



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

OVW Fiscal Year 2017 Sexual Assault Services Formula Program Solicitation

Release Date: on or about April 24, 2017

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.

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

Deadlines

Applications are due by 11:59 p.m. Eastern Time (E.T.) on June 7, 2017.

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

Registration Information: To submit an application, all applicants must obtain a Data Universal Number System (DUNS) Number, and register online with the System for Award Management (SAM) and with [Grants Management System \(GMS\)](#). To ensure sufficient time to complete the registration process, applicants must obtain a DUNS Number, and register online with SAM and with [GMS](#) immediately, but no later than, May 17, 2017.

(See "[Registration](#)")

Contact Information

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

Submission and Notification Information

Submission: Applications for the SAS Formula Program will be submitted through [GMS](#). For technical assistance with [GMS](#), contact OVW GMS Support at 1-866-655-4482.

Notification: OVW anticipates notifying all applicants of funding decisions by October 1, 2017.

Contents

A. Program Description	5
Overview	5
About the OVW Sexual Assault Services Formula Program	5
Program Scope	5
Purpose Areas.....	5
OVW Priority Areas	7
Activities that Compromise Victim Safety and Recovery	7
Out-of-Scope Activities	8
Unallowable Activities.....	8
B. Federal Award Information.....	8
Availability of Funds.....	8
Award Period.....	8
Award Amounts	9
Rape Survivor Child Custody Act.....	9
States which received Rape Survivor Child Custody Act funds in FY 2016.....	9
States which did not receive Rape Survivor Child Custody Act funding in FY 2016	9
C. Eligibility Information.....	10
Eligible Applicants	10
Eligible Entities	10
Cost Sharing or Match Requirement.....	10
Other Program Eligibility Requirements	10
D. Application and Submission Information	10
Address to Request Application Package	10
Content and Form of Application Submission	10
Application Contents.....	11
Formatting and Technical Requirements	11
Application Requirements.....	11
Summary Data Sheet	11
Explanation of Administrative Funds.....	12
Project Narrative.....	12
Letter of Assurance Regarding Meaningful Involvement.....	13
Additional Required Information.....	13

Unique Entity Identifier (DUNS Number) and System for Award Management (SAM)	15
Submission Dates and Times	16
Grants Management System	16
OVW Policy on Late Submissions	16
Intergovernmental Review - Single Point of Contact Review	17
Funding Restrictions.....	17
Other Submission Requirements.....	19
E. Application Review Information.....	19
Criteria.....	19
Review and Selection Process	19
Anticipated Announcement and Federal Award Dates.....	19
F. Federal Award Administration Information	20
Federal Award Notices	20
Administrative and National Policy Requirements.....	20
Reporting.....	21
G. Federal Awarding Agency Contact(s)	21
H. Other Information.....	21
Application Checklist	21
Public Reporting Burden - Paperwork Reduction Act Notice.....	23
APPENDIX A.....	24
Letter of Assurance Regarding Meaningful Involvement.....	24

OVW Sexual Assault Services Formula Program (CFDA 16.017)

A. Program Description

Overview

The Office on Violence Against Women (OVW) is a component of the United States Department of Justice (DOJ). Created in 1995, OVW implements the Violence Against Women Act (VAWA) and subsequent legislation and provides national leadership on issues of sexual assault, domestic violence, dating violence, and stalking. Since its inception, OVW has supported a multifaceted approach to responding to these crimes through implementation of grant programs authorized by VAWA. By forging state, local and tribal partnerships among police, prosecutors, judges, victim advocates, health care providers, faith leaders, organizations that serve culturally specific and underserved communities, and others, OVW grants help provide victims, across their life span, with the protection and services they need to pursue safe and healthy lives, while improving communities' capacity to provide justice for victims and hold offenders accountable.

About the OVW Sexual Assault Services Formula Program

This program is authorized by 42 U.S.C. §14043g. The Sexual Assault Services Formula Program (SAS Formula Program) was created by the Violence Against Women and Department of Justice Reauthorization Act of 2005, as amended by the technical amendments to that act, and is the first federal funding stream solely dedicated to the provision of direct intervention and related assistance for victims of sexual assault.

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

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

Program Scope

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

Purpose Areas

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

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

In FY 2017, funds under the SAS Formula Program may be used for the following purposes:

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

Note: “Without regard to the age of the individual” was added by the Violence Against Women Reauthorization Act of 2013, which means that funded service providers must provide services to sexual assault victims of **all** ages. As a result, providers such as child advocacy centers are presumed to be ineligible for SAS Formula subawards unless they can provide documentation to the state administering agency that they serve all ages. However, while the subgrantee organization itself must provide services to sexual assault victims of all ages, the specifically funded project may focus on a particular age group, such as children, youth, or elders.

SAS Formula grants shall be used by states and territories to provide grants to rape crisis centers¹ and other non-profit, nongovernmental organizations or tribal programs for programs and activities that provide direct intervention and related assistance. Intervention and related assistance may include:

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

Note: The SAS Formula Program emphasizes the establishment, maintenance, and expansion of rape crisis centers and other nonprofit, nongovernmental organizations, such as dual programs addressing domestic violence and sexual assault, for the provision of direct intervention, core services, and related assistance to adult, youth, and child victims of sexual assault. **Under the SAS Formula Program, grant funds cannot be used to support sexual assault forensic examiner projects or criminal justice activities (e.g., law enforcement, prosecution, courts, or forensic interviews).** OVV recommends that states and territories, in partnership with their state and tribal sexual assault coalitions, consider the array of needs of **all**

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. 42 U.S.C. § 13925(a)(25).

sexual assault victims and available services in their state or territory when developing their implementation strategies.

OVW Priority Areas

The purpose of the SAS Formula Program is to provide direct intervention and related assistance to victims of sexual violence that is culturally relevant and responsive to immediate and long-term needs. In order to develop an effective response to sexual violence, states and territories should seek to operationalize SAS Formula funding by forging lasting partnerships with state and territorial sexual assault coalitions, tribal coalitions, and victim service providers, including culturally- and population-specific organizations.

In shaping the strategies for FY 2017, OVW encourages states and territories to develop and support projects that:

1. Strengthen and revitalize coordinated community response and multi-disciplinary teams, prioritizing those that meaningfully involve organizations and programs that focus on marginalized communities.
2. Increase support for sexual assault services.
3. Meaningfully increase access to OVW programming for specific underserved populations (based on race, ethnicity, sexual orientation, gender identity, disability, age, etc.).
4. Increase the use of promising or evidence-building practices, where available.

Activities that Compromise Victim Safety and Recovery

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

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

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

Any activities that may compromise victim safety and recovery will need to be removed from the application. States will also need to ensure that subgrantees do not engage in such activities.

Out-of-Scope Activities

OVW has determined the activities listed below to be out of the program scope, and they will not be supported by SAS Formula Program funding.

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

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

Unallowable Activities

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

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

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

B. Federal Award Information

Availability of Funds

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. There is no guarantee that funds will be available in the future. Therefore, OVW encourages applicants to develop a plan to sustain project activities if federal funding through this program ceases to be available.

Award Period

The grant award period is 24 months. The total “estimated funding” on the SF-424 should reflect 24 months. Generally, the award period will start on August 1, 2017.

Award Amounts

By statute, OVW will award not less than 1.5 percent of the total amount appropriated for the SAS Formula Program to each state and the District of Columbia and Puerto Rico. The United States Virgin Islands, American Samoa, Guam, and the Commonwealth of the Northern Mariana Islands will be awarded a base amount of .25 percent of the total appropriated amount. Funds remaining after the allocated base amounts will be distributed among the states and territories according to population. The most accurate and complete data compiled by the United States Bureau of the Census are used to determine the populations.

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

Awards will be made as new grants.

Rape Survivor Child Custody Act

In FY 2017, states may apply for additional funds (up to ten percent of the three-year average of combined STOP and SAS formula grant funds, with 75 percent of that amount supplementing the SAS Formula award and 25 percent supplementing the STOP award) if the state meets the requirements of the Rape Survivor Child Custody Act (RSCCA). To qualify, the state must have a law that allows the mother of a child conceived through rape to seek court-ordered termination of the parental rights of the rapist with regard to that child, which the court is authorized to grant upon clear and convincing evidence of rape. The effective date of the qualifying statute must be on or before October 1, 2017. States may receive the additional funding under the RSCCA up to four times.

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

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

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

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

States must submit the legal opinion or the certification letter to OVW at OVW.RSCCA@usdoj.gov by **11:59 pm ET May 9, 2017**. OVW will not be able to consider a state's application or certification if it is submitted after this date.

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

C. Eligibility Information

Eligible Applicants

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

Eligible Entities

Eligible entities for this program are limited to:

1. Any state of the United States;
2. The District of Columbia; and
3. The Commonwealth of Puerto Rico, the United States Virgin Islands, American Samoa, Guam, and the Commonwealth of the Northern Mariana Islands.

Cost Sharing or Match Requirement

This program has no match or cost sharing requirement.

Other Program Eligibility Requirements

In addition to meeting the eligible entity requirements outlined above, applications for the SAS Formula Program must also meet the requirements below. All certification and other eligibility related documents must be current and developed in accordance with the FY 2017 solicitation.

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

Letter of Assurance Regarding 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 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, which is signed and dated by an Authorized Representative. A sample letter of assurance can be found in Appendix A.

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

D. Application and Submission Information

Address to Request Application Package

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

Content and Form of Application Submission

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

Application Contents

This section describes what is included in a complete application package. Applicants should anticipate that failure to submit an application that contains all of the specified elements may result in a delay of processing the award. It is the responsibility of the applicant to ensure that a complete application is submitted by the deadline.

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

Formatting and Technical Requirements

Applications must follow the requirements below:

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

Application Requirements

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

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

Summary Data Sheet

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

1. Name, title, address, phone number, and e-mail address of the individual with authority to accept grants on behalf of the agency.
2. Name, title, address, phone number, and e-mail address for the grant point-of-contact. This person must be an employee of the applicant agency.
3. A statement as to whether the state or territory is passing the SAS Formula Program funds through to the state or territorial sexual assault coalition or dual domestic violence and sexual assault coalition. Please provide the name, title, address, phone number, and email address for the relevant organization's authorized representative.
4. Statement as to whether the agency applying has expended \$750,000 in federal funds in the organization's past fiscal year. If yes, please also specify the end date of the applicant's fiscal year.

Explanation of Administrative Funds

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

Project Narrative

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

1. An overview of what sexual assault services are currently available to victims of sexual assault, including women, men, and children, throughout the state or territory.
2. An overview of what current state or territory efforts are in place to address sexual assault.
3. A brief description addressing the process by which the state or territory makes its subgrant awards (e.g., formula-based or competitive awards).
4. An explanation of how funding under the SAS Formula Program complements the state/territory STOP Implementation Plan.
5. A detailed description of how the state or territory meaningfully involved its sexual assault coalition and representatives from underserved communities,⁵ including tribes, in developing the application and plans for the funding, including:
 - a. The process and communication method used by the state or territory to involve the sexual assault coalition **and** representatives from underserved communities;
 - b. The specific underserved communities the state or territory included in the application process and methods used to reach out to and communicate with these communities;
 - c. The number of times the state or territory has met with its coalition and representatives from underserved communities to discuss and develop **this** application, and a brief description of those meetings;
 - d. Whether the coalition and representatives from underserved communities were provided an opportunity to review this application and provide comment, prior to its submission; and
 - e. How the state or territory has incorporated feedback and input from the coalition and representatives from underserved communities into **this** application.
6. A detailed description of how the state or territory will meaningfully involve the sexual assault coalition and representatives from underserved communities, including tribes, in implementing the plans of the state or territory to administer the SAS Formula Program, including:

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

⁴ States must be careful about assigning each program its proportionate share.

⁵ 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.” 42 U.S.C. § 13925(a)(39).

- a. How the state or territory will work with the coalition and representatives from underserved communities to design a plan for distributing the subgrant funds;
 - b. The specific underserved communities the state or territory anticipates including in the implementation process;
 - c. The methods that will be used to reach out to the underserved communities to ensure their active participation in the implementation of the plans to administer the SAS Formula Program funds;
 - d. The role of the state coalition and representatives from underserved communities in the implementation of the plans to administer the program, such as review of solicitations, outreach to potential applicants, and assistance with peer review; and
7. A detailed description of procedures to be used by the state or territory to ensure equitable distribution of grants and grant funds within the state or territory and between urban and rural areas.

Letter of Assurance Regarding Meaningful Involvement

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

Additional Required Information

The following documents should be included with the application. Failure to include any of the information may result in a delay of funding.

Confidentiality Notice Form

All applicants are required to acknowledge that they have received notice that grantees and subgrantees must comply with the confidentiality and privacy requirements of the Violence Against Women Act, as amended. Applicants must submit the acknowledgement form available on the OVW website at http://www.justice.gov/sites/default/files/ovw/pages/attachments/2015/01/20/confidentiality_acknowledgement_form_42015.pdf. This form must be signed by the authorized representative and uploaded with the application on [GMS](#).

Application for Federal Assistance (SF-424)

Applicants must complete the SF-424 online. For “Type of Applicant,” please do not select “other.” Please pay careful attention to the amount of federal funding requested in the “Estimated Funding” section of this form. This amount must match the allocation amount of federal funding provided by the program office. Only include values for “Applicant” if the program solicitation requires a match. The individual who is listed in “**Authorized Representative**” must be an individual who has the authority to apply for and accept grant awards on behalf of the organization or jurisdiction.

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

Please carefully review the assurances and certification forms online. Applicants will receive a request to compile these forms online during the application submission process.

All applicants must complete the *Disclosure of Lobbying Activities* (SF-LLL) form. Applicants that expend any funds for lobbying activities must provide the detailed information requested on

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

Letter of Nonsupplanting

Applicants must submit a letter to OVW’s Director, signed by the [Authorized Representative](#), certifying that federal funds will not be used to supplant state or local funds should a grant award be made. Please refer to

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

Financial Accounting Practices

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

1. Will all funds awarded under this program be maintained in a manner that they will be accounted for separately and distinctly from other sources of revenue/funding? Please provide a brief description of the organization’s policies and procedures that ensure funds will be tracked appropriately.
2. Does the applicant have written accounting policies and procedures? How often are these policies and procedures updated? Please provide a brief list of the topics covered in the organization’s policies and procedures. OVW may request a copy for review during the application/award process or as part of the grant monitoring process.
3. Is the applicant’s financial management system able to track actual expenditures and outlays with budgeted amounts for each grant or subgrant? Please provide a brief summary of the organization’s process for tracking expenditures, including tracking budgeted versus actual amounts.
4. Does the applicant have procedures in place for minimizing the time between transfer of funds from the United States Treasury and disbursement for project activities? Please provide a short summary of the organization’s policy for requesting payments for grant awards.
5. Does the applicant have effective internal controls in place to ensure that federal funds are used solely for authorized purposes? Please provide a brief description of the applicant organization’s internal controls that will provide reasonable assurance that the award funds will be managed properly.
6. Does the applicant have a documented records retention policy? If so, briefly describe the policy.
7. Does the applicant organization or any of its employees have any potential personal or organizational conflicts of interest related to the possible receipt of OVW award funds? Organizations are required to disclose in writing any potential conflicts of interest to their awarding agency. See 2 CFR 200.112 of the Uniform Guidance and Chapter 3.20, Grant Fraud, Waste and Abuse, of the DOJ Financial Guide for additional information.
8. Is the individual primarily responsible for fiscal and administrative oversight of grant awards familiar with the applicable grants management rules, principles, and regulations including the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200)? Please 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 organization is notified of its award to coordinate training.

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

Indirect Cost Rate Agreement (if applicable)

Applicants that intend to charge indirect costs through the use of an indirect cost rate must have a federally-approved indirect cost rate agreement. Please include a copy of a current, signed federally-approved indirect cost rate agreement. This should be a separate attachment to the application in [GMS](#).

Non-federal entities that have never received a federally-approved indirect cost rate may elect to charge a de minimis rate of 10% of modified total direct costs which may be used indefinitely. This includes state and local governments that have never negotiated an indirect cost rate with the federal government and receive less than \$35 million in direct federal funding per year.

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

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

Applicants for federal grants and cooperative agreements are required to have a Data Universal Number System (DUNS) Number to submit an application. A DUNS Number is a unique nine-character identification number provided by the commercial company **Duns & Bradstreet (D&B)**. Once an applicant has completed the D&B registration, its DUNS Number should be available within two business days.

Federal guidelines require that applicant organizations must (1) be registered in SAM.gov prior to submitting an application; (2) provide a valid DUNS number in its application; and (3) continue to maintain an active SAM registration with current information at all times during which it has an active federal award or an application under consideration by a federal awarding agency. Also, federal agencies may not make an award to an applicant until that applicant has complied with all applicable DUNS and SAM requirements. If an applicant has not fully complied with the requirements by the time that OVW is ready to make an award, then OVW may make the determination that the applicant is not qualified to receive an award and use that determination as a basis for making the award to another applicant.

The SAM centralizes information about grant recipients and also provides a central location for grant recipients to change organizational information.

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

1. Obtain a DUNS number at the following website <http://www.dnb.com/us/> or call (866) 705-5711.
2. Access the SAM online registration through the SAM homepage at <https://www.sam.gov/> and follow the online instructions for new SAM users.
3. Complete and submit the online registration. If the applying organization already has the necessary information on hand, the online registration takes approximately 30 minutes to

complete, depending upon the size and complexity of the business or organization. Once the SAM registration becomes active, the applicant will be able to return to Grants.gov and complete the registration. **Please note that organizations must update or renew their SAM registration at least once a year to maintain an active status.**

Registration	Where to Register	Deadline
DUNS	DUNS	May 17, 2017
SAM	SAM	May 17, 2017
GMS	GMS	May 17, 2017

Submission Dates and Times

It is very important that applicants read this section carefully. It is the responsibility of the applicant to ensure that the application is complete and submitted by the deadline. OVW will contact applicants for missing items. However, failure to submit all required documents may result in a delay of funding. Applicants should refer to the chart below to ensure that all required steps and deadlines are met.

Grants Management System

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

Applicants are strongly encouraged to begin the application submission process at least 48 hours but no later than 24 hours before June 7, 2017.

Application Action	Contact Information	Date
Solicitation	GMS and OVW Website	Once the solicitation is released (April 24, 2017 – June 7, 2017)
Request Permission to Submit a Hardcopy Application Due to Lack of Internet Access.	For applicants that cannot submit an application electronically, please contact the SAS Formula Program at 202-305-1271 or Melissa.Schmisek@usdoj.gov	May 17, 2017

All applications will be submitted electronically. The deadline for submitting applications in response to this solicitation is **11:59 p.m. E.T. on June 7, 2017**. Applications submitted after **11:59 p.m. E.T. on June 7, 2017** may receive a delay in funding. Applicants experiencing difficulties submitting an application should refer [Experiencing Technical Difficulties During Submission](#) in the chart below.

OVW Policy on Late Submissions

OVW offers several options for an applicant to provide advance notice to OVW if receipt of its application will be delayed. Applicants should refer to the chart below for the various scenarios. Applicants should thoroughly familiarize themselves with the requirements as outlined by OVW

in the chart below. For applicants that receive permission to submit an application after the deadline, applications will be reviewed to ensure that the application meets the basic minimum eligibility requirements (BMR) and the review process as outlined in this solicitation.

Step	Timeline	Action
Experiencing Technical Difficulties Prior to or During Application Submission	<p>Prior to the application deadline, the applicant must contact the OVW GMS Support at 1-866-655-4482, or OVW.GMSSupport@usdoj.gov if the application is being submitted through GMS.</p> <p>Contact the SAS Formula Program at 202-305-1271 or at Melissa.Schmisek@usdoj.gov prior to the application deadline stating that the applicant is experiencing unforeseeable technical issues and provide a phone number and/or email address where the applicant can be reached.</p>	Prior to the application deadline June 7, 2017
Request Permission to Submit a Late Application.	Applicants should notify OVW immediately, but no later than 24 hours following the application deadline, to provide details as to why it needs to submit a late application	Within 24 hours after the deadline June 7, 2017.
Extraordinary Natural or Manmade Disasters	In cases of extraordinary natural or manmade disasters, such as extreme weather emergencies or terrorist acts, applicants may request to submit late applications to the SAS Formula Program at 202-305-1271 or Melissa.Schmisek@usdoj.gov . The request should specify the nature of the disaster and how it affected the applicant's ability to submit an application on time. OVW may request additional documentation from the applicant verifying the extraordinary natural or manmade disaster.	Up to 7 calendar days after the application deadline of June 7, 2017. Therefore, no later than June 14, 2017.

Intergovernmental Review - Single Point of Contact Review

Executive Order 12372 requires applicants from state and local units of government or other organizations providing services within a state to submit a copy of the application to the [state Single Point of Contact \(SPOC\)](#) if one exists and if the program has been selected for review. Applicants must contact their state SPOCs to determine whether their programs have been selected for state review. The applicant should enter the date that the application was sent to the SPOC or the reason such submission is not required in the section of the SF 424 which refers to EO 12372. Applicants can find a list of SPOCs on the Office of Management and Budget website at http://www.whitehouse.gov/omb/grants_spoc.

Funding Restrictions

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

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

Food and Beverage/Costs for Refreshments and Meals

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

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

Justification for an exception listed above must be included in the budget narrative, and funds may only be used to purchase food and/or beverages for a meal at a meeting, conference, training, or other event if OVW approves the specific expenditures in advance.

Conference Planning and Expenditure Limitations

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

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

Updated Department of Justice and OVW guidance on conference planning, minimization of costs, and conference cost reporting is available on the OVW website at <http://www.justice.gov/ovw/grantees>. For additional information regarding food and beverage regulations, please refer to the [DOJ Financial Guide](#).

Program Assessments

Applicants may not use any OVW funds to conduct research. However, up to three percent of the budget may be allocated for the purpose of assessing the effectiveness of funded activities. For example, funds may be used to conduct pre- and post-testing of training recipients or for victim satisfaction surveys. In conducting such testing or surveys, grantees may not collect, analyze or disseminate any information that would disclose the identity of an individual.

Pre-Agreement Cost Approval

OVW generally does not allow pre-award costs. Please be aware that 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. Please see the [DOJ Financial Guide](#) for more information on pre-award costs.

Other Submission Requirements

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

E. Application Review Information

Criteria

This is a formula grant program; therefore, applications are not subject to a peer review. However, applicants must submit all information requested in the Application Requirement and Additional Requirements sections of this solicitation. If any required documentation is missing the applicant will be contacted and the documentation must be submitted prior to an award being issued. Failure to include required information at the time of submission may result in a delay in receiving an award.

Review and Selection Process

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 Guide, the grantee may experience a delay in receiving its award or may have additional conditions placed on its award.

High Risk Grantees

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

Anticipated Announcement and Federal Award Dates

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

F. Federal Award Administration Information

Federal Award Notices

Successful applications will receive OVW award notifications electronically from the OJP Grants Management System (GMS) (not grants.gov). This award notification will be sent to the individuals listed as the Authorized Representative and the Point of Contact on the SF-424 for the application that was selected for funding and will include instructions on accepting the award. Recipients will be required to login; accept any outstanding assurances and certifications on the award; designate financial points of contact; and review, sign, and accept the award. The award acceptance process involves physical signature of the award document and terms and conditions by the [Authorized Representative](#) and the scanning of the fully-executed award document to OVW.

Administrative and National Policy Requirements

Information for All Federal Award Grantees

Applicants selected for awards must agree to comply with additional legal, administrative, and national policy requirements upon acceptance of an award. OVW strongly encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. Additional information for each requirement can be found in the [Solicitation Companion Guide](#).

1. Civil Rights Compliance
2. Funding to Faith-Based Organizations
3. Confidentiality and Privacy Protections
4. Research and the Protection of Human Subjects (if applicable)
5. Anti-Lobbying Act
6. Reporting Requirements
7. National Environmental Policy Act (NEPA) (if applicable)
8. National Historic Preservation Act (NHPA) (if applicable)
9. DOJ Information Technology Standards (if applicable)
10. Non-Supplanting of State or Local Funds
11. Criminal Penalty for False Statements
12. Reporting Fraud, Waste, Error, and Abuse
13. Suspension or Termination of Funding
14. Nonprofit Organizations
15. Government Performance and Results Act (GPRA)
16. Rights in Intellectual Property
17. Federal Funding Accountability and Transparency Act (FFATA) of 2006
18. Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement
19. Active SAM Registration and Unique Identifier Requirements
20. Whistleblower Protections for Employees of OVW Grantees
21. Prohibited Conduct by Recipients Related to Trafficking in Persons
22. General Appropriations Law Restrictions on Use of Federal Funds
23. Recipient Integrity and Performance Matters Including Recipient Reporting to FAPIIS

Terms and conditions for OVW awards, including awards under this SAS Formula Program are available at <http://www.justice.gov/ovw/grantees>. These terms are subject to change prior to the issuance of the awards.

Violence Against Women Act Non-Discrimination Provision

The Violence Against Women Reauthorization Act of 2013 added a new civil rights provision that applies to all FY 2017 OVW grants. This provision prohibits OVW grantees from excluding, denying benefits to, or discriminating against any person on the basis of actual or perceived race, color, religion, national origin, sex, gender identity, sexual orientation, or disability in any program or activity funded in whole or in part by OVW. For more information on this prohibition, see <http://www.justice.gov/ovw/docs/faqs-ngc-vawa.pdf>. Additional information on the civil rights obligations of OVW funding recipients can be found in the [Solicitation Companion Guide](#) under "Civil Rights Compliance".

Accessibility

Recipients of OVW funds must comply with applicable federal civil rights laws, which, among other things, prohibit discrimination on the basis of disability and national origin. This includes taking reasonable steps to ensure that persons with limited English proficiency (LEP) have meaningful access to recipients' programs and activities and ensuring that these programs and activities are readily accessible to qualified individuals with disabilities, including Deaf or hard of hearing individuals. More information on these obligations is available in the [Solicitation Companion Guide](#). Applicants must allocate grant funds or other available resources to support activities that help to ensure meaningful and full access to their programs. For example, grant funds can be used to support American Sign Language (ASL) interpreter services, language interpretation and translation services, or the purchase of adaptive equipment.

Reporting

Reporting Requirements

OVW grantees are required to submit annual progress reports and quarterly Federal Financial Reports (SF-425). Appropriate progress report forms will be provided to all applicants selected for an award. Forms will be submitted electronically via GMS. Future awards and fund drawdowns may be withheld if forms are delinquent.

G. Federal Awarding Agency Contact(s)

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

H. Other Information

Application Checklist

Applicants must submit a fully executed application to OVW, including all required supporting documentation. Additionally, if an applicant plans to submit an application under any other OVW grant program this fiscal year, please ensure that only documents pertinent to this solicitation are included with this application.

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

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

Public Reporting Burden - Paperwork Reduction Act Notice

Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. OVW tries to create forms and instructions that are accurate, can be easily understood, and impose the least possible burden on applicants. The estimated average time to complete and file this form is 30 hours. Comments regarding the accuracy of this estimate or suggestions for simplifying this form, it can be submitted to the Office on Violence Against Women, U.S. Department of Justice, 145 N Street, NE, Washington, DC 20530.

APPENDIX A

Letter of Assurance Regarding Meaningful Involvement

Sample Assurance of Meaningful Involvement Letter

[Applicant Letterhead]

[Date]

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

Dear Director:

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

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

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

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

Sincerely,

[Signature: Applicant's Authorizing Official]