



Sexual Assault Services Program (SASP)

Program Guidelines and Application Procedures
Sexual Assault Services Program, Fall 2024
Grant Period (9/1/2024 – 8/31/2025)

Application Due Date:
Tuesday, July 9, 2024, 12:00 pm (noon)

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

Issued June 25, 2024

Table of Contents

I. Introduction	3
A. Grant Period	3
B. Purpose.....	3
C. Eligibility	4
II. Available Funding, Program Requirements, Restrictions on Funding, Reporting, Disbursement of Funds, and Match	5
A. Available Funding.....	5
B. Match Requirement.....	5
C. Program Requirements.....	5
D. Restrictions on Funding (Allowable and Unallowable Costs).....	5
E. Financial and Progress Reporting	7
F. Disbursement of Funds	7
III. Deadline, Grant Application Technical Assistance, Review Process	8
A. Deadline	8
B. Grant Application Technical Assistance.....	8
C. Grant Application Review Process	8
IV. Application Forms and Instructions.....	8
A. Face Sheet	9
B. SASP Project Description Form	10
C. Budget	10
D. Itemized Budget Forms.....	15
E. Non-Supplanting	15
F. General Conditions & Assurances	16
G. Department of Justice Certifications.....	16
H. Civil Rights Certification of Compliance	16
I. Lobbying and Debarment Certification	16
J. SAM Registration	16
K. Attachments	16
L. Authority Certification.....	17

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 Office on Violence Against Women and Department of Justice Grants Financial Guide.

A. Grant Period

The grant period for subawards made under these guidelines is September 1, 2024, through August 31, 2025. For purposes of this solicitation, applicants must submit one budget that will be used for the 12-month grant period.

B. Purpose

The Sexual Assault Services Formula Grant Program (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 U.S. Department of Justice Office on Violence Against Women (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.

The Virginia Department of Criminal Justice Services (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
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

For this funding opportunity, eligibility is limited to organizations that propose to provide services to victims of sexual assault in a portion of the 12-county area of Southside Virginia. This includes the counties of Amelia, Brunswick, Buckingham, Charlotte, Cumberland, Dinwiddie, Halifax, Lunenburg, Mecklenburg, Nottoway, Powhatan, and/or Prince Edward.

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 within the 12-county area 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. Where appropriate, all applicants must hold current professional and state licenses and certifications.
9. Must have current SAM registration and Unique Entity Identifier (UEI) number.

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 are the Commonwealth of Virginia’s 2022 federal SASP award, Assistance Listing number 16.017.

DCJS anticipates awarding one (1) project for up to \$80,858, which is the total amount available for expenditure during the grant period.

B. Match Requirement

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

C. 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)

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

[Equal Employment Opportunity Plans](#)

[Department of Justice Grants Financial Guide](#)

[SASP Grant Award Conditions](#)

D. 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., 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.
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.

Unallowable Costs and 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, seeking an order for protection).
6. Policies that require the victim to report the sexual assault to law enforcement.

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. Domestic violence services unrelated to sexual violence
8. Lobbying
9. Trinkets or give-away items, (e.g., key chains, pop sockets, flashlights, whistles, chip clips, t-shirts, canvas bags)
10. Fundraising
11. Purchase of real property
12. Construction
13. Physical modifications to buildings, including minor renovations (such as painting or carpeting)

E. 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 claims (financial reports and reimbursement) and status reports.

Required reports include:

1. Quarterly claims, which include a detail of expenditures (financial report) and reimbursement request.

Projected Quarterly Claim and Financial Report Due Dates*

1 st Quarter, Sept. – Nov.	December 15, 2024
2 nd Quarter, Dec. – Feb.	March 15, 2025
3 rd Quarter, March – May	June 15, 2025
4 th Quarter, June – August	September 15, 2025

*If a due date falls on a holiday or weekend, the report is due the next business day.

2. Status reports describing activities supported with SASP funds must be entered into OGMS and the Violence Against Women Act (VAWA) on-line reporting system. Status reports cover activities provided during calendar years 2024 and 2025.

Projected Status Report Due Dates*

September – December, 2024	January 15, 2025
January – August, 2025	September 15, 2025

*If a due date falls on a holiday or weekend, the report is due the next business day.

F. 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. All obligations must be fulfilled no later than 45 days after the end of the grant period.

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

A. Deadline

Applications must be entered into [OGMS \(https://ogms.dcjs.virginia.gov\)](https://ogms.dcjs.virginia.gov) by **Tuesday, July 9, 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, please see the DCJS OGMS Training & Resources web page <https://www.dcjs.virginia.gov/grants/ogms-training-resources>. Direct questions to SASP Grant Coordinator, Andi Martin, at andi.martin@dcjs.virginia.gov. Please allow two business days to receive a reply.

C. Grant Application Review Process

Applications will be reviewed by DCJS staff who will determine whether the following criteria are met:

1. Applicant is eligible for SASP funding (see Eligibility in Section I, C).
2. Proposed project activities are SASP eligible.
3. All items listed in the budget are allowable under the SASP grant.
4. All items listed in the budget include a basis of computation.
5. All items listed in the budget include justifications that explain why the item is necessary to the proposed project.
6. All items listed in the budget have indications as to whether the item is used exclusively for the proposed SASP project.
7. Items that are not used exclusively for the SASP project are prorated.
8. The applicant included all required attachments. See Section K.

The Executive Committee of the Criminal Justice Services Board (CJSB) is expected to make final grant award decisions at its meeting in July 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. DCJS may amend budgets based on a review of unallowable and/or unreasonable costs. 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 individual who will be submitting the application has 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 # 532927, *Sexual Assault Services Program Fall 2024*
4. Select *Start New Application*
5. Under *Application Title*, enter “SASP, GRANT PERIOD” followed by the name of your organization. For example, “SASP, CY 2024, 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 “new.”

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 this 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. 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.

Note: Appropriate internal controls necessitate that the Project Director, Project Administrator and Finance Officer are different people.

B. SASP Project Description Form

Complete a SASP Project Description form. 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 the 12-month grant period that is no more than \$80,858, 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 and does not exceed \$80,858.

Funds from Other Sources: If the proposed project will generate project income, enter the anticipated amount of project income that will be earned.

D. Itemized Budget Forms

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. 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. 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 to 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 identify the funding source for the budgetary items. Allocate all expenses under federal funds.

1. Personnel Itemized Budget Form

If the applicant is seeking funds for personnel, complete all required sections on this form including a position Description and Justification. Salary and fringe benefits may only be requested for individuals working in the grant program during the grant period.

Under **Description**, describe grant-related duties performed. To be eligible for SASP grant funding, proposed positions must provide or facilitate the provision of direct services to victims of sexual assault only. 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. Attach a job description for each position for which funding is being requested.

Under **Justification**, provide assurance that the wages are reasonable given the complexity of work, consistent with the applicant’s staff compensation plan, and meet a living wage for one adult as defined by United for ALICE. To determine the living wage requirement amount, visit <https://www.unitedforalice.org/state-overview/virginia>, select “Household Survival Budget,” and select the county or city in which the applicant main office is located. Note the hourly, monthly, or annual salary for one adult. It is also acceptable to use the average of all counties in the service area in lieu of the applicant’s main office. Under **Justification** state what the living wage requirement is and note whether funds for the requested wages meet or exceed that amount.

2. Fringe Benefits

Applicants can add requests for fringe benefits per grant funded staff member. Fringe benefits should be prorated based on time spent on the grant. Using the example above, the applicant may request up to 50% of John’s fringe benefit costs.

Example

Description

SASP funding is requested to cover 50% of the salary for Counselor, John Doe. John is full-time (40 hours/week) and provides counseling services to victims of sexual assault and domestic violence. SASP funding will support John’s work with sexual assault victims only. \$60,000 (total annual salary) x 50% = \$30,000.

Justification

John’s salary is consistent with similar positions in the surrounding area and the organization’s compensation plan. According to United for ALICE, living wage for our service area is \$32,000. This salary exceeds that.

3. Consultants

If the applicant is seeking funds for consultants, complete all required sections on this form including a consultant description and justification. 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.

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.

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.

4. Travel Form

If the applicant is seeking funds for mileage, complete all required sections on this form including a description and justification for all mileage. 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. If the applicant does not have an established local travel policy, then the applicant must adhere to federal/state travel policy. 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.** Refer to the following U.S. General Services Administration (GSA) website for the most current travel rates and policies: [Privately Owned Vehicle \(POV\) Mileage Reimbursement Rates | GSA.](#)

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.).

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. 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.

5. Subsistence/Other Travel Costs Form

If the applicant is seeking funds for other travel expenses, complete all required sections on this form including a description and justification for all line items. Travel reimbursement must be for SASP funded staff or volunteers providing sexual assault services. If the applicant does not have an established local travel policy, then the applicant must adhere to federal/state travel policy. 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. Refer to the following U.S. General Services Administration (GSA) website for the most current travel rates and policies: [Per Diem Rates | GSA](#).

Example

Description

Agency requests airfare for our SASP funded advocate to attend the Acme Sexual Assault Services Annual Conference, September 1–5, 2024, 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.

6. Equipment Form (items \$5,000 per unit and greater)

If the applicant is seeking funds for equipment, complete all required sections on this form including a description and justification for all line items.

Equipment is defined in the federal [Department of Justice Grants Financial Guide](#) as “tangible personal property (including information technology systems) having a useful life of more than

1 year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-federal entity for financial statement purposes, or \$5,000.”

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) \times 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.

7. Supplies and Other Expenses Form

If the applicant is seeking funds for supplies and other expenses, complete all required sections on this form including a description and justification for all line items.

Supplies are defined in the [Department of Justice Grants Financial Guide](#) as “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).”

SASP funds may not be used to purchase cell phones, computers, security cameras and similar items for victims’ personal use.

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. The applicant must explain how the item was prorated. Note: computers that are purchased with grant funds must be equipped with updated anti-virus protection software.

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. 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) \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.

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 2022 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.

8. Indirect Costs Form

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. Directions for calculating indirect costs are on the OGMS Indirect Cost form. The allowable amount calculated does not need to be prorated. Applicants that intend to charge indirect costs through the use of a negotiated indirect cost rate must have a current, signed, federally approved indirect cost rate agreement and must attach a copy of the agreement in this section in OGMS. State, local, and tribal governments that have never received a federally approved indirect cost rate and receive less than \$35 million in direct federal funding per year may elect to charge a de minimis rate of 10% of modified total direct costs, which may be used indefinitely.

E. Non-Supplanting

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

F. General Conditions and Assurances

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

G. Department of Justice Certifications

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

H. Civil Rights Certification of Compliance

The Civil Rights Certification of Compliance is applicable to all projects under this funding opportunity. All applicants should select “Yes” on the Certification of Compliance in OGMS.

The Project Director 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 then complete the form with their information.

The Project Administrator must select whether the applicant agency falls under Equal Employment Opportunity Plan (EEO) Certification A or Certification B. Awarded applicants that fall under EEO Certification B must have an EEO on file and provide it to DCJS upon request. All applicants should select “Yes” on the Project Administrator Certification in OGMS and then complete the form.

I. Lobbying and Debarment Certification

All applicants must complete this form. It must be signed by the Project Administrator.

J. 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.

K. Attachments

1. 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.
2. 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.
3. Non-profit applicants must attach a letter from the Internal Revenue Service designating 501(c) (3) status.
4. Applicants must attach a letter from the Project Administrator designating signing authority if someone signs on their behalf in any section of the application. The letter must be on agency letterhead, specify this funding opportunity (SASP #532927), and include the contact information for the person granted signing authority.

If the applicant is seeking indirect costs using a negotiated indirect cost rate agreement, the applicant must attach a copy of the agreement under the indirect costs section of the application.

L. 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 can be uploaded to the Attachments component in this funding opportunity.

REMINDERS:

1. Applications must be submitted by Tuesday, July 9, 2024, 12:00 pm (noon).
2. Direct questions to SASP Grant Administrator, Andi Martin, at andi.martin@dcjs.virginia.gov. Please allow for two business days to receive a reply.