

PROGRAM DEVELOPMENT ALLOCATION PROCESS

I. PURPOSE

The purpose of the Program Development Allocation Process is to develop statewide sexual violence response and prevention services. When funds are available, ICASA may set funds aside to support development of sexual assault crisis services in geographic areas not served by an ICASA-Certified Rape Crisis Center (hereinafter referred to as Rape Crisis Center).

II. FUNDING ELIGIBILITY

An organization is eligible to apply for Program Development funds if it is a non-profit organization in a geographic area where rape crisis services are needed as shown by data regarding population of service area and incidence of sexual violence to demonstrate need for comprehensive services of a rape crisis center. An organization applying for Program Development funds must commit to becoming a certified Rape Crisis Center within two years of start of funding.

ICASA expects its rape crisis centers to collaborate with one another. ICASA may provide technical assistance or recommendations to programs regarding service provision by multiple providers in the one area. The absence of a written collaborative agreement between providers located in the same area will not affect certification eligibility. Funding for ICASA subgrants will be subject to ICASA's Geographic Service Area policy.

Applicants for Program Development funds must provide substantiation from other organizations and individuals in the service area that it provides quality services that meet community needs. Organizations must include other responders to sexual violence (e.g. medical and criminal justice personnel, schools, human service agencies).

Cooperation, coordination and mutual engagement with a broad base of local community service agencies and groups, including those charged with response to sexual violence, must be demonstrated through networking agreements and letters of support for the organization and its rape crisis services.

III. GUIDELINES

- A. **ICASA CERTIFICATION** – An organization receiving Program Development funds is not a certified Rape Crisis Center. ICASA will work with the Program Development grantee to attain certification.

- B. **ICASA POLICY AND PROCEDURES** – Program Development grantees are subject to ICASA Policy and Procedures related to monitoring, service standards and fiscal management, unless notified otherwise.
- C. **MEETING ATTENDANCE** – Grantees are encouraged to attend ICASA Governing Body and Committee meetings. Grantees do not serve on the ICASA Governing Body and cannot appoint delegates to the Governing Body or participate in ICASA’s decision-making process.
- D. **BENEFITS** – Program Development grantees will be able to attend all ICASA trainings and meetings and will receive a travel reimbursement to support participation in meetings and trainings. As approved by Governing Body, Program Development grantees may apply for funds for training scholarships and other special projects.
- E. **MONITORING** – ICASA staff will conduct fiscal and programmatic monitoring of organizations receiving Program Development funds through documentation reviews, compliance reviews and site visits as needed. ICASA Staff will submit written reports regarding grantees to Contracts Review Committee for review.

IV. **ALLOCATION PROCESS**

A. **NOFO**

ICASA will post any NOFO for Program Development funds on the ICASA website, giving a minimum of 30 days’ notice prior to an application due date. ICASA may invite Program Development applications from specific organizations in unserved geographic areas.

B. **ELIGIBILITY REQUIREMENTS**

1. An applicant organization must be a non-profit corporation that is not currently receiving ICASA funds.
2. The organization must include sexual violence prevention and response as part of its mission.
3. An applicant must commit to develop comprehensive sexual assault services in accordance with ICASA Rape Crisis Center Certification requirements within a two-year period.

C. SUBMITTING APPLICATION

1. 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.

2. Late Fine Policy

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

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

3. 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.

- a. 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.
- b. 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.

D. APPLICATION REVIEW PROCESS

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.

E. 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.

F. 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.

G. 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.

H. GOVERNING BODY DECISIONS

The Governing Body will review Contracts Review Committee recommendations for funding and make final decisions.

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.

I. APPEAL

If an applicant is not satisfied with the Governing Body decision regarding their application for funds, they may appeal. Appeal is made by contacting the agency granting the funds to ICASA. ICASA will provide contact information to applicants.