



Sexual Assault Services Program (SASP)

Guidelines and Application Procedures Calendar Year 2025

Application Due Date:

Monday, October 14, 2024, 12:00 pm (noon)

Late applications will not be accepted.

Virginia Department of Criminal Justice Services
1100 Bank Street, Richmond, Virginia 23219
www.dcjs.virginia.gov

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I. Introduction

These Virginia Department of Criminal Justice Services (DCJS) Sexual Assault Services Program (SASP) Guidelines and Application Procedures provide detailed guidance to aid applicants in determining eligibility, developing itemized budgets and budget narratives, and completing other related forms. Using the guidance presented in this document, applicants can efficiently and effectively prepare complete applications. The development of these requirements was informed by the U.S. Department of Justice Office on Violence Against Women (OVW) and the Department of Justice Grants Financial Guide.

A. Grant Period

This is a continuation grant from calendar year (CY) 2024 awards. The grant period for subawards made under these guidelines is 12 months, January 1, 2025, through December 31, 2025. For purposes of this solicitation, applicants must submit one budget that will be used for the 12-month grant period. CY 2025 projects may not differ significantly from the SASP project funded in 2024.

CY 2025 awarded projects may receive one additional award with the same award amount, in 2026, if funding is available and if the awarded program remains in good status. A program in “good status” means all claims and status reports for the current grant are no more than 30 days overdue (not withstanding an approved reporting extension), all encumbrances (if applicable) have been met, and there are no outstanding compliance matters.

B. Purpose

SASP was created by the Violence Against Women and Department of Justice Reauthorization Act of 2005 Technical Amendments and is the first federal funding stream solely dedicated to the provision of direct intervention and related assistance for victims of sexual assault. SASP is administered at the federal level by the OVW. Funding through SASP supports 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.

DCJS is the State Administering Agency for SASP. DCJS, in partnership with other stakeholders, seeks to consider the array of needs of all sexual assault victims and available services in the Commonwealth when developing implementation strategies. Funds provided through SASP are designed to supplement other funding sources directed at addressing sexual assault.

The purpose of SASP is 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 (34 U.S.C. §12511(b)(2)(B)).

Pursuant to 34 U.S.C. §12511(a)(1), funds under this program must be used to provide intervention 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.

OVW has identified the following priority areas for funding:

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

C. Eligibility

Eligibility for this funding opportunity is limited to SASP CY 2024 award recipients. The following organizations are eligible:

Abuse Alternatives, Inc.	People Incorporated of Virginia
Action in Community Services, Inc.	Phoenix Project
Alexandria	Project Horizon, Inc.
Avalon: Ctr for Women & Children	Rapp. Council Against Sexual Assault
Ayuda	Safe Harbor
Collins Center	Sexual Assault Resource Agency
Doorways for Women and Families	Sexual Assault Resp. & Awareness, Inc.
Eastern Shore Coal. Agst. Dom. Viol.	Southside Survivor Response Ctr., Inc.
Emporia	The Center for Sexual Assault Survivors
Family Crisis Support Services, Inc.	The Genieve Shelter
Family Resource Center, Inc.	The Laurel Center
Hanover Safe Place	Women's Resource Ctr., NR Valley
Korean Comm Svc Ctr. of Greater WA	YWCA of Richmond
Latinos in Virginia Empowerment Ctr.	YWCA of S. Hampton Roads
Loudoun Citizens for Social Justice	YWCA/Dom Violence Prevention Ctr.
New Directions Center, Inc.	

SASP recipients must be rape crisis centers or other nonprofit, nongovernmental organizations or tribal programs that provide core services, direct intervention, and related assistance to victims of sexual assault are eligible to apply.

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. 34 U.S.C. §12291(a)(25).

The Violence Against Women Reauthorization Act of 2013 added a new civil rights provision that applies to all OVW grants. Organizations that exclude, deny benefits to, or discriminate 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 are not eligible. For more information on this provision, see <http://www.justice.gov/sites/default/files/ovw/legacy/2014/06/20/faqs-ngc-vawa.pdf>. Should DCJS become aware of civil rights violations, grant termination and other remedies may be pursued.

To be eligible for SASP funding, organizations:

1. May not deny services based on age.
2. Must maintain statutorily required civil rights statistics on victims served by race or national origin, sex, age, and disability, within the grant period and permit access to any documents, papers, and records to determine that the subgrantee is complying with applicable civil rights laws.
3. Must provide services to sexual assault victims at no charge.
4. Must maintain confidentiality of victim information.
5. Must comply with DCJS requirements and provide statistical and programmatic information as required.
6. Must provide services as defined by DCJS and/or the federal Office on Violence Against Women.
7. Must be in good standing with all state and federal agencies with which they have had an existing grant or contractual relationship.
8. Must not be excluded or debarred from doing business with the federal government or the Commonwealth of Virginia.
9. Must hold current professional and state licenses and certifications as needed for individual grant-funded projects.
10. Must have current federal [System of Award Management](#) (SAM) registration and Unique Entity Identifier (UEI) number.

Additionally, applicants with current SASP grants must not have claims that are more than 30 days overdue and must have their current SASP project implemented within 60 days of the first day of the grant period.

II. Available Funding, Program Requirements, Restrictions on Funding, Reporting, Disbursement of Funds, and Match

A. Available Funding

This grant program is supported by federal Sexual Assault Services Formula Grant Program (SASP) funds, through the U.S. Department of Justice, Office on Violence Against Women. The SASP awards for this grant period will be funded from the Commonwealth of Virginia's 2023 and 2024 federal SASP awards, Assistance Listing number 16.017. Eligible organizations may apply for amounts up to their CY 2024 award. DCJS will not approve awards that exceed CY 2024 award amount.

B. Program Requirements

By applying for these grant funds, the applicant asserts that they have read, understand, and will comply with the following state and federal requirements and policies and grant award conditions:

[Civil Rights and Nondiscrimination](#) (training required of all authorized officials and grant funded staff)

[Limited English Proficiency \(LEP\) Individuals](#)

[Equal Employment Opportunity Plans](#)

[Department of Justice Grants Financial Guide](#)

[Code of Federal Regulations Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#)

[SASP Grant Award Conditions for CY 2024](#) (Conditions for CY 2025 will be provided upon award but are not expected to differ significantly.)

C. Restrictions on Funding (Allowable and Unallowable Costs)

Allowable Costs: SASP grants are designed to support programs and activities that provide core services, direct intervention, and related assistance to victims of sexual assault. Examples of these costs include:

1. Salary and fringe benefits for staff to provide services to victims of sexual assault. For example:
 - a. Accompaniment and advocacy through medical, criminal justice, and social support systems, including medical facilities, police, and court proceedings.
 - b. 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.
 - c. Information and referral to assist the sexual assault victim and family or household members.
2. Supplies or equipment for use by a SASP funded staff person, i.e., office space, laptops, printers, copiers, telephones, cellphones, internet or cell phone service. These items must be used in the provision of sexual assault services, and they must be prorated to the amount of time the SASP funded staff person works on this grant project. These items cannot be purchased for victims' personal use. Subgrantees must maintain an inventory of property purchased with grant funds in accordance with the [DOJ Financial Guide](#).
3. Supplies needed to provide services to victims of sexual assault, i.e., journals, yoga mats, food and water for sexual assault victims in group therapy, art supplies, etc.
4. Community-based, culturally specific services and support mechanisms, including outreach activities for underserved communities.
5. Development and distribution of materials on issues related to the services described above.
6. Payments for goods or services needed by sexual assault victims as a result of their victimization, i.e., hotel stay, clothing, emergency food, lock change, window replacement, bedding replacement, car repair, moving expenses, and transportation necessary to receive services. This list is not exhaustive.

DCJS understands that intervention for sexual assault survivors takes many forms and often expands beyond traditional services. We encourage projects that are healing based, victim centered, and untraditional. For questions regarding allowable costs, contact the SASP Grant Coordinator, Andi Martin at andi.martin@dcjs.virginia.gov, or your DCJS grant monitor.

Unallowable Activities: Promoting victim safety and recovery are guiding principles of SASP. In accordance with federal grant prohibitions, applicants may not propose projects or activities that may compromise victim safety, including the activities listed below. Should DCJS become aware that grant funds support such activities, grant termination and other remedies may be pursued.

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, or the age and/or gender of their children.
2. Procedures or policies that compromise the confidentiality of information and privacy of persons receiving services.
3. Policies that deny individuals access to services based on their relationship to the perpetrator.
4. Materials that are not tailored to the dynamics of sexual assault.
5. Policies or engaging in practices that impose restrictive conditions to be met by the victim in order to receive services (e.g., mandatory counseling or seeking an order for protection).
6. Policies that require the victim to report the sexual assault to law enforcement.

Unallowable Costs: Additionally, in accordance with federal grant prohibitions, grant funds may not be used for any out-of-scope or unallowable activities. Should DCJS become aware that grant funds support such costs, grant termination and other remedies may be pursued. Unallowable costs include:

1. Research projects
2. Activities focused on prevention efforts and public education (e.g., bystander intervention, social norms campaigns, presentations on healthy relationships)
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)
7. Services that address Domestic Violence victimization
8. Services that address Human Trafficking victimization
9. Lobbying
10. Trinkets or give-away items, (e.g., key chains, pop sockets, flashlights, whistles, chip clips, t-shirts, canvas bags)
11. Fundraising
12. Purchase of real property
13. Construction
14. Physical modifications to buildings, including minor renovations (such as painting or carpeting)

D. Financial and Progress Reporting

DCJS requires online submission of financial and progress reports into the On-line Grant Management System (OGMS); therefore, all recipients of grant funding must have access to the internet for reporting purposes. In addition, all persons responsible for grants management must be registered and utilize their assigned credentials to access the system. Please refer to the [OGMS Training & Resources Page](#) for instructions on how to submit financial reports (called claims and details of expenditures in OGMS) and progress reports (called status reports in OGMS).

Required reports include:

1. Quarterly financial reports. Quarterly financial reports include a claim and a detail of expenditures report. A claim serves as a reimbursement request. Financial reports are due every quarter even if no funds are expended. They are due in OGMS on the 15th day following the end of each quarter. If a delay is anticipated in submitting the report by the due date, a contract amendment for a reporting extension must be submitted in OGMS on or before the due date.

Projected CY 2025 claims due dates

1 st Quarter, Jan. – March	April 15, 2025
2 nd Quarter, April – June	July 15, 2025
3 rd Quarter, July – Sept.	October 15, 2025
4 th Quarter, Oct. – Dec.	January 15, 2026

2. Quarterly progress reports. New for CY 2025, quarterly progress reports (called status reports in OGMS) detail the work provided with SASP funds, the number of victims served with SASP funds, and challenges the subgrantee has implementing their grant project. The quarterly status report form is embedded in OGMS. This report is due in OGMS on the 15th day following the end of each quarter. If a delay is anticipated in submitting the quarterly status report by the due date, a contract amendment for Reporting Extension must be submitted in OGMS on or before the due date.

Projected CY 2025 Progress Report due dates.

1 st Quarter, Jan. – March	April 15, 2025
2 nd Quarter, April – June	July 15, 2025
3 rd Quarter, July – Sept.	October 15, 2025
4 th Quarter, Oct. – Dec.	January 15, 2026

3. One annual progress report. The annual progress report describes activities supported with SASP funds. OVW requires grant recipients to use their on-line subgrantee reporting system for this report. DCJS will provide subgrantees with a link to the reporting system at the end of the grant period. A copy of the on-line completed report must be uploaded to OGMS. The deadline for the annual progress report is dependent upon the date OVW opens the reporting system. The deadline will be communicated to recipients prior to the end of the grant period. For a list of questions asked in the reporting system, please visit this link:
www.vawamei.org/wp-content/uploads/2023/10/SASP-Subgrantee-2022-Form_Sample.pdf

E. Disbursement of Funds

Disbursement of funds will occur on a cost reimbursement basis for actual funds expended. Actual expenditures must be reported quarterly and invoiced pursuant to approved line-item budget categories in the awarded grant application. Grantees will only be reimbursed for costs

that have been incurred within the grant period. The final claim must be submitted within 45 days after the end of the grant period.

F. Match Requirement

Grant applicants are not required to provide matching funds. Do not include match in the application budget.

III. Deadline, Grant Application Technical Assistance, and Grant Application Review Process

A. Deadline

Applications must be entered into **OGMS** (<https://ogms.dcjs.virginia.gov>) by **Monday, October 14, 2024, 12:00 pm (noon)**. Applicants who are not registered in OGMS should register for the system well in advance of the deadline as it could take up to a week for new users to be approved.

B. Grant Application Technical Assistance

For OGMS related issues, see the DCJS [OGMS Training & Resources](#) web page. Direct other questions to SASP Grant Coordinator, Andi Martin, at andi.martin@dcjs.virginia.gov and copy your grant monitor. Please allow two business days to receive a reply.

DCJS will host a webinar on September 19, 2024, at 9 a.m. to review these guidelines, and attendees will have an opportunity to ask questions. Attendance is optional. Use this link to register for the webinar: https://us02web.zoom.us/webinar/register/WN_Y37rHxAOTFqiIwUCiekMDw. The webinar will be recorded and a link to the recording will be posted in the SASP CY 2025 Funding Opportunity in OGMS.

C. Grant Application Review Process

DCJS staff will review each application to determine whether the following criteria are met:

1. Applicant is eligible for SASP funding.
2. The proposed project does not differ significantly from the project awarded in CY 2024.
3. The request for funding does not exceed the applicant's CY 2024 SASP award.
4. Proposed project activities are SASP eligible.
5. If the applicant is a current SASP grant recipient, all claims and status reports for the current DCJS SASP grant are no more than 30 days overdue as of the deadline for this funding opportunity (not withstanding an approved reporting extension). Additionally, all encumbrances (if applicable) have been met, and there are no outstanding compliance matters.

The Grants Committee of the Criminal Justice Services Board (CJSB) will review applications and make funding recommendations to the full CJSB. **The CJSB is anticipated to make final grant award decisions at its meeting on December 5, 2024.**

DCJS will issue grant award packages based on the final approval of the CJSB. Fiscal and programmatic revisions may be required as a condition of funding. Final award decisions may not be appealed.

IV. Application Forms and Instructions

Grant applications must be entered in [OGMS \(https://ogms.dcjs.virginia.gov\)](https://ogms.dcjs.virginia.gov). Register and/or confirm existing registration at least two weeks prior to the application due date to ensure that the individuals responsible for completing the application and signing required forms have OGMS access. For technical assistance with OGMS, contact ogmssupport@dcjs.virginia.gov. Prior to submission to DCJS, review the entire application to ensure that it meets the requirements.

Follow these steps to begin an application for this funding opportunity in OGMS.

1. Log into [OGMS](https://ogms.dcjs.virginia.gov). If you have never registered for OGMS, select the registration button on the OGMS home page.
2. Select *Funding Opportunities*
3. Select # 538235, *Sexual Assault Services Program CY 2025*
4. Select *Start New Application*
5. Under *Application Title*, enter “SASP, CY 2025” followed by the name of your organization. For example, “SASP, CY 2025, Department of Criminal Justice Services.”
6. Under *Primary Contact*, select the name of the person completing the application. The primary contact will have access to add additional contacts to complete the application. Select *Save Form Information*. This will take you to a new screen.
7. Under *Organization*, select the organization and then select *Save Form Information*. This will take you to a new screen.
8. Under *Additional Applicants*, select any organization members who should have access to this application and to the grant if it is awarded. Grant recipients can also add or delete people after the grant is awarded. If you do not see the name of a person who should have access to the application/grant, it could mean they are not registered in OGMS or they are not registered under the same organization. Select *Save Form Information*. This will take you to a new screen. **This step is very important as it will allow the correct people to sign sections of the application that require their signature using their own OGMS account.**
9. Under the *Application Details* screen, complete all sections by clicking on each line. You cannot submit the application until all sections are complete. A green check mark indicates the section is complete. Refer to the [DCJS OGMS Training and Resource webpage](#) for technical assistance with the OGMS system.

The following sections are incorporated into the OGMS application system:

A. Face Sheet

Congressional Districts: List the congressional districts that will benefit from the program.

Jurisdictions Served: Select all jurisdictions served.

Certified Crime Prevention Community: Not applicable to this grant program. As this is a required field, please answer this question to the best of your knowledge.

Type of Application: All applications are considered “continuation.” Enter the current, CY 2024 grant number and provide detail about what has been accomplished with SASP funding in CY 2024.

Community Setting: Check the box(es) that best describes the applicant service area.

Brief Project Description: Provide a short description of the project. The description should include an estimate of the total number of sexual assault victims to receive program services during the grant period and a brief summary of services to be provided. For example,

“SASP funds will be used for the following: salary and benefits for a part time sexual assault counselor; developing and printing new brochures; and emergency needs for sexual assault victims such as hotel, clothing, emergency food and travel expenses. For the upcoming calendar year, we anticipate assisting 150 victims with this grant program.”

It is important that applicants use the above format and have correct spelling and grammar. This information is used by the Criminal Justice Services Board when making award decisions.

The following section lists the three authorized officials for the DCJS subaward. Each role must have a different person and different contact information. Please ensure that the most up to date contact information is entered in the application.

Project Director: List the person who will have day-to-day responsibility for managing the project.

Project Administrator: The person who has authority to formally commit the organization, locality, or state agency to complying with all the terms of the grant application. This **must** be the president of the board of directors of a nonprofit organization; the county administrator; the city, county or town manager; the chief elected officer of the locality, such as the mayor or chairman of the board of supervisors; or, in the case of a state agency, the agency head. If someone other than one of these officials has been delegated the authority to sign, and signs the grant application, provide a copy of the letter, memorandum or other document by which the signing authority was delegated. Such letter must be specific to this funding opportunity and on agency letterhead. The letter can be uploaded to the Attachments component in the funding opportunity.

Finance Officer: List the individual who will be responsible for fiscal management of the funds.

B. SASP Project Description Form

Complete a SASP Project Description form for CY 2025. Directions are located on the OGMS form itself. The informational materials and/or victims services proposed in this project must support the project description, the project purpose areas, and items requested in the budget. Prior to submission, please ensure that all sections align.

C. Budget

Enter a budget for CY 2025 in OGMS that is no more than the amount awarded in CY 2024, including indirect costs if that is being requested. **Enter all requested funds under federal funds.** Do not include matching funds. Each budget line must correspond to the itemized budget forms. Prior to submitting the application, please ensure that each itemized budget form aligns with the total amount requested on the budget.

Funds from Other Sources: Enter all funds from other sources that support the organization. Additionally, if the proposed project will generate project income, enter the anticipated amount of project income that will be earned and how these funds will be used to support the project.

D. Itemized Budget Forms (in OGMS)

Requirements:

- All items requested in each budget form must be allowable. See Section II (C) under these guidelines for a list of unallowable activities and unallowable costs.
- For all items, under item justification, explain how the item is needed to support victims of sexual assault. This tells reviewers about whether the item is allowable.

- All items must include a basis of computation in the description of the item and an explanation of how the requested cost was determined.
- For all items, the applicant must indicate in the description whether the item is used exclusively for the proposed SASP project. Items that are not used exclusively for the SASP project must be prorated, and the applicant must include an explanation of how the items were prorated.
 1. What does “prorated” mean? For the purposes of these guidelines, prorating means the request for funding is proportional to the use of each item for this grant program.
 2. When do I need to prorate? If an item is used exclusively for this proposed SASP program, prorating is not needed. If the item is used to support other projects in the agency, prorating is needed.
 3. How do I prorate?
 - a. Proration Based on Salary: If your SASP funded staff serve 10% of the total victims served by your agency, you can prorate items that are not used exclusively for this proposed SASP program by 10%.
 - b. Proration Based on Direct Services Budget: If your SASP request for funding is 15% of your total direct service budget, you can prorate items that are not used exclusively for this proposed SASP program by 15%.
 - c. Proration Based on SASP Funded Staff: If your SASP funded staff is funded 50% on SASP, you can prorate this person’s computer, office supplies, office furniture or other assigned items by 50%.
- The applicant is responsible for ensuring totals in each itemized budget form matches what is on the budget form and does not exceed the maximum award amount.
- At the bottom of each itemized budget form, the applicant must verify the funding source for the budgetary items has been allocated under federal funds.

1. Personnel and Employee Fringe Benefits Itemized Budget Form (If no personnel are funded by this project use \$0.00 on the budget grid.)

To be eligible for SASP grant funding, proposed positions must provide or facilitate the provision of direct services to victims of sexual assault. To request funding for a position that provides services to victims of other types of crime, pro-rate the request to only include time spent assisting victims of sexual assault.

Applicants can add requests for fringe benefits per grant funded staff member. Fringe benefits should be prorated based on time spent on the grant.

- a. Indicate if personnel costs are included in your budget – yes or no. If “yes” under “Personnel” enter the employee’s name, position title, if it is full time or part time, the total hours per week worked, the total hours per year, the total annual salary (regardless of funding source), and the amount requested under the grant. Indicate if this is a new position.
- b. Under “Employee Fringe Benefits” select the employee’s name and enter the fringe benefit costs (FICA, Retirement, Group Life, Health Insurance, Workers’ Compensation, Unemployment, Disability, and other). If you are unable to enter the fringe benefits for individual employees, create an employee named “Fringe Benefit” and enter the aggregate amounts for each fringe benefit but enter zero for the salary. If you elect this process, leave the fringe amounts for each individual employee at zero.
- c. Under the Positions and Justification, select the employee’s name and enter in the description of position (maximum of 500 characters) and justification for position (maximum of 500 characters) for each item. The position description should describe

- grant-related duties performed. All requested amounts must be reasonable given the complexity of work, and consistent with the applicant's staff compensation plan.
- d. Attach a job description for each position for which funding is being requested in the attachment section of the OGMS application.

Example

Description

SASP funding is requested to cover 50% of the salary for Counselor, John Doe. John is a full-time employee (40 hours/week) who provides counseling services to victims of SA and DV. SASP funding will support John's work with SA victims only, supported by weekly timecards. \$60k (total annual salary) x 50% = \$30,000. Requested fringe benefits are also prorated at 50%: health insurance \$15k x 50%=\$7,500; Retirement \$10k x 50%=\$5,000.

Justification

John's salary and benefits are consistent with similar positions in the surrounding area and the organization's compensation plan. This position will provide counseling services specifically to sexual assault victims, as allowable with SASP funding.

2. Consultants (If no consultants are funded by this project use \$0.00 on the budget grid.)

Any service that is provided by a third party, regardless of whether there's a contract in place or not, should be under consultants in the budget. This includes co-pays for victims, daycare services, translation services, interpreter services, etc.

- a. Indicate if consultants or consultant subsistence and travel costs are included in your budget – yes or no. If “yes” under “Consultant” and “Consultant Subsistence (lodging + meals) & Travel” enter the information required and the amounts under the funding source(s) as appropriate.
- b. For individuals reimbursed for personal services on a fee basis: Enter each type of consultant or service (with numbers in each category and names of consultants when available), the proposed daily fee rate, and the amount of time to be devoted to such services. The rate of compensation for individual consultants must be reasonable and consistent with that paid for similar services in the marketplace; however, the rate may not exceed \$650.00 per day (\$81.25 per hour, exclusive of travel and/or subsistence), and may not exceed the consultant's usual and customary fee.
- c. For organizations, including professional associations and educational institutions, performing professional services: Enter the type of services being performed and estimated contract prices. Requests for contracted services and consultants will be very carefully screened. Consultant and contracting fees will be approved only when it is justified that the use of outside contract agencies and consultants will significantly and permanently enhance project effectiveness.
- d. Consultant Travel and Subsistence: This is generally not allowable unless it is necessary, reasonable, and justified. Reimbursable costs must adhere to the recipient's established travel policy.
- e. Under the Description and Justification, select the name of the consultant and enter in the description of consultant's role (maximum of 500 characters) and justification for use of consultant (maximum of 500 characters). Include a description of each service contracted for, the number of clients benefiting from each type of service, and total budgeted amount for each service and a per client/group cost.

Example #1

Description

Applicant requests funding for 104 hours of counseling services contracted with Acme Counseling. 104 hours of counseling services will allow the organization to send 2 victims per week to one hour of counseling located in our offices with Acme Counselors. (52 weeks x 2 victims per week x 1 hour per session = 104 hours). All counseling sessions will be for victims of sexual assault and these services are exclusive to this SASP project, so this request is not prorated. The Acme Counseling rate is \$80/per hour. 104 hours x \$80/hour = \$8,320.

Justification

Our in-house counselor cannot keep up with the need for counseling services. By contracting with Acme Counseling, we can shorten the wait list and get more victims into this needed service. \$80/hour is within the federal contracting limits, and it is the actual hourly rate Acme charges its clients.

Example #2

Description

Applicant requests funding for Spanish and Russian translation services contracted with Jane Doe. Translation services are needed to translate our current sexual assault services brochure into Spanish. As this is only for our sexual assault brochure, the request is not prorated. Our brochure is 1020 words. Jane Doe's translation services rate is 15 cents per word. 15 cents x 1020 words x 2 (Two Languages: Spanish and Russian) = \$306.00.

Justification

Our current sexual assault brochure was recently updated. It is important to translate this brochure to reach Spanish and Russian speaking people living in our service area. Jane Doe's rate of 15 cents per word is the middle range rate for translation services according to Bureau Works.

3. Travel (If no travel is funded by this project use \$0.00 on the budget grid.)

Mileage reimbursement must be for SASP funded staff or volunteers to provide direct services to sexual assault victims or to attend meetings or trainings necessary to the provision of sexual assault services. Mileage is separated in this grant solicitation because many programs have differing mileage rates for local and non-local mileage. **Local mileage** is considered travel within the immediate service area (satellite offices, court, meetings, etc.). **Non-local mileage** is outside of the immediate service area (trainings, conferences, meetings, etc.).

- a. Indicate if travel (mileage) costs are included in your budget – yes or no. If “yes” under “Local Mileage” or “Non-local mileage” enter the number of miles and the mileage rate.
- b. Itemize total travel expenses of program personnel by local mileage and non-local mileage. Unless a local policy governs, mileage is reimbursed at the federal rate (<https://www.irs.gov/tax-professionals/standard-mileage-rates>). Local mileage is travel within the immediate service area (satellite offices, court, meetings, etc.). Non-local mileage is outside of the immediate service area (trainings, conferences, meetings, etc.).
- c. Under the Description and Justification, select the mileage being requested and enter in the description of mileage (maximum of 500 characters) and justification for mileage (maximum of 500 characters) for each item. If local travel policy differs from the federal/state travel policy, please provide or describe the policy in the

justification. State in the description whether the request is based on the federal/state travel policy or the agency's policy.

Example

Description

Agency requests mileage for our SASP funded advocate to travel to the hospital to meet directly with sexual assault victims. We anticipate the advocate will respond to 40 calls at the hospital specific to sexual assault cases based on 2023 statistics. A round-trip to our local hospital is 20 miles. 40 calls x 20 miles each= 800 miles. Per agency policy, we reimburse mileage at a rate of 55 cents per mile, which is different from federal (GSA) guidelines. 800 miles x .55 = \$440. Mileage used by the SASP funded advocate is used exclusively to this SASP project, so this request is not prorated.

Justification

Mileage is needed so that our SASP funded staff person can be present with victims at the hospital where they can provide a wide range of services in a supportive, trauma-informed way.

4. Subsistence/Other Travel Costs (If not funded by this project use \$0.00 on the budget grid.)

Travel reimbursement must be for SASP funded staff or volunteers providing sexual assault services. Out of state travel is allowable under SASP CY 2025 funding, however it will require additional justification explaining why this travel is needed.

- a. Indicate if subsistence and other travel costs are included in your budget – yes or no. If “yes” under “Subsistence” enter the event title, under “Lodging” enter the number of rooms required, number of nights and rate cost and under “Meals” enter the number of people, number of days, and the per diem rate.
- b. Recipients must follow the federal per diem rates (<https://www.gsa.gov/travel/plan-book/per-diem-rates>) unless there is a written local travel policy. Transportation costs, such as air and rail fares, are at coach rates. Subsistence is paid according to a per diem rate.
- c. Under Other Travel Costs, enter the event title, number of people attending, number of trips with airfare, the rate, and other travel costs.
- d. Under the Description and Justification, select the event item being requested and enter in the description of costs (maximum of 500 characters) and justification for costs (maximum of 500 characters) for each item. If local travel policy differs from the federal/state travel policy, please provide or describe the policy in the justification. State in the description whether the request is based on the federal/state travel policy or the agency's policy.

Example

Description

Agency requests airfare for our SASP funded advocate to attend the Acme Sexual Assault Services Annual Conference, September 1–5, 2025, in Atlanta, Georgia. Round trip airfare from Richmond to Atlanta currently ranges from \$375–\$670 depending on time of travel and the number of layovers. Applicant anticipates purchasing a plane ticket costing \$400. This request is prorated to \$120 because the SASP funded advocate who will attend is funded by SASP at 30%. $\$400 \times 30\% = \120 .

Justification

Attendance at this sexual assault conference will give the direct service SASP advocate tools and knowledge to work with victims of sexual assault. This year's conference is focused on serving victims with disabilities. There are no sexual assault conferences with a focus on victims with disabilities available in Virginia. Last year, 11 sexual assault victims with disabilities requested our services and it is important to us to increase our skills specific to this population.

5. Equipment (If no equipment is funded by this project use \$0.00 on the budget grid.)

SASP funds may be used to purchase equipment needed by SASP funded staff. These requests must be prorated unless the equipment is only being used by the SASP funded staff and that person is funded 100% by SASP.

- a. Equipment means tangible personal property (including information technology systems) having 1) a useful life of more than one year and 2) a per-unit acquisition cost of \$5,000 or greater (or the organization's capitalization policy, if it is less than \$5,000). If the organization does not have a capitalization policy in place, the amount of \$5,000 must be followed.
- b. Indicate if equipment is included in your budget – yes or no. If “yes” enter the item requested, the cost per item or monthly rate, and the total number of items or months for each item.
- c. Under the Description and Justification, select the equipment item being requested and enter in the description (maximum of 500 characters) and justification (maximum of 500 characters) for each item. Under Description, explain how the item is prorated. If the item is replacing an older item, include the age of the older item and explain why it must be replaced under Justification.

Example

Description

Applicant is seeking funding to purchase a scanner/copier. The total cost for the item is \$5,000. The scanner/copier will be used by all twenty staff and will not be exclusive to the SASP funded advocate. As SASP funding makes up 15% of the agency's direct services budget, the applicant is seeking SASP funding for 15% of the scanner/copier. \$5,000 (total cost) x 15% = \$750.

Justification

The scanner/copier will replace a current one which is approximately 15 years old. The current one is unreliable and often breaks down. This new scanner/copier will be used to copy materials provided to victims and documents needed for case management. Similar products cost \$4,500-7,500. The selected item is at the lower end of this range.

6. Supplies and Other Expenses (If not funded by this project use \$0.00 on the budget grid.)

SASP funds may be used to purchase supplies needed for direct service to sexual assault victims such as emergency supplies or items used in therapy sessions. SASP funds may also be used to purchase supplies needed by SASP funded staff. These requests must be prorated unless the staff person using the item is funded 100% by SASP. Note: computers that are purchased with grant funds must be equipped with updated anti-virus protection software.

- a. Supplies means all items of tangible personal property that are not equipment. This includes computing devices that cost less than \$5,000 per unit (or the organization's capitalization threshold, if that is less than \$5,000).
- b. Indicate if supplies and other expenses is included in your budget – yes or no. If “yes” enter the item requested, the cost per item or monthly rate, and the total number of items or months for each item.
- c. Under the Description and Justification, select the supply or item being requested and enter in the description (maximum of 500 characters) and justification (maximum of 500 characters) for each item. Under Description, explain how the item is prorated. If the item is replacing an older item, include the age of the older item and explain why it must be replaced under Justification.

Example #1

Description

Applicant is seeking funding to purchase a laptop computer for SASP funded staff advocate Jane Doe. The laptop identified for purchase costs \$900. The laptop includes the programming and security features needed, including anti-virus protection software. Jane is funded by SASP (80%) to serve sexual assault victims. Jane is also funded by VOCA (20%) to serve DV victims. Therefore, we have prorated this request to 80%. $\$900 \text{ (total cost)} \times 80\% = \720 .

Justification

The laptop computer will give Jane the ability to manage their cases. Jane does not currently have a laptop. They only have a desktop computer. The laptop is needed so that Jane can take it to court and have access to needed information. Similar items cost \$700-1200. This is in the mid/lower end of that range.

Example #2

Description

Applicant is seeking funding for emergency victim supplies. These supplies will be used for sexual assault victims only. These emergency items are based on what was provided to sexual assault victim by the agency in 2023 following forensic exams and when the victims' clothes were taken for evidence. These items are: 20 undergarments at \$5 each = \$100; 20 pairs of sweatpants and sweatshirts at \$20/set = \$400; 20 flip flop shoes at \$8 each = \$160. $\$100 + \$400 + \$160 = \660 . These costs are not prorated as these costs are 100% exclusive to our SASP project.

Justification

These items will be used directly by sexual assault survivors in situations when the victim must leave clothes and shoes at the hospital. By having this supply on hand, victims will not need to ask friends or family to bring them clothes at a time when the victim may not be ready to talk about what happened.

7. Indirect Costs (If no indirect costs are funded by this project use \$0.00 on the budget grid.)

According to 2 CFR Part 200.56, indirect costs are defined as: *Those costs incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefited, without effort disproportionate to the results achieved.*

Indirect costs are costs of an organization that are not readily assignable to a particular project but are necessary to the operation of the organization and the performance of the project.

Indirect costs are those that benefit more than one activity and are common or joint purpose

costs. For example, costs of an office manager/receptionist position that answers general phone calls, greets clients, etc. are considered indirect costs.

The salaries of administrative and clerical staff should generally be treated as indirect costs. Salaries of administrative/clerical staff may be appropriate to include as direct costs only if all the following conditions are met:

1. Administrative or clerical services are integral to a project or activity.
2. Individuals involved can be specifically identified with the project or activity.
3. Such costs are explicitly included in the budget or have the prior written approval of the awarding agency.
4. The costs are not also recovered as indirect costs.

Requesting Indirect Costs: Requesting indirect costs is optional. The allowable amount calculated does not need to be prorated. Applicants that intend to charge indirect costs with a negotiated indirect cost rate agreement (NICRA) must have a current, signed, federally approved (or DCJS approved) indirect cost rate agreement. Applicants without a current NICRA may elect to use the de minimis rate of 10%. Applicants may apply with a provisional rate; however, if their final rate is lower, they will need to pay back the difference in any funds paid out with the higher rate.

- a. Indicate if indirect costs are included in your budget – yes or no. If “yes” indicate whether the applicant will use the de minimis rate of 10%. If the applicant will use a NICRA, answer “no.” This certification must be signed by the Project Administrator.
- b. Under Direct Expenditures, enter the amount of funds in the application budget per each category. Do not include anticipated indirect costs in this grid. Save the form before continuing.
- c. Under Expenditure Totals, enter the indirect costs rate (either the de minimis 10% or the applicant’s NICRA).
- d. Under DCJS funds, enter the total allowable amount of indirect costs (or less if needed to fit into the budget) under Federal Funds.
- e. Applicants using a NICRA must attach a copy of their current, signed, final or provisional agreement to this OGMS form.

E. Non-Supplanting

Federal funds cannot be used to replace state, federal or local government funding that an agency currently has for the same purpose. For more information about supplanting, see this [guide](#) provided by the U.S. Department of Justice’s Office of Justice Programs. All applicants must complete this certification, which must be signed by the Project Administrator.

Applicants must attach a letter from the Project Administrator designating signing authority if someone signs on their behalf. The letter must include the contact information for the designee, specifically reference this grant program (SASP CY 2025), and be on agency letterhead. The letter can be uploaded to the Attachments component in this funding opportunity.

F. General Conditions and Assurances

All applicants must complete this certification, which must be signed by the Project Administrator.

Applicants must attach a letter from the Project Administrator designating signing authority if someone signs on their behalf. The letter must include the contact information for the designee, specifically reference this grant program (SASP CY 2025), and be on agency letterhead. The letter can be uploaded to the Attachments component in this funding opportunity.

G. SASP, Department of Justice Certifications

All applicants must complete this certification, which must be signed by the Project Administrator.

Applicants must attach a letter from the Project Administrator designating signing authority if someone signs on their behalf. The letter must include the contact information for the designee, specifically reference this grant program (SASP CY 2025), and be on agency letterhead. The letter can be uploaded to the Attachments component in this funding opportunity.

H. Civil Rights Certification of Compliance

All applicants must complete this certification. All sections of the certification are applicable to this grant program and all applicants. The certification must be signed by the Project Director and Project Administrator.

Applicants must attach a letter from the Project Administrator designating signing authority if someone signs on their behalf. The letter must include the contact information for the designee, specifically reference this grant program (SASP CY 2025), and be on agency letterhead. The letter can be uploaded to the Attachments component in this funding opportunity.

I. SAM Registration

All applicants must complete this form. Upload proof of valid, non-expired SAM Registration, with the Unique Entity Identifier (UEI) number, on Federal email or letterhead, that includes the expiration date.

J. Attachments

1. Applicants seeking funding under Personnel must attach job descriptions for each staff for which they are requesting funding. Job descriptions must correspond to each staff person listed on the application.
2. All applicants must complete and attach the [Acknowledgement of Notice of Statutory Requirement to Comply with the Confidentiality and Privacy Provisions and the Violence Against Women Act](#). This form must be signed by the Project Administrator.

Applicants must attach a letter from the Project Administrator designating signing authority if someone signs on their behalf. The letter must include the contact information for the designee, specifically reference this grant program (SASP CY 2025), and be on agency letterhead. The letter can be uploaded to the Attachments component in this funding opportunity.

K. Authority Certification

All applicants must complete this certification, which must be signed by Project Administrator.

Applicants must attach a letter from the Project Administrator designating signing authority if someone signs on their behalf. The letter must include the contact information for the designee, specifically reference this grant program (SASP CY 2025), and be on agency letterhead. The letter can be uploaded to the Attachments component in this funding opportunity.

REMINDERS:

1. Applications must be submitted by Monday, October 14, 2024, 12:00 pm (noon).
2. For OGMS related issues, please see the [DCJS OGMS Training & Resources web page](#).
3. Direct questions to SASP Grant Coordinator, Andi Martin, at andi.martin@dcjs.virginia.gov. Please allow for two business days to receive a reply.