



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

---

# OVW Fiscal Year 2015 Sexual Assault Services Formula Program Solicitation

## Solicitation Release Date

This solicitation was released on or about **March 10, 2015**.

## Eligibility

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

**Application:** All applications are due by 11:59 p.m. Eastern Time (E.T.) on April 23, 2015.  
(See "[Submission Dates and Times](#)")

**Registration:** To ensure all applicants have ample time to complete the registration process, applicants must obtain a Data Universal Number System (DUNS) Number, register online with the System for Award Management (SAM) and with the Office of Justice Programs [Grants Management System](#) (GMS) immediately, but no later than **April 9, 2015**.  
(See "[Application and Submission Requirements](#)")

## Contact Information

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

In Fiscal Year 2015, OVW formula applications will be submitted through the Office of Justice Programs (OJP) [Grants Management System](#) (GMS). For technical assistance with GMS, contact OVW GMS Support at 1-866-655-4482.

It is anticipated that all applicants will be notified of the outcome of their applications by September 30, 2015.

## Contents

Eligibility .....	1
Deadlines .....	1
Contact Information.....	2
<i>A. Program Description</i> .....	6
Overview .....	6
About the OVW Sexual Assault Services Formula Program .....	6
Program Scope.....	7
Purpose Areas .....	7
OVW Priority Areas .....	8
<i>B. Federal Award Information</i> .....	8
Award Information .....	8
Availability of Funds .....	8
Award Period.....	8
Award Amounts.....	9
<i>C. Eligibility Information</i> .....	9
Eligible Applicants .....	9
Eligible Entities .....	9
<i>D. Application and Submission Information</i> .....	9
Address to Request Application Package.....	9
Content and Form of Application Submission .....	9
Application Contents .....	9
Formatting and Technical Requirements.....	10
Application Requirements .....	10
Summary Data Sheet .....	10
Project Narrative.....	11
Letters Demonstrating Meaningful Involvement .....	12
Additional Required Information .....	12
Confidentiality Notice Form.....	12
Application for Federal Assistance (SF-424) .....	12
Standard Assurances and Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (Form 4061/6) .....	12
Letter of Nonsupplanting.....	13
Indirect Cost Rate Agreement (if applicable).....	13
Application Registration Requirements .....	13
Registration.....	13

Dun and Bradstreet Universal Numbering System (DUNS) Number and System for Award Management (SAM).....	14
System for Award Management (SAM).....	14
Grants Management System.....	15
Submission Dates and Times.....	15
Application .....	15
OVW Policy on Duplicate Applications .....	15
Experiencing Unforeseeable Technical Issues .....	15
OVW Policy on Late Submissions .....	15
Extraordinary Natural or Manmade Disasters .....	16
Intergovernmental Review .....	16
Single Point of Contact Review .....	16
Funding Restrictions.....	16
Activities that Compromise Victim Safety and Recovery .....	16
Out-of-Scope Activities.....	16
Unallowable Activities .....	17
Program Assessments.....	17
Accommodations and Language Access .....	17
<i>E. Application Review Information .....</i>	<i>17</i>
Criteria.....	17
Review and Selection Process .....	18
Compliance with OVW Financial Requirements.....	18
High Risk Grantees.....	18
Anticipated Announcement and Federal Award Dates .....	18
<i>F. Federal Award Administration Information .....</i>	<i>18</i>
Federal Award Notice.....	18
Administrative and National Policy Requirements .....	18
Information for All Federal Award Grantees .....	18
Violence Against Women Act Non-Discrimination Provision .....	19
Nonprofit Organization Requirement.....	19
Federal Financial Guidelines .....	19
Food and Beverage/Costs for Refreshments and Meals.....	19
Conference Planning and Expenditure Limitations.....	20
Reporting .....	20
G. Federal Awarding Agency Contact(s) .....	20
H. Other Information .....	21

Application Checklist ..... 21

Appendix A ..... 22

Summary of Current and pending Non-OVW Grants to do the Same or Similar Work ..... 22

# 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 and others, OVW grants help provide victims with the protection and services they need to pursue safe and healthy lives, while improving communities' capacity to hold offenders accountable for their crimes.

### About the OVW Sexual Assault Services Formula Program

The Sexual Assault Services Program (SASP) was created by the Violence Against Women and Department of Justice Reauthorization Act of 2005 Technical Amendments, 42 U.S.C. §14043g, and is the first federal funding stream solely dedicated to the provision of direct intervention and related assistance for victims of sexual assault.

Women and men of all ages, as well as children, can be victims of sexual assault. The perpetrator can be a relative, acquaintance (e.g., boyfriend/girlfriend, friend, coworker, neighbor), or a stranger. Nearly half of all women and 1 in 5 men have experienced some form of sexual violence in their lifetime. Also, nearly 1 in 5 (18.3%) women and 1 in 71 men (1.4%) in the United States have been raped at some time in their lives.<sup>1</sup> For many victims, it may take years to recover from the physical and psychological trauma caused by rape and other forms of sexual violence. To heal from the trauma, survivors often need support from family and friends, as well as critical direct intervention and related assistance from victim-centered social service organizations such as rape crisis centers, through 24-hour sexual assault hotlines, crisis intervention, and medical and criminal justice accompaniment.

The Sexual Assault Services Formula Program (SASP 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 domestic violence and sexual violence intervention services, play a vital role in assisting sexual assault victims through the healing process, as well as assisting victims through the medical, criminal justice, and social support systems. Funds provided through the SASP Formula Program are designed to **supplement** other funding sources directed at addressing sexual assault at the state and territorial level.

---

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

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

### Program Scope

Activities supported by the SASP Formula Program are determined by statute and federal regulations. If an applicant receives an award, the funded project is bound by the provisions of this solicitation, the [Financial Guide](#), any updates to the Financial Guide, and the conditions of the recipient's award.

### Purpose Areas

Overall, the purpose of the SASP Formula Program is to provide intervention, advocacy, and accompaniment (e.g., accompanying victims to 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 2015, funds under the SASP 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" is new statutory language resulting from the VAWA 2013 reauthorization, 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 should be presumed ineligible for SASP 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.

SASP Formula grants shall be used by states and territories to provide grants to rape crisis centers<sup>2</sup> 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;

---

<sup>2</sup> The term "rape crisis center" means a nonprofit, nongovernmental, or tribal organization, or governmental entity in a state other than a territory that provides intervention and related assistance to victims of sexual assault without regard to their age. In the case of a governmental entity, the entity may not be part of the criminal justice system (such as a law enforcement agency) and must be able to offer a comparable level of confidentiality as a nonprofit entity that provides similar victim services. 42 U.S.C. § 13925(a)(25).

3. Crisis intervention, short-term individual and group support services, and comprehensive service coordination and supervision to assist sexual assault victims and non-offending family or household members;
4. Information and referral to assist the sexual assault victim and non-offending family or household members;
5. Community-based, culturally specific services and support mechanisms, including outreach activities for underserved communities; and
6. The development and distribution of materials on issues related to the services described in the five previous items.

**Note:** The SASP 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 SASP 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).** OVW recommends that states and territories, in partnership with their state and tribal sexual assault coalitions, consider the array of needs of **all** sexual assault victims and available services in their state or territory when developing their implementation strategies.

### **OVW Priority Areas**

**In shaping the strategies for FY 2015, OVW encourages states and territories to develop and support projects that:**

1. Support rape crisis centers in providing direct intervention and related assistance.
2. Support dual programs that provide sexual assault and domestic violence services to enhance their provision of direct intervention and related assistance tailored for victims of sexual assault.
3. Retain core services for victims of sexual assault.
4. Increase support for underserved populations, particularly communities of color, in a culturally appropriate manner, with a special emphasis on addressing the African-American, tribal, and Lesbian, Gay, Bisexual, and Transgender (LGBT) communities, as well as individuals with disabilities and Deaf individuals.

## ***B. Federal Award Information***

### **Award Information**

Applicants that receive an award are bound by statute, federal regulations, the provisions of this solicitation, the Financial Guide, any updates to the Financial Guide, and any conditions of the recipient's award.

### **Availability of Funds**

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

### **Award Period**

The grant award period is 24 months.

### **Award Amounts**

By statute, OVW will award not less than 1.5 percent of the total amount appropriated for the SASP 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 56 awards. Awards will be made as grants.

## ***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:

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.

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

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

The complete application package is available on [GMS](#) or the OVW website at <http://www.justice.gov/ovw>. Applicants wishing to request a paper copy of the application materials should contact Melissa Schmisek at 202-305-1271 or [Melissa.Schmisek@usdoj.gov](mailto:Melissa.Schmisek@usdoj.gov).

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

This section describes how an application should be submitted. Applicants should anticipate that failure to meet all registration and submission deadlines may result in a delay in receiving funds. It is the responsibility of the applicant to ensure that the application is submitted in a timely manner.

### **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 the delay of the processing of the award. Furthermore, it may also result in the inclusion of special conditions that preclude access to or use of award funds pending satisfaction of the conditions. It is the responsibility of the applicant to ensure that a complete application is submitted in a timely manner.

**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 space)
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 processing documents must be 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 the Application Contents section of this solicitation

## Application Requirements

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

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

## Summary Data Sheet

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

1. Name, title, address, phone number, and e-mail address for the Authorized Organization Representative (AOR) of the applicant agency (see "[Application For Federal Assistance \(SF-424\)](#)" for the definition of the AOR).
2. Name, title, address, phone number, and e-mail address for the grant point-of-contact, who must be an employee of the applicant agency.
3. Statement as to whether the agency applying has expended \$500,000 in federal funds in the organization's past fiscal year. Please specify the end date of the applicant's fiscal year.
4. A list of other federal grant programs from which the applicant organization currently receives funding or for which it has applied for funding in FY 2014 to do similar work (see "[Appendix A Summary of Current and Pending Non-OVW Grants to do the Same or Similar Work](#)")
5. A statement as to whether the state or territory is passing the SASP Formula Program funds through to its sexual assault coalition. If so, please provide the name, title, address, phone number, and e-mail address for the coalition's authorized representative.

## Project Narrative

The Project Narrative may not exceed 10 pages in length, double-spaced. This section must include:

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 SASP Formula Program complements the state/territory STOP Implementation Plan.
5. A detailed description of how the state or territory meaningfully involved its sexual assault coalition and representatives from underserved communities,<sup>3</sup> including tribes, in developing the application, 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 what methods were 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;
  - 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 SASP Formula Program, including:
  - A. How the state or territory will work with the coalition and representatives from underserved communities to design a plan for distributing the subgrant funds;
  - B. The specific underserved communities the state or territory anticipates including in the implementation process;
  - C. The methods that will be used to reach out to the underserved communities to ensure their active participation in the implementation of the plans to administer the SASP Formula Grant Program funds; and
  - D. The roles the state or territory envisions for the coalition and representatives from underserved communities in implementing the plans.
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.
8. A brief summary (not a detailed budget) of how the optional 5% administrative funds will be used, if at all.

---

<sup>3</sup> Underserved communities are communities consisting of “populations who face barriers in accessing and using victim services, and include populations underserved because of geographic location, religion, sexual orientation, gender identity, underserved racial and ethnic populations, populations underserved because of special needs (such as language barriers, disabilities, alienage status, or age), and any other population determined to be underserved by the Attorney General or by the Secretary of Health and Human Services, as appropriate.” 42 U.S.C. § 13925(a)(39).

9. If the state or territory passes the award through to the sexual assault coalition, an explanation of whether the 5% administrative funds will be shared between the state administering agency and the coalition, and if so, how the funds will be divided (e.g., the state will retain the full 5%, it will be split with the state retaining 2.5% and the coalition receiving 2.5%, the coalition will receive the full 5%, the award will be subgranted in full with neither the state nor the coalition retaining administrative funds).

### **Letters Demonstrating Meaningful Involvement**

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

1. How they meaningfully participated in developing the SASP Formula Program application; and
2. Their commitment to participate meaningfully in implementing the state or territory's plans to administer the SASP Formula Program.

Letters from the state or territorial sexual assault coalition should be submitted on letterhead and signed by the Executive Director. Letters from representatives from underserved communities should also be submitted on letterhead when applicable, and the letters should indicate the culturally specific and/or underserved community represented.

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

### **Additional Required Information**

The following documents should be included with your submission. Failure to include any of the information may result in the inability to access funds.

#### **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. The [Acknowledgement of Notice of Statutory Requirement to Comply with the Confidentiality and Privacy Provisions of the Violence Against Women Act, as Amended](#) form is available on the OVW website and must be signed by the authorized representative and uploaded to the application on [GMS](#).

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

Applicants must complete the SF-424 online. In block 7 (Type of Applicant), please do not select "Other." Please pay careful attention to the amount of federal funding requested in box 15 of this form. This amount must match the amount of federal funding requested in the budget section of the application package. Only include values in box 16 ("Recipient") if the program solicitation requires a match. The individual who is listed in box 18 must be the AOR for the applicant agency. The AOR is an individual who has the authority to apply for and accept grant awards on behalf of the organization or jurisdiction.

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

Please carefully review the assurances and certification forms online. These forms will be completed online at a later time during the application 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 AOR, certifying that federal funds will not be used to supplant state or local funds should a grant award be made. Please refer to [http://www.ovw.usdoj.gov/docs/nonsup\\_letter.pdf](http://www.ovw.usdoj.gov/docs/nonsup_letter.pdf) for a sample letter. This should be a separate attachment to the application in [GMS](#).

### **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 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, other than State and local governments and Indian tribes 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 (MTDC) which may be used indefinitely. If chosen, this methodology once elected must be used consistently for all Federal awards until such time as a non-federal entity chooses to negotiate for a rate.

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

### **Indirect Costs**

Applicants that have current, federally-approved, indirect cost rates may seek to claim indirect costs and must submit a copy of their current Federally-approved indirect cost rate agreement with the application. Applicants may choose to waive indirect costs. Non-federal entities, other than State and local governments and Indian tribes, which have never received a Federally-approved indirect cost rate, may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely.

### **Application Registration Requirements**

It is very important that all applicants read this section carefully. Applicants are responsible for ensuring that all registration requirements are met in a timely manner. Federal guidelines require that applicant organizations must (1) be registered in SAM 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.

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 Applicants must be registered and current with the SAM registration and with [GMS](#) prior to submitting an application.

### **Registration**

Applicants must follow the registration process outlined below. **There is no fee associated with the registration process. Additionally, the registration process cannot be expedited.** OVW

strongly discourages applicants from paying a third party to register on their behalf in an attempt to expedite the registration process. To ensure all applicants have ample time to complete the registration process, applicants must obtain a Data Universal Number System (DUNS) Number, register online with the System for Award Management (SAM) and with [GMS](#) immediately, but no later than **April 9**. **Failure to begin the registration process in sufficient time may result in a delay in an applicant's ability to submit their application and there a delay in receiving funding. It is important that applicants do not wait until the day of the application deadline to begin the registration or submission processes.**

### **Dun and Bradstreet Universal Numbering System (DUNS) Number and System for Award Management (SAM)**

Applicants for federal grants and cooperative agreements are required to have a Data Universal Number System (DUNS) Number to submit an application. A DUNS Number is a unique nine-character identification number provided by the commercial company Dun & Bradstreet (D&B). Once you have completed the D&B registration, your DUNS Number should be available the next business day. Applicants should ensure that the DUNS number for the application is for an organization that is eligible to apply for the grant program. Also, only the organization that is registered in SAM may use that DUNS number to submit an application.

In Fiscal Year (FY) 2012, the System for Award Management (SAM) replaced the Central Contractor Registration (CCR) as the government-wide registry for vendors doing business with the federal government. **All applicants must register with SAM and renew their registration annually.** The SAM centralizes information about grant recipients and also provides a central location for grant recipients to change organizational information.

Applicants must be **registered and current** with the SAM registration and with [GMS](#) prior to submitting an application. Applicants should begin the process immediately to meet the [GMS](#) registration deadline, especially if this is the first time using these systems. It is strongly recommended that applicants begin the registration process no later than **April 9, 2015** in order to ensure that the registration process is completed and any difficulties are resolved well in advance of the application deadline. For more information on the process of registering with SAM and [GMS](#), please see the "[System for Award Management \(SAM\)](#)" section below.

### **System for Award Management (SAM)**

Applicants for all federal grants are required to register with the System for Award Management (SAM). 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:

*Step 1:* Obtain a DUNS number at the following website <http://www.dnb.com/us/> or call (866) 705-5711.

*Step 2:* Access the SAM online registration through the SAM homepage at <https://www.sam.gov/> and follow the online instructions for new SAM users.

*Step 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. **Please note that organizations must update or renew their SAM registration at least once a year to maintain an active status. (Applicants formerly used the Central Contractor Registration (CCR) database).**

## Grants Management System

Applicants are required to submit applications through the Office of Justice Programs' [Grants Management System](#) (GMS) instead of Grants.gov. In order to apply for a grant through GMS, go to <https://grants.ojp.usdoj.gov/> and either sign in using 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 that they intend to apply for and follow the instructions. Training materials are available on the main GMS homepage.

## Submission Dates and Times

### Application

All applications will be submitted electronically. The deadline for submitting applications in response to this solicitation is **11:59 p.m. E.T. on April 23, 2015**. **Applications submitted after 11:59 p.m. E.T. on April 23, 2015 may experience a delay in receiving funding.** Applicants experiencing difficulties submitting an application should refer to the [Experiencing Unforeseeable Technical Issues](#) section of this solicitation.

**It is important that applicants do not wait until the day of the application deadline to begin the application submission process. To ensure a timely application submission, OVW strongly encourages applicants to submit their applications at least 48, but no less than 24, hours before the deadline.**

### OVW Policy on Duplicate Applications

If an applicant submits multiple versions of an application, OVW will review the most recent version submitted.

### Experiencing Unforeseeable Technical Issues

As previously stated, applicants should begin the **registration process** immediately, but no less than **April 9, 2015**. Furthermore, the applicant should begin the **application submission process 48**, but no less than 24, hours prior to the application deadline. This will allow for sufficient time for the applicant to contact the appropriate individuals and take corrective action, as outlined in this solicitation, should unforeseeable technical issues arise. If technical difficulties are experienced at any point during the application process, the applicant must contact OVW GMS Support at 1-866-655-4482, Monday through Friday, 9:00 a.m. to 5:00 p.m. E.T.

If an applicant experiences unforeseeable technical issues that prevent submission of an application by the deadline, the applicant must take the following actions:

1. contact Melissa Schmisek at [Melissa.Schmisek@usdoj.gov](mailto:Melissa.Schmisek@usdoj.gov) prior to the application deadline stating that they are experiencing unforeseeable technical issues and provide a phone number and/or email address where the applicant can be reached; and
2. contact the technical support number above prior to the application submission deadline.

### OVW Policy on Late Submissions

In order to facilitate the timely processing of all applications, both discretionary and formula, applicants for OVW formula funding must also adhere to an application submission timeline. This ensures that OVW has sufficient time to review the application contents for compliance with applicable statutory and regulatory, as well as to process the appropriate award documents. While OVW may accept a late application submission request for formula funding, it is the responsibility of the applicant to notify OVW about an issue that may cause a delay in the

submission of the application. Applicants should note that late submission of an application, could result in a delay in their receiving their award.

### **Extraordinary Natural or Manmade Disasters**

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

### **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 state has selected this program for review. Applicants must contact their state SPOCs to determine whether their programs have been selected for state review. The applicant should enter the date that the application was sent to the SPOC or the reason such submission is not required in Block 3 of the Overview section of the [GMS](#) application.

### **Funding Restrictions**

#### **Activities that Compromise Victim Safety and Recovery**

Because of the overall purpose of the program to enhance victim safety and offender accountability, grant funds may not be used to support 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 age, immigration status, race, religion, sexual orientation, gender identity, mental health condition, physical health condition, criminal record, work in the sex industry, relationship to the perpetrator, or the age and/or gender of their children;<sup>4</sup>
2. Procedures or policies that compromise the confidentiality of information and privacy of persons receiving OVW-funded services;
3. Crafting policies that deny individuals access to services based on their relationship to the perpetrator;
4. Developing materials that are not tailored to the dynamics of sexual assault or the culturally specific population to be served;
5. Crafting policies or engaging in practices that impose restrictive conditions to be met by the victim in order to receive services (e.g., counseling, seeking an order for protection); and
6. Crafting policies that require the victim to report the sexual assault to law enforcement.

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

The following activities are out of program scope and will not be supported by the SASP Formula Program funding:

1. Research projects (This does not include program assessments conducted only for internal improvement purposes.) See section on Research and Protection of Human Subjects in the [Solicitation Companion Guide](#).

---

<sup>4</sup> If an award is made, the recipient will also be subject to statutory prohibitions on discrimination. For further information on these civil rights requirements, see the section on "[VAWA Non-Discrimination Provision](#)" under "[F. Federal Award Administration Information](#)".

2. Sexual assault forensic examiner projects.
3. Activities focused on prevention efforts (e.g., bystander intervention, social norm campaigns, presentations on healthy relationships, etc.)
4. Criminal justice-related projects, including law enforcement, prosecution, courts, and forensic interviews.
5. Domestic violence services that do not relate to sexual violence.
6. General sexual assault training initiatives, such as training for other professionals (e.g., law enforcement, community-based therapists/counselors, social service providers, etc.)<sup>5</sup>

### **Unallowable Activities**

The following is a list of activities that are unallowable and cannot be supported by OVW SASP Formula Program funding:

1. Lobbying (**except with explicit statutory authorization**)
2. Fundraising
3. Purchase of real property
4. Construction
5. Physical modifications to buildings, including minor renovations (such as painting or carpeting)

### **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.

### **Accommodations and Language Access**

Applicants are encouraged to allocate grant funds to support activities that help to ensure individuals with disabilities and Deaf individuals and persons with limited English proficiency have meaningful and full access to their programs. For example, grant funds can be used to support American Sign Language (ASL) interpreter services, language interpretation and translation services, or the purchase of adaptive equipment. Applicants proposing to use grant funds to create websites, videos and other materials must ensure that they are accessible to persons with disabilities. Grant funds must be allocated for these purposes.

### **Pre-Agreement Cost Approval**

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 Financial Guide for more information on pre-award costs.

## ***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 Requirements section of this solicitation. If any required documentation is missing the applicant will be contacted and the

---

<sup>5</sup> Training related to professional development and/or skill development is allowed for specific staff responsible for providing grant funded services. Examples of such training might include enhancing knowledge about sexual assault, advocacy skills, therapeutic skills, etc.

documentation must be submitted prior to an award. Failure to include required information may result in a delay in receiving an award.

## **Review and Selection Process**

### **Compliance with OVW Financial Requirements**

Each OVW grantee agrees to follow the financial and administrative requirements in the Financial Guide as a condition of receiving grant funding. If OVW determines that a current grantee has violated any of the requirements of the Guide, the grantee may be denied access to funding.

### **High Risk Grantees**

Based on DOJ's assessment of each grantee with regard to current or previous funding, unresolved audit issues, delinquent programmatic and fiscal reporting, and prior performance, a grantee may be designated "high risk." Awards to high-risk grantees may carry special conditions such as increased monitoring and/or prohibitions on drawing funds until certain requirements are met.

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

It is anticipated that all applicants will be notified of the outcome of their application by September 30, 2015.

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

### **Federal Award Notice**

Applications will receive OVW award notifications electronically from the OJP Grants Management System. This award notification will be sent to the individuals listed as the Authorized Representation and the Point of Contact in [GMS](#) 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 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. DOJ Information Technology Standards (if applicable)
9. Non-Supplanting of State or Local Funds
10. Criminal Penalty for False Statements

11. Reporting Fraud, Waste, Error, and Abuse
12. Suspension or Termination of Funding
13. Nonprofit Organizations
14. Government Performance and Results Act (GPRA)
15. Rights in Intellectual Property
16. Federal Funding Accountability and Transparency Act (FFATA) of 2006
17. Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement
18. Active SAM Registration

### **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 2014 OVW grants. This provision prohibits OVW grantees and subgrantees 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. More guidance on this provision will be forthcoming and made available on the OVW website. Additional information the civil rights obligations of OVW funding recipients can be found in the [Solicitation Companion Guide](#) under “Civil Rights Compliance.”

### **Nonprofit Organization Requirement**

Any entity that is eligible for a SASP Formula Program subgrant based on its status as a nonprofit organization must be an organization that is described in section 501(c)(3) of the Internal Revenue Code of 1986 and is exempt from taxation under section 501(a) of that Code. See 42 U.S.C. § 13925(b)(16)(B). State and territorial agencies administering SASP Formula Program funds are responsible for ensuring that SASP subgrantees that are eligible as nonprofit organizations meet this requirement. For the SASP Formula Program, this does not apply to grantees that are tribal governmental organizations or governmental entities in a state other than a territory that provide 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.

### **Federal Financial Guidelines**

Federal grants are governed by the provisions of the OMB circulars applicable to financial assistance and the Financial Guide. The Financial Guide includes information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. This document 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, OMB circulars and guidelines, and the 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.

### **Conference Planning and Expenditure Limitations**

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

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

Updated Department of Justice and OVW guidance on conference planning, minimization of costs, and conference cost reporting is accessible on the OVW website <http://www.ovw.usdoj.gov/grantees.html>. For additional information regarding food and beverage regulations, please refer to the Financial Guide.

### **Reporting**

All OVW grantees receiving formula awards are required to submit annual progress reports and quarterly Federal Financial Reports (SF 425). Appropriate progress report forms will be provided to all grantees. Forms will be submitted electronically via [GMS](#). Formula grantees are also responsible for submitting annual subgrantee progress reports. Future awards and fund drawdowns may be withheld if the annual Administrators' reports or subgrantee reports are delinquent.

### **Paperwork Reduction Act Notice**

Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. We try to create forms and instructions that are accurate, can be easily understood, and which impose the least possible burden on you to provide us with information. The estimated average time to complete and file this form is 30 hours. If you have comments regarding the accuracy of this estimate, or suggestions for making this form simpler, you can write to the Office on Violence Against Women, U.S. Department of Justice, 145 N Street, NE, Washington, DC 20530.

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

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

For technical assistance with [GMS](#), contact OVW GMS Support at 1-866-655-4482.

## H. Other Information

### Application Checklist

Applicants must submit a fully executed application to OVW, including all required supporting documentation. If an applicant plans to submit an application under any other OVW grant program this fiscal year, please ensure that only documents pertinent to this solicitation are included with this application. OVW will not redirect documents that are inadvertently submitted with the wrong application (e.g. a Legal Assistance for Victims Certification Letter submitted with a Transitional Housing Program Application).

Application Document	
1. Summary Data Sheet	
2. Project Narrative	
3. Letters Demonstrating Meaningful Involvement	
4. Confidentiality Notice Form	
5. Application for Federal Assistance: SF 424	
6. Standard Assurances and Certifications	
7. Letter of Nonsupplanting	
8. Indirect Cost Rate Agreement (only if the applicant has a current Federal-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.

## Appendix A

### Summary of Current and pending Non-OVW Grants to do the Same or Similar Work

Summary of Current and Pending Non-OVW Federal Grants to do the Same or Similar Work

[Applicant Name]

Service Area:

Federal Awarding Agency	Award Number	Program	Award End Date	Award Amount	Amount Remaining	Grant-Individual(s), Job Title(s), and Percentages	Please describe how this project differs from the application for OVW funding.
OJP	XXX-XXX-XXXX	OVC	9/30/2017	\$300,000	<b>TOTAL: \$250,000</b> A. Personnel: <u>\$200,000</u> B. Fringe: <u>\$50,000</u> C. Travel: <u>\$0</u> D. Equipment: <u>\$0</u> E. Supplies: <u>\$0</u> F. Construction: <u>\$0</u> G. Consultants and Contracts: <u>\$0</u> H. Other Costs: <u>\$0</u> I. Indirect Costs: <u>\$0</u>	2FT DV/SA Advocates: John Doe (25%) and Jane Doe (35%)	[Insert description.]

Service Area:

Federal Awarding Agency	Application Number (if known)	Program	Project Period	Total Requested Amount	Amount Requested	Grant-Individual(s), Job Title(s), and Percentages	Please describe how this project differs from the application for OVW funding.
COPS	XXX-XXX-XXXX	CAMP	36 months	\$300,000	<b>TOTAL: \$300,000</b> A. Personnel: <u>\$200,000</u> B. Fringe: <u>\$50,000</u> C. Travel: <u>\$0</u> D. Equipment: <u>\$0</u> E. Supplies: <u>\$50,000</u> F. Construction: <u>\$0</u> G. Consultants and Contracts: <u>\$0</u> H. Other Costs: <u>\$0</u> I. Indirect Costs: <u>\$0</u>	1FT DV Advocate: Janet Doe (20%); 1FT Shelter Advocate: Jay Doe (10%); 1FT Victim Liaison: John Doe (50%)	[Insert description.]

