



Sexual Assault Services Program (SASP) Special Funding Opportunity

Program Guidelines and Application Procedures
State Fiscal Year 2024

***Application Due Date:
Tuesday, March 28, 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 Financial Guide.

A. Grant Period

The grant period for subawards made under these guidelines is for state fiscal year (SFY) 2024: July 1, 2023 through June 30, 2024. For purposes of this solicitation, applicants must submit one budget that will be used for the 12-month grant period.

B. Purpose

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

The Virginia Department of Criminal Justice Services (DCJS) is the State Administering Agency for SASP. DCJS, in partnership with other stakeholders, seeks to consider the array of needs of all sexual assault victims and available services in the 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. 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.

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.

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.

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 2021 and 2022 Federal SASP awards, Assistance Listing number 16.017.

DCJS anticipates awarding 14 projects with awards up to \$20,000. The total amount available for expenditures during SFY 2024 is \$275,000.

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:

[Civil Rights and Nondiscrimination](#)

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

[Equal Employment Opportunity Plans](#)

[Department of Justice Grants Financial Guide](#)

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. For this special funding opportunity, funds may be used for one-time costs that support direct services. Examples of these one-time costs include:

1. Replacement or new office equipment such as laptops, printers, copiers, telephones, cellphones (not including cell phone services or on-going support services). These items cannot be purchased for victims’ personal use. These items must be used in the provision of sexual assault services or 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 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.

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); 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. 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)
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 Online Grants Management System (OGMS); therefore, all recipients of grant funding must have access to the Internet for reporting purposes.

Required reports include:

1. Quarterly claims, which include Detail of Expenditures Reports, due on the 15th day following the end of each quarter. Projected SFY 2024 claims due dates:

1 st Quarter, July – Sept.	October 15, 2023
2 nd Quarter, Oct. – Dec.	January 15, 2024
3 rd Quarter, Jan. – March	April 15, 2024
4 th Quarter, April – June	July 15, 2024

2. Two bi-annual status reports describing activities supported with SASP funds must be uploaded to OGMS. OVW requires grant recipients to use their Annual Progress [Report Form](#). Projected status report due dates:

Grant period July 1 – December 31, 2023	Due January 15, 2024
Grant period January 1 – June 30, 2024	Due July 15, 2024

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 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 the DCJS OGMS.

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 **Tuesday, March 28, 2023, 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 for 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 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 other 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 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** is worth 0–25 points (25% of the application). A successful applicant will:

1. Describe a problem or need in their community or in their delivery of services.
2. Provide a description of the request for funding that explains how the request would help solve the problem.
3. Indicate whether the applicant is a stand-alone sexual assault center, a dual agency (sexual assault and domestic violence), or a multipurpose agency (serving 3 or more types of crimes).
4. If the applicant serves more than just sexual assault victims, explain how the proposed project will be specifically used for sexual assault victims only.

SASP Project Description Form is worth 0–25 points (25% of the application). A successful applicant will demonstrate that the informational materials and/or victims' services anticipated in this project:

1. Supports the project description.
2. Supports all items requested in the budget.

The **Budget** is worth 0–50 points (50% of the application).

1. A successful applicant will have only items listed in the budget that are allowable under the SASP grant and allowable under this specific solicitation.
2. All items will include a basis of computation.
3. All items are justified as necessary to the proposed project.
4. The applicant will indicate whether each item is used exclusively for the proposed SASP project.
5. 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.

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 K.

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

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 May 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.

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 # 504566, *Sexual Assault Service Program Special Funding Opportunity SFY 24*
4. Select *Start New Application*
5. Under *Application Title*, enter the name of the Proposed SASP Project. For example, “SASP Special Funding Opportunity for ACME Service Agency FY 2024”
6. Under *Primary Contact*, select the name of the person completing the application. 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 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 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 2023.

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.

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 the problem that the proposed project will solve. Explain how the proposed project will solve the problem.
2. **Project Description:** Provide a description of the request for funding. Indicate whether the applicant organization serves victims other than sexual assault victims. If they do serve other types of victimizations, explain how the applicant organization will ensure funds will be used for services to sexual assault victims only.

C. SASP Project Description Form

Complete a SASP Project Description form for SFY 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.

D. Budget

Enter a budget for FY 2024 that is no more than \$20,000, 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 other sources of funding that support this project, if applicable.

E. Itemized Budget Forms

Requirements:

- 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.
- For all items, under item justification, explain how the item is needed to support victims of sexual assault.
- All items must include a basis of computation in the description of the item.
- 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.
- The applicant is responsible for ensuring totals in each itemized budget form matches what is on the Budget form.
- 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.

To request funding for a position that provides services to victims of other types of crime, prorate the 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 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) \times 50% = $\$30,000$.”

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.

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, building maintenance 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. The following is an example of how to describe and justify consultants.

Example #1

Description

Applicant requests funding for 208 hours of counseling services contracted with Acme Counseling. 208 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, 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 is 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. 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 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.).

Mileage reimbursement must be for 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. For meetings and trainings, if staff or volunteer does not provide services to sexual assault victims 100% of the time, this request must be prorated. The following show examples of how to describe and justify mileage.

Example #1

Description

Agency estimates that the Domestic Violence/Sexual Assault victim advocate will travel 100 miles round trip to attend four Multi-disciplinary Team meetings with other service providers in our service area. 50% of this advocate's position is specific to sexual assault services, therefore this request is prorated. The agency policy for mileage reimbursement follows federal (GSA) guidelines. 100 miles x 65.5 cents per mile x 50% sexual assault advocacy (100 x .655) x 50%=\$32.75.

Justification

These meetings are essential for victims' services because we collaborate on cases to determine the best way to meet the needs of our clients during the meetings.

Example #2

Description

Agency requests mileage for advocates to travel to the hospital to meet directly with sexual assault victims. Last year, advocates responded to 40 calls at the hospital specific to sexual assault cases. Each call resulted in an average 20-mile round trip. 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. We are not prorating this amount because 100% of victims receiving this support are victims of sexual assault.

Justification

Mileage is needed so that staff and volunteers 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 staff or volunteers providing sexual assault services. Prorate these items based on the time and effort the staff or volunteer spends on serving sexual assault victims. Here are some examples of how to describe and justify other travel costs.

Example #1

Description

Agency requests airfare for one advocate to attend the Acme Sexual Assault Services Annual Conference, September 1–5, 2023, 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 is seeking \$400. This request is not prorated because the advocate who will attend spends 100% of her time serving sexual assault victims.

Justification

Attendance at this sexual assault conference will give the direct service advocate who attends 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. The request for \$400 is at the lower end of plane tickets options.

Example #2

Description

Agency requests shuttle service for transportation from the Atlanta airport to the Acme Sexual Assault Conference hotel location. Shuttle service is \$25 each way for a total of \$50 round trip. We are not prorating this amount because the advocate attending the conference spends 100% of her time working with sexual assault victims.

Justification

Attendance at this sexual assault conference will give the direct service advocate who attends tools and knowledge to work with victims of sexual assault. Other options for travel from the airport to hotel are more expensive; Uber is estimated at \$42/each way and taxi service is estimated at \$28/each way. Therefore, this is the most cost-effective option.

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.”

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. Applicants may prorate the item based on the number of full-time equivalent (FTE) staff serving sexual assault victims or the percent of the applicant’s budget that is funded by SASP. The applicant must explain how the item was prorated. Here are some examples of how to describe and justify equipment.

Example #1

Description

Applicant is seeking funding to purchase a scanner/copier. The scanner/copier will be used by all twenty staff and will not be exclusive to the sexual assault staff in our agency. Of the 20 staff members using the scanner/copier, 3.25 are sexual assault advocates. 3.25 is 16.25% of 20. For this reason, the applicant is seeking SASP funding for 16.25% of the scanner/copier. \$5,000 (total cost) x 16.25% = \$813.

Or

Applicant is seeking funding to purchase a scanner/copier. The scanner/copier will be used by all staff and will not be exclusive to the sexual assault staff in our agency. Including this grant request, SASP funding makes up 10% of our total budget, for this reason, the applicant is seeking SASP funding for 10% of the scanner/copier. \$5,000 (total cost) x 10% = \$500.

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.

Example #2

Description

Applicant is seeking funding for a car. The estimated cost of the car is \$13,000. The car will be used by 6 program staff in instances regarding all types of victimizations. We have prorated this expense based on the number of FTEs that specifically serve sexual assault victims. Of the 6 staff, 2.75 serve sexual assault victims. 2.75 is 45.8% of 6. \$13,000 car price x 45.8% (sexual assault proration) = \$5,954.

Or

Applicant is seeking funding for a car. The estimated cost of the car is \$13,000. The car will be used by all staff in instances regarding all types of victimizations. We have prorated this expense based on the percent of agency budget funded by SASP. Including this request, SASP funds make up 15% of our budget. \$13,000 car price x 15% (SASP budget proration) = \$1,950.

Justification

This agency provides 24/7 services to victims of sexual assault. We meet victims at the hospital to provide in-person care. We also drive victims to the hospital and to law enforcement interviews when the victim does not have their own transportation. Currently, staff uses their own personal vehicles. Transporting victims in personal vehicles is concerning and problematic as staff assumes risks related to their personal insurance policies. Additionally, staff may have personal belongings in their car, which is then subject to inspection by their victim/client. The car we have identified costs \$13,000, which is the lowest priced, newer, four-door sedan we could find in our area.

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).”

Supplies assigned to a staff person must be prorated unless the staff person using the item is funded 100% to serve sexual assault victims. The applicant must explain how the item was prorated. Here are some examples of how to describe and justify supplies.

Example #1

Description

Applicant is seeking funding to purchase a laptop computer for 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) x 80% = \$720.

Or

Applicant is seeking funding to purchase a laptop computer for Staff Advocate Jane Doe. The laptop identified for purchase costs \$900. The laptop includes the programming and security features needed. Jane is funded by VOCA to serve sexual assault and domestic violence victims. In this role, her caseload is typically 75% DV and 25% sexual assault. Therefore, we have prorated this request to 25%. \$900 (total cost) x 25% = \$225.

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.

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. Although personnel expenses are unallowable in this funding opportunity, indirect costs related to personnel expenses are allowable.

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. Federal funds cannot be used to replace funding that an agency currently has for the same purpose.

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.

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.

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.

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.