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.

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.

**Grants Management System**

OVW uses the Office of Justice Programs Grants Management System (GMS) to process grant applications and manage awards. You apply for SASP, submit progress reports, and submit Grant Adjustment Notices (GAN) in GMS. In order to apply for a grant through GMS, go to [https://grants.ojp.usdoj.gov/gmsexternal/](https://grants.ojp.usdoj.gov/gmsexternal/) and either sign in using your current GMS ID and password or register as a new user. Someone in your office should have login information for GMS. If not, you may contact the OVW GMS Help Desk for password assistance only at 1-888-549-9901 or [GMS.HelpDesk@usdoj.gov](mailto:GMS.HelpDesk@usdoj.gov). For all other GMS technological assistance contact them at 866-655-4482 or [OVW.GMSSupport@usdoj.gov](mailto:OVW.GMSSupport@usdoj.gov).

Once you have logged into GMS, select the program for which you intend to apply and follow the instructions. Training materials are available on the main GMS homepage and linked below.

The [Overview of Grants Management System](#) webinar is an overview of the Grants Management System (GMS) and how grantees use it to submit Grant Adjustment Notices (GANs) and grant reports, and make other formal changes to their awards.

This [Power Point](#) addresses common GMS questions regarding:

- Grant Adjustment Notifications (including changing the point of contact)
- Annual Progress Reports
- Quarterly Financial Reports
- Payment Requests (GPRS)
- Sub-award Reporting (FSRS)
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. 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](https://www.ovw.gov) under “open solicitations” and applications are submitted through GMS. OVW staff will also send a separate email to the state or territory point of contact listed in GMS. 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 30th**

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 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 and submitted electronically directly in GMS. 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 30th**
Quarterly Financial Report Submission

Quarterly financial reports must be submitted via GMS 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. For more information about the financial report, refer to the GMS Financial Status Report Module (SF-425) for recipients. You may contact OVW’s Grants Financial Management Division at (888)-514-8556 or OVW.GFMD@usdoj.gov if you have any financial questions.

<table>
<thead>
<tr>
<th>Financial Reporting Period</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>January – March</td>
<td>April 30</td>
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<td>April – June</td>
<td>July 30</td>
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<td>July – Sept</td>
<td>October 30</td>
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<td>October – December</td>
<td>January 30</td>
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Final Progress Reports & Award Closeout

You have exactly 90 days from the award end date to complete the closeout process. On day 91, GMS will automatically generate an administrative closeout and place a hold on any remaining funds.

To access the closeout section, log into GMS and go to “Closeout.” You will see a chart with 5 items listed with a corresponding status of either “Complete” or “Incomplete.” The 5 components to the closeout are as follows:

1. Final progress report
3. Special Conditions
4. Financial Reconciliation
5. Programmatic Requirements Certifications
The final progress report is a required step in closing a SASP Formula award. The final progress report is just the SASP Administrator’s Report, marked as final, and covers the period between January 1st of the current calendar year and the project end date on the award. The report is accessed and submitted via GMS. No other type of final progress report is required.

The Final Progress Report will not show as “complete” until OVW reviews and approves it. The closeout cannot be processed until the final progress report is submitted. For more detailed information about close out reports, contact Melissa Schmisek.

Key Points of Action in the Grant Cycle

<table>
<thead>
<tr>
<th>Date</th>
<th>Action Step</th>
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<tbody>
<tr>
<td>Late Winter/early</td>
<td>SASP solicitation release</td>
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<tr>
<td>Spring</td>
<td></td>
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<tr>
<td>6-8 weeks after the</td>
<td>SASP application due</td>
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<tr>
<td>solicitation is released</td>
<td></td>
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<tr>
<td>10 days after release</td>
<td>Send a copy of your funding announcement to OVW</td>
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<tr>
<td>ASAP</td>
<td>Update Point of Contact in GMS</td>
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<tr>
<td>Quarterly</td>
<td>Submit Financial Status Report SF-425 in GMS</td>
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<tr>
<td>March 30 annually</td>
<td>Submit programmatic reports</td>
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<tr>
<td></td>
<td>• administrative report through GMS</td>
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<tr>
<td></td>
<td>• subgrantee reports uploaded to Muskie file-sharing server or on USB/CD mailed to Muskie</td>
</tr>
<tr>
<td>90 days from the award end date</td>
<td>Submit close out report</td>
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Contact Information Quick Reference Chart

<table>
<thead>
<tr>
<th>Question</th>
<th>Who to Contact</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Programmatic report form</td>
<td>VAWA Measuring Effectiveness Initiative, Muskie School of Public Service</td>
<td>(800) 922-VAWA (8292) or <a href="mailto:vawamei@maine.edu">vawamei@maine.edu</a></td>
</tr>
<tr>
<td>Financial questions and Reporting</td>
<td>Grants Financial Management Division</td>
<td>(888)-514-8556 or <a href="mailto:OVW.GFMD@usdoj.gov">OVW.GFMD@usdoj.gov</a></td>
</tr>
<tr>
<td>SASP programmatic activities (allowable activities, allowable costs, etc.)</td>
<td>Melissa Schmisek</td>
<td>202.305.1271 or <a href="mailto:melissa.schmisek@usdoj.gov">melissa.schmisek@usdoj.gov</a></td>
</tr>
<tr>
<td>GMS technological, web based questions</td>
<td>OVW GMS Support</td>
<td>866-655-4482 or <a href="mailto:OVW.GMSSupport@usdoj.gov">OVW.GMSSupport@usdoj.gov</a></td>
</tr>
<tr>
<td>GMS password assistance only</td>
<td>OJP GMS Help Desk</td>
<td>1-888-549-9901 or <a href="mailto:GMS.HelpDesk@usdoj.gov">GMS.HelpDesk@usdoj.gov</a></td>
</tr>
<tr>
<td>Subject matter support, consultation, and training</td>
<td>Elizabeth Edmondson Bauer</td>
<td>515-401-8948 or <a href="mailto:sasp@iowacasa.org">sasp@iowacasa.org</a></td>
</tr>
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Key Resources

SASP Statute

OVW SASP FAQ

Resource Sharing Project SASP page

VAWA MEI SASP specific page

OVW Grantees page

Technical Assistance Program