



# **Sexual Assault Services Program (SASP)**

Program Guidelines and Application Procedures  
State Calendar Year 2020

*Application Due Date*

***Tuesday, August 6, 2019, 5:00pm***

Virginia Department of Criminal Justice Services  
1100 Bank Street, Richmond, Virginia 23219  
[www.dcjs.virginia.gov](http://www.dcjs.virginia.gov)

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## **I. Introduction and 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 state when developing implementation strategies. As a result, and in accordance with grant requirements, Virginia's SASP Grant Program emphasizes the maintenance, expansion, and establishment of sexual assault services, including direct intervention, core services, and related assistance to adult, youth, and child victims of sexual assault. Additionally, funds provided through SASP are designed to supplement other funding sources directed at addressing sexual assault.

The purpose of SASP is to provide intervention, advocacy, accompaniment (e.g., court, medical facilities, police departments), support services, and related assistance to:

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

## **II. Priority Areas**

The Office on Violence Against Women (OVW) has identified the following priority areas for funding:

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

For the purpose of this funding opportunity, grant applicants with proposed projects that address one or more of these priority areas are eligible to apply. DCJS will prioritize proposed projects that increase support to underserved populations and to proposed projects that did not receive funding under the Victim Services Grant Program (VSGP) FY2021 award.

## **III. Allowable and Unallowable Costs**

- A. **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. 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; and
6. Development and distribution of materials on issues related to the services described above.

**B. Unallowable Activities:** Promoting victim safety and recovery are guiding principles of SASP. In accordance with federal grant prohibitions, applicants may not propose projects or activities that may compromise victim safety, such as the following. 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 or the culturally specific population to be served;
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); and
6. Policies that require the victim to report the sexual assault to law enforcement.

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

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. Fundraising
10. Purchase of real property
11. Construction

12. Physical modifications to buildings, including minor renovations (such as painting or carpeting)

#### IV. SASP Eligibility, Program Requirements, Due Dates, and Other Information

##### A. Available Funding

The total amount available for expenditures during CY 2020 is \$524,035. Grants will be awarded through a competitive grant process.

**The maximum award per applicant agency is \$25,000.00. Applicants should keep requests at or under \$25,000.00. Applications exceeding \$25,000.00 will not be considered.**

The grant period for awards made under these guidelines is for a one-year period, beginning **January 1, 2020, and extending through December 31, 2020.**

This grant program is supported by federal Sexual Assault Services Formula Grant Program (SASP) funds, through the Department of Justice, Office on Violence Against Women. The SASP grant awards for this grant period are the Commonwealth of Virginia's 2017 and 2019 Federal SASP awards, CFDA number 16.017.

##### B. Eligibility

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 are eligible.

*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).*

State agencies and statewide entities are not eligible.

The Violence Against Women Reauthorization Act of 2013 added a new civil rights provision that applies to all Office on Violence Against Women (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 prohibition, 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.

Additionally, SASP funded subgrantees may not deny services based on age and they must:

1. 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.
2. Provide services to crime victims at no charge.
3. Maintain confidentiality of victim information.

4. Comply with DCJS requirements and provide statistical and programmatic information as required.
5. Provide services as defined by DCJS and/or the federal Office on Violence Against Women.
6. Be in good standing with all state and federal agencies with which they have had an existing grant or contractual relationship. Where appropriate, all applicants must hold current professional and state licenses and certifications.
7. Have a current Data Universal Numbering System (DUNS) number.
8. Provide proof of registration with the System for Award Management (SAM), formerly the Central Contractor Registration (CCR).

### **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:

[Civil Rights](#)

[Nondiscrimination](#)

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

[Equal Opportunity Plans](#)

[Department of Justice Financial Guide](#)

No current recipient of funding will be considered for continuation funding if, as of the grant application due date, any of the required Financial and Progress reports for the current grant are more than 30 days overdue. For good cause, submitted in writing, DCJS may waive this provision.

### **D. Financial and Progress Reporting**

DCJS requires online submission of financial and progress reports into the Grants Management Information System (GMIS); therefore, all recipients of grant funding must have access to the Internet for reporting purposes. Additional information about the on-line reporting system can be found on the DCJS website at: <https://www.dcjs.virginia.gov/grants/gmis-online>.

All SASP grant-supported programs will be required to complete and submit in GMIS:

1. Quarterly Financial Reports (until expenditures are finalized), and
2. A Progress Report for the 12-month period, describing activities supported with these funds, due by January 31, 2021. OVW requires grant recipients to use their Annual Progress Report Form. Additional information is available here: <http://muskie.usm.maine.edu/vawamei/saspformulaform.htm>.

### **E. Disbursement of Funds**

Disbursement of funds will occur on a cost reimbursement basis for actual funds expended. Actual expenditures should be reported quarterly and invoiced pursuant to approved line item budget categories in the grant award package. Grantees will only be reimbursed for costs that have been incurred within the grant period. Grant funds may only be expended and/or obligated

during the grant period. All obligations must be fulfilled no later than 90 days after the end of the grant period. Requests for reimbursement shall be submitted through DCJS GMIS.

#### **F. Matching Funds**

Grant applicants are not required to provide matching funds.

#### **G. Deadline**

**Applications must be received by DCJS by 5:00 p.m. on Tuesday, August 6, 2019**, and must be submitted electronically. Applications must be submitted using the format and forms that are referenced in these guidelines. Please do not alter the forms. The complete DCJS Grant Application must have an email time stamp of no later than 5:00 p.m. on Tuesday, August 6, 2019. **Applications received after the deadline will not be considered unless technical issues with the submission are documented by the applicant and accepted by DCJS.**

#### **H. Grant Application Training and Technical Assistance**

To aid applicants in their grant application preparation, DCJS will be facilitating a webinar training. The webinar training is scheduled for **Friday, July 19, 2019 from 10-11 am**. Registration for the webinar is available [here](#).

Please have a copy of the guidelines available during the webinar training. The grant application guidelines and all attachments are available at: <http://www.dcjs.virginia.gov>.

For additional information and assistance, email: [andi.martin@dcjs.virginia.gov](mailto:andi.martin@dcjs.virginia.gov).

#### **I. Grant Application Review Process**

This is a competitive grant application process. External/Non-DCJS staff and DCJS staff will rate each application based on information provided, and the clarity, substance, and strength of the request made for funding. Reviewers may consider past performance, geographic location, budget justification, cost effectiveness of proposed projects, and the availability of funds. Reviewers will prioritize projects that focus primarily on direct services for victims of sexual assault. DCJS may amend budgets based on a review of unallowable and/or unreasonable costs, and the availability of funds.

Each application can earn a weighted score of 40 points, and a maximum total score, including bonus points, of 60 points. The primary grant program elements are evaluated based on ratings of Excellent, Acceptable, Marginal, or Unacceptable. The weighted rating points that can be awarded for each primary grant program element are:

Itemized Budget (30%)	0-12 points
Budget Narrative (40%)	0-16 points
Project Description (30%)	0-12 points

#### **Bonus Points:**

The proposed project increases support to underserved populations.	10 bonus points
The proposed project is a current CY 2019 SASP funded project for which VSGP funding was not awarded.	10 bonus points

The Grants Committee of the Criminal Justice Services Board (CJSB) will review grant application scores and recommendations and make funding recommendations to the CJSB. **The CJSB will make final grant award decisions at its meeting on October 10, 2019.**

DCJS Office of Grants Management in the Division of Finance and Administration 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.

## V. Application Guidelines and Forms

Applicants for SASP funding must complete:

1. Grant Application Cover Sheet for CY2020 (Attachment 1)
2. Itemized Budget for CY2020 (Attachment 2)
3. Budget Narrative Template CY2020 (Attachment 3)
4. Project Description Form CY2020 (Attachment 4)
5. Required Forms and Attachments
  - a. U.S. Department of Justice Certifications (Attachment 5A)
  - b. Certification of Compliance with Regulations (Civil Rights) (Attachment 5B)
6. Required Forms if Requesting Indirect Costs
  - a. DCJS MTDC Worksheet (Attachment 6A)
  - b. Certification of De Minimis Indirect Cost Rate Form (Attachment 6B)
  - OR*
  - c. Copy of Approved Indirect Cost Rate Agreement (*labeled Attachment 6C*)
7. Additional Attachments
  - a. If your SASP request is to fund the salary and benefits of staff, attach a job description(s) for those staff and label as **Attachment 7**. The job description(s) should match the information provided in the Itemized Budget and Budget Narrative.
  - b. For all nonprofit organization applicants, attach an Internal Revenue Service 501(c)(3) letter and label it **Attachment 8**.
  - c. Proof of SAM Registration labeled **Attachment 9**.

### Example of File Naming Convention

Nelsonville Crisis Center (NCC) is applying for a grant and should email the following files:

- Grant Cover Page: **NelsonvilleCCCoverPages.pdf**
- Itemized Budget: **NelsonvilleCCItemizedBudgets.pdf**
- Budget Narrative: **NelsonvilleCCBudgetNarratives.pdf**
- Project Description: **NelsonvilleCCProjectDescriptions.pdf**
- Remaining Attachments: **NelsonvilleCCAttachments.pdf**



## A. GRANT APPLICATION COVERSHEET (Attachment 1)

Complete Grant Application Coversheet for calendar year 2020. Use of the Grant Application Coversheet template form is required. Complete the following items:

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

**Applicant:** Official name of organization applying for the grant.

**Faith-Based Organization:** Check the box indicating whether or not your program is a faith-based organization.

**Federal ID Number:** List your locality/agency federal identification number.

**Best Practice:** Not applicable to this grant program.

**Jurisdiction(s):** List all localities to be served and include zip code plus 4 digit code.

**Program Title:** Indicate program title, i.e. "First County Victim Outreach Program."

**Certified Crime Prevention Community:** Not applicable to this grant program.

**DUNS Number:** Provide the Data Universal Numbering (DUNS) Number. A DUNS number is a unique nine-character identification number provided by Dun & Bradstreet. If you do not have a DUNS number, please go the website <http://fedgov.dnb.com/webform>.

**Rural, Urban or Suburban:** Check the box that best describes the applicant service area.

**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, including the provision of the required match. This **must** be the president of the Board of Directors of a nonprofit organization; 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.

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

*Be sure to provide email addresses and phone numbers for each of the three people listed above. Also provide the zip code plus 4 digit code for each person.*

**Signature of Project Administrator:** This field must be completed with an actual signature, not a typed name.

**Brief Project Description:** Provide a short description of the project. The description **must include an estimate of the total number of victims** to receive program services during the calendar year and a brief summary of services to be provided.

**Project Budget Summary:** The Budget Summary provides total figures from budget categories. These figures should match the Itemized Budget sheets.

## B. ITEMIZED BUDGET (Attachment 2)

Complete an itemized budget for calendar year 2020. Use of the provided Itemized Budget template form is required. Enter the applicant agency's name on line 2. Itemize all budget amounts and place in the appropriate category for each line item. Round all figures to the nearest

dollar. Indicate whether a line item is a current SASP funded item or whether the request was previously denied in the VSGP grant process.

See the following sections for detailed descriptions of each budget category.

### **C. BUDGET NARRATIVE (Attachment 3)**

Complete a budget narrative for calendar year 2020. Use of the Budget Narrative template form is required. Budget narratives must explain the reasons for each requested budget item and how requested amounts were determined. A line-item budget narrative is required and must correspond directly with the itemized budgets. See the following sections for detailed descriptions of each budget category.

**Note:** Applicants must provide clear documentation that the personnel and items requested are for the exclusive use of the SASP-funded project. Grant funds cannot support the entire cost of an item that is not used exclusively for sexual assault related activities; however, grant funds can support a pro-rated share of such an item.

#### **Budget Category Descriptions**

##### **1. Personnel**

List each position by title (and name of employee, if available). Column 4, “Total Salary Amount Requested from Grant” refers to grant-funded salary amounts requested from the grant (do not include fringe benefits here). Show the annual and hourly salary rates for the employee, and the hours to be devoted to the project by the employee. Typically, full-time employees work 2,080 hours annually.

The position description should describe grant-related duties performed. Additionally, please indicate in position description whether this position is a current and filled position, a current yet un-filled position, or a new, proposed position. Indicate each type of benefit included and the total cost to employees assigned to the project.

The justification should explain how the position is essential and allowable under the SASP Grant Guidelines. Applicants must justify all requested salaries. Justification may include documentation demonstrating that requested salaries are consistent with salaries paid to other positions with similar responsibilities, within the program, or at other organizations in the service area. All requested amounts must be reasonable given the complexity of work, and consistent with the applicant’s staff compensation plan.

The total fringe should only reflect what you are requesting from the grant. If you are requesting funds to support salary or benefits for a position, you must include a job description in your attachments.

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

##### **2. Consultants**

List each type of consultant or service, the proposed hourly fee rate, the amount of time to be devoted to such services, and the total cost requested. Document how the use of outside

consultants will significantly enhance project effectiveness and that consultant use is cost effective. For Individual Consultants: the rate may not exceed \$650.00 per day (\$81.25 per hour).

For organizations performing professional services, including professional associations and educational institutions, indicate the type of services being performed and estimated hourly contract price.

***Travel and Subsistence for Consultants:*** Reasonable expenses may be reimbursed.

### 3. **Travel**

Itemize total travel expenses of project personnel by local mileage, non-local mileage, and subsistence (food and lodging). 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. Refer to the following U.S. General Services Administration (GSA) and Virginia Department of Accounts (DOA) websites for the most current travel rates and policies:

[www.gsa.gov/travel/plan-book/per-diem-rates](http://www.gsa.gov/travel/plan-book/per-diem-rates)  
[www.doa.virginia.gov/](http://www.doa.virginia.gov/)

Clearly explain the basis for all calculations. Justify travel by explaining why costs are necessary and essential to providing direct services to victims of sexual assault, or by documenting that grant funds will be used exclusively for developing the skills of direct service providers so that they are better able to offer quality services to victims of sexual assault.

The mileage/travel reimbursement must be for personnel supported by the SASP grant. However, advocates who are volunteers for the organization can receive travel reimbursement if they are providing support to a victim of sexual violence.

If funding is available, DCJS will consider requests to support attendance at appropriate national training conferences. Applicants must document that the requested training is needed and is unavailable within the state. **Registration fee expenses** should be detailed in the “Supplies and Other Expenses” category. DCJS may approve requests for funds to support out-of-state travel, or airfares to attend training conferences, with adequate justification. Applicants should demonstrate that attendance is cost effective and will facilitate essential improvements in service delivery.

**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.). Include a description for each request and justify why the request is necessary.

### 4. **Equipment**

According to the Department of Justice’s Financial Guide, “equipment means tangible personal property (including information technology systems) having 1) a useful life of more than one year and 2) a per-unit acquisition cost of \$5,000 or greater.”

Each major item to be purchased must be listed separately with unit cost. List each item to be leased or rented with the cost associated with the lease or rental. Justify equipment expenses by documenting that items will enhance direct services to crime victims. Grant funds cannot support the entire cost of an item that is not used exclusively for sexual assault victim related activities; however, grant funds can support a pro-rated share of such an item.

Any equipment requests must include a written estimate of cost and local contract guidelines, if necessary. Applicants must document the necessity and cost effectiveness of requested expenditures.

When deciding whether an item is equipment or a supply, note this distinction: *Supplies are a current asset. Equipment is a long-term asset. Current assets are those assets used up within a year (more or less), while long-term assets are used over several years.*

Due to the limited amount of SASP funds available, equipment requests will be closely scrutinized. Unless the equipment is **integral** to the success of the SASP-supported project, funding in this category may not be awarded.

## 5. Supplies and other Expenses

All costs should be itemized within this category by specific types (e.g., office supplies, equipment use fees, printing, photocopying, postage, brochures, books and other victim-related materials).

For each itemized cost, show the basis for computation (“x” dollars per month for office supplies; “y” dollars per person for training materials; telephone - long distance at “z” dollars per month, etc.). Additionally, the rationale used to determine the basis for each computation should be explained, as appropriate (e.g., the photocopying cost estimate was determined based on factors including X crime and Y court caseload statistics generating Z anticipated number of copies).

Applicants should document actual expenses for each line item requested when possible (for example: “Last year we spent \$400 on postage. For CY 2020, we anticipate spending \$475, due to stamp rate increase.”)

## 6. Indirect Costs

**Defining Indirect Costs:** 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.

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.*

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 of 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; *AND*
4. The costs are not also recovered as indirect costs.

**Requesting Indirect Costs:** Requesting indirect costs is optional. Applicants do not have to request indirect costs, but it is allowable. To calculate indirect costs, applicants must first determine the Modified Total Direct Costs (MTDC) amount of the project budget. Indirect costs that can be requested are not based on the entire project budget, but on the MTDC amount. Applicants are not required to describe or itemize what is included in the indirect costs.

Applicants have two options when requesting Indirect Costs: using a **formal Indirect Cost Rate Agreement (ICRA)** or using a *de minimis rate*. These two options are outlined below.

**1. Indirect Cost Rate Agreement (ICRA)**

- This is a formal rate agreement that an organization has applied for and received from the federal cognizant agency (DCJS does not approve ICRA's)
- Organizations will have a letter or other documentation that lists the federally-negotiated rate
- The rate in the ICRA must be accepted, unless otherwise specified by federal awarding agency
- Applicants can request the percentage (as outlined in the ICRA) of the Modified Total Direct Costs (MTDC) of their budget for indirect costs

**2. De Minimis Rate**

- This can be used by organizations that have never had a federally-approved Indirect Cost Rate Agreement
- Can use a rate of up to 10 percent of the Modified Total Direct Costs (MTDC) of their budget for indirect costs

Use the “**MTDC Worksheet**” to calculate the MTDC amount. The Worksheet will also calculate the amount of indirect costs that can be requested.

If Indirect Costs are requested, applicants must submit two additional documents with the grant application:

1. MTDC Excel Worksheet (**Attachment 6A**) *AND*
2. Certification of De Minimis Indirect Cost Rate form (**Attachment 6B**) *OR* a copy of the applicant’s Indirect Cost Rate Agreement letter/documentation (If this document is provided in your grant application, please label it **Attachment 6C**)

**Additional Indirect Costs Reporting Requirements:** For organizations that request and receive Indirect Costs, the MTDC Worksheet must be completed each quarter, based on actual expenses. The MTDC Worksheet should be emailed to [grantsmgmt@dcjs.virginia.gov](mailto:grantsmgmt@dcjs.virginia.gov) each quarter.

The actual MTDC amount will determine the amount of Indirect Costs to be reimbursed for that quarter. In other words, the amount of Indirect Costs reimbursed will likely vary from quarter to quarter. The amount of Indirect Costs requested for reimbursement each quarter cannot simply be the total for the year divided by four; the amount must be based on actual MTDC amounts.

## **7. Non-Supplantation**

The federal Department of Justice (DOJ) 2017 Grants Financial Guide describes supplantation as follows: “Federal funds must be used to supplement existing state and local funds for program activities and must not supplant (replace) those funds that have been appropriated for the same purpose.” Requests for “new” staff positions must be justified, must not supplant other funds, and must result in significant additional service delivery.

Applicants under this grant program must describe non-grant funds supporting their projects and must identify records that document the level of non-SASP support and satisfy the non-supplantation requirement. Be sure to describe whether the expenses requested in this grant application compliment, and do not duplicate, other existing and anticipated funding sources/amounts.

## **D. PROJECT DESCRIPTION (Attachment 4)**

Complete a Project Description form for calendar year 2020. Use of the Project Description Form is required.

## **E. OTHER FORMS AND ATTACHMENTS**

See **Section V, Application Guidelines and Forms**, for descriptions of additional forms and attachments.

## VI. SASP APPLICATION CHECKLIST

- One (1) PDF containing the following:
  - Cover Page for CY 2020 (*Attachment 1*)
  - Itemized Budget for CY 2020 (*Attachment 2*)
  - Budget Narrative for CY 2020 (*Attachment 3*)
  - Project Description for CY 2020 (*Attachment 4*)
  
- One (1) PDF containing the following forms and attachments:
  - U.S. Department of Justice Certifications (*Attachment 5A*) ALL APPLICANTS
  - Certification of Compliance with Regulations (Civil Rights) (*Attachment 5B*) ALL APPLICANTS
  - DCJS MTDC Worksheet (*Attachment 6A*) SOME APPLICANTS
  - Certification of De Minimis Indirect Cost Rate Form (*Attachment 6B*) SOME APPLICANTS
  - Applicant's Indirect Cost Rate Agreement letter/documentation (*labeled Attachment 6C*) SOME APPLICANTS
  - Job Description (*labeled Attachment 7*) SOME APPLICANTS
  - Internal Revenue Service 501(c)(3) letter (*labeled Attachment 8*) SOME APPLICANTS
  - Proof of SAM Registration (*labeled Attachment 9*) ALL APPLICANTS

Please keep all documents in this order so that grant reviewers can find each item during their review of your application.