

**ICASA ALLOCATION PROCESS**  
**ICASA-CERTIFIED RAPE CRISIS CENTERS**

**SECTION ONE – OVERVIEW**

**I. NOTICE OF FUNDING OPPORTUNITY**

ICASA will publish a Notice for Funding Opportunity (NOFO) when funds are available to subcontract to ICASA-Certified Rape Crisis Centers (hereinafter Rape Crisis Center). The NOFO will be posted on ICASA’s website for at least 30 days prior to any application due date.

If the application packet is not posted with the NOFO, the expected release date for the application will be included.

If a technical assistance workshop is offered regarding a NOFO, the date for the workshop will be posted with the application.

**II. FUNDING ELIGIBILITY**

Minimally, an applicant for ICASA funds must be an ICASA-certified Rape Crisis Center and designated as a 501(c)(3) organization by the Internal Revenue Service. 501(c)(3) organizations that are not ICASA-certified Rape Crisis Centers may be eligible for Program Development Funding, which would be announced in a separate NOFO.

**III. SUBMITTING APPLICATION**

**A. SUBMIT APPLICATION**

A deadline date for submission of any funding application will be published in the NOFO application for funds. Any applicant that submits an application after that deadline will be subject to a fine.

The application must be shipped or hand-delivered to the ICASA Administrative Office and, when indicated, to the Contracts Review Committee member(s) assigned to review the application. All copies of the application must be received by the published deadline. Faxed or e-mail copies will not be accepted.

**B. LATE FINE POLICY**

Applications not received by the published deadline are subject to a fine. The fine cannot be paid with ICASA funds. If the application is not approved for funding or is withdrawn, the fine will not be assessed. Fines will be assessed as follows.

1. Applicants submitting an application **after** 5:00 p.m. on day of the deadline will be fined \$250.
2. Applicants submitting an application **after** 5:00 p.m. on the business day immediately following the deadline will be fined an additional \$500.
3. An application submitted more than two business days after the deadline will not be accepted.

#### **C. EXCEPTIONS**

A request for an exception to the Late Fine Policy must be presented in writing to the Contracts Review Committee or Executive Committee at the first Committee meeting after the fine is assessed.

1. The Contracts Review Committee will waive the fine if the applicant shipped the application via a company that guaranteed delivery by the deadline, and the shipping company made an error and documentation to that effect is provided.
2. The Executive Committee will review requests for exception based on extraordinary hardship. Based on its review, the Executive Committee will make a recommendation to the Governing Body that the fine be assessed, reduced or waived. The Governing Body will make the final decision.

#### **IV. APPLICATION REVIEW CRITERIA**

Review criteria are established for each funding application and published with the application. Criteria may vary depending on the purposes and restriction of the funds. Every application for funds must demonstrate identifiable linkage among the budget, staffing pattern and objectives; these must be clearly related to the purpose of the application, community need and demand for services. An application will be rejected if it is: not responsive to the purpose of the funds; does not meet requirements of the application process; is substantially incomplete; or fails to communicate a program plan and/or budget that warrants funding.

### **SECTION TWO – COMPETITIVE APPLICATION REVIEW PROCESS**

#### **I. CONFLICT OF INTEREST**

The Contracts Review Committee and Governing Body will adhere strictly to ICASA's Conflict of Interest Policy throughout the application review process.

#### **II. INFORMATION GATHERING**

**A. INTERVIEW APPLICANTS**

All organizations not currently funded by ICASA will be interviewed. Applicants that are currently or previously funded by ICASA will be interviewed at the discretion of the Contracts Review Committee.

If Contracts Review Committee elects to interview an applicant, the Committee will identify the individual(s) from the organization that must be present for the interview.

**B. OTHER INFORMATION**

On-site visits, document requests and other verifications may be required before final funding decisions are made.

**III. STAFF REVIEW**

Using an application checklist approved by the Contracts Review Committee, staff will preview applications and ask applicants for revisions prior to Committee review process. Feedback will be sent to applicants identifying required revisions.

**IV. CONTRACTS REVIEW COMMITTEE FIRST REVIEW**

Applications will be scored and ranked individually by Committee members according to the criteria published in the application. Reviewers may include comments about the application on their score sheets.

After discussion and review of scores and comments, Contracts Review Committee will complete a group scoring and ranking process. Based on final score and ranking, the Committee will recommend one of the following to the ICASA Governing Body.

- Approve the application for funding as submitted or
- Reject the application.

If Contracts Review Committee is not prepared to recommend funding or rejection, the Committee may request revisions to the application, which may include a direction to reduce the amount of funds requested and revise the application accordingly.

Each applicant will be informed about Contracts Review Committee's action on the application.

**V. CONTRACTS REVIEW COMMITTEE SECOND REVIEW**

Applications that require revisions will undergo a second review. The Contracts Review Committee will review revisions or may authorize staff to review revisions. If revisions meet the Committee's request, the Contracts Review Committee will recommend the application for approval.

If the revisions are not submitted or do not comply with the Committee's request, the Committee will recommend one of the following to the ICASA Governing Body:

1. Approve the application, pending Contracts Review Committee's receipt and approval of revisions; or
2. Reduce the requested allocation; or
3. Reject the application.

The applicant will receive written notification of the Committee's recommendation, via mail or email, prior to the Governing Body meeting.

**VI. INTERNAL APPEAL TO ICASA GOVERNING BODY**

Communication from the Contracts Review Committee will indicate the appeal process and timeline. If an applicant is not satisfied with the recommendation from the Contracts Review Committee, it may appeal the recommendation to the Governing Body prior to the meeting when the Governing Body will take action.

The appeal must be submitted in writing, prior to or during the meeting when the Governing Body will make allocation decisions. ICASA staff will verify receipt of any written appeal request by telephone or email. Appeals may address the allocation process only. Appeals may not address scores.

The applicant must indicate the name of applicant organization, statement of reason for appeal and information to support a change in the Contracts Review Committee's recommendation.

**VII. GOVERNING BODY DECISIONS**

The Governing Body will review Contracts Review Committee recommendations for funding and any requests for appeal. The Governing Body will make a final allocation decision.

The Governing Body will notify the center of its decision as follows:

- A Governing Body representative will speak privately with the center's voting delegate during or immediately after the Governing Body meeting.
- If the center is not represented at the Governing Body meeting, a Governing Body designee will contact the center by telephone regarding the decision.
- Correspondence will be sent to the center, within two (2) business days, regarding the Governing Body decision and rationale. Correspondence will include the funders appeal process, contact information and timeline.

Once the appeal process is complete, the Governing Body has discretion to develop a plan for distribution of unallocated funds in accordance with the purpose of the funds and requirements of the agency granting the funds to ICASA.

#### VIII. **APPEAL TO FUNDER**

If an applicant is not satisfied with the Governing Body decision regarding its application for funds, it may appeal to the agency granting the funds to ICASA. ICASA will provide contact information and appeal deadline (if any) to applicants in the correspondence sent regarding the Governing Body decision on the application.