



**FFY 2021 – FFY 2022**  
**Sexual Assault Services Formula Program**  
**Solicitation - New Projects for CY 2023**  
**CFDA 16.017**

**Electronic Submission Deadline:**

**October 12, 2022, 11:00 p.m., Mountain Daylight Time (MDT)**

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## Contact Information

Julie Brotzman

Idaho State Police/Planning, Grants, and Research

(208) 884-7041 or (208) 884-7040

[julie.brotzman@isp.idaho.gov](mailto:julie.brotzman@isp.idaho.gov) or [pgr@isp.idaho.gov](mailto:pgr@isp.idaho.gov)

## How to Apply

The Sexual Assault Services Formula Program (SAS Formula Program) application must be submitted through the Idaho State Police (ISP) Planning, Grants, and Research (PGR) [Grants Management System \(GMS\)](#). Instructions for New Applications\* and the required Expense/Match Budget Detail Worksheet are attached in the Listserv solicitation email and on [PGR's SAS Formula Program webpage](#) under the solicitation announcement. The sample SAS Formula Program Letter of Non-supplanting, the Confidentiality Notice form, and Disclosure of Lobbying Activities are attached to the end of the solicitation itself as well as the Evaluation Questions used to score the application. Links for these documents are also on [PGR's SAS Formula Program webpage](#) under the solicitation announcement.

\* These are general instructions that apply to **all** new 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 be registered with the [System for Award Management \(SAM\)](#) AND obtain a Unique Entity Identifier (UEI) number.**

SAM centralizes information about grant recipients and provides a central location for recipients to change organizational information. Additional information can be found at [U.S. General Services Administration \(GSA\)](#) or at the [Office of Justice Programs \(OJP\) website](#). The UEI is a 12-character alpha-numeric value and once issued, will not change. Organizations that are currently registered in SAM already have a UEI and can be viewed by logging into their account on [SAM.gov](#).

Applicant organizations are required to have an active SAM registration and keep it updated at all times during which it has an active award or application through PGR. **If** an applicant does not have an active SAM registration, applications will still be accepted, however, the applicant organization should immediately register online with SAM to obtain a UEI and attach documentation to their application regarding registration status. The registration process may take up to two (2) weeks.

**If an applicant is awarded, PGR will not complete the final award process until the applicant has complied with all applicable SAM and UEI requirements. Failure to do so, will result in forfeiture of their award.**

# 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 (CY) 2023 SAS Formula Program Award Information

### Award Period

Due to changes in the 2022 VAWA Reauthorization for the Federal Funding Year (FFY) 2023 SAS Formula Program funds, which will be awarded in CY 2024, the grant award period for this funding cycle will be 12 months. All awarded applicants will have a start date of January 1, 2023, and an end date of December 31, 2023. **No** extensions will be given.

### Current SAS Formula Program Subgrantees

If an applicant is currently operating a SAS Formula Program project that ends after December 31, 2022, and is awarded new funds under this solicitation, the applicant will have until December 31, 2023, to spend **BOTH** awarded amounts. Any remaining funds after December 31, 2023, will be deobligated.

### 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.

### Award Amount

Organizations may apply for up to \$50,000 for the 12-month period.

### Cost-Sharing or Match Requirement

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

## Deadline

**The application is due Wednesday, October 12, 2022, 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/sasformulamain.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 2022 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, FFY 2021 and FFY 2022 funds must 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 individuals who have been victimized by sexual assault, without regard to the age of the individual. See [34 U.S.C. § 12511\(b\)\(1\)](#).

**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 centers<sup>1</sup> 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.

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<sup>1</sup> 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\(a\)\(25\)](#).

- 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).**

## 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 2022 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 2022 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.
- 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 2022 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 regarding restrictions on food and beverage expenditures, see [OVW Conference Cost 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 [OVW Conference Cost 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 (See page 7 or [PGR’s SAS Formula Program webpage](#). Attach as a separate document under the Attachments section of the application in GMS.)
- Project Narrative (Part of the application in GMS.)
- Expense/Match Budget Detail Worksheet (Attached to the Listserv solicitation email and on [PGR’s SAS Formula Program webpage](#). **Attach as an Excel file** under the Attachments section of the application in GMS.)
- Approved Indirect Cost Rate Agreement (If applicable, attach under the Attachments section of the application in GMS.)
- Financial Management and System of Internal Controls Questionnaire (See page 9 or [PGR’s SAS Formula Program webpage](#). Attach under the Attachments section of the application in GMS.)
- Financial Accounting Practices Questionnaire (See Attachment B or [PGR’s SAS Formula Program webpage](#). Attach as a separate document under the Attachments section of the application in GMS.)
- PGR Risk Assessment (See [PGR’s SAS Formula Program webpage](#). **Attach as an Excel file** under the Attachments section of the application in GMS.)
- Letter of Non-supplanting (See Attachment C or [PGR’s SAS Formula Program webpage](#) for sample letter. Attach under the Attachments section of the application in GMS)
- Nonprofit Organization Requirement Documentation (If applicable, attach under the Attachments section of the application in GMS.)
- Confidentiality Notice Form (See Attachment D or [PGR’s SAS Formula Program webpage](#). Attach under the Attachments section of the application in GMS.)
- Disclosure of Lobbying Activities ([SF-LLL](#)) (See Attached Completed Sample form and [PGR’s SAS Formula Program webpage](#) for blank form. Attach under the Attachments section of the application in GMS.)

- Standard Assurances and Certifications (To review, see [PGR's SAS Formula Program webpage](#). These are electronically accepted in GMS at the time of application submittal.)

**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 statement of the agency. If there is an additional mission or vision for your 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 July 1, 2021 through June 30, 2022.
- 6) **Sexual Assault Support Groups and Healing Services or Programming:** 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:** 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 indicate N/A in this section.
- 8) **CY 2021 Recipients:** If you received a SAS Formula Program grant for CY 2021, please include a brief narrative of grant goals and accomplishments, number of victims served, and projects completed with the funding. If you did not receive SAS Formula Program funding in CY 2021, please indicate 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 described 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 names, 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) 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.

**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 complete 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).
- If funding personnel, include name and title.
- 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)**

According to the [DOJ Financial Guide](#), “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. Examples of costs usually treated as indirect include those incurred for facility operation and maintenance, depreciation, and administration salaries.” Applicants with a current approved indirect cost rate **must** attach a copy of the indirect cost rate agreement to the application if they are requesting reimbursement for indirect.

Applicants that have **never** received a negotiated indirect cost rate, except for those agencies described in [Appendix VII to Part 200 \(d\)\(1\)\(B\)](#), may charge a de minimis rate of 10% of modified total direct costs (MTDC) or negotiate a rate with their cognizant Federal agency. The MTDC direct cost base includes all direct salaries and applicable fringe benefits, materials and supplies, services, and travel. The base excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, and participant support costs. When using the MTDC method, costs must be consistently charged as either indirect or direct and must not be double charged or inconsistently charged as both. If this method is chosen, it must be used consistently for all Federal awards until the applicant chooses to negotiate an indirect cost rate, which can be done at any time. For the “de minimis” rate requirements (including additional information on eligibility to elect to use the rate, see Part 200 Uniform Requirements, at [2 C.F.R. 200.414\(f\)](#).

Eligible applicants that wish to use the “de minimis” rate **must** attach written documentation to the application that advises PGR of both – (1) the applicant’s eligibility to use the “de minimis” rate, and (2) their election to do so.

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

**Note:** Indirect costs must be included in the “Other” budget category and the calculation on the Budget Detail Worksheet must include the indirect cost rate and the total direct costs used to determine indirect costs.

**Financial and Grant Administration (All documents must be attached to the application via the Attachments section in GMS)**

- Download and complete the [Financial Management and System of Internal Controls Questionnaire](#) and submit as a separate attachment to the application in GMS.
- Provide complete responses to question that address organization’s financial accounting practices. (See Attachment B). Be sure to provide complete responses that address all questions included for each numbered item. Questions must be included, with responses under each question. This section should be no more than four pages and attached as a separate document under the Attachments section of the application.
- **Only** the first tab of PGR’s Risk Assessment needs to be completed, however the **entire workbook must be attached to the application under the Attachment section in GMS as an Excel File.**
- Applicants must complete the Disclosure of Lobbying Activities ([SF-LLL](#)) form and attached as a separate document under the Attachments section of the application. 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.** (See Attached Completed Sample form).

**Note:** The above documents are required and should only be completed by staff most familiar with the organization’s systems, policies, and procedures to ensure correct responses are submitted to PGR.

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 Non-supplanting (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 SAS Formula Program 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).

**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, is available on the [OVW Resources for Applicants website](#), or [PGR’s SAS Formula Program webpage](#) and is also attached to the solicitation (see Attachment D). This form 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.

## Standard Assurances and Certifications

Please carefully review the assurances and certifications. These two documents will be generated during the submission process, however, are available for review on [PGR's SAS Formula Program webpage](#). 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 applying. This information can be found in the section of the [FY 2022 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 <https://www.justice.gov/archives/ovw/file/29386/download>. Additional information on the civil rights obligations of OVW funding recipients can be found in the [FY 2022 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 2022 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](#)

### **High Risk Subgrantees**

Based on PGR'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 15<sup>th</sup> 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 1<sup>st</sup> (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 applying. Additional information for each can be found in the [FY 2022 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

- \_\_\_\_\_ SAM Registration
- \_\_\_\_\_ UEI Number

## Required Application Components and Attachments

- \_\_\_\_\_ Organization's Background (attach as a separate document)
- \_\_\_\_\_ Project Narrative (completed in GMS under the Program Narrative section)
- \_\_\_\_\_ Expense/Match Budget Detail Worksheet (attach as an **Excel file**)
- \_\_\_\_\_ Approved Indirect Cost Rate Agreement (if applicable, attach as a separate document)
- \_\_\_\_\_ Financial Management and System of Internal Controls Questionnaire (attach the completed and signed document)
- \_\_\_\_\_ Financial Accounting Practices Questionnaire (attach as a separate document)
- \_\_\_\_\_ PGR Risk Assessment (complete first page and attach as an **Excel file**)
- \_\_\_\_\_ Letter of Non-supplanting (attach as a separate document)
- \_\_\_\_\_ Nonprofit Organization Requirement Documentation (if applicable, attach the appropriate documentation)
- \_\_\_\_\_ Confidentiality Notice Form (attach the completed and signed document)
- \_\_\_\_\_ Disclosure of Lobbying Activities ([SF-LLL](#)) (attach the completed and signed document)

## Assurances and Certifications (Electronic acceptance in [GMS](#). Do Not attach)

- \_\_\_\_\_ Standard Assurances (can be viewed on [PGR's SAS Formula Program webpage](#))
- \_\_\_\_\_ Certifications Regarding Lobbying; Debarment; Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing (can be viewed on [PGR's SAS Formula Program webpage](#))

## **Sexual Assault Services Formula Program Evaluation Questions**

### **1. Background – Weight 25**

- 1) Was a mission statement included?
- 2) Did the applicant describe the various program areas of their organization?
- 3) Did the applicant list programs and projects specifically (e.g., sexual violence intervention, outreach, prevention; mental health counseling; supportive housing; holistic healing services; etc.)?
- 4) Did the applicant list specific areas their organization engages in to reach survivors of sexual violence who are from historically underserved communities?
- 5) 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?
- 6) Does the organization offer support groups and/or holistic healing services or programming specific to survivors of sexual violence? Were they listed?
- 7) Did the applicant list any sexual assault response team their staff is an active member of and the team's activities, goals, and objectives?
- 8) If an applicant received a SAS Formula Program grant for CY 2021, did they give a brief narrative of grant goals and accomplishments, number of victims served, and projects completed with the funding? If applicant did not receive SAS Formula Program funding in CY 2021, did they indicate N/A in that section?

### **2. Program Narrative – Weight 40**

- 1) Was a Needs Statement included and the need or problem clearly addressed?
- 2) 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?
- 3) 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?
- 4) 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?
- 5) 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?
- 6) 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?

- 7) 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?

### **3. Budget – Weight 30**

- 1) Are all costs broken down on the required Expense/Match Budget Detail Worksheet?
- 2) 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?
- 3) Are costs reasonable and necessary?
- 4) Are expenses clearly tied to the problem and solution?

### **4. Required Attachments – Weight 5**

- 1) Were all required forms and documents completed and attached per the solicitation?

## Financial Accounting Practices

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](mailto: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, if applicable.
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.

10. Is the applicant designated as high risk by a federal agency outside of DOJ? (High risk includes any status under which a federal awarding agency provides additional oversight due to the applicant entity's past performance, or other programmatic or financial concerns with the applicant entity.) If so, provide the name(s) of the federal awarding agency, the date(s) the agency notified the applicant entity of the high risk designation, contact information for the high risk point of contact at the federal agency, and the reason for the high risk status, as set out by the federal agency.

# ***Non-supplanting Sample Letter***

[Applicant Letterhead]

[Date]

Idaho State Police  
Planning, Grants, and Research  
700 S. Stratford Drive  
Meridian, ID 83642

[Name of applicant] certifies that any funds awarded through the Edward Byrne Memorial Justice Assistance Grant 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]

U.S. Department of Justice  
Office on Violence Against Women



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

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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 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

0348-0046

(See reverse for public burden disclosure.)

<b>1. Type of Federal Action:</b> <input type="checkbox"/> a. contract <input 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	<b>2. Status of Federal Action:</b> <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	<b>3. Report Type:</b> <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change <b>For Material Change Only:</b> year _____ quarter _____ date of last report _____
<b>4. Name and Address of Reporting Entity:</b> <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, <i>if known</i> :  <b>Congressional District, if known:</b>	<b>5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:</b>   <b>Congressional District, if known:</b>	
<b>6. Federal Department/Agency:</b>	<b>7. Federal Program Name/Description:</b>  CFDA Number, <i>if applicable</i> : _____	
<b>8. Federal Action Number, if known:</b>	<b>9. Award Amount, if known:</b> \$ _____	
<b>10. a. Name and Address of Lobbying Registrant</b> <i>(if individual, last name, first name, MI):</i>	<b>b. Individuals Performing Services</b> <i>(including address if different from No. 10a)</i> <i>(last name, first name, MI):</i>	
<b>11.</b> 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 this 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: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____	
<b>Federal Use Only:</b>		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

## INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity 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 a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.  
  
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.