



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 Fiscal Year (FY) 2015 Sexual Assault Response Team (SART) Toolkit 2.0 Competitive Solicitation

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 victim services 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 administering the funding and managing the entire project. Only one application per lead applicant will be considered; however, subrecipients may be part of multiple proposals.

OVC may elect to make awards for applications submitted under this solicitation in future fiscal years, dependent on the merit of the applications and on the availability of appropriations.

For additional eligibility information, see Section [C. Eligibility Information](#).

Deadline

Applicants must register with [Grants.gov](#) prior to submitting an application. All applications are due to be submitted and in receipt of a successful validation message in Grants.gov by 11:59 p.m. eastern time on June 8, 2015.

All applicants are encouraged to read this [Important Notice: Applying for Grants in Grants.gov](#).

For additional information, see [How to Apply](#) in section D. Application and Submission Information.

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. Additional information on reporting technical issues is found under “Experiencing Unforeseen Grants.gov Technical Issues” in the [How to Apply](#) section.

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

Grants.gov number assigned to this announcement: OVC-2015-4231

Release date: April 22, 2015

Contents

A. Program Description	4
Overview	4
Project-Specific Information	4
Goals, Objectives, and Deliverables	5
Evidence-Based Programs or Practices	6
B. Federal Award Information	7
Type of Award	7
Financial Management and System of Internal Controls	7
Budget Information	8
Cost Sharing or Match Requirement	8
Pre-Agreement Cost Approvals	8
Limitation on Use of Award Funds for Employee Compensation; Waiver	8
Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs	9
Costs Associated with Language Assistance (if applicable)	9
C. Eligibility Information	9
Cost Sharing or Match Requirement	9
Limit on Number of Application Submissions	9
D. Application and Submission Information	9
What an Application Should Include	9
How to Apply	20
E. Application Review Information	23
Selection Criteria	23
Review Process	23
F. Federal Award Administration Information	24
Federal Award Notices	24
Administrative, National Policy, and other Legal Requirements	24
General Information about Post-Federal Award Reporting Requirements	26
G. Federal Awarding Agency Contact(s)	26
H. Other Information	26
Provide Feedback to OJP	26
Application Checklist	27

OVC Fiscal Year (FY) 2015 Sexual Assault Response Team (SART) Toolkit 2.0 Competitive Solicitation (CFDA #16.582)

A. Program Description

Overview

Sexual assault remains an enduring issue throughout the Nation, impacting hundreds of thousands of victims each year. According to the U.S. Department of Justice (DOJ), Bureau of Justice Statistics, a total of 346,830 rapes and sexual assaults were reported to the National Crime Victimization Survey (NCVS) in 2012. Of those victimizations, only 28 percent were reported to police (NCVS Victimization Analysis Tool Report).

One barrier to seeking assistance in the aftermath of sexual assault is the lack of victim-centered responses. To provide a victim-centered response, professionals must respond in a coordinated, compassionate, multidisciplinary manner. Across the Nation, communities are in varying stages of developing, maintaining, and enhancing these victim-centered, coordinated community responses through the use of Sexual Assault Response Teams (SART). To assist in the efforts to build, sustain, and enhance SARTs nationwide, the Office for Victims of Crime (OVC) published an online resource—the *SART Toolkit: Resources for Sexual Assault Response Teams* (SART Toolkit) — in 2011. Since its release, the SART Toolkit has received more than 1.4 million page views and has proven to be 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. 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 will continue to have easy access to the most current research, practices, and information to support sexual assault victims, particularly underserved populations.

Funding for this award is authorized under 42 U.S.C. § 10603(c)(1)(A).

Project-Specific Information

Significant progress in the treatment and care of sexual assault victims has been made in the field 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 latest evidence-based knowledge and tools to address sexual assault. To accomplish this, OVC will make a competitive grant award to an organization with national-scope expertise on sexual assault and a track record of developing national-scope technical assistance resources, and that has existing strong relationships with a range of victim-serving organizations at local, tribal, state, and federal levels.

OVC expects applicants to describe how they will develop and carryout a detailed strategy based on the goals and objectives outlined below. OVC recognizes that no single organization or entity possesses all the knowledge and expertise necessary to carryout this project. Applicants should identify key partners to ensure the updated content reflects the needs of all victims of sexual assault, especially victims in underserved communities. The SART Toolkit should contain content that reflects the needs of all victims, regardless of sex, sexual

orientation, immigration status, race, or ethnicity; and to include American Indian/Alaska Native populations, the military, persons with disabilities, persons with limited English proficiency, and victims of human trafficking.

Goals, Objectives, and Deliverables

The goal of this project is to update, expand, and enhance OVC's SART Toolkit. In support of this goal, the applicant should address how they will meet the following objectives:

1. Objective: Assess the current SART Toolkit, located at <http://ovc.ncjrs.gov/sartkit/>. Applicants must be familiar with the SART Toolkit and currently funded research projects, practices, or protocols funded by federal agencies that address sexual assault, including but not limited to DOJ's Office on Violence Against Women and National Institute of Justice, and the Centers for Disease Control and Prevention.
 - a. Activities should include conducting a thorough review of the SART Toolkit's five sections through a needs assessment and gap analysis.
 - b. Deliverables include a report on the findings of this review.
2. Objective: Identify areas to update and enhance.
 - a. Activities should include conducting a review of the literature and surveying the sexual assault field to determine what content is most useful and what content needs to be updated.
 - b. Deliverables include an outline of suggested updates and enhancements.
3. Objective: Identify and assess new materials and resources that can be integrated into the SART Toolkit.
 - a. Activities should include having subject-matter experts identify and develop new content, and identify protocols, best practices, resources, and tools to include in the SART Toolkit.
 - b. Deliverables include a strategy to include new content.
4. Objective: Develop 10 short, high-quality videos (1–2 minutes in length) to illustrate key issues and best practices.
 - a. Activities include developing no fewer than 10 short videos, in collaboration with OVC, to supplement written content and illustrate key issues and best practices.
 - b. Deliverables include completed videos that are compliant with OVC standards:
 - Execution of multimedia must include high production values.
 - Musical score (if used) and graphics must support the overall theme of the videos.
 - Fully executed consent forms must be obtained for all individuals who appear in new or existing stock footage.
 - Each video is professionally and accurately encoded with closed captioning.
 - All multimedia deliverables, if identified for use on the OVC website, are Section 508-compliant and include a visual narrative description.
5. Objective: Have the revised SART Toolkit reviewed by subject matter experts to ensure that all relevant and current information is included.
 - a. Activities may include developing and executing a plan to seek external feedback and review from experts in the field.
 - b. Deliverables may include a summary of the feedback from the subject-matter experts.

6. Objective: Plan for dissemination to the field.
 - a. Activities include working closely with OVC and OVC's Communications Team to develop a dissemination plan to integrate new content into the existing SART Toolkit framework, and developing marketing tools to effectively disseminate the SART Toolkit to the field.
 - b. Deliverables include final recommendations to OVC on product integration, marketing, and dissemination.

All of these objectives and activities will be completed in close coordination with OVC's grant monitor and Communications 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.

The grantee is expected to prepare and submit deliverables that are in compliance with OVC's current Publications Guidelines (www.ovc.gov/publications/infores/pubguidelines/welcome.html) and consistent with OVC guidance on the format of the SART Toolkit. A critical task to be completed early in the grant period is the determination of the form in which the grantee-generated materials, including multimedia, will be presented and delivered to OVC in order to most expeditiously augment and update the existing SART Toolkit.

To ensure that this is accomplished effectively and efficiently, the grant monitor, with the assistance of OVC's Communications 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 OVC's Communications 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 six benchmarks (e.g., planning, coordination, development, implementation, marketing, evaluation) that the grantee is expected to meet in order to ensure the steady progress of product development throughout the grant period.

Any publication or deliverable produced with grant funds must be submitted to OVC 9 months prior to the grant end date to provide adequate time for review by OVC to review and return to the successful applicant for any needed modifications. Fifteen percent of the grant award will be withheld until OVC returns the draft product to the grantee after its review and issues a Grant Adjustment Notice to remove the special condition withholding funds to allow the grantee to make needed modifications. Applicants must be prepared to incorporate substantive and editorial changes into the product per discussion with the OVC grant monitor. If the applicant proposes to work with a video production company, OVC approval must be granted before a subcontract/subgrant is awarded.

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.
- 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. The [OJP CrimeSolutions.gov](http://OJP.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.

B. Federal Award Information

OVC estimates that it will make one award of up to \$700,000 for a 24-30 month project period, beginning on October 1, 2015.

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

Type of Award¹

OVC expects that it will make any award from this solicitation in the form of a cooperative agreement, which is a particular type of grant used if OVC expects to have ongoing substantial involvement in award activities. Substantial involvement includes direct oversight and involvement with the grantee organization in implementation of the grant, but does not involve day-to-day project management. See [Administrative, National Policy, and Other Legal Requirements](#), under Section [F. Federal Award Administration Information](#), for details regarding the federal involvement anticipated under an award from this solicitation.

Financial Management and System of Internal Controls

If selected for funding, the award recipient must:

(a) Establish and maintain effective internal control over the Federal award that provides reasonable assurance that the non-Federal entity is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. These internal controls should be in compliance with guidance in “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States and the “Internal Control Integrated Framework”, issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

(b) Comply with Federal statutes, regulations, and the terms and conditions of the Federal awards.

(c) Evaluate and monitor the non-Federal entity's compliance with statute, regulations and the terms and conditions of Federal awards.

¹ See generally 31 U.S.C. §§ 6301-6305 (defines and describes various forms of federal assistance relationships, including grants and cooperative agreements (a type of grant)).

(d) Take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings.

(e) Take reasonable measures to safeguard protected personally identifiable information and other information the Federal awarding agency or pass-through entity designates as sensitive or the non-Federal entity considers sensitive consistent with applicable Federal, state and local laws regarding privacy and obligations of confidentiality.

In order to better understand administrative requirements and cost principles, award applicants are encouraged to enroll, at no charge, in the Department of Justice Grants Financial Management Online Training available [here](#).

Budget Information

Cost Sharing or 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.

Pre-Agreement Cost Approvals

OJP does not typically approve pre-agreement costs; an applicant must request and obtain the prior written approval of OJP for all such costs. If approved, pre-agreement costs could be paid from grant funds consistent with a grantee's approved budget, and under applicable cost standards. However, all such costs prior to award and prior to approval of the costs are incurred at the sole risk of an applicant. Generally, no applicant should incur project costs *before* submitting an application requesting federal funding for those costs. Should there be extenuating circumstances that appear to be appropriate for OJP's consideration as pre-agreement costs, the applicant should contact the point of contact listed on the title page of this announcement for details on the requirements for submitting a written request for approval. See the section on Costs Requiring Prior Approval in the [Financial Guide](#) for more 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% 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.² The 2015 salary table for SES employees is available at the Office of Personnel Management [website](#). 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.

² This limitation on use of award funds does not apply to the non-profit organizations specifically named at Appendix VIII to 2 C.F.R. part 200.

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 <http://www.ojp.gov/financialguide/PostawardRequirements/chapter15page1.htm>. OJP policy and guidance (1) encourage minimization of conference, meeting, and training costs; (2) 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 (3) 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 under "Solicitation Requirements" in the [OJP Funding Resource Center](#).

C. Eligibility Information

For additional eligibility information, see title page.

Cost Sharing or Match Requirement

For additional information on cost sharing and match requirement, see Section [B. Federal Award Information](#).

Limit on Number of Application Submissions

If an applicant submits multiple versions of the same application, OVC will review only the most recent system-validated version submitted. For more information on system-validated versions, see [How to Apply](#).

D. Application and Submission 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 has designated the following application elements as critical:

- Program Narrative
- Budget Detail Worksheet and Budget Narrative
- Plan for Collecting the Data Required for this Solicitation's Performance Measures
- Project Timeline
- Resumes
- List of Proposed Project Partners
- Letters of Support

Applicants may combine the Budget Narrative and the Budget Detail Worksheet in one document. However, if an applicant submits only one budget document, it must contain **both** narrative and detail information. Please review the "Note on File Names and File Types" under [How to Apply](#) to be sure applications are submitted in permitted formats.

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).

Intergovernmental Review: This funding opportunity (program) **is not** subject to [Executive Order 12372](#). (In completing the SF-424, applicants are to make the appropriate selection in response to question 19 to indicate that the "Program is not covered by E.O. 12372.")

2. Project Abstract (Attachment 1)

The project abstract is a very important part of the application and serves as an introduction to the proposed project. OVC uses the project abstract for a number of purposes, including assignment of the application to an appropriate review panel.

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; and
- 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.gov/funding/Apply/Resources/ProjectAbstractTemplate.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 webpage 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 (Attachment 2)

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 30 pages. Pages should be numbered "1 of 30," "2 of 30," 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 three sections should be included as part of the program narrative:

a. Statement of the Problem

Applicants must address the following:

- Identify outstanding problems, gaps in services, and unmet needs regarding the current Toolkit. Applicants must also demonstrate familiarity with the current Toolkit.
- Describe how underserved and special populations will be addressed. Applicants must describe how areas with outdated information or areas that do not address specific underserved and special populations will be updated. The following underserved and special populations must be discussed: children, youth, and elder victims; male victims; American Indian/Alaska Native populations, persons who identify as lesbian, gay, bisexual, transgender, or queer (LGBTQ); members of the military; telehealth/telemedicine; persons with disabilities; victims of human trafficking; immigrants; and persons with limited English proficiency (additional populations may be identified).

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 outstanding 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. The implementation plan must include the following information:

- Description of how the current SART Toolkit will be assessed and updated. The implementation plan must include the goals and objectives outlined on page 5. The areas to be updated and enhanced must be identified.
- Description of project phases. Applicants must describe the project phases, activities, interim deliverables, and final products.
- Description of a national-scope review. Applicants should also describe their 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 SART Toolkit.
- Description of integration plan for new content. Applicants must develop a strategy to (1) integrate new content into the existing SART Toolkit framework and (2) effectively disseminate the SART Toolkit to the field. The applicant should also discuss a plan to ensure the materials are current and relevant to the field.
- Demonstrated history of longstanding relationships with the sexual assault field on a national scale. Applicants must demonstrate a track record of developing national-scope training and technical assistance materials for the sexual assault/victim services field.
- Description of partnerships/collaborations. Applicants must develop a strategy to convene national-scope stakeholders, networks, experts, and consultants in the following 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 applicant must also demonstrate an established system to communicate to the victim services field on a national scale.
- Demonstrated history of serving underserved victim populations. Applicants must develop a plan to partner and collaborate with national-scope stakeholders, networks, experts, and consultants with a demonstrated history of serving **all** of the following underserved victim populations: children, youth, and elder victims; male victims; American Indian/Alaska Native populations; persons who identify as LGBTQ; members of the military; telehealth/telemedicine; persons with disabilities; victims of human trafficking; immigrants; and persons with limited English proficiency (additional underserved populations may be identified).

c. Capabilities and Competencies

Applicants must state their experience with managing federal grants and the experience of the applicant organization and proposed project staff. Applicants must also address the following:

- Qualifications and experience of a full-time Project Coordinator. This solicitation requires a full-time Project Coordinator position that will focus on coordination activities and program implementation. The Project Coordinator must have both

the substantive expertise and experience to perform crucial leadership functions. Applicants must describe the qualifications and experience of the Project Coordinator.

- Qualifications and experience of a full-time Technical Writer/Editor. This solicitation requires a Technical Writer/Editor position that is experienced with the development of online documents. The Technical Writer/Editor should be involved from the beginning of the project but does not need to be a full-time position. The primary responsibility of this position is to develop content in coordination with grantee subject matter experts regarding the activities outlined in this solicitation. This position will oversee the development of the editorial design, structure, and organization of content to ensure consistency and technical accuracy of content. The Technical Editor/Writer will also ensure that developed content complies with OVC Publications Standards and Style Guide and is developed in a style appropriate for an electronic publication (e-pub) format. Qualifications should include working knowledge of the Government Printing Office manual; Chicago, New York Times, and Associated Press Style Guides; and Federal Plain Language Guidelines (www.plainlanguage.gov). Applicants must describe the qualifications and experience of the Technical Writer/Editor.
- Qualifications and experience of proposed additional project support staff and all other individuals (and organizations). Applicants must identify who will be significantly involved in substantive aspects of the proposal. Include a description of each individual's role and responsibility.
- Demonstrated ability of the applicant organization to manage the project. Applicants must document their experience and capabilities to implement the project, as well as their administrative or financial capacity to manage federal grants.
- Relationship between the capabilities and competencies of the proposed project staff (including the applicant organization) and the scope of the proposed project.
- Organizational chart should be included.

4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (Attachment 3)

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. For the application, applicants should—

- Indicate an understanding of these requirements and discuss how they will gather the required data, should they receive funding.
- Provide a plan to continue to assess the project's effectiveness and to evaluate accomplishment of project goals and objectives. Goals and objectives must be clearly stated, links established between program activities and objectives, and performance measures identified.

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)	Description	Data Grantee Provides
Update the SART Toolkit so that professionals have access to the most current research, practices, and information to support sexual assault victims.	Number of deliverables that meet expectations.	Report on the findings of the needs assessment and gap analysis.	Number of needs assessments completed. Number of surveys conducted. Number of subject-matter experts identified to develop new and updated content.
	Number of areas updated as a result of reassessment. Number of NEW underserved victim populations identified.	Outline of suggested updates and enhancements to the existing resource.	Number of areas to be updated and enhanced. Number of NEW underserved victim populations identified.
	Number of materials developed for the SART Toolkit.	Report on the new and updated content.	Number of NEW products developed for inclusion in the SART Toolkit.
	Number of national-scope representation of protocols, best practices, and tools to be included in the SART Toolkit. Number of activities to test the new material and seek external feedback.	Summary of review and testing conducted.	Number of national-scope representation of protocols, best practices, and tools to be included in the SART Toolkit. Number of activities to test the new material and seek external feedback.
	Number of recommendations of new content to integrate into the SART Toolkit.	Recommendations to OVC on product integration, marketing, dissemination, and evaluation.	Number of recommendations of new content to integrate into the SART Toolkit.

5. Budget Detail Worksheet and Budget Narrative (Attachment 4)

a. Budget Detail Worksheet

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

Staffing costs: The budget must include the required two positions: (1) a full-time Project Coordinator and (2) a Technical Writer/Editor (see pages 12–13 for more information). These positions may be listed as personnel or contractual positions. Applicants can also budget for additional staff that support the coordination efforts under this project.

Video production costs: Costs should include the development of 10 short, high-quality videos (1–2 minutes in length) and moderate travel days (for interviews, if needed). OVC strongly recommends a \$50,000 contingency set-aside line item, which would allow for expansion of scope, multiple revisions to videos, etc.

The applicant should indicate that a competitive process will occur in which a contractor will be selected, but a specific contractor cannot be named without competition if the contract exceeds \$150,000. OVC approval must be granted before a subcontract/subgrant is awarded.

Travel for required kick-off meeting: The travel category of the Budget Detail Worksheet should include costs to support the travel of key staff to attend a 1-day kick-off grantee meeting in Washington, D.C., to discuss the project, collaboration, and appropriate benchmarks. For staff travel, applicants must break out costs associated with travel, lodging, per diem, and ground transportation.

Note: Travel costs associated with project staff (e.g., travel for a consultant) who are not directly employed by the grantee organization must be listed under the Consultant Budget category on the Budget Detail Worksheet.

Consultant rates: Consultant rates may not exceed the maximum of \$650 per day or, if paid by the hour, \$81.25 per hour for a maximum 8-hour workday. Rates that exceed the maximum rate must be strongly justified by the applicant at the time of the application and approved in writing by OVC after the award is made. Consultants or other providers who are donating the cost of their services as match toward the project are also subject to the \$650 per day or \$81.25 per hour limitation.

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

b. Budget Narrative

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

Applicants should demonstrate in their budget narratives how they will 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 all 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 [Financial Guide](#).

d. Pre-Agreement Cost Approvals

For information on pre-agreement costs, see Section [B. Federal Award Information](#).

6. Indirect Cost Rate Agreement (if applicable) (Attachment 5)

Indirect costs are allowed only if the applicant has a current 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 the definition of Cognizant Federal Agency, see the "Glossary of Terms" in the [Financial Guide](#). For assistance with identifying your cognizant agency, please contact the Customer Service Center at 1-800-458-0786 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 <http://www.ojp.gov/funding/Apply/Resources/IndirectCosts.pdf>.

7. Project Timeline (Attachment 6)

The timeline must include the following:

- Project goals and objectives, as described on page 5. This must also include a schedule for the timely development, review, and final submission of all new materials. This schedule should include at least six benchmarks (i.e., planning, coordination, development, implementation, marketing, evaluation) that the grantee is expected to meet in order to ensure the steady progress of product development throughout the grant period. Applicants must build the 9-month product review deadline into the timeline.

- Related activities and expected completion dates.
- Organization and person(s) responsible for completing each task on the timeline.

8. Resumes (Attachment 7)

Resumes and job descriptions of full-time project coordinator, technical writer/editor, and other support project staff as appropriate should be included as an attachment.

9. List of Proposed Project Staff (Attachment 8)

List (to the extent known) all proposed project staff members, including those affiliated with the applicant organization or any proposed subrecipient organization(s), any proposed consultant(s) and contractors (whether individuals or organizations), and any proposed members of an advisory board for the project (if applicable) as separate attachment 8. The list should include, for each individual and organization: name, title (if applicable), employer or other organizational affiliation, and roles and responsibilities proposed for the project.

10. Letters of Support (Attachment 9)

Letters of support or agreements from organizations collaborating in the project.

11. Applicant Disclosure of High-Risk Status (Attachment 10)

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 currently 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.

12. Additional Attachments

a. Applicant Disclosure of Pending Applications (Attachment 11)

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 that 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 (Attachment 12)

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, both in this proposal and as it may relate to the applicant’s other current or prior related projects. This documentation may be included as an attachment to the application which addresses BOTH i. and ii. below.

- i. For purposes of this solicitation, applicants must document research and evaluation independence and integrity by including, at a minimum, one of the following two items:
 - a. A specific assurance that the applicant has reviewed its proposal to identify any research integrity issues (including all principal investigators and sub-recipients) and it has concluded 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 part of its staff, consultants, and/or sub-recipients responsible for the research and evaluation or on the part of the applicant organization;

OR

- b. A specific listing of actual or perceived conflicts of interest that the applicant has identified in relation to this proposal. These conflicts could be either personal (related to specific staff, consultants, and/or sub-recipients) or organizational (related to the applicant or any subgrantee organization). Examples of potential investigator (or other personal) conflict situations may include, but are not limited to, 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 or current 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 specific project or a location implementing the project (whether funded by OJP or other sources), 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 of an evaluation or research product is a problem and must be disclosed.
- ii. In addition, for purposes of this solicitation, applicants must address the issue of possible mitigation of research integrity concerns by including, at a minimum, one of the following two items:
 - a. If an 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. Applicants **MUST** also include an explanation of the specific processes and procedures that the applicant will 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/or sub-recipients for this particular project, should that be necessary during the grant period. 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.

OR

- b. If the applicant has identified specific personal or organizational conflicts of interest in its proposal during this review, the applicant must propose a specific and robust mitigation plan to address conflicts noted above. At a minimum, the plan must include specific processes and procedures that the applicant will put in place to eliminate (or, at the very least, mitigate) potential personal or financial conflicts of interest on the part of its staff, consultants, and/or sub-recipients for this particular project, should that be necessary during the grant period. 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. There is no guarantee that the plan, if any, will be accepted as proposed.

Considerations in assessing research and evaluation independence and integrity will include, but are 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.

13. Financial Management and System of Internal Controls Questionnaire

In accordance with [2 CFR 200.205](#), Federal agencies must have in place a framework for evaluating the risks posed by applicants before they receive a Federal award. To facilitate part of this risk evaluation, **all** applicants (other than an individual) are to download, complete, and submit this [form](#).

14. Disclosure of Lobbying Activities

All applicants must complete this information. Applicants that expend any funds for lobbying activities are to provide the detailed information requested on the form Disclosure of Lobbying Activities (SF-LLL). Applicants that do not expend any funds for lobbying activities are to enter “N/A” in the text boxes for item 10 (“a. Name and Address of Lobbying Registrant” and “b. Individuals Performing Services”).

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 [email](#) notifications regarding this solicitation. If this solicitation is cancelled or modified, individuals who sign up with Grants.gov for updates will be automatically 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.

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 “&amp;” format.		

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

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:

OJP may not make a federal award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements. If an applicant has not fully complied with the requirements by the time the federal awarding agency is ready to make a federal award, the federal awarding agency may determine that the applicant is not qualified to receive a federal award and use that determination as a basis for making a federal award to another applicant.

- 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/web/grants/register.html.

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 15.682, titled "Crime Victim Assistance/Discretionary Grants," and the funding opportunity number is OVC-2015-4231.
6. **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 two notifications from Grants.gov. The first will confirm the receipt of the application and the second will state whether the application has been successfully 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 the same application, OVC will review only the most recent system-validated version submitted. See "Note on File Names and File Types" under [How to Apply](#).

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 contact the Grants.gov [Customer Support Hotline](#) or the [SAM Help Desk](#) to report the technical issue and receive a tracking number. Then applicant 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; and

- 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.gov/funding/Explore/CurrentFundingOpportunities.htm.

E. Application Review Information

Selection Criteria

Applications that meet basic minimum requirements will be evaluated by peer reviewers using the following review criteria:

1. Statement of the Problem (10%)
2. Project Design and Implementation (50%)
3. Capabilities and Competencies (20%)
4. Plan for Collecting the Data Required for this Solicitation’s Performance Measures (5%)
5. Budget: complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Budget narratives should generally demonstrate how applicants will maximize cost effectiveness of grant expenditures. Budget narratives should demonstrate cost effectiveness in relation to potential alternatives and the goals of the project.³ (10%)
6. Letters of Support (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, and achievable, as well as consistent with the solicitation.

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. For purposes of assessing whether applicants have met basic minimum requirements, OJP screens applications for compliance with specified program requirements to help determine which applications should proceed to further consideration for award. Although program requirements may vary, the following are common requirements applicable to all solicitations for funding under OJP grant programs:

- Applications must be submitted by an eligible type of applicant.
- Applications must request funding within programmatic funding constraints (if applicable).
- Applications must be responsive to the scope of the solicitation.
- Applications must include all items designated as “critical elements.”
- Applicants will be checked against the General Services Administration’s Excluded Parties List.

For a list of critical elements, see “What an Application Should Include” under [Section D. Application and Submission Information](#).

³ 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.

OVC may use internal peer reviewers, external peer reviewers, or a combination, to assess applications meeting basic minimum requirements on technical merit using the solicitation's selection criteria. 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, although their views are considered carefully. 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 under prior OVC and OJP awards, and available funding.

OJP reviews applications for potential discretionary awards to evaluate the risks posed by applicants before they receive an award. This review may include but is not limited to the following:

1. Financial stability and fiscal integrity;
2. Quality of management systems and ability to meet the management standards prescribed in the Financial Guide;
3. History of performance;
4. Reports and findings from audits;
5. The applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on non-Federal entities; and
6. Proposed costs to determine if the Budget Detail Worksheet and Budget Narrative accurately explain project costs, and whether those 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, peer review ratings, underserved populations, geographic diversity, strategic priorities, past performance under prior OVC and OJP awards, and available funding when making awards.

F. Federal Award Administration Information

Federal Award Notices

OJP award notification will be sent from GMS. Recipients will be required to log in; accept any outstanding assurances and certifications on the award; designate a financial point of contact; and review, sign, and accept the award. The award acceptance process involves physical signature of the award document by the authorized representative and the scanning of the fully-executed award document to OJP.

Administrative, National Policy, and Other Legal Requirements

If selected for funding, in addition to implementing the funded project consistent with the agency-approved project proposal and budget, the recipient must comply with award terms and conditions, and other legal requirements, including but not limited to OMB, DOJ or other federal regulations which will be included in the award, incorporated into the award by reference, or are otherwise applicable to the award. OJP strongly encourages prospective applicants to review the information pertaining to these requirements **prior** to submitting an application. To assist

applicants and recipients in accessing and reviewing this information, OJP has placed pertinent information on its [Solicitation Requirements](#) page of the [OJP Funding Resource Center](#).

Please note in particular the following two forms, which applicants must accept in GMS prior to the receipt of any award funds, as each details legal requirements with which applicants must provide specific assurances and certifications of compliance. Applicants may view these forms in the Apply section of the [OJP Funding Resource Center](#) and are strongly encouraged to review and consider them carefully prior to making an application for OJP grant funds.

- [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#)
- [Standard Assurances](#)

Upon grant approval, OJP electronically transmits (via GMS) the award document to the prospective award recipient. In addition to other award information, the award document contains award terms and conditions that specify national policy requirements⁴ with which recipients of federal funding must comply; uniform administrative requirements, cost principles, and audit requirements; and program-specific terms and conditions required based on applicable program (statutory) authority or requirements set forth in OJP solicitations and program announcements, and other requirements which may be attached to appropriated funding. For example, certain efforts may call for special requirements, terms, or conditions relating to intellectual property, data/information-sharing or -access, or information security; or audit requirements, expenditures and milestones, or publications and/or press releases. OJP also may place additional terms and conditions on an award based on its risk assessment of the applicant, or for other reasons it determines necessary to fulfill the goals and objectives of the program.

Prospective applicants may access and review the text of mandatory conditions OJP includes in all OJP awards, as well as the text of certain other conditions, such as administrative conditions, via [Mandatory Award Terms and Conditions](#) page of the [OJP Funding Resource Center](#).

As stated above, OVC anticipates that it will make any award from this solicitation in the form of a cooperative agreement. Cooperative agreement awards include standard “federal involvement” conditions that describe the general allocation of responsibility for execution of the funded program. Generally-stated, under cooperative agreement awards, responsibility for the day-to-day conduct of the funded project rests with the recipient in implementing the funded and approved proposal and budget, and the award terms and conditions. Responsibility for oversight and redirection of the project, if necessary, rests with OVC.

In addition to any “federal involvement” condition(s), OJP cooperative agreement awards include a special condition specifying certain reporting requirements required in connection with conferences, meetings, retreats, seminars, symposium, training activities, or similar events funded under the award, consistent with OJP policy and guidance on conference approval, planning, and reporting.

⁴ See generally 2 C.F.R. 200.300 (provides a general description of national policy requirements typically applicable to recipients of Federal awards, including the Federal Funding Accountability and Transparency Act of 2006 (FFATA)).

General Information about Post-Federal Award Reporting Requirements

Recipients must submit quarterly financial reports, semi-annual progress reports, final financial and progress reports, and, if applicable, an annual audit report in accordance with 2 CFR Part 200. Future awards and fund drawdowns may be withheld if reports are delinquent.

Special Reporting requirements may be required by OJP depending on the statutory, legislative or administrative obligations of the recipient or the program.

G. Federal Awarding Agency Contact(s)

For additional Federal Awarding Agency Contact(s), see the Title page.

For additional contact information for Grants.gov, see the Title page.

H. Other Information

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 email 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 (SART) 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 21)
- Acquire or renew registration with SAM (see page 21)

To Register with Grants.gov:

- Acquire AOR and Grants.gov username/password (see page 21)
- Acquire AOR confirmation from the E-Biz POC (see page 22)

To Find Funding Opportunity:

- Search for the Funding Opportunity on Grants.gov (see page 22)
- Sign up for Grants.gov [e-mail](#) notifications (optional) (see page 21)
- Read [Important Notice: Applying for Grants in Grants.gov](#)

After application submission, receive Grants.gov email notifications that:

- (1) application has been received,
- (2) application has either been successfully validated or rejected with errors (see page 22)

If no Grants.gov receipt, and validation or error notifications are received:

- Contact OVC regarding experiencing technical difficulties (see page 2)

General Requirements:

- Review the [Solicitation Requirements](#) in the OJP Funding Resource Center.

Scope Requirement:

- The federal amount requested is within the allowable limit(s) of \$700,000.

Eligibility Requirement: See title page for eligibility information.

What an Application Should Include:

- Application for Federal Assistance (SF-424) (see page 10)
- Project Abstract (see page 10)
- Program Narrative (see page 11)
- Budget Detail Worksheet (see page 15)
- Budget Narrative (see page 15)
- Plan for Collecting the Data Required for this Solicitation's Performance Measures (see page 13)
- Employee Compensation Waiver request and justification (if applicable) (see page 8)
- Read OJP policy and guidance on conference approval, planning, and reporting available at [ojp.gov/financialguide/PostawardRequirements/chapter15page1.htm](#) (see page 9)
- Disclosure of Lobbying Activities (SF-LLL) (see page 20)
- Indirect Cost Rate Agreement (if applicable) (see page 16)

_____	Project Timeline	(see page 16)
_____	Resumes	(see page 17)
_____	List of Proposed Project Staff	(see page 17)
_____	Letters of Support	(see page 17)
_____	Applicant Disclosure of High Risk Status	(see page 17)
_____	Additional Attachments	
_____	Applicant Disclosure of Pending Applications	(see page 17)
_____	Research and Evaluation Independence and Integrity	(see page 18)
_____	Financial Management and System of Internal Controls Questionnaire (if applicable)	(see page 20)