

**OVW FISCAL YEAR 2024  
SEXUAL ASSAULT  
SERVICES CULTURALLY  
SPECIFIC PROGRAM  
(SAS CSP)**

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

**PRE-APPLICATION  
CONFERENCE  
CALL**



# GRANTS FINANCIAL MANAGEMENT DIVISION (GFMD)

- Summary Data Sheet (questionnaire)
  - Proof of 501 (c)(3) Status (if applicable)
  - Single Audit (threshold and fiscal year)
  - IRS three-step safe-harbor procedure– Executive Compensation –
  - Sample Disclosure Letter
    - Address all four parts
- Pre-Award Risk Assessment (questionnaire)
  - Eleven questions; Multiple parts to each question
  - Most Common issues:
    - Brief list of policies and procedures not provided
    - Budgeted vs. Actual process not provided
    - Record Retention policy not provided
    - Knowledge of rules and regulations

# RESOURCES

Training for OVW Applicants:

<https://www.justice.gov/ovw/resources-applicants>

Budget Information and Sample Budget Detail

Worksheet: <https://www.justice.gov/ovw/page/file/1107316/download>

Creating a Budget: <https://www.justice.gov/ovw/video/creating-budget>

Uniform Guidance - 2 CFR Part 200

<https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200?toc=1>

DOJ Financial Guide:

<https://www.justice.gov/media/1282146/dl?inline=>

Program Specific Solicitation:

<https://www.justice.gov/ovw/open-solicitations>

# CONTACT INFORMATION

OVW GFMD Helpdesk:

1-888-514-8556

[OVW.GFMD@usdoj.gov](mailto:OVW.GFMD@usdoj.gov)




Tonette Ngassa

**TEAM LEAD**

# OVERVIEW OF OVW

**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 domestic violence, dating violence, sexual assault, and stalking. OVW grants support coordinated community responses to hold offenders accountable and serve victims.**



# About SAS Culturally Specific Program



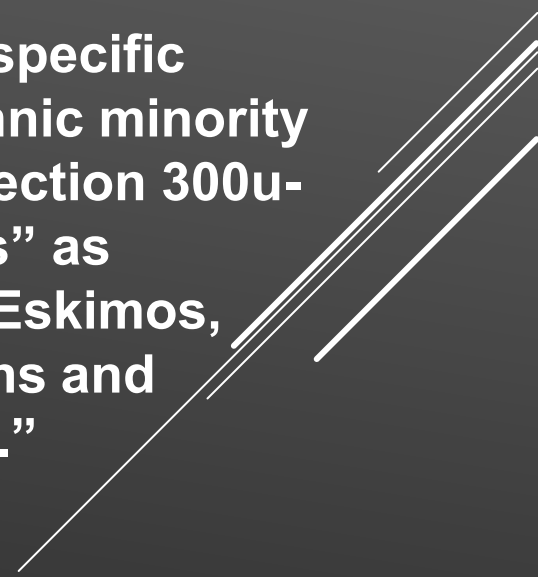
This program is authorized by 34 U.S.C. § 12511(c). The Sexual Assault Services Culturally Specific Program (SAS Culturally Specific Program) (CFDA# 16.023) supports nonprofit organizations that focus primarily on culturally specific communities and have experience in the area of sexual assault or who partner with an organization having such expertise. The goal of the SAS Culturally Specific Program is to establish, maintain, and expand sustainable, culturally appropriate services that address the unique needs and challenges of victims of sexual assault from culturally specific communities

# Culturally Specific Services

## Definition

**Pursuant to 34 U.S.C. § 12291(a)(7), culturally specific services means community- based services that include culturally relevant and linguistically specific services and resources to culturally specific communities.**


**Pursuant to 34 U.S.C. § 12291(a)(6), culturally specific means primarily directed toward racial and ethnic minority groups (as defined in 42 U.S.C. § 300u-6(g)). Section 300u-6(g) defines “racial and ethnic minority groups” as “American Indians (including Alaska Natives, Eskimos, and Aleuts); Asian Americans; Native Hawaiians and other Pacific Islanders; Blacks; and Hispanics.”**



# **SAS CSP Purpose Areas**

**Pursuant to 34 U.S.C. § 12511(c), funds under this program must be used to support the establishment, maintenance, and expansion of culturally specific intervention and related assistance for victims of sexual assault.**


**Pursuant to 34 U.S.C. § 12511(b)(2)(C), such 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 family or household members.**
  - Information and referral to assist the sexual assault victim and family or household members.**
- 

# **SAS CSP Purpose Areas (continued)**

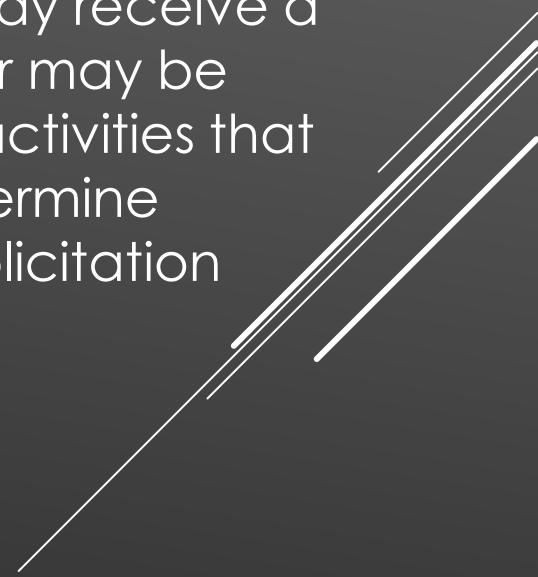
- **Community-based, culturally specific services and support mechanisms, including outreach activities for underserved communities.**
- **Development and distribution of materials on issues related to the services described above.**

**Pursuant to 34 U.S.C. 12291(a)(7), “culturally specific services” means community-based services that include culturally relevant and linguistically specific services and resources to culturally specific communities.**



# Activities that Compromise Victim Safety and Recovery or Undermine Offender Accountability

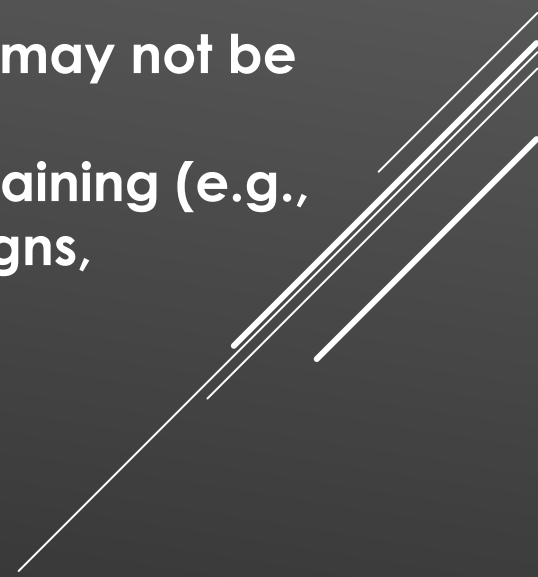
OVW does not fund activities that jeopardize victim safety, deter or prevent physical or emotional healing for victims, or allow offenders to escape responsibility for their actions. Applications that propose any such activities may receive a deduction in points during the review process or may be eliminated from consideration. Information on activities that compromise victim safety and recovery or undermine offender accountability may be found in the Solicitation Companion Guide.

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# Out-of-Scope Activities

The activities listed below are out of the program scope and will not be supported by this program's funding.

Applications that propose activities deemed to be substantially out-of-scope may receive a deduction in points during the review process or may be eliminated from consideration.

- ❑ Research projects. Funds under this program may not be used to conduct research
  - ❑ Activities focused on prevention efforts and training (e.g., bystander intervention, social norms campaigns, presentations on healthy relationships).
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# Out-of-Scope Activities (continued)

- ❑ 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, or other community-based organizations). Limited training that directly supports the services provided by the project may be provided to grantee staff and project partners; however, any training activities will require prior approval from OVW.
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# **Federal Award Information Awards, Amounts, and Duration**

**Anticipated Number of Awards**  
**20**

**Period of Performance Start Date**  
**10/1/24**

**Anticipated Total Amount to be Awarded Under  
Solicitation**  
**\$7,500,000.00**

**Anticipated Maximum Dollar Amount of Awards**  
**\$375,000.00**

**Period of Performance Duration (Months)**  
**36**



# Federal Award Information

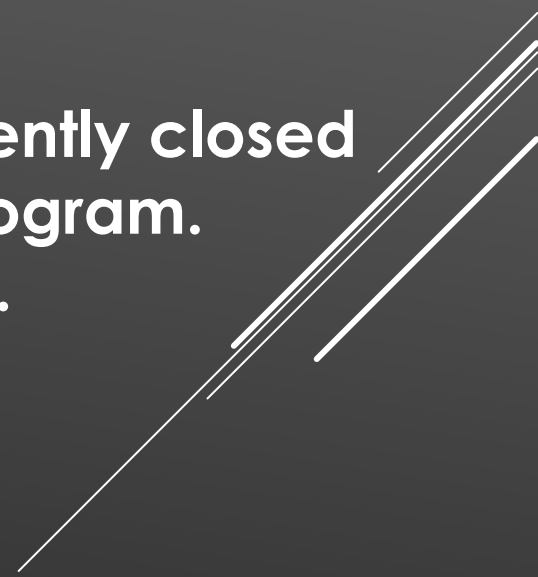
## Types of Applications

### New

Applicants that have never received funding under this program or whose previous funding under this program expired on or before April 9, 2023.

### Continuation

Applicants that have an existing or recently closed (after April 9, 2023) award under this program. Continuation funding is not guaranteed.

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# Federal Award Information

## Planning Grants

Applicants must be culturally specific organizations and have a partner with a demonstrated history of providing sexual assault victim services.

❖ Up to 4 planning grants will be awarded.

1. Two phases:

a. Phase 1/Planning phase (up to 24 months)- \$100,000


**Note-** Planning grantees will not provide direct services to sexual assault victims and/or survivors during the Phase 1/Planning Phase.

b. Phase 2/Direct service provision- \$275,000

# Federal Award Information

## Planning Grants – Phase 1

Planning Grants: Planning grants under this program will be made for up to \$100,000 for a period of up to 24 months. Funds must be used to establish culturally specific sexual assault services. Proposed activities may include, but are not limited to, the following:

1. Participating in site visits, peer-to-peer exchange, and technical assistance events;
  2. Developing relevant policies and procedures;
  3. Delivering culturally specific sexual assault training to staff and leadership;
  4. Funding a project/planning coordinator;
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# Federal Award Information


## Planning Grants – Phase 1 (continued)

- 5. Creating and/or revising program documents;
- 6. Coordinating and conducting planning meetings; and
- 7. Establishing an advisory/consulting committee.
- 8. Include a tentative timeline for carrying out the proposed planning activities.

Applicants applying for a planning grant are required to set aside \$15,000 of the total budget for OVW training and technical assistance. These funds will be used during the period of performance of the grant project.

# Federal Award Information

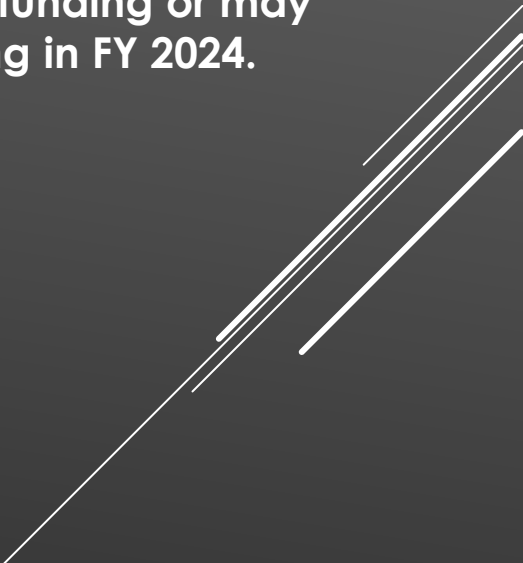
## Planning Grants – Phase 2

- 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 family or household members.
  - Information and referral to assist the sexual assault victim and family or household members.
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# Federal Award Information - Other

- ❑ Recipients of an FY 2022 or FY 2023 award under this program are NOT eligible to apply as the lead applicant or as a partner/subrecipient on an FY 2024 proposal.
- ❑ Likewise, an organization that is a partner/subrecipient on an FY 2022 or FY 2023 award is not eligible to apply as the lead applicant or as a partner/subrecipient on an FY 2024 proposal.


**Note:** Current grantees with a substantial amount of unobligated funds remaining (50 percent or more of the previous award) as of March 31, 2024 without adequate justification may not be considered for funding or may receive a reduced award amount if selected for funding in FY 2024.



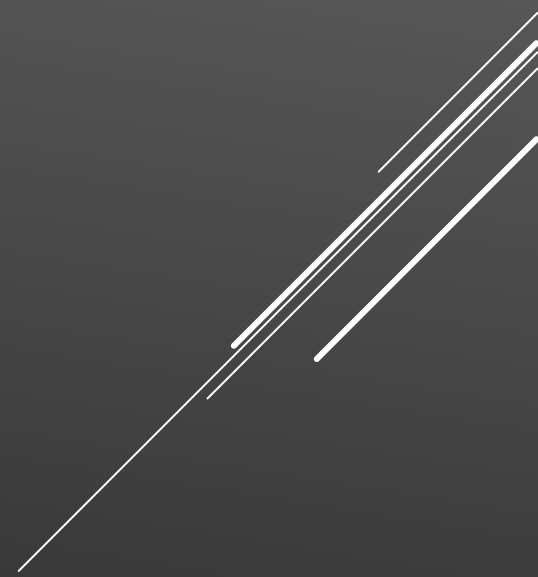
# Mandatory Program Requirements

1. OVW-sponsored training and technical assistance (TTA).
2. OVW may conduct a program assessment or evaluation necessitating grantee involvement. Therefore, recipients may be expected to dedicate some OVW-funded time and resources to participating in an assessment or evaluation.
3. The provision of sexual assault victim services to non-intimate partner sexual assault victims. Applications proposing projects to serve only victims of intimate partner sexual assault will be removed from further funding consideration.

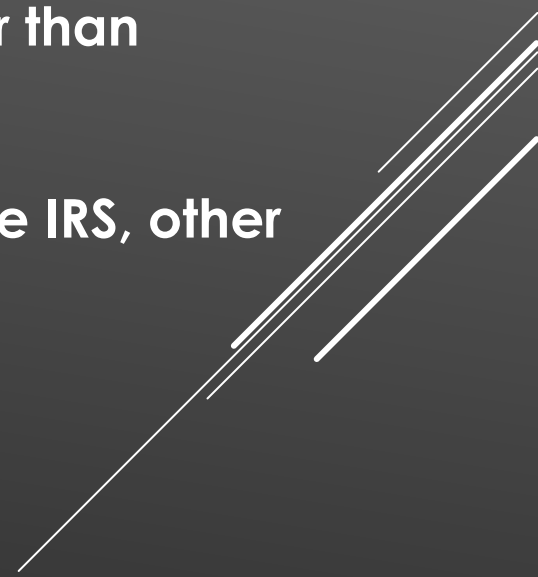
**Note:** Planning grantees will not provide direct services to sexual assault victims and/or survivors during the initial 24-month project period.

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# ELIGIBILITY INFORMATION



# Who is eligible to apply?

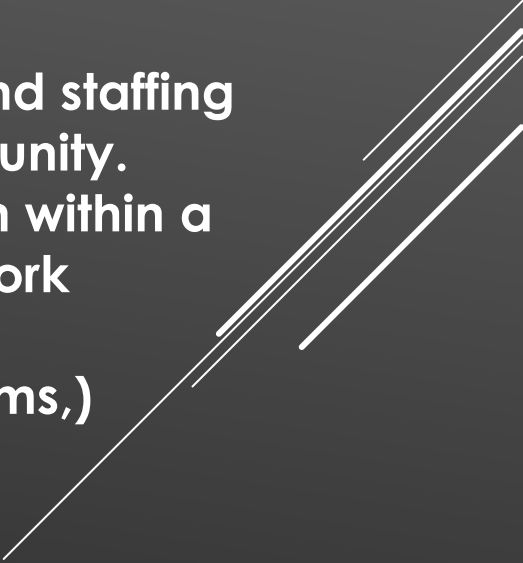
- ☐ Private nonprofit/tribal organizations for which the primary purpose of the organization as a whole is to provide culturally specific services to American Indians (including Alaska Natives, Eskimos, and Aleuts), Asian Americans, Native Hawaiians and other Pacific Islanders, Blacks, or Hispanics in the United States or U.S. territories.
  - ☐ Native American tribal organizations (other than Federally recognized tribal governments)
  - ☐ Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education
- 

# Eligibility Information

## Additional Requirements

- ❑ Have documented organizational experience in the area of sexual assault intervention or have entered into a formal partnership with an organization having such expertise.
- ❑ Have expertise in the development of community-based, linguistically and culturally specific outreach and intervention services relevant for the specific communities to which assistance would be provided or have the capacity to link to existing services in the community tailored to the needs of culturally specific populations.
- ❑ Have an advisory board or steering committee and staffing which is reflective of the culturally specific community.

**Note: If the culturally specific program is one division within a larger organization with other areas of substantive work (for example, a division within a domestic violence organization focusing on Black/Hispanic/Latina victims,) the organization is **not eligible**.**



# Eligibility Information

## Required Partnerships

To ensure that projects supported by SAS CSP funds are implemented by eligible organizations with the required expertise, applicants must document their expertise and/or the expertise of their project partners.

Applicants must submit either a Memorandum of Exemption (MOE) or a Memorandum of Understanding (MOU).

For information on the required contents of the MOE/MOU see the Memoranda of Understanding and Other Supportive Documents section of the solicitation.



# Eligibility Information Required

## Partnerships (continued)

1. Category I – a) The applicant is a culturally specific organization AND b) the applicant agency has a demonstrated history of providing sexual assault victim services, *beyond intimate partner sexual assault*, for a minimum of three years. No partnership is required.
2. Category II – a) The applicant is a culturally specific organization and will be partnering with another culturally specific organization(s) that would otherwise be eligible to apply independently under the SAS Culturally Specific Program AND b) either the applicant or its partner(s) has a demonstrated history of providing sexual assault victim services, *beyond intimate partner sexual assault*, for a minimum of three years.
3. Category III – The applicant is a culturally specific organization with less than three years of experience providing sexual assault victim services *beyond intimate partner sexual assault*. The applicant will be partnering with an organization with a demonstrated history of providing sexual assault victim services that is otherwise NOT eligible to apply independently under the SAS Culturally Specific Program. In such a case, partner compensation is limited to \$30,000 for the three-year award period. The partner must use these funds to provide technical assistance on sexual assault and related victim services to the applicant.

# Eligibility Information Required

## Partnerships (continued)

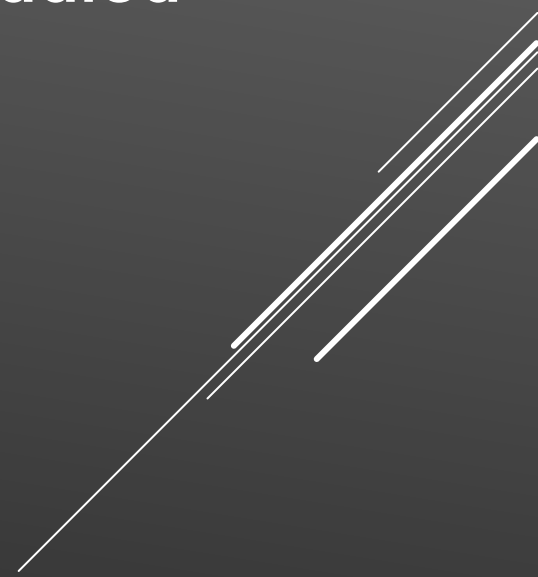
Partnership Category	Applicant is a Culturally Specific Organization	Sexual Assault Victim Services Experience	Partner Organization
Category I	Yes	Minimum of 3 years	None Required
Category II	Yes	Minimum of 3 years – held by either applicant or partner	Another culturally specific organization. No cap on partner compensation
Category III	Yes	Applicant has less than 3 years; partner has minimum of 3 years	Non-culturally specific organization that provides sexual assault victim services. Compensation capped at \$30,000

### Planning Grants

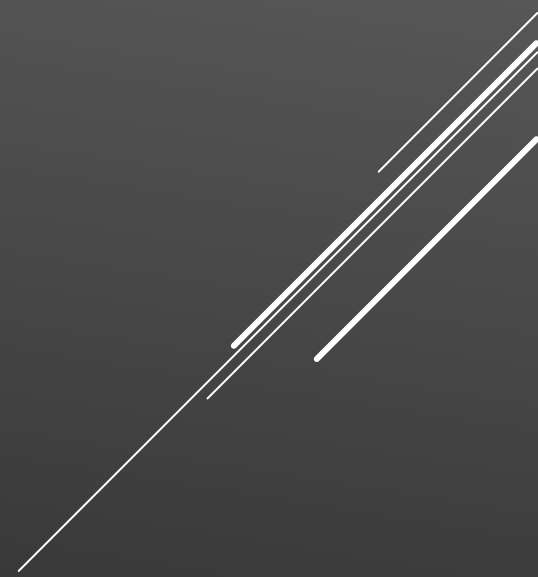
Funds must be used to support the establishment of culturally specific sexual assault services. Applicants must partner with an organization that has a minimum of 3 years experience providing sexual assault victim services. MOU required.

# Eligibility Information Limit on Number of Applications

OVW will consider only one application per organization for the same service area. In addition, if an applicant submits multiple versions of the same application, OVW will review only the most recent system-validated version submitted before the deadline.


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# APPLICATION AND SUBMISSION INFORMATION



# Submission Information Address to Request Application Package

The complete application package (this solicitation, including links to required forms) is available on Grants.gov and on the OVW website. Applicants wishing to request a paper copy of these materials should contact 202-307-6026 or **[OVW.SASP.Cultural@usdoj.gov](mailto:OVW.SASP.Cultural@usdoj.gov)**.

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# Submission Information

## Letter of Intent

Applicants are strongly encouraged to submit a non-binding Letter of Intent to [OVW.SASP.Cultural@usdoj.gov](mailto:OVW.SASP.Cultural@usdoj.gov) by March 14, 2024.

Interested applicants who do not submit a Letter of Intent are still eligible to apply.

For more information, see the Application and Submission Information section of the solicitation.

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# Submission Information Formatting and Technical Requirements

For technical assistance with Grants.gov, contact Grants.gov Applicant Support at 1-800-518-4726 or [support@grants.gov](mailto:support@grants.gov).

For technical assistance with JustGrants, contact OVW JustGrants Support at 1-866-655-4482 or [OVW.JustGrantsSupport@usdoj.gov](mailto:OVW.JustGrantsSupport@usdoj.gov).


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# Submission Information Application Contents

Proposal Narrative

Budget Detail Worksheet and Narrative

Memorandum of Understanding (MOU) or  
Memorandum of Exemption(MOE)  
signed and currently dated  
**(on or after January 1, 2024)**

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# Submission Information

## Proposal Abstract


The Proposal Abstract must provide a short summary (no more than two pages double-spaced) of the proposed project, including names of applicant and partners, project title, purpose of the project (including goal and intended outcome), primary activities for which funds are requested, who will benefit (including geographic area to be served), and products and deliverables.

The Proposal Abstract, which is to be entered into a text box in JustGrants, will not be scored but is used throughout the review process.

# Submission Information Data Requested With Application

The Data Requested with Application (DRA) includes three questionnaires that must be completed in JustGrants but are not scored: Pre-Award Risk Assessment, Applicant Entity Questionnaire, and SAS CSP Summary Data Sheet.

Although the questionnaires must be completed in JustGrants, the questions can be viewed in Appendices B, C, and D of this solicitation. .



# Submission Information

## Proposal Narrative

Applicants must upload the Proposal Narrative as an attachment in JustGrants.

1. The Proposal Narrative may not exceed 20 pages, double-spaced
2. The Proposal Narrative must include the three sections below:
  - I. Purpose of the Proposal (not applicable to planning grants)
  - II. What Will Be Done
  - III. Who Will Implement the Proposal
3. The total point value for the proposal narrative section is **60 points**. This is broken out for planning grants and non-planning grants.

For additional information, please see the Proposal Narrative section of the solicitation.

# Submission Information Budget Worksheet and Budget Narrative

All applications must include a detailed budget and budget narrative.


1. Display a clear link between the specific project activities and the proposed budget items
2. Include funds to attend OVW-sponsored TTA in the amount of \$15,000 for applicants located in the 48 contiguous states and \$20,000 for applicants located in the territories, Hawaii, and Alaska.
3. The grant award period is 36 months. Budgets must reflect 36 months of project activity.
4. The budget worksheet and budget narrative are worth a total of **20 points**.

For additional information, please see the Budget Worksheet and Budget Narrative section of the solicitation. Also review the sample Budget Detail Worksheet and the Creating a Budget webinar available on the OVW website.

# Submission Information

## Unallowable Costs


The costs associated with the activities listed below are unallowable and must not be included in applicants' budgets:

1. Lobbying.
  2. Fundraising.
  3. Purchase of real property.
  4. Physical modifications to buildings, including minor renovations (such as painting or carpeting).
  5. Construction.
- 

# **Submission Information**

## **Food and Beverage/Costs for Refreshments and Meals**

**Generally, food and beverage costs are not allowable. Recipients must receive prior approval to use grant funds to provide a working meal and/or refreshments at a meeting, conference, training, or other event.**

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# Submission Information

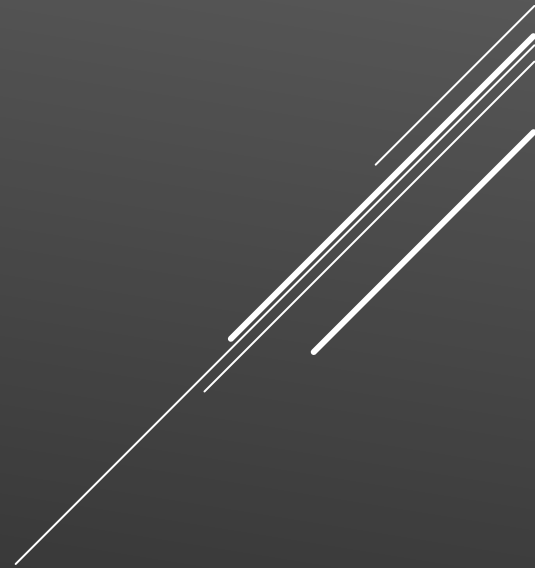
## Memorandum of Understanding (MOU) and Memorandum of Exemption (MOE)

Applicants must upload the MOU or MOE as an attachment in JustGrants.

The MOU is a document containing the terms of the partnership and the roles and responsibilities between two or more parties.

1. The MOU must be a single document and must be currently signed and dated (on or after January 1, 2024) by the Authorized Representative of each proposed partner organization during the development of the application.
2. Category I applicants must submit an MOE in place of the MOU.
3. The total point value for the MOU/MOE is **20 points**. MOUs missing signatures may result in a point deduction or removal from consideration.

# HOW TO APPLY



<b>Solicitation Close</b>	<b>April 9, 2024</b>
<b>Grants.gov Number</b>	<b>O-OVW-2024-171994</b>
<b>CFDA Number</b>	<b>16.023</b>
<b>Focus</b>	<b>Sexual Assault</b>
<b>Award Period</b>	<b>3 years (36 months)</b>
<b>Award Amount</b>	<b>Up to \$375,000</b>
<b>Registration: System for Award Management (SAM) and Grants.gov</b>	<b>Immediately, but no later than March 14, 2024</b>


AT-A-  
GLANCE



# Submission Information

Applications must be submitted electronically via Grants.gov and JustGrants. Applicants that are unable to submit electronically must follow the instructions under OVW Policy on Late Submissions.


See Submission Dates and Times below for a list of steps for registering with all required systems and deadlines for completing each step.



# Submission Information

## Registration

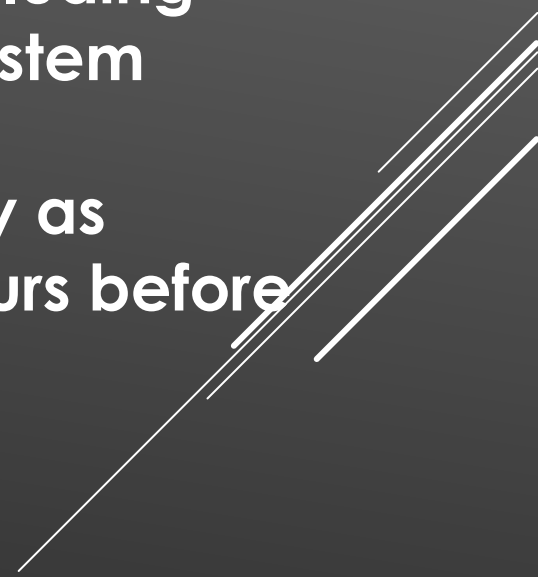
To submit an application, all applicants must register online with the System for Award Management (SAM) and with Grants.gov. To ensure sufficient time to complete the registration process, applicants must register online with SAM and with Grants.gov immediately, but no later than **March 31, 2024**.

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# Submission Information

## Two-Steps

Applications for this program will be submitted through a two-step process:


- (1) Submission of the SF-424 and SF-LLL in Grants.gov and
  - (2) Submission of the full application including attachments in the Justice Grants System (JustGrants).
  - (3) Submit the SF-424 and SF-LLL as early as possible, but not later than 24-48 hours before the Grants.gov deadline.
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# **Submission Information Issues With SAM, Grants.gov, or JustGrants Registration**

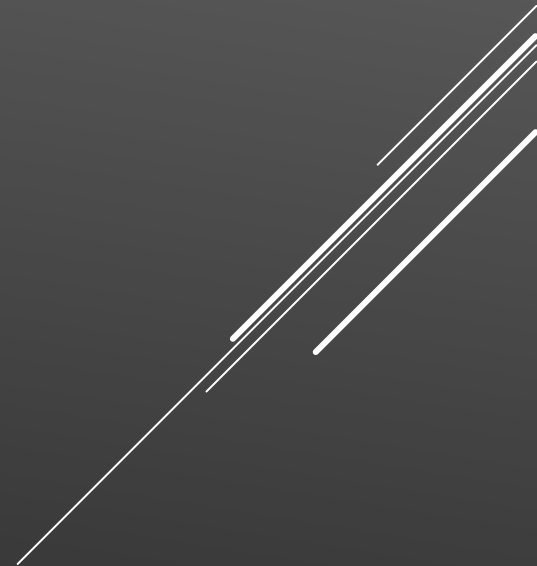
**Register and/or confirm existing registration at least three weeks prior to the application deadline to ensure that the individual who will be submitting the application has SAM, Grants.gov, and JustGrants access and is the person registered to submit on behalf of the applicant.**

**Maintain documentation of when registration began, any issues related to registration, and all communication with technical support.**

**Note: Failure to begin the SAM, Grants.gov, or JustGrants registration process in sufficient time (i.e., by the date identified in this solicitation) is not an acceptable reason for late submission.**



# **APPLICATION REVIEW INFORMATION**




# Submission Information

## Application Review Criteria

Description	Points
Proposal Narrative	60 points
A. Purpose of the Proposal	20 points
B. What will be done	20 points
C. Who will implement the proposal	20 points
Budget Worksheet and Budget Narrative	20 points
MOU/MOE	20 points


# **Federal Award Information Review and Selection Process Basic Minimum Review**

**All applications undergo Basic Minimum Requirement (BMR) review to determine if the application will move forward to Peer Review. Applications missing any of the following elements will be removed from further consideration and not forwarded to Peer Review.**

- ▶ Project Narrative.**
  - ▶ Budget Narrative and Detail Worksheets.**
  - ▶ Complete MOU/MOE – single document, currently signed and dated.**
- 


# **Federal Award Information Review and Selection Process Peer Review**

**OVW will subject all eligible, complete, and timely applications to a peer review process that is based on the criteria outlined in this solicitation. OVW may use internal reviewers, external reviewers, or a combination of both.**

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# **Federal Award Information Review and Selection Process Programmatic Review**

**All applications that are considered for funding will be subject to a programmatic review. The programmatic review consists of assessing the application for compliance with the program's scope, activities that compromise victim safety, and, if applicable, past performance and priority area review. OVW reserves the right to deduct points from applications for the following reasons:**

- 1. Activities that compromise victim safety and recovery and undermine offender accountability (deduct up to 25 points).**
  - 2. Out-of-scope and unallowable activities (deduct up to 25 points).**
  - 3. Past performance (deduct up to 25 points).**
  - 4. Formatting and Technical Requirements (deduct up to 5 points).**
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# **Federal Award Information Review and Selection Process Past Performance**

**As a part of the programmatic review process, applicants with current or recently closed OVW awards will be reviewed for past performance and risk.**

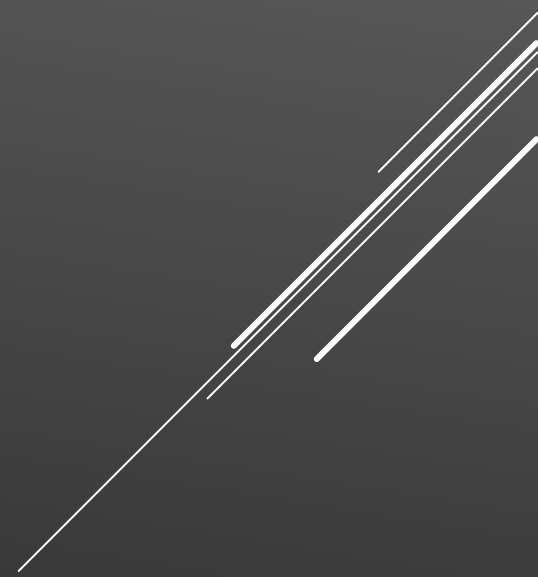
**An applicant with considerable past performance issues may receive a deduction in points as described above or be removed from consideration entirely regardless of the application's peer review score.**

**For more information, see the Past Performance Review section/  
criteria in the solicitation.**

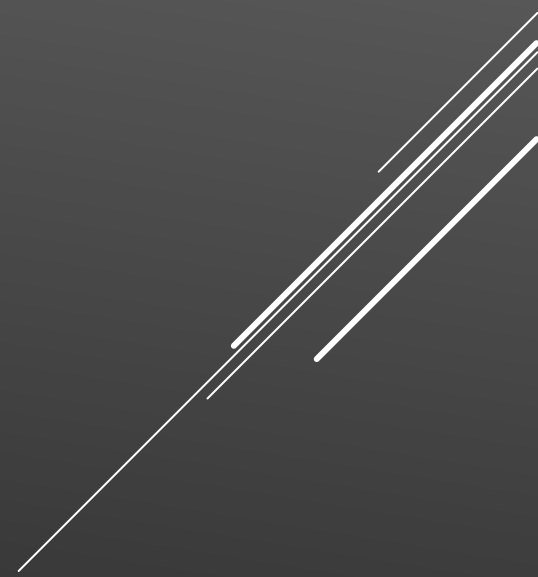


# Notification

**OVW anticipates notifying applicants of funding decisions by October 1, 2024.**



# **FEDERAL AWARD ADMINISTRATION INFORMATION**



# Federal Awarding Agency Contacts

Programmatic questions, contact this program at 202-307-6026 or [OVW.SASP.Cultural@usdoj.gov](mailto:OVW.SASP.Cultural@usdoj.gov)

Financial questions, contact 888-514-8556 or [ovw.gfmd@usdoj.gov](mailto:ovw.gfmd@usdoj.gov)

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# Federal Award Information Technical Assistance

For technical assistance with Grants.gov, contact Grants.gov Applicant Support at 800-518-4726 or [support@grants.gov](mailto:support@grants.gov).

For technical assistance with JustGrants, contact OVW JustGrants Support at 866-655-4482 or [OVW.JustGrantsSupport@usdoj.gov](mailto:OVW.JustGrantsSupport@usdoj.gov).

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# Helpful Tips

1. Read the solicitation in its entirety before applying.
2. Follow the solicitation. The information in the application should be as detailed as possible.
3. Continuation applicants should write the application as if this is the first time that OVW has ever heard of their project.
4. Ensure that each section is completely addressed, even if it feels redundant
5. Number all pages.
6. Write names and terms out. Limit the use of acronyms included in the application.
7. Information submitted beyond what is required in the solicitation will not be read by OVW staff or peer reviewers.
8. Utilize the FY23 Solicitation Companion Guide.

Visit [justicegrants.usdoj.gov](https://justicegrants.usdoj.gov) for helpful guidance on Application Submission.

# Helpful Tips continued

9. Use the checklist in the solicitation.
10. Have a second reviewer check your application.
11. Connect your budget to the project narrative.
12. MOU partners do not have to be local.
13. Culturally specific activities are allowed.
14. You must be a culturally specific organization.
15. How are you responding to the gaps in services?
16. Remember OVW funds are your tax dollars coming back into your community. **APPLY! APPLY! APPLY!**
17. **START NOW!!!**

Visit [justicegrants.usdoj.gov](https://justicegrants.usdoj.gov) for helpful guidance on Application Submission.



Questions?

