The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Office for Victims of Crime (OVC) is seeking applications to update and enhance the subject matter content of OVC's online Sexual Assault Response Team (SART) Toolkit. This program furthers the Department's mission by building the capacity of communities to serve and provide coordinated responses to victims of crime.

OVC FY 2014 Sexual Assault Response Team Toolkit 2.0

Eligibility

Eligible applicants are nonprofit, nongovernmental organizations (including tribal nonprofits), for-profit organizations (for-profit organizations must agree to forgo any profit or management fee), and institutions of higher education (including tribal institutions of higher education). Organizations with a demonstrated history of longstanding relationships with the sexual assault field on a national scale and a track record of developing national-scope training and technical assistance materials for the sexual assault/victim services field are eligible to apply.

OVC welcomes applications that involve two or more entities; however, one eligible entity must be the applicant and the others must be proposed as subrecipients. The applicant must be the entity with primary responsibility for conducting and leading the project.

Deadline

Applicants must register with Grants.gov prior to submitting an application. (See "How To Apply," page 17). All applications are due by 11:59 p.m. eastern time on June 9, 2014. (See "Deadlines: Registration and Application," page 4.)

All applicants are encouraged to read this **Important Notice: Applying for Grants in Grants.gov.**

Contact Information

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800–518–4726 or 606–545–5035, or via e-mail to support@grants.gov. The Grants.gov Support Hotline hours of operation are 24 hours a day, 7 days a week, except federal holidays.

Applicants that experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must e-mail the OVC contact

identified below **within 24 hours after the application deadline** and request approval to submit their application.

For assistance with any other requirements of this solicitation, contact Ivette Estrada, Victim Justice Program Specialist, at 202–307–0932, or via e-mail to Ivette.Estrada@usdoj.gov.

Grants.gov number assigned to this announcement: OVC-2014-3918

Release date: April 25, 2014

Contents

Sexual Assault Response Team Toolkit 2.0 (CFDA #16.582)

Overview

Sexual assault remains an enduring issue across the Nation, impacting hundreds of thousands of victims each year. According to the U.S. Department of Justice's Bureau of Justice Statistics, there were 346,830 rapes and sexual assaults reported to the National Crime Victimization Survey (NCVS) in 2012. Of those victimizations, 28 percent were reported to police (NCVS Victimization Analysis Tool Report). There are many different reasons why sexual assault victims do not report to the police; however, when a community does not have a victim-centered response protocol in place, victims may not feel empowered to request services or participate in the criminal justice system. To provide a victim-centered response, professionals must respond in a coordinated, interagency, multidisciplinary manner. Across the Nation, communities are in varying stages of developing, maintaining, and enhancing these victim-centered, coordinated community responses by using sexual assault response teams (SART). To assist in the efforts to build, sustain, and enhance SARTs nationwide, OVC published an online resource—*SART Toolkit: Resources for Sexual Assault Response Teams* (SART Toolkit)—in 2011. Since its release, the SART Toolkit has become an invaluable resource for the field—a "one-stop shop" for information and tools to establish, strengthen, and sustain SARTs in a variety of settings. While the SART Toolkit remains a critical technical assistance tool for the field, much has changed and evolved since its development. The purpose of this project is to update the SART Toolkit so that professionals have easy access to the most current research, practices, and information to support sexual assault victims, particularly those in underserved populations. Funding for this award is authorized under 42 U.S.C. § 10603(c)(1)(A).

Deadlines: Registration and Application

Applicants must register with Grants.gov prior to submitting an application. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications 72 hours prior to the application due date. The deadline to apply for funding under this announcement is 11:59 pm eastern time on June 9, 2014. See "How To Apply" on page 17 for details.

Eligibility

Refer to the title page for eligibility under this program.

Project-Specific Information

The field made significant progress since the development and publication of the SART Toolkit. The purpose of this project is to update the SART Toolkit to ensure it contains the most recent, relevant, and evidence-based information and practices available to the field. An update of the content will be accomplished through a competitive grant award to an organization with national-scope expertise on sexual assault; a track record of developing national-scope technical assistance resources; and strong, existing relationships with a range of victim-serving organizations at local, tribal, state, and federal levels. OVC expects that the applicant will

develop and carryout a detailed strategy to update and enhance the SART Toolkit, including examining the current SART Toolkit, located at http://ovc.ncjrs.gov/sartkit/; identifying, collecting, and assessing new materials and resources that have become available since its publication; vetting the material to ensure it reflects the most innovative and evidence-based practices in the field; and developing the information into the format of the current SART Toolkit.

The SART Toolkit is an invaluable resource to the field—a one-stop shop for information and tools to establish, strengthen, and sustain SARTs in a variety of settings nationwide. Because this is a resource that is accessed heavily by the field (more than 250,000 views since its publication in 2011), OVC wants to ensure the SART Toolkit represents both cutting-edge and evidence-based practices in the field.

The grantee is expected to prepare and submit deliverables that comply with OVC's current Publications Guidelines and are consistent with the format of the existing SART Toolkit. To ensure this is accomplished effectively and efficiently, the grant monitor, with the assistance of OVC's Publications Team, will provide oversight and guidance throughout the development and submission of all materials. At the outset of the grant, the grantee, grant monitor, and a member of the Publications Team will meet to review the Publications Guidelines as they apply to this project and develop a schedule for the timely development, review, and final submission of all new materials. This schedule should include at least four benchmarks that the grantee is expected to meet in order to ensure the steady progress of product development throughout the grant period. A critical task to be completed early in the grant period is the determination of the form in which the grantee-generated materials will be presented and delivered to OVC in order to most expeditiously augment and update the existing SART Toolkit.

Goals, Objectives, and Deliverables
The goal of this project is to provide current and relevant technical assistance resources to the field through an existing resource—OVC's SART Toolkit. In support of this goal, the grantee will complete the following objectives:

1. Assess the current SART Toolkit located at http://ovc.ncjrs.gov/sartkit/.
    a. Activities in support of this objective may include conducting a thorough review, needs assessment, and gap analysis.
    b. Deliverables include a report on the findings of this review/assessment/analysis.

2. Identify areas to update and enhance.
    a. Activities in support of this objective may include conducting surveys to determine what content is most useful to the field and to identify underserved victim populations.
    b. Deliverables include an outline of suggested updates and enhancements.

3. Identify and assess materials and resources that can be integrated into the SART Toolkit and produce new materials, if needed.
    a. Activities in support of this objective may include having subject matter experts identify and develop content; and identifying a range of protocols, best practices, and tools to include in the SART Toolkit.
    b. Deliverables include new and updated content.

4. Vet the materials to ensure they are current and relevant to the field.
    a. Activities in support of this objective may include developing and executing a plan to

seek external feedback and review from experts in the field.

    b. <u>Deliverables</u> include a summary of the activities outlined in the plan and the results of testing the new material.

5. Assist in dissemination to the field.

    a. <u>Activities</u> in support of this objective may include working closely with OVC and OVC's Publications Team to identify ways to integrate new content into the existing SART Toolkit framework, developing marketing tools to get it to the field effectively, and developing strategies to measure the impact of the Toolkit in the field.

    b. <u>Deliverables</u> include recommendations to OVC on product integration, marketing, dissemination, and evaluation.

All of these objectives and activities will be completed in close coordination with OVC, its Publications Team, and other partners identified by OVC. OVC expects that this project will be closely coordinated with other complementary projects (e.g., update to OVC's *Sexual Assault Nurse Examiner Development and Operation Guide*) to ensure that related products and resources are consistent.

Evidence-Based Programs or Practices

OJP strongly emphasizes the use of data and evidence in policymaking and program development in criminal justice, juvenile justice, and crime victim services. OJP is committed to:

- improving the quantity and quality of evidence OJP generates;
- integrating evidence into program, practice, and policy decisions within OJP and the field; and
- improving the translation of evidence into practice.

OJP considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence, generally obtained through one or more outcome evaluations. Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which OJP considers a program or practice to be evidence-based. OJP's CrimeSolutions.gov Web site is one resource that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

Amount and Length of Awards

OVC anticipates it will make one award of up to $300,000 for an 18-month project period.

All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.

Budget Information

Limitation on Use of Award Funds for Employee Compensation; Waiver

With respect to any award of more than $250,000 made under this solicitation, recipients may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the award recipient at a rate that exceeds 110 percent of the maximum annual

salary payable to a member of the Federal Government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. The 2014 salary table for SES employees is available at www.opm.gov/salary-tables. Note: A recipient may compensate an employee at a greater rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

The Assistant Attorney General for OJP may exercise discretion to waive, on an individual basis, the limitation on compensation rates allowable under an award. An applicant requesting a waiver should include a detailed justification in the budget narrative of the application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request the applicant to adjust and resubmit the budget.

The justification should include the particular qualifications and expertise of the individual, the uniqueness of the service the individual will provide, the individual's specific knowledge of the program or project being undertaken with award funds, and a statement explaining that the individual's salary is commensurate with the regular and customary rate for an individual with his/her qualifications and expertise and for the work to be done.

Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs
OJP strongly encourages applicants that propose to use award funds for any conference-, meeting-, or training-related activity to review carefully—before submitting an application—the OJP policy and guidance on "conference" approval, planning, and reporting available at Conference Guidance. OJP policy and guidance encourage minimization of conference, meeting, and training costs; require prior written approval (which may affect project timelines) of most such costs for cooperative agreement recipients and of some such costs for grant recipients; and set cost limits, including a general prohibition of all food and beverage costs.

Costs Associated With Language Assistance (if applicable)
If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits for individuals with limited English proficiency may be allowable. Reasonable steps to provide meaningful access to services or benefits may include interpretation or translation services, where appropriate.

For additional information, see the "Civil Rights Compliance" section of the OJP "Other Requirements for OJP Applications" Web page at www.ojp.usdoj.gov/funding/other_requirements.htm.

Match Requirement
This solicitation does not require a match. However, if a successful application proposes a voluntary match amount and OJP approves the budget, the total match amount incorporated into the approved budget becomes mandatory and subject to audit.

Performance Measures

To assist the Department with fulfilling its responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103-62, and the GPRA Modernization Act of 2010, Public Law 111–352, applicants that receive funding under this solicitation must provide data that measure the results of their work done under this solicitation. OJP will require any award

recipient, post award, to provide the data requested in the "Data Grantee Provides" column so that OJP can calculate values for the "Performance Measures" column. Performance measures for this solicitation are as follows:

Objective	Performance Measure(s)	Data Grantee Provides
To update the SART Toolkit to ensure it contains the most recent, relevant, and evidence-based information and practices available to the field through a needs assessment.	Number of deliverables that meet expectations.	Number of needs assessments completed. Number of surveys conducted. Number of subject matter experts identified to assist with assessment. Number of underserved victim populations identified. Number of activities to test the new material and seek external feedback.
	Number of recommendations developed.	Number of recommendations developed.
	Number of recommendations adopted.	Number of recommendations of new content to integrate into the Toolkit.
	Number of materials developed.	Number of NEW materials developed.
	Number of materials disseminated.	Number of materials disseminated to the field.

OJP does not require applicants to submit performance measures data with their applications. Instead, applicants should discuss in their application their proposed methods for collecting data for performance measures. Refer to the section "What an Application Should Include" below for additional information.

What an Application Should Include

Applicants should anticipate that if they fail to submit an application that contains all of the specified elements, it may negatively affect the review of their application; and, should a decision be made to make an award, it may result in the inclusion of special conditions that preclude the recipient from accessing or using award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that applications that are determined to be nonresponsive to the scope of the solicitation, or that do not include the application elements that OVC has designated to be critical, will neither proceed to peer review nor receive further consideration.

Under this solicitation, OVC designated the following application elements as critical:
1. Project Abstract

2. Program Narrative
3. Budget Detail Worksheet and Budget Narrative
4. Project Timeline
5. Resumes
6. Other Attachments

Applicants may combine the Budget Narrative and the Budget Detail Worksheet into one document; however, if an applicant submits only one budget document, it must contain **both** narrative and detail information.

OJP strongly recommends that applicants use appropriately descriptive file names (e.g., "Program Narrative," "Budget Detail Worksheet and Budget Narrative," "Timelines," "Memoranda of Understanding," "Resumes") for all attachments. Also, OJP recommends that applicants include resumes in a single file.

1. **Information To Complete the Application for Federal Assistance (SF-424)**
   The SF-424 is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov and OJP's Grants Management System (GMS) take information from the applicant's profile to populate the fields on this form. When selecting "type of applicant," if the applicant is a for-profit entity, select "For-Profit Organization" or "Small Business" (as applicable).

2. **Abstract**
   Applications should include a high-quality project abstract that summarizes the proposed project in 400 words or less. Project abstracts should be—
   - Written for a general public audience.
   - Submitted as a separate attachment with "Project Abstract" as part of its file name.
   - Single-spaced, using a standard 12-point font (Times New Roman) with 1-inch margins.

   As a separate attachment, the project abstract will **not** count against the page limit for the program narrative.

   All project abstracts should follow the detailed template available at www.ojp.usdoj.gov/funding/Project_Abstract_Template.pdf.

   Permission To Share Project Abstract with the Public: It is unlikely that OVC will be able to fund all promising applications submitted under this solicitation, but it may have the opportunity to share information with the public regarding promising but unfunded applications, for example, through a listing on a Web page available to the public. The intent of this public posting would be to allow other possible funders to become aware of such proposals.

   In the project abstract template, applicants are asked to indicate whether they give OJP permission to share their project abstract (including contact information) with the public. Granting (or failing to grant) this permission will not affect OJP's funding decisions, and, if the application is not funded, granting permission will not guarantee that abstract information will be shared, nor will it guarantee funding from any other source.

Note: OJP may choose not to list a project that otherwise would have been included in a listing of promising but unfunded applications, should the abstract fail to meet the format and content requirements noted above and outlined in the project abstract template.

3. **Program Narrative**
The program narrative should be double-spaced, using a standard 12-point font (Times New Roman preferred); have margins that are 1-inch or wider; and not exceed 25 pages. Pages should be numbered "1 of 25," "2 of 25," etc. If the program narrative fails to comply with these length-related restrictions, OVC may consider such noncompliance in peer review and in final award decisions.

The following sections should be included as part of the program narrative.

a. Statement of the Problem: Applicants must demonstrate the following:
   - Outstanding problems, gaps in services, and unmet needs regarding the current Toolkit, particularly in areas with outdated information or areas that do not address specific underserved and special populations (e.g., child, youth, and elderly victims; victims of human trafficking; persons with disabilities; LGBTQ victims; members of the military; telemedicine; American Indian/Alaska Native populations).
   - A description of how funding will be used to update the SART Toolkit to ensure it is current and relevant to the field.

b. Project Design and Implementation Plan: The project design and implementation plan must describe the project strategy and discuss how the strategy will address the identified problems and support the goals and objectives as described on page 5. Applicants must submit a coherent, concise, and complete plan for the implementation of this project that addresses the requirements of the solicitation as described below:
   - Include a description of project phases, activities, staff responsibilities, and clear descriptions of interim deliverables and final products.
   - A demonstrated history of longstanding relationships with the sexual assault field on a national scale.
   - A description of how the current SART Toolkit will be assessed and how areas to be updated and enhanced will be identified. The applicant should also describe its ability to conduct a national-scope review of the current literature, existing curricula, and resource materials; established state and local protocols; model programs; promising practices; and other resources that can enhance the current Toolkit.
   - A track record of developing national-scope training and technical assistance materials for the sexual assault victim services field.
   - A description of a plan to ensure the materials are current and relevant to the field.
   - The ability to develop a strategy to integrate new content into the existing Toolkit framework, effectively disseminate the Toolkit to the field, and measure the impact of the Toolkit in the field.
   - The ability to develop a strategy to convene national-scope stakeholders, networks, experts, and consultants in professional areas, including, but not limited to, forensic nursing, medical professionals, sexual assault victim advocates, law enforcement, prosecution, crime lab specialists, mental health

providers, domestic violence advocates, child abuse professionals, and system-based advocates.
- The ability to convene national-scope stakeholders, networks, experts, and consultants representing services to the following underserved victim populations, including, but not limited to: children and youth, American Indian/Alaska Native people, LGBTQ, military, older adults, persons with disabilities, victims of trafficking, immigrants, and persons with limited English proficiency.
- The ability to demonstrate an established system to communicate to the victim services field on a national scale.

c. Capabilities and Competencies: Applicants must state their experience managing federal grants. Applicants must also provide the following:
- A description of the current and proposed professional staff members' unique qualifications that will enable them to fulfill their grant responsibilities.
- A description of how the program will be managed and an organizational chart or information describing the roles and responsibilities of key organizational and functional components and personnel.
- A list of personnel responsible for managing and implementing the major stages of the project.
- Identification of a project director with both the substantive expertise and experience to perform crucial leadership functions and sufficient time to devote to the project to provide the needed guidance and supervision. Copies of resumes for proposed key staff positions should be included as an attachment.

d. Plan for Collecting the Data Required for This Solicitation's Performance Measures: OVC does not require applicants to submit performance measures data with their application. Performance measures are included as an alert that OVC will require successful applicants to submit specific data as part of their reporting requirements. The application should indicate the following:
- An understanding of these requirements, and how the applicant will gather the required data should they receive funding.
- A plan to continue to assess the project's effectiveness and to evaluate the completion of project goals and objectives. Goals and objectives must be clearly stated, links established between program activities and objectives, and performance measures identified.

4. Budget Detail Worksheet and Budget Narrative

a. Budget Detail Worksheet
A sample Budget Detail Worksheet can be found at www.ojp.gov/funding/forms/budget_detail.pdf. Applicants that submit their budget in a different format should include the budget categories listed in the sample budget worksheet.

For questions pertaining to budget and examples of allowable and unallowable costs, see the OJP Financial Guide at www.ojp.usdoj.gov/financialguide/index.htm.

b. Budget Narrative
   The Budget Narrative should describe thoroughly and clearly <u>every</u> category of expense listed in the Budget Detail Worksheet. OJP expects proposed budgets to be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities).

   Applicants should demonstrate in their Budget Narratives how they would maximize cost effectiveness of grant expenditures. Budget Narratives should generally describe cost effectiveness in relation to potential alternatives and the goals of the project. For example, a Budget Narrative should detail why planned in-person meetings are necessary, or how technology and collaboration with outside organizations could be used to reduce costs without compromising quality.

   The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how the applicant estimated and calculated <u>all</u> costs, and how they are relevant to the completion of the proposed project. The narrative may include tables for clarification purposes but need not be in a spreadsheet format. As with the Budget Detail Worksheet, the Budget Narrative should be broken down by year.

   Program Match: A cash or in-kind match is not required for this project.

   c. Non-Competitive Procurement Contracts In Excess of Simplified Acquisition Threshold
   If an applicant proposes to make one or more non-competitive procurements of products or services, where the non-competitive procurement will exceed the simplified acquisition threshold (also known as the small purchase threshold), which is currently set at $150,000, the application should address the considerations outlined in the OJP Financial Guide.

5. **Indirect Cost Rate Agreement (if applicable)**
   Indirect costs are allowed only if the applicant has a federally approved indirect cost rate. (This requirement does not apply to units of local government.) Attach a copy of the federally approved indirect cost rate agreement to the application. Applicants that do not have an approved rate may request one through their cognizant federal agency, which will review all documentation and approve a rate for the applicant organization, or, if the applicant's accounting system permits, costs may be allocated in the direct cost categories. For assistance with identifying your cognizant agency, please contact the Customer Service Center at 1–800–45–0786 or at ask.ocfo@usdoj.gov. If DOJ is the cognizant federal agency, applicants may obtain information needed to submit an indirect cost rate proposal at www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf.

6. **Applicant Disclosure of High-Risk Status**
   Applicants are to disclose whether they are currently designated high risk by another federal grant-making agency. This includes any status requiring additional oversight by the federal agency due to past programmatic or financial concerns. If an applicant is designated high risk by another federal grant-making agency, you must email the following information to OJPComplianceReporting@usdoj.gov at the time of application submission:
   - The federal agency that designated the applicant as high risk.
   - Date the applicant was designated high risk.

- The high risk point of contact name, phone number, and email address, from that federal agency; and
- Reasons for the high risk status;

OJP seeks this information to ensure appropriate federal oversight of any grant award. Unlike the Excluded Parties List, this high-risk information does not disqualify any organization from receiving an OJP award. However, additional grant oversight may be included, if necessary, in award documentation.

7. **Project Timeline**
The timeline document must include the following:
- Milestone project goals and objectives, as described on pages 5 and 6.
- Related activities and expected completion dates.
- Organization and person(s) responsible for completing each task on the timeline.

8. **Resumes**
Resumes for key positions should be tailored to the applicant to demonstrate qualifications of staff involved in the project.

9. **Additional Attachments**

a. **Applicant Disclosure of Pending Applications**
Applicants are to disclose whether they have pending applications for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation. The disclosure should include both direct applications for federal funding (e.g., applications to federal agencies) and indirect applications for such funding (e.g., applications to state agencies that will subaward federal funds).

OJP seeks this information to help avoid any inappropriate duplication of funding. Leveraging multiple funding sources in a complementary manner to implement comprehensive programs or projects is encouraged and is not seen as inappropriate duplication.

Applicants that have pending applications as described above are to provide the following information about pending applications submitted within the last 12 months:
- The federal or state funding agency.
- The solicitation name/project name.
- The point of contact information at the applicable funding agency.

Federal or State Funding Agency	Solicitation Name/ Project Name	Name/Phone/E-mail for Point of Contact at Funding Agency
DOJ/COPS	COPS Hiring Program	Jane Doe, 202/000-0000, jane.doe@usdoj.gov
HHS/Substance Abuse & Mental Health Services Administration	Drug Free Communities Mentoring Program/ North County Youth Mentoring Program	John Doe, 202/000-0000, john.doe@hhs.gov

Applicants should include the table as a separate attachment, with the file name "Disclosure of Pending Applications," to their application. Applicants that do not have pending applications as described above are to include a statement to this effect in the separate attachment page (e.g., "[Applicant Name on SF-424] does not have pending applications submitted within the last 12 months for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.")

b. **Research and Evaluation Independence and Integrity**
If a proposal involves research and/or evaluation, regardless of the proposal's other merits, in order to receive funds, the applicant must demonstrate research/evaluation independence, including appropriate safeguards to ensure research/evaluation objectivity and integrity.

For purposes of this solicitation, research and evaluation independence and integrity pertains to ensuring that the design, conduct, or reporting of research and evaluation funded by OVC grants, cooperative agreements, or contracts will not be biased by any personal or financial conflict of interest on the part of the investigators responsible for the research and evaluation or on the part of the applicant organization. Conflicts can be either actual or apparent. Examples of potential investigator (or other personal) conflict situations may include those in which an investigator would be in a position to evaluate a spouse's work product (actual conflict), or an investigator would be in a position to evaluate the work of a former colleague (potential apparent conflict). With regard to potential organizational conflicts of interest, as one example, generally an organization could not be given a grant to evaluate a project if that organization had itself provided substantial prior technical assistance to that project, as the organization in such an instance would appear to be evaluating the effectiveness of its own prior work. The key is whether a reasonable person understanding all of the facts would be able to have confidence that the results of any research or evaluation project are objective and reliable. Any outside personal or financial interest that casts doubt on that objectivity and reliability is a problem.

In the attachment dealing with research and evaluation independence and integrity, the applicant should explain the process and procedures that the applicant has put in place to identify and eliminate (or, at the very least, mitigate) potential personal or financial conflicts of interest on the part of its staff, consultants, and subrecipients. It should also identify any potential organizational conflicts of interest on the part of the applicant with

regard to the proposed research/evaluation. If the applicant reasonably believes that no potential personal or organizational conflicts of interest exist, then the applicant should provide a brief narrative explanation of how and why it reached that conclusion. Documentation that may be helpful in this regard could include organizational codes of ethics/conduct or policies regarding organizational, personal, and financial conflicts of interest.

For situations in which potential personal or organizational conflicts of interest exist, in the attachment, the applicant should identify the safeguards the applicant has or will put in place to eliminate, mitigate, or otherwise address those conflicts of interest.

Considerations in assessing research and evaluation independence and integrity will include, but may not be limited to, the adequacy of the applicant's efforts to identify factors that could affect the objectivity or integrity of the proposed staff and/or the organization in carrying out the research, development, or evaluation activity; and the adequacy of the applicant's existing or proposed remedies to control any such factors.

10. Accounting System and Financial Capability Questionnaire
Any applicant (other than an individual) that is a nongovernmental entity and that has not received any award from OJP within the past 3 years must download, complete, and submit this [form](#).

Selection Criteria

Applications will be evaluated and rated based on the extent to which the program meets the following selection criteria, which are described in the "What an Application Should Include" section on page 9.

1. Statement of the Problem (5%)
2. Project Design and Implementation Plan (50%)
3. Capabilities and Competencies (20%)
4. Plan for Collecting the Data Required for This Solicitation's Performance Measures (10%)
5. Budget: complete, cost effective, and allowable (e.g., reasonable, allocable, necessary for project activities). Budget Narratives should generally demonstrate how applicants would maximize cost effectiveness of grant expenditures. Budget narratives should demonstrate cost effectiveness in relation to potential alternatives and the goals of the project.[1] (10%)
6. Project Timeline (5%)

Review Process

OJP is committed to ensuring a fair and open process for awarding grants. OVC reviews the application to make sure that the information presented is reasonable, understandable, measurable, achievable,and consistent with the solicitation.

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. OVC may use internal peer reviewers, external peer reviewers, or a

---

[1] Generally speaking, a reasonable cost is a cost that, in its nature or amount, does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs.

combination, to review the applications. An external peer reviewer is an expert in the subject matter of a given solicitation who is NOT a current DOJ employee. An internal reviewer is a current DOJ employee who is well-versed or has expertise in the subject matter of this solicitation. A peer review panel will evaluate, score, and rate applications that meet basic minimum requirements. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations for award recommendations and decisions may include, but are not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding.

The Office of the Chief Financial Officer, in consultation with OVC, reviews applications for potential discretionary awards to evaluate the fiscal integrity and financial capability of applicants, examines proposed costs to determine if the budget detail worksheet and budget narrative accurately explain project costs, and determines whether costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Assistant Attorney General, who may consider factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding when making awards.

Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. OJP encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. Additional information for each requirement can be found at www.ojp.usdoj.gov/funding/other_requirements.htm.

- Civil Rights Compliance

- Civil Rights Compliance Specific to State Administering Agencies

- Faith-Based and Other Community Organizations

- Confidentiality

- Research and the Protection of Human Subjects

- Anti-Lobbying Act

- Financial and Government Audit Requirements

- Reporting of Potential Fraud, Waste, and Abuse, and Similar Misconduct

- National Environmental Policy Act (NEPA)

- DOJ Information Technology Standards (if applicable)

- Single Point of Contact Review

- Non-Supplanting of State or Local Funds

- Criminal Penalty for False Statements

- Compliance with [Office of Justice Programs Financial Guide](#)

- Suspension or Termination of Funding

- Nonprofit Organizations

- For-profit Organizations

- Government Performance and Results Act (GPRA)

- Rights in Intellectual Property

- Federal Funding Accountability and Transparency Act of 2006 (FFATA)

- Awards in Excess of $5,000,000 – Federal Taxes Certification Requirement

- Active SAM Registration

- Policy and Guidance for Approval, Planning, and Reporting of Conferences (including Meetings and Trainings)

- OJP Training Guiding Principles for Grantees and Subgrantees

How To Apply

Applicants must register in, and submit applications through Grants.gov, a "one-stop storefront" to find federal funding opportunities and apply for funding. Find complete instructions on how to register and submit an application at www.Grants.gov. Applicants that experience technical difficulties during this process should call the Grants.gov Customer Support Hotline at **800–518–4726** or **606–545–5035**, 24 hours a day, 7 days a week, except federal holidays. Registering with Grants.gov is a one-time process; however, **processing delays may occur, and it can take several weeks** for first-time registrants to receive confirmation and a user password. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications 72 hours prior to the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

OVC strongly encourages all prospective applicants to sign up for Grants.gov e-mail notifications regarding this solicitation. If this solicitation is cancelled or modified, individuals who sign up with Grants.gov for updates will be notified.

Note on File Names and File Types: Grants.gov only permits the use of certain specific characters in names of attachment files. Valid file names may include only the characters shown in the table below. Grants.gov is designed to reject any application that includes an attachment(s) with a file name that contains any characters not shown in the table

below. Grants.gov is designed to forward successfully submitted applications to OJP's Grants Management System (GMS).

Characters	Special Characters		
Upper case (A – Z)	Parenthesis ( )	Curly braces { }	Square brackets [ ]
Lower case (a – z)	Ampersand (&)	Tilde (~)	Exclamation point (!)
Underscore (__)	Comma (,)	Semicolon (;)	Apostrophe (')
Hyphen (-)	At sign (@)	Number sign (#)	Dollar sign ($)
Space	Percent sign (%)	Plus sign (+)	Equal sign (=)
Period (.)	**When using the ampersand (&) in XML, applicants must use the "&" format.**		

GMS does not accept executable file types as application attachments. These disallowed file types include, but are not limited to, the following extensions: ".com," ".bat," ".exe," ".vbs," ".cfg," ".dat," ".db," ".dbf," ".dll," ".ini," ".log," ".ora," ".sys," and ".zip." GMS may reject applications with files that use these extensions. It is important to allow time to change the type of file(s) if the application is rejected.

All applicants are required to complete the following steps:

1. **Acquire a Data Universal Numbering System (DUNS) number.** In general, the Office of Management and Budget requires that all applicants (other than individuals) for federal funds include a DUNS number in their applications for a new award or a supplement to an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and differentiating entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Call Dun and Bradstreet at 866–705–5711 to obtain a DUNS number or apply online at www.dnb.com. A DUNS number is usually received within 1–2 business days.

2. **Acquire registration with the System for Award Management (SAM).** SAM is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. OJP requires all applicants (other than individuals) for federal financial assistance to maintain current registrations in the SAM database. Applicants must be registered in SAM to successfully register in Grants.gov. Applicants must **update or renew their SAM registration annually** to maintain an active status.

   Applications cannot be successfully submitted in Grants.gov until Grants.gov receives the SAM registration information. The information transfer from SAM to Grants.gov can take up to 48 hours. OJP recommends that the applicant register or renew registration with SAM as early as possible.

   Information about SAM registration procedures can be accessed at www.sam.gov.

3. **Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password**. Complete the AOR profile on Grants.gov and create a username and password. The applicant organization's DUNS number must be used to complete this

step. For more information about the registration process, go to
www.grants.gov/applicants/get_registered.jsp.

4. **Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).**
   The E-Biz POC at the applicant organization must log into Grants.gov to confirm the
   applicant organization's AOR. Note that an organization can have more than one AOR.

5. **Search for the funding opportunity on Grants.gov.** Use the following identifying
   information when searching for the funding opportunity on Grants.gov. The Catalog of
   Federal Domestic Assistance number for this solicitation is 16.582, titled "Crime Victim
   Assistance/Discretionary Grants," and the funding opportunity number is OVC-2014-3918.

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

7. **Submit a valid application consistent with this solicitation by following the directions
   in Grants.gov.** Within 24–48 hours after submitting the electronic application, the applicant
   should receive an e-mail validation message from Grants.gov. The message will state
   whether the application was received and validated, or rejected due to errors, with an
   explanation. It is possible to first receive a message indicating that the application is
   received and then receive a rejection notice a few minutes or hours later. Submitting well
   ahead of the deadline provides time to correct the problem(s) that caused the rejection.
   Important: OJP urges applicants to submit applications **at least 72 hours prior** to the
   application due date to allow time to receive validation messages or rejection notifications
   from Grants.gov, and to correct in a timely fashion any problems that may have caused a
   rejection notification.

   Click here for further details on DUNS, SAM, and Grants.gov registration steps and
   timeframes.

Note: Duplicate Applications
If an applicant submits multiple versions of an application, OVC will review only the most recent
valid version submitted.

Experiencing Unforeseen Grants.gov Technical Issues
Applicants that experience unforeseen Grants.gov technical issues beyond their control that
prevent them from submitting their application by the deadline must e-mail the OVC contact
identified in the Contact Information section on page 2 **within 24 hours after the application
deadline** and request approval to submit their application. The e-mail must describe the
technical difficulties, and include a timeline of the applicant's submission efforts, the complete
grant application, the applicant's DUNS number, and any Grants.gov Help Desk or SAM
tracking number(s). **Note: OVC *does not* automatically approve requests.** After the program
office reviews the submission and contacts the Grants.gov or SAM Help Desks to validate the
reported technical issues, OJP will inform the applicant whether the request to submit a late
application has been approved or denied. If OJP determines that the applicant failed to follow all
required procedures, which resulted in an untimely application submission, OJP will deny the
applicant's request to submit their application.

The following conditions are generally insufficient to justify late submissions:
- Failure to register in SAM or Grants.gov in sufficient time.
- Failure to follow Grants.gov instructions on how to register and apply as posted on its Web site.
- Failure to follow each instruction in the OJP solicitation.
- Technical issues with the applicant's computer or information technology environment, including firewalls.

Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP funding Web page at www.ojp.usdoj.gov/funding/solicitations.htm.

Provide Feedback to OJP

To assist OJP in improving its application and award processes, we encourage applicants to provide feedback on this solicitation, the application submission process, and/or the application review/peer review process. Provide feedback to OJPSolicitationFeedback@usdoj.gov.

IMPORTANT: This e-mail is for feedback and suggestions only. Replies are **not** sent from this mailbox. If you have specific questions on any program or technical aspect of the solicitation, **you must** directly contact the appropriate number or e-mail listed on the front of this solicitation document. These contacts are provided to help ensure that you can directly reach an individual who can address your specific questions in a timely manner.

If you are interested in being a reviewer for other OJP grant applications, please e-mail your resume to ojppeerreview@lmbps.com. The OJP Solicitation Feedback e-mail account will not forward your resume. **Note:** Neither you nor anyone else from your organization can be a peer reviewer in a competition in which you or your organization have submitted an application.

Application Checklist
Sexual Assault Response Team Toolkit 2.0

This application checklist has been created to assist in developing an application.

What an Applicant Should Do:

Prior to Registering in Grants.gov:
_____ Acquire a DUNS number   (see page 18)
_____ Acquire or renew registration with SAM   (see page 18)
To Register with Grants.gov:
_____ Acquire AOR and Grants.gov username/password   (see page 18)
_____ Acquire AOR confirmation from the E-Biz POC   (see page 19)
To Find Funding Opportunity:
_____ Search for the funding opportunity on Grants.gov   (see page 19)
_____ Sign up for Grants.gov e-mail notifications (optional)   (see page 17)
_____ Read **Important Notice: Applying for Grants in Grants.gov**

General Requirements:

_____ Review "Other Requirements" Web page

Scope Requirement:

_____ The federal amount requested is within the allowable limit of $300,000 for a period of 18 months.

Eligibility Requirement: Eligible applicants are nonprofit, nongovernmental organizations (including tribal nonprofits), for-profit organizations (for-profit organizations must agree to forgo any profit or management fee), and institutions of higher education (including tribal institutions of higher education). Organizations with a demonstrated history of longstanding relationships with the sexual assault field on a national scale and a track record of developing national-scope training and technical assistance materials for the sexual assault/victim services field are eligible to apply.

What an Application Should Include:

_____ Application for Federal Assistance (SF-424)   (see page 9)
_____ Abstract   (see page 9)
_____ Program Narrative   (see page 10)
         _____ Statement of the Problem
         _____ Project Design and Implementation Plan
         _____ Capability and Competencies
         _____ Plan for Collecting Data
_____ Budget Detail Worksheet   (see page 11)
_____ Budget Narrative   (see page 12)
         _____ Employee Compensation Waiver request and justification (if applicable)
                                                                 (see page 7)
         _____ Read OJP policy and guidance on "conference" approval, planning, and reporting
                available at www.ojp.gov/funding/confcost.htm.   (see page 7)

_____ Disclosure of Lobbying Activities (SF-LLL)   (see page 19)
_____ Indirect Cost Rate Agreement (if applicable)   (see page 12)
_____ Applicant Disclosure of High-Risk Status   (see page 12)
_____ Project Timeline   (see page 13)
_____ Resumes   (see page 13)
_____ Additional Attachments
        _____ Applicant Disclosure of Pending Applications   (see page 13)
        _____ Research and Evaluation Independence and Integrity (see page 14)
_____ Accounting System and Financial Capability Questionnaire (if applicable) (see page 15)