

# GOVERNOR'S OFFICE of CRIME CONTROL and PREVENTION FY 2020 Sexual Assault / Rape Crisis (SARC) & Rape Crisis Intervention (RFCI) Grant

## Notice of Funding Availability Application Guidance Kit



**Online Submission Deadline: March 13, 2019, 3 PM**

**Funded through:  
State of Maryland and the  
Maryland Department of Health**

Governor's Office of Crime Control and Prevention  
100 Community Place  
Crownsville, Maryland 21032-2022  
[www.goccp.maryland.gov](http://www.goccp.maryland.gov)  
(410) 697-9338

Larry Hogan, Jr., Governor  
Boyd K. Rutherford, Lt. Governor  
V. Glenn Fueston, Jr., Executive Director

**Note: Hard copy applications are no longer being accepted.**

### **ELIGIBILITY**

Funding through this application is available to the seventeen local, full service rape crisis centers as identified by the Maryland Coalition Against Sexual Assault (MCASA) to meet the needs of alleged victims of rape and sexual offenses.

### **IMPORTANT NOTES**

Applicants are required to apply for grant funding through the Governor's Office of Crime Control and Prevention online application process located at <http://goccp.maryland.gov/grants/>. Instructions for completing the online application can be found at <http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf>. Additionally, all applicants **MUST** provide proof that they have a valid federal **DUNS** number and be **currently registered** with the [System for Award Registration \(SAM\)](#). A screenshot reflecting this information is sufficient.

## Getting Started

Thank you for applying for the **Sexual Assault/Rape Crisis Grant Program (SARC/RFCI)** from the **Governor's Office of Crime Control and Prevention (GOCCP)**. The primary purpose of the SARC/RFCI program is to meet the needs of alleged victims of rape and sexual offenses in order to assist them in achieving self-sufficiency, improve safety, ensure they are aware of their rights, and ensure both victims and the community are aware of resources. This supports GOCCP's objective of improving victim services for Maryland residents by identifying and establishing resources throughout the State and ensuring victims are aware of their rights.

If you need application assistance, please contact:

Ellen Blonder, Program Manager  
410-697-9293  
[Ellen.Blonder@maryland.gov](mailto:Ellen.Blonder@maryland.gov)

Justice Schisler, Chief of Programs  
410-697-9334  
[Justice.Schisler@maryland.gov](mailto:Justice.Schisler@maryland.gov)

The Governor's Office of Crime Control and Prevention's success is measured by sub-recipient success. It is critical that we hear from you, our customers. To share your ideas of how the Governor's Office of Crime Control and Prevention can serve you better, email your program manager.

### **Mission:**

To serve as a coordinating office that advises the Governor on criminal justice strategies. The office plans, promotes, and funds efforts with government entities, private organizations, and the community to advance public policy, enhances public safety, reduce crime and juvenile delinquency, and serve victims.

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## I. ELIGIBILITY CRITERIA

### A. General

The seventeen local, full service rape crisis centers as identified by the Maryland Coalition Against Sexual Assault (MCASA) are eligible to apply for SARC/RFCI funding as outlined below in the Funding Opportunity Description section. A list of eligible rape crisis centers can be found at [https://mcasa.org/assets/files/RCC\\_update\\_2018.pdf](https://mcasa.org/assets/files/RCC_update_2018.pdf).

### B. Non-profit – 501(c)(3)

An organization must provide proof of this status by submitting a copy of its status letter from the IRS with the application. The requirements for obtaining 501(c)(3) status can be found on the Internal Revenue Service website ([www.irs.gov](http://www.irs.gov)); search for Publication 557, "Tax-Exempt Status for Your Organization." If the IRS letter is not available, a letter from your organization's authorized official listing officers, bylaws, and/or articles is permissible until such time that a copy can be obtained from the IRS.

### C. Faith-Based Organizations

Faith-based organizations applying for grant funding do not have to relinquish or modify their religious identity (e.g., remove religious symbols) to be considered eligible applicants. However, grant funding may not be used to fund any inherently religious activity, such as prayer or worship. Organizations may continue to engage in inherently religious activities; however, such activities may not coincide with activities funded by the grant—i.e., such religious activities must be separate (in time and place) from the grant funded activity. Further, any participation in religious activities by individuals receiving services provided under the grant must be voluntary.

## II. PROGRAM DESCRIPTION

### A. Requiring Agency

Governor's Office of Crime Control and Prevention (GOCCP)

### B. Opportunity Title

Sexual Assault/Rape Crisis (SARC) & Rape Crisis Intervention (RFCI)

### C. Funding

The chart below indicates the amounts Rape Crisis Centers are eligible to apply for under the SARC, VOCA, and RFCI applications.

County	Organization	SARC Funding	VOCA Funding	RFCI Funding	Total Funding
Allegany	Family Crisis Resource Center, Inc.	\$100,679	\$15,606	\$4,167	\$120,452.00
Anne Arundel	YWCA of Annapolis and Anne Arundel County	\$104,861	\$111,749	\$4,167	\$220,777.00
Baltimore County/City	TurnAround, Inc.	\$112,893	\$296,384	\$8,334	\$417,611.00
Calvert	Crisis Intervention Center (Calvert County Health Dept)	\$100,803	\$18,443	\$4,167	\$123,413.00
Caroline, Dorchester, Kent, Queen Anne's, Talbot	For All Seasons, Inc.	\$101,550	\$35,637	\$4,167	\$141,354.00

Carroll	Rape Crisis Intervention Service of Carroll County	\$101,511	\$34,738	\$4,167	\$140,416.00
Cecil	DVRCC (Cecil County Dept of Social Services)	\$100,914	\$21,015	\$4,167	\$126,096.00
Charles	Center for Abused Persons	\$101,325	\$30,460	\$4,167	\$135,952.00
Frederick	Heartly House, Inc.	\$102,110	\$48,508	\$4,167	\$154,785.00
Garrett	Dove Center	\$100,273	\$6,256	\$4,167	\$110,696.00
Harford	Sexual Assault/Spouse Abuse Resource Center (SARC, Inc.)	\$102,213	\$50,886	\$4,167	\$157,266.00
Howard	HopeWorks of Howard County	\$102,596	\$59,669	\$4,167	\$166,432.00
Montgomery	VASAP (Montgomery County, Maryland)	\$108,786	\$201,978	\$4,167	\$314,931.00
Prince George's	VASAP (Prince George's General Hospital)	\$107,806	\$179,457	\$4,167	\$291,430.00
Somerset, Wicomico, Worcester	Life Crisis Center, Inc.	\$101,597	\$36,717	\$4,167	\$142,481.00
St. Mary's	Walden-Sierra, Inc.	\$100,951	\$21,855	\$4,167	\$126,973.00
Washington	CASA, Inc.	\$101,332	\$30,642	\$4,161	\$136,135.00
Statewide	Maryland Coalition Against Sexual Assault	\$100,000			\$100,000.00

**D. Submission Date**

March 14, 2019 by 3 PM

**E. Anticipated Period of Performance**

July 1, 2019 to June 30, 2020

**F. Funding Opportunity Description**

Both SARC and RFCI are statewide programs that make counseling and support services available through a network of local, community-based rape crisis service programs that are available in every jurisdiction in Maryland. These programs provide comprehensive services to meet the specific needs of adult and child victims of rape and other sexual offenses and family members affected by the abuse. Having these services available on a local level increases the likelihood that victims will avail themselves of the services and that there shall be appropriate linkages to other community-based services as needed. Services to victims include a 24-hour hotline, counseling, medical accompaniment, and assistance in accessing and using other support services such as legal assistance. Additionally, provision of services and community education fosters a coordinated community approach to serving victims of rape and sexual assault that includes partnerships with law enforcement, courts, hospitals, local departments of social services and other related support agencies.

Applications may include outreach activities designed to reach underserved victims of rape and sexual assault/abuse in the geographic area to be served. These victim populations include, but are not limited to: minorities, vulnerable and elderly populations, individuals with disabilities, individuals with limited English proficiency, persons living in poverty, or persons applying for public assistance.

Additionally, during the 2017 legislative session, Senate Bill 734 passed creating the Sexual Assault Victims Resources Act of 2017 appropriating not less than \$3,000,000 towards the expansion of services provided to designated sexual assault crisis programs.

Allocations for this new funding are outlined in the table above and are as follows:

- At least \$100,000 to the federally recognized sexual assault coalition, MCASA (base funding).
- At least \$100,000 to each of the sexual assault crisis programs certified by MCASA (base funding).
- The balance of the \$3 million will be distributed to each sexual assault crisis program relative to the number of individuals who reside in the geographical area regularly served by the sexual assault crisis program (formula funding).

As per the legislation, a portion of the additional funding (base plus formula) may come from the Victims of Crime Assistance (VOCA) grant program. This year, the formula calculations are based on 2010 U.S. Bureau of the Census data.

Applicants should submit **three (3)** applications under the SARC/RFCI programs to include:

1. One application funded through SARC
2. One application funded through VOCA
3. One application funded through RFCI

***ALL FUNDING IS CONTINGENT UPON GOCCP RECEIVING THE SPECIFIED GRANT FUNDS FROM THE STATE OF MARYLAND AND THE MARYLAND DEPARTMENT OF HEALTH.***

### **III. PROGRAM REQUIREMENTS**

#### **A. Resources and Best Practices**

Applicants are encouraged to refer to the National Sexual Violence Resource Center's list of online resource topics and best practices at <https://www.nsvrc.org/resource-topics>.

#### **B. Grant Requirements - SARC/RFCI**

Rape Crisis Centers funded under SARC/RFCI shall provide specialized support services to adult and minor alleged victims of sexual assault crimes and include a hotline and counseling service. The following list of requirements is derived from Maryland's Sexual Assault Victim Resources Act of 2017:

- Provide information to alleged victims of sexual assault crimes regarding:
  - Criminal prosecutions of sexual assault crimes;
  - Civil law remedies available to victims of sexual assault;
  - Sexual assault evidence collection; and
  - Victim rights; and
- Participate in the sexual assault response team in each county in which the program regularly provides services.

Additionally rape crisis programs shall offer the following services to adult and child victims of rape and sexual offenses:

- Receipt and response to crisis calls on a 24-hour basis;
- Counseling with the alleged victim and his or her friends and relatives to alleviate the immediate crisis;
- Accompaniment for medical services;
- Assistance and support for the victim using mental health, social, medical, police, and legal

- services;
- Information/Referrals;
- Information and education for the general public regarding the prevention and treatment of rape and sexual offenses;
- Other specialized services designed to help adult and child victims and their families.

The following services may also be offered:

- Ongoing counseling;
- Specialized services designed to help adult victims of incest;
- Assistance and support to the victim in legal and judicial proceedings;
- Training of professionals in the community who are involved in the investigation or prosecution of sexual offenses or the provision of services to victims.

### C. Grant Requirements - VOCA

VOCA establishes eligibility criteria that must be met by all organizations that receive VOCA funds. These funds are to be awarded to sub-recipients only for providing services to victims of crime through their staff. Each sub-recipient organization shall meet the following requirements:

- Public or Non-profit Organization: To be eligible to receive VOCA funds, organizations must be operated by public or nonprofit organizations, or a combination of such organizations, and provide services to crime victims.
- Record of Effective Services: Demonstrate a record of providing effective services to crime victims. This includes having the support and approval of its services by the community.
- Volunteers: Sub-recipient organizations must use volunteers unless the state grantee determines there is a compelling reason to waive this requirement. If sub-recipients are not using volunteers, a volunteer waiver must be submitted with a detailed explanation for such request. The VOCA regulations provide that only compelling reasons are sufficient for volunteer waivers.
- Promote Community Efforts to Aid Crime Victims: Promote, within the community, coordinated public and private efforts to aid crime victims. Coordination may include, but is not limited to, serving on state, federal, local task forces, commissions, working groups, coalitions, and/or multi-disciplinary teams. Coordination efforts also include developing written agreements that contribute to better and more comprehensive services to crime victims. Coordination efforts qualify an organization to receive VOCA victim assistance funds, but are not activities that can be supported with VOCA funds.
- Help Victims Apply for Compensation Benefits: Such assistance may include identifying and notifying crime victims of the availability of compensation, assisting them with application forms and procedures, obtaining necessary documentation, and/or checking claim status.
- Comply with Federal Rules Regulating Grants: Sub-recipients must comply with the applicable provisions of VOCA, the Program Guidelines, and the requirements of the OJP Financial Guide. The OJP Financial Guide is available online at: [https://ojp.gov/financialguide/doj/pdfs/DOJ\\_FinancialGuide.pdf](https://ojp.gov/financialguide/doj/pdfs/DOJ_FinancialGuide.pdf)
- Maintain Civil Rights Information: Maintain statutorily required civil rights statistics on victims served by race, national origin, sex, age, and disability, within the timetable established by the state grantee; and permit reasonable access to its books, documents, papers and records to determine whether the sub-recipient is complying with the applicable civil rights laws. This requirement is waived when providing a service, such as telephone counseling, where soliciting the information may be inappropriate or offensive to the crime victim.
- Comply with State Criteria: Sub-recipients must abide by any additional eligibility or service criteria as established by the state grantee including submitting statistical and programmatic information on the use and impact of VOCA funds, as requested by the grantee.
- Services to Victims of Federal Crimes: Sub-recipients must provide services to victims of federal crimes on the same basis as victims of state/local crimes.
- No Charge to Victims for VOCA (Funded Services): Sub-recipients must provide services to crime victims, at no charge, through the VOCA-funded project.
- Client Counselor and Research Information Confidentiality: Maintain confidentiality of client-counselor information, as required by state and federal law.
- Confidentiality of Research Information: Except as otherwise provided by federal law, no

recipient shall use or reveal any research or statistical information furnished under this program by any person and identifiable to any specific private person for any purpose other than the purpose for which such information was obtained in accordance with VOCA.

#### **D. Grant Requirements - VOCA**

Grantees will be required to track and measure program outputs and outcomes. Outputs and outcomes must be recorded and submitted to GOCCP on a quarterly basis.

The following is a sample list, and is not all inclusive of all potential outputs and outcomes that may be included in the final awards:

- Number of victims served.
- Number of victims who felt safer as a result of this program.
- Number of victims who felt more self sufficient as a result of this program.
- Number of victims who felt more informed of the services available as a result of this program.
- Number of victims who felt more informed of their rights as a result of this program.
- Number of new human trafficking victims served.
- Number of human trafficking victims served.

### **IV. APPLICATION PROCESS**

Applicants are required to apply for grant funding through GOCCP's web-based application process, which may be accessed through the homepage: [www.goccp.maryland.gov](http://www.goccp.maryland.gov) by clicking on **GRANTS MANAGEMENT SYSTEM**, or going directly to the login screen using the web URL: <https://grants.goccp.maryland.gov>.

**In order to use the Office's web-based application you must have a User ID.**

If you have *not* previously applied through the web, go to the following web URL to obtain instructions and the information required to obtain a User ID and password: <http://goccp.maryland.gov/grants/requesting-access/>

The last day to request a User ID is February 20, 2019. If you have previously applied through the web, use your existing User ID and password.

If you have previously applied to GOCCP, but *do not have your User ID*, or are having *technical issues with the system*, contact the GOCCP Helpdesk via email at [support@goccp.freshdesk.com](mailto:support@goccp.freshdesk.com) for assistance.

If you need assistance completing the program specific information required in the online application, please contact Ellen Blonder at 410-697-9293 or [Ellen.Blonder@maryland.gov](mailto:Ellen.Blonder@maryland.gov).

**The online application must be submitted no later than 3:00 PM on March 13, 2019.**

### **V. TRAINING/TECHNICAL ASSISTANCE (TA)**

To help applicants prepare and submit applications that reflect GOCCP's established guidelines and procedures, training is provided through training videos posted on the GOCCP website. These may be accessed through the following URL: <http://goccp.maryland.gov/grants/gms-help-videos/>.

Please review the training videos prior to beginning your application to become familiarized with system guidelines, fiscal review and tips, civil rights requirements, etc.

Additionally, instructions for completing the online application can be found at <http://goccp.maryland.gov/grants/programs/>. Applicants are encouraged to review these instructions prior to completing the online application. The narrative section of the application

should be completed in an outline-style format (retaining all numbering, lettering, and section headers).

## **VI. IMPORTANT DATES**

Deadline to Request a User ID	February 20, 2019
Deadline to Submit an Online Application	March 13, 2019
Letters of Intent/Denial Letters Emailed	May 1, 2019
Award Packets Emailed	June 1, 2019
Sub-award Start Date	July 1, 2019
Sub-award End Date	June 30, 2020

## **VII. APPLICATION EVALUATION**

GOCCP conducts an internal review of all formula grant applications to ensure applicants adhere to the Notice of Funding Availability eligibility criteria and program requirements. GOCCP will also assess the merits of the proposed program in each of the required areas outlined in the Notice of Funding Availability Application Instructions located at

<http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf>):

Particular emphasis will be placed on the following sections of the application:

- Program goals and objectives
- Program strategy/program logic
- Performance measurement (outputs, outcomes, and impacts)
- Spending plan and Budget (reasonableness, cost effectiveness, detailed justification per line item)

Important Note: Due to legislative provisions that restrict GOCCP from making structural changes to these funding sources this fiscal year, a grant will be awarded for each funding source (SARC, SARC/VOCA, and RFCI). However, a more streamlined application process is detailed below, with the purpose of saving each applicant time and unnecessary steps in the application and award process:

- GOCCP will continue to allow applicants to copy and paste the narrative for SARC, RFCI and VOCA (as applicable) for each application; the budget of each application will be the only section that needs to be unique and specific to the funding source.
- GOCCP encourages each center to use its smaller awards first, when possible. Awards can be closed once the funding has been spent, therefore minimizing the number of quarterly reports needed.

## **VIII. FUNDING SPECIFICATIONS**

### **A. Funding Cycle**

Commencement of awards funded under SARC/RFCI for FY 2020 will begin July 1, 2019 and end on June 30, 2020. Funds are paid on a reimbursable basis.

### **B. Allowable Costs for Direct Services**

#### SARC/RFCI

The following is a listing of services, activities, and costs that are eligible for support with SARC/RFCI funds within a sub-recipient's organization:

- Personnel
- Counseling
- Medical accompaniment
- Assistance with supportive services such as mental health, social, medical, law enforcement, and legal services
- Information/referrals
- Hotlines
- Other specialized services designed to help adults and child victims and their families

### **Other Allowable Costs**

The services, activities, and costs listed below are not generally considered direct crime victim services, but are often a necessary and essential activity to ensure that quality direct services are provided. Before these costs can be supported with SARC/RFCI program funds, GOCCP and the sub-recipient must agree that direct services to crime victims cannot be offered without the support for these expenses, that the sub-recipient has no other source of support for them, and that only limited amounts of SARC/RFCI funds will be used for these purposes.

- Skills training for staff
- Training material
- Training related travel
- Equipment and furniture

### VOCA

The following is a listing of services, activities, and costs that are eligible for support with VOCA grant funds within a sub-recipient's organization:

- Immediate health and safety
- Mental health assistance
- Assistance with participation in criminal justice proceedings
- Legal assistance
- Forensic interviews
- Public awareness
- Transitional housing
- Costs necessary and essential to providing direct services
- Coordination of activities
- Personnel costs
- Restorative justice

### **Other Allowable Costs and Services**

The services, activities and costs listed below are not generally considered direct crime victim services, but are often a necessary and essential activity to ensure that quality direct services are provided. Before these costs can be supported with VOCA funds, GOCCP and the sub-recipient must agree that direct services to crime victims cannot be offered without the support for these expenses; that the sub-recipient has no other source of support for them; and that only limited amounts of VOCA funds will be used for these purposes. The following list provides examples of such items:

- Skills training for staff
- Purchasing training materials
- Training related travel
- Equipment and furniture
- Advanced technologies
- Contracts for professional services
- Operating costs
- Supervision of direct service providers

### **C. Unallowable Costs**

#### SARC/RFCI

The following services, activities, and costs cannot be supported with SARC/RFCI funds at the sub-recipient level:

- Lobbying and administrative advocacy
- Property Insurance
- Food/beverage for meetings, conferences, training, or other events
- Fundraising

## VOCA

The following services, activities, and costs cannot be supported with VOCA funds at the sub-recipient level:

- Lobbying and administrative advocacy
- Research and studies
- Active investigation and prosecution of criminal activities
- Fundraising
- Capital expenses
- Compensation for victims of crime
- Medical care
- Salaries and expenses of management - executive directors, board members, and other administrators (with exceptions)
- Perpetrator Rehabilitation and Counseling
- Property Insurance
- Food/Beverage
- Trinkets (items such as hats, mugs, portfolios, t-shirts, coins, gift bags, etc., regardless of whether they include the conference name or OJP/DOJ logo) must not be purchased with DOJ funds as giveaways for conferences. Basic supplies that are necessary for use during the conference (e.g., folders, name tags) may be purchased.

Refer to the VOCA Final Rule at

<https://www.govinfo.gov/content/pkg/FR-2016-07-08/pdf/2016-16085.pdf>, for a complete listing of federal allowable and unallowable costs.

**The list above is not exhaustive. GOCCP reserves the right to make additional budget reductions/restrictions and adjustments at its discretion.**

### **D. Consultant Rates**

The limit for consultant rates is \$650 per day.

## **IX. DISTRIBUTION OF FUNDS & REPORTING REQUIREMENTS**

GOCCP will distribute awarded funds to grantees on a quarterly reimbursement of expenditures basis following the timely submission of corresponding quarterly fiscal and programmatic reports. These reports must be submitted through the Grants Management System. All programmatic electronic reports are due within 15 calendar days of the end of each quarter. Financial electronic reports are due within 30 calendar days of the end of each quarter. All reporting activity occurs through the Grant Management System, using the same User ID and password that were used for the application process.

For further post-award instructions, read the Special Conditions specific to your award in the GMS and read the General Conditions which can be found at:

<http://www.goccp.maryland.gov/grants/general-conditions.php>.

GOCCP provides an exception for monthly reporting to non-profit entities that have applied for Domestic Violence, Family Violence Prevention and Services Act, Rape Crisis Intervention, Community Sexual Violence Prevention, Sexual Assault/Rape Crisis, Victims of Crime Act and Violence Against Women Act (awards must be over \$50,000) funds. The *Non-Profit Reimbursement Request* form is included with this Notice of Funding Availability and should be submitted with each application by uploading the form in the documents section in the Grants Management System.

### **A. Electronic Funds Transfer (EFT)**

GOCCP encourages the use of electronic funds transfer (EFT). To obtain the appropriate form, the address to submit the form, and a general overview, including FAQs, refer to the following website:

[http://comptroller.marylandtaxes.gov/Vendor\\_Services/Accounting\\_Information/Static\\_Files/GADX10Form20150615.pdf](http://comptroller.marylandtaxes.gov/Vendor_Services/Accounting_Information/Static_Files/GADX10Form20150615.pdf).

**B. Match**

SARC/RFCI

There is no match required for SARC/RFCI funding.

VOCA

There is a 20% non-federal cash or in kind match required under this application for VOCA funding. Cash or in kind resources used as match must be directly related to the project goals and objectives, documented, and clearly show the source, amount, and timing of all match contributions. Additionally, sources of match are restricted to the same uses allowed under the VOCA program and must be documented in the same manner as VOCA program funds (including financial and programmatic reports).

For guidance on calculating match please refer to the match calculator located at <http://goccp.maryland.gov/grants/tips-and-guidance/grant-match/>.

**C. Supplanting, Transparency, and Accountability**

Federal funds must be used to supplement existing state and local funds for program activities and must not replace those funds that have been appropriated for the same purpose. See the Office of Justice Programs Financial Guide (Part II, Chapter 3). There are strict federal laws against the use of federal funds to supplant current funding of an existing program. Jurisdictions must provide assurances and certifications as to non-supplanting and the existence of proper administrative/financial procedures.

A strong emphasis is being placed on accountability and transparency. Grantees must be prepared to track, report on, and document specific outcomes, benefits, and expenditures attributable to the use of grant funds. Misuse of grant funds may result in a range of penalties to include suspension of current and future funds and civil/criminal penalties.

## **X. APPLICATION CHECKLIST**

### **What an Application Should Include:**

- Face Sheet
- Project Summary
- Narrative
  - Problem Statement/Needs Justification
  - Program Goals
  - Program Strategy
  - Program Measurement
  - Timeline
  - Spending Plan
  - Management Capabilities
  - Sustainability
- DUNS/SAM Registration
- Budget and Budget Justification
  - Personnel
  - Operating Expenses
  - Travel
  - Contractual Services
  - Equipment
  - Other
- Indirect Cost Rate Agreement or Documentation Supporting Use of the De minimis Indirect Cost Rate (if applicable)
- Budget Prioritization
- Certified Assurances
- Certification Regarding Lobbying
- Audit Findings/Corrective Action Plan (if applicable)
- Single Audit Requirements (if applicable)
- Proof of 501 (c)(3) Status (if applicable)
- Non-Profit Reimbursement Request Form (if applicable)

More information on each item above can be found in the NOFA Application Instructions found here:  
<http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf>.



**NON-PROFIT REIMBURSEMENT FORM  
SARC / RFCI**



Non-Profit Agency Name:

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If awarded, I would like to request...

A monthly reimbursement. \*If checked, complete justification below.

A quarterly reimbursement.

The reason that our organization needs monthly reimbursement is as follows:

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Signed,

\_\_\_\_\_  
Authorized Official

\_\_\_\_\_  
Date

## SEXUAL ASSAULT / RAPE CRISIS PROGRAM QUARTERLY STATISTICAL REPORT

Agency  
Name \_\_\_\_\_

Grant Award # \_\_\_\_\_ Reporting Quarter \_\_\_\_\_

If a Section is Non –Applicable, please put N/A in the space provided.

### Section I

NUMBER OF <u>NEW</u> INDIVIDUALS SERVED DURING QUARTER	QUARTER	YTD
1. NUMBER OF NEW INDIVIDUALS SERVED (Adult and Child Total)		
2. NUMBER OF INDIVIDUALS WAITLISTED/TURNED AWAY		
3. NUMBER OF INDIVIDUALS WHO RECEIVED HOTLINE SERVICES		
4. NUMBER OF INDIVIDUALS WHO RECEIVED CRISIS INTERVENTION SERVICES		

### Section II

NUMBER OF INDIVIDUALS RECEIVING THE FOLLOWING SERVICES (NEW AND ONGOING)	QUARTER	YTD
1. TOTAL NUMBER OF INDIVIDUALS RECEIVING SERVICE		
2. HOTLINE CALLS		
3. CRISIS INTERVENTION		
4. INDIVIDUAL COUNSELING		
5. GROUP COUNSELING		
6. LEGAL SERVICES/ACCOMPANIMENT		
7. MEDICAL ACCOMPANIMENT		
8. INFORMATION and REFERRAL to COMMUNITY RESOURCES		
9. ASSISTANCE and SUPPORT with OTHER SYSTEMS (i.e. mental health, social, medical, police, legal)		
10 OTHER SERVICES - ADULT (Please Specify)		
11 OTHER SERVICES – CHILD (Please Specify)		

### Section III

COMMUNITY EDUCATION/PROFESSIONAL TRAINING ACTIVITIES	QUARTER	YTD
1. NUMBER OF COMMUNITY EDUCATION PRESENTATIONS		
2. NUMBER OF INDIVIDUALS ATTENDING COMMUNITY EDUCATION PRESENTATIONS		
3. NUMBER OF PROFESSIONAL TRAININGS FOR INDIVIDUALS		
4. NUMBER OF INDIVIDUALS ATTENDING PROFESSIONAL TRAININGS		

Section IV  
 DEMOGRAPHICS  
 DEMOGRAPHICS FOR ALL NEW VICTIMS SERVED

RACE	QUARTER	YTD
White		
Black or African American		
Asian		
Native Hawaiian and Other Pacific Islanders		
American Indian/Alaskan Native		
Some Other Race		
Two or More Races		
Hispanic or Latino		
Unknown		

GENDER/AGE	QUARTER	YTD
Female 0-12		
Female 13-17		
Female 18-24		
Female 25-59		
Female 60 and over		
Male 0-12		
Male 13-17		
Male 18-24		
Male 25-59		
Male 60 and over		
Unknown		

EDUCATION	QUARTER	YTD
No School		
Student		
Some School (but no High School)		
Some High School (but did not graduate)		
High School Graduate or G.E.D.		
Some College (but did not graduate)		
College Undergraduate Degree Obtained		
Advanced Degree Obtained		
Vocational/Technical Certificate/Degree		
Unknown		

SOURCE OF INCOME	QUARTER	YTD
Salary/Wages		
Alimony		
Child Support		
EAFIC		
TCA		
TDAP		
Retirement/Pension		
Social Security		
Unemployment Compensation		
No Income		
Other (please specify)		

MARITAL STATUS	QUARTER	YTD
Single (Never Married)		
Married		
Separated		
Divorced		
Widowed		
Unknown		

DISABILITY	QUARTER	YTD
Physical Disability		
Developmental Disability		
Other Special Needs (please specify)		

ESTIMATED MONTHLY INCOME	QUARTER	YTD
0-\$500		
\$501-\$816		
\$817-\$1100		
\$1101-\$1667		
\$1667+		
Unknown		

PRIMARY LANGUAGE SPOKEN WITHIN THE HOME (OTHER THAN ENGLISH)	QUARTER	YTD
Spanish		
Chinese		
French		
Tagalog		
German		
Vietnamese		
Korean		
Other		
Unknown		

Name of Preparer (Please Print) \_\_\_\_\_

Phone # \_\_\_\_\_

Signature of Preparer \_\_\_\_\_

Date: \_\_\_\_\_