

U.S. Department of Justice
Office of Justice Programs
Office for Victims of Crime



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office for Victims of Crime](#) (OVC) is seeking applications to develop or enhance statewide telemedicine programs to deliver expert Sexual Assault Nurse Examiner (SANE) guidance and support to medical professionals conducting sexual assault forensic exams in state correctional facilities, institutions of higher education, and rural and tribal communities. This program furthers the Department's mission by providing 24-hour live access to expert SANEs who will use cutting-edge audiovisual technology to walk a health care provider through a forensic medical examination.

OVC FY 2016 Using Telemedicine Technology to Enhance Access to Sexual Assault Forensic Exams

Applications Due: July 28, 2016

Eligibility

Purpose Area 1: Eligible applicants for the demonstration project are nonprofit and for-profit organizations (including tribal nonprofit and for-profit organizations); institutions of higher education (including tribal institutions of higher education); states and units of local government; federally recognized Indian tribal governments (as determined by the Secretary of the Interior); sexual assault examination programs; medical institutions and/or practitioners involved in treating victims of sexual assault; and victim service providers involved in treating victims of sexual assault. For additional information, see [Section C. Eligibility Information](#).

Purpose Area 2: Eligible applicants to provide training and technical assistance to support the demonstration site(s) are nonprofit and for-profit organizations; institutions of higher education; states and units of local government; sexual assault examination programs; and medical institutions and/or practitioners involved in treating victims of sexual assault. For additional information, see [Section C. Eligibility Information](#).

OVC welcomes applications that involve two or more entities that will carry out the funded federal award activities; however, one eligible entity must be the applicant and the other(s) must be proposed as subrecipient(s). 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, a subrecipient may be part of multiple proposals.

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

Deadline

Applicants must register with [Grants.gov](https://www.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 July 28, 2016.

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 email to support@grants.gov. The [Grants.gov](https://www.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 email 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 email at Ivette.Estrada@usdoj.gov.

Grants.gov number assigned to this announcement: OVC-2016-9381

Release date: June 14, 2016

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OVC FY 2016 Using Telemedicine Technology to Enhance Access to Sexual Assault Forensic Exams (CFDA # 16.560)

A. Program Description

Overview

The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Office for Victims of Crime (OVC) is seeking applications to develop or enhance statewide telemedicine programs to deliver expert Sexual Assault Nurse Examiner (SANE) guidance and support to medical professionals conducting sexual assault forensic exams in state correctional facilities, institutions of higher education, and rural and tribal health centers. This program furthers the Department's mission by providing 24-hour live access to expert SANEs who will use cutting-edge audiovisual technology to walk a health care provider through a forensic medical examination. This project is authorized by 42 U.S.C. § 14136a.

Project-Specific Information

Research from the National Institute of Justice states that SANE programs enhance the quality of health care for individuals who have been sexually assaulted; improve the quality of forensic evidence; increase law enforcement's ability to collect information, file charges, and refer to prosecution; and increase prosecution rates over time.¹ SANEs receive intensive classroom and clinical training, which covers evidence collection, injury detection methods, chain of evidence requirements, methods to avoid retraumatizing a victim during an examination, and other topics.

Unfortunately, there are numerous jurisdictions within the United States that do not have access to trained SANEs due to distance challenges and a lack of resources. Rural, tribal, and remote communities are particularly prone to these challenges. Even when medical professionals in these communities have received training, it can be very difficult to maintain an adequate number of trained personnel. Often there are too few cases being reported to maintain a satisfactory level of training and competency. Without access to trained, compassionate, and competent Sexual Assault Forensic Examiners (SAFEs), sexual assault victims may not only experience additional trauma caused by the exam, but the evidence may be collected incorrectly or findings may be misinterpreted and ultimately impede the criminal investigation.

Telemedicine offers a manageable solution for delivering services to hard-to-reach victim populations.² Findings from OVC's *Vision 21: Transforming Victim Services* strongly indicate that telemedicine technology offers exciting possibilities for filling critical gaps in victim services, especially in those communities that do not have direct access to SANEs or SAFEs.³ In addition, "the clinical effectiveness of telemedicine is well established. Over 10,000 studies have

¹ See for example, [Impact Evaluation of a Sexual Assault Nurse Examiner \(SANE\) Program](#), December 2003, and [Systems Change Analysis of SANE Programs: Identifying the Mediating Mechanisms of Criminal Justice System Impact](#), April 2008.

² *Vision 21: Transforming Victim Services*, May 2013. Available at http://ovc.ncjrs.gov/vision21/pdfs/Vision21_Report.pdf.

³ *Ibid.* Chapter 4: Serving Crime Victims in the Digital Age, page 27.

been accepted by the [U.S National Library of Medicine](#) supporting the safety and effectiveness” of this approach.⁴

Telemedicine technology uses video conferencing, remote monitoring equipment, and electronic health records to link patients in remote areas to medical providers located elsewhere. There are many jurisdictions around the country using telecommunication technologies to improve access to medical services that would not be available otherwise. This is evident in the area of child sexual abuse. States such as Florida, Georgia, California, and Utah are all using some aspect of telemedicine to deliver sexual assault forensic examinations to children in rural or tribal areas. A study conducted by the University of California–Davis found that the use of telemedicine to assist in the examination of sexually assaulted children in rural communities resulted in significant positive changes in the methods of examination and evidence collection. The research indicated that it helped to improve the overall quality of the exams. Though there are areas around the country offering the telemedicine approach with child sexual abuse, there appears to be a lack of these services being offered to adult and adolescent victims of sexual assault. In response to this problem, in 2012, OVC funded the first [National Sexual Assault TeleNursing Center](#), located at Newton-Wellesley Hospital in Massachusetts. The Center currently serves adult and adolescent victims of sexual assault in 3 sites (2 military and 1 rural), with an additional 3 sites to be added in 2016. Preliminary findings from a process evaluation of the Center demonstrate the promising potential of telemedicine intervention.

Four victim populations that face a myriad challenges in responding to sexual assault are correctional institutions, institutions of higher education, and rural and tribal communities. Each may benefit from the use of telemedicine to improve the delivery of sexual assault forensic exams. OVC is committed to improving care for sexual assault victims through this solicitation to fund telemedicine programs at the state level to serve these populations.

Purpose Area 1: Demonstration Project Competition ID: OVC-2016-9384

This solicitation will fund one organization to develop or enhance access, within their state, to sexual assault forensic exams for adult and adolescent victims of sexual assault using telemedicine technology in underserved communities such as (but not limited to)—

- correctional facilities, including juvenile detention facilities,
- college or university campus health centers,
- rural areas,
- tribal areas, and
- victim service centers with co-located medical forensic services.

The recipient will be expected to create or expand a statewide telemedicine center for sexual assault medical forensic exams. The center should be staffed 24 hours a day, 7 days a week, with highly trained, experienced SANEs or SAFEs licensed to practice in the state. The telemedicine center must have the technological capability for the individuals to directly assist in the examinations being conducted for the selected population(s).

This project will be conducted in two phases—Phase 1: Planning and Phase 2: Implementation. The telemedicine grantee will spend the first phase of the project (12–18 months) undertaking extensive planning for and designing of a model for delivering telemedicine services.

⁴ AMD Global Telemedicine. Clinical Effectiveness. Retrieved from <http://www.amdtelemedicine.com/telemedicine-resources/clinical-effectiveness.html>.

During the Phase 1 (planning process), the applicant will develop the planning phase timeline and include the following tasks and activities for the telemedicine center and the sites receiving the telemedicine intervention:

- Develop victim-centered protocols and procedures.
- Develop a staffing plan.
- Conduct site visits to the sites.
- Identify and purchase telemedicine equipment for the telemedicine center and site location(s) (applicants may already have the equipment).
- Attend a workshop at OVC within 90 days of the award to focus on the elements of a successful telemedicine center and the issues inherent in sexual assault forensic exams. All key personnel will be expected to attend.

Deliverables in the first phase will include—

- memoranda of understanding (MOUs) or contracts among the partners, including the research partner,
- a needs assessment, and
- an implementation plan including policies, procedures, and protocols.

If grantees are successful in completing the planning process before the end of the first phase, with OVC's approval, they may have the opportunity to begin the implementation process and provide direct services in the latter part of the planning phase. Implementation is otherwise planned for the second phase of the project, if the grantee receives continuation funding in the second year, and may continue in subsequent years (depending on funding availability and grantee's performance in the prior year).

During Phase 2 (Implementation), the applicant will work to put approved policies and procedures into practice and implement strategies to achieve and sustain desired outcomes.

Process Evaluation

Applicants must include a partnership with a local academic research partner. The researcher must be a partner in the proposal and an MOU between the applicant organization and research partner must be included in the application. The MOU developed must explicitly allow the evaluator access to data that is important to the successful completion of the demonstration project.

After an award is made, the grantee will be required to submit a copy of the fully executed contract to OVC. The research partner is expected to work closely with the applicant during Phase 1 and Phase 2 to conduct a process evaluation of the project. The proposal and budget must clearly reflect the partnership with the researcher. The application must demonstrate the credentials of the research partner, to include a terminal research degree, and document the expertise necessary to carry out the process evaluation. A process evaluation documents and analyzes the early development and actual implementation of the strategy or program, assessing whether strategies were implemented as planned or whether expected output was actually provided. Examples of output may include the following:

- Number of victims served.
- Number of trainings conducted.
- Number of victims who did and did not consent to the telemedicine intervention.

Detailed information about the program as it was actually implemented is invaluable for determining whether it met implementation expectations. This information is also extremely valuable if, at some point, an impact evaluation were to be conducted.

A thorough process evaluation should include the following elements:

- Description of the program environment and supplying data.
- Description of the process used to design and implement the program.
- Description of program operations including any changes in the program.
- Identification and description of intervening events that may have affected implementation.
- Documentation such as meeting minutes, reports, memoranda, newsletters, and forms.

Applicants should plan to continue the partnership with the researcher in Phase 2, which will be focused on implementation of telemedicine services. A change in research partners in a later phase will need to be fully justified in the continuation application.

Applicants may only apply to one purpose area, meaning either the demonstration project or technical assistance project. OVC will not consider applicants that apply for both projects.

Purpose Area 2: Technical Assistance Provider Competition ID: OVC-2016-9385

This solicitation will be used to select one technical assistance (TA) provider to support the demonstration site to include—

- delivering comprehensive information and technical assistance to support the demonstration site to enhance efforts to serve victims and survivors, including subject matter expertise, training telemedicine professionals, development of victim-centered telemedicine policies and procedures and/or standard operating procedures, development of an advocacy plan, and peer-to-peer learning exchanges; and
- delivering education and training to the demonstration site telemedicine professionals to establish basic competency and patient care with telemedicine services.

The technical assistance (TA) provider selected will work closely with OVC throughout the project. During the Phase 1 planning period, the TA provider will work intensively with the selected demonstration site to support their planning and evaluation efforts. The TA providers will also assist the demonstration site with implementation and sustainability planning during Phase 2.

Applicants for the TA project must be prepared to undertake certain activities in support of the demonstration site such as—

- regular contact and interaction with the demonstration site to remain apprised of the status of project activities;
- site visits, on-site consultation, and technical guidance, as needed;
- support through webinars, phone, and email, and in person; and
- organization of at least one meeting to bring the demonstration site and its pilot sites together for shared learning.

The ability to provide these types of assistance to the demonstration sites—directly and through subcontracts—must be clearly demonstrated in the Project Design and Implementation Plan and Capabilities and Competencies sections of the Program Narrative.

Goals, Objectives, and Deliverables

The goal of the project is to expand the applicant's use of existing telemedicine technology to develop or enhance a telemedicine center that provides 24/7 expert support and guidance to SANEs or medical professionals who wish to provide sexual assault forensic exams for adult and/or adolescent victims to one or more of the victim population areas in their state.

Demonstration Project: The participating demonstration site will spend the first phase of the project (12–18 months) developing extensive plans to provide comprehensive services for victims of sexual assault at the site location(s). The following objectives support this goal:

- Identify the population(s) to receive telemedicine services (referred to as the “pilot site”)—correctional facility, college or university campus health centers, rural, tribal, etc. (applicants may propose serving more than one).
- Identify the name of the agency or organization for each pilot site that will receive telemedicine services.
- Develop a plan to make services available through new or existing telemedicine technology.
- Develop methods to overcome barriers that prevent victims of sexual assault from accessing services and support.
- Identify expert SANEs or SAFEs from within the state to provide expert guidance and support.
- Engage with the technical assistance provider to develop policies, procedures, and protocols for delivery of telemedicine services.
- Engage a research partner to conduct a process evaluation to measure the success of the project implementation.

Deliverables include the development of protocols and procedures for the staffing and operation of the telemedicine center as well as at the pilot sites. **The applicant will be expected to have selected the pilot sites and the research partner in advance and have received confirmation of their participation through an MOU.**

Technical Assistance Provider: The goal of the TA project is to provide intensive TA support to the demonstration site and its pilot site(s) as highlighted below to carry out their objectives. OVC anticipates that the TA providers will complete the following activities and tasks to meet this objective:

- Provide diverse subject matter expertise and telemedicine assistance to demonstration and pilot sites to ensure they achieve individual project goals and objectives.
- Assess existing services for barriers and service gaps that prevent these victims from accessing services.
- Work with demonstration and pilot sites to develop an implementation strategy to connect victims of sexual assault with advocate services.
- Identify and provide trauma-informed, developmentally appropriate, culturally competent, and balanced approaches and data-driven strategies throughout the project.

- Facilitate peer-to-peer consultation and networking among demonstration and pilot sites to promote problem solving and innovation through the exchange of information and ideas.
- Identify relevant information and lessons learned throughout the project. Work with OVC to determine how to develop materials and methods that communicate these findings to the larger field.

Deliverables of the technical assistance grantee in the first phase will include a documented strategy for the provision of technical assistance in the first phase, including (1) procedures and mechanisms for the telemedicine center and pilot sites to access technical assistance when needed, (2) a framework for proactive technical assistance to each site throughout the first phase, (3) a plan for site visits to each site, and (4) a proposal for providing specialized technical assistance to the telemedicine center. Technical Assistance applicants are encouraged to demonstrate their ability to provide comprehensive TA support or collaborate with other entities capable of delivering these services via subcontract.

The TA provider will work in partnership with OVC and the demonstration and pilot sites to accomplish the goals, objectives, and activities of the project. Technical assistance applicants must clearly demonstrate their knowledge and experience in victim services, particularly with sexual assault.

OVC will enter into a cooperative agreement with the successful demonstration project and technical assistance applicant to ensure involvement in key decisions and the direction of the project. In furtherance of the goals and objectives described above, OVC's role will include the following:

- Reviewing and approving major plans, including changes to such plans, and key decisions pertaining to project operations.
- Reviewing and approving major project-generated documents (i.e., needs assessment tool, evaluation plan, and overall plan to assess needs).

Evidence-Based Programs or Practices

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

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

OJP considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence, generally obtained through one or more outcome evaluations. Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which OJP considers a program or practice to be evidence-based. The [OJP CrimeSolutions.gov](https://www.ojp.gov/crimesolutions) website 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 \$1.2 million under this solicitation to support the demonstration project and one award of up to \$300,000 to support the TA project. All awards will be for a 12–18 month project period, beginning on October 1, 2016, with the possibility of funding for an additional 18-month implementation phase.

OVC reserves the right to make additional demonstration site awards from this solicitation based on the merit of applications, availability of funding, and strategic priorities.

OVC may, in certain cases, provide supplemental funding in future years to awards under this solicitation. Important considerations in decisions regarding supplemental funding include, among other factors, the availability of funding, strategic priorities, assessment of the quality of the management of the award (for example, timeliness and quality of progress reports), and assessment of the progress of the work funded under the award.

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 Award⁵

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

Award recipients and subrecipients (including any recipient or subrecipient funded in response to this solicitation that is a pass-through entity⁶) must do all of the following, as described in the Part 200 Uniform Requirements set out at 2 C.F.R. 200.303:

- (a) Establish and maintain effective internal control over the federal award that provides reasonable assurance that the recipient (and any subrecipient) 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).

⁵ 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)].

⁶ For purposes of this solicitation (or program announcement), “pass-through entity” includes any entity eligible to receive funding as a recipient or subrecipient under this solicitation (or program announcement) that, if funded, may make a subaward(s) to a subrecipient(s) to carry out part of the funded program.

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

(c) Evaluate and monitor the recipient's (and any subrecipient's) compliance with statutes, regulations, and the terms and conditions of federal awards.

(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 that the federal awarding agency or pass-through entity designates as sensitive or the recipient (or any subrecipient) considers sensitive consistent with applicable federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.

In order to better understand administrative requirements and cost principles, 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 Matching 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 (also known as Pre-Award Cost) Approvals

Pre-agreement costs are costs incurred by the applicant prior to the start date of the period of performance of the grant award.

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.⁷ The 2016 salary table for SES employees is available at the Office of Personnel Management [website](#). Note: A

⁷ OJP does not apply this limitation on the use of award funds to the nonprofit organizations listed at Appendix VIII to 2 C.F.R. Part 200.

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.) For employees who charge only a portion of their time to an award, the allowable amount to be charged is equal to the percentage of time worked times the maximum salary limitation.

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

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

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

OJP strongly encourages applicants that propose to use award funds for any conference-, meeting-, or training-related activity to review carefully—before submitting an application—the OJP policy and guidance on conference approval, planning, and reporting available at www.ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.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 conference, meeting, and training costs for cooperative agreement recipients and of some conference, meeting, and training 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

Purpose Area 1: Eligible applicants for the demonstration project are nonprofit and for-profit organizations (including tribal organizations); institutions of higher education (including tribal institutions of higher education); states and units of local government (including federally recognized Indian tribal governments as determined by the Secretary of the Interior); sexual assault examination programs [including SANE/SAFE programs, Sexual Assault Response Team (SART) programs and state sexual assault coalitions]; medical practitioners involved in treating victims of sexual assault; and victim service providers involved in treating victims of sexual assault. For-profit organizations must agree to forgo any profit or management fee.

Applicants must demonstrate expertise or experience in sexual assault and support services described in the solicitation.

Purpose Area 2: Eligible applicants to provide training and technical assistance to support the demonstration site(s) are nonprofit and for-profit organizations (including tribal organizations); institutions of higher education (including tribal institutions of higher education); states and units of local government (including federally recognized Indian tribal governments as determined by the Secretary of the Interior); sexual assault examination programs (including SANE/SAFE programs, SART programs, and state sexual assault coalitions); and medical practitioners involved in treating victims of sexual assault. Applicants must have demonstrated experience using telemedicine technology to deliver care.

Eligible applicants may apply to either the demonstration project OR technical assistance project, but not both. Applicants that apply for both projects will not be considered.

For additional information on cost sharing or matching requirements, 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. 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 the OJP 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

Applications should include a high-quality project abstract that summarizes the proposed project in 400 words or less. Project abstracts should be—

- Written for a general public audience
- Submitted as a separate attachment with "Project Abstract" as part of its file name
- Single-spaced, using a standard 12-point font (Times New Roman) with 1-inch margins and summarize the project's purpose, goals, and objectives, as well as the activities that will be implemented to achieve these goals, objectives, methods, and outcomes.

The project abstract should clearly indicate whether the applicant is seeking a grant to develop or enhance statewide telemedicine programs or to provide technical assistance to the telemedicine center.

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 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 applications submitted under this solicitation, but it may have the opportunity to share information with the public regarding unfunded applications, for example, through a listing on a web page available to the public. The intent of this public posting would be to allow other possible funders to become aware of such proposals.

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

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

3. Program Narrative

The program narrative should not exceed 30 double-spaced pages in 12-point font with 1-inch margins and should include 4 separate sections: Statement of the Problem, Project Design/Implementation Plan to include Project Goals and Objectives, Organizational

Capabilities and Competencies, and Plans for Collecting the Data Required for this Solicitation's Performance Measures. The connections between and among each of these sections must be clearly delineated. For example, the goals and objectives must derive directly from the problems to be addressed. Similarly, the project design section must clearly explain how the program's structure and activities will accomplish the goals and objectives identified in the previous section.

If the program narrative fails to comply with these length-related restrictions, OVC may consider such noncompliance in peer review and in final award decisions.

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

a. Statement of the Problem

The problem statement must describe the need for the project, to include—

- a brief description of the nature and scope of the problem that the project will address;
- an understanding of the identified population(s) of victims to be served (i.e., corrections, tribal, rural, etc.);
- an understanding of the unmet needs in caring for sexual assault victims and survivors and how the telemedicine technology will be used to meet the needs of the identified victim population(s);
- a brief description of the technology involved;
- an understanding of sexual assault forensic examinations and the use of forensic evidence in sexual assault cases from a state perspective;
- an annual volume of sexual assault victims/survivors served in 2014 and 2015 by the applicant and identified pilot sites, to demonstrate the size and scope of the problem and document the effects of the problem on the target population;
- a brief description of how funding will support the overall success of the project; and
- a description of any previous or current attempts to address the problem.

b. Project Design and Implementation

- Provide specific goals and objectives. These should be measurable, achievable, and relate directly to the issues described in the problem statement. The goals should state the overall purpose of what is to be accomplished. The objectives should describe the steps necessary to reach the goals or how the goals will be accomplished. Goals should include both goals for the planning process and the implementation (see note below) as described above on page 8.
- Identify the name of the agency or organization of the pilot site(s). Applicants must describe the current access to SANE expertise and the use of telemedicine for sexual assault patients by the applicant and the identified pilot site.
- Describe how telemedicine services ensure informed-consent, patient confidentiality, and privacy.

Note: Applicants are not expected to provide a detailed strategy or budget for the implementation phase of the project; however, in the Project Design and Implementation section, applicants should outline a projected plan for carrying out the continuation phase of the project if continuation funding is awarded.

c. Capabilities and Competencies

Organizational capability will be assessed on the basis of the applicant's described financial capability, management structure, project management plan, and documentation of the professional staff members' unique qualifications to perform their assigned tasks under the project. The applicant must also demonstrate it has the expertise and organizational capacity to undertake an initiative successfully that involves significant collaboration with other partnering agencies supporting the effort. Applicants must address the following items in this section:

- Describe the roles and responsibilities of key organizational and functional components and personnel, along with a plan for communicating with the pilot sites, TA provider, and evaluator. This discussion must describe the project's organizational structure and operations. Include an organizational chart.
- Identify a project coordinator responsible for the operation and expansion of program efforts. This individual must be empowered to coordinate with all partners within a well-designed, staff supported organizational structure that includes capacity to oversee programmatic and financial responsibilities.
- A description of the current and proposed professional staff members' unique qualifications that enable them to fulfill their responsibilities.
- Discuss any previous or current experience providing victim services (or TA to support such services, for TA provider applicants), using multidisciplinary partnerships.
- Applicants must demonstrate that they and their partners have sufficient technical capability as well as substantive knowledge of the relevant issues and capacity to manage a grant of this scope.
- Applicants must state their administrative and financial capability to manage federal grants.
- Submit resumes for key staff identified, including personnel of all partner organizations, as a separate attachment to the application.

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

The applicant must identify an independent evaluator or evaluation team to conduct the process evaluation and develop a logic model as a separate attachment. The applicant should describe the evaluator's experience in designing and conducting evaluations and expertise in the area of sexual violence research. The applicant, its pilot sites, and research partner must be willing to work with the TA provider and OVC to develop a final evaluation plan.

Logic Model: Applicants must include 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 www.ojjdp.gov/grantees/pm/logic_models.html. The applicant must submit the logic model as a separate attachment. Please note that logic models submitted as part of the application must be updated and included as part of the implementation plan design based on the needs assessment.

To demonstrate program progress and success—as well as to assist the Department with fulfilling its responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103-62, and the GPRA Modernization Act of 2010, Public Law 111-352—applicants that receive funding under this solicitation must provide data that measure the results

of their work done under this solicitation. OJP will require any award recipient, post-award, to provide the data requested in the “Data Grantee Provides” column so that OJP can calculate values for the “Performance Measures” column. Performance measures for this solicitation are as follows:

Objective	Performance Measure(s)	Data Grantee Provides
<p><u>Demonstration Site</u></p> <p>Development of protocols and procedures for the telemedicine center.</p>	<p>Percent of new policies, procedures, strategies, or interventions implemented to address a need.</p> <p>Number of pilot sites.</p> <p>Number of victims served by the telemedicine center.</p>	<p>Number of new policies, procedures, strategies, or interventions developed.</p> <p>Number of new policies, procedures, strategies, or interventions implemented to meet an identified need or gap during the reporting period.</p> <p>Number of partner agencies and organizations.</p> <p>Number of victims served by the telemedicine center (if implementation begins in first phase.)</p> <p>Number of victims who did and did not consent to the telemedicine intervention center (if implementation begins in first phase.)</p>
<p><u>Technical Assistance Grantee</u></p> <p>To provide specialized technical assistance to the telemedicine center and pilot sites.</p>	<p>Number of professionals trained.</p> <p>Percent of training and technical assistance requests completed.</p>	<p>Number of professionals trained.</p> <p>Number of training and technical assistance request received.</p> <p>Percent of training and technical assistance requests completed.</p>

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.

Note on Project Evaluations

Applicants that propose to use funds awarded through this solicitation to conduct project evaluations should be aware that certain project evaluations (such as systematic investigations designed to develop or contribute to generalizable knowledge) may constitute “research” for purposes of applicable DOJ human subjects protection regulations. However, project evaluations that are intended only to generate internal improvements to a program or service, or are conducted only to meet OJP’s performance measure data reporting requirements likely do not constitute “research.” Applicants should provide sufficient information for OJP to determine whether the particular project they propose would either intentionally or unintentionally collect and/or use information in such a way that it meets the DOJ regulatory definition of research.

Research, for the purposes of human subjects protections for OJP-funded programs, is defined as, “a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge” 28 C.F.R. § 46.102(d). For additional information on determining whether a proposed activity would constitute research, see the decision tree to assist applicants on the “Research and the Protection of Human Subjects” section of the [OJP Funding Resource Center](http://www.ojp.gov/funding/Explore/SolicitationRequirements/EvidenceResearchEvaluationRequirements.htm) web page (www.ojp.gov/funding/Explore/SolicitationRequirements/EvidenceResearchEvaluationRequirements.htm). Applicants whose proposals may involve a research or statistical component also should review the “Data Privacy and Confidentiality Requirements” section on that web page.

4. Budget Detail Worksheet and Budget Narrative

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. The Budget Detail Worksheet should be broken down by year.

- Travel: All applicants, including the technical assistance applicants, should allocate funding for 2–3 representatives to attend a 2-day in-person planning meeting in Washington, DC during Phase 1.
- All applicants must budget for costs to attend one Financial Management Training Seminar sponsored by OJP’s Office of the Chief Financial Officer (OCFO). Specific information (such as dates and locations of upcoming OCFO events) can be found at www.ojp.usdoj.gov/training/fmts.htm. In addition, the OCFO offers an online Financial Management Training course to all grantees. To access the online Financial Management Training course, please go to the OJP: Training and Technical Assistance website at <http://gfm.webfirst.com/>.
- 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 work day. Applicants must be able to substantiate that consultants receiving the full \$650 per day rate received this amount of compensation prior to working with the project.
- Consultant travel: Travel costs associated with project staff not directly employed by the grantee organization must be listed under the Consultant Category on the budget information sheet.
- Favorable consideration will be given to technical assistance project applicants that have lower administrative costs and consequently more funding allocated for technical assistance activities.

For questions pertaining to budget and examples of allowable and unallowable costs, see the Financial Guide at <http://ojp.gov/financialguide/DOJ/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, and 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.

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](#).

5. Indirect Cost Rate Agreement (if applicable)

Indirect costs are allowed only under the following circumstances:

- (a) The applicant has a current, federally approved indirect cost rate; or
- (b) The applicant is eligible to use and elects to use the “de minimis” indirect cost rate described in the Part 200 Uniform Requirements as set out at 2 C.F.R. 200.414(f).

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>.

In order to use the “de minimis” indirect rate, attach written documentation to the application that advises OJP of both the applicant’s eligibility (to use the “de minimis” rate) and its election. If the applicant elects the “de minimis” method, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as

both. In addition, if this method is chosen then it must be used consistently for all federal awards until such time as you choose to negotiate a federally approved indirect cost rate.⁸

6. Tribal Authorizing Resolution (if applicable)

Tribes, tribal organizations, or third parties proposing to provide direct services or assistance to residents on tribal lands should include in their applications a resolution, a letter, affidavit, or other documentation, as appropriate, that certifies that the applicant has the legal authority from the tribe(s) to implement the proposed project on tribal lands. In those instances when an organization or consortium of tribes applies for a grant on behalf of a tribe or multiple specific tribes, the application should include appropriate legal documentation, as described above, from all tribes that would receive services or assistance under the grant. A consortium of tribes for which existing consortium bylaws allow action without support from all tribes in the consortium (i.e., without an authorizing resolution or comparable legal documentation from each tribal governing body) may submit, instead, a copy of its consortium bylaws with the application.

7. Applicant Disclosure of High Risk Status

Applicants are to disclose whether they are currently designated high risk by another federal grant making agency. This includes any status requiring additional oversight by the federal agency due to past programmatic or financial concerns. If an applicant is designated high risk by another federal grant making agency, you must email the following information to OJPComplianceReporting@usdoj.gov at the time of application submission:

- The federal agency that 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
- Reasons for the high risk status

OJP seeks this information to ensure appropriate federal oversight of any grant award. Disclosing 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.

8. Additional Attachments

a. Letters of Support or MOUs

Applicants should provide signed and dated letters of support or MOUs for all key partners collaborating in the project, such as correctional facilities and institutions of higher education, that include the following:

- Agency or facility executive and/or administrative support from the pilot sites for participation in the project.
- Expression of support for the project and a statement of willingness to participate and collaborate with project plans.
- A description of the partner's role and responsibilities.
- Estimate of the percent of time that the partner will devote to the planning and operation of the project.

⁸ See 2 C.F.R. § 200.414(f).

b. Timeline

A time-task plan must include the designation of organizational responsibility and a schedule for the completion of the activities. In preparing the time-task plan, Gantt chart, or schedule, applicants should make certain that all project activities will occur within the proposed project period.

c. List of All Proposed Project Staff and Resumes of Key Personnel

Submit resumes of all key personnel identified in the application. OJP recommends that resumes be included in a single file. Applicants should provide a list to include those affiliated with the applicant organization or any proposed subrecipient organization(s), any proposed consultant(s) and contractors (whether individuals or organizations).

d. Logic Model

Please refer to Logic Model requirements included in the Plan for Collecting the Data Required for this Solicitation's Performance Measures section of the Program Narrative on page 17.

e. Privacy Certificate

OVC and recipients of OVC funding are subject to confidentiality requirements protecting research and statistical information collected that is identifiable to a private person under the DOJ regulations found at 28 CFR Part 22. Identifying characteristics include, but are not limited to, identifiers such as name, address, Social Security number or other identifying number, fingerprints, voiceprints, photographs, genetic information, or any other item or combination of data about a person that could reasonably lead, directly or indirectly, by reference to other information, or to identification of that individual(s). OVC requires that applicants submit an updated Privacy Certificate with their application. A Privacy Certificate must be approved prior to engaging in any project activities that involve data collection on individuals through observations, interviews, reports, or review of administrative records, or any project tasks likely to result in the gathering or development of information identifiable to individuals. OVC-funded activities that require a Privacy Certificate prior to conducting the activity include, but may not be limited to, a needs assessment, program evaluation, survey, or focus group interview. For sample Privacy Certificates, visit www.ojp.usdoj.gov/funding/forms.htm and view the two model Privacy Certificates available for adaptation. For additional guidance on Privacy Certificate content, visit the National Institute of Justice's Privacy Certificate Guidance at www.ojp.usdoj.gov/nij/funding/humansubjects/privacy-certificate-guidance.htm.

f. Applicant Disclosure of Pending Applications

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

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

Applicants that have pending applications as described above are to provide the following information about pending applications submitted within the last 12 months:

- The federal or state funding agency
- The solicitation name/project name
- The point of contact information at the applicable funding agency

Federal or State Funding Agency	Solicitation Name/ Project Name	Name/Phone/Email 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 to their application. The file should be named “Disclosure of Pending Applications.”

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.”)

g. Research and Evaluation Independence and Integrity

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

9. Financial Management and System of Internal Controls Questionnaire

In accordance with the Part 200 Uniform Requirements as set out at 2 C.F.R. 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](#).

10. 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 primary source 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.

Browser Information: Grants.gov was built to be compatible with Internet Explorer. For technical assistance with Google Chrome, or another browser, contact Grants.gov Customer Support.

Note on Attachments. Grants.gov has two categories of files for attachments: mandatory and optional. OJP receives all files attached in both categories. Please insure all required documents are attached in the mandatory category.

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 the OJP 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 organization until the applicant organization has complied with all applicable DUNS and SAM requirements. Individual applicants must comply with all Grants.gov 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.

Individual applicants should search Grants.gov for a funding opportunity for which individuals are eligible to apply. Use the Funding Opportunity Number (FON) to register. Complete the registration form at <https://apply07.grants.gov/apply/IndCPRegister> to create a username and password. Individual applicants should complete all steps except 1, 2 and 4.

- 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. SAM registration and renewal can take as long as 10 business days to complete.

Applications cannot be successfully submitted in Grants.gov until Grants.gov receives the SAM registration information. Once the SAM registration/renewal is complete, **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 for organizations, go to www.grants.gov/web/grants/register.html. Individuals registering with Grants.gov should go to <http://www.grants.gov/web/grants/applicants/individual-registration.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. The E-Biz POC will need the Marketing Partner Identification Number (MPIN) password obtained when registering with SAM to complete this step. Note that an organization can have more than one AOR.
5. **Search for the funding opportunity on Grants.gov.** Use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance number for this solicitation is 16.560, titled "OVC FY 2016 Using Telemedicine Technology to Enhance Access to Sexual Assault Forensic Exams," and the funding opportunity number is OVC-2016-9381.
6. **Select the correct Competition ID.** Some OJP solicitations posted to Grants.gov contain multiple purpose areas, denoted by the individual Competition ID. If applying to a solicitation with multiple Competition IDs, select the appropriate Competition ID for the intended purpose area of the application.

Purpose Area 1: Demonstration Project Competition ID: OVC-2016-9384

Purpose Area 2: Technical Assistance Provider Competition ID: OVC-2016-9385

7. **Submit a valid application consistent with this solicitation by following the directions in Grants.gov.** Within 24–48 hours after submitting the electronic application, the applicant should receive 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. 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 July 28, 2016.

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](#) (Federal Service Desk) to report the technical issue and receive a tracking number. Then applicant must email 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 email 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 (SAM registration and renewal can take as long as 10 business days to complete. The information transfer from SAM to Grants.gov can take up to 48 hours.)
- Failure to follow Grants.gov instructions on how to register and apply as posted on its website
- Failure to follow each instruction in the OJP solicitation
- Technical issues with the applicant's computer or information technology environment, including firewalls, browser incompatibility, etc

Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP funding web page at <http://ojp.gov/funding/index.htm>.

E. Application Review Information

Selection Criteria

1. Statement of the Problem (10%)
2. Project Design and Implementation (35%)
3. Capabilities and Competencies (25%)
4. Plan for Collecting the Data Required for This Solicitation's Performance Measures (15%)
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.⁹ (10%)

6. Additional Attachments. (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 System for Award Management (SAM)

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

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

⁹ 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.

5. The applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on award recipients
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 sends award notification by email through GMS to the individuals listed in the application as the point of contact and the authorizing official (E-Biz POC and AOR). The email notification includes detailed instructions on how to access and view the award documents, and how to accept the award in GMS. GMS automatically issues the notifications at 9:00 p.m. eastern time on the award date (by September 30, 2016). 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 requirements¹⁰ 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.

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 the Part 200 Uniform Requirements. 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 Federal Awarding Agency Contact(s), see the title page.

For contact information for Grants.gov, see the title page.

¹⁰ 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)).

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 email 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 email 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 email your résumé to ojppeerreview@lmsolas.com. The OJP Solicitation Feedback email account will not forward your résumé. **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
OVC FY 2016 Using Telemedicine Technology to Enhance Access to Sexual Assault Forensic Exams

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 25)
- _____ Acquire or renew registration with SAM (see page 25)

To Register with Grants.gov:

- _____ Acquire AOR and Grants.gov username/password (see page 26)
- _____ Acquire AOR confirmation from the E-Biz POC (see page 26)

To Find Funding Opportunity:

- _____ Search for the Funding Opportunity on Grants.gov (see page 26)
- _____ Select the correct Competition ID (see page 26)
- _____ Download Funding Opportunity and Application Package (see page 26)
- _____ Sign up for Grants.gov email [notifications](#) (optional) (see page 24)
- _____ Read [Important Notice: Applying for Grants in Grants.gov](#)
- _____ Read OJP policy and guidance on conference approval, planning, and reporting available at ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm (see page 12)

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 26)

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 limits of one award up to \$1.2 million to support the demonstration project and one award up to \$300,000 to support the TA project.

Eligibility Requirement: See [Section C. Eligibility Information](#).

What an Application Should Include:

- _____ Application for Federal Assistance (SF-424) (see page 14)
- _____ Project Abstract (see page 14)
- _____ Program Narrative (see page 14)
- _____ Budget Detail Worksheet (see page 18)
- _____ Budget Narrative (see page 18)
- _____ Indirect Cost Rate Agreement (if applicable) (see page 19)

_____ Tribal Authorizing Resolution (if applicable)	(see page 20)
_____ Applicant Disclosure of High Risk Status	(see page 20)
_____ Additional Attachments:	
_____ Letters of Support or MOUs	(see page 20)
_____ Timeline	(see page 21)
_____ List of All Proposed Project Staff	(see page 21)
_____ Resumes of Key Personnel	(see page 21)
_____ Logic Model	(see page 16)
_____ Privacy Certificate	(see page 21)
_____ Applicant Disclosure of Pending Applications	(see page 21)
_____ Research and Evaluation Independence and Integrity	(see page 22)
_____ Financial Management and System of Internal Controls Questionnaire	(see page 24)
_____ Disclosure of Lobbying Activities (SF-LLL)	(see page 24)
_____ Employee Compensation Waiver request and justification (if applicable)	(see page 11)