



Statutory Authority – CH 101/House Bill 200 (2023)

**White Paper Solicitation for Proposals**  
**Submission Deadline: October 18, 2023**

Maryland Coalition Against Sexual Assault  
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## **MCASA STATE GENERAL FUNDS FOR RAPE CRISIS CENTERS GRANT AWARD INFORMATION**

The Maryland General Assembly and Governor Wes Moore enacted House Bill 200 (2023), for the purpose of making the proposed appropriations contained in the State Budget for the fiscal year ending June 30, 2024, in accordance with Article III, Section 52 of the Maryland Constitution, and included \$1 million in the budget of the Governor’s Office of Crime Control, Youth, and Victim Services, for the purpose of awarding a grant to the Maryland Coalition Against Sexual Assault for the support of community rape crisis centers.

A portion of this funding will be sub-awarded to certified community rape crisis centers as follows:

<b>Funding Mechanism:</b>	Subgrant
<b>Estimated Total Available Funding:</b>	\$850,000
<b>Estimated Total Number of Awards:</b>	17
<b>Estimated Award Amount:</b>	\$50,000 per grantee
<b>Length of Project Period:</b>	July 1, 2023-June 30, 2024 (no extensions)
<b>Proposed budgets:</b>	\$50,000

### **PURPOSE**

The Maryland Coalition Against Sexual Assault announces the solicitation of proposals for the MCASA State General Funds for Rape Crisis Centers grant program from the Governor’s Office of Crime Prevention, Youth, and Victim Services. This program will provide funding for community rape crisis/sexual assault programs (RCCs) In lieu of the Notice of Funding Availability (NOFA) process, MCASA is accepting abbreviated applications from current eligible entities through this White Paper Solicitation.

**Note regarding project period and applications:** This White Paper is being released in September of 2023, however this grant may include expenses from July 1, 2023 – June 30, 2024 if the funds would not supplant other funds.

Applicants should apply for the full \$50,000 available. All funding must be expended by June 30, 2024; this is state funding and no-cost extensions will not be available.

### **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).

- This is non-competitive funding and applications will be considered as they are submitted. Applicants are encouraged to submit applications as soon as they are able.

## **PROGRAM REQUIREMENTS**

MCASA State General Funds for Rape Crisis Centers grant program funding is to support sexual assault survivors, prevent sexual violence, and ensure the stability and continuity of Maryland's community based comprehensive rape crisis centers. This includes provision of direct services for survivors of sexual assault, training for staff to enhance services for survivors of sexual assault, strengthening collaborations and relationships with stakeholders in the community, and support for outreach materials and staff to help prevent sexual violence and increase community awareness of available services for survivors.

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.**

## **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 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 in compliance with or have an approved plan to become in compliance MCASA program standards for comprehensive sexual assault programs
- 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

**Program Narrative.** The project narrative should be no longer than **3 (three) double-spaced pages**, with 12 point font, and one inch margins.

Provide a narrative which describes your project as it relates to one or more of the following objectives. For further information of these objectives, including definition of terms, refer to the MCASA Program Standards for Comprehensive Sexual Assault Programs (CSAPs).

1. Provide specialized support services to adult and minor alleged victims of sexual assault crimes, including one or more of the following:
  - sexual assault victim advocacy
  - hospital accompaniment and medical advocacy
  - legal advocacy
  - legal services by an attorney
  - information, referrals, and awareness
  - crisis intervention
  - support groups
  - therapy
  
2. Activities to ensure that the applicant maintains close connections to the community where it seeks to provide services to survivors of sexual assault and to facilitate support for survivors in the community, help change communities, and engage local leaders.
  
3. Activities to ensure all survivors of sexual assault have access to services, including to:
  - a. Develop and implement policies and practices that prohibit discrimination against survivors of sexual assault based on race, color, religion, ancestry or national origin, sex, age, marital status, sexual orientation, gender identity, political affiliation, disability, immigration/refugee status or limited English proficiency
  - b. Ensure all staff and volunteers receive training on implicit bias, culture awareness, and other services to prepare them to appropriately reach out to underserved and marginalized communities
  - c. Provide outreach to underserved and marginalized communities to help all survivors receive services regardless of background, culture, or personal characteristics
  - d. Develop and implement policies that prevent sexual assault, sexual harassment and other forms of violence in the workplace, recognizing that employees, board members, and volunteers may be survivors of sexual violence and all staff and volunteers deserve a safe work environment.
  
4. Activities to increase the community's awareness of sexual violence and ensure access to services for victims of sexual violence. This may include outreach material such as pens, shoe cards, and similar items provided the cost of each item does not exceed ten dollars.

5. Training for staff related to the provision of activities necessary to meet the objectives listed in 1-4 herein. Out of state training must receive prior approval from MCASA and must include significant focus on the issue of sexual violence or be necessary for service provision for survivors of sexual violence.

### **Program Reporting and Statistical Information.**

The program narrative should include Goals and Objectives and details of how goals and objectives will be measured. Grantees will be required to submit quarterly reports describing the use of funds, successful outcomes, and any challenges. Program reports should not exceed 6 pages. Grantees will be required to report statistics on activities using the same categories as used for the SARC grant; this form will be provided. Additional requirements will be included in award packets.

### **Spending Plan**

Include a brief spending plan for funds in the application.

### **Agency and Staff Qualifications**

Note that MCASA has substantial information regarding the certified comprehensive rape crisis/sexual assault programs as a result of the certification process. Additional information is not required.

If funding for personnel is proposed, include names in the budget narrative and attach a resume or detailed biography.

1. **Budget Information Form** - All applicants must submit a standardized summary budget form using the budget template provided in *Appendix A - GF-RCC Budget Form AGENCY NAME - TEMPLATE BLANK* . An example of the budget information form is provided in *Appendix B –GF-RCC Budget Form ABC Agency EXAMPLE*. These files contain detailed instructions on how to use the form and demonstrate how to tailor to your own agency's needs.

***PLEASE NOTE:*** *The MCASA State General Funds for Rape Crisis Centers must be used to supplement and not supplant other federal, state, and local public funds.*

2. **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 - GF-RCC Budget Narrative ABC Agency – EXAMPLE* and includes guidance for each section. Please review this document carefully.

Please note that the supporting documents are the same documents required for the MCASA FVPSA - SA grant. A form (*Appendix H Appendix H – MCASA GF-RCC Certification of Previously Submitted Supporting Documents*) is attached that will permit an applicant to verify that they submitted these documents with the FVPSA-SA grant and the documents continue to be accurate.

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 GF-RCC, 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 E - MCASA GF-RCC Similar Awards Form*)

If the applicant applied for the MCASA FVPSA SA ARP (2023) grant and submitted the required supporting documents with that application, the applicant may complete *Appendix H – GF – RCC Certification of Previously Submitted Supporting Documents* in lieu of supporting documents provided that there have been no changes to the documents.

3. **Certified Assurances** - All applicants must read and sign the Certified Assurances form following this White Paper Solicitation (*Appendix F - MCASA SA GF-RCC Certified Assurances*).
4. **Certification Regarding Lobbying** – All applicants must read and sign the Certification Regarding Lobbying form following this White Paper Solicitation (*Appendix G - MCASA GF-RCC Certification Regarding Lobbying*).

## SUBMISSION REQUIREMENTS

MCASA has implemented a streamlined application process and timeline for submitting applications. Applications are due via email to [mgrants@mcasa.org](mailto:mgrants@mcasa.org), subject Application, SA ARP, [NAME OF ORGANIZATION] by **11:59 PM** (Eastern Time) on **October 18, 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. Eligible programs may request an extension of up to 15 additional days to apply for this funding by emailing [mgrants@mcasa.org](mailto:mgrants@mcasa.org) on or before October 18, 2023 and confirming the application will be submitted by October 31, 2023 and the amount that will be applied for.

## 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
- Fundraising events
- Lobbying and administrative advocacy

### **AMOUNT OF FUNDING – SPENDDOWN REQUIRMENTS**

Applicants responding to this announcement may request funding for a project period of up to 12 months (July 1, 2023 – Jun3 30, 2024), for \$50,000 for a single RCC. The funding opportunity is non-competitive. This funding is state general funds and the grant period may NOT be extended beyond June 30, 2024. Awardees will be required to spenddown grant funds. If awards are not spent down as planned, awardees must request a modification to use funds in accordance with grant purposes. Awards will be reviewed regularly and may be reduced so funds can be reallocated if an awardee is not spending funds.

**Applicants are encouraged to contact MCASA if they anticipate challenges spending down awarded funds. It is important that all funds be expended.**

### **GRANT REPORTING REQUIREMENTS**

Maryland Coalition Against Sexual Assault (MCASA) may 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 statistics (MCASA will collect the same statistics as used for the SARC grant). 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, per state regulation or as otherwise requested.

### **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 or 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 remains responsible for reporting on activities performed and funds expended and compliance with applicable conditions and regulations.

MCASA GF RCC 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

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

#### General Conditions

If funds are awarded, in addition to special conditions related to this grant, grantees must comply with applicable general grant conditions.

#### 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](mailto:mgrants@mcasa.org), subject: Application, GF RCC, [NAME OF ORGANIZATION] by **11:59 PM** (Eastern Time) on October 18, **2023**.

### **CHECKLIST**

- \_\_\_ Project Narrative
- \_\_\_ Budget Information Form
- \_\_\_ Budget Narrative
- \_\_\_ Certified Assurances
- \_\_\_ Certification Regarding Lobbying

Supporting documents OR Certification of Previously Submitted Supporting Documents  
(Appendix H Attached to the end of this White Paper)

- \_\_\_ 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
- \_\_\_ Awards Similar to Subaward Form (*Appendix I - MCASA SA GF-RCC Similar Grant Awards Form*)

Alternative to Supporting documents

*Appendix H -Certification of Previously Submitted Supporting Documents*

### **Appendix Index**

- Appendix A –GF-RCC, Budget Form AGENCY NAME - TEMPLATE BLANK
- Appendix B –GF-RCC, Budget Form ABC Agency EXAMPLE
- Appendix C - MGF-RCC, Budget Narrative ABC Agency – EXAMPLE
- Appendix D - MCASA GF-RCC, Subrecipient Organizational Capacity Questionnaire
- Appendix E - MCASA GF-RCC Similar Grant Award Form
- Appendix F - MCASA GF-RCC Certified Assurances
- Appendix G - MCASA GF-RCC Certification Regarding Lobbying



**Appendix H - Certification of Previously Submitted Supporting Documents**

**Certification for Contracts, Grants, Loans, and Cooperative Agreements**

General Funds for Rape Crisis Center  
Statutory Authority - CH 101/House Bill 200 (2023)

**An applicant which has submitted supporting documents with an application to the FVPSA-SA grant program administered by MCASA may certify that those documents continue to be accurate in lieu of submitting them with this application. If there are any changes, the applicant may submit only the document with changes and certify the others. An applicant which did not apply for FVPSA-SA must submit the required documents with this application.**

As a representative of \_\_\_\_\_(name of agency), I certify and confirm that the following documents were submitted to MCASA with an application for FVPSA-SA funding and that the previously submitted documents **continue to be accurate in every way and have not changed:**

- 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
- Confirmation that the applicant can receive funding transfers electronically
- Awards Similar to Subaward Form

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

As a representative of \_\_\_\_\_(name of agency), I certify and confirm that the following documents were submitted to MCASA with an application for FVPSA-SA funding and that the following previously submitted documents **HAVE CHANGED** and the current versions are submitted with this application:

- 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
- Confirmation that the applicant can receive funding transfers electronically
- Awards Similar to Subaward Form

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