



The United States Department of Justice, Office on Violence Against Women (OVW) (www.ovw.usdoj.gov) is pleased to announce that it is seeking applications for the Sexual Assault Services Formula Grant Program. This program furthers the Department of Justice's mission by supporting the establishment, maintenance, and expansion of rape crisis centers and other programs and projects to assist those victimized by sexual assault.

OVW FY 2009 Sexual Assault Services Formula Grant Program

Eligibility

Applicants are limited to any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, American Samoa, Guam, and the Northern Mariana Islands.
(See "Eligibility," page 4)

Deadline

All applicants should register online with the Grants Management System by **March 17, 2009**.
All applications are due by 8:00 p.m. e.t. on **April 17, 2009**.
(See "Deadline For Applications," page 4)

Contact Information

For assistance with the requirements of this solicitation, contact OVW at (202) 307-6026.

This application must be submitted through the United States Department of Justice's Office of Justice Programs (OJP) Grants Management System (GMS). For technical assistance with submitting the application, call the GMS Helpdesk at 1-888-549-9901.

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OVW Sexual Assault Services Formula Grant Program

(CFDA 16.017)

Overview

About the Office on Violence Against Women

The Office on Violence Against Women (OVW) is a component of the United States Department of Justice (DOJ). Created in 1995, OVW implements the Violence Against Women Act (VAWA) and subsequent legislation and provides national leadership against domestic violence, dating violence, sexual assault and stalking. Since its inception, OVW has launched a multifaceted approach to responding to these crimes. By forging State, local and tribal partnerships among police, prosecutors, the judiciary, victim advocates, health care providers, faith leaders, and others, OVW grants help provide victims with the protection and services they need to pursue safe and healthy lives and enable communities to hold offenders accountable.

About the OVW SASP Formula Grant Program

The Sexual Assault Services Program (SASP) was created by the Violence Against Women and Department of Justice Reauthorization Act of 2005 (VAWA 2005), 42 U.S.C. §14043g, and is the first Federal funding stream solely dedicated to the provision of direct intervention and related assistance for victims of sexual assault. The SASP encompasses four different funding streams for States and Territories, tribes, state sexual assault coalitions, tribal sexual assault coalitions, and culturally specific organizations. Overall, the purpose of SASP is to provide intervention, advocacy, accompaniment (e.g., accompanying victims to court, medical facilities, police departments, etc.), support services, and related assistance for adult, youth, and child victims of sexual assault, family and household members of victims, and those collaterally affected by the sexual assault.

Congress, OVW, and victim advocates recognized the need to place increased focus on sexual assault in order to address the lack of available direct intervention and related assistance services and the unique aspects of sexual assault trauma from which victims must heal. Women and men of all ages, as well as children, can be victims of sexual assault. The perpetrator can be a relative, acquaintance (e.g., boyfriend/girlfriend, friend, coworker, neighbor), or a stranger. Nationally, one in six women and one in thirty-three men will be sexually assaulted in their lifetime^a.

For many victims, it may take years to recover from the physical and psychological trauma caused by rape and other forms of sexual violence. In order to heal from the trauma, survivors often need support from family and friends, as well as critical direct intervention and related assistance from victim-centered social service organizations such as rape crisis centers, through 24-hour sexual assault hotlines, crisis intervention, and medical and criminal justice accompaniment. The SASP will support these services by assisting the establishment,

^a Tjaden, P, Thoennes N. *Full Report of the Prevalence, Incidence, and Consequences of Violence Against Women: Findings from the National Violence Against Women Survey*, Washington (DC): National Institute of Justice; 2000. Report NCJ 183781.

maintenance, and expansion of rape crisis centers and other relevant programs dedicated to assisting those victimized by sexual assault.

The Sexual Assault Services Formula Grant Program (SASP Formula Grant Program) directs grant dollars to States and Territories to assist them in supporting rape crisis centers and other nonprofit, nongovernmental organizations, **including faith-based and other community organizations**, that provide core services, direct intervention, and related assistance to victims of sexual assault. Funds provided through the SASP Formula Grant Program are designed to **supplement** other funding sources directed at addressing sexual assault on the State and territorial level. Rape crisis centers and other nonprofit organizations such as dual programs providing both domestic violence and sexual violence intervention services play a vital role in assisting sexual assault victims through the healing process, as well as assisting victims through the medical, criminal justice, and other social support systems. In order to provide comprehensive services to victims of sexual assault, the SASP Formula Grant Program will assist States and Territories in supporting rape crisis centers and other nonprofit organizations in the provision of **direct intervention and related assistance**.

Deadline: Registration

The Grants Management System (GMS) registration deadline is **March 17, 2009**. It may take up to one week for you to receive confirmation that you are eligible to apply. Applicants should retain proof of timely submission.

Note: OVW discretionary competitive programs are required to submit their applications through Grants.gov. However, the SASP Formula Grant Program is not a discretionary program. SASP Formula Grant Program applications must be submitted through GMS.

Deadline: Application

The due date for applying for funding under this announcement is **8:00 p.m. e.t. on April 17, 2009**.

Eligibility

It is very important that applicants review this information carefully. Applications that are submitted by non-eligible entities will be removed from further consideration during an initial review process.

By statute, eligible entities for this program are:

- Any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, American Samoa, Guam, and the Northern Mariana Islands, are hereafter referred to as States and Territories.

Funding to Faith-Based and Community Organizations

Consistent with President George W. Bush's Executive Order 13279, dated December 12, 2002, and 28 C.F.R. Part 38, it is DOJ policy that faith-based and community organizations that statutorily qualify as eligible applicants under DOJ programs are invited and encouraged to apply for assistance awards to fund eligible grant activities. Faith-based and community

organizations will be considered for awards on the same basis as other eligible applicants and, if they receive assistance awards, will be treated on an equal basis with all other grantees in the administration of such awards. No eligible applicant or grantee will be discriminated for or against on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or persons working in the organization.

Faith-based organizations receiving DOJ assistance awards retain their independence and do not lose or have to modify their religious identity (e.g., removing religious symbols) to receive assistance awards. DOJ grant funds, however, may not be used to fund any inherently religious activity, such as prayer or worship. Inherently religious activity is permissible, although it cannot occur during an activity funded with DOJ grant funds; rather, such religious activity must be separate in time or place from the DOJ-funded program. Further, participation in such activity by individuals receiving services must be voluntary. Programs funded by DOJ are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion.

Note: Faith-based and community organizations are eligible to apply for SASP Formula sub-grants. However, all non-profit non-governmental organizations must apply through their respective States for such funding.

Applicants are encouraged to review the Civil Rights Compliance section at http://www.ojp.usdoj.gov/funding/other_requirements.htm.

OVW SASP Formula Grant Program – Specific Information

Availability of Funds

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law.

Award Period

The award period for these grants will be 24 months.

Award Amounts

By statute, OVW will award a base amount to each State and Territory. Funds remaining after the allocated base amount will be distributed among the States and Territories based on population, including tribal populations. The most accurate and complete data compiled by the United States Bureau of the Census is used to determine the populations.

Program Scope

Overall, the purpose of the SASP, and therefore the SASP Formula Grant Program, is to provide intervention, advocacy, accompaniment (e.g., accompanying victims to court, medical facilities, police departments, etc.), support services, and related assistance to

- Adult, youth, and child victims of sexual assault;
- Family and household members of such victims; and
- Those collaterally affected by the victimization, **except** for the perpetrator of such victimization (e.g., friends, coworkers, classmates).

Statutory Program Purposes

By statute, funds under the SASP Formula Grant Program may be used for the following purpose:

- To support the establishment, maintenance, and expansion of rape crisis centers and other programs and projects to assist those victimized by sexual assault.

SASP Formula grants shall be used by States and Territories to provide grants to rape crisis centers and other non-profit, nongovernmental organizations, including faith-based and other community organizations, for programs and activities that provide direct intervention and related assistance. Intervention and related assistance may include:

- 24-hour hotline services providing crisis intervention services and referral;
- Accompaniment and advocacy through medical, criminal justice, and social support systems, including medical facilities, police, and court proceedings;
- Crisis intervention, short-term individual and group support services, and comprehensive service coordination and supervision to assist sexual assault victims and family or household members;
- Information and referral to assist the sexual assault victim and family or household members;
- Community-based, linguistically and culturally specific services and support mechanisms, including outreach activities for underserved communities; and
- The development and distribution of materials on issues related to the services described in the previous bullets.

Note: The SASP Formula Grant Program emphasizes the establishment, maintenance, and expansion of rape crisis centers and other nonprofit, nongovernmental organizations, such as dual programs addressing domestic violence and sexual assault, for the provision of direct intervention, core services, and related assistance to adult, youth, and child victims of sexual assault. **Under the SASP Formula Grant Program, grant funds cannot be used to support sexual assault forensic examiner projects or criminal justice activities (e.g., law enforcement, prosecution, courts, forensic interviews).** OVW recommends that States and Territories, in partnership with their State sexual assault coalition, consider the array of needs of **all** sexual assault victims and available services in the State or Territory when developing its implementation strategies.

Program Priorities

In shaping their strategies for Federal Fiscal Year 2009, States and Territories are strongly encouraged to develop and support projects that:

- Support rape crisis centers in providing direct intervention and related assistance services; and
- Support dual programs that provide sexual assault and domestic violence services to enhance the provision of sexual assault-related direct intervention and related assistance services.

Activities That May Compromise Victim Safety

Ensuring victim safety is a guiding principle underlying this Program. Experience has shown that certain practices may compromise victim safety rather than enhance it. Certain responses by the authorities may have the effect of minimizing or trivializing the offender's criminal behavior. Accordingly, consistent with the goals of ensuring victim safety while holding

perpetrators accountable for their criminal conduct, applicants are strongly discouraged from proposing projects that include any activities that may compromise victim safety, such as the following:

- Crafting policies that deny individuals access to services based on their relationship to the perpetrator;
- Developing materials that are not tailored to the dynamics of sexual assault or the culturally specific population to be served;
- Crafting policies or engaging in practices that impose restrictive conditions to be met by the victim in order to receive services (e.g., counseling, seeking an order for protection);
- Sharing confidential victim information with outside organizations and/or individuals without the documented consent of the victim; and
- Crafting policies that require the victim to report the sexual assault to law enforcement.

Unallowable Activities

Grant funds under the SASP Formula Grant Program may not be used for any unauthorized purposes, including but not limited to the following activities:

- Lobbying;
- Fundraising;
- Research projects;
- Physical modifications to buildings, including minor renovations;
- Sexual Assault Forensic Examiner projects;
- Criminal justice-related projects, including law enforcement, prosecution, courts, and forensic interviews; and
- Providing domestic violence services that do not relate to sexual violence.

Performance Measures

To assist in fulfilling DOJ's responsibilities under the Government Performance and Results Act (GPRA), Pub. L. No. 103-62, applicants who receive funding under this solicitation must provide data that measures the results of their work. Performance measures for this solicitation are as follows:

Objective	Performance Measures	Data Grantee Provides
Strengthen partnerships for safer communities and enhance the Nation's capacity to prevent, solve, and control crime	<p>1) The number of victims receiving requested services funded by the grant; and</p> <p>2) The number of victim advocates supported by the grant.</p>	<p>This information will be provided to OVW through an annual progress report form. The form for this program is under development. For samples of progress report forms that OVW uses for other programs, please see http://muskie.usm.maine.edu/vawamei/forms.htm.</p>

How to Apply

Applicants must submit a fully executed application to OVW through the **Grants Management System (GMS)**, including all required supporting documentation. Applications submitted via GMS must be in the following word processing formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt). (Please refer to Appendix A, the Step-by-Step Guide to OJP's Grants Management System).

Note: (GMS) does not accept executable file types as application attachments. These disallowed file types include, but are not limited to, the following extensions: ".com", ".bat", ".exe", ".vbs", ".cfg", ".dat", ".db", ".dbf", ".dll", ".ini", ".log", ".ora", ".sys", and ".zip".

CFDA Number

The Catalog of Federal Domestic Assistance number for this program is 16.017, titled "Sexual Assault Services Formula Grant Program," and the funding opportunity number is OVW-insert number.

A DUNS number is required

The Office of Management and Budget requires that all business and nonprofit applicants for Federal funds include a DUNS (Data Universal Numeric System) number in their application for a new award or renewal of an award. Applications without a DUNS number are incomplete. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving Federal funds. The identifier is used for tracking purposes and to validate address and point of contact information. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling 1-866-705-5711 or by applying online at https://eupdate.dnb.com/requestoptions.asp?cm_re=HomepageB*TopNav*DUNSNumberTab. Individuals are exempt from this requirement.

What an Application Must Include

Applicants must complete each of the following sections as part of their response to this solicitation. **It is the responsibility of the applicant to ensure that the application is complete.** The proposal should follow the order below for easy reading. **Please be sure to number each page of the application.**

Applications must use the following page format requirements:

- Double spaced
- 8½ x 11 inch paper
- One inch margins
- Type no smaller than 12 point, Times New Roman font

Application for Federal Assistance (SF-424)

The SF-424 will be filled out online through GMS. The Catalog of Federal Domestic Assistance number for this program is 16.017 (block 10). Please be sure that the Federal amount requested on the SF-424 matches the amount in the submitted budget. Also, in block 7 (Type of Applicant), please do not select "other."

Applicants must ensure that the contact information for the authorizing official and alternate contact is filled out correctly. The authorizing official is an individual authorized to accept grant funds on behalf of the jurisdiction or nongovernmental private entity applying. Please do not type in all capital letters.

Standard Assurances and Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (Form 4061/6)

Review the assurances and certification forms. To successfully submit an application, applicants must agree to all of these assurances and certifications without exception.

Narrative

The following narrative will be submitted as an attachment in GMS and must contain the following elements:

- An overview of what sexual assault services are currently available to victims of sexual assault, including women, men, and children, throughout the State or Territory;
- If applicable, please address what current State or Territory efforts are in place to address sexual assault;
- A detailed description of how the State or Territory **meaningfully involved** the sexual assault coalition **and** representatives from underserved communities^b in developing the application, including:
 - The process and communication method used by the State or Territory to involve the sexual assault coalition and representatives from underserved communities;
 - What underserved communities the State or Territory included in the above process and what methods were used to reach out and communicate with these communities;
 - How many times the State or Territory has met with the coalition and representatives from underserved communities to discuss and develop this application;
 - Whether the coalition and representatives from underserved communities were provided an opportunity to review this application **and** provide comment, prior to its submission; and
 - How the State or Territory has incorporated feedback and input from the coalition and representatives from underserved communities into this application.
- A detailed description of how the State or Territory will **meaningfully involve** the sexual assault coalition **and** representatives from underserved communities in implementing the plans of the State or Territory to administer the SASP Formula Grant Program, including:

^b Underserved communities are communities consisting of “populations underserved because of geographic location, underserved racial and ethnic populations, populations underserved because of special needs (such as language barriers, disabilities, alienage status, or age), and any other population determined to be underserved by the Attorney General or by the Secretary of Health and Human Services, as appropriate.” 42 U.S.C. § 13925(a)(33).

- The process to be used by the State or Territory to determine how it will work with the coalition and representatives from underserved communities to design a plan for distributing the subgrant funds;
 - What underserved communities the State or Territory anticipates including in the above process and what methods will be used to reach out to these communities; and
 - What role the State or Territory envisions for the coalition and representatives from underserved communities in implementing the plans once developed.
- A detailed description of procedures to be used by the State or Territory to ensure equitable distribution of grants **and** grant funds within the State or Territory **and** between urban and rural areas;
 - Which State or Territorial agency will be responsible for the administration of programs and activities; and
 - A brief summary (not a detailed budget) of how the 5% administrative funds will be used.

Letters Demonstrating Meaningful Involvement

Applicants must submit letters from the State or territorial sexual assault coalition **and** representatives from underserved communities outlining their commitment to participate meaningfully in the following ways:

- Developing the SASP Formula Grant Program this application; and
- Implementing the State or Territory's plans to administer the SASP Formula Grant Program.

Letters from the State or territorial sexual assault coalition should be submitted on letterhead and signed by the Executive Director. Letters from representatives from underserved communities should also be submitted on letterhead when applicable.

Letter of Nonsupplanting

Applicants must submit a letter to OVW's Director, certifying that Federal funds will not be used to supplant State or local funds should a grant award be made. Please refer to <http://www.ovw.usdoj.gov/applicants.htm> for a sample letter.

Budget Requirements

Budgets are not required for the SASP Formula Grant Program. However, States and Territories should note the following budget requirements when implementing their internal budget processes. The following is a short list of budgetary guidelines:

- Applicants are strongly discouraged from requesting consultant rates in excess of \$450 per day.
- Applicants **may not** allocate any grant funds for building renovations. This includes such seemingly minor activities as painting or carpeting.
- Applicants may not use any OVW funds for conducting research. However, up to 1% of the budget may be allocated for the purpose of assessing the effectiveness of funded activities. For example, funds may be used to conduct pre- and post-testing of training recipients or victim satisfaction surveys. In conducting such testing or surveys, grantees may not collect,

analyze, or disseminate any information identifiable to a private person during the course of assessing the effectiveness of funded activities.

- A contribution of non-Federal dollars (“match”) is not required for this program, but applicants are encouraged to maximize the impact of Federal dollars by contributing to the costs of their projects. Supplemental contributions may be cash, in-kind services, or a combination of both.
- Applicants are also encouraged to include funds in their budgets to attend Financial Management Training Seminars sponsored by the OJP’s Office of the Chief Financial Officer. These seminars instruct participants in the financial administration of OJP and OVW formula and discretionary grant programs. A schedule listing the financial training seminars is available at http://www.ojp.usdoj.gov/training/fmts_general.htm.
- By statute, not more than 5 percent of SASP Formula grant funds received by a State or territorial governmental agency for any fiscal year may be used for administrative costs.
- Applicants **may not** allocate any funds to purchase vehicles. Exceptions may be made on a case-by-case basis for use by subgrantees with OVW prior approval.
- Applicants **may not** allocate any funds for the purpose of supporting sexual assault forensic examiner projects or criminal justice activities (e.g., law enforcement, prosecution, courts, forensic interviews).

Additional Requirements

- Civil Rights Compliance;
- Confidentiality and Human Subjects Protections regulations;
- Anti-Lobbying Act;
- Financial and Government Audit Requirements;
- National Environmental Policy Act (NEPA) compliance;
- DOJ Information Technology Standards;
- Single Point of Contact Review;
- Non-Supplanting of State or Local Funds;
- Criminal Penalty for False Statements;
- Compliance with OJP’s Office of the Chief Financial Officer [Financial Guide](#);
- Suspension or Termination of Funding;

- Government Performance and Results Act (GPRA);
- Rights in Intellectual Property; and
- Federal Funding Accountability and Transparency Act (FFATA) of 2006.

We strongly encourage applicants to review the information pertaining to these additional requirements prior to submitting their applications. Additional information for each can be found at http://www.ojp.usdoj.gov/funding/other_requirements.htm. References to OJP and its components are deemed to refer to the OVW, as applicable.

OVW Application Checklist

Applicants must submit a fully executed application to OVW through GMS, including all required supporting documentation. Applications will not be accepted via facsimile. Applications submitted via GMS must be in the following word processing formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt). Please use logical titles when saving and uploading documents. For example, the narrative section of the application could be saved as “narrative.txt.”

Complete applications should include the following:

- The SF-424;
- Standard Assurances and Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug Free Workplace Requirements;
- Narrative;
- Letter of non-supplanting; and
- Letters Demonstrating Meaningful Involvement.

Note: An application missing any of the above components will be considered incomplete and cannot move forward in the grant-making process, which may result in a delay of funding. For additional information, please contact OVW at 202-307-6026 and reference the SASP Formula Grant Program.

For technical assistance and questions regarding how to submit your application to GMS, please call the toll-free GMS helpdesk telephone number at **1-888-549-9901**.

APPENDIX:
GMS QUICK START GUIDE

Quick-Start Guide to Using the Office of Justice Programs Online Grants Management System (GMS)

- ◆ **Step 1.** Using your established Internet account,* go to **www.ojp.usdoj.gov/fundopps.htm**. An online **GMS Application Procedures Handbook** is available on this page, and you may link directly to GMS, which will provide online "help" screens.
- ◆ **Step 2.** Select "**Logon to the Grants Management System (GMS)**" to apply for OJP grant funding.
- ◆ **Step 3.** If you have never used GMS, click on "**New User? Register Here**" and follow the on-screen instructions to register with GMS. After you register, you must select the FY 2009 Program solicitation and begin working on it so that your registration will be sent to OVW. You will receive confirmation through email that you are eligible to submit your application. Confirmation may take up to one week.

If you are not a new user and have a GMS password, click on "**Login.**" If your password has expired, you will receive an "Authentication Error" or "Unauthorized User" message. In this case, click on "Having Login Problems?" for assistance in updating your password.

Please Note: Applicants must ensure that the information for the authorizing official and alternate contact is entered correctly. The authorizing official is the individual authorized to accept grant funds in your organization (e.g., executive director, attorney general, governor). If the individual applying online is not the authorizing official, that individual must list the authorizing official's name and contact information where appropriate.

- ◆ **Step 4.** To submit your application online, complete the on-screen *424 /Application for Federal Assistance*, upload your budget narrative (which should include your budget detail), program narrative, and other program attachments in either word processing or spreadsheet files. All supporting documentation may be submitted as attachments. All GMS attachments must be in the following word processing formats: Microsoft Word (*.doc*), PDF files (*.pdf*), or Text Documents (*.txt*). **Please use descriptive titles when naming the attachments for easy identification, i.e., MOU, letter of non-supplanting.** After submission, you will receive confirmation through email that OVW has received your application and you will be given an application number for future reference. All documents must be submitted electronically as attachments to the application through GMS.

If you have any questions about GMS or need technical assistance with applying online, contact the GMS Hotline at 1-888-549-9901.

**If you do not have an Internet account, call the OVW at 202-307-6026 for assistance.*