



## OVC FY 2021 Expanding Sexual Assault Nurse Examiner (SANE) Services to Victims of Sexual Assault

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### Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office for Victims of Crime](#) is seeking applications for funding to develop or enhance a Sexual Assault Nurse Examiner (SANE) program. This program furthers the Department's mission by increasing access to and the quality of post-sexual assault health care services for victims of sexual assault.

This solicitation incorporates the [OJP Grant Application Resource Guide](#) by reference. The OJP Grant Application Resource Guide provides guidance to applicants for the preparation and submission to OJP of applications for funding. **If this solicitation expressly modifies any provision in the OJP Grant Application Resource Guide, the applicant is to follow the guidelines in this solicitation as to that provision.**

### Solicitation Categories

Competition ID	Category *	Number of Awards	Dollar Amount for Award	Performance Start Date	Performance Duration (Months)
C-OVC-2021-00020-PROD	Purpose Area 1: Establish and/or expand SANE/SAFE programs	10	\$600,000.00	10/1/21 12:00 AM	36
C-OVC-2021-00021-PROD	Purpose Area 2: Training and Technical Assistance	1	\$1,600,000.00	10/1/21 12:00 AM	36

### Eligible Applicants:

City or township governments, County governments, Native American tribal governments (Federally recognized), 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, Nonprofits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education, Private institutions of higher education, Public and State controlled institutions of higher education, Special district governments, State governments, Other

### Other

For purposes of this solicitation, "state" means any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands.

To advance Executive Order 13929 Safe Policing for Safe Communities, as of October 28, 2020, the Attorney General determined that all state, local, and university or college law enforcement agencies must be certified by an approved independent credentialing body or have started the certification process to be allocated FY 2021 DOJ discretionary grant funding, as either a recipient or a subrecipient. For detailed information on this new certification requirement, please visit <https://cops.usdoj.gov/SafePolicingEO>.

All recipients and subrecipients (including any for-profit organization) must forgo any profit or management fee.

OVC will consider applications under which two or more entities would carry out the federal award; however, only one entity may be the applicant. Any others must be proposed as subrecipients (subgrantees). For additional information on subawards, see the [OJP Grant Application Resource Guide](#).

OVC may elect to fund applications submitted under this FY 2021 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and on the availability of appropriations.

## Contact Information

For technical assistance with submitting the **SF-424** and **SF-LLL** in Grants.gov, contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, at [Grants.gov customer support webpage](#), or email at [support@grants.gov](mailto:support@grants.gov). The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

For technical assistance with submitting the **full application** in DOJ's Justice Grants System (JustGrants), contact the JustGrants Service Desk at [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) or at 833-872-5175. The JustGrants Service Desk operates 5 a.m. to 9 p.m. EST Monday - Friday and 9 a.m. to 5 p.m. Saturday, Sunday, and federal holidays.

An applicant that experiences unforeseen Grants.gov or JustGrants technical issues beyond its control that prevent it from submitting its application by the deadline must email the OVC contact identified below **within 24 hours after the application deadline** to request approval to submit its application after the deadline.

For assistance with any other requirements of this solicitation, contact the Response Center by telephone at 800-851-3420 or TTY 301-240-6310 (hearing impaired only), or by email at [grants@ncjrs.gov](mailto:grants@ncjrs.gov). Response Center hours of operation are 10:00 a.m.–6:00 p.m. ET, Monday through Friday, and 10:00 a.m.–8:00 p.m. ET on the solicitation closing date.

OVC will conduct one pre-application webinar during which OVC staff will review the solicitation requirements and conduct a question and answer session with interested potential applicants. Participation is optional. When the webinar has been scheduled, the details and registration information will be available at <https://ovc.ojp.gov/funding/funding-webinars>.

### Submission Information

In FY 2021, applications will be submitted to DOJ in a **NEW** two-step process.

**Step 1:** Applicants will submit an **SF-424** and an **SF-LLL** in Grants.gov at <https://www.grants.gov/web/grants/register.html>. To register in Grants.gov, applicants will need to obtain a Data Universal Numbering System (DUNS) and System for Award Management (SAM) registration or renewal.

**Step 2:** Applicants will submit the **full application** including attachments in JustGrants at [JustGrants.usdoj.gov](https://JustGrants.usdoj.gov).

To be considered timely, the full application must be submitted in JustGrants by the JustGrants application deadline.

OJP encourages applicants to review, the "How to Apply" section in the [OJP Grant Application Resource Guide](#).

#### Pre-Application Webinar

OVC will conduct one pre-application webinar during which OVC staff will review the solicitation requirements and conduct a question and answer session with interested potential applicants. Participation is optional. When the webinar has been scheduled, the details and registration information will be available at <https://ovc.ojp.gov/funding/funding-webinars>.

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## Program Description

### Overview

The Department of Justice is committed to advancing work that promotes civil rights, increases access to justice, supports crime victims, protects the public from crime and evolving threats, and builds trust between law enforcement and the community.

The Office for Victims of Crime (OVC) is committed to enhancing the Nation's capacity to assist crime victims and provide leadership in changing policies and practices to promote justice and healing for all victims of crime. OVC is seeking applications to establish or expand sexual assault examination programs, including sexual assault nurse examiner (SANE) programs and sexual assault forensic examiner (SAFE) programs that focus on improving the provision of sexual assault care using a community-based approach, such as through a campus community, nonprofit, community-based, and/or tribe-affiliated victim services provider. This solicitation will also fund one applicant to provide technical assistance (TA) to all awarded recipients under Purpose Area 1 and previously funded [Fiscal Year 2020 OVC SANE Campus grantees](#). This program furthers the Department's mission by increasing the quality and quantity of services available to victims of sexual assault.

### Statutory Authority

Department of Justice Appropriations Act, 2020, Pub. L. No. 116-93, 133 Stat 2317, 2408

Department of Justice Appropriations Act, 2021, Pub. L. No. 116-260, 134 Stat.1182, 1259

### Specific Information

Studies have shown that exams performed by sexual assault forensic examiners—medical providers trained in collecting and preserving forensic evidence—may result in better physical and mental health care for victims, better evidence collection, and higher prosecution rates. This program is designed to increase the number of highly trained, sexual assault forensic examiners and increase victims' access to high quality medical forensic care, evidence collection, advocacy, and other services they require to heal and achieve safety and justice. This program will also fund one applicant to provide TA to all awarded recipients under Purpose Area 1 and previously funded [Fiscal Year 2020 OVC SANE Campus grantees](#) to support this effort.

### Goals, Objectives, Deliverables, and Timeline

#### Goals

##### **Purpose Area 1: Establish and/or expand SANE/SAFE programs**

The goal of this project is to establish and/or expand [SANE/SAFE programs offering sexual assault medical forensic exams and sexual assault victim services in a hospital or non-hospital setting to sexual assault victims and survivors using coordinated community response strategies](#). Applicants may propose innovative ways of bringing experienced medical forensic examiners to rural, tribal, and underserved communities, such as using telehealth technology (limited funding can support equipment costs).

Newly developed programs should follow the [National Protocol for Sexual Assault Medical Forensic Examinations](#) in responding to the immediate needs of sexual assault victims and the [Sexual Assault Nurse Examiner \(SANE\) Education Guidelines](#) to help the SANE meet the medical forensic needs of those who have been affected by sexual violence.

##### **Purpose Area 2: Training and Technical Assistance**

OVC is interested in supporting technical assistance that is proactive, action-driven, flexible, and involves ongoing communication and collaboration with the selected Purpose Area 1 awardees, [Fiscal Year 2020 OVC SANE Campus grantees](#), OVC, and other relevant federal agencies and partners. The methods of TA delivery should be creative and adaptive according to needs of the awardees. This might include in-person, phone and email consultations, webinars, and other distance/online learning technologies. The TA provider is expected to bring innovative and evidence-driven ideas and strategies to the project and work in partnership with OVC and the awardees to accomplish the goals, objectives, and activities of the project.

Technical assistance applicants must clearly demonstrate their knowledge of the provision of victim services. OVC seeks applicants with proven, successful records in operating, sustaining, or providing technical assistance in the development of SANE programs.

#### Objectives

##### **Purpose Area 1: Establish and/or expand SANE/SAFE programs**

The objectives of this project are to?

1. Promote high quality, sensitive, and supportive exams and confidential victim services to survivors of sexual assault.
2. Maintain a supply of trained SANES/SAFEs by building capacity to train, mentor, and retain examiners and victim advocates.
3. Develop a comprehensive plan for training and retaining examiners. Trainings should meet the [U.S. Department of Justice \(DOJ\) National Sexual Assault Training Standards](#) that take a victim-centered, trauma-informed approach to sexual assault medical forensic examinations.
4. Establish/enhance policies and procedures to include community-based advocacy services in responding to sexual assault cases involving a medical forensic exam. Advocates may be involved in initial victim contact; offer victims advocacy, support, crisis intervention, information, language assistance services, including interpreters, and referrals before, during, and after the exam process; and help ensure that victims have transportation to and from the exam site.
5. Support the use of coordinated community responses and multidisciplinary partnerships, such as Sexual Assault Response Teams (SARTs), for identifying and prioritizing needs and developing sexual assault response strategies that are acceptable to the community.

Funding may also support the following activities:

- Establish or expand SARTs, to include hiring a SANE/SART Coordinator. Using the SANE/SART model will allow communities to implement national best practices in sexual assault response.
- Develop, strengthen, and implement SANE/SART policies, protocols, and services that effectively improve the response to sexual assault.
- Public awareness and outreach efforts about the SANE/SAFE program and provision of sexual assault care.

##### **Purpose Area 2: Training and Technical Assistance**

The objectives for this purpose area are as follows:

1. Provide TA to proactively support all Purpose Area 1 awardees and [FY2020 OVC SANE Campus grantees](#) in implementing trauma-informed approaches to provide compassionate care to sexual assault victims.
2. Provide diverse technical and subject matter support, in consultation with OVC, to improve the awarded grantees response to sexual assault, which may include support in developing and implementing policies and practices.
3. Facilitate ongoing peer-to-peer consultation, learning (e.g., cross-site visits, grantee meetings), and networking among selected awardees and their partners to promote problem-solving and innovation through the exchange of information, lessons learned, and new ideas.
4. Assist awarded grantees with developing a training plan, sustainability plan, and documenting improved outcomes for victims.
5. Assist in connecting awarded grantees with other relevant federal, state level, or private projects and foundations to ensure existing efforts are leveraged to maximize investments and outcomes

The TA provider will undertake certain activities in support of the project. TA resources and support for awardees may include, but are not limited to

1. Working to identify and/or engage partners and strengthen relationships and coordination;
2. Identifying and providing TA that is coordinated, appropriate, trauma-informed, and data-driven to reach and assist sexual assault victims;
3. Providing support in the development of SARTS and outreach/marketing efforts

#### Deliverables

##### **Purpose Area 1: Establish and/or expand SANE/SAFE programs**

The deliverables of the project are:

- Development/enhancement of trauma-informed policies and procedures that address privacy, consent, and confidentiality (*by end of Year 1*).
- Development/enhancement of security policies and procedures for telehealth systems to ensure HIPAA and HITECH compliance of patient information (*by end of Year 1 – telehealth programs only*)
- Delivery and/or expansion of sexual assault medical forensic care and advocacy (*upon approval of policies and procedures*).

- Training plan for SANES/SAFEs (by end of Year 1).
- A program sustainability plan (by end of Year 2).

**Limited Use of Funds**

The scope of this program is to establish or expand SANE programs that enhance sexual assault medical forensic care and victim advocacy services. The use of funds under this program should focus primarily on direct services. The following activities cannot be supported under this program:

- **Research**, defined in 28 C.F.R. § 46.102 as a systematic investigation designed to develop or contribute to generalizable knowledge. Limited funds may be used to support process evaluations or assess work for internal improvement purposes only, such as by convening a listening session to identify service gaps in the community or surveying training participants about the quality of training content and delivery.
- Tuition reimbursement in lieu of salary for project staff.

**Purpose Area 2: Training and Technical Assistance**

Deliverables include:

TA plan to support applicants awarded under Purpose Area 1 and OVC’s 2020 SANE Campus grantees in achieving the stated goals of this program. This should include the use of existing or creation of new tools, materials, and resources to assist all grantees with implementation and action planning (e.g., lessons learned, checklists, sample protocols) (within 6 months of award acceptance).

The Goals, Objectives, and Deliverables are directly related to the performance measures that demonstrate the results of the work completed, as discussed under Application and Submission Information.

**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. For additional information and resources on evidence-based programs or practices, see the [OJP Grant Application Resource Guide](#).

**Information Regarding Potential Evaluation of Programs and Activities**

OJP may conduct or support an evaluation of the programs and activities funded under this solicitation. For additional information, see the [OJP Grant Application Resource Guide](#) section entitled “Information Regarding Potential Evaluation of Programs and Activities.”

**Priority Areas**

The Department of Justice is committed to advancing work that promotes civil rights, increases access to justice, supports crime victims, protects the public from crime and evolving threats, and builds trust between law enforcement and the community. In FY 2021, OJP will give priority consideration in award decisions to applications that demonstrate ways in which their projects will advance one or more of these areas.

To receive priority consideration for advancing one or more of the Department’s priorities, the applicant must provide a sufficient narrative explanation as an attachment, that specifies how the project will advance the promotion of civil rights, access to justice, support to crime victims, protecting the public from crime and evolving threats, or building trust between law enforcement and the community.

In addition, OJP will give priority consideration, if applicable, to applicants that demonstrate that the individuals who are intended to benefit from the requested grant reside in high-poverty areas or persistent-poverty counties.

information to demonstrate that the individuals who are intended to benefit from the requested grant reside in high-poverty areas or persistent poverty counties. For purposes of this priority consideration, the term “high-poverty area” means any census tract with a poverty rate of at least 20 percent as measured by the 2013–2017 5-year data series available from the American Community Survey of the Census Bureau (applicants may search by census tract at <https://www.census.gov/acs/www/data/data-tables-and-tools/narrative-profiles/2017/>) and the term “persistent poverty counties” means any county that has had 20 percent or more of its population living in poverty over the past 30 years, as measured by the 1990 and 2000 decennial censuses and the most recent Small Area Income and Poverty Estimates (applicants may search by county at <https://www.census.gov/data/tables/time-series/dec/census-poverty.html> and at <https://www.census.gov/programs-surveys/saippe.html>).

Priority consideration is one of many factors that OJP considers in making funding decisions and is not a guarantee of an award.

**Federal Award Information**

Solicitation Category

Competition ID Enter to sort	Category *	Number of Awards	Dollar Amount for Awards	Performance Start Date	Performance Duration (Months)
C-OVC-2021-00020-PROD	Purpose Area 1: Establish and/or expand SANE/SAFE programs	10	\$600,000.00	10/1/21 12:00 AM	36
C-OVC-2021-00021-PROD	Purpose Area 2: Training and Technical Assistance	1	\$1,600,000.00	10/1/21 12:00 AM	36

**Awards, Amounts and Durations**

Period of Performance Start Date

10/1/21 12:00 AM

Period of Performance Duration (Months)

36

Anticipated Total Amount to be Awarded Under Solicitation

\$7,176,763.00

**Continuation Funding Intent**

OVC may, in certain cases, provide additional funding in future years to awards made under this solicitation, through continuation awards. OJP will consider, among other factors, OJP’s strategic priorities, a recipient’s overall management of the award, and progress of award funded work, when making continuation award decisions.

**Availability of Funds**

This solicitation, and awards (if any are made) under this solicitation, are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by the agency or by law. In addition, nothing in this solicitation is intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the United States, its departments, agencies, or entities, its officers, employees, or agents, or any other person.

**Types of Awards**

OVC expects to make awards under this solicitation as cooperative agreements, which provide for OJP to have substantial involvement in carrying out award activities. See the “Administrative, National Policy, and Other Legal Requirements” section of the [OJP Grant Application Resource Guide](#).

**Financial Management and System of Internal Controls**

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) must, as described in the Part 200 Uniform Requirements as set out at 2 C.F.R. 200.303, comply with standards for financial and program management. The “Part 200 Uniform Requirements” means the DOJ regulation at 2 C.F.R. Part 2800, which adopts (with certain modifications) the provisions of 2 C.F.R. Part 200. See [OJP Grant Application Resource Guide](#) for additional information.

## Budget Information

See below.

## Cost Sharing or Matching Requirement

This solicitation does not require a match.

## Pre-agreement Costs (also known as Pre-award Costs)

See the [OJP Grant Application Resource Guide](#) for information on Pre-agreement Costs (also known as Pre-award Costs).

## Limitation on Use of Award Funds for Employee Compensation: Waiver

See the [OJP Grant Application Resource Guide](#) for information on Limitation on Use of Award Funds for Employee Compensation; Waiver.

## Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs

See the [OJP Grant Application Resource Guide](#) for information on Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs.

## Costs Associated with Language Assistance (if applicable)

See the [OJP Grant Application Resource Guide](#) for information on Costs Associated with Language Assistance.

## Eligibility Information

For eligibility information, see the title page.

## Application and Submission Information

The following application elements **MUST** be included in the application submission for an application to meet the basic minimum requirements (BMR) to advance to peer review and receive consideration for funding:

- Proposal Abstract,
- Proposal Narrative, and
- Budget Worksheet and Budget Narrative (web-based form).

See the "Application Elements and Formatting Instructions" section of the [OJP Grant Application Resource Guide](#) for information on what happens to an application that does not contain all the specified elements or that is nonresponsive to the scope of the solicitation.

## Information to Complete the Application for Federal Assistance (SF-424)

The SF-424 will be submitted in Grants.gov. The SF-424 is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. See the [OJP Grant Application Resource Guide](#) for additional information on completing the SF-424.

In Section F of the SF-424, please include the name and contact information of the individual **who will complete application materials in JustGrants**. JustGrants will use this information (*email address*) to assign the application to this user in JustGrants.

**Intergovernmental Review:** This solicitation ("funding opportunity") is **not** subject to [Executive Order 12372](#). (In completing the SF-424, an applicant is to answer question 19 by selecting the response that the "Program is not covered by E.O. 12372.")

## Standard Applicant Information (JustGrants 424 and General Agency Information)

The Standard Applicant Information section of the JustGrants application is pre-populated with the SF-424 data submitted in Grants.gov. Applicants will need to review the Standard Applicant Information in JustGrants and make edits as needed. Within this section, applicants will need to: add zip codes for areas affected by the project; confirm their Authorized Representative; and verify the organization's legal name and address.

## Proposal Abstract

A proposal abstract (no more than 400 words) summarizing the proposed project including primary activities, products and deliverables, the service area, and who will benefit from the proposed project, will be completed in the JustGrants Web-based form.

## Proposal Narrative

The proposal narrative should be submitted as an attachment in JustGrants. The attached document should be double-spaced, using a standard 12-point Times New Roman font; have no less than 1-inch margins; and should not exceed 25 pages. Pages should be numbered and submitted as an attachment. If the proposal narrative fails to comply with these length restrictions, OVC may negatively consider such noncompliance in peer review and in final award decisions.

The following sections must be included as part of the proposal narrative:

### a. Description of the Issue

- State whether the project is local, statewide, or regional in scope;
- Identify and describe the community or communities the project will serve, including the geographic location and, if any, tribal communities in the service area(s);
- State whether the proposed project will establish new programming, expand existing programming, or both;
- Describe the need for, and challenges to providing, medical forensic exams and advocacy to victims of sexual assault in the targeted area(s); and
- Describe why this project/proposed activities are necessary (significance/value) and/or address a need and include supporting information

### b. Project Design and Implementation

- Describe the strategy for addressing the needs identified in the Description of the Issue.
  - State the key goal(s) of the project.
  - Identify specific, measurable, achievable, relevant, and time-based (SMART) objectives for accomplishing goal(s).
  - List the proposed project activities and describe how they relate to the stated objectives. Activities are the specific actions to be undertaken to fulfill the objectives and reach the goal(s).
  - Provide a detailed description of the method(s) to be used to carry out each activity.
  - Provide a timetable indicating roughly when activities or project milestones are to be accomplished.
- Describe how comprehensive, confidential victim services and advocacy will be provided (*not applicable to Purpose Area 2 applicants*).
- Describe the safety needs of victims of sexual assault and the applicant's commitment to addressing those needs through the proposed project.
- Identify any potential challenges to the project's success, and describe how the applicant will mitigate those challenges.
- Describe any sustainability measures the applicant will take to continue its efforts beyond the funding period

### c. Capabilities and Competencies

- Describe the capabilities and competencies needed to accomplish the goals and objectives of the project.
  - Include a clear description of the applicant's management structure and the current and proposed professional staff members' unique qualifications that will enable them to fulfill their grant responsibilities.
  - Describe the expertise of the organization (and any subrecipients) in providing SANE services. Discuss any previous or current experience providing victim services using multidisciplinary partnerships.
  - Describe how the program will be managed and include information describing the roles and responsibilities of key personnel. Applicants must also include a list of personnel responsible for managing and implementing the major stages of the project. The project director must have 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.

Demonstrate that the individuals and organizations have the capacity to address the challenges and needs described in the Description of the Issue section, and can successfully

- implement the proposed activities.
- Demonstrate, as appropriate to the project, coordination with victim service providers, advocacy organizations, law enforcement (including a crime laboratory), and prosecutors.
- If there is an existing SART, or the project involves creating or supporting a SART, describe how the SART will help facilitate the project's success.

d. Plan for Collecting the Data Required for this Solicitation's Performance Measures

This section must include the following information:

- Describe the process for measuring project performance.
- Identify who will collect the data and who is responsible for performance measurements.
- Describe how the information will be used to guide and evaluate the impact of the project.
- Describe the process for accurately reporting data.

OJP will require each successful applicant to submit regular performance data that demonstrate the results of the work carried out under the award. The performance data directly relate to the goals, objectives, and deliverables identified under "Goals, Objectives, and Deliverables" in the Program Description.

Award recipients will be required to submit performance measure data and performance reports in JustGrants. Examples of the performance measures questionnaire can be found at <https://ovc.ojp.gov/funding/performance-measures-overview>. Further guidance on the post-award submission process will be provided, if selected for award.

Note: Applicants are **not** required to submit performance data with the application. Rather, performance measures information is included as an alert that successful applicants will be required to submit performance data as part of the reporting requirements under an award.

**Note on Project Evaluations**

An applicant that proposes to use award funds through this solicitation to conduct project evaluations must follow the guidance under "Note on Project Evaluations" in the [OJP Grant Application Resource Guide](#).

**Goals, Objectives, Deliverables, and Timeline**

Applicants will submit the project's goals, objectives, deliverables and timelines in the JustGrants web-based form. See the [OJP Grant Application Resource Guide](#) for additional information.

**Budget and Associated Documentation  
Budget Worksheet and Budget Narrative (Web-based Form)**

Applicants will complete the JustGrants web-based budget form. See the [OJP Grant Application Resource Guide](#) for additional information.

**Indirect Cost Rate Agreement (if applicable)**

Applicants will submit their indirect cost rate agreement by uploading the agreement as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

**Financial Management Questionnaire (including applicant disclosure of high-risk status)**

Applicants will download the questionnaire in JustGrants and submit by uploading the completed questionnaire as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

**Additional Application Components**

Applicants will attach the additional requested documentation in JustGrants.

**Curriculum Vitae or Resumes**

The applicant will provide resumes for all proposed key staff and/or consultants.

**Tribal Authorizing Resolution**

If applicable, applicants will submit the Tribal Authorizing Resolution by uploading the resolution as an attachment in JustGrants. An application in response to this solicitation may require inclusion of information related to a tribal authorizing resolution as an attachment. See the [OJP Grant Application Resource Guide](#) for information on tribal authorizing resolutions.

**Timeline Form**

Applicants will submit a time-task plan that delineates organizational responsibility for the activities to be completed and a schedule for the completion of the activities and the submission of deliverables. Applicants should make certain that all project activities will occur within the proposed project period.

**Research and Evaluation Independence and Integrity Statement**

If an application proposes research (including research and development) and/or evaluation, the applicant must demonstrate research/evaluation independence and integrity, including appropriate safeguards, before it may receive award funds. Applicants will submit a description of their research and evaluation independence and integrity by uploading the document as an attachment in JustGrants. For additional information regarding demonstrating research/evaluation independence and integrity, including appropriate safeguards, see the [OJP Grant Application Resource Guide](#).

**Documentation of Advancing DOJ Priorities (if applicable)**

As is mentioned above, OJP will give priority consideration in award decisions to applications that specify how the project will advance one or more of the following DOJ priorities: the promotion of civil rights, access to justice, support to crime victims, protecting the public from crime and evolving threats, or building trust between law enforcement and the community. Applicants will submit the narrative by uploading the document as an attachment in JustGrants.

**Documentation of High-Poverty Areas or Persistent-Poverty Counties (if applicable)**

As mentioned above, OJP will give priority consideration in award decisions to applications that demonstrate that the individuals who will benefit from the requested grant reside in high-poverty areas or persistent-poverty counties as defined above. Each applicant proposing to receive consideration under the High-Poverty Areas or Persistent Poverty Counties priority must provide a sufficient narrative explanation to identify each specific High-Poverty Area (by census tract number(s)) and/or each specific Persistent-Poverty County where individuals are intended to benefit from the requested grant and how the requested grant will address specific challenges in each such identified area and/or county. Applicants will submit the narrative by uploading the document as an attachment in JustGrants.

**Logic Model**

Applicants will submit a logic model that graphically illustrates how the project's problems, goals, objectives, and design are interrelated, leading to anticipated outputs, performance measures, and outcomes. Sample logic models are available at <https://ojjdp.ojp.gov/funding/grant-performance-measurement/data-collection-methods-and-logic-models>.

**Organizational Chart**

The applicant will include an organizational chart.

**Disclosures and Assurances**

Applicants will complete the following disclosures and assurances.

**Disclosure of Lobbying Activities**

Applicants will complete and submit the SF-LLL in Grants.gov. See the [OJP Grant Application Resource Guide](#) for additional information.

**DOJ Certified Standard Assurances**

See the DOJ Certified Standard Assurances in the [OJP Grant Application Resource Guide](#).

### Applicant Disclosure of Duplication in Cost Items

Applicants will complete the JustGrants web-based Applicant Disclosure of Duplication in Cost Items form. See the [OJP Grant Application Resource Guide](#) for additional information.

### DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements

Applicants will review and accept the DOJ Certified Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements. See [OJP Grant Application Resource Guide](#).

### Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable)

If applicable, applicants will submit as an attachment in JustGrants See the [OJP Grant Application Resource Guide](#) for additional information. A DOJ High Risk Grantee is a recipient that has received a DOJ High Risk designation based on a documented history of unsatisfactory performance, financial instability, management system or other internal control deficiencies, or noncompliance with award terms and conditions on prior awards, or that is otherwise not responsible.

### How to Apply

Applicants will submit an SF-424 and an SF-LLL in Grants.gov at <https://www.grants.gov/web/grants/register.html>.

Applicants will submit the full application including attachments in JustGrants at [JustGrants.usdoj.gov](https://www.justgrants.usdoj.gov).

For additional information, see the "How to Apply" section in the [OJP Grant Application Resource Guide](#).

### Submission Dates and Time

The SF-424 and the SF-LLL will be submitted in Grants.gov by 11:59 p.m., eastern time (ET) on June 15, 2021. OJP urges applicants to submit applications at least 72 hours prior to the application due date to allow time for the applicant 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.

The full application will be submitted in JustGrants on June 29, 2021 by 11:59 p.m., eastern time (ET).

To be considered timely, the full application must be submitted in JustGrants by the JustGrants application deadline.

## Application Review Information

### Review Criteria

Applications that meet basic minimum requirements will be evaluated by peer reviewers. Applications will be evaluated on how the proposed project/program addresses the following criteria:

1. Statement of the Problem/Description of the Issue (15%) - evaluate the applicant's understanding of the program/issue to be addressed.
2. Project Design and Implementation (30%) - evaluate the adequacy of the proposal, including the goals, objectives, timelines, milestones, and deliverables.
3. Capabilities and Competencies (25%) - evaluate administrative and technical capacity of the applicant to successfully accomplish the goals and objectives.
4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (15%) - evaluate the applicant's understanding of the performance data reporting requirements and the plan for collecting the required data.
5. Budget (15%) - evaluate for completeness, cost effectiveness, and allowability (e.g., reasonable, allocable, and necessary for project activities).

### b. Other Review Criteria/Factors

Other important considerations for OVC include geographic diversity, strategic priorities (specifically including, but not limited to, those mentioned above relating to priority areas), available funding, past performance, and the extent to which the Budget Worksheet and Budget Narrative (web-based form) accurately explain project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles.

### Review Process

Applications submitted under this solicitation that meet basic minimum requirements, will be evaluated for technical merit by a peer review panel(s) in accordance with OJP peer review policy and procedures using the stated review criteria above.

OJP screens applications to ensure they meet the basic minimum requirements prior to conducting peer review. Although specific requirements may vary, the following are common requirements applicable to all solicitations for funding under OJP programs:

- The application must be submitted by an eligible type of applicant.
- The application must request funding within programmatic funding constraints (if applicable).
- The application must be responsive to the scope of the solicitation.
- The application must include all items necessary to meet the basic minimum requirements.

Pursuant to the Part 200 Uniform Requirements, before award decisions are made, OJP also reviews information related to the degree of risk posed by the applicant. Among other things to help assess whether an applicant that has one or more prior federal awards has a satisfactory record with respect to performance, integrity, and business ethics, OJP checks whether the applicant is listed in SAM as excluded from receiving a federal award.

In addition, if OJP anticipates that an award will exceed \$250,000 in federal funds, OJP also must review and consider any information about the applicant that appears in the non-public segment of the integrity and performance system accessible through SAM (currently, the Federal Awardee Performance and Integrity Information System, FAPIIS).

**Important note on FAPIIS:** An applicant, may review and comment on any information about itself that currently appears in FAPIIS and was entered by a federal awarding agency. OJP will consider any such comments by the applicant, in addition to the other information in FAPIIS, in its assessment of the risk posed by the applicant.

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 take into account not only peer review ratings and OVC recommendations, but also other factors as indicated in this section.

## Federal Award Administration Information

### Federal Award Notices

See the [OJP Grant Application Resource Guide](#) for information on award notifications and instructions.

### Administrative, National Policy, and Other Legal Requirements

If selected for funding, in addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with all award conditions, and all applicable requirements of federal statutes and regulations (including applicable requirements referred to in the assurances and certifications executed in connection with award acceptance).

For additional information on these legal requirements, see the "Administrative, National Policy, and Other Legal Requirements" section in the [OJP Grant Application Resource Guide](#).

### Information Technology (IT) Security Clauses

An application in response to this solicitation may require inclusion of information related to information technology security. See the [OJP Grant Application Resource Guide](#) for information on information technology security.

### General Information about Post-Federal Award Reporting Requirements

In addition to the deliverables described in the Program Description section, any recipient of an award under this solicitation will be required to submit certain reports and data.

**Required reports.** Recipients typically must submit quarterly financial reports, quarterly performance measure reports, semiannual progress reports, final financial and progress reports, and, if applicable, an annual audit report in accordance with the Part 200 Uniform Requirements or specific award conditions. Future awards and fund drawdowns may be withheld if reports are delinquent. (In appropriate cases, OJP may require additional reports.)

See the [OJP Grant Application Resource Guide](#) for additional information on specific post-award reporting requirements, including performance measures data.

## Federal Awarding Agency Contact(s)



For OJP contact(s), see page 1.

For contact information for Grants.gov, see page 1.

## Other Information

### Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a)

See the [OJP Grant Application Resource Guide](#) for information on Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a).

### Provide Feedback to OJP

See the [OJP Grant Application Resource Guide](#) for information on how to provide feedback to OJP.

## Performance Measures

A list of performance measure questions for this project can be found here: <https://www.ovc.gov/grants/pdf/tvs-questionnaire.pdf>. Award recipients under this solicitation will be required to complete the following sections, including any relevant shared measures.

- I. Training (Purpose Area 1 & 2)
- II. Technical Assistance (Purpose Area 2 only)
- V. Collaborative Partnerships (Purpose Area 1 only)
- VII. Victim Services (Purpose Area 1 only)

## Application Checklist

### Expanding Sexual Assault Nurse Examiner (SANE) Services to Victims of Sexual Assault

This application checklist has been created as an aid in developing an application. The [DOJ Application Submission Checklist](#) is another resource.

#### What an Applicant Must Do:

*Prior to Registering in Grants.gov:*

- Acquire a DUNS Number (see [OJP Grant Application Resource Guide](#))
- Acquire or renew registration with SAM (see [OJP Grant Application Resource Guide](#))

*To Register with Grants.gov:*

- Acquire AOR and Grants.gov username/password (see [OJP Grant Application Resource Guide](#))
- Acquire AOR confirmation from the E-Biz POC (see [OJP Grant Application Resource Guide](#))

*To Find Funding Opportunity:*

- Search for the Funding Opportunity on Grants.gov (see [OJP Grant Application Resource Guide](#))
- Select the correct Competition ID
- Access Funding Opportunity and Application Package (see [OJP Grant Application Resource Guide](#))
- Sign up for Grants.gov email [notifications](#) (optional) (see [OJP Grant Application Resource Guide](#))
- Read [Important Notice: Applying for Grants in Grants.gov](#)
- Read OJP policy and guidance on conference approval, planning, reporting available at [ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm](http://ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm) (see [OJP Grant Application Resource Guide](#))

*Overview of Post-Award Legal Requirements:*

- Review the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2021 Awards](#)" in the [OJP Funding Resource Center](#).

*Scope Requirement:*

- The federal amount requested is within the allowable limits of \$600,000 (Purpose Area 1); \$1,600,000 (Purpose Area 2).

*Eligibility Requirement:*

- State governments
- Special district governments
- City or township governments
- Public and State controlled institutions of higher education
- County governments
- Native American tribal organizations (other than Federally recognized tribal governments)
- Native American tribal governments (Federally recognized)
- Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education
- Nonprofits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education
- Private institutions of higher education
- Submit **SF-424** and **SF-LLL** in Grants.gov

*After SF-424 and SF-LLL Submission in Grants.gov, Receive Grants.gov Email Notifications That:*

- Submission has been received in Grants.gov
- Submission has either been successfully validated or rejected with errors (see [OJP Grant Application Resource Guide](#))

*If No Grants.gov Receipt, and Validation or Error Notifications are Received:*

- Contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, at the [Grants.gov customer support webpage](#), or email at [support@grants.gov](mailto:support@grants.gov) regarding technical difficulties (see [OJP Grant Application Resource Guide](#)).

*Receive email notification to complete application in JustGrants:*

- Complete Application in JustGrants

#### Content of Application Submission:

The following items are critical application elements required to pass Basic Minimum Requirements review. An application that OJP determines does not include the application elements that must be included in the application submission in order for the application to meet the basic minimum requirements, will neither proceed to peer review, nor receive further consideration.

- **Proposal Abstract**
- **Proposal Narrative**
- **Budget Worksheet and Budget Narrative (web-based form)**

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#### **Content of Application Submission**

- Information to Complete the Application for Federal Assistance (SF-424) in Grants.gov
- Standard Applicant Information (SF-424 info from Grants.gov)

#### **Budget and Associated Documentation**

- Indirect Cost Rate Agreement (if applicable) (see [OJP Grant Application Resource Guide](#))
- Financial Management and System of Internal Controls Questionnaire (see [OJP Grant Application Resource Guide](#))

#### **Additional Application Components**

- Tribal Authorizing Resolution (if applicable) (see [OJP Grant Application Resource Guide](#))
- Research and Evaluation Independence and Integrity (see [OJP Grant Application Resource Guide](#))
- Documentation of high-poverty or persistent poverty counties (if applicable)
- Documentation of Advancing DOJ Priorities (if applicable)
- Logic Model
- Organizational Chart
- Resumes
- Timeline

#### **Disclosures and Assurances**

- [Disclosure of Lobbying Activities \(SF-LLL\)](#) (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure of Duplication in Cost Items (Pending Applications) (see [OJP Grant Application Resource Guide](#))
- DOJ Certified Standard Assurance (see [OJP Grant Application Resource Guide](#))
- DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure and Justification - DOJ High Risk Grantees (if applicable) (see [OJP Grant Application Resource Guide](#))

#### **Submit Application in JustGrants:**

- Application has been successfully submitted in JustGrants

#### **If No JustGrants Application Submission, Validation, or Error Notifications are Received:**

- Contact [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) or 833-872-5175 regarding technical difficulties