



Sexual Assault Services Program (SASP)

Program Guidelines and Application Procedures
Calendar Year 2021

Application Due Date

Thursday, August 13, 2020, 11:59pm

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

Issued July 10, 2020

TABLE OF CONTENTS

I.	Introduction, Purpose and Priority Areas.....	3
II.	SASP Eligibility, Program Requirements, Due Dates, and Other Information	4
	A. Available Funding	4
	B. Eligibility	4
	C. Program Requirements	5
	D. Restrictions on Funding (Allowable and Unallowable Costs)	5
	E. Financial and Progress Reporting	6
	F. Disbursement of Funds	7
	G. Match Requirement.....	7
	H. Application Deadline	7
	I. Grant Application Training and Technical Assistance	7
	J. Grant Application Review Process	7
III.	Application Guidelines and Forms	8
	A. Grant Application Coversheet	9
	B. Project Description	10
	C. Budget Narrative	10
	D. Itemized Budget	15
IV.	Application Checklist	16

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 support the establishment, maintenance, and expansion of rape crisis centers and other nongovernmental or tribal programs and projects to assist individuals who have been victimized by sexual assault, without regard to the age of the individual. 34 U.S.C. §12511(b)(2)(B).

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

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

Priority Areas: 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.

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, projects that successfully demonstrate services to victims whose primary victimization is sexual assault, and stand-alone rape crisis centers.

II. SASP Eligibility, Program Requirements, Due Dates, and Other Information

A. Available Funding

The total amount available for expenditures during CY 2021 is \$525,000. Grants will be awarded through a competitive grant process.

The maximum award per applicant agency is \$25,000. Applicants should keep requests at or under \$25,000. **Applications exceeding \$25,000 will not be considered.**

The grant period for awards made under these guidelines is for a one-year period, beginning **January 1, 2021, and extending through December 31, 2021.**

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 grant awards for this grant period are the Commonwealth of Virginia's 2019 and 2020 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 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).

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 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.

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 sexual assault 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 and Nondiscrimination](#)

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

[Equal Opportunity Plans](#)

[Department of Justice Grants 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. 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. 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.

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

1. Procedures or policies that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on their actual or perceived age, immigration status, race, religion, sexual orientation, gender identity, mental health condition, physical health condition, criminal record, work in the sex industry, or the age and/or gender of their children;
2. Procedures or policies that compromise the confidentiality of information and privacy of persons receiving services;
3. Policies that deny individuals access to services based on their relationship to the perpetrator;
4. Materials that are not tailored to the dynamics of sexual assault 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.

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)

E. 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.

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 15, 2022. OVW requires grant recipients to use their Annual Progress Report Form. Additional information is available here:
<http://muskie.usm.maine.edu/vawamei/saspformulaform.htm>.

F. 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. 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.

G. Match Requirement

Grant applicants are not required to provide matching funds.

H. Deadline

Applications must be emailed to grantsmgmt@dcjs.virginia.gov **no later than 11:59 pm on Thursday, August 13, 2020**. Applications received after the deadline will not be considered unless technical issues with the submission are documented by the applicant and accepted by DCJS. Due to possible unforeseen email size issues, DCJS recommends sending your emailed grant application 1–2 days in advance of the deadline.

See *Section III, Application Guidelines and Forms* for specific requirements for submitting the application.

I. Grant Application Training and Technical Assistance

To aid applicants in their grant application preparation, DCJS will be facilitating a webinar training scheduled for **Tuesday, July 21, 2020 from 10–11:00 am**. Registration for the webinar is available at this link:

<https://covaconf.webex.com/covaconf/k2/j.php?MTID=t05c32bac1fc9124314b7571b7055ad68>

Once you are approved by the host, you will receive a confirmation email with instructions for joining the session.

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.

J. 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 increase services to underserved populations and projects that are designed for victims whose primary victimization is sexual assault. Reviewers may be unfamiliar with the applicants and their projects, so applicants are highly encouraged to write their proposals and budget justifications with that in mind.

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 50 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:

Project Description (45%)	0-18 points
Budget Narrative (40%)	0-16 points
Itemized Budget (15%)	0-6 points

Bonus Points:

- Proposed projects increasing support to underserved populations will receive 5 bonus points. Applicants must describe how the project will increase support for underserved populations.
- Proposed projects within a stand-alone sexual assault service center will also receive 5 bonus points.

Points will be subtracted if the applicant fails to include necessary attachments. See Section III for more detail.

The Grants Committee of the Criminal Justice Services Board (CJSB) will review grant application scores and recommendations and make funding recommendations to the full CJSB. **The CJSB will make final grant award decisions at its meeting on October 15, 2020.**

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.

III. Application Guidelines and Forms

Please email your SASP application to grantsmgmt@dcjs.virginia.gov. In the subject line of your email please enter the following: “SASP Application CY 2021, [enter Name of Program]” Your email should include three (3) attachments organized as follows:

1. One (1) PDF containing the following:
 - ✓ Cover Page (*Attachment 1*), ALL APPLICANTS
 - ✓ Project Description (*Attachment 2*), ALL APPLICANTS
 - ✓ Budget Narrative (*Attachment 3*), ALL APPLICANTS
2. One (1) Excel Document that is the Itemized Budget (*Attachment 4*), ALL APPLICANTS
3. One (1) PDF containing the following forms and attachments:
 - ✓ U.S. Department of Justice Certifications (*Attachment 5*) ALL APPLICANTS. Two (2) points will be subtracted from the applicant’s score if this document is not submitted.
 - ✓ DCJS MTDC Worksheet (*Attachment 6A*) ONLY APPLICANTS REQUESTING INDIRECT COSTS. Two (2) points will be subtracted from the applicant’s score if this document is needed but not submitted.
 - ✓ Certification of De Minimis Indirect Cost Rate Form (*Attachment 6B*) OR
 - ✓ Applicant’s Indirect Cost Rate Agreement letter/documentation (*labeled Attachment 6C*) ONLY APPLICANTS REQUESTING INDIRECT COSTS. Two (2) points will be subtracted from the applicant’s score if this document is needed but not submitted.

- ✓ Job Description (*labeled Attachment 7*) ONLY APPLICANTS REQUESTING FUNDS FOR PERSONNEL. Five (5) points will be subtracted from the applicant's score if this document is needed but not submitted.
- ✓ Internal Revenue Service 501(c)(3) letter (*labeled Attachment 8*) ONLY APPLICANTS THAT ARE NON-GOVERNMENTAL AND NOT FOR PROFIT. Two (2) points will be subtracted from the applicant's score if this document is needed but not submitted.
- ✓ Proof of SAM Registration (*labeled Attachment 9*) ALL APPLICANTS. Two (2) points will be subtracted from the applicant's score if this document is not submitted.

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

The email with a complete attached application must be received by DCJS no later than 11:59 pm, Thursday, August 13, 2020. Due to possible unforeseen email size issues, DCJS recommends emailing your complete grant application 1–2 days in advance of the deadline.

A. GRANT APPLICATION COVERSHEET (Attachment 1)

Applicants must use the required Grant Application Coversheet template for Calendar Year 2021. All of the following items must be complete:

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 the applicant's 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: Enter, "SASP"

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

DUNS Number: Provide the Data Universal Numbering System (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 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.

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

Provide email addresses, phone numbers, and mailing address (including plus-four zip code) for each of the three people listed above.

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

Brief Project Description: Provide a short description in 100 words or less of the project. The description should include an estimate of the total number of individuals to receive program services during the grant period and a brief summary of services to be provided.

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

B. PROJECT DESCRIPTION (Attachment 2)

Complete a Project Description form for calendar year 2021. Use of the Project Description Form is required. The Project Description is 45% of the applicant's score. The score will be based on the completeness of the form, the clear connection between the items requested in the budget and the project description, and how proposed activities are aligned with the purpose of the SASP funding.

Additionally, bonus points for projects that increase support to underserved populations will be identified from the responses on the Project Description form. If this project serves to increase support to underserved communities, please provide detail in sections 3 and/or 4 of how this population was selected as an underserved population and how the project will increase support to this community.

C. BUDGET NARRATIVE (Attachment 3)

Use of the Budget Narrative template form is required. The budget narrative should explain the reason for each requested budget item and provide the calculation basis for its cost. All requested items must be justified and related to the project described on the Project Description form, and reflect the figures included on the Itemized Budget form.

Applicants must state whether the 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.

The Budget Narrative is 40% of the applicant's score. The score will be based on whether the items requested are allocable, allowable, justified, and reasonable. Additionally, the score will take into account whether the appropriate attachments are included in the application (i.e. job descriptions and indirect cost rate documents) and adherence to the directions in this solicitation.

Budget Category Descriptions

1. Personnel

List each position by title (and name of employee, if available). “Total Salary Amount Requested from Grant” on the Budget Narrative template, 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 the 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, which 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 how the use of a consultant is cost effective. The rate of compensation for individual consultants must be reasonable and consistent with that paid for similar services in the marketplace. 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.

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
https://www.doa.virginia.gov/reference/CAPP/CAPP_Topics_Cardinal/20335-2019-July.pdf

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.

Examples of a justified travel explanation:

- *Mileage to be reimbursed for committee members to travel to meetings as specified in program narrative. The total number of miles to be reimbursed is estimated at approximately 750 total miles [25 miles/member x 10 members x 3 meetings].*

All miles will be local miles.

Mileage: 750 miles x \$.575/mile = \$431.25

- *Travel for 2 staff to attend training in Washington, D.C. for certification in the program this project intends to implement. Travel will be at state rates. Expenses:*

Subsistence - \$362 total:

2 x \$71 for 1 day, no meals provided + 2 x \$55 for each of 2 travel days, no meals provided = \$362

Air or other fares - \$224 total:

Train: 2 x \$87.00 round trip = \$174

Ground transportation in DC: estimated cost \$50

4. Equipment

Equipment is defined in the federal Department of Justice 2017 Grants Financial Guide as “tangible personal property (including information technology systems) having 1) a

useful life of more than one year and 2) a per-unit acquisition cost of \$5,000 or greater (or the organization's capitalization policy, if it is less than \$5,000). If the organization does not have a capitalization policy in place, the Federal policy amount of \$5,000 must be followed.”

Each major item to be purchased, leased, or rented must be listed separately with unit cost or the cost associated with the lease or rental agreement. The description must explain the relevance of each item to the project. Justify equipment expenses by documenting how the items will enhance direct services to victims of sexual assault. Grant funds cannot support the entire cost of an item that is not used for activities solely related to this grant program; however, grant funds can support a pro-rated share of such an item. Pro-rating calculations must be documented.

5. Supplies and other Expenses

Supplies are defined in the *2017 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).”

All costs should be itemized within this category by major types with the basis for computation (“x” dollars per month, “y” dollars per person, 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). If necessary, major expenses can be itemized within major categories in each subheading with justification in the narrative. Other operating expenses include, but are not limited to, the following: telephone services, internet access/internet provider contracts, cellular phone services, office supplies, training, postage, and printing projects.

6. 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.

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 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:

- a. MTDC Excel Worksheet (**Attachment 6A**) **AND**
- b. 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 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-Supplanting

The federal Department of Justice (DOJ) 2017 Grants Financial Guide describes supplanting 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.

On Section 7 of the Budget Narrative, applicants must describe all non-grant funds supporting their victim assistance program. Applicants must describe the records that document and separate SASP and non-SASP program support. 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. ITEMIZED BUDGET (Attachment 4)

Complete an itemized budget for calendar year 2021. 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.

The itemized budget is 15% of the applicant’s score. The score will be based upon whether the items on the budget match the items in the budget narrative, the applicant’s adherence to the directions in this solicitation, and mathematical accuracy.

See the previous section for detailed descriptions of each budget category.

IV. SASP APPLICATION CHECKLIST

- One (1) PDF containing the following:
 - Cover Page (*Attachment 1*), ALL APPLICANTS
 - Project Description Form (*Attachment 2*), ALL APPLICANTS
 - Budget Narrative (*Attachment 3*), ALL APPLICANTS

- One (1) Excel Document that is Itemized Budget (*Attachment 4*), ALL APPLICANTS

- One (1) PDF containing the following forms and attachments:
 - U.S. Department of Justice Certifications (*Attachment 5A*) ALL APPLICANTS
 - DCJS MTDC Worksheet (*Attachment 6A*) ONLY APPLICANTS REQUESTING INDIRECT COSTS
 - Certification of De Minimis Indirect Cost Rate Form (*Attachment 6B*) OR Applicant's Indirect Cost Rate Agreement letter/documentation (*labeled Attachment 6C*) ONLY APPLICANTS REQUESTING INDIRECT COSTS
 - Job Description (*labeled Attachment 7*) ONLY APPLICANTS REQUESTING FUNDS FOR PERSONNEL
 - Internal Revenue Service 501(c)(3) letter (*labeled Attachment 8*) ONLY APPLICANTS THAT ARE NON-GOVERNMENTAL AND NOT FOR PROFIT
 - Proof of SAM Registration (*labeled Attachment 9*) ALL APPLICANTS

Applications must be emailed to grantsmgmt@dcjs.virginia.gov no later than 11:59 p.m., Thursday, August 13, 2020. Please keep all documents in this order so that grant reviewers can find each item during their review of your application.