



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'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 Fiscal Year 2010 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 5)

Deadline

All Applicants should register online with GMS by **February 23, 2010**.
All applications are due by **8:00 p.m. E.T. on March 9, 2010**.
(See "Deadline: Application," page 4)

Contact Information

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

In 2010 OVW applications will be submitted through the Office of Justice Programs Grants Management System (GMS). For further information and assistance, please see <http://www.ovw.usdoj.gov/docs/gms-application.pdf>.

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OVW Sexual Assault Services Formula Grant Program (CFDA 16.017)

Overview

This solicitation contains information on how to apply for the SASP Formula Grant Program. For general information on applying for all OVW grant programs, please see the OVW Fiscal Year 2010 Grant Program Solicitation Reference Guide (Reference Guide) at <http://www.ovw.usdoj.gov/docs/resource-guidebook.pdf>. All applicants should read carefully both this solicitation and the Reference Guide before beginning the application process.

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 1) States and Territories, 2) Tribes, 3) State and Tribal sexual assault coalitions, and 4) 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 lifetime¹.

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, 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

¹ 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.

nonprofit, nongovernmental 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 GMS registration deadline is **February 23, 2010**. For more information on the process of registering and applying in GMS, please see the [Reference Guide](#) at pages 13-15.

Note: Some OVW discretionary competitive programs will be 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 only.

Deadline: Application

An application submission is complete if (a) a hard copy of the entire application, with original signatures, has been submitted via overnight delivery by the deadline and (b) the application has been submitted through GMS.

The deadline for applying for funding under this announcement is **March 9, 2010 8:00 p.m. E.T.** A hard copy must be sent via an overnight delivery method, post-marked by January 29, 2010 to:

The Office on Violence Against Women
Attn: SASP Unit
800 K Street, suite 920
Washington, DC 20530

Applicants are strongly encouraged to submit their applications well in advance of the deadline, in order to ensure a successful submission through GMS. For information on OVW's policy for late applications, please see the [Reference Guide](#) at pages 15-16.

Eligibility

It is very important that you review this information carefully. Applications that are submitted by non-eligible entities will be screened out during an initial review process and omitted from further review.

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, which are hereafter referred to as States and Territories.

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

SASP Formula Grant Program funds for FY 2010 will be awarded based on the following guidelines:

- 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 purposes:

- 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, other community organizations, and Tribal non-profit 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, or forensic interviews).** OVW recommends that States and Territories, in partnership with their State and Tribal sexual assault coalitions, 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 2010, 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 and Recovery

The following is a list of activities that have been found to decrease victim safety, deter or prevent physical and emotional healing for victims, or allow offenders to escape responsibility for their actions. OVW strongly encourages you **not** to include these activities in your application for funding:

- 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;
- Activities focused on prevention efforts (e.g. bystander intervention, social norm campaigns, presentations on healthy relationships, etc.);
- 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

All OVW grantees are required to submit annual progress reports, which will be provided to you should you be selected for an award.

For more information, see the [Reference Guide](#) at pages 17-20.

How To Apply

See the [Reference Guide](#) at pages 13-17 for information regarding “how to apply.”

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 its application is complete by the deadline.**

Applications must use the following page format requirements:

- Double spaced (except that any included graphs and charts may be single-spaced)
- 8½ x 11 inch paper
- One inch margins
- Type no smaller than 12 point, Times New Roman font
- Include a brief Summary Data Sheet
- No more than 10 pages for the Narrative (item IV below)
- Word processing documents must be in the following formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt).

Sections I through VI below describe the specific elements of a complete application.

I. Application for Federal Assistance (SF-424)

Please see the [Reference Guide](#) at page 6 for additional information. This form will be filled out online and you should print out a copy for your hard copy submission.

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

Please see the [Reference Guide](#) at page 7 for additional information. These forms will be filled out online and you should print out copies for your hard copy submission.

III. Summary Data Sheet

Please list the following information on a single page. The Summary Data Sheet should be a separate attachment to the application in GMS and a separate section in the hard copy.

- Name, title, address, phone number, and e-mail address for the authorized representative (Please see the [Reference Guide](#) at page 6 for more information on who can be an authorized representative).
- Name, title, address, phone number, and e-mail address for the grant point-of-contact.
- If the State or Territory is passing the SASP Formula Grant Program funds through to its sexual assault coalition, the name, title, address, phone number, and e-mail address for the coalition authorized representative.
- List of other awards from OVW for which the State/Territory is a recipient or partner.

IV. Narrative

The following narrative should be a separate attachment to the application in GMS and a separate section in the hard copy. The Project Narrative may not exceed 10 pages in length, double-spaced. Please number the pages of your narrative.

- 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;
- An overview of what current State or Territory efforts are in place to address sexual assault;
- A brief description addressing how the State or Territory makes its subgrant awards (e.g., formula-based);
- How funding under the SASP Formula Grant Program compliments the State/Territory STOP implementation plan;
- A detailed description of how the State or Territory **meaningfully involved** its sexual assault coalition **and** representatives from underserved communities², including Tribes, in developing the application, including:

² 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

- 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 its 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, including Tribes, in implementing the plans of the State or Territory to administer the SASP Formula Grant Program, including:
 - 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;
 - A brief summary (not a detailed budget) of how the optional 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 application; and
- Implementing the State or Territory's plans to administer the SASP Formula Grant Program.

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).

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.

V. Letter of Nonsupplanting

Applicants must submit a letter to OVW's Director, signed by the Authorized Representative, 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/docs/nonsup_letter.pdf for a sample letter. This should be a separate attachment to the application in GMS and a separate section in the hard copy.

VI. 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 because they require prior approval from the OVW's Director.
- Applicants **may not** allocate any grant funds for building renovations. This includes such seemingly minor activities as painting or carpeting.
- Applicants **may not** allocate any funds to purchase vehicles. Exceptions may be made on a case-by-case basis for use by subgrantees with prior OVW 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, or forensic interviews).
- Applicants **may not** allocate any funds towards prevention education efforts (e.g. bystander intervention, social norm campaigns, presentations on healthy relationships, etc.).
- Applicants **may not** allocate any funds towards generalized statewide sexual assault training or training of allied professionals (e.g., law enforcement, social service agencies, or prosecutors) or curriculum development that is not directly linked to the provision of direct sexual assault services.
- 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 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.htm>.

Additional Requirements

For information on additional requirements that apply to all OVW applicants and grantees, see the [Reference Guide](#) at pages 21-22.

Public Reporting Burden

Paperwork Reduction Act Notice

Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. We try to create forms and instructions that are accurate, can be easily understood, and which impose the least possible burden on you to provide us with information. The estimated average time to complete and file this form is 30 hours per form. If you have comments regarding the accuracy of this estimate, or suggestions for making this form simpler, you can write to the Office on Violence Against Women, U.S. Department of Justice, 800 K Street, NW, Washington, DC 20530.

Application Checklist

Applicants must submit a fully executed application to OVW via overnight delivery, including all required supporting documentation. If you do not have the ability to upload signed documents, you may upload an unsigned version and include the signed original in the hard copy of the application. **Applications will not be accepted via facsimile. Although the application needs to be submitted through GMS as well as in hard copy form, the hard copy will be reviewed.**

Application Document	Required?	Completed?
1. Standard Form 424	Yes	
2. Standard Assurances and Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (Form 4061/6)	Yes	
3. Summary Data Sheet	Yes	
4. Narrative	Yes	
5. Letters of Meaningful Involvement	Yes	
6. Letter of Nonsupplanting	Yes	

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.

Applicants must send **via overnight delivery** a complete hard copy original of the application, **postmarked by January 29, 2010** to:

**The Office on Violence Against Women
Attn: SASP Unit
800 K Street, suite 920
Washington, DC 20530**

In addition, applications must be submitted on the Office of Justice Programs online Grants Management System.