

U.S. Department of Justice
Office on Violence Against Women (OVW)



OVW Fiscal Year 2013 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 6)

Deadlines

Application: All applications are due by 11:59 p.m. Eastern Time (E.T.) on April 24, 2013.
(See "Deadlines: Application," page 5)

Registration: To ensure all applicants have ample time to obtain a Data Universal Number System (DUNS) Number and complete the registration processes, applicants should register online with the System for Award Management (SAM) and with **GMS** well in advance of the application deadline.
(See "Deadlines: Registration," page 6)

Contact Information

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

In Fiscal Year 2013, OVW applications will be submitted through the Office of Justice Programs Grants Management System (GMS). For technical assistance with GMS contact OVW GMS Support at 1-866-655-4482.

It is anticipated that all applicants will be notified of the outcome of their applications by September 30, 2013.

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OVW Sexual Assault Services Formula Grant Program (CFDA 16.017)

Overview

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 on issues of sexual assault, domestic violence, dating violence, and stalking. Since its inception, OVW has supported a multifaceted approach to responding to these crimes through implementation of grant programs authorized by VAWA. By forging state, local and tribal partnerships among police, prosecutors, judges, 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, while improving communities' capacity to hold offenders accountable for their crimes.

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.

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. Nearly half of all women and 1 in 5 men have experienced some form of sexual violence in their lifetime. Also, nearly 1 in 5 (18.3%) women and 1 in 71 men (1.4%) in the US have been raped at some time in their lives.¹

For many victims, it may take years to recover from the physical and psychological trauma caused by rape and other forms of sexual violence. 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 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 that provide core services, direct intervention, and related assistance to victims of sexual assault. 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

¹ Black, M.C., Basile, K.C., Breiding, M.J., Smith, S.G., Walters, M.L., Merrick, M.T., Chen, J., & Stevens, M.R. (2011). *The National Intimate Partner and Sexual Violence Survey (NISVS): 2010 Summary Report*. Atlanta, GA: National Center for Injury Prevention and Control, Centers for Disease Control and Prevention.

systems. 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.

Deadlines

Application

All applications will be submitted electronically. The deadline for submitting applications in response to this grant announcement is **11:59 p.m. E.T. on April 24, 2013**. Applications submitted after **11:59 p.m. E.T. on April 24, 2013** will not be considered for funding. Applicants experiencing difficulties submitting an application should refer to the Experiencing Unforeseen Technical Issues section on page 10 of this solicitation.

Failure to begin the registration or application submission process in sufficient time is not a suitable reason for a late application submission. It is important that applicants do not wait until the day of the application deadline to submit applications. To ensure a successful application submission, OVW strongly encourages applicants to submit their applications at least a minimum 6 hours before the deadline.

Note: For applicants without Internet access, who cannot submit an application electronically, please contact Melissa Schmisek no later than April 9, 2013 to request permission to submit an application by alternative means.

Registration

Applicants for Federal grants and cooperative agreements are required to have a Data Universal Number System (DUNS) Number to submit an application. A DUNS Number is a unique nine-character identification number provided by the commercial company Dun & Bradstreet (D&B). Once you have completed the D&B registration, your DUNS Number should be available the next business day.

Organizations are required to register with the System for Award Management (SAM) using their DUNS number. Please note that applicants formerly used the Central Contractor Registration (CCR) database for this purpose. SAM is a government-wide registry for vendors doing business with the federal government which requires annual renewal. The SAM centralizes information about grant recipients and also provides a central location for grant recipients to change organizational information.

For more information on the process of registering with SAM and GMS, please see the How To Apply section on page **10**.

Eligibility

It is very important that you review this information carefully. Applications that are submitted by ineligible entities or that do not meet all program eligibility requirements will not be considered for funding.

Eligible Entities

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 collectively referred to as States and Territories.

Award Information

Applicants that receive an award are bound by the provisions of this solicitation, the OVW Financial Grants Management Guide, and any updates to the Guide, and any conditions of the recipients' award.

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. There is no guarantee that funds will be available in the future. Therefore, OVW encourages applicants to develop a plan to sustain project activities if Federal funding through the SASP Formula Grant Program were no longer available.

Award Period

The grant award period is **24** months.

Award Amounts

By statute, OVW will award a base amount **(for states, not less than 1.5 percent of the total amount appropriated, for territories and the District of Columbia, .125 percent)** to each State and Territory. Funds remaining after the allocated base amount will be distributed among the States and Territories according to population. The most accurate and complete data compiled by the United States Bureau of the Census are used to determine the populations.

Program Scope

Activities supported by the SASP Formula Grant Program are determined by statute, Federal Regulations, and OVW policies. If an applicant receives an award, the funded project is bound by the provisions of this solicitation, the OVW Financial Grants Management Guide, and the conditions of the recipient's award.

Purpose Areas

Overall, the purpose of 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 (e.g., friends, coworkers, classmates), **except** for the perpetrator of such victimization.

In FY 2013, 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 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 non-offending family or household members;
- Information and referral to assist the sexual assault victim and non-offending family or household members;
- Community-based, linguistically and culturally specific services and support mechanisms, including outreach activities for underserved communities. As defined in the Violence Against Women Act, 42 U.S.C. §13925 (17), “linguistically and culturally specific services” means “community-based services that offer full linguistic access and culturally specific services and resources, including outreach, collaboration, and support mechanisms primarily directed toward underserved communities.”;
- The development and distribution of materials 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 their State or Territory when developing their implementation strategies.

OVW Priority Areas

In shaping their strategies for Federal Fiscal Year 2013, States and Territories are strongly encouraged to develop and support projects that:

- Support rape crisis centers in providing direct intervention and related assistance services.
- 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.
- Retain core services for victims of sexual assault.
- Increase support for underserved populations in a culturally appropriate manner, with a special emphasis on support for African-American communities and other communities of color, as well as tribal and LGBT communities.

Activities that Compromise Victim Safety and Recovery

The following activities have been found to jeopardize victim safety, deter or prevent physical or emotional healing for victims, or allow offenders to escape responsibility for their actions:

- Procedures or policies that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on their actual or perceived age, immigration status, race, religion, sexual orientation, gender identity, mental health condition, physical health condition, criminal record, work in the sex industry, or the age and/or gender of their children;
- 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 victim²; and
- Crafting policies that require the victim to report the sexual assault to law enforcement.

If an application proposes activities that compromise victim safety and recovery, these activities will need to be further addressed prior to funds being disbursed.

Out-of-Scope Activities

OVW has determined the activities listed below to be out of the program scope. Applications that propose out-of-scope activities may be flagged during the review process. Applications that are determined to be substantially outside the scope of the SASP Formula Grant Program will not be considered for funding. The following activities are out of scope and will not be supported by SASP Formula Grant Program grant funding:

- Research projects (This does not include program assessments conducted only for internal improvement purposes. See section on Research and Protection of Human Subjects in the FY 2013 Solicitation Companion Guide at <http://www.ovw.usdoj.gov/docs/companion-guide-10-16-12.pdf>);
- 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
- Providing domestic violence services that do not relate to sexual violence

Unallowable Activities

The following is a list of activities that are unallowable and cannot be supported by SASP Formula Grant Program grant funding. Applications that include substantial unallowable activities will not be considered for funding.

- Lobbying
- Fundraising
- Purchase of real property
- Construction
- Physical modifications to buildings, including minor renovations (such as painting or carpeting)

² Please note, such sharing of confidential victim information is prohibited under 42 U.S.C. 13925(b)(2).

How To Apply

This section describes how an application should be submitted. Applicants should anticipate that failure to meet all registration and submission deadlines will result in a delay or jeopardize receipt of funding. It is the responsibility of the applicant to ensure that the application is submitted by the deadline.

Application Registration Requirements

It is very important that all applicants read this section carefully. Applicants that do not complete all the steps in registering and submitting their application by the due date will not be considered for funding. Applicants are responsible for ensuring their applications are complete at the time of submission. OVW will not contact applicants for missing items.

Each applicant must obtain a Data Universal Numbering System (DUNS) number, be registered in the System for Award Management (SAM) and submit their application online via the Grants Management System (GMS) according to the instructions. Applicants are encouraged to submit their applications well in advance (a minimum of 6 hours) of the deadline to allow sufficient time to address technical problems. Applicants should ensure DUNS number for the application is for an organization that is eligible to apply for the grant program. Please note that organizations must update or renew their SAM registration at least one a year to maintain an active status. (Applicants formerly used the Central Contractor Registration (CCR) database to complete this registration.)

Grants Management System

Applicants are required to submit their applications through the Office of Justice Programs' Grants Management System (GMS) instead of Grants.gov. In order to apply for a grant through GMS, go to <https://grants.ojp.usdoj.gov/> and either sign in using your current GMS ID and password or register as a new user. Once you have logged in to GMS, you should select the program that you intend to apply for and follow the instructions. Training materials are available on the main GMS homepage.

Applicants without Internet Access

For applicants without Internet access, who cannot submit an application electronically, please contact Melissa Schmisek no later than **April 9, 2013** to request permission to submit an application by alternative means.

OVW Policy on Late Submissions

OVW offers several options for applicants to provide advance notice to OVW if receipt of their application will be delayed due to a temporary lack of Internet access, other technical difficulties, or geographic isolation. If applicants do not provide advance notice to OVW about an issue that may cause a delay in the submission of the application, then the application will not be considered for funding. If applicants follow the steps outlined below, late submission may be considered. Extension of deadlines is not guaranteed.

Experiencing Unforeseen Technical Issues

Applicants are advised to attempt to submit the application well in advance of the 11:59 p.m. E.T. deadline. If you experience technical difficulties at any point during the application process, please contact the **OVW GMS Support at 1-866-655-4482, Monday through Friday, 9:00 a.m. to 5:00 p.m. E.T.** If you experience unforeseen technical issues that prevent you from submitting your application by the deadline, you must take the following actions:

- contact the SASP Formula Grant Program at 202-307-6026 prior to the application deadline stating that you are experiencing unforeseen technical issues; and
- contact the technical support number above prior to deadline.

Within 24 hours after the deadline you must again contact the SASP Formula Grant Program at 202-307-6026 to request approval to submit your application. At that time, you will be required to email the complete grant application, your DUNS number, and provide information regarding your contact with the GMS Help Desk for assistance in resolving any issues. After OVW reviews all of the information submitted and verifies your technical issues with the Helpdesk, OVW will contact you to either approve or deny your request to submit a late application. If the technical issues you reported cannot be verified, your application will be rejected as untimely.

Extraordinary Natural or Manmade Disasters

In cases of extraordinary natural or manmade disasters, such as extreme weather emergencies or terrorist acts, applicants may request to submit applications up to seven calendar days late, by sending an e-mail to the contact listed in the solicitation. The message should specify the nature of the disaster and how it affected the applicant's ability to submit an application on time.

Application Contents

This section describes what is included in a complete application package. Applicants should anticipate that failure to submit an application that contains all of the specified elements will negatively affect the review of the application and may result in the application not being considered for funding; should a decision be made to make an award, it may result in the inclusion of special conditions that preclude access to or use of award funds pending satisfaction of the conditions. It is the responsibility of the applicant to ensure that a complete application is submitted by the deadline.

Formatting and Technical Requirements

Applications must follow the requirements below.

- Double spaced (Project Abstract, Summary Data Sheet and charts may be single space)
- 8½ x 11 inch paper
- One-inch margins
- Type no smaller than 12 point, Times New Roman font
- Page numbers
- No more than **10** pages for the Project Narrative
- Word processing documents must be in the following formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt).
- Headings and sub-headings that correspond to the sections identified in the Application Contents section of this solicitation.

Application Requirements

Applications must include the following required documents and demonstrate that the program eligibility requirements have been met. Applications that do not address any of the following components will be considered substantially incomplete and may experience a delay in receiving funds:

1. Project Narrative
2. Letters Demonstrating Meaningful Involvement
3. Application for Federal Assistance (SF-424)
4. Standard Assurances and Certifications Form (Form 4061/6)
5. Letter of Nonsupplanting

Summary Data Sheet

The Summary Data Sheet should be one to four pages in length and may be single or double spaced. The Summary Data Sheet does not count toward the 10 page limit for the Project Narrative. Please provide the following information:

- Name, title, address, phone number, and e-mail address for the authorized representative. Please see the [Reference Guide](#) to determine who can be an authorized representative.
- Name, title, address, phone number, and e-mail address for the grant point-of-contact.
- Statement as to whether the agency has expended \$500,000 in Federal funds in the past fiscal year for the applicant. Please specify the end date of the fiscal year.
- 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.

Summary of Current and Recent OVW Projects (if applicable)

If the applicant has a current grant award or cooperative agreement under **any** OVW program, or received an award that has been closed within one calendar year, the information below **must** be included.

- Identify all grants by OVW program, award number, and project period.
- Specify the total funding amount for each grant (initial and supplemental amounts, if applicable).
- Specify the total funds remaining in each grant as of the date of application.
- Provide the total funds remaining in each budget category (Personnel, Fringe, Travel, Equipment, Supplies, Construction, Contractual, and Other) for each grant.
- Provide justification for remaining funds.
- Estimate the amount of grant funds that will be remaining at the end of the current project period.
- List the number and titles of all full-time and/or part-time positions funded by the award.

Project Narrative

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

- 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 or competitive awards);

- How funding under the SASP Formula Grant Program complements 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 communities,³ including Tribes, 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;
 - Which underserved communities the State or Territory included in this process and what methods were used to reach out and communicate with these communities;
 - The number of 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;
 - 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:
 - How the State or Territory will work with the coalition and representatives from underserved communities to design a plan for distributing the subgrant funds;
 - Which underserved communities the State or Territory anticipates including in the above process;
 - What methods will be used to reach out to the underserved communities to ensure their active participation in the implementation of the plans to administer the SASP Formula Grant Program funds; and
 - What roles the State or Territory envisions for the coalition and representatives from underserved communities in implementing the plans;
- 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, if at all; and
- A proposal abstract.

Proposal Abstract

The Proposal Abstract should provide a short and accurate summary of the proposed project including who will be involved with the proposed project, what will be done as primary activities, what products will be produced, the service area where the proposed project will take place and

³ 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).

who will be impacted by the proposed project. Please do not summarize past accomplishments in this section.

Letters Demonstrating Meaningful Involvement

Applicants must submit letters from the State or Territorial sexual assault coalition and representatives from underserved communities describing:

- How they meaningfully participated in the developing the SASP Formula Grant Program application; and
- Their commitment to participate meaningfully in 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, and the letters should indicate the culturally specific and/or underserved community represented.

Food and Beverage/Costs for Refreshments and Meals

Generally food and beverage costs are **not** allowable, and under no circumstances may OVW funding be used to supply food and/or beverages during refreshment breaks. OVW funds may be used to provide food and/or beverages for a meal at a meeting, conference, training, or other event, if one of the following applies:

- The location of the event is not in close proximity to food establishments. It should be a priority to try to secure a location near reasonably priced and accessible commercial food establishments.
- Not serving food will significantly lengthen the day or necessitate extending the meeting to achieve meeting outcomes.
- A special presentation at a conference requires a plenary address where there is no other time for food to be obtained.
- Other extenuating circumstances necessitate the provision of food.

Justification for an exception listed above must be kept on file in the grantee's records, and funds may only be used to purchase food and/or beverages for a meal at a meeting, conference, training, or other event.

Conference Planning and Expenditure Limitations

Applicants should be aware of all applicable laws, regulations, policies and guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of Federal funds for expenses related to conferences (which is defined to include meetings, retreats, seminars, symposiums, training and other similar events), including the provision of food and/or beverages at such events, and costs of attendance at such events. Information on pertinent laws, regulations, policies and guidance is available at <http://www.ovw.usdoj.gov/grantees.html>. Applicants should also be aware of the following specific restrictions on conference planning and expenditure limitations:

- Cost of Logistical Conference Planning
- Cost of Programmatic Conference Planning
- Conference Space and Audio-Visual Equipment and Services
- Prohibition on Trinkets at Conferences

- Entertainment at Conferences
- Food and Beverages at Conferences

Updated Department of Justice and OVW guidance on conference planning, minimization of costs, and conference cost reporting is accessible on the OVW website

<http://www.ovw.usdoj.gov/grantees.html>. For additional information regarding food and beverage regulations, please refer to the OVW Financial Grants Management Guide at <http://www.ovw.usdoj.gov/docs/gfmd-financial-grants-management-guide.pdf>.

Program Evaluations

Applicants may not use any OVW funds to conduct research. However, up to three percent 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 for victim satisfaction surveys. In conducting such testing or surveys, grantees may not collect, analyze or disseminate any information that would disclose the identity of an individual.

Accommodations and Language Access

Applicants are encouraged to allocate grant funds to support activities that help to ensure individuals with disabilities and Deaf individuals and persons with limited English proficiency have meaningful and full access to their programs. For example, grant funds can be used to support American Sign Language (ASL) interpreter services, language interpretation and translation services, or the purchase of adaptive equipment.

Applicants proposing to use grant funds to create websites, videos and other materials must ensure that they are accessible to persons with disabilities. Grant funds must be allocated for these purposes.

Additional Required Information

The following documents will not be scored during the review process but they should be included with your submission. Failure to include any of the information may result in the inability to access funds if your application is selected for funding.

Application for Federal Assistance (SF-424)

Applicants must complete the SF-424 online. In block 7 (Type of Applicant), please do not select "other." Please pay careful attention to the amount of Federal funding requested in box 15 of this form. This amount should match the amount of Federal funding received under the SASP Formula Program in FY 2012. Only include values in box 16 ("Recipient") if the program solicitation requires a match. The individual who is listed in box 18 must be the Authorized Representative for the applicant agency. The Authorized Representative is an individual who has the authority to apply for and accept grant awards on behalf of the organization or jurisdiction.

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

Please carefully review the assurances and certification forms online. These forms will be completed in GMS during the application process.

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.

Single Point of Contact Review

Executive Order 12372 requires applicants from state and local units of government or other organizations providing services within a state to submit a copy of the application to the [state Single Point of Contact \(SPOC\)](#) if one exists and if the state has selected this program for review. Applicants must contact their state SPOCs to determine whether their programs have been selected for state review. The applicant should enter the date that the application was sent to the SPOC or the reason such submission is not required in Block 3 of the Overview section of the GMS application.

Compliance with OVW Financial Requirements

Each OVW grantee agrees to follow the financial and administrative requirements in the OVW Financial Grants Management Guide at <http://www.ovw.usdoj.gov/docs/gfmd-financial-grants-management-guide.pdf> as a condition of receiving grant funding. If OVW determines that a current grantee has violated any of the requirements of the Guide, the grantee may be denied continuation funding.

High Risk Grantees

Based on DOJ's assessment of each grantee with regard to current or previous funding, unresolved audit issues, delinquent programmatic and fiscal reporting, and prior performance, a grantee may be designated "high risk." Awards to high-risk grantees may carry special conditions such as increased monitoring and/or prohibitions on drawing funds until certain requirements are met. High-risk grantees with substantial or persistent performance or compliance issues, long-standing open audits, or open criminal investigations will likely not receive an additional OVW award until all issues are resolved.

Post Award Information Requirements

Reporting Requirements

All OVW grantees receiving awards are required to submit annual and/or semi-annual progress reports and quarterly Federal Financial Reports. Appropriate forms will be provided to all applicants selected for an award.

Information for All Federal Award Grantees

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. OVW strongly encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. Additional information for each requirement can be found in the FY 2013 Solicitation Companion Guide at <http://www.ovw.usdoj.gov/docs/companion-guide-10-16-12.pdf>

- Civil Rights Compliance
- Funding to Faith-Based Organizations
- Confidentiality and Privacy Protections
- Research and the Protection of Human Subjects (if applicable)

- Anti-Lobbying Act
- Reporting Requirements
- National Environmental Policy Act (NEPA) (if applicable)
- DOJ Information Technology Standards (if applicable)
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Reporting Fraud, Waste, Error, and Abuse
- Suspension or Termination of Funding
- Nonprofit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006
- Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement
- Active SAM Registration

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. 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, 145 N Street, NE, Washington, DC 20530.

Application Checklist

Applicants must submit a fully executed application to OVW, including all required supporting documentation.

Application Document	Completed?
1. Summary Data Sheet	
2. Summary of Current Projects	
3. Project Narrative	
4. Proposal Abstract	
5. Letters Demonstrating Meaningful Involvement	
6. Application for Federal Assistance: SF 424	
7. Standard Assurances and Certifications	
8. Letter of Nonsupplanting	
9. Indirect Cost Rate Agreement (only if the applicant has a current Federal-approved rate)	