



Sexual Assault Services Program (SASP)

Program Guidelines and Application Procedures
Calendar Year 2023

Application Due Date

Monday, August 15, 2022, 11:59 pm

Virginia Department of Criminal Justice Services
1100 Bank Street, Richmond, Virginia 23219
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 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.

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

A. Available Funding

DCJS anticipates awarding 20-25 projects with awards up to \$30,000. The total amount available for expenditures during CY 2023 is \$700,000.

The grant period for awards made under these guidelines is for a one-year period from **January 1, 2023 through December 31, 2023**.

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 2021 and 2022 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).

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 current SAM registration and Unique Entity Identifier (UEI) number.

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 Employment 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 claims and status reports for the current SASP 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.

DCJS understands that intervention for sexual assault survivors takes many forms and often expands beyond traditional services. We encourage projects that are healing based, victim centered, and untraditional. We ask that you include in your Project Narrative Form details of the proposed services and how they enhance victim healing.

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 Online Grants Management System (OGMS); 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 OGMS:

1. Quarterly Claims, which include Detail of Expenditures Reports, and
2. A Status Report for the 12-month period, describing activities supported with these funds, due by January 15, 2024. 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 must 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 45 days after the end of the grant period. Requests for reimbursement must be submitted through DCJS’s OGMS.

G. Match Requirement

Grant applicants are not required to provide matching funds.

H. Deadline

Applications must be entered into [OGMS](#) by **Monday, August 15, 2022, 11:59 pm**. 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.

I. Grant Application Technical Assistance

This [pre-recorded webinar](#) provides an overview of the SASP funding opportunity and demonstrates how to complete an application in OGMS. The passcode to the pre-recorded webinar is **utA3!=X1**. A link to this webinar is also posted on the [DCJS website](#). For additional OGMS related issues, please see the DCJS [OGMS Training & Resources](#) web page. Direct questions to SASP Grant Coordinator, Andi Martin, at andi.martin@dcjs.virginia.gov. Please allow for two business days to receive a reply.

J. Grant Application Review Process

This is a competitive grant application process. Applications will first be reviewed by DCJS staff who will ensure the following criteria are met:

1. Applicant is eligible for SASP funding;
2. Proposed project activities are SASP eligible; and,
3. If the applicant is a current SASP grant recipient, all claims and status reports for the current grant are no more than 30 days overdue.

Eligible applications will then be reviewed by External/Non-DCJS staff and DCJS staff who 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 specifically designed for victims whose primary victimization is sexual assault.

Additionally, \$30,000 is set aside to support at least one project with a focus on sexual assault victims who are sixty-five years of age or older.

Reviewers may be unfamiliar with the applicants and their projects, so applicants are strongly encouraged to write their proposals and budget justifications with that in mind.

Each application can earn a weighted score of 100 points, and a maximum total score, including bonus points, of 110 points. The weighted rating points that can be awarded for each primary grant program element are:

Project Narrative Form

- Demonstration of Need, 0-20 points, 20%
 - A successful applicant will explain how the proposed project will fill a need in the service area.
 - The applicant will explain how the proposed services enhance victim healing.
- Project Description, 0-15 points, 15%

- A successful applicant will describe a project that is specific to providing direct services to victims of sexual assault.
- The applicant should indicate whether their organization serves victims other than sexual assault victims, and if they do serve other types of victimizations, how these proposed SASP funded services will be distinct.
- Service Area Demographic/Target Population, 0-15 points, 15%
 - A successful applicant will use recent and relevant statistics to describe their service area.
 - They will define their target population(s), and explain how they will outreach to this population(s).
- Sustainment Plan, 0-10 points, 10%
 - A successful applicant will describe how this project and related services will be incorporated into the agency and community.
 - The applicant will discuss how the project will be financially and programmatically supported after the one-year grant period.
- SASP Project Description Form 0-15 points, 15%
 - A successful applicant will demonstrate that the informational materials and/or victims' services anticipated in this project supports
 - the project description,
 - the project purpose areas, and
 - items requested in the budget.

Budget, 0-25 points, 25%

- A successful applicant will have only SASP allowable items listed in the budget.
- All items will include a basis of computation.
- All items are justified as necessary to the proposed project.
- The applicant will indicate whether each item is used exclusively for the proposed SASP project.
- All items that are not used exclusively for the SASP project will be prorated, and the applicant will include an explanation how the items were prorated.

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 on the Project Narrative form, Project Description section.
OR
- Proposed projects with the sole purpose of serving victims 65 years of age or older will receive 5 bonus points.
AND
- Proposed projects within a stand-alone sexual assault service center will receive 5 bonus points.

If the following attachments are required and not provided, the application will lose points as indicated. For more information on these required attachments, see Section J on page 14.

1. Proof of SAM Registration with Unique Entity Identifier (UEI) number is required for all applicants. If this is not provided, reviewers will deduct 2 points.
2. *Acknowledgement of Notice of Statutory Requirement to Comply with the Confidentiality and Privacy Provisions and the Violence Against Women Act* is required of all applicants. If this is not provided, reviewers will deduct 2 points.

3. Job Descriptions are required for some applicants. If they are not provided, reviewers will deduct 5 points.

The Grants Committee of the Criminal Justice Services Board (CJSB) will review grant application scores and evaluations, and make funding recommendations to the full CJSB. **The CJSB will make final grant award decisions at its meeting on October 13, 2022.**

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.

DCJS may amend budgets based on a review of unallowable and/or unreasonable costs.

Final award decisions may not be appealed.

III. Application Guidelines and Forms

Grant applications must be entered in [OGMS](#). Follow these steps to begin an application for this funding opportunity in OGMS.

1. Log into [OGMS](#). If you have never registered for OGMS, select the Registration button on the OGMS home page.
2. Select *Funding Opportunities*.
3. Select ID# 469321, *Sexual Assault Service Program – CY2023*
4. Select *Start New Application*
5. Under *Application Title*, enter the name of your Proposed SASP Project. For example, “SASP Services at ACME Service Agency CY 2023”
6. Under *Primary Contact*, select your name. This can be changed later in the application process if needed. Select *Save Form Information*. You will be taken to a new screen.
7. Under *Organization*, select your organization and then select *Save Form Information*. This will take you to a new screen.
8. Under *Additional Applicants*, select any of your organization members who should have access to this application and to the grant if it is awarded. You can also add or subtract 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. Select *Save Form Information*. This will take you to a new screen.
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” even if the applicant receives SASP funding in CY 2022.

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 individuals to receive program services during the grant period and a brief summary of services to be provided.

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.

B. Project Narrative Form

1. **Demonstration of Need:** Explain how the proposed project will fill a need in the service area. What is the problem? What is needed to respond to the problem? What is available in the community to address the problem? What is not available that this project will provide? Explain how the proposed services will enhance victim healing.
2. **Project Description:** Provide a description of the proposed project. A SASP project must be specific to providing direct services to victims of sexual assault. Indicate whether the applicant organization serves victims other than sexual assault victims, and if they do serve other types of victimizations, explain: 1) how these proposed SASP funded services will be distinct from non-sexual assault services; and, 2) how the applicant organization will ensure funds will be used for services to sexual assault victims only.
3. **Service Area Demographic/Target Population:** Use recent and relevant statistics to describe the organization’s service area, such as race, ethnicity, gender, age and income. Define the target population(s), and explain how the organization will outreach to this population(s).
4. **Sustainment Plan:** Explain how the proposed project will be incorporated into the organization and community. For example, if the proposed project includes creating and distributing written material for sexual assault victims, who will distribute this material into the community? Where will it be distributed? If the proposed project includes salary for sexual assault serving staff, how does this staff person work with others in the community and in the organization. Also explain how the project will be financially and programmatically supported after the one-year grant award period.

C. SASP Project Description Form

Complete a Project Description form for calendar year 2023. 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.

D. Budget

Enter a budget for CY 2023 that is no more than \$30,000, 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.

Funds from Other Sources: Enter the amount and source of funding that will be used to support this proposed project.

E. Itemized Budget Forms

Requirements:

1. All items requested in each budget form must be allowable. See Section II (D) under these guidelines for a list of unallowable activities and unallowable costs.
2. For all items, under item justification, explain how the item is needed to support the proposed project.
3. All items must include a basis of computation in the description of the item.
4. 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 how the items were prorated.
5. The applicant is responsible for ensuring totals in each itemized budget form matches what is on the Budget form.
6. At the bottom of each itemized budget form, the applicant must identify the funding source for the budgetary items. Put 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. The position description should describe grant-related duties performed. All requested amounts must be reasonable given the complexity of work, and consistent with the applicant's staff compensation plan.

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, pro-rate your request to only include time spent assisting victims of sexual assault. For example,

“SASP funding is requested to cover 50% of the salary for Counselor, John Doe. John is a full-time employee (40 hours/week) and they provide counseling services to victims of sexual assault and domestic violence. SASP funding will support John's work with sexual assault victims only. The organization will ensure that SASP funds only support services to sexual assault victims by having John complete time cards on a weekly basis that show the amount of time John spent counseling sexual assault victims separate from the time John counseled victims of other crimes. \$60,000 (total annual salary) x 50% = \$30,000.”

2. Consultants

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

3. Travel

If the applicant is seeking funds for mileage, complete all required sections on this form including a description and justification for all mileage. 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) website for the most current travel rates and policies: www.gsa.gov/travel/plan-book/per-diem-rates

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

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.).

4. Subsistence/Other Travel Costs

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 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.

5. Equipment

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 *2022 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.”

Under the description, state whether the item is to be used exclusively to support victims of sexual assault. If the item is not for the exclusive use of supporting victims of sexual assault, it must be prorated. The applicant must explain how the item was prorated. For example,

“Applicant is seeking funding to purchase a scanner/copy machine which will allow the program to copy materials provided to victims and documents needed for case management. The scanner/copier will be used by all program staff and will not be exclusive to serving sexual assault victims. Sexual assault victims have historically made

up 15% of the organization’s clientele, for this reason, the applicant is seeking SASP funding for 15% of the scanner/copier. \$5,000 (total cost) x 15% = \$750.”

6. Supplies and Other Expenses

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 2022 *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).”

Under the description, state whether the item is to be used exclusively to support victims of sexual assault. If the item is not for the exclusive use of supporting victims of sexual assault, it must be prorated. The applicant must explain how the item was prorated. For example,

“Applicant is seeking funding to purchase a laptop computer for Staff Advocate Jane Doe. 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. Jane works with sexual assault and domestic violence victims. As Jane’s caseload is approximately 75% sexual assault victims, the applicant is seeking SASP funding for 75% of the laptop/computer. \$900 (total cost) x 75% = \$675.”

7. 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. Directions for calculating indirect costs are on the OGMS Indirect Cost form. 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.

F. Non-Supplanting

All applicants must complete this certification

G. General Conditions and Assurances

All applicants must complete this certification, which must be signed by the organization's authorized representative. The authorized representative is the organization's president, director, chief executive officer or other designated official of the applicant organization who has the authority to commit the resources of the organization. Applicants must attach a letter from the authorized representative designating signing authority if someone signs on their behalf.

H. Department of Justice Certifications

All applicants must complete this certification, which must be signed by the organization's authorized representative. The authorized representative is the organization's president, director, chief executive officer or other designated official of the applicant organization who has the authority to commit the resources of the organization. Applicants must attach a letter from the authorized representative designating signing authority if someone signs on their behalf.

I. Civil Rights Certification of Compliance

All applicants must complete this certification. It must be signed by your Project Director and Project Administrator.

J. Attachments

All applicants must attach proof of SAM Registration that includes the agency's Unique Entity Identifier (UEI) number. To register in SAM, check your status, or renew an entity, please visit [Get Started with Registration and the Unique Entity ID](#).

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 organization's authorized representative. The authorized representative is the organization's president, director, chief executive officer or other designated official of the applicant organization who has the authority to commit the resources of the organization. Applicants must attach a letter from the authorized representative designating signing authority if someone signs on their behalf.

Applicants seeking funding under Personnel must attached job descriptions for each staff for which they are requesting funding. Job descriptions must correspond to each staff person listed on the application.

K. Authority Certification

All applicants must complete this certification, which must be signed by the organization's authorized representative. The authorized representative is the organization's president, director, chief executive officer or other designated official of the applicant organization who has the authority to commit the resources of the organization. Applicants must attach a letter from the authorized representative designating signing authority if someone signs on their behalf.