



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

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# OVW Fiscal Year 2018 Sexual Assault Services Formula Program Solicitation

Release Date: on or about April 25, 2018

## Eligibility

**Eligible applicants are limited to:** any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the United States Virgin Islands, American Samoa, Guam, and the Commonwealth of the Northern Mariana Islands. Specifically, only the designated state office may apply.

(See "[Eligibility Information](#)")

## Deadlines

**Applications are due by 11:59 p.m. Eastern Time (E.T.) on May 31, 2018.**

(See "[Submission Dates and Times](#)")

**Registration Information:** To receive an award all applicants must obtain a Data Universal Number System (DUNS) Number and register online with the System for Award Management (SAM). To avoid any delays in receiving an award, applicants should obtain a DUNS Number and register online with SAM immediately, but no later than, May 17, 2018.

(See "[Registration](#)")

## Contact Information

For assistance with the requirements of this solicitation, call OVW at (202) 305-1271 or email [Melissa.Schmisek@usdoj.gov](mailto:Melissa.Schmisek@usdoj.gov).

## Submission and Notification Information

**Submission:** Applications for the Sexual Assault Services Formula Program will be submitted through the Office of Justice Program's [Grants Management System \(GMS\)](#). For technical assistance with [GMS](#), contact OVW GMS Support at 1-866-655-4482.

**Notification:** OVW anticipates notifying all applicants of funding decisions by October 1, 2018.

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# OVW Sexual Assault Services Formula Program (CFDA 16.017)

## ***A. Program Description***

### **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, organizations that serve culturally specific and underserved communities, and others, OVW grants help provide victims, across their life span, with the protection and services they need to pursue safe and healthy lives, while improving communities' capacity to provide justice for victims and hold offenders accountable.

### **About the OVW Sexual Assault Services Formula Program**

This program is authorized by 34 U.S.C. §12511. The Sexual Assault Services Formula Program (SAS Formula Program) was created by the Violence Against Women and Department of Justice Reauthorization Act of 2005, as amended by the technical amendments to that act, and is the first federal funding stream solely dedicated to the provision of direct intervention and related assistance for victims of sexual assault.

The SAS Formula Program directs grant dollars to states and territories to assist them in supporting rape crisis centers and other nonprofit, nongovernmental organizations or tribal programs that provide core services, direct intervention, and related assistance to victims of sexual assault. Rape crisis centers and other nonprofit and tribal organizations, such as dual programs providing both sexual violence and domestic 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 social support systems. Funds provided through the SAS Formula Program are designed to **supplement** other funding sources directed at addressing sexual assault at the state and territorial level.

For additional information on the SAS Formula Program, including what past SAS Formula Program grantees have accomplished with their grant funds and to view the SAS Formula Program performance measures and reporting data, see <http://muskie.usm.maine.edu/vawamei/sasformulamain.htm>.

### **Program Scope**

Activities supported by the SAS Formula 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 [DOJ Financial Guide](#), including updates to the guide after an award is made, the section of the [Solicitation Companion Guide](#) entitled "Post-Award Requirements for All Federal Grant Recipients," and the conditions of the award.

## Purpose Areas

The purpose of the SAS Formula Program is to provide intervention, advocacy, and accompaniment (e.g., court, medical facilities, police departments, etc.), support services, and related assistance to:

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

In FY 2018, funds under the SAS Formula Program may be used for the following purposes:

- To support the establishment, maintenance, and expansion of rape crisis centers and other nongovernmental or tribal programs and projects to assist individuals who have been victimized by sexual assault, without regard to the age of the individual.

**Note:** “Without regard to the age of the individual” was added by the Violence Against Women Reauthorization Act of 2013, which means that funded service providers must provide services to sexual assault victims of **all** ages.

SAS Formula grants shall be used by states and territories to provide grants to rape crisis centers<sup>1</sup> and other non-profit, nongovernmental organizations or tribal programs for programs and activities that provide direct intervention and related assistance. Pursuant to 34 U.S.C. § 12511(b)(2)(C), intervention and related assistance may include:

1. 24-hour hotline services providing crisis intervention services and referral;
2. Accompaniment and advocacy through medical, criminal justice, and social support systems, including medical facilities, police, and court proceedings;
3. 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;
4. Information and referral to assist the sexual assault victim and family or household members;
5. Community-based, culturally specific services and support mechanisms, including outreach activities for underserved communities; and
6. Development and distribution of materials on issues related to the services described in numbers 1 through 5 above.

**Note:** The SAS Formula 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 SAS Formula Program, grant funds cannot be used to support sexual**

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<sup>1</sup> The term “rape crisis center” means a nonprofit, nongovernmental, or tribal organization, or governmental entity in a state other than a territory that provides intervention and related assistance to victims of sexual assault without regard to their age. In the case of a governmental entity, the entity may not be part of the criminal justice system (such as a law enforcement agency) and must be able to offer a comparable level of confidentiality as a nonprofit entity that provides similar victim services. 34 U.S.C. § 12291(a)(25).

**assault forensic examiner projects or criminal justice activities (e.g., law enforcement, prosecution, courts, or forensic interviews).**

### **OVW Priority Areas**

In FY 2018, OVW is interested in supporting the priority areas identified below. In shaping their strategies for FY 2018, OVW encourages states and territories to develop and support projects that:

1. Improve services for and/or the response to victims of sex trafficking and other severe forms of trafficking in persons who have also experienced sexual assault.
2. Meaningfully increase access to OVW programming for specific marginalized and/or underserved populations (based on race, ethnicity, sexual orientation, gender identity, disability, age, etc.).
3. Increase the use of promising, evidence-based, and evidence-building practices, where available.

### **Activities that Compromise Victim Safety and Recovery and Undermine Offender Accountability**

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 and therefore will not be supported with OVW funding:

1. Procedures or policies that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on their actual or perceived sex, 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;<sup>2</sup>
2. Procedures or policies that compromise the confidentiality of information and/or privacy of persons receiving OVW-funded services;
3. Procedures or policies that require victims to take certain actions (e.g., seek an order of protection, receive counseling, participate in couples counseling or mediation, report to law enforcement, seek civil or criminal remedies, etc.) in order to receive services;
4. Procedures or policies that fail to include conducting safety planning with victims;
5. Project design and budget that fail to account for the access needs of participants with disabilities and participants who have limited English proficiency or who are Deaf or hard of hearing;
6. Materials that are not tailored to the dynamics of sexual assault or to the culturally specific population to be served; and
7. Policies that deny individuals access to services based on their relationship to the perpetrator.

This list is not exhaustive. Any activities that may compromise victim safety and recovery or undermine offender accountability must be removed from the application prior to final approval by OVW. States must also ensure that subgrantees do not engage in such activities.

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<sup>2</sup>If an award is made, the recipient will also be subject to statutory prohibitions on discrimination. For further information on these civil rights requirements, see the section "Violence Against Women Act Non-Discrimination Provision" under " F. Federal Award Administration Information."

### **Out-of-Scope Activities**

The activities listed below are out of the program scope, and they cannot be supported by SAS Formula Program funding.

1. Research projects (This does not include program assessments conducted only for internal improvement purposes. For information about DOJ regulations on research involving human subjects, see “Research and Protection of Human Subjects” in the [Solicitation Companion Guide](#)).
2. Activities focused on prevention efforts and public education (e.g., bystander intervention, social norms campaigns, presentations on healthy relationships, etc.).
3. Criminal justice-related projects, including law enforcement, prosecution, courts, and forensic interviews.
4. Sexual Assault Forensic Medical Examiner programs.
5. Sexual Assault Response Team coordination.
6. Providing training to allied professionals and the community (e.g., law enforcement, child protection services, prosecution, other community based organizations, etc.).
7. Domestic violence services unrelated to sexual violence.

Any out of scope activities must be removed from the application. States must also ensure that subgrantees do not engage in such activities.

### **Unallowable Activities**

OVW has determined the activities listed below to be unallowable, and they cannot be supported by SAS Formula Program funding.

1. Lobbying;
2. Fundraising;
3. Purchase of real property;
4. Physical modifications to buildings, including minor renovations (such as painting or carpeting); and
5. Construction.

Any unallowable activities must be removed from the application. States must also ensure that subgrantees do not engage in such activities.

## ***B. Federal Award 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. 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 this program ceases to be available.

### **Award Period**

The grant award period is 24 months. The total “estimated funding” on the SF-424 should reflect 24 months. Generally, the award period will start on August 1, 2018.



### **Award Amounts**

Applicants should not exceed the award amounts listed in this solicitation and should carefully consider the resources needed to successfully implement the proposed project. By statute, 34 U.S.C. § 12511(b)(4), OVW will award not less than 1.5 percent of the total amount appropriated for the SAS Formula Program to each state and the District of Columbia and Puerto Rico. The United States Virgin Islands, American Samoa, Guam, and the Commonwealth of the Northern Mariana Islands will be awarded a base amount of .25 percent of the total appropriated amount. Funds remaining after the allocated base amounts 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.

OVW will make a maximum of 56 awards. The SAS Formula Program will make awards based on the formula described above.

Awards will be made as grants.

### **Rape Survivor Child Custody Act**

In FY 2018, states may apply for additional funds (up to ten percent of the three-year average of combined Services\* Training\* Officers\* Prosecutors (STOP) Violence Against Women Formula Grant Program and SAS Formula Program grant funds, with 75 percent of that amount supplementing the SAS award and 25 percent supplementing the STOP award) if the state meets the requirements of the Rape Survivor Child Custody Act (RSCCA). To qualify, the state must have a law that allows the mother of a child conceived through rape to seek court-ordered termination of the parental rights of the rapist with regard to that child, which the court is authorized to grant upon clear and convincing evidence of rape. The effective date of the qualifying statute must be on or before October 1, 2018. States may receive the additional funding under the RSCCA up to four times.

#### States that received Rape Survivor Child Custody Act funds in FY 2016 or 2017

States that received RSCCA funds in FY 2016 or 2017 that wish to receive them again in FY 2018 must submit a letter addressed to the Director of OVW stating that no changes have been made to state law and that the state is still in compliance with the requirements of the RSCCA. The letter must be signed by the state Attorney General or another state official with authority to make binding legal determinations.

#### States that did not receive Rape Survivor Child Custody Act funding in FY 2016 or 2017

States that applied for RSCCA funding in FY 2016 or 2017, but did not meet the requirements of the law, or states that are applying for RSCCA funding for the first time in FY 2018, must submit a legal opinion stating that the state meets the requirements of the law and citing any statutory or case law or other authorities relied on in making the determination. This legal opinion may be in the form of a letter addressed to the Director of OVW and must be signed by the state Attorney General or another state official with authority to make binding legal determinations.

**Although the information provided by the state will inform OVW's decision, OVW will make the final eligibility determination.**

States must submit the legal opinion or the certification letter to OVW at [OVW.RSCCA@usdoj.gov](mailto:OVW.RSCCA@usdoj.gov) by **11:59 pm ET April 20, 2018**. OVW will not be able to consider any application or certification submitted after this date.

If a state is awarded RSCCA funds, such funds will be subject to all of the requirements of the SAS Formula Program. Because this requirement applies to both STOP and SAS, OVW encourages the state administrators for the two programs to coordinate their responses.

## ***C. Eligibility Information***

### **Eligible Applicants**

It is very important that applicants review this information carefully. Applications that are submitted by ineligible entities will not be considered for funding.

### **Eligible Entities**

Eligible entities for this program are limited to any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the United States Virgin Islands, American Samoa, Guam, and the Commonwealth of the Northern Mariana Islands. Specifically, only the designated state office may apply.

### **Cost Sharing or Match Requirement**

This program has no match or cost-sharing requirement.

### **Other Program Eligibility Requirements**

In addition to meeting the eligible entity requirements outlined above, applications for the SAS Formula Program must also meet the requirements below. All certification and other eligibility related documents must be current and developed in accordance with the FY 2018 solicitation.

Applicants that do not meet all of the program eligibility requirements may experience a delay in access to funds under the SAS Formula Program or OVW may issue the award with a withholding special condition specifying that no funds can be spent until all requirements are met.

### **Letter of Assurance Regarding Meaningful Involvement**

Applicants must submit a letter from the state or territorial administering agency assuring OVW that the state or territory will meaningfully engage with and include participation from the state/territorial sexual assault coalition or dual coalition and representatives from underserved communities in the implementation of state or territory plans to administer the SAS Formula Program.

Letters must be submitted on the administering agency's letterhead and signed and dated by an Authorized Representative. A sample letter of assurance can be found in [Appendix A](#).

States and territories are also encouraged to seek input from rape crisis centers and other sexual assault programs in their application and implementation processes.

## ***D. Application and Submission Information***

### **Address to Request Application Package**

The complete application package is available at the [OVW website](#). Applicants wishing to request a paper copy of the application materials should contact Jocelyn Harrison at 202-305-1653 or [Jocelyn.Harrison@usdoj.gov](mailto:Jocelyn.Harrison@usdoj.gov).

## **Content and Form of Application Submission**

The information below (“**Application Contents**” through “**Additional Required Information**”) describes the full content and form of application submission.

### **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 may result in a delay in processing the award. It is the responsibility of the applicant to ensure that a complete application is submitted by the deadline.

Applicants should not submit documents that were not specifically asked for in the solicitation. All materials submitted as part of an application may be released pursuant to a request under the Freedom of Information Act.

### **Formatting and Technical Requirements**

Applications must follow the requirements below:

1. Double spaced (Summary Data Sheet and charts may be single spaced)
2. 8½ x 11 inch paper
3. One-inch margins
4. Type no smaller than 12 point, Times New Roman font
5. Page numbers
6. No more than 10 pages for the Project Narrative
7. Word documents in the following formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt).
8. Headings and sub-headings that correspond to the sections identified in this section of the 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 all of the following components will be considered substantially incomplete and may result in a delay in funds.

1. Summary Data Sheet
2. Explanation of Administrative Funds
3. Project Narrative
4. Letter of Assurance Regarding Meaningful Involvement

### **Summary Data Sheet**

The Summary Data Sheet should be one page 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:

1. Name, title, address, phone number, and e-mail address of the individual with authority to accept grants on behalf of the applicant.
2. Name, title, address, phone number, and e-mail address for the grant point-of-contact. This person must be an employee of the applicant.
3. A statement as to whether the state or territory is passing the SAS Formula Program funds through to the sexual assault coalition or dual domestic violence and sexual assault coalition. Please provide the name, title, address, phone number, and e-mail address for the relevant organization’s authorized representative.

4. Statement as to whether the agency applying has expended \$750,000 in federal funds in the organization's past fiscal year. If yes, please also specify the end date of the applicant's fiscal year.

### Explanation of Administrative Funds

The following questions are to assist OVW in understanding state or territory plans for using administrative funds.

1. Does the applicant plan to use administrative funds?
2. What agency or organization will use administrative funds?
3. Will the State Administering Agency (SAA) keep all of the administrative funds?
4. If the SAA is passing through administrative funds to the coalition, what percentage of the 5% will the coalition receive?
5. How will administrative funds be used (i.e. Salary, Monitoring, Attend trainings, etc.)?<sup>3</sup>
6. Will SAS Formula Program administrative funds be used in conjunction with other federal funding sources, such as the Victims of Crime Act programs?<sup>4</sup>

### Project Narrative

The Project Narrative may not exceed 10 pages in length, double-spaced. The Project Narrative must include the following information:

1. 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.
2. An overview of what current state or territory efforts are in place to address sexual assault.
3. A brief description addressing the process by which the state or territory makes its subgrant awards (e.g., formula-based or competitive awards).
4. An explanation of how funding under the SAS Formula Program complements the state/territory STOP Implementation Plan.
5. A detailed description of how the state or territory meaningfully involved its sexual assault coalition and representatives from underserved communities,<sup>5</sup> including tribes, in developing the application and plans for the funding, including:
  - a. The process and communication method used by the state or territory to involve the sexual assault coalition **and** representatives from underserved communities;
  - b. The specific underserved communities the state or territory included in the application process and methods used to reach out to and communicate with these communities;
  - c. The number of times the state or territory has met with its coalition and representatives from underserved communities to discuss and develop **this** application, and a brief description of those meetings;

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<sup>3</sup> For more information on allowable uses of administrative funds, please see 28 CFR 90.17(b).

<sup>4</sup> States must be careful about assigning each program their appropriate share.

<sup>5</sup> Underserved communities are communities consisting of "populations who face barriers in accessing and using victim services, and include populations underserved because of geographic location, religion, sexual orientation, gender identity, 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." 34 U.S.C. § 12291(a)(39).

- d. Whether the coalition and representatives from underserved communities were provided an opportunity to review this application and provide comment, prior to its submission; and
  - e. How the state or territory has incorporated feedback and input from the coalition and representatives from underserved communities into **this** application.
6. 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 SAS Formula Program, including:
- a. How the state or territory will work with the coalition and representatives from underserved communities to design a plan for distributing the subgrant funds;
  - b. The specific underserved communities the state or territory anticipates including in the implementation process;
  - c. The methods that will be used to reach out to the underserved communities to ensure their active participation in the implementation of the plans to administer the SAS Formula Program funds;
  - d. The role of the state coalition and representatives from underserved communities in the implementation of the plans to administer the program, such as review of solicitations, outreach to potential applicants, and assistance with peer review.
7. 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.

#### **Letter of Assurance Regarding Meaningful Involvement**

Applicants must submit a letter from the state or territorial administering agency assuring OVW that the state or territory will meaningfully engage with and include participation from the state/territorial sexual assault coalition or dual coalition, and representatives from underserved communities. See Letter of Assurance Regarding Meaningful Involvement section for additional details or [Appendix A](#) for a sample letter.

#### **Additional Required Information**

The following documents must be included with the application. Failure to include any of the information may result in a delay in access to funds. Some documents will be generated during the submission process while other documents will be uploaded and attached to the application.

The following documents will be generated and completed during the application submission process:

#### Application for Federal Assistance (SF-424)

Applicants must complete the SF-424 online. For “Type of Applicant,” please do not select “other.” Please pay careful attention to the amount of federal funding requested in the “Estimated Funding” section of this form. This amount must match the amount of federal funding requested in the budget section of the application package. Only include values for “Applicant” if the program solicitation requires a match. The individual who is listed in “**Authorized Representative**” must be 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. Applicants will receive a request to compile these forms online during the application submission process.

All applicants must complete the *Disclosure of Lobbying Activities* (SF-LLL) form. Applicants that expend any funds for lobbying activities must provide the detailed information requested on the form. Applicants that do not expend any funds for lobbying activities should enter “N/A” in the required highlighted fields.

The following documents should be uploaded and attached to the application:

#### Confidentiality Notice Form

All applicants are required to acknowledge that they have received notice that grantees and subgrantees must comply with the confidentiality and privacy requirements of the Violence Against Women Act, as amended. Applicants must submit the acknowledgement form available on the OVW website at

[http://www.justice.gov/sites/default/files/ovw/pages/attachments/2015/01/20/confidentiality\\_acknowledgement\\_form\\_42015.pdf](http://www.justice.gov/sites/default/files/ovw/pages/attachments/2015/01/20/confidentiality_acknowledgement_form_42015.pdf). This form must be signed by the authorized representative and uploaded with the application in [GMS](#).

#### Financial Accounting Practices

Each applicant must prepare a response to the following questions. Please be sure to provide complete responses that address all questions included for each numbered item. OVW will review the applicant’s responses to assist in evaluating the adequacy of the organization’s financial management system and to identify areas of need for training and technical assistance. This section of the application should be no more than two pages and should be a separate attachment to the online application in [GMS](#).

1. Will all funds awarded under this program be maintained in a manner that they will be accounted for separately and distinctly from other sources of revenue/funding? Please provide a brief description of the applicant’s policies and procedures that ensure funds will be tracked appropriately.
2. Does the applicant have written accounting policies and procedures? How often are these policies and procedures updated? Please provide a brief list of the topics covered in the applicant’s policies and procedures. OVW may request a copy for review during the application/award process or as part of the grant monitoring process.
3. Is the applicant’s financial management system able to track actual expenditures and outlays with budgeted amounts for each grant or subgrant? Please provide a brief summary of the organization’s process for tracking expenditures, including tracking budgeted versus actual amounts.
4. Does the applicant have procedures in place for minimizing the time between transfer of funds from the United States Treasury and disbursement for project activities? Please provide a short summary of the applicant’s policy for requesting payments for grant awards.
5. Does the applicant have effective internal controls in place to ensure that federal funds are used solely for authorized purposes? Please provide a brief description of the applicant organization’s internal controls that will provide reasonable assurance that the award funds will be managed properly.
6. Does the applicant have a documented records retention policy? If so, briefly describe the policy and confirm that the policy complies with federal regulations. Information on Record Retention and Access can be found at 2 CFR 200.333-337.
7. Does the applicant or any of its employees have any potential personal or organizational conflicts of interest related to the possible receipt of OVW award funds? Applicants are

required to disclose in writing any potential conflicts of interest to their awarding agency. See 2 CFR 200.112 of the Uniform Guidance and Chapter 3.20, Grant Fraud, Waste and Abuse, of the [DOJ Financial Guide](#) for additional information.

8. Is the individual primarily responsible for fiscal and administrative oversight of grant awards familiar with the applicable grants management rules, principles, and regulations including the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200)? Provide a short list of the individual's qualifications/experience. If the individual is not familiar with the applicable rules and regulations, the applicant must contact OVW's Grants Financial Management Division at [OVW.GFMD@usdoj.gov](mailto:OVW.GFMD@usdoj.gov) or 1-888-514-8556 immediately after the applicant is notified of its award to coordinate training.
9. Does the applicant organization have policies and procedures in place to manage subawards and monitor activities of subrecipients as necessary to ensure that subawards are used for authorized purposes, in compliance with laws, regulations, and terms and conditions of the award; and that established subaward performance goals are achieved (2 CFR 200.330-332)? Please provide a brief description of the organization's policies and procedures on subrecipient management and monitoring.
10. Does the applicant organization currently require employees to maintain time distribution records that accurately reflect the work performed on specific activities or cost objectives in order to support the distribution of employees' salaries among Federal awards or other activities (2 CFR 200.430)? Budget estimates do not qualify as support for charges to Federal awards. Please provide a brief description of the organization's established timekeeping policies and procedures.

This information will be used for a mandatory pre-award risk assessment. Failure to provide this information or to respond to questions from OVW regarding this information in a timely manner could result in a delay in access to funds.

#### Indirect Cost Rate Agreement (if applicable)

Applicants that intend to charge indirect costs through the use of an indirect cost rate must have a federally-approved indirect cost rate agreement. Please include a copy of a current, signed federally-approved indirect cost rate agreement. This should be a separate attachment to the application in [GMS](#). Applicants that have never received a federally-approved indirect cost rate may elect to charge a de minimis rate of 10% of modified total direct costs which may be used indefinitely. This includes state, local, and tribal governments that have never negotiated an indirect cost rate with the federal government and receive less than \$35 million in direct federal funding per year. If a subrecipient requests to utilize a current federally negotiated rate or the 10% de minimis rate, state agencies must allow the use of the rate.

Organizations that wish to negotiate an indirect cost rate may contact OVW's Grants Financial Management Division at [OVW.GFMD@usdoj.gov](mailto:OVW.GFMD@usdoj.gov) or 1-888-514-8556 for more information.

#### 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.justice.gov/sites/default/files/ovw/legacy/2012/10/09/nonsup\\_letter.pdf](http://www.justice.gov/sites/default/files/ovw/legacy/2012/10/09/nonsup_letter.pdf) for a sample letter. This must be a separate attachment to the application in [GMS](#).

**Unique Entity Identifier (DUNS Number) and System for Award Management (SAM)**

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 an applicant has completed the D&B registration, its DUNS Number should be available within two business days.

Federal regulations require that applicants must (1) be registered in SAM.gov prior to submitting an application; (2) provide a valid DUNS number in its application; and (3) continue to maintain an active SAM registration with current information at all times during which it has an active federal award or an application under consideration by a federal awarding agency. Also, federal agencies may not make an award to an applicant until that applicant has complied with all applicable DUNS and SAM requirements. If an applicant has not fully complied with the requirements by the time that OVW is ready to make an award, then the recipient will be prohibited from obligating, expending, or drawing down any funds under this award until: (1) the recipient acquires current registration with the System for Award Management (SAM); (2) the recipient notifies OVW in writing of its current SAM registration; and (3) a Grant Adjustment Notice (GAN) is issued that removes the withholding special condition from the award.

The SAM centralizes information about grant recipients and also provides a central location for grant recipients to change organizational information. [GMS](#) uses SAM to establish roles and IDs for electronic grant applicants.

If the applicant already has an Employer Identification Number (EIN), the SAM registration will take **up to two weeks to process**. If the applicant does not have an EIN, then **the applicant should allow two to five weeks for obtaining the information from IRS when requesting the EIN via phone, fax, mail or Internet**. Follow the steps listed below to register in the SAM:

1. Obtain a DUNS number at the following website <http://www.dnb.com/us/> or call (866) 705-5711.
2. Access the SAM online registration through the SAM homepage at <https://www.sam.gov/> and follow the online instructions for new SAM users.
3. Complete and submit the online registration. If the applicant already has the necessary information on hand, the online registration takes approximately 30 minutes to complete, depending upon the size and complexity of the business or organization. Once the SAM registration becomes active, the applicant will be able to return to [GMS](#) and complete the registration. Registering in GMS refers to initiating or starting an application, resulting in an application number. **Please note that organizations must update or renew their SAM registration at least once a year to maintain an active status.**

Registration	Where to Register	Deadline
DUNS	<a href="#">DUNS</a>	May 17, 2018
SAM	<a href="#">SAM</a>	May 17, 2018
GMS	<a href="#">GMS</a>	May 17, 2018

**Submission Dates and Times**

It is very important that applicants read this section carefully. It is the responsibility of the applicant to ensure that the application is complete and submitted by the deadline. OVW will contact applicants for missing items. However, failure to submit all required documents may



result in a delay in access to funds. Applicants should refer to the chart below to ensure that all required steps and deadlines are met.

### Grants Management System

Applicants are required to submit applications through [GMS](#). This is not Grants.gov. In order to apply for a grant through [GMS](#), go to <https://grants.ojp.usdoj.gov/gmsexternal/> and either sign in using the applicant's current [GMS](#) ID and password or register as a new user. Once the applicant has logged into [GMS](#), they should select the program for which they intend to apply and follow the instructions. Training materials are available on the main [GMS](#) homepage.

**Applicants are strongly encouraged to begin the application submission process at least 48 hours, but no later than 24 hours, before May 31, 2018**

Application Action	Contact Information	Date
Solicitation Availability	<a href="#">OVW Website</a>	April 25, 2018
Request Permission to Submit a Hardcopy Application Due to Lack of Internet Access	For applicants who cannot submit an application electronically, contact the SAS Formula Program at 202-305-1271 or <a href="mailto:Melissa.Schmisek@usdoj.gov">Melissa.Schmisek@usdoj.gov</a>	May 17, 2018

All applications will be submitted electronically. The deadline for submitting applications in response to this solicitation is **11:59 p.m. E.T. on May 31, 2018**.

### OVW Policy on Duplicate Applications

If an applicant submits multiple versions of an application, OVW will review one application only. The applicant will be contacted for any missing documents.

### OVW Policy on Late Submissions

To ensure timely award processing, applicants must submit the application by May 31, 2018. Applicants anticipating late submission should contact OVW at 202-305-1271 or [Melissa.Schmisek@usdoj.gov](mailto:Melissa.Schmisek@usdoj.gov) to provide an explanation for the delay and an anticipated submission date. Applications submitted after the deadline may result in a delay in access to funds.

### Intergovernmental Review - 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 program has been selected 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 the section of the SF 424 that refers to EO 12372. Applicants can find a list of SPOCs on the Office of Management and Budget website at [https://www.whitehouse.gov/wp-content/uploads/2017/11/Intergovernmental\\_Review- SPOC\\_01\\_2018\\_OFFM.pdf](https://www.whitehouse.gov/wp-content/uploads/2017/11/Intergovernmental_Review- SPOC_01_2018_OFFM.pdf).

## **Funding Restrictions**

Federal assistance awards are governed by the provisions of 2 CFR Part 200. Additionally, OVW awards are covered by the [DOJ Financial Guide](#). The [DOJ Financial Guide](#) includes information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. This guide also outlines the successful administration of grant funds.

Any recipient of an award will be responsible for monitoring subawards and contracts, including MOU partner activities, under the grant in accordance with all applicable statutes, regulations, and the [DOJ Financial Guide](#). Primary recipients will be responsible for oversight of subrecipient/partner spending and monitoring specific performance measures and outcomes attributable to the use of OVW funds.

### Food and Beverage/Costs for Refreshments and Meals

Generally, food and beverage costs are **not** allowable. OVW may approve the use of OVW funds to provide food and/or beverages for a meal at a meeting, conference, training, or other event, if one of the following applies:

1. 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.
2. Not serving food will significantly lengthen the day or necessitate extending the meeting to achieve meeting outcomes.
3. A special presentation at a conference requires a plenary address where there is no other time for food to be obtained.
4. Other extenuating circumstances necessitate the provision of food.

Funds may only be used to purchase food and/or beverages for a meal at a meeting, conference, training, or other event if OVW approves the specific expenditures in advance. For additional information on approval for food and beverage expenditures go to <https://www.justice.gov/ovw/grantees#conference>.

### Conference Planning and Expenditure Limitations

Applicants should be aware of all applicable laws, regulations, and policies (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, and policies related to conference planning, minimization of costs, and conference cost reporting is available at <https://www.justice.gov/ovw/grantees#conference>. Applicants should also be aware of the following specific restrictions on conference planning and expenditure limitations:

1. Cost of Logistical Conference Planning
2. Cost of Programmatic Conference Planning
3. Conference Space and Audio-Visual Equipment and Services
4. Prohibition on Trinkets at Conferences
5. Entertainment at Conferences
6. Food and Beverages at Conferences
7. Prior Approval Required Before Entering Into Contracts or Expending Funds for Conferences
8. Conference Reporting

### Program Assessments

Grantees under this program are prohibited from using OVW funds to conduct research. Subrecipients may use funds to assess their work for quality assurance and program improvement purposes only. Assessments for quality assurance and program improvement might include surveying training participants about the quality of training content and delivery, or convening discussion forums with key stakeholders. Applicants considering proposing program assessments should refer to the [DOJ/OJP decision tree](#) to confirm that the activity does not qualify as human subjects research.

### Pre-Agreement Cost Approval

OVW generally does not allow pre-award costs. Costs incurred prior to the start date of the award may not be charged to the project unless the recipient receives prior approval from OVW. See the [DOJ Financial Guide](#) for more information on pre-award costs.

### **Other Submission Requirements**

As discussed in the “[Submission Dates and Times](#)” section above, applications must be submitted electronically via [GMS](#). Applicants that are unable to submit electronically must follow the instructions in the [OVW Policy on Late Submission](#) section above.

## ***E. Application Review Information***

### **Criteria, Review, and Award Process**

This is a formula grant program; therefore, applications are not subject to a peer review. However, applicants must submit all information requested in the Application Requirements and Additional Requirements sections of this solicitation. If any required elements are missing, OVW will contact the applicant to request prompt submission of relevant documents. Failure to include required information at the time of submission may result in a delay in funding.

Each OVW grantee agrees to follow the financial and administrative requirements in the Financial Guide 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 experience a delay in funding or may have additional conditions placed on its award.

### 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 result in a delay in funds, and possibly a high risk designation on future OVW awards until all issues are resolved.

### **Anticipated Announcement and Federal Award Dates**

It is anticipated that all applicants will receive an award notification by October 1, 2017. The anticipated award start date is August 1, 2018.

## ***F. Federal Award Administration Information***

### **Federal Award Notices**

Recipients will receive OVW award notifications electronically from the [GMS](#). This award notification will be sent to the individuals listed as the Authorized Representative and the Point of Contact on the SF-424 for the application that was selected for funding and will include instructions on accepting the award. Recipients will be required to login; accept any outstanding assurances and certifications on the award; designate financial points of contact; and review, sign, and accept the award. The award acceptance process involves physical signature of the award document and terms and conditions by the [Authorized Representative](#), scanning the fully-executed award document, and returning the scanned document to OVW via facsimile or email.

### **Administrative and National Policy Requirements**

#### Information for All Federal Award Grantees

Applicants selected for awards must agree to comply with additional legal, administrative, and national policy requirements. OVW strongly encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. This information can be found in the section of the [Solicitation Companion Guide entitled “Post-Award Requirements for All Federal Grant Recipients.”](#)

Terms and conditions for OVW awards, including awards under this program, are available at <https://www.justice.gov/ovw/grantees#award-conditions>. These terms are subject to change prior to the issuance of the awards.

#### Violence Against Women Act Non-Discrimination Provision

The Violence Against Women Reauthorization Act of 2013 added a new civil rights provision that applies to all FY 2018 OVW grants. This provision prohibits OVW grantees from excluding, denying benefits to, or discriminating against any person on the basis of actual or perceived race, color, religion, national origin, sex, gender identity, sexual orientation, or disability in any program or activity funded in whole or in part by OVW. For more information on this prohibition, see <http://www.justice.gov/ovw/docs/faqs-ngc-vawa.pdf>. Additional information on the civil rights obligations of OVW funding recipients can be found in the [Solicitation Companion Guide](#) under "Civil Rights Compliance".

#### Accessibility

Recipients of OVW funds must comply with applicable federal civil rights laws, which, among other things, prohibit discrimination on the basis of disability and national origin. Compliance with these laws includes taking reasonable steps to ensure that persons with limited English proficiency (LEP) have meaningful access to recipients' programs and activities and ensuring that these programs and activities are readily accessible to qualified individuals with disabilities, including Deaf or hard of hearing individuals. More information on these obligations is available in the [Solicitation Companion Guide under “Civil Rights Compliance”](#). Applicants must allocate grant funds or other available resources to support activities that help to ensure 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.

## Reporting

### Reporting Requirements

SAS Formula grantees are required to submit annual progress reports and quarterly Federal Financial Reports (SF-425). Appropriate progress report forms will be provided to all grantees. Forms will be submitted electronically via [GMS](#). Future awards and fund drawdowns may be withheld if reports are delinquent.

## **G. Federal Awarding Agency Contact(s)**

For assistance with the requirements of this solicitation, contact the OVW SAS Formula Program Unit at [Melissa.Schmisek@usdoj.gov](mailto:Melissa.Schmisek@usdoj.gov) or (202) 305-1271.

## **H. Other Information**

### **Application Checklist**

Applicants must submit a fully executed application to OVW, including all required supporting documentation. Additionally, if an applicant plans to submit an application under any other OVW grant program this fiscal year, please ensure that only documents pertinent to this solicitation are included with this application. OVW will not redirect documents that are inadvertently submitted with the wrong application (e.g., a Rural Program letter submitted with a STOP or SAS Formula application will not be transferred to the Rural application).

<b>Application Document</b>	<b>Date Completed</b>
1. Summary Data Sheet	
2. Explanation of Administrative Funds	
3. Project Narrative	
4. Letter of Assurance Regarding Meaningful Involvement	
5. Application for Federal Assistance: SF 424	
6. Standard Assurances and Certifications	
7. Confidentiality Notice Form	
8. Letter of Nonsupplanting	
9. Financial Accounting Practices	
10. Indirect Cost Rate Agreement (only if the applicant has a current federally-approved rate)	

**Do not submit documents in addition to those specified in this solicitation. Any materials submitted as part of an application may be released pursuant to a request under the Freedom of Information Act.**



**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. OVW tries to create forms and instructions that are accurate, can be easily understood, and impose the least possible burden on applicants. The estimated average time to complete and file this form is 30 hours. Comments regarding the accuracy of this estimate or suggestions for simplifying this form can be submitted to the Office on Violence Against Women, U.S. Department of Justice, 145 N Street, NE, Washington, DC 20530.

## APPENDIX A

### Letter of Assurance Regarding Meaningful Involvement



**Sample Assurance of Meaningful Involvement Letter**

**[Applicant Letterhead]**

**[Date]**

Director  
Office on Violence Against Women  
145 N Street, NE Suite  
10 W. Washington, DC  
20530

Dear Director:

This letter serves to provide assurance that **[Applicant Name]** will meaningfully engage with and include participation from the state/territorial sexual assault coalition and representatives from underserved communities in the implementation of state or territory plans to administer the SAS Formula Program.

Specifically, the **[Applicant Name]** assures that:

It actively meets with and solicits input from the state/territorial sexual assault coalition and the following representatives from underserved communities to assist with implementing state/territorial plans for SAS Formula Program funds:

**[List the organizations or individuals that the state/territory involves in implementation of the SAS Formula Program and which underserved populations that they represent]**

Sincerely,

**[Signature: Applicant's Authorizing Official]**