

Sexual Assault Core Services

Application for SFY 2014 Funding

Funding period: July 1, 2013 – June 30, 2014

Application due: May 6, 2013

Administered by the
Office of Crime Victims Advocacy



Office of Crime Victims Advocacy
1011 Plum Street SE
PO Box 42525
Olympia, WA 98504-2525
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Office of Crime Victims Advocacy Sexual Assault Services Program

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Application Due: May 6, 2013

**NO APPLICATIONS WILL BE ACCEPTED AFTER MAY 6, 2013
WITHOUT WRITTEN APPROVAL FROM OCVA.**

**This application is also available on the OCVA website at
www.ocva.wa.gov**

Please send one unbound original and one copy of your completed application to:

Express Delivery Address: *or*
Office of Crime Victims Advocacy
Attn: Stephanie Condon
1011 Plum Street SE
Olympia, Washington 98501

Regular US Postal Service:
Office of Crime Victims Advocacy
Attn: Stephanie Condon
Post Office Box 42525
Olympia, Washington 98504-2525

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- Appendix A: State of Washington Sexual Assault Services Standards
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Introduction

This application details the process to apply for funding from the Sexual Assault Core Services program. Eligible applicants are accredited Community Sexual Assault Programs (CSAPs). Core Services funds are allocated through a funding formula that determines the amount available to each of the thirty-five (35) regions throughout the state.

Sexual Abuse/Assault Service and Prevention Standards

The Washington State Sexual Assault Services Plan was adopted in 1995. In fiscal year 1997 the State of Washington Sexual Abuse/Assault Service Standards were implemented.

Sexual Assault Service Standards

The purpose of the Sexual Abuse/Assault Service Standards is to ensure that:

- A continuum of essential services is available for victims, survivors and community members in every region in the state, and
- Prevention activities are conducted in every region to assist communities in reducing and preventing sexual violence.

Each service standard indicates its intent and specifies the definition, the goal, the duration, eligible activities, service recipients, and the qualifications for providers for each service.

Direct core services should be delivered in a victim-centered manner that specifically meet(s) the goals and eligible activities of each standard. It is vital that all sexual assault staff clearly understand each element of every service standard to ensure services and prevention activities are conducted in accordance with the service standards. This will also ensure services are accurately documented and reported in InfoNet.

Training Requirements

Initial Training

Staff, volunteers, and supervisors are required to have **thirty (30) hours** of initial sexual assault training before beginning to provide core services. In addition, staff and supervisors conducting core prevention activities must complete the Washington Coalition of Sexual Assault Programs (WCSAP) online five hour *Prevention Orientation*.

Ongoing Training

All qualified staff providing core services are required to receive twelve (12) hours of WCSAP-approved ongoing training. Ongoing training must be completed in the fiscal year after the staff, volunteer or supervisor has completed their initial training requirement. Ongoing training is an annual requirement.

OCVA values advocates attending in-person trainings and being able to network and learn from peers. Due to budget restrictions, we understand that agencies may have to limit the amount of in-person trainings staff attends. Agencies are encouraged to support advocates to receive all or a portion of their required ongoing training in-person, but OCVA will approve advocates obtaining all their required ongoing training through non-in-person methods such as webinars and/or online distance learning. Please continue to obtain WCSAP approval as needed for these trainings.

Primary Prevention Requirements

CSAPs are required to conduct Building Skills activities through their core prevention budget. Community Development is an optional activity. Building Skills and Community Development activities must be conducted in accordance with the Prevention Service Standards (Appendix A).

Key components of primary prevention requirements:

- Building Skills is a required core prevention activity for CSAPs and will continue to be part of the CSAP accreditation process.
- Community Development is not a required core service nor will it be part of CSAP accreditation. It is an optional activity for CSAPs and can continue to be supported through their core prevention funding.
- CSAPs receive a minimum funding amount for prevention to support the required Building Skills (and optional Community Development if they elect to do so).

Simple guidelines for prevention activities in Washington State:

1. Prevention activities must focus on primary prevention: approaches that take place before sexual violence has occurred to prevent initial perpetration or victimization.
2. Community Development continues as a cornerstone in the updated Washington state prevention plan and as a key prevention standard. If CSAPs choose to conduct Community Development using the minimum prevention budget, training and technical assistance is available through OCVA and the Washington Coalition of Sexual Assault Programs.
3. Single presentations are useful for community education about sexual violence, but in isolation is not a sufficient prevention strategy.

It is important that organizations understand the difference between prevention activities and outreach/education that provides sexual abuse/assault related information to your community.

Washington's core prevention standards are informed by and incorporate the Principles of Effective Prevention. In developing your agency's core prevention plan, please incorporate these principles in your planning. Your Program Coordinator at OCVA is available to support you in applying the standards and the prevention principles. Please call if you have any questions.

Principles of Effective Prevention Programs¹:

1. **Comprehensive:** Strategies should include multiple components and affect multiple settings.
2. **Varied Teaching Methods:** Strategies should include multiple teaching methods, including some type of active, skills-based component.
3. **Sufficient Dosage:** Participants need to be exposed to enough of the activity for it to have an effect.
4. **Theory Driven:** Create prevention strategies based on promising practice, best practice and/or logical rationale.
5. **Positive Relationships:** Create programs that foster strong, stable, positive relationships between children and adults.
6. **Appropriately Timed:** Introduce program activities at the "right" developmental stage. The goal is to maximize the opportunity of significantly influencing a participant's life.
7. **Socio-Culturally Relevant:** Design programs to be appropriate for specific cultural beliefs and practices of specific groups as well as local community norms.
8. **Outcome Evaluation:** A systematic outcome evaluation is necessary to determine whether a program or strategy worked.
9. **Well-Trained Staff:** Staff members who are sensitive, competent, and have received sufficient training, support, and supervision should implement programs.

¹ Nation, M., Crusto, C., Wandersman, A., Kumpfer, K.L., Seybolt, D., Morrissey-Kane, E., & Davino, K. (2003). *What Works in Prevention: Principles of Effective Prevention Programs*. *American Psychologist*, 58, 449-456.

Prepared for the Centers for Disease Control and Prevention.

DISTINGUISHING PREVENTION AND INFORMATION, REFERRAL AND AWARENESS ACTIVITIES

Information, Referral and Awareness	PREVENTION SERVICES	
REQUIRED CORE SERVICE	Building Skills REQUIRED CORE SERVICE	Community Development OPTIONAL SERVICE
<p>Goal: To provide sexual abuse/assault related information and resources.</p> <p>Eligible Activities:</p> <ul style="list-style-type: none"> ■ Assist individuals in evaluating what is needed including available and appropriate services and/or resources. ■ Provide information verbally or in writing about: ■ Available Services (including advocacy services provided by the CSAP) ■ Referrals to appropriate and relevant resources addressing individuals' needs ■ Information regarding sexual abuse/assault <p>Examples:</p> <ul style="list-style-type: none"> ■ Answer phone call about available services. ■ Provide a 45-minute presentation to the local Kiwanis Club about agency services. ■ Distribute flyers about advocacy services to all social services providers in your region. ■ Host a community event about sexual violence awareness. ■ Host a sexual assault awareness table at a county fair distributing brochures on agency services. ■ Answer a call from a student that has a question about sexual assault for a paper they are writing. ■ Provide a 1-hour presentation at the high school on sexual assault awareness. 	<p>Goal: To build skills and develop strategies within the community to prevent sexual abuse/assault.</p> <p>Eligible Activities: Any primary prevention activities (aimed at prevention of sexual violence before it occurs) that are part of building skills efforts. Activities should be consistent with the elements of the Nine Principles of Effective Prevention.</p> <ul style="list-style-type: none"> ■ A multisession program or set of activities that: <ul style="list-style-type: none"> ■ Enhance personal safety skills ■ Promotes nonviolent behavior ■ Enhance bystander intervention skills ■ Addresses topics logically connected with sexual assault prevention (such as communication, trust, gender, boundaries, respect, building assets, social norms); or ■ Prevention activities aimed at a specific community or institution that reach more than one level of the social-ecological model: <ul style="list-style-type: none"> <u>Individual:</u> activities aimed at changing or influencing attitudes and beliefs. <u>Relationship:</u> activities aimed at influencing how people relate with their peers, families or intimate partners. <u>Community:</u> activities aimed at influencing culture, systems and policies in a given setting. <u>Society:</u> activities aimed at influencing larger macro-level factors such as gender inequality, religious beliefs, cultural beliefs system, societal norms, etc. <p>Examples:</p> <ul style="list-style-type: none"> ■ Sponsor lunch time youth group meetings with 6th graders on how to interrupt sexual harassment to change the school climate regarding sexual violence. ■ Provide a workshop series for the Parent Teacher Association on teaching children healthy boundary setting and personal safety. ■ Work with a junior high school class to create and distribute a poster that promotes healthy respectful social interactions. ■ Provide a series of three 1-hour presentations to a high school health class on healthy sexuality and healthy relationships. ■ Assisting an organization to develop policies for a workplace free of sexual violence. 	<p>Goal: To change the norms, values, beliefs and attitudes that cause sexual violence through the shifting of ownership of solutions from social services to the community.</p> <p>Eligible Activities: Any primary prevention activities (aimed at prevention of sexual violence before it occurs) that are part of community development efforts.</p> <p>Community Development Process:</p> <ol style="list-style-type: none"> 1. Establishing relationships within communities, ensuring the inclusion of marginalized and underserved communities 2. Recruiting stakeholders from a chosen community 3. Asking: Why does sexual violence happen here? (A) 4. Asking: What would it be like without sexual violence? (B) 5. Developing a plan to get from A to B. 6. Asking: how will we know we are accomplishing anything? 7. Carrying out the plan. 8. Evaluation and revision. <p>Examples: <i>For examples, see "Community Development and Sexual Violence Prevention" Training Package available through The Washington Coalition of Sexual Assault Programs (WCSAP).</i></p>

Proposed Annual Budget

Limit the response to the Budget Detail Worksheet forms to outline your proposed budget. You may attach an additional page if needed to provide complete information.

Outline your Fiscal Year 2014 proposed budget (July 1, 2013 through June 30, 2014) on the Fiscal Year 2014 Budget Detail Worksheet (Attachment B). Programs should develop their budgets based on an allocation that is 2% less than the program's current core services grant award. OCVA has included a Budget Cut page on which you need to list costs equivalent to 6% of your proposed core services grant budget. OCVA will use this information to adjust your grant budget if final state or federal funding is less than current funding estimates. OCVA has also included a Budget Add page that will be used to adjust your grant budget if final funding is higher than current funding estimates. We will send you updated funding information when state and federal funding amounts are finalized.

As you complete the budget worksheets, please round all costs to the nearest dollar. Please note that not all categories may be applicable to your budget.

The budget is divided into five categories. Under each section provide a breakdown within the category that specifies the individual cost per item. For example, within "Salaries" list the names of staff members assigned to this project, position title, annual salary, the percentage of their salary that this grant will fund, and the total amount you are requesting for their salary.

Provide a computation for each line item listed in the budget. Indicate how you arrived at your costs for each item in the budgets for core services and prevention. Below the budget worksheet there is additional space to describe and list the activities associated with the costs you have reflected in your budget. Attach an additional page if needed to provide complete information.

Grantees may include up to fifteen percent (15%) for indirect costs for both core services and prevention. On the Budget Worksheet, describe how the percentage of indirect costs was calculated and list the costs included in the indirect amount. The percentage charged should be consistent with the agency's cost allocation plan.

Prevention budget notes:

- Grantees should allocate, at a minimum, a prevention budget based on the Projected Minimum Prevention Allocation chart provided with this application. Grantees may choose to allocate funds from the core budget to pay for additional prevention activities. If needed, grantees may include up to fifteen percent (15%) of the prevention budget for indirect costs.

- At the bottom of the Budget Summary page please indicate how much additional prevention costs have been included.

Budget examples:

Salaries Example:

Name/Position: Jane Doe, Part-time Advocate

Hourly Salary: \$12.50/hr

Annual FTE: (0.55 FTE) 22hrs/wk

Cost for Core Services: \$14,300

Space is provided under the budget worksheet to describe activities of staff listed in the Salaries line item.

Narrative Example:

Jane Doe's part-time position is dedicated to core sexual assault services.

Goods and Services Example:

Item Description: Cell phone service for advocates

Computation: \$65/month x 12 months = \$780

Cost for Core Services: \$780

Describe the costs listed above and list activities associated with these items. Attach an additional page if needed to provide complete information.

Narrative Example:

Cell phones are used by advocates during travel to outlying areas and for responding to survivors of sexual assault/abuse.

Budget Terms and Definitions

Salaries: The costs of paying staff salaries to:

- provide direct services to clients,
- supervise employees who are providing direct services, and
- for support staff such as a bookkeeper or receptionist (this can also go into Indirect/Overhead, see the Indirect/Overhead section below).

List each position to be paid with these grant funds by name of employee and position title. Show the annual salary rate and full-time equivalent (FTE) of position to be funded with this grant.

Calculating FTE:

Calculation is based on 40 hrs/week; 52 weeks/year ($40 \times 52 = 2080$ hrs).

1.0 FTE - Calculation: $2080/2080$ (40 hrs/week x 52 weeks = 2080 hours)

.50 FTE - Calculation: $1040/2080$ (20 hrs/week x 52 weeks = 1040 hours)

.25 FTE - Calculation: $520/2080$ (10 hrs/week x 52 weeks = 520)

If your agency's full-time work week equals 35 hours instead of 40, the FTE for a person working full time equals .87 FTE, not 1.0 FTE.

Please contact OCVA if you need further help determining staff FTE.

Benefits: You can only include benefits costs for the personnel named in the Salary category. Benefits should be based on actual known costs or an established formula. Your benefit calculation should be consistent on all your grants with OCVA.

Subcontracts: Subcontracts are for prevention activities only and include the cost to pay individuals and/or companies to provide subcontracted services. Core services cannot be subcontracted. Grant costs must be explained in the budget.

Subcontract Example:

This is a subcontract with ABC organization to provide two prevention activities using theater to elementary youth. Cost is approximately \$2,500.

Goods and Services: Goods and services must be related to the provision of core services and prevention. Only those costs incurred providing core services and

prevention can be included here, such as supplies, utilities, rent, professional liability insurance, travel and telephone that are. Costs related to general administration or services other than core services and prevention need to be allocated accordingly. Attach an additional page if needed to provide complete information.

Goods and Services Example:

One way of calculating shared Goods and Services costs is by using the percentage of FTEs (Full-Time Equivalencies) method.

The organization has two staff people, Mary and Anita, who will both spend 50% of their time providing services for your OCVA sexual assault core services grant, which equals a total of 1.0 FTE. Let's say the agency has three other employees who do not provide sexual assault services and whose combined FTE equals 3.0.

In this example, expenses that are "shared," such as rent and utilities, would be split 25:75. If the rent is \$650 a month, multiply it by twelve (12) months (which is the length of the fiscal year) and then multiply it by 25%. Calculate the phone bill, utilities, and other "shared" expenses the same way.

"Direct" Goods and Services costs are those that are specific to the OCVA sexual assault core services grant.

Emergency financial assistance for costs related to immediate health and safety is allowable (such as emergency food, clothing, transportation, shelter).

If staff travels to assist sexual assault survivors, conduct outreach, or attend trainings as part of your OCVA sexual assault core services grant, the total cost of travel would be budgeted to the OCVA sexual assault core services grant.

Travel expenses incurred or paid by the grantee shall be reimbursed at a rate not to exceed the current state rate and in accordance with the State of Washington Office of Financial Management Travel Regulations. Current rates for travel may be accessed at <http://www.ofm.wa.gov/resources/travel.asp>.

Indirect: This may include both facilities and administrative costs of running the organization. Administrative and facilities costs could include costs such as audits, building maintenance, janitorial services, and costs of paying for the salaries and benefits of an executive director, accountant, computer specialist, and a portion of the associated office costs for these staff. Mortgage payments and other costs associated with building ownership are also considered indirect costs.

Audit Costs and Requirements

Audit Costs

A pro-rated share of reasonable audit costs may be charged so long as the audit cost is identified in the grant budget that grantees submit to the Department of Commerce. Audit costs may only be included as a Goods and Services expense when a grantee is required to obtain an A-133 audit. For agencies not subject to A-133 audit requirements, audit costs must be allocated to Indirect.

General Requirements

Grantees are to procure audit services based on the following guidelines.

The Grantee shall maintain its records and accounts so as to facilitate the audit requirement and shall ensure that Subgrantees also maintain auditable records.

The Grantee is responsible for any audit exceptions incurred by its own organization or that of its Subgrantees.

COMMERCE reserves the right to recover from the Grantee all disallowed costs resulting from the audit.

As applicable, Grantees required to have an audit must ensure the audits are performed in accordance with Generally Accepted Auditing Standards (GAAS).

Responses to any unresolved management findings and disallowed or questioned costs shall be included with the audit report. The Grantee must respond to COMMERCE requests for information or corrective action concerning audit issues within thirty (30) days of the date of request.

State Funds Requirements

Grantees expending \$100,000 or more in total state funds in a fiscal year require a financial audit according to Generally Accepted Auditing Standards (GAAS). The Schedule of State Financial Assistance must be included.

The schedule includes:

- Grantor agency name
- State program name
- BARS account number
- Grantor
- COMMERCE Grant number
- Grant award amount including amendments (total grant award)
- Current year expenditures

Federal Funds Requirements - OMB Circular A-133 Audits of States, Local Governments and Non-Profit Organizations

Grantees expending \$500,000 or more in a fiscal year in federal funds from all sources, direct and indirect, are required to have an audit conducted in accordance with Office of Management and Budget (OMB) Revised Circular A-133 "Audits of States, Local Governments, and Non-Profit Organizations." Revised OMB A-133 requires the Grantees to provide the auditor with a schedule of Federal Expenditure for the fiscal year(s) being audited. The Schedule of State Financial Assistance must be included.

Both schedules include:

- Grantor agency name
- Federal agency
- Federal program name
- Other identifying grant or contract numbers
- Catalog of Federal Domestic Assistance (CFDA) number
- Grantor contract number
- Total award amount including amendments (total grant award)
- Current year expenditures

If the Grantee is a state or local government entity, the Office of the State Auditor shall conduct the audit. Audits of non-profit organizations are to be conducted by a certified public accountant selected by the Grantee in accordance with OMB Circular A-110 "Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations."

The Grantee shall include the above audit requirements in any subgrants.

In any case, the Grantee's financial records must be available for review by COMMERCE.

Documentation Requirements

The Grantee must send a copy of any required audit Reporting Package as described in OMB Circular A-133, Part C, Section 320(c) no later than nine (9) months after the end of the Grantee's fiscal year(s) by sending a scanned copy to auditreview@commerce.wa.gov or a hard copy to:

Department of Commerce
ATTN: Audit Review and Resolution Office
1011 Plum Street SE
PO Box 42525
Olympia, WA 98504-2525

In addition to sending a copy of the audit, when applicable, the Grantee must include:

- Corrective action plan for audit findings within three (3) months of the audit being received by COMMERCE
- Copy of the Management Letter

Application Checklist

FOR SFY 2014 SEXUAL ASSAULT CORE SERVICES APPLICATION

**This checklist is for your convenience and does not need to be included with
your proposal.**

Be sure to submit the following:

- ☐ Attachment A: Application for Funds
- ☐ Attachment B: Core Services Agency Criteria Certification
- ☐ Attachment C: Agency/Organization Information
- ☐ Attachment D: Budget Forms
- ☐ Attachment E: Prevention Plan

APPLICATIONS WILL NOT BE ACCEPTED AFTER MAY 6, 2013
WITHOUT WRITTEN APPROVAL FROM OCVA.

***PLEASE MAKE SURE TO KEEP A COPY OF THIS APPLICATION FOR
YOUR FILES.***

ATTACHMENT A

Application for Funds Sexual Assault Core Services

Washington State FY 2014 (July 1, 2013 - June 30, 2014)

APPLICATION DUE DATE: May 6, 2013

_____ (agency name) is hereby
applying for funding through the Department of Commerce to provide Sexual Assault
Core Services for victims residing in _____ county/region.

CORE SERVICES GRANTEEES ARE REQUIRED TO PROVIDE ALL CORE SERVICES
IN ACCORDANCE WITH THE WASHINGTON STATE SEXUAL ABUSE/ASSAULT
SERVICES STANDARDS (ATTACHMENT A). REQUIRED CORE SERVICES ARE:

Information, Referral and Awareness
Crisis Intervention
Legal Advocacy
Medical Advocacy
General Advocacy
System Coordination
Prevention: Building Skills

The Washington State Sexual Abuse/Assault Services Standards specify the definition, goal, duration, eligible activities, potential recipients/participants and qualifications for providers for each core service. I certify that the agency has reviewed the requirements and will deliver core services in accordance with these standards.

The intent of direct core services is the provision of victim-centered services: specific, focused, and driven by individuals impacted by sexual abuse and assault. I certify that victim-centered sexual assault advocacy services will be available, accessible, and provided to primary and secondary victims and survivors.

Signature

Title

Please Print Name

Date

ATTACHMENT B

An Agency Requesting Funding For Core Services Must Meet The Following Criteria:

- Is an accredited (full or provisional) Community Sexual Assault Program (CSAP);
- Has all of the required core services available for their region/county or identified population;
- Provides immediately available victim-centered 24-hour personal response for: Information, Referral and Awareness, Crisis Intervention, General Advocacy, Legal Advocacy and Medical Advocacy Services;
- Has a written agreement with all other CSAPs in the same region that identifies which population (geographic or demographic) will be served by which CSAP (non-duplication of services) and how the core services funds will be allocated among the CSAPs (attach agreement to this application);
- Provides or arranges for qualified interpretive and/or translation services to Limited English Speaking (LES)/Limited English Proficient (LEP) and/or hard of hearing or Deaf persons;
- Reports suspected incidents of abuse or neglect of a child or vulnerable adult in accordance with RCW 26.44.030 and 74.34.035;
- Initiates criminal history background checks pursuant to RCW 43.43.832 and 43.43.834, for all prospective employees, volunteers and subcontractors who may have unsupervised access to children or vulnerable adults;
- Utilizes volunteers in the agency's sexual assault services program;
- Provides all core sexual assault services by paid staff or volunteers of the CSAP (CSAPs may subcontract with other entities to provide prevention core services);
- Has all staff or volunteers receive initial Core Training specified in the Sexual Assault Service Standards (Appendix A) prior to providing direct services;
- Agrees that the twenty percent (20%) match required for the Victims of Crime Act (VOCA) portion of Core Services funds will be met by the Washington State funded portion of the Core and Specialized Services Grant. If the Washington

State portion of the grant is not sufficient to meet the VOCA match requirement, the agency agrees that local funds or in-kind will complete the match;

- Participates in statewide data collection and reporting using the InfoNet data system for clients served and services provided, including quarterly submission of data for Information, Referral and Awareness; Crisis Intervention Services; client intakes; client services; and prevention activities;
- Maintains compliance with all core training requirements specified in the Sexual Assault Service Standards (Appendix A) including both initial and ongoing training of direct core service providers and prevention staff;
- Maintain compliance with all initial core training topics and time requirements specified in the Sexual Assault Training Hours by Cluster (Appendix B);
- Will participate in evaluation activities conducted by the Office of Crime Victims Advocacy.

I certify that the agency named above meets all of these criteria.

Signature

Title

Please Print Name

Date

ATTACHMENT C

Agency/Organization Information Form

All information is required.

Agency/Organization Name: 		Agency Accounting Period: (Ex: Jan – Dec; Jul – Jun) 	
Address: 		Did you expend \$500,000 in federal funds during your past fiscal year? <input type="checkbox"/> YES <input type="checkbox"/> NO	
		Did your agency expend \$100,000 of state funds during your past fiscal year? <input type="checkbox"/> YES <input type="checkbox"/> NO	
City:		State:	ZIP:
Applicant is: <input type="checkbox"/> Local Government <input type="checkbox"/> Federally Recognized Tribe <input type="checkbox"/> Non-profit Organization <input type="checkbox"/> Tribal Organization (refer to Definition of Terms)			
Mailing address (if different than above):			
City:		State:	ZIP:
Phone:	Fax:		E-mail:
Primary Contact Person and Job Title:		Fiscal or Secondary Contact:	
Primary Contact's Phone:		Fiscal or Secondary Contact's Phone:	
Primary Contact's E-mail:		Fiscal or Secondary Contact's E-mail:	
Federal employer identification number:		Washington State tax registration number (UBI# if applicable):	
Does the location where services are primarily provided comply with ADA requirements for accessibility? Yes <input type="checkbox"/> No <input type="checkbox"/> If No, how will you accommodate people with disabilities that request services? Attach an additional sheet.			

ATTACHMENT D

BUDGET DETAIL WORKSHEET

FY 2014 Core Sexual Assault Services Application for Funding

Agency Name: _____

Salaries - List each position to be paid with Core and Prevention funds by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to Core and Prevention. Salaries may include individuals providing direct services, supervision, or support staff.

FTEs must be calculated using 40 hours per week. See Budget Terms and Definitions for more details.

Name/Position <i>(sample)</i>	Annual Salary or Hourly Salary <i>(sample)</i>	Annual FTE <i>(sample)</i>	Cost for Core Services <i>(sample)</i>	Cost for Prevention <i>(sample)</i>
Jane Doe/Advocate and Prevention Education	\$30,000	55% (.55 FTE) Core 45% (.45 FTE) Prev	\$16,500	\$13,500
TOTAL SALARIES			\$ -	\$ -

Total FTE Core Services: _____

Total FTE Prevention Services: _____

List activities associated with all positions in the worksheet above:

ATTACHMENT D

BUDGET DETAIL WORKSHEET

FY 2014 Core Sexual Assault Services Application for Funding

Agency Name: _____

Benefits - Benefits must be for the personnel named in Salaries. Benefits should be based on actual known costs or an established formula. Benefits should only be for the percentage of time devoted to these services. Only the allowable portion of costs such as employer payroll taxes, insurance, and other fringe benefits for personnel listed on the Salaries worksheet may be included in this category.

Benefit Description for Name/Position	Annual Cost	Annual Computation based on FTE	Cost for Core Services	Cost for Prevention
<i>(sample)</i> Medical for Jane Doe/Advocate and Prevention Educator	<i>(sample)</i> \$10,000	<i>(sample)</i> 55% (.55 FTE) Core 45% (.45 FTE) Prev	<i>(sample)</i> \$5,500	<i>(sample)</i> \$4,500
TOTAL BENEFITS			\$ -	\$ -

List details associated with all benefits listed above, if needed:

ATTACHMENT D

BUDGET DETAIL WORKSHEET

FY 2014 Core Sexual Assault Services Application for Funding

Agency Name: _____

Subcontracted Services and Consultant Fees: For Prevention activities only. List subcontractors needed to provide services.

Subcontracted Service/Consultant	Computation	Cost for Core Service	Cost for Prevention
(sample) Jenny Doe Interpreters for Prevention Training	(sample) 8 hours of interpretation @ \$65/hr for two interpreters	Cannot subcontract these services.	(sample) \$1,040
TOTAL SUBCONTRACTED SERVICES			\$ -

Provide a description of the services that will be performed by subcontractors, trainers, and speakers.

ATTACHMENT D

BUDGET DETAIL WORKSHEET

FY 2014 Core Sexual Assault Services Application for Funding

Agency Name: _____

Goods and Services - Goods and services must be related to the provision of Core Services and Prevention. Only costs that are incurred providing Core Services and Prevention can be included here such as supplies, utilities, rent, professional liability insurance, travel, and telephone, etc. Costs related to general administration or services other than Core and Prevention need to be allocated accordingly. Attach an additional page if needed to provide complete information.

Item Description	Computation	Cost for Core Services	Cost for Prevention
<i>(sample)</i> Cell Phone for Advocates	<i>(sample)</i> \$65/month x 12 months x .35	<i>(sample)</i> \$273	<i>(sample)</i>
TOTAL GOODS AND SERVICES		\$ -	\$ -

Describe the costs above and list activities associated with these items. Attach separate pages as needed.

ATTACHMENT D

BUDGET DETAIL WORKSHEET

FY 2014 Core Sexual Assault Services Application for Funding

Agency Name: _____

Indirect: This may include both facilities and administrative costs of running your organization. Administrative and facilities costs could include costs such as audits, building maintenance, janitorial services, and costs of paying for the salaries and benefits of an executive director, accountant, computer specialist, and a portion of the associated office costs for these staff. Mortgage payments and other costs associated with building ownership are also considered indirect costs. You can include no more than fifteen percent (15%) of your total budget amount requested for Indirect costs under Core Services or Prevention.

Name/Position OR Item Description	Computation	Cost for Core Services	Cost for Prevention
<i>(sample)</i> Jessie Doe, Executive Director	<i>(sample)</i> 15%/month of Executive Director's time x 12 months	<i>(sample)</i> \$1,200	<i>(sample)</i>
TOTAL INDIRECT		\$ -	\$ -

Describe the costs above and list activities associated with these items.

ATTACHMENT D

BUDGET DETAIL WORKSHEET

FY 2014 Core Sexual Assault Services Application for Funding

Agency Name: _____

Budget Summary - When you have completed the budget detail worksheets, transfer the totals for each category to the spaces below.

<u>Budget Categories</u>	Core Services Amount	Prevention Amount
Salaries	\$ -	\$ -
Benefits	\$ -	\$ -
Subcontracted Services	N/A	\$ -
Goods and Services	\$ -	\$ -
Indirect/Overhead	\$ -	\$ -
Total Grant Amount	\$ -	\$ -

Total amount allocated to prevention above minimum: _____

REMINDER: Once the grant is in place, Grantees must bill activities to the appropriate budget category (e.g. Core and Prevention). Transfer of funds between Core and Prevention is not allowed.

ATTACHMENT D

BUDGET DETAIL WORKSHEET

FY 2014 Core Sexual Assault Services Application for Funding

Agency Name: _____

Budget Cuts - In priority order, identify what should be cut from your proposed grant budget should fewer dollars be available. Total cuts should equal, or be close to, 6% of your proposed core services budget. You must not cut below the minimum prevention allocation for your region. Provide ALL the information requested. You may attach an additional page if needed.

Line Item Category and Description	Item	Computation	Amount for Core Services	Amount for Prevention
TOTAL CUT AMOUNT(S)			\$ -	\$ -

Provide a description of the expenses to be cut from your proposed budget, if needed.

If decreasing staff time, please indicate the salary and percentage of time decreased.

ATTACHMENT D

BUDGET DETAIL WORKSHEET

FY 2014 Core Sexual Assault Services Application for Funding

Agency Name: _____

Budget Adds - In priority order, identify what should be added to your proposed grant budget should additional funds be available. Total adds should equal, or be close to, 3% of your proposed core services budget. Provide ALL the information requested. You may attach an additional page if needed.

Line Item Category and Description	Item	Computation	Amount for Core Services	Amount for Prevention
TOTAL ADD AMOUNT(S)			\$ -	\$ -

Provide a description of the expenses to be added to your proposed budget, if needed.

If increasing staff time, please indicate the salary and percentage of time increased.

ATTACHMENT E

Prevention Plan

Federal Rape Prevention and Education (RPE) dollars are used to fund CSAP core prevention activities. RPE funding mandates that activities be focused on primary prevention of sexual assault. The goal of sexual assault primary prevention programs is to influence individuals and communities before a sexual assault occurs.

All CSAPs are required to conduct primary prevention activities under the Building Skills Core Services Prevention Standard. CSAPs have the option of also conducting primary prevention activities under the Community Development Standard. If you choose to conduct a Community Development project with your Core Services prevention budget, OCVA will follow up with you for a description of your community and details about what stage of the Community Development process you are at.

The goal of the Building Skills Service Standard is to build skills and develop strategies within the community to prevent sexual abuse/assault. Your agency's prevention plan should address how your proposed prevention activities will accomplish this goal within a specified community that your agency chooses. In the two pages that follow, respond to the questions listed and provide a brief narrative of your agency's plan for prevention activities throughout state fiscal year 2014. Please include a description of how at least one of the Maury Nation's *Principles of Effective Prevention Programs* (page 6 of the core services funding application) will be utilized to ensure the effectiveness of your prevention programming.

Please remember:

Prevention activities paid for through your prevention budget and reported as a prevention activity through InfoNet must be a primary prevention activity. For example, efforts could range from preventing first time perpetration to changing societal norms to decreasing rape supportive attitudes. Please see the *Distinguishing Prevention and Information, Referral and Awareness Activities* chart on page 7 of the core services funding application.

The salaries and benefits portion of your prevention budget should reflect the amount of staff time dedicated to implement these prevention activities. *For example, Suzi works for Agency ABC full-time. 25% of Suzi's salary is paid through the minimum prevention budget. Therefore, on average, Suzi should spend 10 hours/week (full time employment 40 hours x 25%= 10 hours) on the prevention activities outlined in your plan.*

Prevention Plan

Instructions: **In two pages or less**, respond to the six questions listed below **and** provide a brief narrative of your agency's plan for prevention activities throughout state fiscal year 2014.

1. Who is the specific target audience you are trying to engage in building skills activities?

2. What prevention activities will you engage your target audience in?

3. Describe how your prevention activities are multi-session.

4. What is the intended change your prevention activities will accomplish **and** how will you determine whether or not the intended change occurred?

5. Do you supplement your prevention efforts with additional funding outside of OCVA?

- ☐ Yes
- ☐ No

6. In addition to building skills activities, do you plan on conducting a community development project with funds through your OCVA Sexual Assault Core Services grant?

- ☐ Yes (If yes, OCVA will contact you for additional information regarding your proposed community development project.)
- ☐ No

Narrative Section:

Please include a brief description of how you chose the proposed prevention activities, how you plan to engage your target audience, and any information about implementing your prevention plan that you want to share. Be sure to include an example of how at least one of the Maury Nation's *Principles of Effective Prevention Programs* (page 6) will be utilized to ensure the effectiveness of your prevention plan.

Appendix A

**Washington State
Department of Commerce
Office of Crime Victims Advocacy**

State of Washington Sexual Assault Services Standards

Core Services for Community Sexual Assault Programs (CSAPs)

**Information, Referral and Awareness
Crisis Intervention
General Advocacy
Legal Advocacy
Medical Advocacy
System Coordination
Prevention: Building Skills**

OPTIONAL:

Prevention: Community Development

INFORMATION, REFERRAL and AWARENESS

Definition	<p>This standard has two purposes:</p> <ul style="list-style-type: none"> ■ Responding 24 hours a day in person or by phone to direct requests for information or assistance related to sexual abuse/assault and available services. ■ Conducting community awareness activities related to sexual abuse/assault and available services to the community at-large.
Goal	To provide sexual abuse/assault related information and resources.
Duration	Information and referral contacts are usually one-time. Awareness activities are usually one-time, but may reoccur.
Activities	<ul style="list-style-type: none"> ■ Assist individuals in evaluating what is needed including available and appropriate services and/or resources. ■ Provide information verbally or in writing such as: <ul style="list-style-type: none"> ▪ Available services (including advocacy services provided by the CSAP) ▪ Referrals to appropriate and relevant resources addressing individuals' needs ▪ Information regarding sexual abuse/assault <p>Information may be provided through:</p> <ul style="list-style-type: none"> ▪ Individual contact ▪ Outreach to underserved communities ▪ Distribution of Materials ▪ Public Speaking/Presentations ▪ Community Education Events
Recipients	<p>Any community members such as:</p> <ul style="list-style-type: none"> ■ Non-offending parents of child victims ■ Victims/Survivors ■ Significant others who require assistance in order to address their own reactions to the victimization and to effectively support the victim ■ Those whose work brings them into contact with people who have been victimized: health care, mental health, education, law enforcement, legal, social service personnel ■ Community groups ■ Marginalized and Native American communities ■ General community
Qualifications	<p>All volunteer and paid staff must complete 30 hours of initial sexual abuse/assault training plus 12 hours of ongoing sexual abuse/assault training annually. All trainings must be approved by the Washington Coalition of Sexual Assault Programs (both the curriculum and the trainer). The provider must be familiar with the dynamics of sexual abuse/assault and relevant community resources, as well as have an understanding of how medical, legal and social services respond to victims of sexual abuse/assault.</p> <p>Providers must be supervised by a paid staff person who has completed the 30 hours of initial sexual abuse/assault training and has two years of relevant experience.</p>

CRISIS INTERVENTION	
Definition	An immediately available 24-hour personal response provided in a variety of settings to an individual presenting a crisis related to sexual abuse/assault.
Goal	To alleviate acute distress of sexual abuse/assault, to begin stabilization, and assist in determining the next steps.
Duration	Short term. May be episodic.
Activities	<p>Activities to alleviate acute stress including:</p> <ul style="list-style-type: none"> ■ Information about the effects of victimization ■ General information about medical and legal issues (Case specific information – see Legal/Medical Advocacy) ■ Information on services available in the community
Service Recipients	<ul style="list-style-type: none"> ■ Child sexual abuse/assault victims ■ Adult or adolescent sexual abuse/assault victims ■ Non-offending parents whose children are sexual abuse/assault victims ■ Significant others who require help/assistance in order to address their own reactions to the victimization and to effectively support the victim
Qualifications	<p>All volunteer and paid staff must complete 30 hours of initial sexual abuse/assault training, which must include at least four hours of crisis intervention, plus 12 hours of ongoing sexual abuse/assault training annually. All trainings must be approved by the Washington Coalition of Sexual Assault Programs (both the curriculum and the trainer). The provider must be familiar with the dynamics of sexual abuse/assault and relevant community resources, as well as have an understanding of how medical, legal and social services respond to victims of sexual abuse/assault.</p> <p>Providers must be supervised by a paid staff person who has completed the 30 hours of initial sexual abuse/assault training and has two years of relevant experience.</p>

GENERAL ADVOCACY

Definition	Personal support and/or assistance in accessing sexual abuse/assault related services.
Goal	To ensure needed services and adequate support to enhance recovery from sexual abuse/assault
Duration	Generally, 1 to 4 times per month; 3 months to a year
Activities	<p>All activities and services are client-focused and case specific.</p> <ul style="list-style-type: none"> ■ Ongoing personal support, including outreach calls/visits (including in-patient or residential care settings) ■ Practical help as needed; information and referrals which are case specific and client focused ■ Ongoing, repetitive crisis intervention ■ Arranging for services to enhance recovery (e.g., health, financial, housing) ■ Consulting with others (such as CPS, APS, Indian Child Welfare) regarding an individual case
Service Recipients	<ul style="list-style-type: none"> ■ Adult/adolescent sexual abuse/assault victims ■ Non-offending parents whose children are sexual abuse/assault victims ■ Significant others who require help/assistance in order to address their own reactions to the victimization and to effectively support the victim
Qualifications	<p>All volunteer and paid staff must complete 30 hours of initial sexual abuse/assault training, plus 12 hours of ongoing sexual abuse/assault training annually. All trainings must be approved by the Washington Coalition of Sexual Assault Programs (both the curriculum and the trainer). The provider must be familiar with the dynamics of sexual abuse/assault and relevant community resources, as well as have an understanding of how medical, legal and social services respond to victims of sexual abuse/assault.</p> <p>Providers must be supervised by a paid staff person who has completed the 30 hours of initial sexual abuse/assault training and has two years of relevant experience.</p>

LEGAL ADVOCACY	
Definition	Acting on behalf of and in support of victims of sexual abuse/assault on a 24-hour basis to ensure their interests are represented and their rights upheld.
Goal	To assist gaining knowledge of the criminal justice system, gain access to all avenues of participation in the legal system and to promote the responsiveness of individual legal system participants.
Duration	Up to several years
Activities	<p>All activities and services are client-focused and case specific. For general information regarding legal advocacy, see Information & Referral.</p> <ul style="list-style-type: none"> ■ Assistance in making informed decisions about police reporting and the preparations needed, including the possibility of CVC benefits ■ Information about the criminal justice systems, civil remedies, and Dependency, Family and Juvenile Courts, including follow-up ■ Support at interviews, trial and sentencing ■ Assistance in preparing for court; informing the victim of her/his rights in legal settings ■ Active monitoring of case through the legal system ■ Assistance with protective/no-contact/anti-harassment orders
Service Recipients	<ul style="list-style-type: none"> ■ Child sexual abuse/assault victims ■ Adult/adolescent sexual abuse/assault victims ■ Non-offending parents whose children are sexual abuse/assault victims ■ Significant others who require help/assistance in order to address their own reactions to the victimization and to effectively support the victim
Qualifications	<p>All volunteer and paid staff must complete 30 hours of initial sexual abuse/assault training, which must include at least four hours of legal advocacy, plus 12 hours of ongoing sexual abuse/assault training annually. All trainings must be approved by the Washington Coalition of Sexual Assault Programs (both the curriculum and the trainer). The provider must be familiar with the dynamics of sexual abuse/assault and relevant community resources, as well as have an understanding of how medical, legal and social services respond to victims of sexual abuse/assault.</p> <p>Providers must be supervised by a paid staff person who has completed the 30 hours of initial sexual abuse/assault training and has two years of relevant experience.</p>

MEDICAL ADVOCACY

Definition	Acting on behalf of and in support of victims of sexual abuse/assault on a 24-hour basis to ensure their interests are represented and their rights upheld.
Goal	To assist the victim to regain personal power and control as s/he makes decisions regarding medical care and to promote an appropriate response from individual service providers.
Duration	May vary significantly depending upon client's medical needs as related to the sexual assault.
Activities	<p>All activities and services are client-focused and case specific. For general information regarding medical advocacy, see Information & Referral.</p> <ul style="list-style-type: none"> ■ Assistance in making informed decisions about medical care and the preparations needed, including referral for possible forensic exam ■ Information about medical care/concerns, including assistance with needed follow-up ■ Support at medical exams and appointments ■ Information and/or assistance with Crime Victim Compensation applications
Service Recipients	<ul style="list-style-type: none"> ■ Child sexual abuse/assault victims ■ Adult/adolescent sexual abuse/assault victims ■ Non-offending parents whose children are sexual abuse/assault victims ■ Significant others who require help/assistance in order to address their own reactions to the victimization and to effectively support the victim
Qualifications	<p>All volunteer and paid staff must complete 30 hours of initial sexual abuse/assault training, which must include at least four hours of medical advocacy, plus 12 hours of ongoing sexual abuse/assault training annually. All trainings must be approved by the Washington Coalition of Sexual Assault Programs (both the curriculum and the trainer). The provider must be familiar with the dynamics of sexual abuse/assault and relevant community resources, as well as have an understanding of how medical, legal and social services respond to victims of sexual abuse/assault.</p> <p>Providers must be supervised by a paid staff person who has completed the 30 hours of initial sexual abuse/assault training and has two years of relevant experience.</p>

SYSTEM COORDINATION

Definition	Coordination of the service system entails the development of working relationships and agreements (formal and informal) among programs and services with a role in the array of sexual abuse/assault service provision with the goal of improving service delivery
Goal	To operate a permanent, client-centered system which offers, or assures access to, a comprehensive continuum of specialized sexual abuse/assault services, which is mutually accountable despite individual changes over time in regulations, procedures or people who provide service.
Duration	An on-going process
Eligible Activities	<ul style="list-style-type: none"> ■ Develop partnerships ■ Increase collaboration ■ Assess gaps in service ■ Foster cooperation ■ Develop accountability process ■ Develop new ways of delivering services
Potential Participants	<ul style="list-style-type: none"> ■ Law enforcement ■ Prosecutors ■ Judiciary ■ Child Protective Services (CPS) ■ Schools ■ Social services (private and public) ■ Mental health services ■ Medical facilities/practitioners ■ Emergency services ■ Other relevant groups, task forces, networks and individuals
Qualifications	<p>System coordination should be initiated and led by a Community Sexual Assault Program.</p> <p>The staff and volunteers representing the Community Sexual Assault Program should represent the issues of sexual abuse/assault to the community accurately, fairly and regularly. They should understand the public policy-making process, build coalitions and articulate opinion to shape public policies that are beneficial for the organization and victims of sexual abuse/assault.</p> <p>They should commit to building community around sexual abuse/assault issues; promote effective relations among diverse agencies working with victims of sexual abuse/assault; facilitate cooperation between all of the agencies/organizations involved with victims of sexual abuse/assault.</p> <p>They also should encourage cooperation and collaboration with other organizations, seeking ways to improve services and/or reduce costs through cooperative efforts; share expertise with others to achieve partnerships; and organize and operate partnerships effectively.</p>

PREVENTION: BUILDING SKILLS	
Definition	Programs and presentations focused on building skills within the community to prevent sexual abuse/assault.
Goal	To build skills and develop strategies within the community to prevent sexual abuse/assault.
Duration	Varies with activities and opportunities.
Activities	<p>Any primary prevention activities (aimed at prevention of sexual violence before it occurs) that are part of building skills efforts. Activities should be consistent with the elements of the Nine Principles of Effective Prevention.¹</p> <ul style="list-style-type: none"> ■ A multisession program or set of activities that: <ul style="list-style-type: none"> • Enhance personal safety skills • Promote nonviolent behavior • Enhance bystander intervention skills • Addresses topics logically connected with sexual assault prevention (such as communication, trust, gender, boundaries, respect, building assets, social norms); or ■ Prevention activities aimed at a specific community or institution that reach more than one level of the social-ecological model:² <ul style="list-style-type: none"> <u>Individual</u>: activities aimed at changing or influencing attitudes and beliefs. <u>Relationship</u>: activities aimed at influencing how people relate with their peers, families or intimate partners. <u>Community</u>: activities aimed at influencing culture, systems and policies in a given setting. <u>Society</u>: activities aimed at influencing larger macro-level factors such as gender inequality, religious beliefs, cultural beliefs system, societal norms, etc.
Participants	<p>Individuals and groups in the general community such as:</p> <ul style="list-style-type: none"> ■ Children ■ Teens ■ Parents/ Caregivers ■ Community members ■ Service providers
Qualifications	<p>Prevention efforts are best provided by, or under the auspices of, a Community Sexual Assault Program.</p> <p>All volunteer and paid staff must complete 30 hours of initial sexual abuse/assault training, and the 5-hour WCSAP prevention orientation. 12 hours of on-going training is required annually. All training must be approved by the Washington Coalition of Sexual Assault Programs. The provider must be familiar with the dynamics of sexual abuse/assault and relevant community resources, as well as have an understanding of how medical, legal and social services respond to victims of sexual abuse/assault. Providers must have an understanding of the causes of sexual violence, prevention and social change theory, community development techniques and have demonstrated experience in educational techniques appropriate to their audience. Providers must be supervised by a paid staff person who has completed the 30 hours of initial sexual abuse/assault training and the 5-hour prevention orientation, and has two years of relevant experience. The supervisor should observe the provider's training on a periodic basis.</p>

March 2010

¹ Nation, M., Crusto, C., Wandersman, A., Kumpfer, K. L., Seybolt, D., Morrissey-Kane, E., & Davino, K. (2003). **What works in prevention: Principles of Effective Prevention Programs**. *American Psychologist*, 58, 449-456.

² Levels of influence from the Social Ecological Model of Prevention, (National Center for Injury Prevention and Control, Centers for Disease Control and Prevention).

OPTIONAL STANDARD

Prevention: Community Development

PREVENTION: COMMUNITY DEVELOPMENT	
Definition	Promoting attitudes, behaviors and social conditions that will reduce and ultimately eliminate factors that cause or contribute to sexual violence. ¹
Goal	To change the norms, values, beliefs and attitudes that cause sexual violence through the shifting of ownership of solutions from social services to the community. ²
Duration	Varies with activities and opportunities. Complete projects may take more than one year.
Activities	<p>Any primary prevention activities (aimed at prevention of sexual violence before it occurs) that are part of community development efforts.</p> <p>Community Development Process:</p> <ol style="list-style-type: none"> 1. Establishing relationships within communities, ensuring the inclusion of marginalized and underserved communities 2. Recruiting stakeholders from a chosen community 3. Asking: Why does sexual violence happen here? (A) 4. Asking: What would it be like without sexual violence? (B) 5. Developing a plan to get from A to B. 6. Asking: how will we know we are accomplishing anything? 7. Carrying out the plan. 8. Evaluation and revision.
Participants	Stakeholders, Community ³
Qualifications	<p>Community development efforts should be initiated and led by a Community Sexual Assault Program.</p> <p>All volunteer and paid staff must complete 30 hours of initial sexual abuse/assault training, and the 5-hour WCSAP prevention orientation. 12 hours of on-going training is required annually. All training must be approved by the Washington Coalition of Sexual Assault Programs. The provider must be familiar with the dynamics of sexual abuse/assault and relevant community resources, as well as have an understanding of how medical, legal and social services respond to victims of sexual abuse/assault. Providers must have an understanding of the causes of sexual violence, prevention and social change theory, community development techniques and have demonstrated experience in educational techniques appropriate to their audience.</p> <p>Providers must be supervised by a paid staff person who has completed the 30 hours of initial sexual abuse/assault training and the 5-hour prevention orientation, and has two years of relevant experience. The supervisor should observe the provider's training on a periodic basis.</p>

March 2010

¹ Sexual violence is physical, emotional, social economic, cultural, spiritual and/or political acts and/or behaviors that use sex and/or sexuality as tools of violence and oppression against children, youth, women and men

² Revised goal from the updated Washington State Prevention Plan 2009.

³ A community is any definable group of people who share concerns or interests.

Appendix B

Sexual Assault Training Hours by Cluster

This grid indicates the training topics and number of hours the Community Sexual Assault Program's initial sexual assault core advocacy training must cover. All topics in each of the four clusters should be included in initial core training for the minimum number of hours noted for each cluster.

Cluster #1 – Philosophical Foundations <i>minimum of 6 hours</i>	
Mission/Philosophy	
Underlying Conditions Contributing to Sexual Violence	
Diversity	
Empowerment	
Ethics: Confidentiality	
Ethics: Boundaries	
Ethics: Conflict of Interest	
Ethics: Informed Consent	

Cluster #2 – Crisis Intervention/Support; Information and Referral <i>minimum of 15 hours</i>	
Definitions and Continuum of Sexual Violence	
Dynamics of Child, Adolescent, and Adult Sexual Assault	
Male Victimization	
Effects of Victimization	
Crisis/Trauma Theory	
Advocacy and Counseling Skills	
Listening and Communication Skills	
Cultural Competency	
Grief and Coping Skills	
Empathy	
Community Resources	

<p>Cluster #3 – Advocacy <i>minimum of 6 hours</i></p>
Support and Service Options for Victims (advocacy, medical, legal)
Rights of Victims
Crime Victims Compensation (CVC)
Components of Legal Advocacy
Criminal Justice Process
Crime Reporting and Mandated Reporting – Processes and Options
Civil Remedies
Civil and Criminal Court Orders (restraining orders, etc.)
Medical Concerns and Treatment for Sexual Assault Survivors
Components of Medical Advocacy
Medical Forensic Examination and Evidence Collection
Paperwork (victim impact statements, CVC forms, etc.)
Community Resources

<p>Cluster #4 – Working Collaboratively <i>minimum of 3 hours</i></p>
Role Clarification and Boundaries (re: work with clients, coworkers, the community, and other service providers)
Professionalism and Service Standards
How Local Agencies Are Connected and/or Interconnected
Relationships with CPS and Law Enforcement (re: Mandated Reporting)
Accessing Additional Services
Paper Work and Documentation