

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



OVW Fiscal Year 2012 Sexual Assault Services Formula Grant Program

Eligibility

Applicants are limited to any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, American Samoa, Guam, and the Northern Mariana Islands.

(See "Eligibility," page 5)

Deadline

All applications are due by 11:59 p.m. E.T. on April 19, 2012.

(See "Deadline: Application," page 5)

To ensure all applicants have ample time to complete the registration process through GMS, applicants should register online with GMS by April 5, 2012.

Contact Information

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

In Fiscal Year 2012, OVW applications will be submitted through the Office of Justice Programs 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, 2012.

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OVW Sexual Assault Services Formula Grant Program (CFDA 16.017)

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. For general information on OVW grant programs please see the OVW Fiscal Year 2012 Grant Program Solicitation Reference Guide (Reference Guide) at <http://www.ovw.usdoj.gov/docs/resource-guidebook.pdf>.

About the OVW SASP Formula Grant Program

The Sexual Assault Services Program (SASP) was created by the Violence Against Women and Department of Justice Reauthorization Act of 2005 (VAWA 2005), 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 US have been raped at some time in their lives.¹

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.

¹ 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.

The Sexual Assault Services Formula Grant Program (SASP Formula Grant Program) directs grant dollars to States and Territories to assist them in supporting rape crisis centers and other nonprofit, nongovernmental organizations that provide core services, direct intervention, and related assistance to victims of sexual assault. Rape crisis centers and other nonprofit 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 other social support systems. Funds provided through the SASP Formula Grant Program are designed to **supplement** other funding sources directed at addressing sexual assault on the State and Territorial level.

Deadlines

Application

The deadline for applying for funding under this grant announcement is 11:59 p.m. E.T. on April 19, 2012. Applications submitted after April 19, 2012, 11:59 p.m. E.T. will not be considered for funding.

Note: For applicants without Internet access, who cannot submit an application electronically, please contact Melissa Schmisek at 202-307-6026 no later than April 5, 2012 to request permission to submit an application by alternative means.

Registration

The GMS registration deadline is April 5, 2012. It is strongly encouraged that applicants begin the registration process well in advance of the deadline. For more information on the process of registering with GMS, please see the [Reference Guide](#).

Eligibility

It is very important that you 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:

- Any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, American Samoa, Guam, and the Northern Mariana Islands, which are hereafter collectively referred to as States and Territories.

Award Information

Award Period

The grant award period is 24 months.

Award Amounts

By statute, OVW will award a base amount to each State and Territory. Funds remaining after the allocated base amount will be distributed among the States and Territories according to population, including Tribal populations. The most accurate and complete data compiled by the United States Bureau of the Census are used to determine the populations.

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. Funding is not guaranteed.

Program Scope

Activities supported by the SASP Formula Grant Program are determined by Federal statute, Federal Regulations, and OVW policies.

Purpose Areas

Overall, the purpose of the SASP, and therefore the SASP Formula Grant Program, is to provide intervention, advocacy, accompaniment (e.g., accompanying victims to court, medical facilities, police departments, etc.), support services, and related assistance to

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

In FY 2012, funds under the SASP Formula Grant Program may be used for the following purposes:

- To support the establishment, maintenance, and expansion of rape crisis centers and other programs and projects to assist those victimized by sexual assault.

SASP Formula grants shall be used by States and Territories to provide grants to rape crisis centers and other non-profit, nongovernmental organizations, including Tribal non-profit organizations, for programs and activities that provide direct intervention and related assistance. Intervention and related assistance may include:

- 24-hour hotline services providing crisis intervention services and referral;
- Accompaniment and advocacy through medical, criminal justice, and social support systems, including medical facilities, police, and court proceedings;
- 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;
- Information and referral to assist the sexual assault victim and non-offending family or household members;
- Community-based, linguistically and culturally specific services² and support mechanisms, including outreach activities for underserved communities; and

² As defined in the Violence Against Women Act, 42 U.S.C. §13925 (17), “linguistically and culturally specific services” means “community-based services that offer full linguistic access and culturally specific services and resources, including outreach, collaboration, and support mechanisms primarily directed toward underserved communities.”

- The development and distribution of materials related to the services described in the previous bullets.

Note: The SASP Formula Grant 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 Grant 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 their strategies for Federal Fiscal Year 2012, States and Territories are strongly encouraged to develop and support projects that:

- Support rape crisis centers in providing direct intervention and related assistance services; and
- Support dual programs that provide sexual assault and domestic violence services to enhance the provision of sexual assault-related direct intervention and related assistance services.

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:

- 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, or the age and/or gender of their children;
- Crafting policies that deny individuals access to services based on their relationship to the perpetrator;
- Developing materials that are not tailored to the dynamics of sexual assault or the culturally specific population to be served;
- 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);
- Sharing confidential victim information with outside organizations and/or individuals without the documented consent of the victim³; and
- Crafting policies that require the victim to report the sexual assault to law enforcement.

Applications that propose activities that compromise victim safety and recovery may be eliminated from further consideration entirely.

³ Please note, such sharing of confidential victim information is prohibited under 42 U.S.C. 13925(b)(2).

Out-of-Scope Activities

Applications that are determined to be substantially outside the scope of the SASP Formula Grant Program will not be considered for funding. The following activities are out of scope and will not be supported by SASP Formula Grant Program grant funding:

- Research projects (This does not include program assessments conducted only for internal improvement purposes. For background on activities that constitute “research,” please see “Additional Requirements” section of Reference Guide addressing “Research and Protection of Human Subjects.”)
- Sexual assault forensic examiner projects
- Activities focused on prevention efforts (e.g., bystander intervention, social norm campaigns, presentations on healthy relationships, etc.)
- Criminal justice-related projects, including law enforcement, prosecution, courts, and forensic interviews
- Providing domestic violence services that do not relate to sexual violence

Unallowable Activities

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

- Lobbying
- Fundraising
- Purchase of real property
- Construction
- Physical modifications to building, including minor renovations (such as painting or carpeting)

Fiscal Requirements

Budgets are not required for the SASP Formula Grant Program. However, States and Territories should be aware of the following fiscal requirements and limitations when implementing their internal budget processes. The following is a short list of fiscal guidelines for grantees and subgrantees based on the fiscal requirements and limitations:

- Consultant rates in excess of \$650 per day require prior approval from the OVW Director and are strongly discouraged.
- Applicants may allocate grant funds to support activities that help to ensure that LEP persons have meaningful access to their programs. For example, grant funds can be used to support interpretation and translation services.
- Applicants **may not** allocate any funds to purchase vehicles. Exceptions may be made on a case-by-case basis for use by subgrantees, but only with prior OVW approval.
- Applicants **may not** allocate any funds towards generalized statewide sexual assault training or training of allied professionals (e.g., law enforcement, social service agencies, or prosecutors) or curriculum development that is not directly linked to the provision of direct sexual assault services.

- By statute, not more than five percent of SASP Formula grant funds received by a State or Territorial governmental agency for any fiscal year may be used for administrative costs.
- A contribution of non-Federal dollars (“match”) is not required for this program, but applicants are encouraged to maximize the impact of Federal dollars by contributing to the costs of their projects. Supplemental contributions may be cash, in-kind services, or a combination of both.
- OVW holds a bi-annual mandatory SASP Administrators conference to provide SASP Administrating Agencies with a forum to share critical information about the SASP Program.

Food and Beverage/Costs for Refreshments and Meals

OVW funding cannot be used to purchase food and/or beverages for any meeting, conference, training, or other event, except if one of the following applies:

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

If an exception is made for food/beverages or refreshments, the cost of any individual meal, plus taxes and any hotel service costs (e.g., labor cost for room setup), cannot exceed 150 percent of the General Services Administration (GSA) Meals and Incidental Expenses (M&IE) rate for that meal in that locality per attendee. OVW, however, strongly encourages costs to stay at or below 100% of the applicable per diem rate for any meal provided, including any service costs. The current GSA M&IE rate breakdown by meal and by locality can be found at <http://www.gsa.gov/portal/content/101518>. If OVW funds are used to provide breaks/refreshments, they can only be provided once per day, and any related expenses (food, beverages, plus taxes and any hotel service costs) cannot exceed 11.5% of the current GSA M&IE rate per attendee per day. OVW, however, prefers that such costs fall well below 11.5%. This restriction does not apply to water provided at no cost, but does apply to any and all other refreshments, regardless of the size or nature of the meeting. Additionally, this restriction does not impact direct payment of per diem amounts to individuals in a travel status under your organization’s travel policy.

Updated Department of Justice and OVW guidance on conference planning, minimization of costs, and conference cost reporting will be forthcoming and will be accessible on the OVW website.

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

How To Apply

This section describes what an application should include. Applicants should anticipate that failure to submit an application that contains all of the specified elements will negatively affect the review of the application and may result in the application not being considered for funding; and, should a decision be made to make an award, it may 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 the application is complete and submitted by the deadline.

Formatting and Technical Requirements

Applications must follow the requirements below.

- Double spaced (Project Abstract, Summary Data Sheet and charts may be single spaced)
- 8½ x 11 inch paper
- One inch margins
- Type no smaller than 12 point, Times New Roman font
- Page numbers
- No more than 10 pages for the Project Narrative
- Word processing documents must be in the following formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt)
- Headings and sub-headings that correspond to the sections identified in How to Apply

Experiencing Unforeseen Technical Issues

If you experience technical difficulties at any point during the application process, please contact OVW GMS Support at 1-866-655-4482.

If you experience unforeseen technical issues that prevent you from submitting your application by the deadline, you must contact the technical support number above prior to the deadline AND contact the SASP Formula Grant Program Unit at 202-307-6026 **within 24 hours after the deadline** to request approval to submit your application. At that time, you will be required to email the complete grant application, your DUNS number, and provide a GMS Help Desk tracking number(s). After OVW reviews all of the information submitted and verifies your technical issues with the Helpdesk, OVW will contact you to either approve or deny your request to submit a late application. If the technical issues you reported cannot be verified, your application will be rejected as untimely.

Application Requirements

Applications must include the following required documents and demonstrate that the program eligibility requirements have been met. Applications that do not address the following will not be considered for funding:

- Summary Data Sheet

- Project Narrative
- Letters Demonstrating Meaningful Involvement
- Application for Federal Assistance (SF-424)
- Standard Assurances and Certifications Form (Form 4061/6)
- 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:

- Name, title, address, phone number, and e-mail address for the authorized representative. Please see the [Reference Guide](#) to determine who can be an authorized representative.
- Name, title, address, phone number, and e-mail address for the grant point-of-contact.
- Statement as to whether the agency has expended \$500,000 in Federal funds in the past fiscal year for the applicant. Please specify the end date of the fiscal year.
- If the State or Territory is passing the SASP Formula Grant Program funds through to its sexual assault coalition, the name, title, address, phone number, and e-mail address for the coalition authorized representative.
- List of other awards from OVW for which the State/Territory is a recipient or partner.

Project Narrative

The following narrative should be a separate attachment to the application in GMS and a separate section in the hard copy. The Project Narrative may not exceed 10 pages in length, double-spaced. Please number the pages of your narrative. The narrative should include:

- 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;
- An overview of what current State or Territory efforts are in place to address sexual assault;
- A brief description addressing how the State or Territory makes its subgrant awards (e.g., formula-based or competitive awards);
- How funding under the SASP Formula Grant Program complements the State/Territory STOP implementation plan;
- A detailed description of how the State or Territory meaningfully involved its sexual assault coalition and representatives from underserved communities,⁴ including Tribes, in **developing** the application, including:

⁴ Underserved communities are communities consisting of “populations underserved because of geographic location, 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)(33).

- The process and communication method used by the State or Territory to involve the sexual assault coalition and representatives from underserved communities;
 - Which underserved communities the State or Territory included in this process and what methods were used to reach out and communicate with these communities;
 - The number of times the State or Territory has met with its coalition and representatives from underserved communities to discuss and develop this application;
 - Whether the coalition and representatives from underserved communities were provided an opportunity to review this application and provide comment, prior to its submission;
 - How the State or Territory has incorporated feedback and input from the coalition and representatives from underserved communities into this application;
- 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 Grant Program, including:
 - How the State or Territory will work with the coalition and representatives from underserved communities to design a plan for distributing the subgrant funds;
 - Which underserved communities the State or Territory anticipates including in the above process;
 - What methods 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
 - What roles the State or Territory envisions for the coalition and representatives from underserved communities in implementing the plans;
 - 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; and
 - A brief summary (not a detailed budget) of how the optional 5% administrative funds will be used, if at all.

Letters Demonstrating Meaningful Involvement

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

- How they meaningfully participated in the developing the SASP Formula Grant Program application; and
- Their commitment to participate meaningfully in implementing the State or Territory's plans to administer the SASP Formula Grant 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.

Additional Required Information

Proposal Abstract

The Proposal Abstract should provide a short and accurate summary of your proposed project including who will be involved with the proposed project, what will be done, the service area where the proposed project will take place and who will be impacted by the proposed project.

Application for Federal Assistance (SF-424)

Applicants will complete the SF-424 online.

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

Forms will be completed online during the submission process. For further information on the Standard Assurances and Certifications please see the [Reference Guide](#).

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.ovw.usdoj.gov/docs/nonsup_letter.pdf for a sample letter. This should be a separate attachment to the application in GMS.

Other Requirements

Federal Financial Guidelines and Reporting Requirements

Federal grants are governed by the provisions of the OMB circulars applicable to financial assistance and OVW's Financial Grants Management Guide found at <http://www.ovw.usdoj.gov/docs/OVW-FGMG-Version-2-7-12-conf-cost-updates-revised-2.pdf>. The Financial Grants Management 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 under the grant in accordance with all applicable statutes, regulations, OMB Circulars and guidelines, and the OVW Financial Grants Management Guide. Primary recipients will be responsible for oversight of subgrantee spending and monitoring specific performance measures and outcomes attributable to the use of OVW funds.

Performance Measures

All OVW grantees under this program are required to submit semi-annual progress reports, which will be provided to you should you be selected for an award. For more information, please see the [Reference Guide](http://www.ovw.usdoj.gov/docs/resource-guidebook.pdf) found at <http://www.ovw.usdoj.gov/docs/resource-guidebook.pdf>.

Additional Requirements

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 Reference Guide found at <http://www.ovw.usdoj.gov/docs/resource-guidebook.pdf>.

- Civil Rights Compliance
- [Civil Rights Compliance Specific to State Administering Agencies](http://www.ojp.usdoj.gov/funding/other_requirements.htm)
www.ojp.usdoj.gov/funding/other_requirements.htm
- Faith-Based and Other Community
- Confidentiality
- Research and the Protection of Human Subjects (if applicable)
- Anti-Lobbying Act
- Federal Financial Report (SF-425)
- OMB A-133 Audit Requirements
- National Environmental Policy Act (NEPA) (if applicable)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with OVW's Financial Grants Management Guide.
- Suspension or Termination of Funding
- Nonprofit Organizations
- Government Performance and Results Act (GPRA)

- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006
- Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement
- Active CCR Registration

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. 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.

Application Checklist

Applicants must submit a fully executed application to OVW, including all required supporting documentation.

Application Document	Completed?
1. Summary Data Sheet	
2. Project Narrative	
3. Letters Demonstrating Meaningful Involvement	
4. Proposal Abstract	
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)	