



**Family Violence Prevention Service Act
Sexual Assault American Rescue Plan (SA ARP)
Supplemental Funding**

Support for Sexual Assault Survivors
Statutory Authority - American Rescue Plan § 2204(d)

White Paper Solicitation for Proposals
Submission Deadline: May 31, 2023

Maryland Coalition Against Sexual Assault
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301.328.7023 - mcasa.org

In the spring of 2021 Congress passed and President Biden signed into law the American Rescue Plan Act of 2021 (ARP), a \$1.9 trillion economic stimulus bill designed to speed up America’s recovery from the economic and health effects of the COVID-19 pandemic. With the passage of this bill, the Family Violence Prevention and Services Act (FVPSA) received a historic investment for rape crisis centers and sexual assault programs to support sexual assault survivors impacted by the COVID-19 public health emergency.

The purpose of the ARP Grants to Support Survivors of Sexual Assault is to assist with the transition to virtual/remote services for rape crisis centers, sexual assault programs, and culturally specific programs that provide crisis services, support services, and assistance to survivors of sexual assault, and to support the increased emergency needs of sexual assault survivors as a result of the COVID-19 public health emergency.

Maryland’s Governor’s Office of Crime Prevention, Youth, and Victim Services has awarded funding to the Maryland Coalition Against Sexual Assault (MCASA), the federally recognized state sexual assault coalition, to administer and act as a pass-through for this funding. This solicitation is the mechanism for seeking applications for subgrants.

Funding Mechanism:	Subgrant
Estimated Total Available Funding:	\$2,486,458
Estimated Total Number of Awards:	20
Estimated Award Amount:	Up to \$100,000 per grantee an additional \$25,000 if partnering with another RCC or CSO
Length of Project Period:	Up to 18 months ¹
Proposed budgets:	Up to \$100,000 (single organization) Up to \$125,000 (single primary organization with additional organization as a partner)

PURPOSE

The Maryland Coalition Against Sexual Assault announces the solicitation of proposals for the COVID-19 FVPA ARP SA Grant – Support for Sexual Assault Survivors grant program from the Governor’s Office of Crime Prevention, Youth, and Victim Services and the U.S. Department of Health and Human Services (DHHS). This program will provide funding for rape crisis/sexual assault programs (RCCs) and culturally specific organizations (CSO) to prevent, prepare for, and respond to the coronavirus pandemic. In lieu of the Notice of Funding Availability (NOFA) process, MCASA is accepting abbreviated applications from current

¹ The project period for all of the ARP Grants to Support Survivors of Sexual Assault is October 1, 2020, through September 30, 2025, unless a no-cost extension is requested within 90 days of the project end date and subsequently approved.

eligible entities through this White Paper Solicitation.

LETTER OF INTENT

Letters of intent to apply for grant funding are encouraged. Letters should include the name of the organization(s) that will be submitting an application, a brief description of the elements of the project to be funded, and how much money will be requested. Letters of intent should be submitted via email to mgrants@mcasa.org with the subject line Letter of Intent, SA ARP, [NAME OF ORGANIZATION]. Letters of intent should be received by MCASA by May 12, 2023.

MCASA reserved the right to make an award even if a letter of intent was not filed

ELIGIBLE APPLICANTS

Eligible applicants are:

- Rape Crisis Centers (RCCs) – Eligible rape crisis centers are listed at [https://mcasa.org/assets/files/Maryland Rape Crisis Recovery Centers 10.2022.pdf](https://mcasa.org/assets/files/Maryland_Rape_Crisis_Recovery_Centers_10.2022.pdf). Maryland's 17 RCCs are compliant with a set of shared program standards developed in conjunction with MCASA. Each year MCASA works with each RCC to certify their compliance with these standards. The term "rape crisis center" means a nonprofit, or governmental agency that provides intervention and related assistance to survivors of sexual assault without regard to their age. In the case of a governmental entity, the entity may not be part of the criminal justice system (such as a law enforcement agency) and must be able to offer a comparable level of confidentiality as a nonprofit entity that provides similar victim services. See 34 U.S.C. §12291(a)(25).
- Culturally Specific Organizations (CSOs) - Including organizations which are community-based and provide culturally specific services and support mechanisms, including outreach activities for underserved communities. For purposes of this supplemental funding, "underserved population," "underserved communities," or "people who have been historically underserved " should be read to be consistent with FVPSA statutory and regulatory definitions (at 42 U.S. Code § 10402 (14) and 45 CFR part 1370.2). For reference, the definition at 45 CFR part 1370.2 is given here: "Underserved populations means populations who face barriers in accessing and using victim services, and includes populations underserved because of geographic location, religion, sexual orientation, gender identity, underserved racial and ethnic populations, and populations underserved because of special needs including language barriers, disabilities, immigration status, and age. Individuals with criminal histories due to victimization and individuals with substance use disorders and mental health issues are also included in this definition. The reference to racial and ethnic populations is primarily directed toward racial and ethnic minority groups (as defined in section 1707(9) of the Public Health Service Act (42 U.S.C.300(u-6) (g)), which means American Indians (including Alaska Natives, Eskimos, and Aleuts); Asian American; Native Hawaiians and other Pacific Islanders; Blacks; and Hispanics. The term "Hispanic" or "Latino" means individuals whose origin is Mexican, Puerto Rican, Cuban, Central or South American, or any other Spanish speaking country. This underserved populations definition also includes other population Page 5 of 26 categories determined by the Secretary [of Health and Human Services] or the Secretary's designee to be underserved." CSOs must either possess

expertise on serving survivors of sexual violence or partner with a RCC to be eligible for these funds.

Organizations must have 501(c)(3) status to be eligible for funding. If an organization with 501(c)(3) status would like to partner with an organization that does not currently have this designation, please contact MCASA at mgrant@mcasa.org or 301.328.7023 to discuss fiscal and programmatic capacity.

PROGRAM REQUIREMENTS

ARP SA funding is to ensure the provision of direct supportive services for survivors of sexual assault and their dependents in relation to COVID-19. ***This includes supporting existing services and sustaining services and programs created during the COVID-19 pandemic to support sexual assault survivors.*** Specifically, the application narrative needs to be responsive to the prevention of, preparing for, and response to the coronavirus pandemic. In addition, applications must align with at least one of the Governor’s Office of Crime Prevention, Youth, and Victim Services’ goals related to victim services - *Sexual Assault Victim Safety* (Service Provider Needs (including workforce supports), Hotel Stay, COVID-19 Personal Protective Equipment (PPE) Needs for All Survivors and Direct Services Staff, Cleaning Supplies) and *Sexual Assault Victim Self-Sufficiency* (Food, Clothing, Emergency Necessities, Bus Tickets, and Other Transportation, Employment Services, and Child Care Needs for Essential Staff). Funds *may not be used solely* for survivors who are in intimate relationships with the perpetrator but may be used to support survivors of intimate partner sexual assault if non-intimate partner sexual assault survivors are also provided with *significant* services. Applications must include a description of how funds will be used to support survivors of non-intimate partner sexual assault survivors.

Prevent – Activities that assist sexual assault survivors by providing virtual services, supportive services, temporary housing assistance, mobile advocacy services, and supplies that will ensure survivors of sexual assault receive the care, support and services they need while reducing their exposure to and risk of contracting the COVID-19 virus.

- Provide virtual services, temporary housing options, and supportive services to survivors of sexual assault including paying for the operating, staffing, and administrative expenses of the facilities for rape crisis/sexual assault programs, and culturally specific programs:
 - ARP SA funding can be used to provide temporary refuge in conjunction with supportive services and in compliance with applicable state law or regulations, including:
 - Housing provision including assistance on locating and securing safe and affordable permanent housing and homelessness prevention services
 - Rental subsidies and rental assistance
 - Temporary refuge or lodging in individual units such as apartments (which is not required to be owned, operated, or leased by the program);

- Safe homes
- Hotel or motel vouchers.
- Provide prevention services, including outreach to underserved populations to increase virtual access to sexual assault services and reduce the exposure to and risk of contracting the COVID-19 virus
- Strengthen partnerships with local and state public health authorities, local health departments, emergency services managers, health care providers, culturally specific community-based organizations, LGBTQ+ organizations, and rape crisis centers/sexual assault programs to improve emergency operations throughout the COVID-19 public health emergency.

Prepare –Activities that provide training, information, and assistance necessary to ensure the continuity of rape crisis centers. Assessing the needs of survivors and continuing to implement ways to reduce the exposure to and risk of contracting the COVID-19 virus for both survivors and service providers.

- Support survivors of sexual assault to make decisions related to their ongoing safety and well-being during the COVID-19 public health emergency
- Help maintain the capacity to provide services for sexual assault survivors, including age-appropriate individual and group counseling, supportive services, peer support groups, referral to community-based services to assist survivors of sexual assault, and culturally relevant and linguistically appropriate services during the COVID-19 public health emergency.

Respond – Activities and technical assistance for ensuring the continuity of rape crisis center services and culturally specific programs during the COVID-19 public health emergency, which includes responding to issues such as adapting to fluctuating needs and changing circumstances. Provide advocacy, case management services, and information and referral services concerning issues related to sexual assault services, including:

- Assistance in accessing related federal and state financial assistance programs
- Legal advocacy to assist survivors and their dependents
- Medical advocacy, including provision of referrals for appropriate health care services (including mental health, alcohol, and drug abuse treatment), but which shall not include reimbursement for any health care services
- Assistance locating and securing safe and affordable permanent housing and homelessness prevention services
- Provision of transportation, childcare, respite care, job training, and employment services, financial literacy services and education, financial planning, and related economic empowerment services
- Parenting and other educational services for survivors and their dependents
- Provide direct crisis intervention services, including counseling, mobile advocacy, telehealth, peer support, and in-person assistance. Mobile advocacy allows for advocates to work out in the community in order to support sexual

assault survivors wherever it is safe and convenient for the survivor.

Workforce Expansions, Capacity Building, and Supports

The SA ARP Grants to Support Survivors of Sexual Assault can be used for workforce-related expansions and supports:

- Expenses to secure and maintain adequate personnel to carry out sexual assault services, COVID- 19 mitigation strategies, implementation of mobile advocacy services, or virtual and remote services implementation may be considered allowable costs under applicable HHS regulations if the activity generating the expense and the expenses are necessary to secure and maintain adequate personnel. Please review HHS regulations 45 CFR § part 75 “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards,” Subpart E—Cost Principles, <https://www.ecfr.gov/current/title-45/subtitle-A/subchapter-A/part-75/subpart-E?toc=1>. Such expenses may include:
 - Hiring bonuses and retention payments
 - Childcare (for staff)
 - Transportation subsidies (for staff)
 - Other fringe or personal benefits authorized by HHS regulations ([45 CFR part 75](#))

The purpose of these allowable workforce capacity building expenses is to ensure the continuity of sexual assault services in local communities by allowing supplement funding to be used to sustain an advocacy workforce to prevent, prepare for, and respond to the needs of sexual assault survivors impacted by the COVID-19 public health emergency.

COST SHARING AND MATCHING REQUIREMENTS

No match is required for these supplemental grant award(s).

EVIDENCE OF EXPERIENCE AND CREDENTIALS

Grant recipients must demonstrate infrastructure and financial capacity for delivering programmatic and financial requirements of the grant.

- The applicant must be directly involved in providing supporting services appropriate to the grant including, but not limited to: direct or referral-based advocacy on behalf of sexual assault survivors and their dependents, counseling, case management, employment services, referrals, transportation services, legal advocacy or assistance, child care services, health, behavioral health and preventive health services, culturally and linguistically appropriate services, and other services that assist survivors or their dependents in recovering from the effects of the violence (45 CFR § 1370.2). CSOs must either possess expertise on serving survivors of sexual violence or partner with a RCC or MCASA to be eligible for these funds.
- The applicant must currently have access to electronic devices, such as computers,

tablets, and smartphones, to provide services for survivors through a secure platform; **or** the applicant must intend to purchase such equipment and devices with this application in order to provide relevant services. These services will enable sexual violence programs to support survivors and their children via an internet connection, web portal, and two-way live video platforms.

- The applicant must have a financial management system that can identify the source and application of grant funds and that can provide for effective control and accountability for all funds, property, and other assets
- The applicant must be in compliance with all applicable local (city, county) and state licensing, accreditation, and certification requirements, as of the due date of the application
- The applicant must be able and willing to accept funds electronically through ETF (electric funds transfer) or direct deposit. No funds will be distributed via paper checks.

APPLICATION AND SUBMISSION INFORMATION

REQUIRED APPLICATION COMPONENTS

1. **Program Narrative** – Provide a narrative which describes your project as it relates to the following objective: **The project narrative should be no longer than 10 double-spaced pages, with 12 point font, and one inch margins.**
 - To assist with the transition or sustain virtual/remote services for rape crisis centers, sexual assault programs, and culturally specific programs that provide crisis services, support services, and assistance to survivors of sexual assault
 - Support the increased emergency needs of sexual assault survivors as a result of the COVID-19 public health emergency and reduce the exposure and risk of COVID-19 to survivors of sexual assault and their dependents
 - Secure and maintain adequate personnel to carry out sexual assault services through workforce expansion, capacity building and supports
2. **Budget Information Form** - All applicants must submit a standardized summary budget form using the budget template provided in *Appendix A - MCASA SA ARP, Budget Form AGENCY NAME - TEMPLATE BLANK* . An example of the budget information form is provided in *Appendix B – MCASA SA ARP, Budget Form EXAMPLE*

PLEASE NOTE: *The SA ARP Grants to Support Survivors of Sexual Assault will be used to supplement and **not supplant** other federal, state, and local public funds in accordance with 42 U.S.C § 10406(c)(6).*

3. **Budget Narrative and Supporting Documents** – Provide detailed costs for the project period, for each class category, with calculations for how each cost is derived. A sample budget narrative is included in *Appendix C - MCASA SA ARP, Budget Narrative – EXAMPLE* and includes guidance for each section. Please review this document carefully.

Other Supporting Documentation - The applicant will need to include supporting documentation pertinent to reviewing your application including, but are not limited to:

Organizational Documents, i.e.

- Articles of Incorporations
- Bylaws
- IRS Determination Letter
- License or Certifications (if applicable)
- Last two (2) years of 990s for non-governmental organizations
- Audit Findings and Corrective Action Plans in the last two (2) years (ONLY if applicable. Do not send copies of audited financial statements)
- Organization Capacity Questionnaire (enclosed *Appendix D - MCASA SA ARP, Subrecipient Organizational Capacity Questionnaire*)
- If partnering with another organization a Letters of Commitment is required from that organization or agency.
- Confirmation that the applicant can receive funding transfers electronically
- Awards Similar to Subaward Form (*Appendix I - MCASA SA ARP Similar Awards Form*)

4. **Certified Assurances** - All applicants must read and sign the Certified Assurances form following this White Paper Solicitation (*Appendix F - MCASA SA ARP Certified Assurances*).
5. **Certification Regarding Lobbying** – All applicants must read and sign the Certification Regarding Lobbying form following this White Paper Solicitation (*Appendix G - MCASA SA ARP Certification Regarding Lobbying*).
6. **Program Standards Self Certification Form** – Certification under Criminal Procedure §11-923(f) is required for comprehensive rape crisis/sexual assault program to be eligible for this funding. The program standard’s self-certification form is *Appendix H - MCASA CSAP certification through June 30 2022*, of this document and can be submitted as part of this grant application. Programs must continue to be certified as required in order to remain eligible for funding and funding may be terminated if a program is in substantial non-compliance with certification and related program standards.

SUBMISSION REQUIREMENTS

MCASA has implemented a streamlined application process and timeline for submitting applications. Applications are due via email to mgrants@mcasa.org, subject Application, SA ARP, [NAME OF ORGANIZATION] by **11:59 PM** (Eastern Time) on **May 31, 2023**.

Each entity will receive only **one** award from this announcement. Funds will be distributed on a rolling basis and MCASA will issue an official Award Letter to grantees whose applications have been approved for funding.

FUNDING LIMITATIONS/RESTRICTIONS

The funding restrictions for this period are as follows:

Ineligible Costs

The following are ineligible costs:

- Direct payment to survivors
- Construction costs
- Renovation costs
- Food/beverage for meetings, conferences, training, or other events
- Lobbying and administrative advocacy

Salary Restrictions

The Departments of Labor, Health and Human Services, and Education, and Related Agencies Appropriations Act, 2021, and Consolidated Appropriations Act, 2021, (Division H, Title II, Sec. 202), limit the salary amount that may be awarded and charged to ACF grants and cooperative agreements. Award funds issued under this announcement may not be used to pay the salary of an individual at a rate in excess of Executive Level II. The Executive Level II salary of the "Rates of Pay for the Executive Schedule" is \$199,300. This amount reflects an individual's base salary exclusive of fringe benefits and any income that an individual may be permitted to earn outside of the duties of the applicant organization. This salary limitation also applies to subawards and subcontracts under an ACF grant or cooperative agreement.

<https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2021/EX.Qgf>.

Applicants responding to this announcement may request funding for a project period of up to 18 months, at no more than \$100,000 for a single RCC or CSO, \$125,000 for a RCC working in partnership with one (1) CSO or a CSO working in partnership with one (1) RCC. The funding opportunity is non-competitive and applicants may be awarded funding in an amount less than \$100,000, at the discretion of the Maryland Coalition Against Sexual Assault (MCASA).

SA ARP GRANT REPORTING REQUIREMENTS

Maryland Coalition Against Sexual Assault (MCASA) will monitor grant recipients via regular reporting of key statistics and narrative data as a condition of award funding. Grant recipients will be required to elect either monthly or quarterly distributions and will be subject to the programmatic and financial reporting requirements included in the Reporting Schedule below. MCASA will review all monthly or quarterly expenditures to ensure compliance and allowability of costs. The reviews and monitoring MCASA conducts will include: Progress Reports, Performance Measures, Financial Reports, and standard FVPSA required statistics. MCASA staff will provide tools and resources for complying with expenditures reporting. Desk site visits, audits, regular communication, and more reporting may also be required, as required by federal and state regulation or otherwise requested.

As stated above, SA ARP grantees must also comply with FYPSA reporting requirements. An example for the FYPSA reporting form is provided in *Appendix E - MCASA SA ARP, Standard FVPSA Statistics Report Form*.

PLEASE NOTE: An application funded with the release of federal funds through a grant award does not constitute or imply compliance with federal regulations. Funded organizations are responsible for ensuring that their activities comply with all applicable federal regulations. Please review all HHS regulatory provisions for Termination at 45 CFR § 75.372.

Funding Termination

The performance of work under this award may be terminated by MCASA in accordance with this clause in whole, or in part, whenever MCASA determines that such termination is in the best interest of MCASA and the grantee. If the subrecipient fails to fulfill obligations under this award properly and on time, or otherwise violates any provisions of the subaward, MCASA may terminate the award by written notice to the subrecipient. The notice shall specify the acts or omissions relied upon as cause for termination. MCASA will pay all reasonable costs associated with this program that the subrecipient has incurred prior to the date of termination, and all reasonable costs associated with the termination of the subaward. When an award is terminated or partially terminated, the awarding agency or pass-through entity and the recipient or subrecipient remain responsible for compliance with the requirements in 2 C.F.R. § 200.343 (Closeout) and 2 C.F.R. § 200.344 (Post-closeout adjustments and continuing responsibilities).

MCASA SA ARP Grant Reporting Schedule		
Month of Service	Programmatic Reports Due	Financial Reports Due
July 2023		August 15, 2023
August 2023		September 15, 2023
September 2023	October 10, 2023	October 15, 2023
October 2023		November 15, 2023
November 2023		December 15, 2023
December 2023	January 10, 2024	January 15, 2024
January 2024		February 15, 2024
February 2024		March 15, 2024
March 2024	April 10, 2024	April 15, 2024
April 2024		May 15, 2024
May 2024		June 15, 2024
June 2024	July 10, 2024	July 15, 2024

July 2024		August 15, 2024
August 2024		September 15, 2024
September 2024	October 10, 2024	October 15, 2024
October 2024		November 15, 2024
November 2024		December 15, 2024
December 2024	January 10, 2025	January 15, 2025

As indicated above, all **Programmatic reports are due quarterly** by the 10th of the month following the end of the “Quarter of Service.” **Financial reports are due by the 15th day of the month** following the end of the “Month of Service.” If subgrantees elect monthly financial reports they are due monthly. If electing quarterly financial reports, they are due quarterly. If the 15th of the month falls on a weekend or Federal holiday, the reports remain due on the 15th. Quarterly reports (highlighted) are due by **ALL** subgrantees regardless of the elected reporting schedule.

Post Award Requirements

GOCPYVS General Conditions

If funds are awarded, in addition to special conditions related to this grant, grantees must comply with GOCPYVS general grant conditions found here <http://goccp.maryland.gov/wp-content/uploads/general-conditions.pdf>. If exceptions to these grant conditions are needed, they must be agreed upon in writing and submitted as separate documentation post award.

Funding Contingency

This grant program is contingent on funding administered through the GOCPYVS and may be cancelled with 45 days’ notice if GOCPYVS does not comply with administrative obligations.

Funding Reallocation

Post award grantees must request and receive authorization for any reallocations between funding categories that exceed 10% of the total grant funds. Grantees must also request and receive authorization to add new line items to the budget. Details and instructions on this process will be included in the grant award documents.

PROCESS TO APPLY

Applications are due via email to mgrants@mcasa.org, subject Application, SA ARP, [NAME OF ORGANIZATION] by **11:59 PM** (Eastern Time) on May 31, **2023**.

CHECKLIST

- Project Narrative
- Budget Information Form

- Budget Narrative
 - Articles of Incorporation
 - Bylaws
 - IRS Determination Letter, License, or Certificate
 - Last two years of 990s for non-governmental organizations
 - Audit Findings and Corrective Action Plans in the last two (2) years
(ONLY if applicable. Do not send copies of audited financial statements)
 - Organizational Capacity Questionnaire
 - If partnering with another organization a Letter of Commitment is required from that organization or agency
 - Confirmation that the applicant can receive funding transfers electronically
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- Certified Assurances
- Certification Regarding Lobbying
- Program Standard's Self Certification Form

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