

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**CHILD SEXUAL ABUSE TREATMENT PROGRAM (CSAT)
REQUEST FOR APPLICATION**

PART I – INFORMATION

A. INTRODUCTION

This Request for Application (RFA) provides all of the information and forms necessary to prepare an application for the Governor's Office of Emergency Services (OES) grant funds. The terms and conditions described in this RFA supersede all previous RFAs and any conflicting provisions stated in the *Recipient Handbook*. The *Recipient Handbook* provides helpful information for developing the application and can be accessed at the website www.oes.ca.gov by selecting "Plans and Publications, *Recipient Handbook*".

B. CONTACT INFORMATION

Questions concerning this RFA, the application process, or programmatic issues should be submitted to the below contact person by telephone, fax, or e-mail.

Helen Alexander
Direct: (916) 322-2243
Fax: (916) 324-8554
helen_alexander@oes.ca.gov

C. APPLICATION DUE DATE AND SUBMISSION OPTIONS

One original and one copy of the application must be delivered to OES' Law Enforcement and Victim Services Division by the date and time indicated below. Submission options are:

1. Regular and Overnight mail, **postmarked by Friday, March 31, 2006**, to:

Governor's Office of Emergency Services
Law Enforcement and Victim Services Division
3650 Schriever Avenue
Mather, CA 95655
Attn: CHILD SEXUAL ABUSE TREATMENT PROGRAM RFA – Children's Section

2. Hand delivered by **5:00 p.m. on Friday, March 31, 2006**, to:

Governor's Office of Emergency Services
Law Enforcement and Victim Services Division
3650 Schriever Avenue
Mather, CA 95655
Attn: CHILD SEXUAL ABUSE TREATMENT PROGRAM RFA – Children's Section

D. ELIGIBILITY

To be eligible to receive funding for the Child Sexual Abuse Treatment (CSAT) Program, recipient must be one of the four agencies which received funding for the CSAT Program in the last funding year, Fiscal Year (FY) 2005/2006. Specifically, for the purpose of this RFA, the recipients eligible to apply for funding are: Children's Hospital – San Diego, Children's Institute Inc. – Los Angeles, Regents of the University of California – Sacramento, and Child Abuse Listening & Mediation (CALM) – Santa Barbara.

E. FUNDS

1. Grant Award Period

Funding for this application is for a twelve (12) month period. The grant period will begin on July 1, 2006 and end on June 30, 2007.

2. Funding Levels

Grant funding is contingent upon the funding availability and FY 2006/2007 State Budget Act being passed by the Legislature and signed by the Governor. OES does not have authority to disburse funds until the State budget is passed and the Grant Award Agreement is fully executed. Until such time, projects must refrain from incurring expenditures. Expenditures incurred prior to authorization are made at the project's own risk. When the executed grant is received by recipient, authorized expenditure reports may be submitted for reimbursement of grant funds.

If during the term of the grant award the funds appropriated for the purpose of the grant award are reduced or eliminated by the California Legislature, OES may immediately terminate or reduce the grant award by written notice to the recipient. However, no such termination or reduction shall apply to allowable costs already incurred by the recipient to the extent funds are available for payment of such costs.

The FY 2006/2007 Governor's Proposed Budget is anticipated to contain \$256,500 in state victim witness assistance funds for the continuation funding of the Child Sexual Abuse Treatment (CSAT) Program. Specific funding amounts for each recipient are provided in Part II, Section B: Project Budget, of this RFA.

F. PROGRAM INFORMATION

The Child Sexual Abuse Treatment (CSAT) Program funds local government agencies and nonprofit organizations to provide comprehensive treatment services to child victims of sexual abuse and/or sexual exploitation. Services are directed toward child victims under the age of 18. Services to appropriate non-offending family members are provided as support services to help in the child's recovery.

Treatment services include, but are not limited to: outreach; in person crisis intervention services; intake; assessment; individual and group (children) counseling; interagency coordination; and follow-up evaluation.

1. Advisory Committee

Penal Code Section 13836 et. seq. mandated the establishment of the eleven member State Advisory Committee (SAC) on Sexual Assault Victim Services to advise OES on the development and implementation of the CSAT Program, and to approve funding recommendations. OES appoints five of the committee members, including three district

attorneys, one public defender, and one representative of a law enforcement agency. The Commission on the Status of Women appoints six committee members including one medical professional, and one representative of a rape crisis center.

2. Administrative Authority

OES is the administrative agency for the CSAT Program. The role of OES is to work in conjunction with the SAC to manage and maintain the program. These activities include establishing policies dealing with the operation and direction of the program, providing staff support to SAC, monitoring the projects and contracts selected for funding, and evaluating the program.

3. Program Criteria

The statutory requirements for funded recipients are found in Penal Code Section 13836 and 13837. These include criteria, restrictions, and priorities.

Penal Code Section 13837 Requirements

Provide in-person counseling and referral service during normal business hours.

The SAC has defined normal business hours to mean:

- a) Offices must be open to the public Monday through Friday for a continuous eight-hour period that occurs between the hours of 8:00 a.m. and 5:00 p.m. with the only exception being closure during the lunch hour.

This means the office may be open: (a) 9 a.m. to 5 p.m. as long as it is not closed during the lunch hour; (b) 8 a.m. to 5 p.m. and close completely from 12 p.m. to 1 p.m.; or (c) 8:30 a.m. to 5 p.m. and close for ½ hour lunch.

- b) Offices must make every possible effort to have staff in the office to respond to telephone inquiries, drop-in clients, or members of the public during their established business hours.
- c) Offices with a full-time office worker/secretary/clerical position must have staff in their office at all times during their business hours.

Maintain other standards and services determined to be appropriate by the SAC pursuant to Penal Code Section 13837 as grant conditions.

The SAC has mandated the following services standards:

- a) Provide in-person counseling;
- b) Provide group counseling/discussions;
- c) Provide access to or referrals to other services as appropriate;
- d) Provide follow-up services.

Demonstrate the ability to receive and make use of funds available from governmental, voluntary, philanthropic, or other sources, which may be used to augment state funds appropriated for this project, and make every attempt to qualify for federal funding. (This means projects must actively seek alternative sources of funding and use the funds in a cost-effective manner.)

Maintain semi-annual and final progress reports as prescribed by OES.

Penal Code Section 13837 Restrictions

Funds appropriated under this program shall not supplant local funds that would be made available in the absence of state funds.

Priority must be given to centers that operate in proximity to medical treatment facilities. (Proximity is defined by OES as having a formal referral system with the nearest general acute care hospital. An Operational Agreement (OA)/Memorandum of Understanding (MOU) must be established to satisfy this requirement.)

State funds provided to established centers shall be utilized when possible, as determined by the advisory committee, to expand the program.

SAC Funding Priorities

The SAC has established the following funding priorities; these are listed in order of their importance:

- a) To provide funds to projects operating in an area with a high comparative and demonstrable need.
- b) To provide funds to be directed toward members of groups with special needs (e.g., minority, developmentally disabled, low socioeconomic status, and runaways), to ensure equal access to services.
- c) To provide funds to projects which represent the state geographically.

Provision of Services

All required services must be provided directly by the recipient or sub-contractors for specific services. In measuring the services provided to sexually abused and/or sexually exploited children under this program, only the services provided by the recipient or sub-contractors should be included.

OAs/MOUs shall be developed and maintained between the recipient and the referral agencies. OAs/MOUs must clearly delineate the expectations and services of the parties involved.

Paid Staff and Volunteers

A criminal record check must be performed on paid staff and volunteers working with children under the age of 18 receiving services. This check must be done before the staff and/or volunteers begin face-to-face contact with the youth receiving services. Paid staff and volunteers must meet the following criteria:

- a) Complete a formal application which includes three references checked by program staff;
- b) Agree, in writing, to a criminal records check;
- c) Receive a minimum of 40 hours of formalized training on the issues of child sexual abuse and/or sexually exploited youth, substance abuse, sexually transmitted diseases, crisis intervention, and child abuse reporting law;
- d) Comply with Penal Code Section 11165 regarding mandated reporters; and
- e) Be supervised by the paid staff of the project.

G. PREPARING AN APPLICATION

For clarity, included in Forms is an Application Cover Sheet. Please complete the Application Cover Sheet and attach it to the front of the application.

The following components are required for a complete application:

- Application Cover Sheet;
- Grant Award Face Sheet (OES A301);
- Project Contact Information;
- Certificate of Assurance of Compliance;
- Project Narrative;
- Budget Narrative and Budget Forms (OES A303a-c); and
- Application Appendix