



Sexual Assault Services Program (SASP)

Program Guidelines and Application Procedures Calendar Year 2024

***Application Due Date:
Friday, August 25, 2023, 12:00 pm (noon)***

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

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I. Introduction

These Virginia Department of Criminal Justice Services (DCJS) Sexual Assault Services Program (SASP) Guidelines and Application Procedures provide detailed guidance to aid applicants in determining eligibility, developing itemized budgets and budget narratives, and completing other related forms. Using the guidance presented in this document, applicants can efficiently and effectively prepare complete applications. The development of these requirements was informed by the Office on Violence Against Women and Department of Justice Grants Financial Guide.

A. Grant Period

The grant period for subawards made under these guidelines is for calendar year (CY) 2024, January 1, 2024, through December 31, 2024. For purposes of this solicitation, applicants must submit one budget that will be used for the 12-month grant period. Awarded projects may receive up to two 12-month renewals with the same award amount, for a total of three years of funding, if funding is available and if the awarded program remains in good status. A program in “good status” means all claims and status reports for the current grant are no more than 30 days overdue (not withstanding an approved reporting extension), all encumbrances (if applicable) have been met, and there are no outstanding compliance matters.

B. Purpose

The Sexual Assault Services Formula Grant Program (SASP) was created by the Violence Against Women and Department of Justice Reauthorization Act of 2005 Technical Amendments and is the first federal funding stream solely dedicated to the provision of direct intervention and related assistance for victims of sexual assault. SASP is administered at the federal level by the U.S. Department of Justice Office on Violence Against Women (OVW). Funding through SASP supports rape crisis centers and other nonprofit, nongovernmental organizations or tribal programs that provide core services, direct intervention, and related assistance to victims of sexual assault.

The Virginia Department of Criminal Justice Services (DCJS) is the State Administering Agency for SASP. DCJS, in partnership with other stakeholders, seeks to consider the array of needs of all sexual assault victims and available services in the Commonwealth when developing implementation strategies. Funds provided through SASP are designed to supplement other funding sources directed at addressing sexual assault.

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

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

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

OVW has identified the following priority areas for funding:

1. 24-hour hotline services providing crisis intervention services and referral.

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

C. Eligibility

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.

To be eligible for SASP funding, organizations:

1. May not deny services based on age.
2. Must maintain statutorily required civil rights statistics on victims served by race or national origin, sex, age, and disability, within the grant period and permit access to any documents, papers, and records to determine that the subgrantee is complying with applicable civil rights laws.
3. Must provide services to sexual assault victims at no charge.
4. Must maintain confidentiality of victim information.
5. Must comply with DCJS requirements and provide statistical and programmatic information as required.
6. Must provide services as defined by DCJS and/or the federal Office on Violence Against Women.
7. Must be in good standing with all state and federal agencies with which they have had an existing grant or contractual relationship.

8. Where appropriate, all applicants must hold current professional and state licenses and certifications.
9. Must have current SAM registration and Unique Entity Identifier (UEI) number.

Additionally, applicants with current SASP grants must not have claims that are more than 30 days overdue and must have their current SASP project implemented within 60 days of the first day of the grant period.

II. Available Funding, Program Requirements, Restrictions on Funding, Reporting, Disbursement of Funds, and Match

A. Available Funding

This grant program is supported by federal Sexual Assault Services Formula Grant Program (SASP) funds, through the U.S. Department of Justice, Office on Violence Against Women. The SASP awards for this grant period are the Commonwealth of Virginia’s 2023 federal SASP award, Assistance Listing number 16.017.

DCJS anticipates awarding 20 projects with awards up to \$50,000. The total amount available for expenditures during CY 2024 is \$990,597.

B. Program Requirements

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

[Civil Rights and Nondiscrimination](#) (training required of all authorized officials)

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

[Equal Employment Opportunity Plans](#)

[Department of Justice Grants Financial Guide](#)

[SASP Grant Award Conditions for SFY 2023](#) (Conditions for CY 2024 will be provided upon award but are not expected to differ significantly.)

C. Restrictions on Funding (Allowable and Unallowable Costs)

Allowable Costs: SASP grants are designed to support programs and activities that provide core services, direct intervention, and related assistance to victims of sexual assault. Examples of these costs include:

1. Salary and fringe benefits for staff to provide services to victims of sexual assault. For example:
 - a. Accompaniment and advocacy through medical, criminal justice, and social support systems, including medical facilities, police, and court proceedings.
 - b. Crisis intervention, short-term individual and group support services, and comprehensive service coordination and supervision to assist sexual assault victims and family or household members.
 - c. Information and referral to assist the sexual assault victim and family or household members.

2. Supplies or equipment for use by a SASP funded staff person, i.e., laptops, printers, copiers, telephones, cellphones, internet or cell phone service. These items must be used in the provision of sexual assault services, and they must be prorated to the amount of time the SASP funded staff person works on this grant project. These items cannot be purchased for victims' personal use.
3. Supplies needed to provide services to victims of sexual assault, i.e., journals, yoga mats, food and water for sexual assault victims in group therapy, art supplies, etc.
4. Community-based, culturally specific services and support mechanisms, including outreach activities for underserved communities.
5. Development and distribution of materials on issues related to the services described above.
6. Payments for goods or services needed by sexual assault victims as a result of their victimization, i.e., hotel stay, clothing, emergency food, lock change, window replacement, bedding replacement, car repair, moving expenses, and transportation necessary to receive services. This list is not exhaustive.

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. For questions regarding allowable costs, contact the SASP Grant Coordinator, Andi Martin at andi.martin@dcjs.virginia.gov, or your DCJS grant monitor.

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.
5. Policies or engaging in practices that impose restrictive conditions to be met by the victim in order to receive services (e.g., mandatory counseling, seeking an order for protection).
6. Policies that require the victim to report the sexual assault to law enforcement.

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

1. Research projects
2. Activities focused on prevention efforts and public education (e.g., bystander intervention, social norms campaigns, presentations on healthy relationships)

3. Criminal justice-related projects, including law enforcement, prosecution, courts, and forensic interviews
4. Sexual Assault Forensic Medical Examiner programs
5. Sexual Assault Response Team coordination
6. Providing training to allied professionals and the community (e.g., law enforcement, child protection services, prosecution, other community-based organizations)
7. Domestic violence services unrelated to sexual violence
8. Lobbying
9. Trinkets or give-away items, (e.g., key chains, pop sockets, flashlights, whistles, chip clips, t-shirts, canvas bags)
10. Fundraising
11. Purchase of real property
12. Construction
13. Physical modifications to buildings, including minor renovations (such as painting or carpeting)

D. Financial and Progress Reporting

DCJS requires online submission of financial and progress reports into the On-line Grant Management System (OGMS); therefore, all recipients of grant funding must have access to the internet for reporting purposes. In addition, all persons responsible for grants management must be registered and utilize their assigned credentials to access the system. Please refer to the [OGMS Training & Resources Page](#) for instructions on how to submit claims (financial reports and reimbursement) and status reports.

Required reports include:

1. Quarterly claims, which include a detail of expenditures (financial report) and reimbursement request, are due on the 15th day following the end of each quarter. If that day falls on a holiday or weekend, the report is due the next business day.

Projected CY 2024 claims due dates

1 st Quarter, Jan. – March	April 15, 2024
2 nd Quarter, April – June	July 15, 2024
3 rd Quarter, July – Sept.	October 15, 2024
4 th Quarter, Oct. – Dec.	January 15, 2025

2. One annual status report describing activities supported with SASP funds must be uploaded to OGMS. OVW requires grant recipients to use their annual progress [report form](#). The projected status report due date is January 15, 2025.

E. Disbursement of Funds

Disbursement of funds will occur on a cost reimbursement basis for actual funds expended. Actual expenditures must be reported quarterly and invoiced pursuant to approved line-item budget categories in the awarded grant application. Grantees will only be reimbursed for costs that have been incurred within the grant period. All obligations must be fulfilled no later than 45 days after the end of the grant period.

F. Match Requirement

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

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

A. Deadline

Applications must be entered into [OGMS \(https://ogms.dcjs.virginia.gov\)](https://ogms.dcjs.virginia.gov) by **Friday, August 25, 2023, 12:00 pm (noon)**. Applicants who are not registered in OGMS should register for the system well in advance of the deadline as it could take up to a week for new users to be approved.

B. Grant Application Technical Assistance

For OGMS related issues, please see the DCJS [OGMS Training & Resources](#) web page. Direct questions to SASP Grant Coordinator, Andi Martin, at andi.martin@dcjs.virginia.gov. Please allow two business days to receive a reply.

C. Grant Application Review Process

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

1. Applicant is eligible for SASP funding.
2. Proposed project activities are SASP eligible.
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 as of the deadline for this funding opportunity (not withstanding an approved reporting extension). Additionally, all encumbrances (if applicable) have been met, and there are no outstanding compliance matters.

If these criteria are not met, the application will not be reviewed further and will not be considered for funding. For questions regarding the status of your current award, please refer to OGMS or contact your DCJS grant monitor.

Eligible applications will then be reviewed by other DCJS staff and/or external reviewers who will rate each application based on 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 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 score of 100 points. Scoring is as follows:

The **Project Narrative** form, **Demonstration of Need** section is worth up to 35 points. A successful applicant will:

1. Describe the problem in their service area that the proposed project will address.
2. Explain what is available in the community to address the problem.
3. Explain what is not available in the community that their project will provide.
4. Explain how the proposed services enhance victim healing.
5. Use recent and relevant statistics to describe their service area.
6. Define their target population(s).
7. Explain how they will outreach to their target population(s).

The **Project Narrative form, Project Description** section is worth up to 20 points. A successful applicant will:

1. Describe a project that is specific to providing direct services to victims of sexual assault only.
2. Indicate whether or not their organization serves victims other than sexual assault victims, and if they do serve other types of victimizations, they explain how these proposed SASP funded services will be distinct.
3. Describe how they will incorporate SASP funded services into their agency (e.g., advertise services on agency website, train other staff on making referrals for SASP services, create procedures specific to providing sexual assault services, etc.).
4. Describe how they will incorporate SASP funded services into the community (e.g., create brochures describing services, partner with other service providers to ease referrals, partner with local businesses, etc.).

The **SASP Project Description form** is worth up to 15 points. A successful applicant will:

1. Describe informational materials to be developed and/or the anticipated victims' services to be offered that will support the Proposed Project Description (on this same form).
2. Propose informational materials to be developed and/or anticipated victims' services that support the Purpose Areas, as selected on this form.
3. Propose informational materials to be developed and/or anticipated victims' services that support the items requested in the budget.

The **Budget** is worth up to 30 points. A successful budget will:

1. Include only items that are allowable under the SASP grant.
2. Include a basis of computation for every listed item. Reviewers will need to understand how the applicant came up with the costs of the requested line items.
3. Include justifications for all items that explain why the item is necessary to the proposed project.
4. Have indications under each item as to whether the item is used exclusively for the proposed SASP project.
5. Show how items that are not used exclusively for the SASP project are prorated.

Additionally, the requested funds cannot supplant state, federal or local funds that the applicant currently has for the same purpose.

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

1. Proof of valid 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*](#) signed by the person identified as the Project Administrator, is required of all applicants. If this attachment is not provided, reviewers will deduct 2 points.
3. Job descriptions are required for any position for which funding is requested. If this is not provided, reviewers may not be able to determine whether the funding requested for personnel is an eligible cost or whether the request must be prorated. If this attachment is not provided, reviewers will deduct 2 points.

4. Non-profit applicants must attach a letter from the Internal Revenue Service designating 501(c) (3) status. If this attachment is not provided, reviewers will deduct 2 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 in October 2023.**

DCJS will issue grant award packages based on the final approval of the CJSB. Fiscal and programmatic revisions may be required as a condition of funding.

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

Final award decisions may not be appealed.

IV. Application Forms and Instructions

Grant applications must be entered in [OGMS \(https://ogms.dcjs.virginia.gov\)](https://ogms.dcjs.virginia.gov). Register and/or confirm existing registration at least two weeks prior to the application due date to ensure that the individual who will be submitting the application has OGMS access. For technical assistance with OGMS, contact ogmssupport@dcjs.virginia.gov. Prior to submission to DCJS, review the entire application to ensure that it meets the requirements.

Follow these steps to begin an application for this funding opportunity in OGMS.

1. Log into [OGMS](https://ogms.dcjs.virginia.gov). If you have never registered for OGMS, select the registration button on the OGMS home page.
2. Select *Funding Opportunities*.
3. Select # 513785, *Sexual Assault Services Program CY 2024*
4. Select *Start New Application*
5. Under *Application Title*, enter “SASP, CY 2024” followed by the name of your organization. For example, “SASP, CY 2024, Department of Criminal Justice Services.”
6. Under *Primary Contact*, select the name of the person completing the application. The primary contact will have access to add additional contacts to complete the application. Select *Save Form Information*. This will take you to a new screen.
7. Under *Organization*, select the organization and then select *Save Form Information*. This will take you to a new screen.
8. Under *Additional Applicants*, select any organization members who should have access to this application and to the grant if it is awarded. Grant recipients can also add or delete people after the grant is awarded. If you do not see the name of a person who should have access to the application/grant, it could mean they are not registered in OGMS or they are not registered under the same organization. Select *Save Form Information*. This will take you to a new screen. **This step is very important as it will allow the correct people to sign sections of the application that require their signature using their own OGMS account.**
9. Under the *Application Details* screen, complete all sections by clicking on each line. You cannot submit the application until all sections are complete. A green check mark indicates the section is complete. Refer to the [DCJS OGMS Training and Resource webpage](#) for technical assistance with the OGMS system.

The following sections are incorporated into the OGMS application system:

A. Face Sheet

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

Jurisdictions Served: Select all jurisdictions served.

Certified Crime Prevention Community: Not applicable to this grant program. As this is a required field, please answer this question to the best of your knowledge.

Type of Application: All applications are considered “new.”

Community Setting: Check the box(es) that best describes the applicant service area.

Brief Project Description: Provide a short description of the project. The description should include an estimate of the total number of sexual assault victims to receive program services during the grant period and a brief summary of services to be provided. For example, “*SASP funds will be used for the following: salary and benefits for a part time sexual assault counselor; developing and printing new brochures; and emergency needs for sexual assault victims such as hotel, clothing, emergency food and travel expenses. For the upcoming calendar year, we anticipate assisting 150 victims with this grant program.*” It is important that applicants use this format and have correct spelling and grammar. This information is used by the Criminal Justice Services Board when making award decisions.

The following section lists the three authorized officials for the DCJS subaward. Each role must have a different person and different contact information. Please ensure that the most up to date contact information is entered in the application.

Project Director: List the person who will have day-to-day responsibility for managing the project.

Project Administrator: The person who has authority to formally commit the organization, locality, or state agency to complying with all the terms of the grant application. This **must** be the president of the board of directors of a nonprofit organization; the county administrator; the city, county or town manager; the chief elected officer of the locality, such as the mayor or chairman of the board of supervisors; or, in the case of a state agency, the agency head. If someone other than one of these officials has been delegated the authority to sign, and signs the grant application, provide a copy of the letter, memorandum or other document by which the signing authority was delegated. Such letter must be specific to this funding opportunity. The letter can be uploaded to the Attachments component in the funding opportunity.

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

B. Project Narrative Form

1. *Demonstration of Need:* using recent and relevant statistics, write one paragraph for each letter below.
 - a. Describe the problem in your service area that the proposed project will address.
 - b. Explain what is available in the community to address the problem.
 - c. Explain what is not available in the community that this project will provide.
 - d. Explain how the proposed services enhance victim healing.
 - e. Define your target population(s) and how you will outreach to your target population(s).
2. *Project Description:* write one paragraph for each letter below.
 - a. Describe your proposed project.

- b. Indicate whether or not your organization serves victims other than sexual assault victims, and if you do serve other types of victimizations, explain how you will ensure that SASP funds are used to support sexual assault victims only.
- c. Describe how you will incorporate SASP funded services into your agency (e.g., advertise services on agency website, train other staff on making referrals for SASP services or create procedures specific to providing sexual assault services).
- d. Describe how you will incorporate SASP funded services into the community (e.g., create brochures describing services, partner with other service providers to ease referrals or partner with local businesses).

C. SASP Project Description Form

Complete a SASP Project Description form for CY 2024. Directions are located on the OGMS form itself. The informational materials and/or victims services proposed in this project must support the project description, the project purpose areas, and items requested in the budget. Prior to submission, please ensure that all sections align.

D. Budget

Enter a budget for CY 2024 that is no more than \$50,000, 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. Prior to submitting the application, please ensure that each itemized budget form aligns with the total amount requested on the budget and does not exceed \$50,000.

Funds from Other Sources: Enter all funds from other sources that support the organization. Additionally, if the proposed project will generate project income, enter the anticipated amount of project income that will be earned.

E. Itemized Budget Forms

Requirements:

- All items requested in each budget form must be allowable. See Section II (C) under these guidelines for a list of unallowable activities and unallowable costs.
- For all items, under item justification, explain how the item is needed to support victims of sexual assault. This tells reviewers about whether the item is allowable.
- All items must include a basis of computation in the description of the item and an explanation of how the requested cost was determined.
- For all items, the applicant must indicate in the description whether the item is used exclusively for the proposed SASP project. Items that are not used exclusively for the SASP project must be prorated, and the applicant must include an explanation of how the items were prorated.
 1. What does “prorated” mean? For the purposes of these guidelines, prorating means the request for funding is proportional to the use of each item for this grant program.
 2. When do I need to prorate? If an item is used exclusively for this proposed SASP program, prorating is not needed. If the item is used to support other projects in the agency, prorating is needed.
 3. How do I prorate?
 - a. Proration Based on Salary: If your SASP funded staff serve 10% of the total victims served by your agency, you can prorate items that are not used exclusively for this proposed SASP program by 10%.
 - b. Proration Based on Direct Services Budget: If your SASP request for funding is 15% of your total direct service budget, you can prorate items that are not used exclusively for this proposed SASP program by 15%.

- c. Proration Based on SASP Funded Staff: If your SASP funded staff is funded 50% on SASP, you can prorate this person’s computer, office supplies, office furniture or other assigned items by 50%.
- The applicant is responsible for ensuring totals in each itemized budget form matches what is on the budget form and does not exceed the maximum award amount.
- At the bottom of each itemized budget form, the applicant must identify the funding source for the budgetary items. Allocate all expenses under federal funds.

1. Personnel Itemized Budget Form

If the applicant is seeking funds for personnel, complete all required sections on this form including a position description and justification. 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. Attach a job description for each position for which funding is being requested.

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

Example

Description

SASP funding is requested to cover 50% of the salary for Counselor, John Doe. John is a full-time employee (40 hours/week) who provides 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 timecards on a weekly basis that show the amount of time John spent counseling sexual assault victims separate from the time John counsels victims of other crimes. \$60,000 (total annual salary) x 50% = \$30,000.

Justification

John's salary is consistent with similar positions in the surrounding area and the organization's compensation plan. Counseling services for sexual assault victims are allowable under the SASP grant guidelines.

2. Fringe Benefits

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

3. Consultants

If the applicant is seeking funds for consultants, complete all required sections on this form including a consultant description and justification. Any service that is provided by a third party, regardless of whether there's a contract in place or not, should be under consultants in the budget. This includes co-pays for victims, daycare services, translation services, interpreter services, etc.

The rate of compensation for individual consultants must be reasonable and consistent with that paid for similar services in the marketplace; however, the rate may not exceed \$650.00 per day (\$81.25 per hour, exclusive of travel and/or subsistence), and may not exceed the consultant’s usual and customary fee.

Example #1

Description

Applicant requests funding for 104 hours of counseling services contracted with Acme Counseling. 104 hours of counseling services will allow the organization to send 2 victims per week to one hour of counseling located in our offices with Acme Counselors. (52 weeks x 2 victims per week x 1 hour per session= 104 hours). All counseling sessions will be for victims of sexual assault and these services are exclusive to this SASP project, so this request is not prorated. The Acme Counseling rate is \$80/per hour. 104 hours x \$80/hour = \$8,320.

Justification

Our in-house counselor cannot keep up with the need for counseling services. By contracting with Acme Counseling, we can shorten the wait list and get more victims into this needed service. \$80/hour is within the federal contracting limits, and it is the actual hourly rate Acme charges its clients.

Example #2

Description

Applicant requests funding for Spanish and Russian translation services contracted with Jane Doe. Translation services are needed to translate our current sexual assault services brochure into Spanish. As this is only for our sexual assault brochure, the request is not prorated. Our brochure is 1020 words. Jane Doe’s translation services rate is 15 cents per word. 15 cents x 1020 words x 2 (Two Languages: Spanish and Russian) = \$306.00.

Justification

Our current sexual assault brochure was recently updated. It is important to translate this brochure to reach Spanish and Russian speaking people living in our service area. Jane Doe’s rate of 15 cents per word is the middle range rate for translation services according to Bureau Works.

4. Travel

If the applicant is seeking funds for mileage, complete all required sections on this form including a description and justification for all mileage. Mileage reimbursement must be for SASP funded staff or volunteers to provide direct services to sexual assault victims or to attend meetings or trainings necessary to the provision of sexual assault services. If the applicant does not have an established local travel policy, then the applicant must adhere to federal/state travel policy. If local travel policy differs from the federal/state travel policy, please provide or describe the policy in the justification. **State in the description whether the request is based on the federal/state travel policy or the agency’s policy.** Refer to the following U.S. General Services Administration (GSA) website for the most current travel rates and policies: [Privately Owned Vehicle \(POV\) Mileage Reimbursement Rates | GSA](#)

Mileage is separated in this grant solicitation because many programs have differing mileage rates for local and non-local mileage. **Local mileage** is considered travel within the immediate service area (satellite offices, court, meetings, etc.). **Non-local mileage** is outside of the immediate service area (trainings, conferences, meetings, etc.).

Example

Description

Agency requests mileage for our SASP funded advocate to travel to the hospital to meet directly with sexual assault victims. We anticipate the advocate will respond to 40 calls at the hospital specific to sexual assault cases based on 2023 statistics. A round-trip to our local hospital is 20

miles. 40 calls x 20 miles each= 800 miles. Per agency policy, we reimburse mileage at a rate of 55 cents per mile, which is different from federal (GSA) guidelines. 800 miles x .55 = \$440. Mileage used by the SASP funded advocate is used exclusively to this SASP project, so this request is not prorated.

Justification

Mileage is needed so that our SASP funded staff person can be present with victims at the hospital where they can provide a wide range of services in a supportive, trauma-informed way.

5. Subsistence/Other Travel Costs

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

Example

Description

Agency requests airfare for our SASP funded advocate to attend the Acme Sexual Assault Services Annual Conference, September 1–5, 2024, in Atlanta, Georgia. Round trip airfare from Richmond to Atlanta currently ranges from \$375–\$670 depending on time of travel and the number of layovers. Applicant anticipates purchasing a plane ticket costing \$400. This request is prorated to \$120 because the SASP funded advocate who will attend is funded by SASP at 30%. $\$400 \times 30\% = \120 .

Justification

Attendance at this sexual assault conference will give the direct service SASP advocate tools and knowledge to work with victims of sexual assault. This year’s conference is focused on serving victims with disabilities. There are no sexual assault conferences with a focus on victims with disabilities available in Virginia. Last year, 11 sexual assault victims with disabilities requested our services and it is important to us to increase our skills specific to this population.

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

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

Equipment is defined in the federal Department of Justice [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.”

Example

Description

Applicant is seeking funding to purchase a scanner/copier. The total cost for the item is \$5,000. The scanner/copier will be used by all twenty staff and will not be exclusive to the SASP funded advocate. As SASP funding makes up 15% of the agency's direct services budget, the applicant is seeking SASP funding for 15% of the scanner/copier. $\$5,000$ (total cost) \times 15% = \$750.

Justification

The scanner/copier will replace a current one which is approximately 15 years old. The current one is unreliable and often breaks down. This new scanner/copier will be used to copy materials provided to victims and documents needed for case management.

7. Supplies and Other Expenses

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).”

SASP funds may be used to purchase supplies needed for direct service to sexual assault victims such as emergency supplies or items used in therapy sessions.

SASP funds may also be used to purchase supplies needed by SASP funded staff. These requests must be prorated unless the staff person using the item is funded 100% by SASP. The applicant must explain how the item was prorated. Note: computers that are purchased with grant funds must be equipped with updated anti-virus protection software.

Example #1

Description

Applicant is seeking funding to purchase a laptop computer for SASP funded staff advocate Jane Doe. The laptop identified for purchase costs \$900. The laptop includes the programming and security features needed. Jane is funded by SASP (80%) to serve sexual assault victims. Jane is also funded by VOCA (20%) to serve DV victims. Therefore, we have prorated this request to 80%. $\$900$ (total cost) \times 80% = \$720.

Justification

The laptop computer will give Jane the ability to manage their cases. Jane does not currently have a laptop. They only have a desktop computer. The laptop is needed so that Jane can take it to court and have access to needed information.

Example #2

Description

Applicant is seeking funding for emergency victim supplies. These supplies will be used for sexual assault victims only. These emergency items are based on what was provided to sexual assault victim by the agency in 2022 following forensic exams and when the victims' clothes were taken for evidence. These items are: 20 undergarments at \$5 each = \$100; 20 pairs of sweatpants and sweatshirts at \$20/set = \$400; 20 flip flop shoes at \$8 each = \$160. $\$100 + \$400 + \$160 = \660 . These costs are not prorated as these costs are 100% exclusive to our SASP project.

Justification

These items will be used directly by sexual assault survivors in situations when the victim must leave clothes and shoes at the hospital. By having this supply on hand, victims will not need to

ask friends or family to bring them clothes at a time when the victim may not be ready to talk about what happened.

8. Indirect Costs

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.
4. The costs are not also recovered as indirect costs.

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

F. Non-Supplanting

All applicants must complete this certification, which must be signed by the Project Administrator. Applicants must attach a letter from the Project Administrator designating signing authority if someone signs on their behalf. Federal funds cannot be used to replace funding that an agency currently has for the same purpose. For more information about supplanting, see this [guide](#) provided by the U.S. Office of Justice Programs.

G. General Conditions and Assurances

All applicants must complete this certification, which must be signed by the Project Administrator. Applicants must attach a letter from the Project Administrator designating signing authority if someone signs on their behalf. The letter can be uploaded to the Attachments component in this funding opportunity.

H. Department of Justice Certifications

All applicants must complete this certification, which must be signed by the Project Administrator. Applicants must attach a letter from the Project Administrator designating signing authority if someone signs on their behalf. The letter can be uploaded to the Attachments component in this funding opportunity.

I. Civil Rights Certification of Compliance

All applicants must complete this certification. It must be signed by the 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 organization's 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 Project Administrator. Applicants must attach a letter from the Project Administrator designating signing authority if someone signs on their behalf. The letter can be uploaded to the Attachments component in this funding opportunity.

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

Non-profit applicants must attach a letter from the Internal Revenue Service designating 501(c) (3) status.

K. Authority Certification

All applicants must complete this certification, which must be signed by Project Administrator. Applicants must attach a letter from the Project Administrator designating signing authority if someone signs on their behalf. The letter can be uploaded to the Attachments component in this funding opportunity.

REMINDERS:

1. Applications must be submitted by Friday, August 25, 2023, 12:00 pm (noon).
2. Prior to submission, please ensure that all requirements have been met.
3. For OGMS related issues, please see the [DCJS OGMS Training & Resources web page](#).
4. Direct questions to SASP Grant Coordinator, Andi Martin, at andi.martin@dcjs.virginia.gov. Please allow for two business days to receive a reply.