



NOTICE OF FUNDING OPPORTUNITY (NOFO)

PART 1. Overview Information

Participating Organization: Louisiana Commission on Law Enforcement and Administration of Criminal Justice

Funding Opportunity Title: 2015 Sexual Assault Services Formula Grant Program (SASP)

Announcement Type: SASP (KF) ó New Grants

Catalog of Federal Domestic Assistance (CFDA) Number: 16.017

Federal Award Identification Number (NAIN): 2015-KF-AX-0038

Federal Award: \$350,756

Period of Performance: January 1, 2016, through December 31, 2016
Twelve (12) Months

Funding Opportunity Purpose: The Louisiana Commission on Law Enforcement and Administration of Criminal Justice (LCLE) announces the Notice of Funding Opportunity (NOFO) for the Sexual Assault Services Formula Grant Program (SASP) supported by the Office on Violence Against Women (OVW) under the Violence Against Women and Department of Justice Reauthorization Act of 2005 Technical Amendments, 42 U.S.C. §14043g.

SASP is the first federal funding stream solely dedicated to the provision of direct intervention and related assistance provided by rape crisis centers and other nonprofit, nongovernmental organizations to victims of sexual assault.

Due Dates: Contact the Louisiana Foundation Against Sexual Assault (LaFASA) Coalition for Notice Of Intent (NOI) Due Dates

Notice of Intent:

- Submit form to LaFASA for review and selection.
- If selected to continue application process, applicant will receive an invitation to apply to LCLE in Egrants system.
- Applicants that do not comply may be delayed or not accepted for review.

PART 2. Full Text of the Announcement

A. SASP Program Description

The Office on Violence Against Women (OVW) is a component of the United States Department of Justice (DOJ). Created in 1995, OVW implements the Violence Against Women Act (VAWA) and subsequent legislation and provides national leadership on issues of sexual assault, domestic violence, dating violence, and stalking. The Sexual Assault Services Program (SASP) was created by the Violence Against Women and Department of Justice Reauthorization Act of 2005 Technical Amendments, 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.

Services are defined as those efforts that:

- 1) Support rape crisis centers in providing direct intervention and related assistance.
- 2) 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.
- 3) Retain core services for victims of sexual assault.
- 4) Increase support for underserved populations, particularly communities of color, in a culturally appropriate manner, with a special emphasis on addressing the African-American, tribal, and Lesbian, Gay, Bisexual, and Transgender (LGBT) communities, as well as individuals with disabilities and Deaf individuals.

Funds must be allocated, without duplication, to each of the following areas:

- 1) Adult, youth, and child victims of sexual assault, without regard to the age or gender of the individual;
- 2) Family and household members of such victims; and
- 3) Those collaterally affected by the victimization (e.g., friends, coworkers, classmates), except for the perpetrator of such victimization.

Applications must establish goals, objectives, and activities that ultimately enhance the delivery of comprehensive, quality victim services. Priority is given to projects that are evidenced based and/or collaborative efforts.

B. SASP Funding Restrictions

All awards are subject to the terms and conditions, cost principals, and other considerations described in 2 CFR 200: Uniform Guidance ó Uniform Administrative Requirements, Cost Principals, and Audit Requirements, OVW Grants Management Financial Guide, Louisiana statutes and LCLE policy.

SASP funds cannot be used for the following services and/or activities:

- Duplication of services immediately available through municipal, provincial, or national government.
- Market research, advertising (unless public service related to grant program) or other promotional expenses.
- Expenses made prior to the approval of a proposal or unreasonable expenditures will not be reimbursed.
- 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, relationship to the perpetrator, 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.
- Recipients are also subject to statutory prohibitions on discrimination. For further information on these civil rights requirements, see the section on "[VAWA Non-Discrimination Provision](#)" under [5F. Federal Award Administration Information](#)".
- 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.
- 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.
- General sexual assault training initiatives, such as training for other professionals (e.g., law enforcement, community-based therapists/counselors, social service providers, etc.)
- Lobbying
- Fundraising
- Purchase of real property
- Construction
- Physical modifications to buildings, including minor renovations (such as painting or carpeting)

C. SASP Award Information

Funding Instrument

- The Louisiana Commission on Law Enforcement will issue grant awards.

Application Types Accepted

- Continuations, Renewals, and New applicants/applications.

Funds Available

- Allocations totals determined by the Louisiana Foundation Against Sexual Assault Coalition.

Award Project Period

- Twelve (12) months beginning January 1, 2016.

D. Eligibility Information

Eligible Applicant Agencies

Must provide direct intervention and related assistance and services to victims of sexual assault:

- Rape Crisis Centers
- Nonprofit Organizations
- Nongovernmental Organizations
- Dual Programs addressing domestic violence and sexual assault

Ineligible Applicant Agencies

- Federal Agencies
 - Criminal Justice Agencies
 - Law Enforcement Agencies
 - Prosecution Agencies
 - Courts
-

E. Match Requirements

- There are no match requirements.
-

F. Other Requirements

- **Conflict of Interest Disclosure Form**
- **Background and Fingerprint Checks**
 - Any staff person working with populations, including victim advocates, volunteers, secretaries, counselors, etc. who come into contact with vulnerable populations, including victims served by your programs must have had an employment-rated criminal background check conducted to ensure their history is clear. The staff must comply with the most current version of the Louisiana Child Protection Act, LRS 15:587.1 and the Adult Protective Services (APS) Law, LRS 15:1501-1511.
- **Supplanting/Non-Supplanting**
 - Federal funds must be used to supplement (add to), enhance or expand existing services for program activities and not replace those funds that have been appropriated for the same purpose.
 - A grant recipient may not use Federal grant funds to defray any costs that the recipient already is obligated to pay.
 - The possibility of supplanting will be the subject of careful application review, possible pre-award review, post-award monitoring, and audit of any finding.
 - If any additional information, assistance with definition, or examples of supplanting is needed, please contact the LCLE SASP Program Manager.
- **Financial Management and System of Internal Controls:**
 - If selected for funding, the award recipient must:
 - Establish and maintain effective internal control over the Federal award that provides reasonable assurance that the non-Federal entity is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. These internal controls should be in compliance with guidance in “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States and the “Internal Control Integrated Framework”, issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).
 - Comply with Federal statutes, regulations, the OVW Grants Financial Management Guide and the terms and conditions of the Federal awards.
 - Comply with State statutes, regulations, Victim Services Advisory Board and Commission guidelines.
 - Evaluate and monitor the non-Federal entity's compliance with statute, regulations and the terms and conditions of Federal awards
 - Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.
 - Take reasonable measures to safeguard protected personally identifiable information and other information the Federal awarding agency or pass-through entity designates as sensitive or the non-Federal entity considers sensitive consistent with applicable Federal, state and local laws regarding privacy and obligations of confidentiality.

G. Required Registrations for Applicants

- **All agencies are required to provide the following documents:**
 - **LCLE Egrants Organization Registration must be complete before applying for funds.**
 - Federal Tax Identification Number
 - IRS Form W-9 (Taxpayer Identification and Certification)
 - IRS Form 501C3 (Tax-exempt Status for Non-profit Organizations)
 - State of Louisiana Self-Service Request for Vendor:
 - https://lagoverpvendor.doa.louisiana.gov/irj/portal/anonymous?guest_user=self_reg
 - DUNS (Data Universal Numbering System) Number Certificate
 - CAGE (Commercial and Government Agency) Code Certificate
 - SAM (System for Award Management) Number and current Expiration Date
 - Louisiana Secretary of State Non-Profit Corporation Certificate
 - All agencies with a private, non-profit, or non-governmental status are required to procure and maintain adequate and sufficient liability insurance and a certificate of insurance naming LCLE as an additional insurer and should be issued and submitted with the application.
- **Additional Requirement for New Applicant Agencies**
 - If the new applicant agencies have not yet demonstrated a record of providing services, they must demonstrate that twenty-five percent (25%) of their overall financial support is from non-federal sources.

PART 3. Funding Determination Process

A. Notice of Intent (NOI) Worksheet

Potential applicant agencies will submit a Notice of Intent (NOI) Worksheet to LaFASA. The NOI worksheet can be found at www.lcle.la.gov.

The Coalition will review and recommend which projects will receive an allocation. After the determining eligibility of each proposed project, LaFASA will notify each agency of their eligibility status for funding. LaFASA will submit approved proposals, risk assessments, and scoring worksheets for eligible agencies listed on the LaFASA Allocation Listing to LCLE.

NOI Worksheet Includes:

- Applicant Agency ó Legal name of the agency.
- Project Title ó Descriptive title of proposed project.
- Section 1. Agency Description Information ó Please check the box that best describes the agency.
- Section 2. Federal Program Area ó All SASP applicants are assigned program area 01.
- Section 3. Do not enter information in this table.
- Section 4. Proposed Budget ó For each budget item, thoroughly and clearly describe every category of expense listed and demonstrate cost effectiveness and relation to the goals of the project. Please refer to the table below to include your calculations. Include a description of the procurement process for equipment purchases and consultants/contracts. Indirect cost rate agreement (if applicable) should be attached. If the applicant does not have a federally approved cost rate agreement, costs may be allocated in the direct cost categories.
- Obtain the signature of the Authorized Official in **blue** ink and return to LaFASA.
- Guide for NOI budget categories provided on Page 6 of this document.

Personnel:						
FT Personnel						
FT	_____ %;	\$ _____	x	# _____	x	_____ %
	Percentage of time worked on THIS GRANT	Amount per pay period		Number of pay periods		Percentage of personnel costs paid by THIS GRANT
PT Personnel						
PT	\$ _____	x	# _____	x		# _____
	Hourly rate		Hours per week			Number of weeks
Employee Benefits:						
	\$ _____	x	_____ %			ie: MC, WC, GI, FICA, FUTA
	Grant salaries for all personnel listed in the application		Percentage of Employee Benefits to be paid by this grant Maximum 30%			List of Employee Benefits being paid by this grant
Acronyms for Employee Benefits:						
	Medicare	MC	Group Insurance	GI	FICA	FICA
	Workers Compensation	WC	Retirement	RT	Unemployment	FUTA / SUTA
Travel						
Allowable mileage rate is \$0.51 ie: 1,200 x \$0.51 = \$612						
Conference Travel can now be reimbursed at 100%						
All Conference Travel needs to be approved by LCLE before attending the conference.						
Conference brochures / flyers / agendas must be sent to LCLE Program Manager for prior approval.						
Equipment						
Furniture	\$7,500 limit on each application					
Computers	\$25,000 limit on each application					
Audiovisual	\$20,000 limit on each application					
Supplies and Operating Expenses						
Supplies						
Supplies, including therapeutic supplies, are limited to 4% of the federal grant amount ó not to exceed \$10,000.						
Supplies can be broken down into two categories - Office Supplies and/or Other Supplies						
Office Supplies						
	\$ _____	X		# _____		
	Monthly Amount			Number of Months		
Other Supplies						
	\$ _____					ie: Books, Videos, DVD's
	Amount of all other supplies					List all other supplies to be purchased
NOTE: These two categories cannot exceed the 4% or maximum amount.						
Operating Expenses						
Audit Charges:	Must show the breakdown of the time and percentage the auditor spends on the grant in the audit.					
Registration Fees:	LCLE must receive the form for approval before attending the conference.					
Background and Fingerprinting Checks:	The charge for the background and fingerprinting checks can be charged to the grant, for personnel and volunteers pertaining to the grant incurred during project period.					
	NOTE: The background and fingerprinting fees must be a reasonable cost.					
Advertising Funds:	The LaFASA Coalition may charge advertisement fees to their administrative grant.					
Printing:	Must receive the item to be printed and must include the printing statement.					
Consultants						
Up to \$650 for an eight-hour day or \$81.25 per hour.						

B. NOI Worksheet Criteria and Scoring Information

Each NOI Worksheet will be evaluated and scored on the four (4) NOI Components listed below and the two Budget Components in next section using a 100 point scale by the LaFASA Coalition.

- **NOI Components**

1. **Project Summary and Strategy (30 points)**

This section should be a succinct summary containing the description of the problem this project seeks to address the project's purpose, the program description, and expected results. Propose a clear and realistic implementation plan to comprehensively address objectives of this Notice of Funding Opportunity. It should also outline the relevant and appropriate main activities.

2. **Goals (15 points)**

This section should outline the Program Goals and Expected Results for the project.

3. **Objectives (15 points)**

This section should state clearly defined and quantitatively measurable objectives that support programmatic progress. Please present a brief, work plan including target dates for activities, which reflects the overall program approach and its objectives.

4. **Organizational Capacity and Past Performance (20 points)**

This section of the application provides information about the applicant organization and any proposed key partners. It provides evidence that the applicant has the ability to successfully carry out the program activities of the grant. Provide a description of the applicant organization including its general purpose, goals, annual budget (including funding sources), and major past and current activities and projects undertaken. Include a description of all key partners for this project and of the proposed working relationship with them.

- **Budget Components**

1. **Budget Relevance (10 points)**

Budgeted items are obviously necessary to the achievement of the goals and activities as presented in the application.

2. **Cost-Effectiveness (10 points)**

Applicants should propose expenditures that are reasonable, allowable, and allocable to the proposed activities and reveal their understanding of the 2 CFR 200: Uniform Guidance including Uniform Administrative Requirements, Cost Principles, and Audit Requirements.

C. Allocation Approval Process

After receipt of allocation documentation from LaFASA, LCLE staff will prepare the proposed allocations, as well as each of their proposals, risk assessments, and scoring worksheets to be presented to the Priorities Committee for review. Allocations approved by the Priorities Committee are then presented to the Victim Services Advisory Board for final approval. After the Board's approval, applicant agencies will be invited to complete an application in the Egrants system.

D. LCLE Application Approval Process

After applications are completed in the LCLE Egrants system, the SASP Program Manager, Contract/Grants Staff and Section Supervisor will review the applications. After any issues found during this review are addressed and resolved, special conditions are applied to the applications the applicant agency must adhere to. Applications are then presented to the Priorities Committee for review. The Committee will recommend for approval, denial, deferment or tabling. The Priorities Committee can also place special conditions upon applications that the applicant agencies must adhere to.

Applications approved by the Committee are presented to the Victim Services Advisory Board for review. The Board provides a recommendation to the Commission to approve, deny, defer, or table for each application. The Commission then reviews the Board's recommendations and provides a final approval, denial, deferment, or tabling for each application. The Commission can also recommend or place additional special conditions upon the application that the applicant agency must adhere to during this process.

E. LCLE Award Process

Applications approved by the Commission are then issued an Award Letter by LCLE Staff. These Award Letters are then forwarded directly to the applicant agency in a Subgrant Award Packet. The applicant agency is responsible for signing the original award in blue ink and returning the original to LCLE, keeping a copy of the award in their agency file and forwarding the second copy of the award to the Louisiana Foundation Against Sexual Assault Coalition.

PART 4. Contact Information

A. Louisiana Foundation Against Sexual Assault Coalition



Ebony Tucker, JD

Executive Director

Louisiana Foundation Against Sexual Assault

11832 Newcastle Avenue, Suite 9

Baton Rouge, LA 70816

Phone: [225-372-8995](tel:225-372-8995) | Website: www.lafasa.org

B. Louisiana Commission on Law Enforcement

Rutha Chatwood

SASP Program Manager

Rutha.Chatwood@lcle.la.gov

(225) 342-1625

Martha Addison

Grants Manager

Martha.Addison@lcle.la.gov

(225) 342-1574

James Franklin

Deputy Director

James.Franklin@lcle.la.gov

(225) 342-1591



LCLE Website: www.lcle.la.gov

Egrants Website: www.egrants.lcle.la.gov

Egrants Information: www.lcle.la.gov

Egrants Email: egrants@lcle.la.gov

Egrants Telephone: (225) 342-1968