

# OFFICE FOR VICTIMS PROGRAMS

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**FFY 2009  
SEXUAL ASSAULT SERVICES FORMULA GRANT  
PROGRAM  
(SASP)  
FUNDS FOR  
ANNOUNCEMENT OF  
AVAILABILITY FUNDS**

October 20, 2009

GRANT PERIOD (APRIL 1, 2010 – DECEMBER 31, 2010)

**SASP Applications must be received at  
the Division of Criminal Justice,  
700 Kipling Street, Suite 1000, Denver, CO 80215  
no later than 3:00 pm on Tuesday, December 1, 2009.**



**Colorado Department of Public Safety  
Division of Criminal Justice  
OFFICE FOR VICTIMS PROGRAMS**

For Information and Questions Contact:

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Office: (303) 239-5719  
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Email: [lee.hetteema@cdps.state.co.us](mailto:lee.hetteema@cdps.state.co.us)

Toll Free (outside Denver/Metro area):  
1-888-282-1080

Website: <http://dcj.state.co.us/ovp>

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**FFY 2009 ANNOUNCEMENT OF FUNDS AVAILABILITY (AFA)  
Sexual Assault Services Program (SASP)  
Formula Grant Program**

**OVERVIEW OF SEXUAL ASSAULT SERVICES PROGRAM (SASP)**

The Colorado Department of Public Safety, Division of Criminal Justice (DCJ) announces the availability of the State of Colorado's FFY 2009 Sexual Assault Services Grant Program funds 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 solely dedicated to the provision of direct intervention and related assistance for victims of sexual assault.

**DEADLINE TO SUBMIT APPLICATION:** Applications must be received at DCJ by 3:00 p.m. on Tuesday, December 1, 2009. Applications received after the deadline will not be eligible for funding. Applications may NOT be faxed or e-mailed to DCJ.

Applications will be reviewed by DCJ staff and an SASP Advisory Committee.

**APPLICATION KITS**

Applicants are encouraged to download the Application Kit from the Office for Victims Programs' website: <http://dcj.state.co.us/ovp/>, but Application Kits can also be mailed or emailed to you. It cannot be faxed.

Applicants may request APPLICATION KITS by mailing, e-mailing or faxing their name and address to:

Ms. Lee Hetteema  
Division of Criminal Justice  
700 Kipling St., Suite 1000  
Denver, CO 80215  
303-239-5719 or toll-free at 1-888-282-1080

E-Mail: [lee.hetteema@cdps.state.co.us](mailto:lee.hetteema@cdps.state.co.us)  
Fax: (303) 239-5743

*Please note: Application kits are NOT available on disk.*

**To request an application kit via e-mail attachment:**

E-mail your name, agency name, and address to Ms. Lee Hetteema in a message titled "SASP APPLICATION KIT REQUEST". She will reply with the attachment. E-mail attachments are only available in WORD format.

**If you have any questions after reading this Announcement, please contact:  
Ms. Louise Esquibel at (303) 239-4402; Toll Free: 1-888-282-1080**

## **SEXUAL ASSAULT SERVICES PROGRAM (SASP) FUNDS**

**AMOUNT AVAILABLE:** The initial funds will be for a 9-month period of time, April 1, 2010 – December 31, 2010. There will be approximately \$251,900 available for this grant period. It is anticipated that approximately \$125,000 will be awarded to the State of Colorado for subsequent grant periods. Future grant awards for the following two years will be allocated to agencies that are awarded grants for 2010 through this competitive grant application process. This will be completed through a re-contracting process and awards for 2011 and 2012 will be for a twelve month period of time, although the amount of future awards will be decreased due to the anticipated reduction in the federal SASP award.

**SASP GRANT PERIOD:** April 1, 2010 – December 31, 2010

**PURPOSE:** The overall purpose of the SASP funds is to provide direct services including intervention, advocacy, accompaniment (e.g., accompanying victims to court, medical facilities, police departments, etc.), support services, and related assistance for adult, youth, and child victims of sexual assault, family and household members of victims, and those collaterally affected by the sexual assault.

SASP funds are to be used to support rape crisis centers and other nonprofit, nongovernmental organizations, such as dual programs addressing domestic violence and sexual assault, including faith-based and other community organizations that provide core services, direct intervention, and related assistance to victims of sexual assault.

By statute, funds may be used to support the establishment, maintenance, and expansion of rape crisis centers and other programs/projects in an effort to assist those victimized by sexual assault.

Intervention and related assistance may include:

- 24-hour hotline services providing crisis intervention services and referrals;
- Accompaniment and advocacy through medical, criminal justice, and social support systems;
- 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 referrals to assist the sexual assault victim and family or household members;
- Community-based, linguistically and culturally specific services and support mechanisms, including outreach activities for underserved communities; and
- The development and distribution of materials on issues related to the services described in the previous bullets.

Grant funds CANNOT be used to support sexual assault forensic examiner projects or criminal justice activities (e.g., law enforcement, prosecution, courts, forensic interviews).

### **PROGRAM PRIORITIES:**

- Support of rape crisis centers in providing direct intervention and related assistance services; and
- Support of dual programs that provide sexual assault and domestic violence services to enhance the provision of sexual assault-related direct intervention and related assistance services.

**STATE PRIORITY:** Priority will be given for services to underserved communities. Underserved communities are communities consisting of populations underserved because of geographic location, underserved racial and ethnic populations, and populations underserved because of special needs (such as language barriers, disabilities, status, or age).

**ELIGIBILITY:** To be eligible for SASP funds, a project must be a nonprofit, nongovernmental organization whose primary purpose is to provide direct services to victims of sexual assault. This includes dual domestic violence programs that provide primary direct services to sexual assault victims. Agencies must provide the following with their application to show eligibility:

- Mission statement, which specifically addresses direct services to victims of sexual assault;
- Agency brochure which specifically addresses direct services to victims of sexual assault; and
- Copy of the agency’s training curriculum with the sexual assault portion highlighted. Also include the number of hours that is spent training staff and volunteers on sexual assault issues.

**NON-SUPPLANTING:** Federal funds may not be used to supplant (replace) state and/or local funds that would otherwise be available for the same purpose. Grant funds are intended to increase the capabilities of local entities/agencies.

**MATCHING FUNDS:** There is **not** a “match” requirement for this program, but applicants are encouraged to maximize the impact of federal dollars by contributing to the costs of their projects.

**INELIGIBLE EXPENSES:** The following are some examples of ineligible programs/services/costs. These ineligible items should not be included in the grant application. These examples are provided to assist applicants in understanding the federal regulations, and to limit the necessity of rejecting proposals because they request costs that cannot be paid with federal SASP funds:

- Lobbying
- Fundraising
- Research projects
- Physical modifications to buildings, including minor renovations
- Sexual Assault Forensic Examiner projects
- Criminal justice-related projects, including law enforcement, prosecution, courts, and forensic interviews
- Providing domestic violence services that do not relate to sexual violence
- Training

## **FEDERAL PERFORMANCE MEASURES**

1. The number of victims receiving requested services funded by the grant.
2. The number of victim advocates supported by the grant.

## **CRITERIA FOR REVIEW OF APPLICATIONS**

### **Staff Review**

1. Applicant provides an adequate, clear and complete application that includes all required appendix items.
2. Applicant demonstrates that the project meets the federal criteria.
3. Applicant appears to demonstrate the ability to administer funds and to comply with federal and state accountability requirements.

### **Advisory Committee Review**

1. Applicant provides an adequate, clear and complete application that includes all required appendix items.
2. Applicant demonstrates that the agency meets the federal criteria.
3. Applicant demonstrates the community's need and support for the project.
4. Goals and objectives are clear and measurable. Applicant proposes/demonstrates effective and efficient delivery of services.
5. Project Budget is calculated correctly, well justified and related to the project objectives.
6. Proposed project does not duplicate services and demonstrates networking, coordination, cooperation, and/or collaboration within the local community.
7. Degree to which the project would address needs of underserved population(s).

## **APPLICATION SUBMISSION**

**APPLICATION FORMAT:** Applications must be typewritten, single-spaced, using no less than a ten point font, and must not be placed in binders. Computer generated applications must be identical to the official application as to form, spacing, and page breaks. An agency may submit only one application for SASP funding, but that one application may contain more than one project.

Three (3) full copies of the entire application + appendix (two copies must have original blue ink signatures) must be received by the Division of Criminal Justice by 3:00 p.m. on Tuesday, December 1, 2009. Applicants mailing their applications must allow sufficient mail delivery time to ensure receipt of their proposals by the deadline. Applications may not be faxed or e-mailed.

**ACCEPTANCE OF APPLICATION CONTENT:** The contents of the application and all supporting materials will become contractual obligations of the grant award issued to a successful applicant (subgrantee).

**REJECTION OF PROPOSALS:** The State of Colorado reserves the right to reject any or all proposals, to waive informalities and minor irregularities in proposals received, and to accept any portion of the proposal or all items proposed, if deemed in the best interest of the State of Colorado to do so. It is the applicant's responsibility to provide all information requested in this Announcement and the grant application. Failure of the applicant to provide the information requested in this Announcement and the grant application may result in the disqualification of the applicant. The fact that an applicant meets eligibility requirements and applies for eligible services does not guarantee funding.

## **FEDERAL GOVERNMENT REQUIREMENTS**

1. A DUNS number is required. All applicants must include a DUNS (Data Universal Numbering System) number in their application. Applications without a DUNS number are incomplete.

A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving Federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. You should check to see if your agency already has a DUNS number. If not, your agency may obtain a DUNS number by calling 1-866-705-5711 or by applying online at <http://www.dnb.com/us/>. Obtaining a DUNS number is a free, simple, one-time activity.

2. Central Contractor Registration (CCR) is required. In addition to the DUNS number requirement, all applicants applying for these funds must obtain and maintain a current registration in the Central Contractor Registration (CCR) database. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. You should check to see if your agency is already registered with the CCR. Applicants must update or renew their CCR registration at least once per year to maintain an active status. Information about registration procedures can be accessed at [www.ccr.gov](http://www.ccr.gov). See the instruction packet for further information.

## **SCHEDULE OF 2009 - 2010 SASP ACTIVITIES (SUBJECT TO CHANGE)**

October 20, 2009	Announcement of Funds availability mailed out and posted on the OVP website
Nov. 3, 2009 10:00 a.m. & Nov. 5, 2009 1:00 p.m.	Grant Writing Conference Calls (details below)
December 1, 2009	Applications due at DCJ by 3:00 p.m.
January 20, 2010	Paper Review of Applications by Advisory Group
January 22, 2010	Notification of Denials by e-mail
February 1, 2010	Written Requests for Reconsideration of Denials due by 12 noon
February 3, 2010	Review of Requests for Reconsideration of Denials and Final Recommendations
February 5, 2010	Announcement of Awards Mailed to Applicants
February 16, 2010	Statement of Grant Awards (SOGAs) Mailed Out
March 9, 2010	Signed SOGA Must be Returned to DCJ
April 1, 2010	SASP Grant Period Begins (if SOGA is fully executed)
December 31, 2010	SASP Grant Period Ends

## GENERAL INFORMATION ABOUT THE APPLICATION PROCESS

**INVITATION TO APPLY:** The Division of Criminal Justice is hereby contacting prospective applicants who have an interest in or are known to provide services relevant to this Announcement. All interested parties who were not contacted are also invited to request an application kit. All applications must be submitted in accordance with the policies, procedures, and dates specified in this document and the application kit. If you did not receive an Announcement and would like to be added to the mailing list, please contact Ms. Lee Hettema at (303) 239-5719 or toll-free at 1-888-282-1080.

**INQUIRIES:** Prospective applicants should feel free to make inquiries to obtain clarification of requirements. Call, e-mail, fax, or mail questions to Louise Esquibel at 303-239-4402 or toll-free at 1-888-282-1080 or [louise.esquibel@cdps.state.co.us](mailto:louise.esquibel@cdps.state.co.us)

**CONFERENCE CALLS:** Applicants are invited to participate in a conference call workshop that will focus on the grant application for the SASP grant program. Participation is optional. The conference call workshops will walk applicants through the grant application. If you are planning to participate on either conference call, please contact Ms. Lee Hettema at 303-239-5719 or 1-888-282-1080 (toll-free outside the Denver metro area) or email: [lee.hettema@cdps.state.co.us](mailto:lee.hettema@cdps.state.co.us) to get instructions as to how to access the conference call.



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COLORADO DIVISION OF CRIMINAL JUSTICE (DCJ)  
SEXUAL ASSAULT SERVICES PROGRAM (SASP)

Applicants are encouraged to download the application from the Office for Victims Programs' website: <http://dcj.state.co.us/ovp/>

### **REQUEST FOR APPLICATION KIT**

To request an application kit, supply the following information by mail, e-mail or fax to:

Ms. Lee Hettema	Phone: (303) 239-5719
Division of Criminal	Fax: (303) 239-5743
Justice	Toll Free: 1-888-282-1080
700 Kipling St, Ste. 1000	(outside Denver/ Metro area)
Denver, CO 80215	E-mail: <a href="mailto:lee.hettema@cdps.state.co.us">lee.hettema@cdps.state.co.us</a>

**(Application form and application instructions can be mailed or e-mailed to you, but not faxed)**

Contact Person:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Organization/Agency: \_\_\_\_\_

Address: \_\_\_\_\_ City and Zip Code: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ E-Mail: \_\_\_\_\_

(Please print legibly)

To request an application kit via *E-Mail Attachment*, e-mail Ms. Lee Hettema with the information above in a message titled "VAWA APPLICATION KIT REQUEST". She will reply with the attachment. E-mail attachments are only available in WORD format.

**FFY 2009 SASP ANNOUNCEMENT**  
**APPLICATIONS DUE AT DCJ BY 3:00 P.M. ON DECEMBER 1, 2009**

**ATTENTION!**  
**TIME-DATED GRANT APPLICATION MATERIALS INSIDE**

M460000782  
Division of Criminal Justice  
700 Kipling St., #1000  
Denver, CO 80215

**SASP**