



Virginia Department of Criminal Justice Services

Sexual Assault Services Program (SASP) Guidelines and Application Procedures Calendar Year 2026

Federal Funds Continuation Solicitation

On-line Grant Management System Funding Opportunity Number
556185

Application Deadline
October 16, 2025 at 12:00 p.m. (noon)
Late applications will not be accepted.

Guidelines Issued September 15, 2025

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

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General Information

The Virginia Department of Criminal Justice Services (DCJS) is accepting applications through the On-line Grant Management System (OGMS) (www.ogms.dcjs.virginia.gov/index.do) for calendar year (CY) 2026, for federal Sexual Assault Services Program (SASP) funding.

The purpose of this grant program is to support 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.

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 Office on Violence Against Women (OVW).

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.

Pursuant 34 U.S.C. § 12511, 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.

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, except for the perpetrator of such victimization.

Intervention and related assistance may include:

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

Funding Details	
Grant Award Period	CY 2026, 1/1/2026 through 12/31/2026. Grant period extensions will not be considered.
Funding Source	Funding for this grant program is made available from federal Sexual Assault Services Formula Grant Program (SASP) funds, through the U.S. Department of Justice (DOJ), OVW. The SASP awards for this grant period will be funded from the Commonwealth of Virginia's 2023, 2024, and 2025 federal SASP awards, Assistance Listing number 16.017.
Expected Total Amount of Funding	Eligible organizations may apply for amounts up to their current SASP award. DCJS will not approve awards that exceed applicants' current SASP award amount.
Availability of Continuation Funding	CY 2026 is the last year of continuation awards that originated in CY 2024. Awards for CY 2027 will be made through a competitive application process, which will begin in the late summer of 2026.
Match Requirement	Recipients of these funds are not required to provide matching funds under this funding opportunity.
Disbursement of Funds	Disbursement of funds will occur on a cost-reimbursement basis for actual funds expended.
OGMS Funding Opportunity Number	556185
Application Deadline in OGMS	Thursday, October 16, 2025, 12:00 pm (noon)

Application Assistance

DCJS staff are available to provide technical assistance regarding the funding announcement and application procedures. The following resources are available for guidance on preparing and submitting a grant application.

Application Assistance	
DCJS Contact	Andi Martin Andi.martin@dcjs.virginia.gov
Recorded Webinar	Link to SASP 2026 Application Webinar

	Recording Password: t^D7#Kj?
OGMS Assistance	www.dcjs.virginia.gov/grants/ogms-training-resources
OGMS Contact	ogmssupport@dcjs.virginia.gov

Applicant Eligibility Requirements

Types of Organizations

This funding opportunity is open to current SASP award recipients. The following organizations are eligible:

Abuse Alternatives, Inc.	Phoenix Project
Action in Community Services, Inc.	Project Horizon, Inc.
Alexandria City	Rapp. Council Against Sexual Assault
Avalon: Ctr for Women & Children	Safe Harbor
Ayuda	Sexual Assault Resource Agency
Collins Center	Sexual Assault Resp. & Awareness, Inc.
Doorways for Women and Families	Southside Survivor Response Ctr., Inc.
Eastern Shore Coal. Agst. Dom. Viol.	STEPS, Inc.
Emporia City	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.
People Incorporated of Virginia	

In accordance with federal guidelines, 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.

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)(30)).

Other Eligibility Requirements

To be eligible for funding under this grant program, organizations:

- Must have a current and active federal System of Award Management (SAM) (www.sam.gov) registration and a Unique Entity Identifier (UEI) number. Applicants without a current, active SAM registration will not be considered.
- Must not be excluded or debarred from doing business with the federal government or the Commonwealth of Virginia.
- Must be in good standing with all state and federal agencies with which they have an existing grant or contractual relationship.
- Must hold current professional and state licenses and certifications as needed for individual grant-funded projects.
- May not deny services based on age.
- May not deny benefits to or discriminate against, in both employment and the delivery of services, 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.
- 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.
- Must provide services to sexual assault victims at no charge.
- Must maintain confidentiality of victim information.
- Must comply with DCJS requirements and provide statistical and programmatic information as required.
- Must provide services as defined by DCJS and/or OVW.
- Applicants with current SASP grants must not have claims or status reports that are more than 30 days overdue.

Grant Project Requirements

Grant Conditions and Federal Requirements

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

- Civil Rights and Nondiscrimination
<https://www.ojp.gov/program/civil-rights-office/statutes-regulations>
<https://www.ojp.gov/program/civil-rights-office/training-resources>
- Code of Federal Regulations Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Title 2, Subtitle B, Chapter XXVIII, Part 2800)
www.ecfr.gov
- U.S. Department of Justice Grants Financial Guide
www.ojp.gov/doj-financial-guide-2024

- SASP Grant Specific Conditions
<https://www.dcj.virginia.gov/filebrowser/download/2515?fid=2515#block-uswds-base-subtheme-page-title>
Conditions for CY 2026 will be provided upon award but are not expected to differ significantly.

Non-Supplantation

This funding opportunity is supported with federal funds. Federal funds must be used to supplement existing state and local funds for program activities and must not supplant (replace) state or local funds appropriated for the same purpose. Additionally, requests for “new” staff positions must be justified, must not supplant state or local funds, and must result in significant additional service delivery.

Match

Recipients of these funds are not required to provide matching funds under this funding opportunity.

Failure to Abide by Terms and Conditions

DCJS may suspend (in whole or in part) or terminate funding, issue a Corrective Action Plan, or impose other sanctions on a subgrantee for any of the following:

- Failing to adhere to the standard terms and conditions or special conditions,
- Failing to implement the project within 90 days of the start of the award period,
- Implementing substantial program changes to the extent that the project is no longer aligned with the purpose of the funding,
- Failing to submit reports (programmatic and/or financial) in a timely manner,
- Filing a false certification in this application or other report or document, or
- Other significant grant compliance or implementation concerns as identified by DCJS.

Non-allowable and Out-of-Scope Activities

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 activities, grant termination and other remedies may be pursued.

Activities funded with this grant cannot compromise victim safety and recovery, deter healing for victims, and/or undermine offender accountability.

The full list of out-of-scope activities is available on pages 8-9 of the OVW Fiscal Year 2025 Sexual Assault Services Formula Program Funding Opportunity at:

<https://www.justice.gov/ovw/media/1399161/dl?inline>.

Stayed Out-of-Scope Activities

Pursuant to a Federal District Court order, as of August 8, 2025, a stay was placed on eight of the listed out-of-scope activities. Additional information is available at:

<https://www.justice.gov/ovw/open-notice-of-funding-opportunity>.

If an applicant is proposing any activities related to those listed, please contact DCJS staff at andi.martin@dcj.virginia.gov prior to submitting an application.

Non-allowable Expenses

SASP grant recipients may not use these grant funds to pay for any of the following:

1. Any portion of salary for time not dedicated to approved, grant-funded activities.
2. Capital construction, renovation, remodeling, or land acquisition.
3. The purchase or lease of any vehicles.
4. Firearms, ammunition, or related equipment.
5. Political contributions or lobbying.
6. Honoraria.
7. Personal entertainment, personal calls, or alcohol.
8. Trinkets or give-away items (e.g., key chains, pop sockets, flashlights, whistles, chip clips, t-shirts, canvas bags).
9. Food and drink for staff and allied professionals.

Bonuses and raises may be allowable if they are approved as part of a locality's compensation plan or approved by the Board of Directors of a non-profit organization.

Overtime pay may be allowable if it is part of the organization's compensation plan and necessary for the completion of grant approved activities.

Allowable Costs

This SASP funding opportunity is designed to support programs and activities that provide core services, direct intervention, and related assistance to victims of sexual assault.

Allowable Costs	
Salary and fringe benefits for staff to provide services to victims of sexual assault.	<p>For example:</p> <ul style="list-style-type: none"> • 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 family or household members. • Information and referral to assist the sexual assault victim and family or household members.
Supplies or equipment for use by a SASP funded staff person.	<p>For example:</p> <ul style="list-style-type: none"> • Office space • Laptops

	<ul style="list-style-type: none"> • Printers • Copiers • Telephones • Cellphones • Internet or cell phone service <p>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 and inventory property purchased with grant funds in accordance with the DOJ Grants Financial Guide: www.ojp.gov/funding/financialguidedojo/overview</p>
Supplies needed to provide services to victims of sexual assault.	<p>For example:</p> <ul style="list-style-type: none"> • Journals • Yoga mats • Food and water for sexual assault victims in group therapy • Art supplies
Outreach activities.	<p>Outreach activities must be focused on informing the service area of available victim/survivor intervention services and how they can access services.</p>
Payments for goods or services needed by sexual assault victims because of their sexual assault victimization.	<p>For example:</p> <ul style="list-style-type: none"> • Replacement bedding, clothing, or other household items • Securing new or temporary housing, including paying a security deposit, first month's rent, or moving expenses • Travel expenses • Childcare expenses • Utility assistance (other than utilities in arrears) • Security measures such as re-keying locks, replacing a cell phone, or purchasing a motion detector or security camera that does not require installation

Development and distribution of materials on issues related to the services described above.

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

Data Reporting Requirements

Quarterly, grant recipients will report grant expenditures, program income, the number of victims served, and any challenges implementing the grant project. Program income is defined as any income earned as a result of grant funded activities.

Annually, grant recipients will complete one annual progress report that describes activities supported with SASP funds. Grant recipients must use an OVW on-line subgrantee reporting system called *VAWA MEI IMPACT Tool for Subgrantee Reporting*. See the following link for details: www.vawamei.org/wp-content/uploads/2023/10/SASP-Subgrantee-2022-Form_Sample.pdf

For details about reporting deadlines, see the Grant Reporting Requirements section in these grant guidelines.

Application Review Process

This is a continuation grant. The grant period for subawards made under these guidelines is 12 months, January 1, 2026, through December 31, 2026. For purposes of this solicitation, applicants must submit one budget that will be used for the 12-month grant period. CY 2026 projects may not differ significantly from their currently funded SASP project.

Current DCJS grant recipients will not be considered for funding if, as of the application due date, any of the required claims, financial reports (detail of expenditure reports in OGMS), progress reports (status reports in OGMS), or encumbrances for the current grant are more than 30 days overdue. DCJS may waive this provision for good cause, which may be submitted via a contract amendment reporting extension in OGMS through the applicant's current SASP award.

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

- Applicant is eligible for SASP funding.
- The proposed project does not differ significantly from the applicant's currently funded SASP project.
- The request for funding does not exceed the applicant's current SASP award.
- Proposed project activities are SASP eligible.

The Criminal Justice Services Board (CJSB) is expected to make award determinations at its meeting on December 4, 2025. Award determinations are final and may not be appealed.

DCJS will issue grant awards based on approval from the CJSB. Fiscal and/or programmatic revisions

may be required as a condition of funding. Such revisions must be submitted in OGMS prior to project initiation unless otherwise indicated by DCJS.

Before Applying

Grant applications must be entered in OGMS (<https://www.ogms.dcs.virginia.gov/index.do>). Register or confirm existing registration at least two weeks prior to the application due date to ensure the individuals responsible for completing and signing the required components in the application have access to OGMS. Note, OGMS accounts are deactivated after 90 days of inactivity. Requests for reactivation of OGMS accounts must be sent to: ogmssupport@dcs.virginia.gov.

To be eligible for funding under this grant program, organizations must have a current and active federal System of Award Management (SAM) (www.sam.gov) registration and a Unique Entity Identifier (UEI) number.

Application Instructions

OGMS instructions for **registering for a new account** and OGMS instructions for **applying for funding** are found at www.dcs.virginia.gov/grants/ogms-training-resources.

To apply for this grant, select Funding Opportunity 556185, *Sexual Assault Services Program CY 2026*.

Under *General information*, use the following naming convention for *Program Title*: SASP, CY2026, Name of Applicant Organization.

Under *Additional Applicants*, select any organization members who should have access to this application and to the grant if it is awarded. If you do not see the name of a person who should have access to the application or grant, it could mean they are not registered in OGMS, they are not registered under the same organization, or that their OGMS account has been deactivated.

A. Face Sheet (in OGMS)

Face Sheet Instructions (in OGMS)	
Congressional District(s)	Select all congressional districts (www.census.gov/mycd) served by the agency.
Best Practice	Not applicable
Jurisdiction(s) Served	Select all jurisdictions proposed to be served by this grant program.
Program Title	Program titles must include the organization's name, name of the grant program, and the calendar year.
Certified Crime Prevention Community	Not applicable

Type of Application	Enter "Continuation."
Community Setting	Check all that apply.
Brief Project Overview	<p>Provide a description of the proposed project and the anticipated implementation activities. Summarize what the funds will support, including the number of people that will be served, items that will be purchased, and the number of staff that will be supported (include position titles).</p> <p><i>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."</i></p>
Project Director	Provide the name and contact information for the person who will have day-to-day responsibility for managing the project and who will be the contact if DCJS needs project-related information.
Project Administrator	<p>Provide the name and contact information for the person authorized to formally commit the organization, locality, or agency to complying with all the terms of the grant application, including the provision of match, if applicable.</p> <p>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.</p> <p>If someone other than one of these officials is delegated the authority to serve as Project Administrator or sign for Project Administrator, attach a letter delegating authority to serve in this capacity. This letter must be specific to this funding opportunity, signed by the person granting this authority, printed on agency letterhead, and dated</p>

	after the release of these guidelines.
Finance Officer	Provide the name and contact information for the person responsible for fiscal management of the funds associated with this grant, such as the treasurer of the agency's board, the locality financial manager, or the hired accountant.

***Note:** Appropriate internal controls necessitate that the Project Director, Project Administrator, and Finance Officer are different people. Additionally, delegation of Project Administrator authority or Project Administrator signing authority may not be given to the persons listed as Project Director or Finance Officer.

B. SASP Project Description Form (in OGMS)

Complete a SASP Project Description form for CY 2026.

SASP Project Description Form (in OGMS)	
Select all Purpose Areas that apply to activities to be supported with SASP grant funds.	<ul style="list-style-type: none"> • 24-hour hotline • Accompaniment • Crisis Intervention • Information and Referral • Community Based Services • Materials
Informational Materials	If informational materials will be developed and/or distributed with SASP funds, describe these materials including whether funding will be used for development, revision, or distribution.
List the estimated number of victims to be served using SASP grant funds for each service listed.	<ul style="list-style-type: none"> • Civil Legal Advocacy/Court Accompaniment • Counseling Services/Support Group • Criminal Justice Advocacy/Court Accompaniment • Crisis Intervention • Employment Counseling • Financial Counseling • Hospital/Clinic/Other Medical Response • Job Training • Language Services • Material Assistance • Transportation • Victim/Survivor Advocacy
Victims to be Served	Enter the total number of victims that will be served with grant funds.

The informational materials and/or victims services proposed in this project must support the project overview, the project purpose areas, and items requested in the budget. Prior to submission, please ensure that all sections align.

C. Budget Summary Form (in OGMS)

Funding reported on the grid should represent the whole grant period.

Budget Summary Form Instructions (in OGMS)	
Report the amount of funds requested by category.	<ul style="list-style-type: none"> • Personnel • Fringe Benefits • Consultants • Travel • Subsistence and Other Travel • Equipment • Supplies and Other Expenses • Indirect Costs
Match	Match is not required under this grant program. Do not add matching funds to the budget.
Place requests for funding under the "Federal" column.	Funding for this grant program comes from federal funds. Place requests for funding under the "Federal" column.
Ensure that each itemized budget form aligns with the total amount requested on the budget grid.	Each budget line must correspond to the itemized budget forms. Round all amounts to the nearest dollar.
Funds from Other Sources	Enter all funds from other sources that support the organization applying for funding. If the proposed project will generate program income, enter the anticipated amount of program income that will be earned and explain how these funds will be used to support the grant project.

1. Itemized Budget Forms (in OGMS)

In OGMS, complete an Itemized Budget form for each section for which funding is requested. Total amounts on each Itemized Budget form must match amounts listed on the applicant's budget grid.

Requirements for itemized budget forms:

- All items requested in each budget form must be allowable, justified and reasonable.

- At the bottom of each itemized budget form, the applicant must identify the funding source for the budgetary items. Allocate all expenses under federal funds.
- For all items, the applicant must indicate in the description whether the item is used exclusively for the proposed project and in the service of sexual assault victims.
- Items that are not used exclusively for the project and in the service of sexual assault victims must be prorated, and the applicant must include an explanation of how the items were prorated.
 - a. Prorate when the request for funding is proportional to the use of each item for this grant program.
 - b. If an item is used exclusively for this proposed project, prorating is not needed.
 - c. If the item is used to support other projects in the agency, prorating is needed.
 - d. How to Prorate
 - Proration Based on Budget: If the request for funding is 15% of total operating budget, prorate items that are not used exclusively for this proposed project by 15%.
 - Proration Based on Grant Funded Staff: If staff is funded 50% by this grant, prorate their computer, office supplies, office furniture, or other assigned items by 50%.

2. Personnel and Employee Fringe Benefits Itemized Budget Form (If personnel are not funded by this project, use \$0.00 on the budget grid.)

This section applies to all employees and volunteers supported by any funds associated with this project. Staff time supported by grant funds may only be spent on approved grant activities. All salaries must meet a living wage requirement. To determine this requirement, visit <https://www.unitedforalice.org/household-budgets/virginia>.

Personnel and Employee Fringe Benefits Itemized Budget Form Instructions	
Indicate if personnel costs are included in the budget – “Yes” or “No.”	If “Yes,” complete remainder of the form.
Personnel Form	<ul style="list-style-type: none"> • Enter the employee’s name, position title, whether the position 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. If the position is vacant, enter “Vacant” in lieu of an employee name. • All requested amounts must be reasonable given the complexity of work and consistent with the applicant’s staff compensation plan.

	For funding requested for a position that provides services outside of these grant activities, prorate the request to only include time spent on this grant project.
Employee Fringe Benefits	<ul style="list-style-type: none"> • Select the employee's name. • Enter the fringe benefit costs (FICA, retirement, group life, health insurance, workers' compensation, unemployment, disability, and other). <ul style="list-style-type: none"> ○ If fringe benefits for individual employees cannot be entered, create an employee named "Fringe Benefit" and enter the aggregate amounts for each fringe benefit and enter zero for the salary. ○ If this process is elected, leave the fringe amounts for each individual employee at zero. • Fringe benefit amounts must be proportional to the requested salary.
Description (maximum of 500 characters)	<ul style="list-style-type: none"> • Select the employee's name. • Under "Description of Position," include: <ul style="list-style-type: none"> ○ Grant-related duties performed (do not list job duties that are not under this grant), ○ Whether and how the position was prorated, and ○ The basis of computation for salary and fringe benefits.
Justification (maximum of 500 characters)	<ul style="list-style-type: none"> • Select the employee's name. • Under "Justification for Position," include: <ul style="list-style-type: none"> ○ How the position meets the purpose of SASP funding, ○ Assurance that the rate of compensation is approved by the Board of Directors or aligned with the locality compensation plan for similar positions in the geographic area that perform similar work, and ○ Assurance that the rate of compensation meets a living wage requirement.

Application Attachments	Attach a job description for each position for which funding is being requested in the Attachments section of the OGMS application.
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Example:

Description

SASP funding is requested to cover 50% of the salary and benefits 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. \$9,050 (total fringe benefits) x 50% = \$4525.

Justification

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

- 3. Consultants Form** (If consultants are not funded by this project, use \$0.00 on the budget grid.) Services provided by a third party, regardless of whether there is a contract in place, should go under the Consultants form (e.g., training facilitators, consulting firms, employment agencies, interpreters, translation services, property management, daycare providers, etc.) Supporting documentation (i.e., time sheets, invoices, evidence of completed deliverables) for consultants must be maintained onsite and made available upon request.

Do not include membership fees under the Consultants form. Membership fees must be placed in the Supplies and Other Expenses form.

Consultants Form Instructions	
Indicate if consultants are included in the budget – “Yes” or “No.”	If “Yes,” complete remainder of the form.
Consultant Rates	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.
Consultant Subsistence (lodging and meals) and Travel	Consultant subsistence and travel are generally not allowable unless it is necessary, reasonable, and justified. Reimbursable costs must adhere to the recipient's established travel policy.

Description (maximum of 500 characters)	<ul style="list-style-type: none"> • Select the name of the consultant. • Under “Description of Consultant’s Role,” include: <ul style="list-style-type: none"> ○ A description of the consultant’s role, ○ Each service contracted for, ○ The total budgeted amount for each service, and ○ A basis of computation for the requested amount.
Justification (maximum of 500 characters)	<ul style="list-style-type: none"> • Under “Justification for Use of Consultant,” include: <ul style="list-style-type: none"> ○ An explanation as to why a consultant is needed to perform the service, and ○ How use of the consultant meets the purpose of SASP funding. • Applicants are encouraged to attach supporting documentation to justify the request.

Example:

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 sexual assault victims per week to one hour of counseling during the grant period. (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.

4. Travel Form (If travel is not funded by this project, use \$0.00 on the budget grid.)

Grant funds may be used for mileage costs to assist grant staff or volunteers with meeting grant goals. Applicants must use the federal mileage reimbursement rate if they do not have a local travel policy. The federal mileage reimbursement rate can be found at this link: <https://www.gsa.gov/travel/plan-a-trip/transportation-airfare-rates-pov-rates-etc/private-owned-vehicle-pov-mileage-reimbursement?topnav=travel>.

The OGMS Travel form is for mileage only. Mileage is separated in OGMS because many programs have differing mileage rates for local and non-local mileage.

- *Local mileage* is travel within the immediate service area (satellite offices, court,

meetings, etc.).

- *Non-local mileage* is travel outside of the immediate service area (trainings, conferences, meetings, etc.).

Travel Form Instructions	
Indicate if travel (mileage) costs are included in the budget – “Yes” or “No.”	If “Yes,” under “Local Mileage” or “Non-local Mileage,” enter the number of miles and the mileage rate. Continue the form.
Description (maximum of 500 characters)	<ul style="list-style-type: none"> • Select the mileage being requested. • Under “Description of Mileage,” include: <ul style="list-style-type: none"> ○ A description of the requested mileage per each item, ○ A basis of computation for the requested amount, and ○ Whether the request is based on the federal/state travel policy or the applicant’s policy.
Justification (maximum of 500 characters)	<ul style="list-style-type: none"> • Under “Justification for Mileage,” include: <ul style="list-style-type: none"> ○ A description of how the expense meets the purpose of SASP funding and ○ If the applicant’s travel policy differs from the federal/state travel policy, provide the applicant’s policy as it relates to the request.

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 2025 statistics. A round-trip to our local hospital is 20 miles. 40 calls x 20 miles each= 800 miles. We reimburse mileage at the federal rate of 70 cents per mile. 800 miles x .70 = \$560. Mileage used by the SASP funded advocate is used exclusively for 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.

5. Subsistence and Other Travel Costs Form (If subsistence and other travel costs are not funded by this project, use \$0.00 on the budget grid.)

Grant funds may be used for subsistence and other travel costs to assist grant staff or

volunteers with meeting grant goals. Applicants must use federal travel rates if they do not have a local travel policy. Federal travel rates can be found at this link: <https://www.gsa.gov/travel?topnav=travel>.

Subsistence and Other Travel Costs Form Instructions	
Indicate if subsistence and other travel costs are included in the budget – “Yes” or “No.”	If “Yes,” complete the remainder of the form.
Other Travel Costs	<ul style="list-style-type: none"> Under “Other Travel Costs,” enter: <ul style="list-style-type: none"> The event title, The number of people attending, The number of trips with airfare, The airfare rate, and Other travel costs.
Description (maximum of 500 characters)	<ul style="list-style-type: none"> Select the event item being requested. Under “Description of Costs,” include: <ul style="list-style-type: none"> A description of the costs, A basis of computation for each cost, and Whether the request is based on the federal/state travel policy or the applicant’s policy.
Justification (maximum of 500 characters)	<ul style="list-style-type: none"> Under “Justification for Costs,” include: <ul style="list-style-type: none"> A description of how the expense meets the purpose of SASP funding and If the applicant’s travel policy differs from the federal/state travel policy, provide the applicant’s policy as it relates to the request.

Example:

Description

Agency requests airfare for our SASP funded advocate to attend the Victim Services Annual Conference, September 1–5, 2026, 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 \$100 because roughly 25% of the conference is focused on sexual assault while the other 75% is focused on other victimizations. $\$400 \times 25\% = \100 .

Justification

Attendance at this 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.

6. Equipment Form (If equipment is not funded by this project, use \$0.00 on the budget grid.)

Grant funds may be used to purchase equipment needed to carry out grant funded activities. Grant funded equipment must be tracked, managed, and disposed of in a manner consistent with the subrecipient's policies and the DOJ Grants Financial Guide (www.ojp.gov/funding/financialguidedojo/overview).

Upon award, applicants must adhere to the DOJ Grants Financial Guide property standards for grant funded equipment and maintain property records and an inventory of equipment and major supplies purchased with grant funds onsite and available upon request.

Equipment is considered tangible personal property, including information technology systems, having a useful life of more than one year and 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.

Equipment Form Instructions	
Indicate if equipment is included in the budget – "Yes" or "No."	If "Yes," complete the remainder of the form.
Description (maximum of 500 characters)	<ul style="list-style-type: none"> Select the equipment item being requested. Under "Description of Equipment," include: <ul style="list-style-type: none"> The basis of computation for the requested amount, Whether and how the item is prorated, An explanation of how the amount being requested is reasonable, and An explanation for how the cost of an item was determined (e.g., a quote from a vendor). Attach applicable documentation of estimated costs.
Justification (maximum of 500 characters)	<ul style="list-style-type: none"> Under "Justification for Equipment," include how the item is needed to carry out grant funded activities. If equipment is requested to replace outdated or "old" equipment, briefly describe why replacement is necessary and when the

	"old" equipment was acquired.
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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 the 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.

7. Supplies and Other Expenses Form (If supplies and other expenses are not funded by this project, use \$0.00 on the budget grid.)

Supplies are all other 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). Supplies and other expenses include, but are not limited to, the following:

- Office supplies
- Postage
- Training or conference registration
- Telephone services
- Cell phone services
- Equipment maintenance
- Internet provider contracts
- Membership fees
- Printing projects
- Copy machines, under \$5,000*
- Printers, under \$5,000*
- Computers for grant funded staff*
- Cell phones for grant funded staff*

All costs must be itemized within this category by major types (e.g., office supplies, equipment use fees [which must be supported by usage logs], printing, postage, telecommunications, etc.). If the item includes more than one component, identify subcomponents under "Description."

Membership fees should be requested under this category. Grant funds may support a maximum of three memberships per year. Memberships must be in the name of the organization, not an individual.

Computers purchased with DCJS grant funds must be equipped with updated anti-virus protection software. Applicants are encouraged to limit computer purchase requests to \$1,500 per workstation.

*All major supplies purchased with grant funds must be tracked on an inventory list.

Supplies and Other Expenses Form Instructions

Indicate if supplies and other expenses are included in the budget – “Yes” or “No.”	If “Yes,” complete the remainder of the form.
Description (maximum of 500 characters)	<ul style="list-style-type: none"> • Select the supply or item being requested. • Under “Description,” include: <ul style="list-style-type: none"> ○ An explanation of what the item is, ○ A basis of computation that explains how the total cost of the item was determined, and ○ Whether and how the item is prorated. • For membership fees, include the above listed requirements and the following: <ul style="list-style-type: none"> ○ A description of the organization or association, and ○ The membership rate.
Justification (maximum of 500 characters)	<ul style="list-style-type: none"> • Under “Justification,” include: <ul style="list-style-type: none"> ○ Why the item is needed to carry out grant funded activities, ○ Whether the item is replacing an older item, ○ The age of the older item, ○ An explanation as to why it must be replaced, and ○ An explanation of how the amount being requested is reasonable. • For membership fees, include the benefits the applicant will receive from the membership.

Example:

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 (total cost) x 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.

8. Indirect Costs Form (If indirect costs are not funded by this project, use \$0.00 on the budget grid.)

- Indirect costs are allowable under this grant program but not required.
- Indirect costs are costs of an organization that are not readily assignable to a particular project but are necessary to organization operation and project performance.
- Indirect costs are those that benefit more than one activity and are common or joint purpose costs. For example, costs of an office manager or receptionist position that answers general phone calls and greets clients are considered indirect costs.
- Requested indirect costs may only be used for allowable purposes. For example, the applicant cannot use indirect costs to support lobbying activities as lobbying is an unallowable cost under this grant program.
- Allowable indirect costs are based on direct expenditures in the grant budget.
- The salaries of administrative and clerical staff should generally be treated as indirect costs. Administrative and clerical staff salaries may be appropriate to include as direct costs only if all the following conditions are met:
 - a. Administrative or clerical services are integral to the grant project or activity.
 - b. Individuals involved can be specifically identified with the grant project or activity.
 - c. Such costs are explicitly included in the budget or have the prior written approval of the awarding agency.
 - d. The costs are not also recovered as indirect costs on the proposed project or other grant programs.

Requesting Indirect Costs	
Indicate if indirect costs are included in the budget – “Yes” or “No.”	If “Yes,” complete the remainder of this form.
Determine Indirect Cost Rate	<ul style="list-style-type: none"> • Determine the indirect cost rate that will be used for this grant program. Applicants have two rate options: <ol style="list-style-type: none"> 1. Negotiated Indirect Cost Rate Agreement (NICRA). Applicants using a NICRA must attach a copy of their current, signed, final, or provisional agreement to this OGMS form. 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. 2. De Minimis Rate

	<ul style="list-style-type: none"> ○ Applicants without a current NICRA may elect to use the de minimis rate of 15% or less. ○ Complete the OGMS de minimis rate certification. ○ This certification must be signed by the Project Administrator. <ul style="list-style-type: none"> ● If the applicant will use the de minimis rate, answer “Yes.” If the applicant will use a NICRA, answer “No.”
Direct Expenditures	Enter the amount of funds in the Application Budget per each category. <ul style="list-style-type: none"> ● Do not include anticipated indirect costs in this grid. ● Do not include matching funds in this grid. ● Save the form before continuing.
Expenditure Totals	Enter the indirect cost rate.
DCJS Funds	Enter the total allowable amount of indirect costs (or less if needed to fit into the budget) under federal funds.

Subrecipients who request reimbursement for indirect costs will include their reimbursement requests on quarterly claims. The amounts requested must be based on the actual Modified Total Direct Cost (MTDC) amount incurred each quarter, not including match. This amount will likely vary from quarter to quarter. The amount of indirect costs requested for reimbursement each quarter cannot be the total for the year divided by four.

For assistance determining the appropriate amount of indirect costs that may be claimed, subrecipients can use the MTDC Worksheet each quarter

(www.dcjs.virginia.gov/sites/dcjs.virginia.gov/files/MTDC%20Worksheet.xlsx).

Certifications in OGMS

Certifications		
	Who	Action Needed
General Conditions and Assurances	All applicants must complete this form.	It must be signed by the Project Administrator or their designee.
Lobbying and Debarment Certification	All applicants must complete this form.	It must be signed by the Project Administrator or their designee.

SAM Registration	All applicants must complete this form.	Upload proof of SAM registration with the Unique Entity Identifier (UEI) number and a non-expired expiration date.
Non-Supplantation	All applicants must complete this form.	It must be signed by the Project Administrator or their designee.
Civil Rights Certification of Compliance	All applicants must complete this form.	<ul style="list-style-type: none"> • The Project Administrator must certify that they have viewed the civil rights training offered by the Office for Civil Rights (OCR) and that they will ensure all grant funded staff will be trained to understand their responsibilities as outlined in the OCR training. • A link to the OCR training is attached to the certification form. All applicants should select “Yes” on the “Project Director Certification” in OGMS and complete the form with their information. • The Project Administrator must select whether the applicant agency falls under Equal Employment Opportunity Plan (EEOP) Certification A or Certification B. • Awarded applicants that fall under EEOP Certification B must have an EEOP on file and provide it to DCJS upon request. • All applicants should select “Yes” on the “Project Administrator Certification” in OGMS and complete the form.
Authority Certification	All applicants must complete this form.	It must be signed by the Project Administrator or their designee.

Attachments in OGMS

Upload the following attachments in OGMS, if required.		
	When is it required?	Details
Letter Designating Signing Authority	If someone other than the specified individual signs any of the certifications in the application, a letter designating signing authority is required.	The letter must meet the following conditions: <ul style="list-style-type: none"> • On official organization letterhead, • Include an effective date, • List applicable grant numbers or application titles, and • Include the contact information of the person being granted signatory authority.
Job Descriptions	Applicants seeking funding under "Personnel" must attach job descriptions for each staff for which they are requesting funding.	Position titles on the job description must correspond to the Personnel form.
Acknowledgement of Notice of Statutory Requirement to Comply with the Confidentiality and Privacy Provisions and the Violence Against Women Act	All applicants must submit this form, which can be found through this link: https://www.justice.gov/ovw/media/384316/dl?inline	It must be signed by the Project Administrator or their designee.

Fund Requests and Grant Reporting Requirements

Failure to comply with grant reporting requirements in a timely manner may result in DCJS withholding disbursement of grant funds and/or termination of the award. DCJS will provide grant reporting requirements at the time of grant award. Listed below are the anticipated requirements.

Disbursement of Funds

- Disbursement of funds will occur on a cost-reimbursement basis for actual funds expended through a “claim” process.
- Actual expenditures must be reported quarterly and invoiced pursuant to approved line-item budget categories in the approved grant application.
- Subgrantees will only be reimbursed for costs that have been incurred within the grant period, and which are reported on the detail of expenditures (financial report).
- Grant funds, including matching funds, may only be expended and/or obligated during the grant period.
- A final claim for all obligations must be submitted within 45 days after the end of the grant period unless the 4th quarter claim is marked final by the subgrantee.
- Claims and financial reports must be submitted through OGMS.

Financial Reports (referred to as “Claims and Detail of Expenditures” in OGMS)

Grant recipients must submit quarterly financial reports in OGMS. Included with financial reports, subrecipients must submit a Claim Certification Form in OGMS. The Claim Certification Form includes a place to report program income. Program income is defined as any income earned as a result of grant funded activities. Subrecipients must use program income to offset total allowable costs of the grant project, thus reducing the federal award and non-federal entity contributions. See the DOJ Grants Financial Guide (www.ojp.gov/funding/financialguidedojo/overview) for more information on program income.

All grant recipients are required to complete financial reports by the 15th of the month after the close of each quarter. If that date falls on a weekend or state-recognized holiday, the reports are due on the next business day.

Projected Financial Report Due Dates for Calendar Year 2026 Grants

Reporting Period	Report Due Date
1 st Quarter, Jan. – March	April 15
2 nd Quarter, April – June	July 15
3 rd Quarter, July – Sept.	October 15
4 th Quarter, Oct. – Dec.	January 15

Progress reports (referred to as “Status Reports” in OGMS)

Grant recipients must submit **quarterly status reports** through OGMS. If the status report due date falls on a weekend or state-recognized holiday, the reports are due on the next business day. Through quarterly status reports, grant recipients will provide a narrative describing the work done each quarter using SASP funds. Recipients will also report the total number of victims assisted during the reporting period and describe challenges implementing the SASP grant project.

Projected Quarterly Status Report Due Dates for Calendar Year 2026 Grants

Reporting Period	Report Due Date
1 st Quarter, Jan. – March	April 15
2 nd Quarter, April – June	July 15
3 rd Quarter, July – Sept.	October 15

4 th Quarter, Oct. – Dec.	January 15
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Grant recipients must also submit **one annual status report**. Grant recipients must use an Office on Violence Against Women on-line subgrantee reporting system called *VAWA MEI IMPACT Tool for Subgrantee Reporting*. 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.

The annual report details how funds were used over the whole grant period. Grant recipients will report the following: number of staff funded by the grant; number of primary and secondary victims served; number of victims served in each victim service category; number of materials developed and distributed using SASP funding, including whether materials were translated into other languages; demographic information about victims served; number of victims who received SASP Program-funded services for multiple victimizations; whether any victims seeking services were unserved and the reasons why they went unserved; and barriers or challenges providing SASP funded services. Additionally, recipients will report the most significant areas of remaining need regarding improving services to victims, increasing victims' safety, and enhancing community response. For a full list of questions asked in the reporting system, please visit this link: https://www.vawamei.org/wp-content/uploads/2018/01/SASP-Subgrantee-2025-Instructions_1.27.25.pdf

Projected Annual Status Report Due Date for Calendar Year 2026 Grants

Reporting Period	Report Due Date
Annual	January 15, 2027

Submit Application

Submit applications and required attachments through OGMS by 12:00 pm on Thursday, October 16, 2025. After such time, OGMS will no longer permit applications to be submitted.

For technical issues and questions regarding OGMS, email ogmssupport@dcjs.virginia.gov, including the grant name and application number, or visit OGMS Training & Resources at www.dcjs.virginia.gov/grants/ogms-training-resources.

DCJS staff are available to provide technical assistance and support during the application process via email at andi.martin@dcjs.virginia.gov. Please copy your grant monitor to ensure a timely reply.