



## **SASP Administrator Orientation Information**

### **Welcome and Overview**

Welcome to your role as a Sexual Assault Services Program (SASP) Administrator! SASP funding is administered by the Office on Violence Against Women. The Sexual Assault Services Formula Program is the first and only federal funding stream solely dedicated to the provision of direct intervention and related assistance for victims of sexual assault. The SASP 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 services, direct intervention, and related assistance to victims of sexual assault, without regard to age. Funds provided through SASP are designed to supplement other funding sources directed at addressing sexual assault on the state and territorial level. The exact language for this program can be found in the [SASP statute](#).

Within the statute, there is SASP funding allocated to state, territorial, and tribal sexual assault coalitions that is distributed through the State and Territorial Sexual Assault and Domestic Violence Coalitions Program directly from OVW. Sexual assault coalitions receive SASP funding to provide sexual assault specific training and technical assistance to local sexual assault programs, law enforcement, courts, child protective agencies, and other direct service providers. Funding is also allocated from SASP for coalitions to collaborate with and inform Federal, State, or local public officials and agencies to develop and implement policies to reduce or eliminate sexual assault. State SASP Administrators should work closely with sexual assault coalitions to implement SASP funding.

## **About the Office on Violence Against Women**

The [Office on Violence Against Women \(OVW\)](#) is an agency within the U.S. Department of Justice. OVW provides federal leadership in developing the national capacity to reduce violence against women and administer justice for and strengthen services to victims of domestic violence, dating violence, sexual assault, and stalking. The director of OVW is appointed by the President and confirmed by the Senate.

OVW administers both formula-based and discretionary grant programs, established under the Violence Against Women Act (VAWA) and subsequent legislation. The four formula programs are STOP (Services, Training, Officers, Prosecutors), SASP, State Coalitions, and Tribal Coalitions. The remaining programs are “discretionary,” meaning OVW is responsible for creating program parameters, qualifications, eligibility, and deliverables in accordance with authorizing legislation. These grant programs are designed to develop the nation's capacity to reduce domestic violence, dating violence, sexual assault, and stalking by strengthening services to victims and holding offenders accountable. Melissa Schmisek is the Team Lead for the Formula and Underserved Populations Unit in OVW and responsible for overseeing SASP. She can be reached at 202.305.1271 or [melissa.schmisek@usdoj.gov](mailto:melissa.schmisek@usdoj.gov).

OVW also administers a [Technical Assistance Program](#) to provide OVW grantees with the training, expertise, and problem-solving strategies they need to meet the challenges of addressing sexual assault, domestic violence, dating violence, and stalking. OVW's technical assistance projects offer in-person and online educational opportunities, peer-to-peer consultations, site visits, and tailored assistance for OVW grantees and potential grantees. In more limited circumstances, OVW's technical assistance projects offer technical assistance to a small number of pilot sites through demonstration initiatives or for assessments of newly developed training curricula or tools.

## *OVW Resources*

One document that would be helpful to initially review is the OVW [SASP FAQ](#) as well as visiting the [Grantees page](#) on the OVW website.

## *Justice Grants System*

OVW uses the Justice Grants System (JustGrants) to process grant applications and manage awards. This website site provides information and resources to assist DOJ award applicants, recipients and other stakeholders most effectively register in and use these systems. For more information on applying for and managing DOJ grants, please access the resources linked on the [Training & Resources page](#).

## **Technical Assistance & Support**

OVW awarded [The National Sexual Assault Coalition Resource Sharing Project](#) (RSP), a project of the Iowa Coalition Against Sexual Assault, a cooperative agreement to be the SASP Formula technical assistance provider. The SASP Technical Assistance Specialist is Elizabeth Edmondson Bauer and you can reach her at (515) 401-8984 or [sasp@iowacasa.org](mailto:sasp@iowacasa.org). There is a [page dedicated to SASP](#) that includes tools, newsletters, recorded webinars, and white papers.

The SASP Technical Assistance Specialist hosts a listserv exclusively for SASP Administrators where the SASP TA Specialist shares information and administrators share and ask questions of each other. Contact Elizabeth Edmondson Bauer to be added to the listserv.

The RSP SASP technical assistance project provides individual technical assistance consultations, problem solving, connecting administrators for peer-to-peer sharing, resources specific to the administrator role, relationship building and support for administrators and sexual assault coalitions, and any other assistance needed for administrators as they implement the SASP formula program.

The SASP Technical Assistance Specialist hosts quarterly webinars or conference call conversations based on the needs and requests of SASP administrators.

Registration information will be sent to the SASP administrator point of contact approximately one month prior to the webinar or call.

The SASP Technical Assistance Specialist is available for site visits to your state or territory. Typically, site visits are planned when there is a new sexual assault coalition director or SASP administrator to support collaborative efforts regarding the SASP funding and implementing SASP. The SASP Technical Assistance Specialist will work with each entity to fully understand their specific roles, help to identify gaps and needs around sexual violence services, especially culturally specific programs, and share ideas about strategic planning and collaboration to strengthen sexual violence services.

National and regional meetings and trainings are planned in collaboration with OVW. Topics discussed and addressed in these events will reflect the needs of state and territory SASP administrators, emerging trends in the anti-sexual assault field, and grant management information.

### **OVW SASP Formula Program Solicitation**

The “formula” part of the Sexual Assault Services Formula Grant Program means the enacting legislation specifies the population-based formula for how funds are distributed to each state and territory. OVW determines the state/territory award amounts each fiscal year using the statutory formula and the fiscal year appropriation from Congress.

The Governor of each state and territory designates the agency or office that will administer the SASP funding and then each administering office may decide how they distribute the funds in their state or territory. Some use their own state/territory specific formula, some evenly distribute the funds to eligible sexual assault programs while others use a fully competitive process, and some states/territories have a combination of formula and competitive grants.

The solicitation from the OVW is typically released between Winter and Spring. The solicitation will be posted on the [OVW website under “open solicitations”](#) and applications are submitted through JustGrants. OVW staff will also send a

separate email to the state or territory point of contact. Soon after the OVW email is distributed, the SASP TA Specialist will forward to the SASP contacts and SASP Administrator list serv.

### **SASP Formula Program Reporting**

OVW awarded a cooperative agreement to The University of Southern Maine Muskie School of Public Service (Muskie School) to assist in developing the various grant program progress report forms, to collect, clean, and analyze the data, to provide training and support to OVW grantees on progress reporting, and to draft the required reports to Congress. The Muskie School has named its OVW funded project the Violence Against Women Measuring Effectiveness Initiative (VAWA MEI). There is a dedicated page for [SASP Formula](#).

Your SASP report is important. Information from your report is used in various ways including a report to Congress. The Violence Against Women Act mandates that the Attorney General submit a report to Congress every two years on the effectiveness of activities carried out with grant funds. VAWA MEI at the Muskie School of Public Service helps OVW document and measure the work of thousands of OVW grantees nationwide that address violence against women for these reports to Congress. [Reports to Congress](#), including specific SASP reports can be found on the OVW website.

Per the Special Conditions on SASP awards, OVW requires two different types of reporting: programmatic and financial. The programmatic reports are often referred to as “Muskie reports.” The SASP Formula programmatic report is submitted on an annual basis and the financial reports are submitted on a quarterly basis. There are two programmatic submissions that SASP administrators are responsible for: the subgrantee reports and the administrator report. The reporting period for the subgrantee and administrator reports is January – December of each year and the reports are due on March 30.

### ***SASP Program Annual Subgrantee Progress Report Submission***

The SASP subgrantee report is a fillable PDF form that the subgrantees complete electronically and send to the administrator. It is the discretion of the administrator how frequently the subgrantees report to them, but submission to OVW is annually. A copy of the [SASP subgrantee report](#) can be obtained on the VAWA MEI website. The SASP Administrator is responsible for reviewing the subgrantee reports, requesting that subgrantees make changes as required, or making the necessary changes directly. The Administrator should also click the "Validate" button to be sure that the form has been successfully validated. The Administrator should then deliver the data to Muskie as described below (please do not send handwritten or scanned versions of the report to Muskie).

**Due date: March 30<sup>th</sup>**

There are two ways to submit subgrantee reports:

1. Upload the reports to Muskie's secure file-sharing server. This is the preferred method of delivering subgrantee data to Muskie. In early February of each year, Muskie will send Administrators an email with instructions on how to upload subgrantee reports to the server. If a SASP Administrator has any questions about the file-sharing server, please email [vawamei@maine.edu](mailto:vawamei@maine.edu) or call 1-800-922-8292.
2. Mail the reports to Muskie. If the Administrator is unable to access the secure file-sharing server, they can mail the reports. To do so, the reports must be copied onto a USB flash drive and mailed to:

Muskie School of Public Service  
ATTN: Alison Grey  
233H Wishcamper Building  
34 Bedford Street  
Portland, ME 04101

If mailing, it is strongly recommended that SASP Administrators use an express delivery service rather than regular mail service. More information about subgrantee report submission can be found on the [VAWA MEI webpage specific to SASP Formula funds](#).

### *SASP Annual Administrator Report Submission*

The SASP administrator report is also a fillable PDF form that is downloaded [from the VAWA MEI page](#) and submitted electronically directly in JustGrants. A sample of the administrator report, *for reference purposes only*, can be found at the [VAWA MEI webpage specific to SASP Formula funds](#).

**Due Date: March 30<sup>th</sup>**

### *Quarterly Financial Report Submission*

Quarterly financial reports must be submitted via JustGrants no later than 30 days after the end of the quarter. The Financial Status Report - SF425 lists the actual expenditures for the prior reporting period as well as the cumulative expenditures for the award. You may contact OVW's Grants Financial Management Division at (888)-514-8556 or [OVW.GFMD@usdoj.gov](mailto:OVW.GFMD@usdoj.gov) if you have any financial questions.

<u>Financial Reporting Period</u>	<u>Due Date</u>
January – March	April 30
April – June	July 30
July – Sept	October 30
October – December	January 30

### *OVW JustGrants Award Closeout Process*

Please review the OVW publication [OVW JustGrants Award Closeout Process for SASP Formula Grant](#) for more information on this process.

### **Key Points of Action in the Grant Cycle**

<b>Date</b>	<b>Action Step</b>
Late Winter/early Spring	SASP solicitation release
6-8 weeks after the solicitation is released	SASP application due
10 days after release	Send a copy of your funding announcement to OVW

<b>Date</b>	<b>Action Step</b>
ASAP	Update Point of Contact in JustGrants
Quarterly	Submit Financial Report SF-425 in JustGrants
March 30 annually	Submit programmatic reports <ul style="list-style-type: none"> <li>• administrative report through JustGrants</li> <li>• subgrantee reports uploaded to Muskie file-sharing server or on USB/CD mailed to Muskie</li> </ul>
90 days from the award end date	Submit close out report

### Contact Information Quick Reference Chart

<b>Question</b>	<b>Who to Contact</b>	<b>Contact Information</b>
Programmatic report form	VAWA Measuring Effectiveness Initiative, Muskie School of Public Service	(800) 922-VAWA (8292) or <a href="mailto:vawamei@maine.edu">vawamei@maine.edu</a>
Financial questions and reporting	Grants Financial Management Division	(888)-514-8556 or <a href="mailto:OVW.GFMD@usdoj.gov">OVW.GFMD@usdoj.gov</a>
Payment request issues	ASAP (Department of Treasury)	
SASP programmatic activities (allowable activities, allowable costs, etc.)	Melissa Schmisek	202.305.1271 or <a href="mailto:melissa.schmisek@usdoj.gov">melissa.schmisek@usdoj.gov</a>
JustGrants		<a href="mailto:OVW.JustGrantsSupport@usdoj.gov">OVW.JustGrantsSupport@usdoj.gov</a> and copy your program manager
Subject matter support, consultation, and training	Elizabeth Edmondson Bauer	515-401-8948 or <a href="mailto:sasp@iowacasa.org">sasp@iowacasa.org</a>

## **Key Resources**

[SASP Statute](#)

[OVW SASP FAQ](#)

[Resource Sharing Project SASP page](#)

[VAWA MEI SASP specific page](#)

[OVW Grantees page](#)

[Technical Assistance Program](#)