



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

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## **OVW Fiscal Year 2024 Sexual Assault Services Formula Program - Solicitation**

**Assistance Listing Number:** 16.017

**Grants.gov Opportunity Number:** O-OVW-2024-172041

**Solicitation Release Date:** April 24, 2024

**Deadline to submit SF-424 and SF-LLL in Grants.gov:** 11:59 PM Eastern Time (ET) on June 3, 2024

**Deadline to submit full application in JustGrants:** 8:59 PM Eastern Time (ET) on June 5, 2024

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### **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. For more information, see the [Eligibility Information](#) section of this solicitation.

### **Contact Information**

For assistance with the requirements of this solicitation, email OVW at [OVWSASP.Formula@usdoj.gov](mailto:OVWSASP.Formula@usdoj.gov). Applicants also may call OVW at 202-307-6026.

### **Registration Information**

Organizations applying for the first time must complete registrations with multiple systems:

- i. System for Award Management (SAM) (<https://sam.gov/content/entity-registration>)
- ii. Grants.gov (<https://www.grants.gov/applicants/applicant-registration>)
- iii. JustGrants registration needs to be completed **ONLY** after successful submission of Step 1 of the application as described below.

For more information, see the [Prior to Application Submission](#) section of this solicitation.

Organizations that have applied for funding previously **must ensure their accounts with SAM, Grants.gov, and JustGrants are active and up to date.**

Applicants are strongly encouraged to begin the registration process or ensure that all accounts are active and up to date by May 13, 2024.

**Submission Information:** Applications must be submitted to OVW through a two-step process that begins in Grants.gov and is completed in JustGrants.

**Step 1:** The applicant must **submit** by the Grants.gov deadline (11:59 PM ET on June 3, 2024) the required Application for Federal Assistance standard form (SF-424) and the Disclosure of Lobbying Activities form (SF-LLL) in Grants.gov. To view the forms prior to completing them in Grants.gov, applicants can go to the Package tab under the funding opportunity that they are applying for and select Preview. The Preview then provides links to the forms.

**Step 2:** The applicant must then submit the **full application**, including attachments, in JustGrants at <https://justicegrants.usdoj.gov/> by the JustGrants application deadline (8:59 PM ET on June 5, 2024). OVW encourages applicants to review the [JustGrants](#) website for more information, resources, and training.

**Note that the Grants.gov and JustGrants deadlines are typically only a few days apart.** For more information about submission, see the [How to Apply](#) section of this solicitation.

#### **Notification**

OVW anticipates notifying applicants of funding decisions by October 1, 2024.

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## Program Description

### Overview of OVW

OVW is a component of the United States Department of Justice (DOJ). Created in 1995, OVW administers grant programs authorized by the Violence Against Women Act (VAWA) and subsequent legislation and provides national leadership on issues of domestic violence, dating violence, sexual assault, and stalking. OVW grants support coordinated community responses that provide services to victims and hold offenders accountable.

### About this OVW Program

This program is authorized by 34 U.S.C § 12511. The Sexual Assault Services Formula Program (SASP Formula) (Assistance Listing Number 16.017) provides grant dollars to states and territories to assist them in supporting rape crisis centers and other nonprofit, nongovernmental organizations or tribal programs that provide direct intervention and related assistance to victims of sexual assault, without regard to age. For additional information about this program and related performance measures, including how awards contribute to the achievement of program goals and objectives, see:

- OVW grant program information: [OVW Grants and Programs Webpage](#).
- Program performance measures under the Measuring Effectiveness Initiative: [VAWA Measuring Effectiveness Initiative webpage](#).
- Program-specific sections in OVW's [most recent report to Congress](#) on the effectiveness of VAWA grant programs.

### Program Scope

Activities supported by this program are determined by statute, federal regulations, and OVW policies. If an applicant receives an award, the funded project is bound by this solicitation, the [DOJ Financial Guide](#), including updates to the financial guide after an award is made, the [Solicitation Companion Guide](#), and the conditions of the award.

### Purpose Areas

Pursuant to 34 U.S.C. § 12511(a)(1), funds under this program must be used for one or more of the following purposes:

To provide intervention, advocacy, accompaniment, support services, and related assistance to:

- A. adult, youth, and child victims of sexual assault;
- B. family and household members of such victims; and
- C. those collaterally effected by the victimization, except by the perpetrator of such victimization.

*Specifically, SASP Formula grants that are awarded to states and territories must be used 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. See 34 U.S.C. § 12511(b)(1).*

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. See 34 U.S.C. § 12291(a)(30).

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, direct payments, 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.
6. Development and distribution of materials on issues related to the services described in numbers 1 through 5 above.

Note: Direct payments to victims and their family or household members must be for costs related to the sexual assault.

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

OVW does not fund activities that jeopardize victim safety, deter or prevent physical or emotional healing for victims, or allow offenders to avoid responsibility for their actions. States and territories will need to ensure that subgrantees do not engage in such activities. OVW grant funds may support survivor-centered alternative pathways to justice and non-criminal approaches to accountability that fall within the statutory scope of this program and do not compromise victim safety. Information on activities that compromise victim safety and recovery or undermine offender accountability may be found in the [Solicitation Companion Guide](#).

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

The activities listed below are out of the program scope and will not be funded under this program. See also the list of unallowable costs in the [Funding Restrictions](#) section of this solicitation.

1. Research projects. Funds under this program may not be used to conduct research, defined by 28 C.F.R. § 46.102(d) as a systematic investigation designed to develop or contribute to generalizable knowledge. Surveys and focus groups, depending on their design and purpose, may constitute research and therefore be out-of-scope. However, assessments conducted for internal improvement purposes only may not be considered “research” as defined above. For information on distinguishing between research and assessments, see the [Solicitation Companion Guide](#).
2. Activities focused on prevention efforts and education (e.g., bystander intervention, social norms campaigns, presentations on healthy relationships, etc.).
3. Criminal justice-related projects, including funding for 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 professions 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 and territories also must ensure that subgrantees do not engage in out-of-scope activities with SASP Formula funds.

### **Activities Requiring Prior Approval**

Recipients must receive prior approval before using grant funds to support surveys, regardless of the survey's purpose. Prior approval is necessary to determine whether the activity is within the scope of the award and meets the requirements of the Paperwork Reduction Act (see the [Solicitation Companion Guide](#) for more information).

## **Federal Award Information**

### **Availability of Funds**

All awards are subject to the availability of appropriated funds as well as any modifications or additional requirements imposed by law. There is no guarantee that funds will be available in the future.

### **Type of Award**

Awards will be made as grants.

### **Award Period(s) and Amount(s)**

The award period is 24 months. The total "estimated funding" on the SF-424 must reflect 24 months. The award period will start on August 1, 2024.

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 SASP Formula Program to each state, the District of Columbia, and the Commonwealth of 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 5 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.

### **Rape Survivor Child Custody Act (RSCCA)**

In FY 2024, states and territories that meet the requirements of the Rape Survivor Child Custody Act (RSCCA) may apply for additional funds (up to ten percent of the three-year average of combined SASP and STOP Violence Against Women Formula Grant Program (STOP) formula grant funds, with 75 percent of that amount supplementing the SASP award and 25 percent supplementing the STOP award. To qualify, the state or territory 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. States may receive the additional funding under the RSCCA **up to four times**.

To apply, a state or territory must submit a legal opinion explaining why the state or territory meets the requirements of the law. The legal opinion must cite relevant statutes and case law or other authorities interpreting those statutes, if applicable. 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 official of the state or territory 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 and territories that received RSCCA funds in FY 2016, 2017, 2018, 2019, 2020, 2021, 2022 or 2023

States and territories that received RSCCA funds in FY 2016, 2017, 2018, 2019, 2020, 2021, 2022 or 2023 (and have received them fewer than four times) must submit a letter addressed to the Director of OVW certifying that no changes have been made to state law and that the state is still in compliance with the requirements of the RSCCA. This certification letter must be signed by the state Attorney General or another official of the state or territory with authority to make binding legal determinations.

States and territories 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 19, 2024**. OVW will not be able to consider any application or certification submitted after this date.

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

## Eligibility Information

### Eligible Applicants

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.

Applications that are submitted by ineligible entities will not be considered for funding.

### Cost Sharing or Matching

This program has no matching or cost-sharing requirement.

## Application and Submission Information

### Address to Request Application Package

The complete application package (this solicitation, including links to required forms) is available on Grants.gov and on the [OVW website](#). Applicants wishing to request a paper copy of these materials should contact OVW at 202-307-6026 or [OVWSASP.Formula@usdoj.gov](mailto:OVWSASP.Formula@usdoj.gov).

### Content and Form of Application Submission

The information below (**Formatting and Technical Requirements** through **How to Apply**) describes the full content and form of application submission.

## Formatting and Technical Requirements

Applications must follow the requirements below for all documents attached to the application, unless otherwise noted.

1. Double-spaced (charts may be single-spaced)
2. 8½ x 11 inch pages
3. One-inch margins
4. Arial font, type no smaller than 11 point, except for footnotes, which may be 9 point
5. Page numbers
6. No more than 10 pages for the Proposal Narrative
7. 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 Contents

Applications must include the required documents and meet the program eligibility requirements. For a checklist, see the [Application Checklist](#) in the Other Information section of this solicitation. Applications that do not include all the following components will be considered substantially incomplete and may result in a delay in funding:

1. Proposal Narrative
2. Letter of Assurance Regarding Meaningful Involvement

## Application for Federal Assistance (SF-424)

Applicants must complete the SF-424 in Grants.gov as part of **Step 1 of the application submission process**. The SF-424 is generated when the applicant begins the submission process in Grants.gov. For Type of Applicant (box 9), do not select "Other". The amount of federal funding requested goes in the "Estimated Funding" section of this form (box 18a). This program does not require a match; therefore, the value for the Applicant line (box 18b) should be zero. The individual who is listed as "**Authorized Representative**" (box 21) must have the authority to apply for and accept grant awards on behalf of the organization or jurisdiction.

Intergovernmental Review (SF-424 Question 19): This solicitation ("funding opportunity") is subject to Executive Order (E.O.) 12372, Intergovernmental Review of Federal Programs. Applicants must check the Office of Management and Budget's website for the names and addresses of state [Single Points of Contact](#) (SPOC) under Intergovernmental Review. If the applicant's state appears on the SPOC list, the applicant must contact the state SPOC to comply with the state's process under E.O. 12372. In completing the SF-424, the applicant must make the appropriate selection in response to question 19 once it has complied with its state E.O. 12372 process. An applicant whose state does not appear on the SPOC list should answer question 19 by selecting the following response: "Program is subject to E.O. 12372 but has not been selected by the state for review."

## Disclosure of Lobbying Activities (SF-LLL)

All applicants must complete and submit the *Disclosure of Lobbying Activities* (SF-LLL) form in Grants.gov as part of **Step 1 of the application submission process**. Applicants that expend any funds for lobbying activities must provide the information requested on the SF-LLL.

**Applicants that do not expend any funds for lobbying activities should enter "N/A" in the required highlighted fields.**

## Standard Applicant Information (JustGrants 424 and General Agency Information)

This section in the JustGrants application is pre-populated with the SF-424 data submitted in Grants.gov. Applicants begin **Step 2 of the application submission process** by reviewing the Standard Applicant Information in JustGrants, making edits as needed, confirming the Authorized Representative, verifying the legal name and address, and entering the ZIP code(s) for the areas affected by the project.

## Data Requested with Application

Applicants must complete two questionnaires in JustGrants: Pre-Award Risk Assessment and SASP Summary Data Sheet. Applicants should click on the questionnaire name in JustGrants to access and complete each questionnaire. Although the questionnaires must be completed in JustGrants, the questions can be viewed in Appendices A and B of this solicitation.

## Proposal Narrative

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

### General 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 of the process the state or territory uses to make its subgrant awards (e.g., formula-based or competitive awards).
4. An explanation of how funding under SASP Formula complements the state/territory STOP Implementation Plan.
5. 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.

### Meaningful Involvement in Developing the Application

The Proposal Narrative also must include a detailed description of how the state or territory meaningfully involved its sexual assault coalition and representatives from underserved communities, including tribes, in developing the application and plans for the funding, including:

1. The process and communication method used by the state or territory to involve the sexual assault coalition **and** representatives from underserved communities.
2. 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.
3. 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.
4. Whether the coalition and representatives from underserved communities were provided an opportunity to review this application and provide comment, prior to its submission.
5. How the state or territory has incorporated feedback and input from the coalition and representatives from underserved communities into **this** application.

Note: For the purposes of this solicitation, 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)(46).

#### Meaningful Involvement in Implementing the Plans

The Proposal Narrative also must include 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 Program, including:

1. How the state or territory will work with the coalition and representatives from underserved communities to design a plan for distributing the subgrant funds.
2. The specific underserved communities the state or territory anticipates including in the implementation process.
3. 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 SASP Formula Program funds.
4. 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.

#### **Funding Restrictions**

The following information is provided to help applicants develop an application and administer grant funds consistent with program requirements. OVW awards are governed by the provisions of 2 C.F.R. Part 200 and the [DOJ Financial Guide](#), which include information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. The issuance and monitoring of subawards must meet the requirements of 2 C.F.R. § 200.332, which includes oversight of subrecipient spending and monitoring performance measures and outcomes attributable to grant funds.

#### Direct Payments

Direct payments to victims and their family or household members must be for costs related to the sexual assault. Where possible, OVW encourages state administering agencies to encourage subrecipients to pay vendors directly. Examples of costs that direct payments may cover include, but are not limited to:

- a) Replacement bedding, clothing, or other household items;
- b) Securing new or temporary housing, including paying a security deposit, first month’s rent, or moving expenses;
- c) Travel expenses;
- d) Childcare expenses;
- e) Food, including culturally appropriate food;
- f) Utility assistance (other than utilities in arrears); and
- g) Security measures such as re-keying locks, replacing a cell phone, or purchasing a motion detector or security camera that does not require installation (see Funding Restrictions below regarding not using grant funds for minor renovations).

#### Unallowable Costs

The costs associated with the activities listed below are unallowable:

1. Lobbying.

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

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

Recipients **must** receive prior approval before using grant funds to provide a working meal and/or refreshments at a meeting, conference, training, or other event. Food and beverages are generally considered personal expenses for which government funds should not be used. Exceptions may be made for working meals that are necessary to accomplish official business and enhance the cost effectiveness of the meeting or conference. Examples include, but are not limited to:

1. The location of the event is not in close proximity to food establishments, despite efforts to secure a location near reasonably priced and accessible commercial food establishments.
2. Failure to serve 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.

Justification for an exception listed above must be submitted to OVW with the request for prior approval, including relevant details about the recipient's community, such as a rural or remote location. For additional information on restrictions on food and beverage expenditures, see [OVW conference cost planning](#).

#### Conference Planning and Expenditure Limitations

Recipients must comply with all requirements (including specific cost limits and 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), and costs of attendance at such events. Information on conference planning, minimization of costs, and conference reporting is available at [OVW conference cost planning](#).

#### **Pre-Award Costs**

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.

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

Applicants that intend to charge indirect costs through the use of a negotiated indirect cost rate must have a current, signed, federally approved indirect cost rate agreement and must upload and attach a copy of the agreement to their application in JustGrants. Applicants that do not have a current negotiated (including provisional) indirect cost rate, except for those non-Federal entities described in [Appendix VII to Part 200 paragraph \(d\)\(1\)\(B\)](#), may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC).

Organizations that wish to negotiate an indirect cost rate should 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.

### **Additional Application Components**

The following components must be included with the application. Failure to supply this information may result in a delay in access to funds. Some components will be generated during the application submission process while others will be uploaded and attached to the application in JustGrants.

### **Letter of Nonsupplanting**

Applicants must attach a letter to OVW's Director, signed by the Authorized Representative, certifying that federal funds will not be used to supplant non-federal funds should a grant award be made. A sample [Letter of Nonsupplanting](#) is available on the OVW website.

### **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 VAWA, as amended. Applicants must upload and attach, under Additional Attachments in JustGrants, the completed acknowledgement form available on the [OVW website](#). This form must be signed by the Authorized Representative.

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

Pursuant to 34 U.S.C. § 12511(b)(3)(B)(i), in addition to the project narrative information on meaningful involvement, applicants must submit a letter from the **state or territorial administering agency** assuring that it 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 SASP Formula Program. Letters must be submitted on the administering agency's letterhead, be signed and dated by an Authorized Representative, and be uploaded as an attachment in JustGrants. A sample letter can be found on the [OVW website](#). States and territories are also encouraged to seek input from rape crisis centers and other sexual assault programs in their application and implementation processes.

### **Disclosures and Assurances**

All applicants must review, complete, and submit all disclosures, assurances, and certifications as described below.

### **Disclosure of Lobbying Activities**

Applicants must complete and submit the *Disclosure of Lobbying Activities* (SF-LLL) form in Grants.gov before beginning the application process in JustGrants.

### **DOJ Certified Standard Assurances**

Applicants must read and acknowledge the DOJ Certified Standard Assurances in JustGrants.

### **DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements**

Applicants must read and acknowledge these DOJ certifications in JustGrants.

## Prior to Application Submission

### Unique Entity Identifier (UEI) and System for Award Management (SAM)

Entities applying for the first time must register with the following systems:

- SAM.gov: Registration with [SAM.gov](https://sam.gov) includes receiving a UEI and takes an average of **2 to 3 weeks**.
- Grants.gov: Registration with [Grants.gov](https://grants.gov) takes an average of **1 week**.
- JustGrants: Registration with JustGrants needs to be completed **ONLY** after successful submission of Step 1 of the application as described below under [How to Apply](#).

**Note:** Registration time frames are estimates. Applicants experiencing registration challenges should use the contact information below for addressing technical difficulties with each system.

Entities that have previously applied for funding from DOJ must ensure their accounts with SAM, Grants.gov, and JustGrants are active and up to date.

It is the applicant's responsibility to ensure that they are registered with SAM, Grants.gov, and JustGrants. OVW strongly encourages all applicants to begin the registration process or ensure that all accounts are active and up to date, by **May 13, 2024**. **Failure to do so will result in a delay in an access to funds.**

Applicants experiencing technical difficulties with SAM should go to

[https://www.fsd.gov/gsafsd\\_sp](https://www.fsd.gov/gsafsd_sp).

Applicants experiencing technical difficulties with Grants.gov should contact

[support@grants.gov](mailto:support@grants.gov).

Applicants experiencing technical difficulties with JustGrants should contact

[OVW.JustGrantsSupport@usdoj.gov](mailto:OVW.JustGrantsSupport@usdoj.gov).

## How to Apply

### Submission Dates and Times

All applications must be submitted electronically first in Grants.gov (SF-424 and SF-LLL) and then in JustGrants. **Applicants must make every effort to submit their application in Grants.gov and JustGrants. Note: The Grants.Gov deadline is June 3, 2024 and the JustGrants application deadline is June 5, 2024.** If an applicant must submit their application via email due to a technical difficulty, they must do so by the JustGrants application deadline, but **no earlier than 4 hours prior to that deadline**. Applicants anticipating late submission should contact [OVWSASP.Formula@usdoj.gov](mailto:OVWSASP.Formula@usdoj.gov) to provide an explanation for the delay and an anticipated submission date. Submitting the application after the deadline may result in a delay in access to funds.

**OVW strongly encourages all applicants to begin the application submission process at least 48 hours prior to the Grants.gov application deadline. Failure to do so may result in a delay in access to funds.**

## Submission Information and Other Submission Requirements

Applications must be submitted to OVW through a two-step process that begins in Grants.gov and is completed in JustGrants.

**Step 1:** The applicant must submit by the Grants.gov deadline the required Application for Federal Assistance standard form (SF-424) and the Disclosure of Lobbying Activities form (SF-LLL) in Grants.gov. To view the forms prior to completing them in Grants.gov, applicants can go to the Package tab under the funding opportunity that they are applying for and select Preview. The Preview then provides links to the forms.

**Step 2:** The applicant must then submit the full application, including attachments, in JustGrants at <https://justicegrants.usdoj.gov/> by the JustGrants application deadline. OVW encourages applicants to review the [JustGrants](#) website for more information, resources, and training.

**Tip:** JustGrants functions better using a PC with Chrome or Edge web browser.

## Application Review Information

### Criteria, Review, and Award Process

This is a formula grant program; therefore, applications are not subject to a peer review. Applications are subject, however, to a programmatic review to ensure that the application is complete and meets applicable statutory, regulatory, and other program requirements as described in this solicitation. Applicants must submit all information requested in the Application Contents and Additional Required Information 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 [DOJ Financial Guide](#) as a condition of receiving grant funding. If OVW determines that a current grantee has violated any of the requirements of the [DOJ Financial Guide](#), the grantee may experience a delay in funding or may have additional conditions placed on its award under this solicitation.

Prior to making an award, OVW is required to review and consider any information about applicants included in the designated integrity and performance system accessible through SAM. Applicants may review and comment on information about themselves that another federal awarding agency has previously entered. OVW will consider the applicant's comments as well as other information available in making its judgment about the risk posed by making an award to the applicant as described in 2 C.F.R. § 200.206.

### 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 down 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 may not be considered for funding.

## Federal Award Administration Information

### Federal Award Notices

Successful applicants will receive OVW award notifications electronically from JustGrants (not Grants.gov). Recipients will be required to log into JustGrants to review and accept the award. The Authorized Representative must acknowledge having read and understood all sections of the award instrument and submit the required declaration and certification to accept the award; these steps will be completed electronically in JustGrants.

### Administrative, National Policy, and Other Legal Requirements

#### Information for All Federal Award Recipients

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 Award Recipients.”

Terms and conditions for OVW awards are available on the [OVW website](#). 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 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. Recipients may provide sex-segregated or sex-specific programming if doing so is necessary for the essential operation of a program, so long as the recipient provides comparable services to those who cannot be provided with the sex-segregated or sex-specific programming. 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 who are limited in their English proficiency have meaningful access to recipients’ programs and activities. Recipients are also responsible for ensuring that their programs and activities are readily accessible to people with disabilities, including those with physical or cognitive disabilities, as well as people who are Deaf or hard of hearing. OVW encourages applicants to go beyond minimum compliance with these requirements and allot sufficient resources to ensure programs and activities are accessible. More information on these obligations is available in the [Solicitation Companion Guide](#) under “Civil Rights Compliance.”

### General Information about Post-Federal Award Reporting Requirements

OVW grantees are required to submit annual performance reports and quarterly Federal Financial Reports (SF-425). Performance report forms will be provided to all award recipients. Forms will be submitted electronically. Future awards and fund drawdowns may be withheld if reports are delinquent. For more information on post award reporting requirements, including requirements for certain recipients to report information on civil, criminal, and administrative

proceedings in SAM, see the [Solicitation Companion Guide](#) and the award condition on recipient integrity and performance matters available on the [OVW website](#).

## Federal Awarding Agency Contact(s)

For assistance with the requirements of this solicitation, contact the following:

- Programmatic questions, contact this program at 202-307-6026 or [OVWSASP.Formula@usdoj.gov](mailto:OVWSASP.Formula@usdoj.gov) and reference this solicitation.
- Financial questions, contact 888-514-8556 or [ovw.gfmd@usdoj.gov](mailto:ovw.gfmd@usdoj.gov)
- Technical questions:
  - Grants.gov Applicant Support at 800-518-4726 or [support@grants.gov](mailto:support@grants.gov)
  - OVW JustGrants Support at 1-866-655-4482 or [OVW.JustGrantsSupport@usdoj.gov](mailto:OVW.JustGrantsSupport@usdoj.gov)

## Other Information

### 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, easily understood, and not unnecessarily burdensome. 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.

**Note: Any materials submitted as part of an application may be released pursuant to a request under the Freedom of Information Act.**

### Application Checklist

Applicants must submit a fully executed application to OVW, including all required supporting documentation. OVW will contact applicants for missing items.

Application Document	Date Completed
1. Application for Federal Assistance: SF-424	
2. Disclosure of Lobbying Activities (SF-LLL)	
3. Data Requested with Application a) Pre-Award Risk Assessment b) Summary Data Sheet	
4. Proposal Narrative	
5. Letter of Assurance Regarding Meaningful Involvement	
6. Indirect Cost Rate Agreement (if applicable)	
7. Letter of Nonsupplanting	
8. Confidentiality Notice Form	

# Appendix A

## Pre-Award Risk Assessment

## Pre-Award Risk Assessment

Each applicant must respond to each question. **Do not submit responses from a prior fiscal year without updating them to be responsive to all questions listed in the questionnaire.** 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 the application being removed from consideration or a delay in access to funds. Provide complete responses that address all questions included for each numbered item.

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? 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? 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? 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? 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? Provide a brief description of the applicant'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 C.F.R. 200.334-200.338.
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 C.F.R. 200.112 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 C.F.R. 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 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 C.F.R. 200.331-200.333)? Provide a brief description of the organization's policies and procedures on subrecipient management and monitoring.
10. Does the applicant 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 C.F.R. 200.430)? Budget estimates do not qualify as support for charges to federal awards. Provide a brief description of the organization's established timekeeping policies and procedures.
11. Is the applicant designated as high risk by a federal agency outside of DOJ? (High risk includes any status under which a federal awarding agency provides additional oversight due to the applicant entity's past performance, or other programmatic or financial concerns with the applicant entity.) If so, provide the names(s) of the federal awarding agency, the date(s) the agency notified the applicant entity of the high risk designation, contact information for the high risk point of contact at the federal agency, and the reason for the high risk status, as set out by the federal agency.

# Appendix B

## Summary Data Sheet

## SASP Summary Data Sheet

The Summary Data Sheet questionnaire must be completed and submitted to apply for this program.

1. Provide the following information for the grant point-of-contact. This person must be an employee of the applicant.

- Name
- Title
- Address
- Telephone number
- Email address

2. Has the applicant expended \$750,000 or more in federal funds in the applicant's past fiscal year?

- Yes
- No

Specify the end date of the applicant's fiscal year.

3. Does the state work with a "passthrough organization," such as a state coalition, to award funds to the subgrantees?

- Yes
- No

4. Does the applicant plan to use administrative funds?

- Yes
- No

How will administrative funds be used (e.g., salary, monitoring, attend trainings)?

Will SASP administrative funds be used in conjunction with other federal funding sources?

- Yes
- No

Specify the federal funding sources.

Will the State Administrating Agency (SAA) keep all the administrative funds?

- Yes
- No

What percentage of the administrative funds will the SAA keep?

What entity will use the remaining administrative funds?

Percentage of administrative funds this entity will use?