victims served, brochures distributed, SART meetings attended, etc.). The objectives require more specific statements of what will be accomplished. Objectives include words that explicitly indicate action and a measurable

## State of Utah Sexual Assault Services Formula Grant Program

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result such as reduce, increase, decrease, make more accessible, provide, etc. In the section labeled, *Activities/Methods*, describe the activities and methods that will be used to solve the problem and achieve the objectives. Describe in detail each of the specific activities or tasks that comprise the total proposed program and how they will be carried out. The activities/methods are the means or the way in which something will be done. They show exactly how the prescribed objectives will be implemented. In the section labeled as *Monitor/Evaluate* the objective, indicate what feedback mechanisms will be used to determine the accomplishments of the program and how the effectiveness of the program will be assessed. The use of both qualitative and quantitative measures is important. In the section labeled *Timeline*, enter the timeframe that the activities/methods will be achieved. At the end of each goal, discuss how you will implement your goal in the space provided. See the example in the grant application for further explanation.

### **Section III: Statistic Reporting**

Required statistics include: type of crime the project serves, services provided, statistics to answer questions listed on the required SASP questions and the SASP Annual report, race, sex, age, etc. This section should describe what will be measured, how it will be measured, and the types of data that will be collected. If statistics are not currently collected, indicate how your agency plans on collecting required statistics. EACH AGENCY WILL BE REQUIRED TO MAINTAIN PROJECT STATISTICS THROUGHOUT THE CONTRACT YEAR.

### **Section IV: Record of Providing Effective Services**

Provide information on the goals and objectives accomplished during the present SASP contract year to date. Also provide information on the goals, objectives and quantitative data during the prior SASP year. If the program is new, check the new program box. Indicate your agency's significant accomplishments to date such as the number of victims assisted by your programs and the number of victims referred to the UOVC Compensation Program.

### **Sections V, VI, & VII: VOCA, VAWA, and USASP Information**

Provide a brief description of the goals and objectives of each of these programs if your agency has any of these grants. Attach additional pages if necessary. Provide a detailed explanation as to how each of these programs differs from the proposed SASP program.

**Section VIII: Project Administration**

This section should provide a detailed description of how the program and employees are systematically structured to direct the program goals and use of funds. Attach and organizational chart with names and titles outlining staff, advisory, and decision-making bodies and check the appropriate box. The organizational chart should include positions for which funding is being requested. Attach job descriptions for each for each SASP-funded staff position. Describe the programmatic and fiscal capabilities of the project director and staff covering their ability to accomplish the proposed program goals, objectives, etc. In the space provided, specify the staff person(s) that are assigned to provide the fiscal controls and explain how your agency will keep an accounting of the funds. Provide a copy of a roster of the agency's governing board as well as verification of the agency's 501©3 status.

**Section IX: Additional Resources**

This section of the application should describe the sources and amounts of non-SASP funding or resources that will be available from other non-Federal sources. Applicants are encouraged to leverage other resources-Federal, State, Local, or Private-in support of this project. List each resource in descending order (largest to smallest). Describe each resource in the area provided and where these resources are allocated.

**Section X: Agency Budget**

Agencies interested in receiving SASP funds are required to submit a current budget. The applying agency may choose to include the agency's budget in the space provided or attach a copy of the budget.

**CERTIFIED ASSURANCES AND GRANT CONDITIONS**

1. Carefully read ALL forms on pages 1-35
2. Only and authorized official is allowed to sign the forms. (Should be the same person who signed on the Coversheet.
3. Sign and date and appropriate places
4. Applicants who receive funding through the SASP program will be required to abide by ALL certified and assurances and grant conditions.

