

U.S. Department of Justice
Office on Violence Against Women

OMB No. 1122-0020
Expires 3/31/2025



OVW Fiscal Year 2023 Sexual Assault Services Formula Program - Solicitation

Assistance Listing Number # 16.017

Grants.gov Opportunity Number: O-OVW-2023-171608

Solicitation Release Date: March 29, 2023 11:00 AM ET

Application Grants.gov Deadline: May 16, 2023 11:59 PM ET

Application JustGrants Deadline: May 18, 2023 9:00 PM ET

Overview

Eligible Applicants:

State governments, Other

Other

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. Alternatively, interested parties may call OVW at 202-307-6026.

Submission Information

Registration:

Organizations applying for the first time for federal funding must complete a multi-step

registration process with the following systems: System for Award Management (SAM), Grants.gov, and JustGrants (after successful SAM and Grants.gov registrations).

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

Applicants experiencing technical difficulties with SAM should go to https://www.fsd.gov/gsafsd_sp.

Applicants experiencing technical difficulties with Grants.gov should contact support@grants.gov.

Applicants experiencing technical difficulties with JustGrants should contact OVW.JustGrantsSupport@usdoj.gov.

Applicants are strongly encouraged to begin the registration process or ensure that all accounts are active and up to date by April 25, 2023.

Submission:

Applications will be submitted to OVW in two steps:

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 - <https://www.grants.gov/web/grants/forms/sf-424-family.html>.

Step 2: The applicant must then submit the full application, including attachments, in JustGrants at JustGrants.usdoj.gov. To be considered timely, the full application must be submitted in JustGrants by the JustGrants application deadline. OVW encourages applicants to review the [Solicitation Companion Guide](#) and the [JustGrants](#) website for more information, resources, and training.

For more information about registration and submission, see the Prior to Application Submission and How to Apply sections of this solicitation.

Notification

OVW anticipates notifying applicants of funding decisions by October 1, 2023.

Contents

Overview	1
Contact Information	1
Notification	2
Program Description	5
Overview of OVW	5
Statutory Authority	5
About this OVW program	5
Activities that Compromise Victim Safety and Recovery or Undermine Offender Accountability	7
Activities Requiring Prior Approval	7
Federal Award Information	8
Awards, Amounts and Durations	8
Availability of Funds	8
Type of Award	9
Rape Survivor Child Custody Act (RSCCA)	9
Eligibility Information	10
Eligible Applicants	10
Cost Sharing or Matching	10
Application and Submission Information	10
Content of Application Submission	10
Information to Complete the Application for Federal Assistance (SF-424)	11
Standard Applicant Information (JustGrants 424 and General Agency Information)	12
Proposal Narrative	12
Budget and Associated Documentation	13
Pre-Award Costs	15
Indirect Cost Rate Agreement (if applicable)	15
Additional Application Components	15
Letter of Nonsupplanting	16
Confidentiality Notice Form	16
Letter of Assurance Regarding Meaningful Involvement	16
Pre-Award Risk Assessment	16
Summary Data Sheet	18
Disclosure and Assurances	18
Disclosure of Lobbying Activities	18
DOJ Certified Standard Assurances	19

DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements	19
Prior to Application Submission	19
How to Apply	20
Application Review Information	20
Criteria, Review, and Award Process	21
Anticipated Announcement and Federal Award Dates	21
Federal Award Administration Information	21
Federal Award Notices	21
Administrative, National Policy, and Other Legal Requirements	22
General Information about Post-Federal Award Reporting Requirements	22
Federal Awarding Agency Contact(s)	23
Other Information	23
Public Reporting Burden-Paper Work Reduction Act Notice	23
Application Checklist	24

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 to hold offenders accountable and serve victims.

Statutory Authority

34 U.S.C. 12511

About this OVW program

This program is authorized by 34 U.S.C § 12511. The Sexual Assault Services Formula Program (SAS Formula) (CFDA# 16.017) 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 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.

What's New About this OVW Program

- The Violence Against Women Act Reauthorization Act of 2022 added “direct payments” to the list of items that may constitute “intervention and related assistance” for victims of sexual assault under the SASP statute. Direct payments to victims and their family or household members must be for costs related to the sexual assault.

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 Grants 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:

1. Adult, youth, and child victims of sexual assault.
2. Family and household members of such victims.
3. Those collaterally effected by the victimization, except by the perpetrator of such victimization.

Specifically, funds under the SAS Formula Program 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).

SAS Formula grants shall be used by states and territories to provide grants to rape crisis centers and other non-profit, nongovernmental organizations or tribal programs for programs and activities that provide direct intervention and related assistance. 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 escape responsibility for their actions. States and territories will need to ensure that subgrantees do not engage in such activities. Please note that OVW will support survivor-centered alternative pathways to justice and non-criminal approaches to accountability that fall within the statutory scope of this program. 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 supported by this program's funding. 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 in 28 C.F.R. § 46.102 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. Prohibited research does not include assessments conducted for internal improvement purposes only. Applicants considering such assessments must refer to the OVW research decision tree in the Solicitation Companion Guide to ensure that the activity does not qualify as human subjects research. 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 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 will need to be removed from the application. States and territories will also need to ensure that subgrantees do not engage in out-of-scope activities.

Activities Requiring Prior Approval

Recipients must receive prior approval before using grant funds to support surveys, whether conducted as part of a program or needs assessment, or for any other 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

Awards, Amounts and Durations

Anticipated Number of Awards

56

Anticipated Maximum Dollar Amount of Awards

2,600,000.00

Period of Performance Start Date

8/1/23

Period of Performance Duration (Months)

24

Anticipated Total Amount to be

Awarded Under Solicitation

50,000,000.00

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.

Award Period and Amounts

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, 2023.

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, 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.

Type of Award

Awards will be made as grants.

Rape Survivor Child Custody Act (RSCCA)

In FY 2023, states and territories may apply for additional funds (up to ten percent of the three-year average of combined SAS and STOP Violence Against Women Formula Grant Program (STOP) formula 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 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. The effective date of the qualifying statute must be on or before October 1, 2023. States may receive the additional funding under the RSCCA **up to four times**.

States and territories that received RSCCA funds in FY 2016, 2017, 2018, 2019, 2020, 2021, or 2022

States and territories that received RSCCA funds in FY 2016, 2017, 2018, 2019, 2020, 2021, or 2022 that wish to receive them again in FY 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 state official with authority to make binding legal determinations.

States and territories that did not receive RSCCA funding in FY 2016, 2017, 2018, 2019, 2020, 2021, or 2022

States and territories that applied for RSCCA funding in FY 2016, 2017, 2018, 2019, 2020, 2021, or 2022 but did not meet the requirements of the law, or states and territories that are applying for RSCCA funding for the first time in FY 2023, must submit a legal opinion stating that the state or territory 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 and territories must submit the legal opinion or the certification letter to OVW at OVW.RSCCA@usdoj.gov by **11:59 pm ET April 7, 2023**. 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 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.

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

Content of Application Submission

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 202-307-6026 or 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. Type no smaller than 12 point, Times New Roman (TNR) or Arial font, except for footnotes, which may be in 10-point font
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 following required documents and demonstrate that the program eligibility requirements have been met. Applications that do not include all the following components will be considered substantially incomplete and may result in a delay in funding. For a complete checklist of the application contents, see the Other Information section in this solicitation.

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

Information to Complete the Application for Federal Assistance (SF-424)

Applications for Federal Assistance (SF-424)

Applicants must complete the SF-424 in Grants.gov. 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 in the "Estimated Funding" section of this form (box 18a) must match the amount of federal funding requested in the budget of the application. 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 be an individual who has 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 find out about, and comply with, the state's process under E.O. 12372. In completing the SF-424, such an applicant is to make the appropriate selection in response to question 19 once the applicant 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. 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 are required to review the Standard Applicant Information and make edits as needed, confirm the Authorized Representative, verify the legal name and address, and enter the ZIP code(s) for the areas affected by the project.

Proposal Narrative

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

1. An overview of the sexual assault services currently available to victims of sexual assault, including women, men, and children, throughout the state or territory.
2. An overview of the current state or territory efforts 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 the SAS Formula Program 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

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

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:

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 SAS 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.

Budget and Associated Documentation

Funding Restrictions

The following information is provided to allow applicants to 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 Grants 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

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 conference. 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. Examples of when OVW might grant such approval 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. 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.

Justification for an exception listed above must be submitted to OVW with the request for prior approval. For additional information on restrictions on food and beverage expenditures, see [OVW conference cost planning](#).

Conference Planning and Expenditure Limitations

Applicants 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 (other than state, local, and tribal governments that receive more than \$35 million in direct federal funding per year) that do not have a current negotiated (including provisional) rate may elect to charge a de minimis rate of 10% of modified total direct costs, which may be used indefinitely.

Organizations that wish to negotiate an indirect cost rate should contact OVW's Grants Financial Management Division at 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 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 SAS 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.

Pre-Award Risk Assessment

Each applicant must submit, as an attachment, the Pre-Award Risk assessment. **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 may result in 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 Grants 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 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.

Summary Data Sheet

Each applicant must submit, as an attachment, the Summary Data Sheet, which should be one to four pages in length (single or double spaced). The Summary Data Sheet does not count toward the 10-page limit for the Proposal Narrative. Several of the items below are required for every applicant for OVW funding and therefore may not be obviously relevant or specifically drafted for this program. Applicants should provide the most accurate answers. Provide the following information:

1. Name, title, address, telephone number, and email address for the grant point of contact. This person must be an employee of the applicant.
2. Statement as to whether the applicant has expended \$750,000 or more in federal funds in the applicant's past fiscal year. If so, specify the end date of the applicant's fiscal year.
3. Statement as to whether the state or territory is passing the SAS Formula Program funds through to the sexual assault coalition or domestic violence and sexual assault coalition. If the state or territory is working with a "passthrough" organization identify the organization.
4. Statement as to how the applicant will use administrative funds, if any. The statement should include which agency or agencies will use administrative funds, what percentage of the administrative funds will be used by each agency, the activities supported by administrative funds, and whether administrative funds will be used in conjunction with other federal funding sources, such as the Victims of Crime Act programs, and if so, which other federal funding sources will be used.

Disclosure and Assurances

Review, complete, and submit all disclosures, assurances, and certifications as described below.

Disclosure of Lobbying Activities

All 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 for federal funding must complete a multi-step registration process. Applicants must register with the systems listed below to successfully submit an application.

1. SAM. Registration with SAM includes receiving a UEI. (**Average registration completion time – 2-3 weeks**)
2. Grants.gov (**Average registration completion time – 1 week**)
3. JustGrants. Registration with SAM and Grants.gov must be completed before an applicant can register with JustGrants. (**Average registration completion time – 3 days**)

Note: registration time frames are estimates. Applicants experiencing registration challenges (including lengthy registration wait times) should use the contact information below for addressing technical difficulties with each system.

Please see the [Solicitation Companion Guide](#) for additional details regarding SAM, Grants.gov, and JustGrants registration.

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 responsibility of the applicant to ensure that they are properly 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 April 25, 2023. 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.

Applicants experiencing technical difficulties with Grants.gov should contact support@grants.gov.

Applicants experiencing technical difficulties with JustGrants should contact OVW.JustGrantsSupport@usdoj.gov.

Additionally, applicants experiencing technical difficulties with any of the systems listed above during the registration, account update, or application submission processes should use the contact information above for assistance.

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 May 16, 2023.** 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 the JustGrants application deadline**. Applicants anticipating late submission should contact 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 will be submitted to OVW in two steps:

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 - <https://www.grants.gov/web/grants/forms/sf-424-family.html>.

Step 2: The applicant must then submit the **full application**, including attachments, in JustGrants at JustGrants.usdoj.gov. To be considered timely, the full application must be submitted in JustGrants by the JustGrants application deadline. OVW encourages applicants to review the [Solicitation Companion Guide](#) and 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 Grants 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 Grants 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 SAM 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.

Anticipated Announcement and Federal Award Dates

It is anticipated that all applicants will be notified of the outcome of their applications by October 1, 2023.

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 because of their national origin have meaningful access to recipients’ programs and activities. Recipients are also responsible for ensuring that their programs and activities are readily accessible to individuals with disabilities, including those with physical or cognitive disabilities, as well as individuals 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 fully 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). Appropriate performance report forms will be provided to all applicants selected for an award. 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
- Financial questions, contact 888-514-8556 or ovw.gfmd@usdoj.gov
- Technical questions:
 - Grants.gov Applicant Support at 800-518-4726 or support@grants.gov
 - OVW JustGrants Support at 1-866-655-4482 or OVW.JustGrantsSupport@usdoj.gov

Other Information

Public Reporting Burden-Paper Work Reduction Act Notice

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.

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

Application Checklist

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