



**Calendar Year (CY) 2021
Sexual Assault Services Formula Program
Solicitation for New Projects
CFDA 16.017**

**Deadline:
March 9, 2021
11:00 p.m. MDT**

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Contact Information

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How to Apply

The Sexual Assault Services Formula Program (SAS Formula Program) application must be submitted through the Idaho State Police Planning, Grants, and Research (PGR) [Grants Management System \(GMS\)](#). Application instructions* and the required Expense/Match Budget Detail Worksheet are attached in the solicitation email and on our website under the solicitation announcement. The sample SASP Letter of Nonsupplanting, the Confidentiality notice form, and Disclosure of Lobbying Activities are attached to the end of the solicitation itself as well as the Evaluation Questions. Links for these documents are also on our website under the solicitation announcement.

* These are general instructions that apply to **all** applications awarded through PGR; therefore, some sections may not be applicable. Required components will be outlined in this solicitation.

Eligibility

PGR subawards SAS Formula Program to rape crisis centers and other nonprofit, nongovernmental organizations or tribal programs that provide direct intervention and related assistance to victims of sexual assault, without regard to age.

The applicant must be able to certify, via an electronic acceptance, that they are the signing authority, or have been delegated or designated formally by the chief executive officer of the applicant agency.

All applicants, must obtain a [Data Universal Number System \(DUNS\)](#) number and be registered with the [System for Award Management \(SAM\)](#).

Federal guidelines require all applicant organizations must (1) be registered in [SAM.gov](#) prior to submitting an application; (2) provide a valid DUNS number in its application; and (3) continue to maintain an active SAM registration with current information at all times during which it has an active Federal award or an application under consideration by the awarding agency.

Awarding of Funds

Review Process

The [Idaho Grant Review Council](#) (Council), formed by an Executive Order of the Governor, is designated as the decision making body for the distribution of Idaho State Police's pass-through grant funds. Members of the Council represent various facets of the criminal justice community and public. Both PGR and the Council are committed to ensuring a fair and open process for awarding grants. Applications are reviewed to make sure the information presented is reasonable, understandable, allowable, measurable, achievable, and consistent with the solicitation.

Calendar Year 2021 SAS Formula Program Award Information (As of 01/01/21)

Award Period

The grant award period is 24 months and if awarded, may request to have a start date of January 1, 2021.

Availability of Funds

All subawards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. There is no guarantee that funds will be available in the future. Therefore, PGR encourages all applicants to develop a plan to sustain project activities if federal funding through this program ceases to be available.

Organizations may apply for up to \$90,000 for the 24-month period.

Cost-Sharing or Match Requirement

This program has **no** match or cost-sharing requirement.

Deadline

The application is due **Tuesday, March 9, 2021 no later than 11:00 p.m. MDT (Mountain Daylight Time)**.

Program Description

Program Overview

The Office on Violence Against Women (OVW) is a component of the United States Department of Justice (DOJ). Created in 1995, OVW administers grant programs authorized by the Violence Against Women Act (VAWA) and subsequent legislation and provides national leadership on issues of sexual assault, domestic violence, dating violence, and stalking. OVW grants support coordinated community responses to hold offenders accountable and serve victims.

About the OVW Sexual Assault Services Formula Program

This program is authorized by 34 U.S.C. § 12511. The SAS Formula Program was created by the Violence Against Women and Department of Justice Reauthorization Act of 2005, as amended by the technical amendments to that Act. The SAS Formula Program directs grant dollars to states and territories to assist them in supporting rape crisis centers and other nonprofit, nongovernmental organizations or tribal programs that provide direct intervention and related assistance to victims of sexual assault, without regard to age. For additional information about this program, see <http://muskie.usm.maine.edu/vawamei/saspformulamain.htm> and <https://www.justice.gov/ovw/grant-programs>.

Program Scope

Activities supported by the SAS Formula Program are determined by statute, federal regulations, and OVW policies. Subawards are bound by the provisions of this solicitation, the [DOJ Financial Guide](#), including updates to the guide after an award is made, the section of the [FY 2019 Solicitation Companion Guide](#) entitled "Post-Award Requirements for All Federal Grant Recipients", and the conditions of the award.

Purpose Areas

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

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

Under the SAS Formula Program, FY 2019 funds may be used for the following purposes:

- To support the establishment, maintenance, and expansion of rape crisis centers and other nongovernmental or tribal programs and projects to assist those victimized by sexual assault, without regard to the age of the individual.

Note: “Without regard to the age of the individual” was added by the Violence Against Women Reauthorization Act of 2013, which means that funded service providers must provide services to sexual assault victims of **all** ages.

SAS Formula Program funds shall be used by subgrantees to provide grants to rape crisis centers¹ and other non-profit, non-governmental organizations or tribal programs for programs and activities that provide direct intervention and related assistance. Pursuant to 34 U.S.C. § 12511(b)(2)(c), intervention and related assistance may include:

- 24-hour hotline services providing crisis intervention services and referral;
- Accompaniment and advocacy through medical, criminal justice, and social support systems, including medical facilities, police, and court proceedings;
- Crisis intervention, short-term individual and group support services, and comprehensive service coordination and supervision to assist sexual assault victims and non-offending family or household members;
- Information and referral to assist the sexual assault victim and non-offending family or household members;
- Community-based, culturally specific services and support mechanisms, including outreach activities for underserved communities; and
- Development and distribution of materials on issues related to the services described in the previous bullets above.

Note: The SAS Formula Program emphasizes the establishment, maintenance, and expansion of rape crisis centers and other nonprofit, nongovernmental organizations, such as dual programs addressing domestic violence and sexual assault, for the provision of direct intervention, core services, and related assistance to adult, youth, and child victims of sexual assault. **Under the SAS Formula Program, grant funds cannot be used to support sexual assault forensic examiner projects or criminal justice activities (e.g., law enforcement, prosecution, courts, or forensic interviews).**

OVW Priority Areas

For FY 2019 funds, OVW encourages states and territories to develop and support projects that improve services for and/or the response to victims of sex trafficking and other severe forms of trafficking in persons who have also experienced sexual assault.

¹ 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).

Funding Restrictions

Federal assistance awards are governed by the provisions of 2 C.F.R. Part 200. Additionally, OVW awards are covered by the [DOJ Financial Guide](#). The [DOJ Financial Guide](#) includes information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. This guide also outlines the successful administration of grant funds.

Activities that Compromise Victim Safety and Recovery and Undermine Offender Accountability

OVW does not fund activities that jeopardize victim safety, deter or prevent physical or emotional healing for victims, or allow offenders to escape responsibility for their actions. Information on activities that compromise victim safety and recovery and undermine offender accountability may be found in the [FY 2019 Solicitation Companion Guide](#).

Any activities that compromise victim safety and recovery or undermine offender accountability will need to be removed from the application prior to final approval by PGR.

Out-of-Scope Activities

OVW has determined the activities listed below to be out of the program scope, and they will not be supported by SAS Formula Program funding:

- Research projects (This does not include program assessments conducted only for internal improvement purposes. For information about DOJ regulations on research involving human subjects, see “Research and Protection of Human Subjects” in the [FY 2019 Solicitation Companion Guide](#));
- Activities focused on prevention efforts and public education (e.g., bystander intervention, social norms campaigns, presentations on healthy relationships, etc.);
- Criminal justice-related projects, including law enforcement, prosecution, courts, and forensic interviews;
- Sexual Assault Forensic Medical Examiner programs;
- Sexual Assault Response Team coordination;
- Providing training to allied professionals and the community (e.g., law enforcement, child protection services, prosecution, other community based organizations, etc.); and
- Domestic violence services unrelated to sexual violence.

Any out of scope activities will need to be removed from the application prior to final approval by PGR.

Unallowable Activities

OVW has determined the activities listed below to be unallowable, and cannot be supported by SAS Formula Program funding:

- Lobbying;
- Fundraising;
- Purchase of real property;
- Construction; and
- Physical modifications to building, including minor renovations (such as painting or carpeting).

Any unallowable activities will need to be removed from the application prior to final approval by PGR.

Program Assessments

Subgrantees under this program are prohibited from using OVW funds to conduct research. They may use funds to assess their work for quality assurance and program improvement purposes only, such as by surveying training participants about the quality of training content and deliver or convening discussion forums with key stakeholders. Applicants considering proposing program assessments should refer to the [DOJ/OJP decision tree](#) to ensure that the activity does not qualify as human subjects research. For additional information on federal requirements related to assessments or surveys, see the [FY 2019 Solicitation Companion Guide](#).

Food and Beverage/Costs for Refreshments and Meals

Generally, food and beverage costs are **not** allowable. OVW may approve the use of grant funds to provide a working meal at a meeting, conference, training, or other event, if one of the following applies:

- The location of the event is not in close proximity to food establishments, despite efforts to secure a location near reasonably priced and accessible commercial food establishments;
- Not serving food will significantly lengthen the day or necessitate extending the meeting to achieve meeting outcomes;
- A special presentation at the conference requires a plenary address and there is no other time for food to be obtained;
- Other extenuating circumstances necessitate the provision of food.

Justification for an exception listed above must be submitted to OVW, and subgrantees may only use funds to purchase food and/or beverages if OVW approves the specific expenditures in advance. For additional information on restrictions on food and beverage expenditures, go to <https://www.justice.gov/ovw/conference-planning>.

Conference Planning and Expenditure Limitations

Applicants must comply with all requirements (including specific cost limits and prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (which is defined to include meetings, retreats, seminars, symposiums, training, and other similar events), and costs of attendance at such events. Information on conference planning, minimization of costs, and conference reporting is available at <https://www.justice.gov/ovw/conference-planning>. This includes requirements pertaining to:

- Cost of Logistical Conference Planning
- Cost of Programmatic Conference Planning
- Conference Space and Audio-Visual Equipment and Services
- Prohibition on Trinkets at Conferences
- Entertainment at Conferences
- Food and Beverages at Conferences
- Prior Approval Required Before Entering Into Contracts or Expending Funds for Conferences
- Conference Reporting

Additional Fiscal Restrictions

- Consultant rates in excess of \$650 per day require prior approval from the OVW Director and are strongly discouraged;
- Applicants **may not** allocate any funds to purchase vehicles. Exceptions may be made on a case-by-case basis for use by subgrantees, but only with prior OVW approval;

- Applicants **may not** allocate any funds towards generalized statewide sexual assault training or training of allied professionals (e.g., law enforcement, social service agencies, or prosecutors) or curriculum development that is not directly linked to the provision of direct sexual assault services;
- A contribution of non-federal dollars (“match”) is not required for this program, but applicants are encouraged to maximize the impact of federal dollars by contributing to the costs of their projects.

Required Application Components

The application must include the following required documents:

- Organization’s Background (attach as a separate document under the Attachments section of your application)
- Project Narrative (part of the application in [GMS](#))
- Expense/Match Budget Detail Worksheet (attached to the CY 2021 Solicitation email and [PGR’s website](#) and will need to be **attached as an Excel file** under the Attachments section of your application)
- Approved Indirect Cost Rate Agreement (if applicable, please attach under the Attachments section of your application)
- Financial Accounting Practices (attach as a separate document under the Attachments section of your application)
- Letter of Nonsupplanting (sample letter attached to the CY 2021 Solicitation and will need to be attached under the Attachments section of your application)
- Nonprofit Organization Requirement Documentation (if applicable, please attach under the Attachments section of your application)
- Confidentiality Notice Form (attached to the CY 2021 Solicitation and [PGR’s website](#) and will need to be attached under the Attachments section of your application)
- Disclosure of Lobbying Activities ([SF-LLL](#)) (attached to the CY 2021 Solicitation and [PGR’s website](#) and will need to be attached under the Attachments section of your application)
- Standard Assurances and Certifications (electronically accepted on [GMS](#))

Background Information (Please attach as a separate document via the application’s Attachments section)

When completing the Background Information, be sure to:

- Address all questions in the order listed; please use section headings and numbers as provided. Failure to do so will result in reduced scores and/or may be considered non-responsive and removed from consideration;
- Spell out all acronyms at least once;
- Site data sources.

Background Information **must** include:

- 1) **Mission:** Include the mission of the agency. If there is an additional mission or vision for you organization’s sexual violence program specifically, include that as well.
- 2) **Program Areas:** Describe the various program areas of your organization. Please list programs and projects specifically (e.g., sexual violence intervention, outreach, prevention; mental health counseling; supportive housing; holistic healing services; etc.). Please list specific areas that your organization engages in to reach survivors of sexual violence who are from historically underserved communities.

- 3) **Number of Paid Staff:** List the number of paid staff in part-time and full-time format (full-time equivalents based on a 40-hour work week/2080 hour year, rather than distinct individuals) for: **a)** your organization; **b)** sexual violence program specifically; and **c)** bi-lingual staff (please indicate language).
- 4) **Number of Volunteers:** List the number of individual volunteers for: **a)** your organization; **b)** sexual violence program specifically. For the sexual violence program volunteers, list the number of volunteers by categories, (e.g., hotline, advocates, outreach, prevention, etc.).
- 5) **Number of survivors served:** List the number of sexual assault survivors (both intimate partner, non-intimate partner, and secondary victims) that were provided services by your organization from January 1, 2020 to December 31, 2020.
- 6) **Sexual Assault Support Groups and Healing Services or Programming:** Please list any support groups and/or holistic healing services or programming your organization offers that are *specific* to survivors of sexual violence.
- 7) **SART Involvement:** Please list any sexual assault response team your staff is an active member of and the team's activities, goals, and objectives. If your staff does not participate on a sexual assault response team, please mark N/A in the section.
- 8) **2020 Recipients:** If you received a SAS Formula Program grant for CY 2020, please include a brief narrative of grant goals and accomplishments, number of victims served, and projects completed with that funding, as well as amount of funds unspent at the end of the year. If you did not receive SASP funding in 2020, please write N/A in this section.

Project Narrative (Limited to 16,000 characters, including spaces and is completed via the application's Program Narrative section in GMS)

When completing the Program Narrative, be sure to:

- Address all questions in the order listed; please use section headings and numbers as provided. Failure to do so will result in reduced scores and/or may be considered non-responsive and removed from consideration;
- Spell out all acronyms at least once;
- Site data sources.

The Program Narrative **must** include:

- 1) **Needs Statement:** Describe the need or problem that your program seeks to address.
- 2) **Project/Program Description, Design, and Implementation:** Describe the program or services that will be funded with SAS Formula Program funds and how they are responsive to the need or problem describe in the *Needs Statement* above. Is the project/program evidence-based or best practice? Please make sure to include a description of how any activities align with priority areas, as applicable. Remember, SAS Formula Program funding is for sexual violence intervention, response, and outreach creating awareness about available service for women, men, and children.
- 3) **Population(s) Served:** Describe the population(s) your organization plans to serve and how the named population(s) will benefit from the program and/or services your organization proposes to offer. Include detailed information regarding historically underserved communities your organization plans to serve with SAS Formula Program funded programs and/or services, including the percentage of total persons served.
- 4) **Strategies:** Describe any strategies your organization will employ to implement the programs and services described in *Project/Program Description, Design, and Implementation* above. Include any strategies specific to working with and alongside marginalized communities.

- 5) **Partners:** Please list the entities your organization partners with to provide service to individuals who have been impacted by sexual assault. Emphasis is placed on those organizations partnering with entities that are providing services with and alongside marginalized communities.
- 6) **Staffing:** Describe the proposed staffing for the programs and services listed in *Project/Program Description, Design, and Implementation* above. Include titles and/or roles of individuals, including percentage of time supported by SAS Formula Program funds.
- 7) **Evaluation:** Explain in detail how your organization will measure the effectiveness of your activities. Describe your organization's criteria for a successful program or provision of services and the results, including specific outputs and outcomes, your organization expects to achieve.
- 8) **Audit Reporting Requirements:** State whether or not your organization has expended \$750,000 in federal funds in the past fiscal year, specifying the fiscal end date.
- 9) **Pending Applications:** Address any existing funding or pending applications for funds supporting the same work proposed in this application. Identify the funding agency and grant title for pending applications submitted in the last 12 months.
- 10) **Disclosure of High Risk:** Applicants currently designated high risk by another federal grant-making agency must disclose that status. This includes any status requiring additional oversight by the federal agency due to past programmatic or financial concerns. If an applicant is designated high risk by another federal grant-making agency, they must attach the following information to the application:
 - a. Federal agency that designated the applicant as high risk.
 - b. Date the applicant was designated high risk.
 - c. High risk point of contact name, phone number, and email address, from the federal agency.
 - d. Reason(s) for the high-risk status.

PGR is requesting this information to ensure appropriate oversight of grant funding. Disclosing this high risk information does not disqualify any organization from receiving an award from PGR. However, additional grant special conditions may be included in the award document, such as increased monitoring or desk reviews and/or prohibitions on drawing funds until certain requirements are met.

Tip: PGR highly recommends saving the Program Narrative in Word and pasting it into [GMS](#), as not all web browsers have spell check and there is no character count in GMS. Be sure to always click the **SAVE** icon on your application in [GMS](#) during and after each entry.

Note: Goals, Objectives, and Performance Measures – May state in the narrative section, but are not a required component of the application in [GMS](#) – Please leave this section blank.

Expense/Match Budget Detail Worksheet (Must be attached to the application as an Excel file via the Attachments section)

The requested budget must reflect as closely as possible the costs associated with the proposed project. Budget category totals must be entered into the Budget Section of the application in [GMS](#). The required Expense/Match Budget Detail Worksheet, which includes calculations and narratives, must be completed and contain a detailed breakdown of costs identified and thorough narratives of how the costs were derived and fit within the project. Budget Narratives **must:**

- Thoroughly and clearly describe every expense item listed under each category. PGR expects proposed budgets to be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for the project activities).
- Salaries may only be for personnel **providing direct services to victims.**

- Include how funds will be allocated (if applicable) with other funding sources.
- Be mathematically sound and correspond with the information and figures provided in the Description and Calculation sections of each category.
- Explain how the applicant estimated and calculated all costs and how they are relevant to the completion of the proposed project.

Note: Match is not required – Please do not include any match on the Expense/Match Budget Detail Worksheet.

Indirect Cost Rate Agreement (If applicable, must be attached to the application via the Attachments section)

Applicants that intend to charge indirect costs through the use of an indirect cost rate must have a federally-approved indirect cost agreement. Please attach a copy of a current, signed federally-approved indirect cost rate agreement.

Non-federal entities that have never received a federally-approved indirect cost rate may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely. If a subaward requests to utilize a current federally negotiated rate or the 10% de minimis rate, awarding agencies must allow the use of the rate. If chosen, this methodology once elected must be used consistently for all federal awards until such time as a non-federal entity chooses to negotiate for a rate.

Organizations that wish to negotiate an indirect cost rate may contact OVW’s Grants Financial Management Division at OVW.GFMD@usdoj.gov or 1-888-514-8556 for more information.

Financial Accounting Practices (Must be attached to the application via the Attachments section)

Each applicant must respond to the questions below. Be sure to provide complete responses that address all questions included for each number item. This section should be no more than four pages and should be a separate document from the narrative.

1. Will all funds awarded under this program be maintained in a manner that they will be accounted for separately and distinctly from other sources of revenue/funding? Please provide a brief description of the applicant’s policies and procedures that ensure funds will be tracked appropriately.
2. Does the applicant have written accounting policies and procedures? How often are these policies and procedures updated? Please provide a brief list of the topics covered in the organization’s policies and procedures. PGR may request a copy for review during the application/award process or as part of the grant monitoring process.
3. Is the applicant’s financial management system able to track actual expenditures and outlays with budgeted amounts for each grant or subgrant? Please provide a brief summary of the organization’s process for tracking expenditures, including tracking budgeted versus actual amounts.
4. Does the applicant have effective internal controls in place to ensure that federal funds are used solely for authorized purposes? Please provide a brief description of the organization’s internal controls that will provide reasonable assurance that the award funds will be managed properly.
5. Does the applicant have a documented records retention policy? If so, briefly describe the policy and confirm that the policy complies with federal regulations. Information on Record Retention and Access can be found at 2 C.F.R. §§ 200.333-337.
6. Does the applicant or any of its employees have any potential personal or organizational conflicts of interest related to the possible receipt of OVW award funds? Applicants are required to disclose in writing any potential conflicts of interest to PGR. See 2 C.F.R. §200.112 of the Uniform Guidance and Chapter 3.20, Grant, Fraud, Waste and Abuse, of the [DOJ Financial Guide](#) for additional information.
7. Is the individual primarily responsible for fiscal and administrative oversight of grant awards familiar with the applicable grants management rules, principles, and regulations including the Uniform

Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 C.F.R. Part 200)? Please provide a short list of the individual's qualifications/experience. If the individual is not familiar with the applicable rules and regulations, the applicant must contact PGR at pgr@isp.idaho.gov or (208) 884-7040 after the applicant is notified of its award.

8. Does the applicant have policies and procedures in place to manage subawards and monitor activities of subrecipients as necessary to ensure that subawards are used for authorized purposes, in compliance with laws, regulation, and terms and conditions of the award; and that established subaward performance goals are achieved (2 C.F.R. §§ 200.330-332)? Please provide a brief description of the organization's policies and procedures on subrecipient management and monitoring.
9. Does the applicant currently require employees to maintain time distribution records that accurately reflect the work performed on specific activities or cost objective in order to support the distribution of employees' salaries among federal awards or other activities (2 C.F.R. § 200.430)? Budget estimates do not qualify as support for charges to federal awards. Please provide a brief description of the organization's established timekeeping policies and procedures.

This information will be used for a mandatory pre-award risk assessment. Failure to provide this information or to respond to questions regarding this information in a timely manner could result in a delay in access to funds.

Letter of Nonsupplanting (Must be attached to the application via the Attachments section)

Applicants must submit a letter, signed by the **Authorized Representative**, certifying that federal funds will not be used to supplant state or local funds they may receive. A sample letter has been attached to the solicitation and can also be found at <https://www.justice.gov/ovw/resources-applicants> or on PGR's webpage.

Nonprofit Organization Requirement (If applicable, must be attached to the application via the Attachments section)

Any organization that is eligible for a SAS Formula Program subgrant based on its status as a nonprofit organization must be an organization that is described in section 501(c)(3) of the Internal Revenue Code of 1986 and is exempt from taxation under section 501(a) of that Code. See 42 U.S.C. § 13925(b)(16)(B). Organization's administering SAS Formula Program funds are responsible for ensuring their SAS Formula Program subgrantees are eligible as nonprofit organizations meet this requirement.

Confidentiality Notice Form (Must be attached to the application via the Attachments section)

Applicants must comply with the confidentiality and privacy requirements of the Violence Against Women Act, as amended. [The Acknowledgment of Notice of Statutory Requirement to Comply with the Confidentiality and Privacy Provisions of the Violence Against Women Act](#), form has been attached to the solicitation email and is available on the OVW website and must be signed by the Authorized Representative.

NOTE: The "Authorized Representative must be an individual who has the authority to apply for and accept grant awards on behalf of the organization or jurisdiction.

Disclosure of Lobbying Activities (Must be attached to the application via the Attachments section)

Applicants must complete the *Disclosure of Lobbying Activities (SF-LLL)* form. Applicants that expend any funds for lobbying activities must provide the detailed information requested on the form. **Applicants that do not expend funds for lobbying activities should enter "N/A" in the required highlighted fields.**

Standard Assurances and Certifications

Please carefully review the assurances and certifications. These two documents will be generated during the submission process, however are attached for review. They must be "signed" via an electronic acceptance by the highest official or designee representing the applicant agency. The applicant agency may designate a person

to complete the application; however, this person must certify that they have the authority to sign on behalf of the highest official.

Federal Award Administration Information

Administrative and National Policy Requirements

Information for All Federal Award Grantees

Awarded applicants must agree to comply with additional legal, administrative, and national policy requirements. OVW strongly encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. This information can be found in the section of the [FY 2019 Solicitation Companion Guide entitled “Post-Award Requirements for All Federal Grant Recipients”](#).

Violence Against Women Act Non-Discrimination Provision

The Violence Against Women Reauthorization Act of 2013 added a new civil rights provision that applies to all OVW grants. This provision prohibits OVW grantees and subgrantees from excluding, denying benefits to, or discriminating 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. For more information on this prohibition, see <http://www.justice.gov/ovw/docs/faqs-ngc-vawa.pdf> Additional information on the civil rights obligations of OVW funding recipients can be found in the [FY 2019 Solicitation Companion Guide](#) under “Civil Rights Compliance”.

Accessibility

Recipients of OVW funds must comply with applicable federal civil rights laws, which, among other things, prohibit discrimination on the basis of disability and national origin. Compliance with these laws includes taking reasonable steps to ensure that persons with limited English proficiency (LEP) have meaningful access to recipients’ programs and activities and ensuring that these programs and activities are readily accessible to qualified individuals with disabilities, including Deaf or hard of hearing individuals. More information on these obligations is available in the [FY 2019 Solicitation Companion Guide under “Civil Rights Compliance”](#). Applicants must allocate grant funds or other available resources to support activities that help to ensure meaningful and full access to their programs. For example, grant funds can be used to support American Sign Language (ASL) interpreter services, language interpretation and translation services, or the purchase of adaptive equipment.

Applicants proposing to use grant funds to create websites, videos, and other materials **must** ensure that the materials are accessible to persons with disabilities. Grant funds must be allocated for these purposes.

Federal Financial Guidelines

Federal grants are governed by the provisions of 2 C.F.R. Part 200 and the [DOJ Financial Guide](#). The [DOJ Financial Guide](#) includes information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. This document outlines the successful administration of grant funds.

Any recipient of an award will be responsible for monitoring subgrants/contracts, including MOU partner activities, under the grant in accordance with all applicable statutes, regulations, guidelines, and the [DOJ Financial Guide](#). Primary recipients will be responsible for oversight of subgrantee/partner spending and monitoring specific performance measures and outcomes attributable to the use of OVW funds.

High Risk Subgrantees

Based on the awarding agency's assessment of grantees with regard to current or previous funding, unresolved audit issues; delinquent programmatic and fiscal reporting; and prior performance, a grantee or subgrantee may be designated "high risk". Awards to high-risk grantees and subgrantees may carry special conditions such as increased monitoring and/or prohibitions on drawing funds until certain requirements are met.

Reporting Requirements

All quarterly programmatic and financial reports are due no later than the 15th of the month following the end of the quarter.

- January – March: Due April 15
- April – June: Due July 15
- July – September: Due October 15
- October – December: Due January 15

SAS Formula Program Subgrantee Annual Progress Reports (SAPRs)

All annual SAS Formula Program reports are due to the PGR SAS Formula Program Grant Manager by March 1st (unless specified differently).

Additional Legal Requirements

Awarded applicants must agree to comply with additional legal, administrative, and national policy requirements upon acceptance of an award and are strongly encouraged to review information pertaining to these additional requirements prior to submitting an application. Additional information for each can be found in the [FY 2019 Solicitation Companion Guide](#).

Terms and conditions for OVW awards, including awards under this SAS Formula Program are available at <http://www.justice.gov/ovw/grantees>. These terms are subject to change prior to the issuance of the awards.

Application Checklist

Prior to Application

- _____ DUNS Number
- _____ SAM Registration

Required Application Components and Attachments

- _____ Organization's Background (attach as a separate document)
- _____ Project Narrative
- _____ Expense/Match Budget Detail Worksheet (attach as an **Excel file**)
- _____ Approved Indirect Cost Rate Agreement (if applicable, attach as a separate document)
- _____ Financial Accounting Practices (attach as a separate document)
- _____ Letter of Nonsupplanting (see example below and attach as a separate document)
- _____ Nonprofit Organization Requirement Documentation (attach the appropriate documentation)
- _____ Confidentiality Notice Form (complete and attach the signed form)
- _____ Disclosure of Lobbying Activities ([SF-LLL](#)) (attach the completed form)

Assurances and Certifications (electronic acceptance in [GMS](#))

- _____ Standard Assurances (see below)
- _____ Certifications Regarding Lobbying; Debarment; Suspension and Other Responsibility Matters; and drug-free Workplace Requirements (see below)

SAMPLE

[Applicant Letterhead]

[Date]

Director
Office on Violence Against Women
145 N Street, NE
Washington, DC 20530

[Name of applicant] certifies that any funds received through the **[name of OVW grant program]** will be used to supplement, not supplant, existing non-federal funds that otherwise would be available for activities under the award. The **[name of applicant]** understands that supplanting violations can result in a range of penalties, including suspension of future funds under this program, suspension or debarment from federal grants, recoupment of monies provided under this grant, and civil and/or criminal penalties.

Sincerely,

[Applicant Authorizing Official]



Acknowledgement of Notice of Statutory Requirement to Comply with the Confidentiality and Privacy Provisions of the Violence Against Women Act, as Amended

Under section 40002(b)(2) of the Violence Against Women Act, as amended (42 U.S.C. 13925(b)(2)), grantees and subgrantees with funding from the Office on Violence Against Women (OVW) are required to meet the following terms with regard to nondisclosure of confidential or private information and to document their compliance. By signature on this form, applicants for grants from OVW are acknowledging that that they have notice that, if awarded funds, they will be required to comply with this provision, and will mandate that subgrantees, if any, comply with this provision, and will create and maintain documentation of compliance, such as policies and procedures for release of victim information, and will mandate that subgrantees, if any, will do so as well.

(A) In general

In order to ensure the safety of adult, youth, and child victims of domestic violence, dating violence, sexual assault, or stalking, and their families, grantees and subgrantees under this subchapter shall protect the confidentiality and privacy of persons receiving services.

(B) Nondisclosure

Subject to subparagraphs (C) and (D), grantees and subgrantees shall not—

- (i) disclose, reveal, or release any personally identifying information or individual information collected in connection with services requested, utilized, or denied through grantees' and subgrantees' programs, regardless of whether the information has been encoded, encrypted, hashed, or otherwise protected; or
- (ii) disclose, reveal, or release individual client information without the informed, written, reasonably time-limited consent of the person (or in the case of an unemancipated minor, the minor and the parent or guardian or in the case of legal incapacity, a court-appointed guardian) about whom information is sought, whether for this program or any other Federal, State, tribal, or territorial grant program, except that consent for release may not be given by the abuser of the minor, incapacitated person, or the abuser of the other parent of the minor.

If a minor or a person with a legally appointed guardian is permitted by law to receive services without the parent's or guardian's consent, the minor or person with a guardian may release information without additional consent.

(C) Release

If release of information described in subparagraph (B) is compelled by statutory or court mandate—

- (i) grantees and subgrantees shall make reasonable attempts to provide notice to victims affected by the disclosure of information; and
- (ii) grantees and subgrantees shall take steps necessary to protect the privacy and safety of the persons affected by the release of the information.

(D) Information sharing

(i) Grantees and subgrantees may share—

- (I) nonpersonally identifying data in the aggregate regarding services to their clients and nonpersonally identifying demographic information in order to comply with Federal, State, tribal, or territorial reporting, evaluation, or data collection requirements;
- (II) court-generated information and law enforcement-generated information contained in secure, governmental registries for protection order enforcement purposes; and
- (III) law enforcement-generated and prosecution-generated information necessary for law enforcement and prosecution purposes.

(ii) In no circumstances may—

- (I) an adult, youth, or child victim of domestic violence, dating violence, sexual assault, or stalking be required to provide a consent to release his or her personally identifying information as a condition of eligibility for the services provided by the grantee or subgrantee;
- (II) any personally identifying information be shared in order to comply with Federal, tribal, or State reporting, evaluation, or data collection requirements, whether for this program or any other Federal, tribal, or State grant program.

(E) Statutorily mandated reports of abuse or neglect

Nothing in this section prohibits a grantee or subgrantee from reporting suspected abuse or neglect, as those terms are defined and specifically mandated by the State or tribe involved.

(F) Oversight

Nothing in this paragraph shall prevent the Attorney General from disclosing grant activities authorized in this Act to the chairman and ranking members of the Committee on the Judiciary of the House of Representatives and the Committee on the Judiciary of the Senate exercising Congressional oversight authority. All disclosures shall protect confidentiality and omit personally identifying information, including location information about individuals.

(G) Confidentiality assessment and assurances

Grantees and subgrantees must document their compliance with the confidentiality and privacy provisions required under this section.

As the duly authorized representative of the applicant, I hereby acknowledge that the applicant has received notice that if awarded funding they will comply with the above statutory requirements. This acknowledgement shall be treated as a material representation of fact upon which the Department of Justice will rely if it determines to award the covered transaction, grant, or cooperative agreement.

Typed Name of Authorized Representative

Title

Telephone Number _____

Signature of Authorized Representative

Date Signed

Agency Name

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C.1352

Approved by OMB

4040-0013

1. * Type of Federal Action: <input type="checkbox"/> a. contract <input checked="" type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. * Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input checked="" type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. * Report Type: <input checked="" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year <input type="text"/> quarter <input type="text"/> date of last report <input type="text"/>
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4. Name and Address of Reporting Entity:
 Prime SubAwardee Tier if known:
* Name
* Street 1 Street 2
* City State Zip
Congressional District, if known:

6. * Federal Department/Agency:
7. * Federal Program Name/Description:
CFDA Number, if applicable:

8. Federal Action Number, if known:
9. Award Amount, if known: \$

10. a. Name and Address of Lobbying Registrant:
Prefix * First Name Middle Name
* Last Name Suffix
* Street 1 Street 2
* City State Zip

b. Individual Performing Services (including address if different from No. 10a)
Prefix * First Name Middle Name
* Last Name Suffix
* Street 1 Street 2
* City State Zip

11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when the transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

* Signature:
* Name: Prefix * First Name Middle Name
* Last Name Suffix
Title: Telephone No.: Date:

**U.S. DEPARTMENT OF JUSTICE****CERTIFIED STANDARD ASSURANCES**

On behalf of the Applicant, and in support of this application for a grant or cooperative agreement, I certify under penalty of perjury to the U.S. Department of Justice ("Department"), that all of the following are true and correct:

- (1) I have the authority to make the following representations on behalf of myself and the Applicant. I understand that these representations will be relied upon as material in any Department decision to make an award to the Applicant based on its application.
- (2) I certify that the Applicant has the legal authority to apply for the federal assistance sought by the application, and that it has the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project costs) to plan, manage, and complete the project described in the application properly.
- (3) I assure that, throughout the period of performance for the award (if any) made by the Department based on the application--
 - a. the Applicant will comply with all award requirements and all federal statutes and regulations applicable to the award;
 - b. the Applicant will require all subrecipients to comply with all applicable award requirements and all applicable federal statutes and regulations; and
 - c. the Applicant will maintain safeguards to address and prevent any organizational conflict of interest, and also to prohibit employees from using their positions in any manner that poses, or appears to pose, a personal or financial conflict of interest.
- (4) The Applicant understands that the federal statutes and regulations applicable to the award (if any) made by the Department based on the application specifically include statutes and regulations pertaining to civil rights and nondiscrimination, and, in addition--
 - a. the Applicant understands that the applicable statutes pertaining to civil rights will include section 601 of the Civil Rights Act of 1964 (42 U.S.C. § 2000d); section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794); section 901 of the Education Amendments of 1972 (20 U.S.C. § 1681); and section 303 of the Age Discrimination Act of 1975 (42 U.S.C. § 6102);
 - b. the Applicant understands that the applicable statutes pertaining to nondiscrimination may include section 809(c) of Title I of the Omnibus Crime Control and Safe Streets Act of 1968 (34 U.S.C. § 10228(c)); section 1407(e) of the Victims of Crime Act of 1984 (34 U.S.C. § 20110(e)); section 299A(b) of the Juvenile Justice and Delinquency Prevention Act of 2002 (34 U.S.C. § 11182(b)); and that the grant condition set out at section 40002(b)(13) of the Violence Against Women Act (34 U.S.C. § 12291(b)(13)), which will apply to all awards made by the Office on Violence Against Women, also may apply to an award made otherwise;
 - c. the Applicant understands that it must require any subrecipient to comply with all such applicable statutes (and associated regulations); and
 - d. on behalf of the Applicant, I make the specific assurances set out in 28 C.F.R. §§ 42.105 and 42.204.

(5) The Applicant also understands that (in addition to any applicable program-specific regulations and to applicable federal regulations that pertain to civil rights and nondiscrimination) the federal regulations applicable to the award (if any) made by the Department based on the application may include, but are not limited to, 2 C.F.R. Part 2800 (the DOJ "Part 200 Uniform Requirements") and 28 C.F.R. Parts 22 (confidentiality - research and statistical information), 23 (criminal intelligence systems), 38 (regarding faith-based or religious organizations participating in federal financial assistance programs), and 46 (human subjects protection).

(6) I assure that the Applicant will assist the Department as necessary (and will require subrecipients and contractors to assist as necessary) with the Department's compliance with section 106 of the National Historic Preservation Act of 1966 (54 U.S.C. § 306108), the Archeological and Historical Preservation Act of 1974 (54 U.S.C. §§ 312501-312508), and the National Environmental Policy Act of 1969 (42 U.S.C. §§ 4321-4335), and 28 C.F.R. Parts 61 (NEPA) and 63 (floodplains and wetlands).

(7) I assure that the Applicant will give the Department and the Government Accountability Office, through any authorized representative, access to, and opportunity to examine, all paper or electronic records related to the award (if any) made by the Department based on the application.

(8) I assure that, if the Applicant is a governmental entity, with respect to the award (if any) made by the Department based on the application--

- a. it will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. §§ 4601-4655), which govern the treatment of persons displaced as a result of federal and federally-assisted programs; and
- b. it will comply with requirements of 5 U.S.C. §§ 1501-1508 and 7324-7328, which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.

(9) If the Applicant applies for and receives an award from the Office of Community Oriented Policing Services (COPS Office), I assure that as required by 34 U.S.C. § 10382(c)(11), it will, to the extent practicable and consistent with applicable law--including, but not limited to, the Indian Self-Determination and Education Assistance Act--seek, recruit, and hire qualified members of racial and ethnic minority groups and qualified women in order to further effective law enforcement by increasing their ranks within the sworn positions, as provided under 34 U.S.C. § 10382(c)(11).

I acknowledge that a materially false, fictitious, or fraudulent statement (or concealment or omission of a material fact) in this certification, or in the application that it supports, may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001 and/or 1621, and/or 34 U.S.C. §§ 10271-10273), and also may subject me and the Applicant to civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. §§ 3729-3730 and 3801-3812). I also acknowledge that the Department's awards, including certifications provided in connection with such awards, are subject to review by the Department, including by its Office of the Inspector General.

Close Window



U.S. DEPARTMENT OF JUSTICE

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. The certifications shall be treated as a material representation of fact upon which reliance will be placed when the U.S. Department of Justice ("Department") determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by 31 U.S.C. § 1352, as implemented by 28 C.F.R. Part 69, the Applicant certifies and assures (to the extent applicable) the following:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Applicant, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, or the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If the Applicant's request for Federal funds is in excess of \$100,000, and any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal grant or cooperative agreement, the Applicant shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities" in accordance with its (and any DOJ awarding agency's) instructions; and

(c) The Applicant shall require that the language of this certification be included in the award documents for all subgrants and procurement contracts (and their subcontracts) funded with Federal award funds and shall ensure that any certifications or lobbying disclosures required of recipients of such subgrants and procurement contracts (or their subcontractors) are made and filed in accordance with 31 U.S.C. § 1352.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

A. Pursuant to Department regulations on nonprocurement debarment and suspension implemented at 2 C.F.R. Part 2867, and to other related requirements, the Applicant certifies, with respect to prospective participants in a primary tier "covered transaction," as defined at 2 C.F.R. § 2867.20(a), that neither it nor any of its principals—

(a) is presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) has within a three-year period preceding this application been convicted of a felony criminal violation under any Federal law, or been convicted or had a civil judgment rendered against it for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, tribal, or local) transaction or private agreement or transaction;

violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion or receiving stolen property, making false claims, or obstruction of justice, or commission of any offense indicating a lack of business integrity or business honesty that seriously and directly affects its (or its principals') present responsibility;

(c) is presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, tribal, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and/or

(d) has within a three-year period preceding this application had one or more public transactions (Federal, State, tribal, or local) terminated for cause or default.

B. Where the Applicant is unable to certify to any of the statements in this certification, it shall attach an explanation to this application. Where the Applicant or any of its principals was convicted, within a three-year period preceding this application, of a felony criminal violation under any Federal law, the Applicant also must disclose such felony criminal conviction in writing to the Department (for OJP Applicants, to OJP at Ojpcompliancereporting@usdoj.gov; for OVW Applicants, to OVW at OVW.GFMD@usdoj.gov; or for COPS Applicants, to COPS at AskCOPSRC@usdoj.gov), unless such disclosure has already been made.

3. FEDERAL TAXES

A. If the Applicant is a corporation, it certifies either that (1) the corporation has no unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, or (2) the corporation has provided written notice of such an unpaid tax liability (or liabilities) to the Department (for OJP Applicants, to OJP at Ojpcompliancereporting@usdoj.gov; for OVW Applicants, to OVW at OVW.GFMD@usdoj.gov; or for COPS Applicants, to COPS at AskCOPSRC@usdoj.gov).

B. Where the Applicant is unable to certify to any of the statements in this certification, it shall attach an explanation to this application.

4. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, as implemented at 28 C.F.R. Part 83, Subpart F, for grantees, as defined at 28 C.F.R. §§ 83.620 and 83.650:

A. The Applicant certifies and assures that it will, or will continue to, provide a drug-free workplace by—

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in its workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about—

- (1) The dangers of drug abuse in the workplace;
- (2) The Applicant's policy of maintaining a drug-free workplace;
- (3) Any available drug counseling, rehabilitation, and employee assistance programs; and

- (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the award be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the award, the employee will—
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of the employee's conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the Department, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title of any such convicted employee to the Department, as follows:

For COPS award recipients - COPS Office, 145 N Street, NE, Washington, DC, 20530;

For OJP and OVW award recipients - U.S. Department of Justice, Office of Justice Programs, ATTN: Control Desk, 810 7th Street, N.W., Washington, D.C. 20531.

Notice shall include the identification number(s) of each affected award;

- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:
 - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency; and
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

5. COORDINATION REQUIRED UNDER PUBLIC SAFETY AND COMMUNITY POLICING PROGRAMS

As required by the Public Safety Partnership and Community Policing Act of 1994, at 34 U.S.C. § 10382(c)(5), if this application is for a COPS award, the Applicant certifies that there has been appropriate coordination with all agencies that may be affected by its award. Affected agencies may include, among others, Offices of the United States Attorneys; State, local, or tribal prosecutors; or correctional agencies.

I acknowledge that a materially false, fictitious, or fraudulent statement (or concealment or omission of a material fact) in this certification, or in the application that it supports, may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001 and/or 1621, and/or 34 U.S.C. §§ 10271-10273), and also may subject me and the Applicant to civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. §§ 3729-3730 and 3801-3812). I also acknowledge that the Department's awards, including certifications provided in connection with such awards, are subject to review by the Department, including by its Office of the Inspector General.

FY 2019 Sexual Assault Services Formula Program for CY 2021 Evaluation Questions

Background – Weight 30

- Was a mission statement included?
- Did the applicant describe the various program areas of their organization?
- Did the applicant list programs and projects specifically (e.g., sexual violence intervention, outreach, prevention; mental health counseling; supportive housing; holistic healing services; etc.)?
- Did the applicant list specific areas their organization engages in to reach survivors of sexual violence who are from historically underserved communities?
- Did the applicant list the number of part- and full-time staff and volunteers for their organization? For sexual violence program specifically? Number of bi-lingual staff?
- Does the organization offer support groups and/or holistic healing services or programming specific to survivors of sexual violence? Were they listed?
- Did the applicant list any sexual assault response team their staff is an active member of and the team's activities, goals, and objectives?
- Was there a brief narrative of grant goals and accomplishments, number of victims served, projects completed, and unspent funds included if applicant received CY 2020 SAS Formula Program funds?

Project Narrative – Weight 40

- Was a Needs Statement included and the need or problem clearly addressed?
- Did the applicant describe the program or services that will be funded and how they are responsive to the need or problem described in their Needs Statement?
- Did the applicant describe the population(s) the organization plans to serve and how the named population(s) will benefit from the program and/or services the organization proposes to offer? Was detailed information regarding historically underserved communities the organization plans to serve with SAS Formula Program funded programs and/or services included, along with percentage of persons served?
- Did the applicant describe the organization's strategies it will employ to implement the programs and service described in their Project/Program Description? Were strategies specific to working with and alongside marginalized communities included?
- Did the applicant list the entities the organization partners with to provide service to individuals who have been impacted by sexual assault? Does the organization collaborate with entities that are providing services with and alongside marginalized communities?
- Did the applicant describe the proposed staffing for the programs and services listed in the Project/Program Description, including titles and/or roles of individuals, along with percentage of time supported by SAS Formula Program funds?
- Did the applicant explain in detail how the organization will measure the effectiveness of its activities? Did they describe their criteria for a successful program or provision of services and the results, including specific outputs and outcomes, the organization expects to achieve?

Budget – Weight 30

- Are all costs broken down on the required Expense/Match Budget Detail Worksheet?
- Do the budget narratives provide sufficient back up for the requested costs? Is the budget mathematically sound and correspond with the information and figures provided in the Description and Calculation section of each category?
- Are costs reasonable and necessary?
- Are expenses clearly tied to the problem and solution?