

## **STATE OF NEVADA**

OFFICE OF THE ATTORNEY GENERAL

SFY 20/21 REQUEST FOR APPLICATIONS

Instructional materials for filing an application for

**ASSEMBLY BILL 176 FUNDING**

Released November 7, 2019

Office of the Attorney General

100 North Carson Street

Carson City, Nevada 89701

**FINAL DATE AND TIME FOR APPLICATION SUBMISSION**

**Friday, December 6, 2019 by 5:00 PM PST**

**GENERAL INFORMATION**

Assembly Bill 176 (hereafter AB 176) was passed by the 2019 Legislature, enacting the Sexual Assault Survivors’ Bill of Rights. These rights attach whenever a victim/survivor of sexual assault is subject to a forensic medical exam, or subject to an interview by a law enforcement official or a prosecutor. Once the rights attach, the survivor retains these rights regardless of whether they agree to participate in the legal or criminal justice system or, if they had made a police report without a forensic medical exam, whether they submit to such an exam. The bill allows survivors the right to: consult with an advocate or support person during a medical exam or an interview; have counsel present during any forensic exam, investigation or interview; to be informed of DNA analysis results from their sexual assault evidence kit, and provides for certain rights regarding the legal process such as being reasonably protected from the defendant. The Office of Attorney General will develop a document that explains these rights to survivors. The bill further establishes the Advisory Committee on the Rights of Survivors of Sexual Assault.

AB 176 appropriates $150,000 for State Fiscal Year 2020 and $150,000 for State Fiscal Year 2021 for a total of $300,000 to the Office of Attorney General over the biennium. Ten percent of the appropriation will be utilized by the Office of Attorney General for the administration of these funds, thereby making $135,000 available for State Fiscal Year 2020 and again for State Fiscal Year 2021 to be awarded to one or more non-profit organizations for the recruitment and training of sexual assault advocates in accordance with this appropriation.

A successful application is not a guarantee you will receive all or partial funding for your application; or if initially funded, that your project will receive continued funding in the future.

**FUNDING PERIOD**

Applicants will apply for funding for the period of July 1, 2019 through June 30, 2021.

**APPLICATION DEADLINE**

**Friday, December 6, 2019 by 5:00 PM PST- No Exceptions**

**Email application, attachments and budget to** [**AGGrants@ag.nv.gov**](mailto:AGGrants@ag.nv.gov)

**APPLICANT ELIGIBILITY**

To be eligible for a sub-grant from these funds, an applicant must:

1. Provide services that fall within the topic areas as described under the Project Purpose Areas section.
2. Be a nonprofit, nongovernmental organization incorporated and qualified to do business in Nevada. Documentation of nonprofit status must be submitted with the application as Attachment B.
3. Possess or obtain a DUNS Number (<http://www.dnb.com>) and current SAM registration (<https://www.sam.gov/SAM/>) prior to receiving any funds.
4. Be willing to comply with any new state requirements and regulations that may be imposed.

**PROJECT PURPOSE AREAS**

**Purpose Area #1 Advocacy Recruitment and Training**

Funding under this topic area will support personnel positions tasked with the recruitment and training of sexual assault support persons or sexual assault advocates.

**Purpose Area #2 Sexual Assault Advocacy Training Development and Delivery**

Funding under this topic area will support the development and delivery of training for sexual assault advocates and/or support persons on trauma-informed, victim-centered approaches to their support of the survivor. Training should also include skills in working with law enforcement in an effort to support the victim while preserving case elements for prosecution.

**All awards are contingent upon available funding.**

**REPORTING AND DOCUMENTATION**

**Progress Report**: All grantees will be required to submit a report on their project progress to the grant administrator describing the status of their project as it relates to the goals outlined in their application, using the template provided by the OAG Grants Unit. This report will be due annually by July 31st.

**Monthly Financial Reports**: All grantees are required to complete and submit monthly financial reports (template provided upon approval of award and submission of all required documents) together with supporting backup documentation clearly iden­tifying expenses for which reimbursement is requested. These monthly financial claims are due by the end of the month following the month being claimed, with the exception of June in which they are due by July 15th.

**Site Visits:** Grantees may be subject to site visits by OAG Grants Unit staff. The grantees should be prepared to make any requested administrative, programmatic and/or financial information available during a site visit. Grantees may request site visits for technical assistance or to highlight a promising program.

**SELECTION CRITERIA**

All applications for funding will be primarily rated on the basis of the criteria set forth below:

* The degree to which the proposed activities fall within the identified purpose areas and are responsive to the intent of this funding;
* The degree to which an application is fiscally prudent and can be reasonably supported by the applicant’s fiscal and programmatic status;
* The degree to which the application is realistic within project timelines; and
* The degree to which the proposed budget clearly and concisely links the expenses to the planned program.

**APPLICATION INSTRUCTIONS**

This Request for Applications provides the necessary forms, instructions and general information essential for an eligible agency to apply for grant funds.

**Important**: Please ensure your application meets the following **formatting criteria**.

* Must use the application forms provided.
* Mandated page limits must be observed.
* Application should be formatted for standard 8-1/2” x 11” white paper and typed in a 12-point Times New Roman font with 1” margins.
* Narrative sections must be either 1.5 or double spaced.
* Narrative answers should show paragraph separations with ½” indent.
* The **Title Page** should appear as the front of your application.
* **All** pages must be numbered.
* Clearly identify which section/question you are answering. Answer **all** questions for that section.

You must submit your complete application package electronically no later than **Friday, December 6, 2019 by 5:00 PM PST to the** [**AGGrants@ag.nv.gov**](mailto:AGGrants@ag.nv.gov)email address. There are no exceptions to this requirement. If documented technical issues arise, please contact Megan Nelson at 775-684-1143 no later Friday, **Decembe**r **6, 2019** by **noon** so we can resolve them before the deadline of 5:00 PM PST.

A pre-application webinar will be presented on Monday November 18, 2019 at 10:00 AM PST to review elements of this Request for Applications. Please access the webinar using the following link:

**AB176 Pre-Application Webinar**  
<https://global.gotomeeting.com/join/209436013>   
  
**You can also dial in using your phone.**   
United States (Toll Free): [1 877 568 4106](tel:+18775684106,,209436013)   
United States: [+1 (646) 749-3129](tel:+16467493129,,209436013)   
  
**Access Code: 209-436-013**

**APPLICATION CONTENTS**

A complete grant application **must** include the following:

**Part 1** TITLE PAGE

**Part 2** PROJECT NARRATIVE

**Part 3** ATTACHMENTS

1. Budget Form with Justification
2. Current IRS determination letter of non-profit status; and
3. Training Curriculum Outline, if applicable.

Please submit any questions regarding this Request for Applications to [AGGrants@ag.nv.gov](mailto:AGGrants@ag.nv.gov) . Questions will be answered as soon as possible upon receipt.

**PART 1** **TITLE PAGE**

The Title Page template is provided on page 6.

TIPS for its completion:

* Under Contact Information: The Executive Director and the Project Director may be the same person in some agencies. However, the Fiscal Officer cannot be the Executive Director.
* All signatures must be on the title page upon submission.

**NEVADA OFFICE OF THE ATTORNEY GENERAL**

**Assembly Bill 176 Application**

**Part 1 - TITLE PAGE**

**Agency** Name:

*(Enter the full legal name of the applicant.)*

**Project Jurisdiction**: \_\_\_\_\_\_

*(Add the community/geo-political area of project impact, i.e. city, tribal, judicial district, etc.)*

**Indicate Purpose Area: \_\_\_\_ #1 Advocacy Recruitment and Training**

**\_\_\_\_ #2 Sexual Assault Advocacy Training Development and Delivery**

**SFY 20 Funding Amount Requested: $**

**SFY 21 Funding Amount Requested: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |
| --- | --- | --- | --- |
| **Contact Info** | **Executive Director/ Authorized Official** | **Project Director** | **Fiscal Officer *(must be different than Executive Director)*** |
| Name |  |  |  |
| Title/Position |  |  |  |
| Mailing Address  City, State & Zip |  |  |  |
| Physical Address  City, State & Zip |  |  |  |
| Telephone |  |  |  |
| Fax |  |  |  |
| E-Mail |  |  |  |
| Signature |  |  |  |
| Date Signed |  |  |  |
| DUNS Number |  | SAM Expiration Date |  |

**PART 2** **PROJECT NARRATIVE**

Please respond to all questions listed under the Purpose Area you will be addressing in your application. Make sure each question is clearly identified/labeled. NOTE: You only need to answer the questions under the Purpose Area you are addressing, not both areas. If an applicant proposes to apply for funding under both Purpose Areas, all of the following questions will need to be answered, clearly identifying each Purpose Area.

**Purpose Area #1 Advocate Recruitment and Training (5 page limit)**

It is anticipated the number of victims seeking to bring an advocate with them to all aspects of a sexual assault case will increase as AB 176 takes effect on January 1, 2020. Examples of funding under this purpose area include, but are not limited to: bringing a volunteer coordinator onboard to recruit and/or manage a pool of volunteer advocates/support persons, or having designated staff assigned to these tasks; conducting recruitment activities; or provide support to staff to attend training activities. Please respond to these questions:

1. What is the problem to be addressed and how will this funding help alleviate this problem?
2. What specific activities would this position do as a part of the project? Provide a clear picture of how this position would function within your agency.
3. How will you know whether or not this position is effective?
4. What is the anticipated timeline of your application?
5. Does your agency currently provide specific advocacy training on sexual violence and core service provision?
6. How will you track increased capacity to support sexual assault victims in your service area?

**Purpose Area #2 Sexual Assault Advocacy Training Development and Delivery (5 page limit)**

It is anticipated the number of victims seeking to bring an advocate with them to all aspects of a sexual assault case will increase as AB 176 takes effect on January 1, 2020. As more advocates and support persons accompany these sexual assault survivors to exams or proceedings, there is a need to provide consistent training to these advocates/support persons on trauma-informed, victim-centered approaches to support of the survivor. Training may also be developed on the delivery of sexual assault services to assist agencies in increasing the capacity to offer these services. Training should include skills in collaborating with law enforcement in an effort not to compromise the case, while still supporting the victim survivor. Examples of funding under this purpose area include, but are not limited to: developing curriculum; delivery of the training; funding to support travel to deliver training in rural areas; and funding to support travel assistance for training attendees.

1. What is the problem to be addressed and how will this funding help alleviate this problem?
2. What specific activities will be completed as a part of this project? Provide a clear picture of how the training will be developed and delivered.
3. Providing support and advocacy in rural areas has challenges often not seen in more populated areas. If your project includes training for and to advocates in rural areas of the State, how will you address these additional challenges?
4. What are the topics included in your training? Who is your intended audience? Please provide an outline of your training curriculum as Attachment C. If the curriculum is not currently developed and you are proposing to develop the training with these funds, provide an outline of the topics you will be including in your training. NOTE: Attachment C is not part of the 5 page limit.
5. What is the timeline for completion of the development of your curriculum?
6. What is the delivery plan for conducting training, including a timeline? Include geographic areas to be included in training provision.
7. How will you advertise and recruit advocates/volunteers to participate in your training?
8. How many people do you anticipate will be trained?

**PART 3 ATTACHMENTS A and B (and C, if applicable)**

**A. BUDGET:** Each applicant must identify which year in which they are applying and include a detailed budget and descriptive budget narrative for the project period, utilizing the format included (Budget Form Attachment). All budget items MUST be consistent with the project narrative and directly linked to goals and objectives.

Budget Narrative: All applicants must complete narrative sections of the budget form explaining the amounts of funding requested in the budget detail as well as a brief explanation for the expense that ties it to the project/application narrative. Show all formulas used to arrive at budget item amounts. When calculating expenses in the Fringe category, please note fringe benefits include, but are not limited to, the costs of leave (vacation, family-related, sick or military), employee insurance, pensions and unemployment benefit plans.

If an applicant is applying for funding for SFY20 and SFY21, a separate budget for each year must be submitted.

Limitations on Funding: The OAG has the discretion to make grants for greater or lesser amounts than requested and to negotiate the scope of work and budget with applicants prior to award of a grant.

**B. CURRENT IRS DETERMINATION OF NON-PROFIT STATUS**

**C. If applicable, an outline of your current or proposed sexual assault training curriculum**