

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



OVC FY 2019 Using Telehealth to Improve Care, Access and Quality of Sexual Assault Forensic Exams

FY 2019 Competitive Grant Solicitation

CFDA # 16.582

Grants.gov Solicitation Number: OVC-2019-15646

Solicitation Release Date: June 7, 2019

Application Deadline: 11:59 p.m. eastern time on July 17, 2019

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office for Victims of Crime](#) (OVC) is seeking applications for funding to enhance the care for sexual assault victims, improve access and quality of forensic examinations, and expand access to the expertise of Sexual Assault Nurse Examiners (SANE) through telehealth technology for communities with limited access to trained SANEs. This program furthers the Department's mission by ensuring that more victims of sexual assault have access to high-quality forensic examinations.

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

Eligibility (Who may apply):

Purpose Area 1, State/Tribal/Regional Demonstration Sites: Eligible applicants are limited to state health departments; nonprofit organizations and for-profit organizations (including tribal nonprofit and for-profit organizations); institutions of higher education (including tribal institutions of higher education); accredited schools of nursing; academic health centers; public, private or nonprofit hospitals; and federally recognized Indian tribal governments (as determined by the Secretary of the Interior)(a determination by the Secretary of the Interior is not required for tribes to which federal recognition was extended by virtue of Public Law 115-121, the Thomasina E. Jordan Indian Tribes of Virginia Federal Recognition Act of 2017).

Note: Separate and unique funding is available for tribal applicants, and therefore OVC anticipates that they will not “compete” with non-tribal applicants due to the availability of that funding (for more information, see Federal Award Information on page 11).

Award recipients from OVC’s Fiscal Year 2016 [Using Telemedicine Technology to Enhance Access to Sexual Assault Forensic Exams](#) are not eligible to apply, unless the FY 2019 proposal outlines new services, cost items, or service areas that were not included in the FY 2016 application.

Purpose Area 2, Technical Assistance Provider: Applicants are limited to state agencies, public agencies, federally recognized tribal governments (as determined by the Secretary of the Interior), nonprofit and for-profit organizations (including tribal nonprofit and for-profit organizations), and institutions of higher education (including tribal institutions of higher education). Applicants must have: (1) demonstrated experience and understanding of telehealth technology, sexual assault victimization, and the many needs of sexual assault victims; (2) the ability to forge partnerships to meet the wide range of assistance that victims need; and (3) the staff resources and capacity to provide technical assistance support to awarded Purpose Area 1 organizations and their stakeholders to successfully implement this project.

For Purpose Areas 1 and 2, all recipients and subrecipients (including any for-profit organization) must forgo any profit or management fee.

OVC will consider applications under which two or more entities would carry out the federal award; however, only one entity may be the applicant. Any others must be proposed as subrecipients (subgrantees). The applicant must be the entity that would have primary responsibility for carrying out the award, including administering the funding and managing the entire project. Under this solicitation, only one application by any particular applicant entity will be considered. An entity may, however, be proposed as a subrecipient (subgrantee) in more than one application. For additional information on subawards, see the [OJP Grant Application Resource Guide](#).

OVC may elect to fund applications submitted under this FY 2019 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and on the availability of appropriations.

Contact information

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800–518–4726, 606–545–5035, at <https://www.grants.gov/web/grants/support.html>, or at support@grants.gov. The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

An applicant that experiences unforeseen Grants.gov technical issues beyond its control that prevent it from submitting its application by the deadline must email the NCJRS contact identified below **within 24 hours after the application deadline** to request approval to submit its application after the deadline. Additional information on reporting technical issues appears under “Experiencing Unforeseen Grants.gov Technical Issues” in the How To Apply (Grants.gov) section in the [OJP Grant Application Resource Guide](#).

For assistance with any other requirements of this solicitation, contact OVC’s National Criminal Justice Reference Service (NCJRS) Response Center: toll free at 800–851–3420; via TTY at 301–240–6310 (hearing impaired only); email to grants@ncjrs.gov; fax to 301–240–5830; or

web chat at <https://webcontact.ncjrs.gov/ncichat/chat.jsp>. The NCJRS Response Center operates from 10:00 a.m. to 6:00 p.m., eastern time, Monday through Friday, and from 10:00 a.m. to 8:00 p.m., eastern time on the solicitation closing date.

Post-Award Legal Requirements Notice

If selected for funding, in addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with all award conditions, and all applicable requirements of federal statutes and regulations (including applicable requirements referred to in the assurances and certifications executed in connection with award acceptance). OJP strongly encourages prospective applicants to review information on post-award legal requirements and common OJP award conditions **prior** to submitting an application.

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

Deadline details

Applicants must register with Grants.gov at <https://www.grants.gov/web/grants/register.html> prior to submitting an application. All applications are due by 11:59 p.m. eastern time on July 17, 2019.

To be considered timely, an application must be submitted by the application deadline using Grants.gov, and the applicant must have received a validation message from Grants.gov that indicates successful and timely submission. OJP urges applicants to submit applications at least 72 hours prior to the application due date, to allow time for the applicant to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

An applicant must use the **Add Attachment** button to attach a file to its application. Do not click the paperclip icon to attach files. This action will not attach the files to the application. After adding an attachment, select the **View Attachment** button to confirm you attached the correct file. To remove the file, select the **Delete Attachment** button.

OJP encourages all applicants to read this [Important Notice: Applying for Grants in Grants.gov](#).

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

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OVC FY 2019 Using Telehealth to Improve Care, Access and Quality of Sexual Assault Forensic Exams

CFDA # 16.582

A. Program Description

Overview

The Office for Victims of Crime (OVC) is committed to enhancing the nation's capacity to assist crime victims and provide leadership in changing policies and practices to promote justice and healing for all victims of crime. This solicitation seeks to develop or enhance statewide or regional telehealth programs to improve the quality of healthcare for sexual assault victims, increase the quality of forensic evidence collection, and expand the reach of SANE services through telehealth for communities with limited access to trained SANEs. This program furthers the Department's mission of ensuring that more victims of sexual assault have access to higher quality healthcare and forensic examinations.

Statutory Authority: This project is authorized primarily by 34 U.S.C. 20103(c)(1)(A). Projects serving tribal populations, however, may be authorized and funded under the Commerce, Justice, Science, and Related Agencies Appropriations Act, 2019, sec. 510.

Project-Specific Information

Sexual assault nurse examiners (SANEs) are registered nurses trained in how to conduct a sexual assault forensic examination, including preparation of a sexual assault kit. SANEs receive intensive classroom and clinical training, which covers evidence collection, injury detection methods, chain-of-evidence requirements, methods to avoid re-traumatizing a victim during an examination, and other topics. SANE programs, which offer a multidisciplinary, victim-centered response, not only provide sensitive care and support to victims, but research also suggests that these programs may have a positive impact on prosecution rates in their communities.¹ More than 600 jurisdictions around the country have instituted SANE programs, which are often part of a Sexual Assault Response Team (SART). SARTs are multidisciplinary teams that usually include the SANE, a prosecutor, a victim advocate, a law enforcement officer, and often times, a crime lab (other partners may also be included).

Many jurisdictions within the United States do not have access to trained SANEs due to lack of resources and/or challenges stemming from geography and distance from available SANE programs. Rural, tribal, and remote communities are particularly challenged. Even when medical professionals in these communities have received training, it can be very difficult to maintain an adequate number of trained personnel (for example, because there may be too few sexual assault cases presenting to maintain a satisfactory level of training and competency). Without access to competent SANEs, 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.

¹ Pearsall, Beth, "Evaluating Sexual Assault Nurse Examiner Programs," National Institute of Justice Journal, Issue 272. (May 2013): 40-45. <https://www.ncjrs.gov/pdffiles1/nij/241924.pdf>.

The use of telehealth to deliver healthcare in remote or challenging locations is not a new concept. According to the American Telemedicine Association, this technology has been around for nearly 50 years and in that time has grown in popularity and usage. Telehealth can reduce costs, expand the reach for healthcare providers, and in many cases, improve the quality of interactions with patients.² Telemedicine also offers a creative solution for delivering services to hard-to-reach victim populations.³ Further, telehealth technology offers exciting possibilities for filling critical gaps in victim services, especially in those communities that do not have direct access to SANEs.⁴ To learn more about the development of telehealth programs, visit www.telehealthresourcecenter.org.

In 2012, OVC, with support from the National Institute of Justice, awarded a grant to the Massachusetts Department of Public Health SANE Program to develop the [National Sexual Assault TeleNursing Center \(NTC\)](#). The purpose of this demonstration project was to enhance the quality of healthcare for sexual assault victims and improve the quality of forensic evidence collected, thereby improving prosecution rates over time. The NTC delivered SANE telehealth services to six pilot sites that included two Naval hospitals in California; a rural hospital in Sutter Lakeside, California.; a tribal community in Polacca, Arizona.; and two medical centers in Massachusetts.

The final NTC evaluation report in 2018 found that, “Telenursing service is a promising practice to provide care and seek justice for sexual assault patients who lack access to adequate forensic medical examinations.”⁵ The NTC demonstration program was the first time that telehealth was used to provide sexual assault forensic examination support to adult sexual assault victims. Through the NTC project, OVC learned that there are both benefits and challenges to providing SANE/SAFE support to rural and underserved regions. According to the final program evaluation report, pilot-site clinicians reported that having assistance from an experienced SANE increased their confidence, helped them feel supported, and positively impacted their ability to provide patients with the best possible medical care.

Based on the results of the final program evaluation report, OVC seeks to expand this intervention model to other statewide, regional and/or tribal sites interested in developing or enhancing their SANE services. OVC will also fund one applicant to provide comprehensive technical assistance (TA) to the awarded sites to support this effort.

Goals, Objectives, and Deliverables

OVC plans to fund at least three demonstration sites (each with subsidiary remote sites) and one TA provider to develop or enhance statewide, regional and/or tribal programs that provide both SANE support and victim advocacy using telehealth technology to communities with limited access to trained SANEs.

Purpose Area 1: State/Tribal/Regional Demonstration Sites, Competition ID: OVC-2019-16650

The primary goal of this program is to increase the number of highly trained, experienced SANEs and other medical forensic examiners and provide high-quality care for victims of sexual

² American Telemedicine Association, www.americantelemed.org.

³ *Vision 21: Transforming Victim Services*, May 2013. Available at http://ovc.ncjrs.gov/vision21/pdfs/Vision21_Report.pdf.

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

⁵ T. Cross, W. Walsh, E. Cross, *National TeleNursing Center: Program Evaluation Final Report*, October 2018, p. xiv.

assault. Underserved areas/populations can include rural, tribal, and any other areas in need of SANE services and accompanying victim advocacy.

Using lessons learned from the Massachusetts demonstration project that began in FY 2012, successful applicants will accomplish this goal through the following objectives:

1. Improve availability of expertise by establishing a support network of highly trained, experienced SANEs to provide 24/7 support and guidance to medical providers who do not have SANE training to increase their confidence, competence, and retention;
2. Establish or expand the use of telehealth for delivery of high-quality care and sexual assault forensic exams for adolescent and adult victims of sexual assault⁶;
3. Ensure that more sexual assault victims receive patient-centered and trauma-informed care during the exam process by incorporating the [Quality-Caring Model](#)[®];
4. Ensure that sexual assault victims have access to a support person (e.g., a system- or community-based victim advocate) during the exam process; and
5. Deliver ongoing sexual assault forensic examination support, education, and training to medical providers with limited access to these resources.

OVC envisions that each of the sites selected for funding under this program will have an operations center/hub, at which key staff will work and provide expert SANE support, training and educational services to remote or subsidiary sites. Applicant sites should have designated physical space from which they can centrally coordinate all services. The operations center must have the technological capacity for the cadre of SANEs to directly assist in the examinations being conducted in the selected remote subsidiary sites. OVC will entertain alternative operational approaches to accommodate infrastructure challenges. In addition, OVC anticipates that the awardees will use grant funds to purchase telehealth equipment for subsidiary sites. Existing equipment may be leveraged as long as the applicant has an Information Technology support team in place and a strong security protocol. Applicants must demonstrate an understanding of sexual assault victimization and the support services described in this solicitation. Applicants must also have the staff resources and capacity to develop or enhance telehealth programs and/or services described in this solicitation.

Activities

All project activities will be completed in close coordination with OVC staff and other partners identified by OVC. The selected applicants will undertake certain activities in support of the project:

- Provide expert support, guidance, and quality assurance for SANEs, SAFEs and/or other medical forensic examiners conducting exams;
- Provide victim advocacy and referrals to other needed services for patients;
- Deliver ongoing training, education, and support for examiners and advocates;
- Provide peer support and mentoring for clinicians and advocates;

⁶ The scope of this project is not intended to provide medical forensic examinations for prepubescent children, who may need pediatric forensic examinations. These cases would ideally be referred to a child advocacy center, which would be among the stakeholders on the multidisciplinary working group involved with this grant project. The physical examination protocol for children is different from the protocol for adults. Subsequently the service provider's training would vary, particularly related to medical examinations, crisis intervention and long-term treatment. For more information, see <https://www.safeta.org/page/KIDSProtocolTOC>.

- Ensure that needs assessments are conducted to determine viability of pilot sites using telehealth to perform medical forensic examinations; and
- Encourage participation and engagement of key stakeholders.

Deliverables

The program will be developed in two phases: Planning (Year 1) and Implementation (Years 2-3). Deliverables will include the development of:

- Patient-centered, trauma-informed protocols and procedures that, at a minimum, promote high-quality, sensitive, and supportive exams for all adolescent and adult victims of sexual assault⁷, regardless of jurisdiction and geographical location of service provision; provide advocacy to victims; assure timely evidence collection that is accurately and methodically gathered; and address logistics of technological use, patients' consent, confidentiality, and impact;
- A unique platform/website that provides information on services, training, and access to all documents developed through the grant;
- A staffing plan;
- A memorandum of understanding (MOU) and/or contracts regarding key stakeholders;
- An evaluation plan;
- An outreach plan to promote the telehealth services for sexual assault victims;
- A sustainability plan;
- Participation in conferences, meetings, and/or site-visits hosted by the TA provider, OVC and other partners, as required by OVC; and
- Submission of quarterly financial reports and semiannual progress reports in compliance with DOJ grant requirements.

The demonstration sites selected by OVC will work along with the selected TA provider to develop/enhance protocols and procedures, outreach plans, sustainability plans, and any other relevant materials needed during the planning and/or implementation phases.

If the awardee completes the planning process before the end of the first year, it may, with OVC's approval, begin the implementation process and provide direct services. Implementation is otherwise planned for the second phase of the project (Years 2-3).

All applications must include Letters of Support or MOUs from all proposed project partners that clearly outline their commitment, role(s), and the expertise they bring to the project.

Multidisciplinary Working Group

Priority consideration will be given to applicants who create a multidisciplinary team or working group that is expected to convene regularly to provide guidance on such things as policies, procedures, and protocols; emerging issues in telehealth, sexual assault, and victim advocacy; telehealth state laws (especially for regional approaches); education, training, and peer review; and sustainability.

⁷ The scope of this project is not intended to provide medical forensic examinations for prepubescent children, who may need pediatric forensic examinations. These cases would ideally be referred to a child advocacy center, which would be among the stakeholders on the multidisciplinary working group involved with this grant project. The physical examination protocol for children is different from the protocol for adults. Subsequently the service provider's training would vary, particularly related to medical examinations, crisis intervention and long-term treatment. For more information, see <https://www.safeta.org/page/KIDSProtocolTOC>.

This working group should be composed of law enforcement (including command and line officers), forensic medical personnel (including SANEs), forensic laboratory personnel, prosecutors, victim advocates (both system- and community-based), victim service providers; child advocacy centers; and hospital administrators. Survivors of sexual assault should be represented on the group, especially those who have experienced a medical-forensic exam. (Some jurisdictions may already have SART(s) in place that could form the basis of the working group.)

Additional points in the solicitation's peer review process will be given to applicants that establish a multidisciplinary response or leverage their existing local SART(s).

OVC will enter into a **cooperative agreement** with successful Purpose Area 1 applicants to ensure OVC's involvement in key decisions and direction of the project. All funded applications, along with their project partners, will be required to work cooperatively with OVC's designated TA provider.

The Goals, Objectives and Deliverables are directly related to the performance measures that demonstrate the results of the work completed, as discussed under [What an Application Should Include](#).

Purpose Area 2: Technical Assistance Provider, Competition ID: OVC-2019-16651

This solicitation will be used to select one applicant to provide technical assistance (TA) to the Purpose Area 1 sites during the planning and implementation of a telehealth program.

OVC is interested in supporting TA that is proactive, action-driven, flexible, and involves ongoing communication and collaboration with the selected Purpose Area 1 sites, OVC, and other relevant federal agencies and partners. The methods of TA delivery should be creative and adaptive according to needs of the selected sites. This might include in-person, phone and email consultations, webinars, and other distance/online learning technologies. The TA provider is expected to bring innovative and evidence-driven ideas and strategies to the project and work in partnership with OVC and the sites to accomplish the goals, objectives, and activities of the project. Applicants should have experience and expertise in serving tribal victims or propose a partnership with a subgrantee with this experience.

The objectives for this purpose area are as follows:

1. Provide TA to proactively support sites, which may include rural and/or tribal communities, in building a strong comprehensive network of stakeholders who, through multidisciplinary partnerships and outcome-driven strategies, implement a victim-centered approach to provide compassionate care to sexual assault victims through telehealth technology.
2. Provide diverse technical and subject matter support, in consultation with OVC, to improve the jurisdiction's response to sexual assault, including identifying and meeting needs; developing and implementing policies and practices across systems; and applying evidence-based approaches.
3. Facilitate ongoing peer-to-peer consultation, learning (e.g., cross-site visits), and networking among selected sites and their partners within a given state/region or tribe, to promote problem-solving and innovation through the exchange of information, lessons learned, and new ideas.
4. Strategically identify and capture relevant information and lessons learned throughout the project and then share the information and lessons with the public using multiple

modes of communication (e.g., short publications, webinars, final product) so that the larger field can benefit from this project.

5. Assist OVC and the sites in connecting this project with other relevant federal, state level, or private projects and foundations to ensure existing efforts are leveraged to maximize investments and outcomes and plan for effective sustainability.

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

1. Providing diverse subject-matter expertise (including working with tribal and/or rural communities) and innovative assistance to enhance the sites' efforts to respond to sexual assault survivors;
2. Working to identify and/or engage partners and strengthen relationships and project plans;
3. Identifying and providing TA that is coordinated, appropriate, trauma-informed, and data-driven to reach and assist sexual assault victims;
4. Providing assistance in the development of an advocacy plan (24-hour crisis intervention, hospital and legal accompaniment, and information and referrals for other needs), sustainability plan, outreach/marketing plan, etc.;
5. Delivering education and training to project partners (which may include entities planning or providing telehealth services); and
6. Disseminating information or research findings related to telehealth, victim, and/or advocacy services.

Technical assistance applicants must clearly demonstrate their knowledge of the provision of victim services and the use of telehealth technologies. OVC seeks applicants with proven, successful records in operating, sustaining, or providing technical assistance in the development of telehealth and/or SANE programs; or who have the ability to partner with victim-serving organizations, healthcare organizations, practitioners, and/or healthcare networks to support this TA project. Applicants should have experience and expertise in serving tribal victims or propose a partnership with a subgrantee with this experience.

Deliverables include:

1. Assessments of sites' TA needs and plans to deliver needed TA.
2. Documentation of lessons learned in the sites.
3. Use of existing or creation of new tools and resources to assist with the sites' implementation and action planning.
4. An overview of sexual assault services being provided by the participating sites.
5. Materials to assist other, non-participating states/regions/tribes in replication of these efforts (e.g., lessons learned, checklists, sample protocols).
6. Strategic opportunities for project information exchange and enhancement (e.g., shared platforms for information exchange).

7. A communication strategy designed to ensure knowledge built from this project is shared and replicated as appropriate.
8. A capstone report for publication that can be shared with the larger field and/or other potential partners highlighting the work done through this project. The report will include promising practices and suggestions for replicating the initiative in new sites. Lessons learned from the evaluations of the initiative may also be included. The publication will require the advance approval of OVC.

Applicants may propose additional deliverables that support the objectives.

All project activities will be completed in close coordination with OVC’s grant monitor and other partners identified by OVC. The selected TA provider, and selected sites and their network partners, are all expected to participate fully in any evaluation of the program.

Evidence-Based Programs or Practices

OJP strongly emphasizes the use of data and evidence in policy making and program development in criminal justice, juvenile justice, and crime victim services. For additional information and resources on evidence-based programs or practices, see the [OJP Grant Application Resource Guide](#).

Information Regarding Potential Evaluation of Programs and Activities

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

Encouraging Program Investments in Economically-Distressed Communities (Qualified Opportunity Zones)

Under Purpose Area 1 of this solicitation, OJP will, as appropriate, give priority consideration in award decisions to applications that propose projects that directly benefit federally designated Qualified Opportunity Zones (QOZ).⁸ In order to assist OJP in considering this factor, applicants should include information in the application that specifies how the project will enhance public safety in the specified QOZs (for example, ensuring high-quality evidence collection following sexual assaults, in addition to enhanced care for victims, can lead to successful prosecutions to hold offenders accountable and thereby enhance public safety). For resources on QOZs, and for a current list of designated QOZs, see the U.S. Department of the Treasury’s resource webpage, accessible at <https://www.cdfifund.gov/pages/opportunity-zones.aspx>.

B. Federal Award Information

Purpose Area 1: State/Regional/Tribal Demonstration Sites, Competition ID: OVC-2019-16650

Number of awards OVC expects to make:	3, but additional applications to serve tribal populations may be selected for funding.
Maximum dollar amount for each award:	up to \$4,000,000
Total amount anticipated to be awarded under solicitation:	\$12,000,000 (or more)

⁸ See Public Law 115-97, Title I, Subtitle C, Part IX, Subpart B, Sec. 13823.

Period of Performance start date: October 1, 2019
Period of Performance duration: 36 months
Period of Performance ends (no extensions are possible): September 30, 2022

Note: Separate and unique funding is available for tribal applicants, and therefore OVC anticipates that they will not “compete” with non-tribal applicants due to the availability of that funding.

Purpose Area 2: Technical Assistance Project, Competition ID: OVC-2019-16651

Maximum number of awards OVC expects to make: 1
Maximum dollar amount for each award: up to \$2,000,000
Total amount anticipated to be awarded under solicitation: \$2,000,000
Period of Performance start date: October 1, 2019
Period of Performance duration: 36 months
Period of Performance ends (no extensions are possible): September 30, 2022

OVC may, in certain cases, provide additional funding in future years to awards made under this solicitation, through continuation awards. In making decisions regarding continuation awards, OJP will consider, among other factors, the availability of appropriations, when the program or project was last competed, OJP’s strategic priorities, and OJP’s assessment of both the management of the award (for example, timeliness and quality of progress reports), and 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 Award

OVC expects to make any award under this solicitation in the form of a cooperative agreement, which is a type of award that provides for OJP to have substantial involvement in carrying out award activities. See the “Administrative, National Policy, and Other Legal Requirements” section of the [OJP Grant Application Resource Guide](#) for a brief discussion of important statutes, regulations, and award conditions that apply to many (or in some cases, all) OJP grants (and cooperative agreements).

Cooperative agreements include a condition in the award document that sets out the nature of the “substantial federal involvement” in carrying out the award and program. Generally stated, under OJP cooperative agreement awards, responsibility for the day-to-day conduct of the funded project rests with the recipient. OJP, however, may have substantial involvement in matters such as substantive coordination of technical efforts and site selection, as well as review and approval of project work plans, research designs, data collection instruments, and major project-generated materials. In addition, OJP often indicates in the award terms and conditions that it may redirect the project if necessary.

In addition to an award condition that sets out the nature of the anticipated “substantial federal involvement” in the award, cooperative agreements awarded by OJP include an award condition that requires specific reporting in connection with conferences, meetings, retreats, seminars, symposia, training activities, or similar events funded under the award.

Financial Management and System of Internal Controls

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) must, as described in the Part 200 Uniform Requirements⁹ as set out at 2 C.F.R. 200.303, comply with standards for financial and program management. See [OJP Grant Application Resource Guide](#) for additional information.

Budget Information

If OVC selects Purpose Area 1 applicants for funding to serve tribal populations, Purpose Area 2 applicants may be required to revise their project narratives, budgets, and proposed partnerships to address how they will effectively provide TA to tribal sites, in addition to non-tribal sites. Additional funds may be awarded under Purpose Area 2 for this effort.

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 costs are costs incurred by the applicant prior to the start date of the period of performance of the federal award. Requests for approval of pre-agreement costs will not be considered under this solicitation.

Pre-Agreement Costs (also known as Pre-Award Costs)

Pre-agreement costs are costs incurred by the applicant prior to the start date of the period of performance of the federal 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. All such costs incurred prior to award and prior to approval of the costs are incurred at the sole risk of the applicant. (Generally, no applicant should incur project costs **before** submitting an application requesting federal funding for those costs.) Should there be extenuating circumstances that make it appropriate for OJP to consider approving pre-agreement costs, the applicant may contact the point of contact listed on the title page of the solicitation for the requirements concerning written requests for approval. If approved in advance by OJP, award funds may be used for pre-agreement costs, consistent with the recipient's approved budget and applicable cost principles. See the section on Costs Requiring Prior Approval in the DOJ Grants Financial Guide Post award Requirements at <https://ojp.gov/financialguide/DOJ/index.htm> for more information.

Limitation on Use of Award Funds for Employee Compensation; Waiver

For applicants seeking the waiver, see [OJP Grant Application Resource Guide](#) for information.

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

OJP strongly encourages every applicant that proposes to use award funds for any conference-, meeting-, or training-related activity (or similar event) to review carefully—before submitting an application—the OJP and DOJ policy and guidance on approval, planning, and reporting of such events. See [OJP Grant Application Resource Guide](#) for information.

⁹ The "Part 200 Uniform Requirements" means the DOJ regulation at 2 C.F.R Part 2800, which adopts (with certain modifications) the provisions of 2 C.F.R. Part 200.

Costs Associated with Language Assistance (if applicable)

See the [OJP Grant Application Resource Guide](#) for information on costs associated with language assistance that may be allowable.

C. Eligibility Information

For eligibility information, see the title page.

For information on cost sharing or match requirements, see [Section B. Federal Award Information](#).

D. Application and Submission Information

What an Application Should Include

For this solicitation, OVC has designated the following application elements as critical: Program Narrative, and Budget Detail Worksheet (including and Budget Narrative).

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

1. Complete the Application for Federal Assistance (Standard Form (SF)-424)

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

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

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 (such as Times New Roman) with 1-inch margins.

The abstract must include the following information:

- The purpose area for which the applicant is applying [Purpose Area 1 (*develop/enhance statewide/regional/tribal sexual assault telehealth program*) or Purpose Area 2 (*provide technical assistance to the awarded sites*)]. If an applicant expects to serve a tribal community, that data should be included succinctly in the Project Abstract, and in more detail in the Project Narrative.
- Legal name of the applicant (if two or more entities are applying, identify the legal name for lead applicant and the subrecipient(s))
- Amount of federal funding requested
- Geographic area to be covered (state, region or tribal community)

- Summary of the project's purpose, goals, and objectives
- List of proposed project partners

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

3. Program Narrative

The program narrative should be double-spaced, using a standard 12-point font (Times New Roman preferred); have no less than 1-inch margins; and should not exceed 30 pages. Pages should be numbered.

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. Description of the Issue: Applicants must establish strong rationale for the project and provide a clear statement of how funding will support the project's value to victims and to the sexual assault field by meeting the stated goals. Applicants should use data to provide evidence that the need for the effort exists and demonstrate the scope and size of the need. Applicants may also describe their state (or national) laws related to telehealth (if any) to explain what nurses can or cannot do legally from a nursing licensure standpoint, and if there are any legal implications if applicants adopt an approach that crosses state lines. Applicants should describe any previous or current attempts to address the problem and any related research or evaluation studies that contribute to the applicant's understanding of related dilemmas and potential solutions. The description of the issue must also make a convincing case that the project addresses a gap in existing resources and does not duplicate existing resources.

If the applicant organization is receiving funding from any other sources to provide services and support for sexual assault victims, or TA to support such projects, then the strategy must demonstrate how the OVC funding for this program would leverage the other funding to enhance the response to victims.

- b. Project Design and Implementation: State the overall purpose of the project and specific goals and objectives. The objectives should be measurable, relate directly to the issues described above, and describe the steps necessary to reach the goals or how the goals will be accomplished. The applicant's Project Design or strategy must include the identification of a lead agency or organization and a main point of contact within the lead agency or organization to coordinate the effort. It must also contain a description of project phases, tasks, activities, staff responsibilities, interim deliverables, and final products.

Purpose Area 1 applicants must also address the following items below:

- Describe infrastructure and resources available to create a telehealth program (note: proposed programs should have designated physical space from which they can centrally coordinate all services).
- Describe current access to SANE expertise and the use of telehealth for sexual assault patients by the applicant and/or partner(s).

- Describe the telehealth technology/equipment that will be used; how it meets the standards of the Health Insurance Portability and Accountability Act of 1996 (HIPAA); and how data, records, and/or images will be stored.
 - Describe how telehealth services will be delivered 24 hours, 7 days a week (i.e., expert support and guidance for SANEs, SAFEs and other medical professionals prior to, during, and after a sexual assault forensic exam; victim advocacy; training, peer support/mentoring; etc.).
 - Describe the process of securing patient consent and how confidentiality and privacy will be ensured.
 - Describe how services will be provided through a trauma-informed, patient-centered approach to meet the needs of sexual assault victims.
 - If applicant proposes to serve a tribal community, include statistical and demographic information and additional data to describe the need and approach.
- c. Capabilities and Competencies: Applicants must demonstrate they have the expertise and organizational capacity to successfully undertake an initiative that involves significant collaboration with other agencies supporting the effort. Applicants should also describe the roles and responsibilities of project staff, including identification of the project lead, and explain the program's organizational structure and operations. Management and staffing patterns should be clearly connected to the Project Design described in the previous section. This section should describe the experience and capability of the applicant's organization and any consultants/subcontractors that the applicant will use to implement and manage this effort and its associated federal funding, highlighting any previous experience implementing projects of similar design or magnitude. Resumes for key staff identified must be submitted as an attachment to the application. A copy of the applicant's organizational chart must also be submitted.

Purpose Area 1 applicants must also address the following items in this section:

- Describe the expertise of the organization (and any subrecipients) in sexual assault forensic examinations and the use of forensic evidence in sexual assault cases. Discuss any previous or current experience providing victim services using multidisciplinary partnerships. Applicants must demonstrate that they and their partners have sufficient technical capability and substantive knowledge of the relevant issues and capacity to manage a grant of this scope.
- Describe the roles and responsibilities of the lead agency along with a plan for communicating with the multidisciplinary work group, other agencies, community partners, and evaluator(s).
- Identify a full-time Program Director/Coordinator responsible for the operation and creation/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. Other suggested key staff positions may include, but are not limited to: Director/Coordinator of Victim Advocacy; Director/Coordinator of SANE Services; Director/Coordinator of Education and Training; Pilot Site Liaison/Champion; and an Information Technology Director/Coordinator.

Purpose Area 2 applicants may wish to address the following item in this section:

- Applicants should have experience and expertise in serving tribal victims or propose a partnership with a subgrantee with this experience.

- d. Plan for Collecting the Data Required for this Solicitation's Performance Measures
OJP will require each successful applicant to submit regular performance data that demonstrate the results of the work carried out under the award (see "[General Information about Post-Federal Award Reporting Requirements](#)" in [Section F. Federal Award Administration Information](#)). The performance data directly relate to the goals, objectives, and deliverables identified under "Goals, Objectives, and Deliverables" in [Section A. Program Description](#).

Award recipients will be required to provide the relevant data by submitting quarterly performance data through the Transforming Victim Services module in OVC's online Performance Measurement Tool (PMT) located at <https://ovcpmt.ojp.gov/>. Applicants should review the applicable performance measures at <https://www.ovc.gov/grants/pdfxt/TVS-questionnaire.pdf>.

Award recipients under Purpose Area 1 of this solicitation will be required to complete the following sections, including any relevant shared measures.

- I. Training
- III. Technology Developments
- IV. Data Gathering
- V. Collaborative Partnerships
- VI. Strategic Planning
- VII. Victim Services

Award recipients under Purpose Area 2 of this solicitation will be required to complete the following sections, including any relevant shared measures.

- I. Training
- II. Technical Assistance
- IV. Data Gathering

Reports generated from OVC's PMT system must be uploaded to the Grants Management System (GMS) every 6 months. Applicants should visit OJP's performance measurement page at www.ojp.gov/performance for an overview of performance measurement activities at OJP.

The application should demonstrate the applicant's understanding of the performance data reporting requirements for this grant program and detail how the applicant will gather the required data should it receive funding.

Please note that applicants are **not** required to submit performance data with the application. Performance measures information is included as an alert that successful applicants will be required to submit performance data as part of the reporting requirements under an award.

- e. Plan for Conducting Action Research (Purpose Area 1 Applicants Only)
Purpose Area 1 applicants must identify an independent researcher who will work with the lead applicant as an action research partner. Action research partners will inform and assist with data collection efforts, analyze data for strategic decision-making, and identify areas for further study. More information on the action research model can be found online at <https://www.ovc.gov/pdfxt/Action-Research-Fact-Sheet-508.pdf>.

Action research involves the collection and analysis of data during a project to assess project performance, identify areas for improvement, and provide direction. It is a collaborative effort between a researcher and project staff that provides timely analysis of data to help inform project activities. Action researchers are expected to be knowledgeable in the collection and analysis of data, relevant evaluation literature, and the operation of the program.

The proposal and budget must also clearly reflect the partnership of the researcher. Applicants are encouraged to explore a range of possible action research partners. An MOU, Letter of Support, and/or subcontract is required.

In support of the action research, the proposed research partner will work with the selected applicant, TA provider, and OVC to refine criteria and plans for implementation policies and procedures. The proposed action researcher will also be responsible for working with the site and its partners to determine appropriate data collection procedures and ensure the project is able to obtain the data necessary to complete the implementation/process evaluation.

Applicants must submit a plan for conducting action research activities that will guide the project in assessing project performance through the life of the award.

The plan must include the following information:

- A description of the proposed action research consultant(s) who will conduct research and evaluation activities;
- A description of the qualifications of the consultant(s) and their expertise in the area of sexual violence research;
- Identification of key staff who will be involved in action research activities and the work of the consultant(s); and
- An explanation of the basic methodology and timeline for the action research.

Note on Project Evaluations

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

4. Budget Information and Associated Documentation

See the Budget Preparation and Submission Information section of the [OJP Grant Application Resource Guide](#) for details on the Budget Detail Worksheet, and on budget information and associated documentation, such as information on proposed subawards, proposed procurement contracts under awards, and pre-agreement costs.

Grant funds may be used to support a combination of the allowable use categories below, or be concentrated on one specific area:

- Purchase technology including audio and video equipment, computer hardware, and/or software—to establish a secure and private two-way, real-time, interactive audio and video connection between a trained SANE and medical provider located at another location. Proposed expenses should be reasonable and limited to what is necessary to support the project.

- Travel: All applicants, including the technical assistance applicants, should allocate funding for project teams to attend in-person peer-to-peer learning and networking opportunities (i.e., participation in conferences, meetings, and/or site visits hosted by the TA provider, OVC and other partners, as required by OVC) and cross-site visits among selected sites.
- Develop, purchase, and/or maintain web-based services and electronic applications that can be accessed from computers, tablets, and/or smart phone devices that are designed to enhance or support teleservices and/or education and training. Support for this area cannot exceed 15 percent of the total proposed budget.
- 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.

If OVC selects additional grantees to serve tribal populations for funding, the Purpose Area 2 applicants may be required to revise their project narratives, budgets, and proposed partnerships to address how they will effectively provide TA to tribal sites. Additional funds may be awarded under Purpose Area 2 for this effort.

5. Indirect Cost Rate Agreement

See the Budget Preparation and Submission Information section of the [OJP Grant Application Resource Guide](#) for information.

6. Tribal Authorizing Resolution (if applicable)

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

An application in response to the solicitation may require inclusion of information related to a tribal authorizing resolution. A tribe, tribal organization, or third party that proposes to provide direct services or assistance to residents on tribal lands should include in its application a resolution, letter, affidavit, or other documentation, as appropriate, that demonstrates (as a legal matter) that the applicant has the requisite authorization from the tribe(s) to implement the proposed project on tribal lands. In those instances when an organization or consortium of tribes applies for an award 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 award. 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.

An applicant unable to submit an application that includes a fully executed (i.e., signed) copy of legal appropriate documentation, as described above, consistent with the applicable tribe's governance structure, should submit an unsigned, draft version of such legal documentation as part of its application (except for cases in which, with respect to a tribal consortium applicant, consortium bylaws allow action without the support of all consortium

member tribes). If selected for funding, OJP will make use of and access to award funds contingent on receipt of the fully executed legal documentation.

7. Financial Management and System of Internal Controls Questionnaire (including applicant disclosure of high-risk status)

Every OJP applicant (other than an individual applying in his or her personal capacity) is required to download, complete, and submit the OJP Financial Management and System of Internal Controls Questionnaire (Questionnaire) at <https://ojp.gov/funding/Apply/Resources/FinancialCapability.pdf> as part of its application. See the [OJP Grant Application Resource Guide](#) for additional information and submission instructions for this Questionnaire.

8. Disclosure of Lobbying Activities

Each applicant must complete and submit this information. See the [OJP Grant Application Resource Guide](#) for additional information and submission instructions for this disclosure.

9. Applicant Disclosure of Pending Applications

Each applicant is to disclose whether it has (or is proposed as a subrecipient under) any pending applications for federally funded grants or cooperative agreements that (1) include requests for funding to support the same project being proposed in the application under this solicitation, and (2) would cover any identical cost items outlined in the budget submitted to OJP as part of the application under this solicitation. For additional information on the submission requirements for this disclosure, see the [OJP Grant Application Resource Guide](#).

10. Applicant Disclosure and Justification – DOJ High Risk Grantees¹⁰ (if applicable)

An applicant that is designated as a DOJ High Risk Grantee is to submit, as a separate attachment to its application, information that OJP will use, among other pertinent information, to determine whether it will consider or select the application for an award under this solicitation. The file should be named “DOJ High Risk Grantee Applicant Disclosure and Justification.” (See, also, “Review Process,” below, under Section E. Application Review Information, for a brief discussion of how such information may be considered in the application review process.) See the [OJP Grant Application Resource Guide](#) for additional information and submission instructions for this disclosure.

11. Research and Evaluation Independence and Integrity

If an application proposes research (including research and development) and/or evaluation, the applicant must demonstrate research/evaluation independence and integrity, including appropriate safeguards, before it may receive award funds. For additional information regarding demonstrating research/evaluation independence and integrity, including appropriate safeguards, see the [OJP Grant Application Resource Guide](#).

12. Additional Attachments

a) Documentation of Anticipated Benefit to Qualified Opportunity Zones (if applicable), for Purpose Area 1 applicants only.

As is mentioned above, OJP will, as appropriate, give priority consideration in award decisions to applications under Purpose Area 1 that propose projects that will likely

¹⁰ A “DOJ High Risk Grantee” is a recipient that has received a DOJ High-Risk designation based on a documented history of unsatisfactory performance, financial instability, management system or other internal control deficiencies, or noncompliance with award terms and conditions on prior awards, or that is otherwise not responsible.

enhance public safety in federally designated Qualified Opportunity Zones (QOZ). Each applicant proposing a project it anticipates will likely enhance public safety in one or more QOZs should provide a sufficient narrative explanation in order for OJP to identify clearly the public safety benefit the applicant anticipates that its project will have on a specified QOZ(s); for example, ensuring high-quality evidence collection following sexual assaults, in addition to enhanced care for victims, can lead to successful prosecutions to hold offenders accountable and thereby enhance public safety. The attachment(s) should be clearly labeled as addressing QOZs. The applicant may also include tables, charts, graphs, or other relevant illustrations that may be useful in comprehending the manner in which the proposed project is anticipated to benefit a QOZ(s).

- b) **List of multidisciplinary working group members** and/or organizations and their role on the project (*Purpose Area 1 applicants only*).
- c) **MOU and/or Letters of Support** for all proposed project partners (and researchers/evaluators for Purpose Area 1 applicants only).
- d) **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.ojdp.gov/grantees/pm/logic_models.html.
- e) **Organizational chart**.
- f) **Resumes** for all proposed key staff and/or consultants.
- g) **Time-task plan** that delineates organizational responsibility for the activities to be completed and a schedule for the completion of the activities and the submission of deliverables. 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, which ends September 30, 2022.

How To Apply (Grants.gov)

Applicants must register in and submit applications through [Grants.gov](https://www.grants.gov), a primary source to find federal funding opportunities and apply for funding. Find information on how to apply in response to this solicitation in the [OJP Grant Application Resource Guide](#).

Registration and Submission Steps

Applicants will need the following identifying information when searching for the funding opportunity on Grants.gov.

- 16.582, Using Telehealth to Improve Care, Access and Quality of Sexual Assault Forensic Exams
- OVC-2019-15646.
- Purpose Area 1: State/Tribal/Regional Demonstration Sites, Competition ID: OVC-2019-16650
- Purpose Area 2: Technical Assistance Provider, Competition ID: OVC-2019-16651

For information on each registration and submission step, see the [OJP Grant Application Resource Guide](#).

E. Application Review Information

Review Criteria

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

Purpose Area 1 Applicants Only:

1. Description of the Issue (15%)
2. Project Design and Implementation (30%)
3. Capabilities and Competencies (25%)
4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (5%)
5. Plan for Conducting Action Research (5%)
6. Budget (15%): complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Budget narratives should demonstrate generally 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.¹¹
7. Additional Attachments (5%)

Purpose Area 2 Applicants Only:

1. Description of the Issue (15%)
2. Project Design and Implementation (30%)
3. Capabilities and Competencies (30%)
4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (5%)
5. Budget (15%): complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Budget narratives should demonstrate generally 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.¹²
6. Additional Attachments (5%)

Review Process

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

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. For purposes of assessing whether an application meets basic minimum requirements and should proceed to further consideration, OJP screens applications for compliance with those requirements. Although specific requirements may vary, the following are common requirements applicable to all solicitations for funding under OJP programs:

¹¹ 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.

¹² 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.

- The application must be submitted by an eligible type of applicant
- The application must request funding within programmatic funding constraints (if applicable).
- The application must be responsive to the scope of the solicitation.
- The application must include all items designated as “critical elements.”

For a list of the critical elements for this solicitation, see “What an Application Should Include” under Section D. Application and Submission Information.

Peer review panels will evaluate, score, and rate applications that meet basic minimum requirements. OVC may use internal peer reviewers, external peer reviewers, or a combination, to assess applications on technical merit using the solicitation’s review criteria. An internal reviewer is a current DOJ employee who is well-versed or has expertise in the subject matter of this solicitation. An external peer reviewer is an expert in the subject matter of a given solicitation who is not a current DOJ employee. Peer reviewers’ ratings and any resulting recommendations are advisory only, although reviewer views are considered carefully.

Other important considerations for OVC include geographic diversity, strategic priorities (specifically including, but not limited to, demonstrable potential enhancement to public safety in one or more federally designated Qualified Opportunity Zones), available funding, and the extent to which the Budget Detail Worksheet and Budget Narrative accurately explain project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles.

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

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

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

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Assistant Attorney General, who may take into account not only peer review ratings and OVC recommendations, but also other factors as indicated in this section.

F. Federal Award Administration Information

Federal Award Notices

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

Administrative, National Policy, and Other Legal Requirements

OJP strongly encourages prospective applicants to review information on post-award legal requirements and common OJP award conditions **prior** to submitting an application. See the [OJP Grant Application Resource Guide](#) for additional information on administrative, national policy, and other legal requirements.

Information Technology (IT) Security Clauses

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

General Information about Post-Federal Award Reporting Requirements

In addition to the deliverables described in [Section A. Program Description](#), any recipient of an award under this solicitation will be required to submit certain reports and data.

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

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

G. Federal Awarding Agency Contact(s)

For National Criminal Justice Reference Service (NCJRS) Response Center contact(s), see page 2.

For contact information for Grants.gov, see page 2.

H. Other Information

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

All applications submitted to OJP (including all attachments to applications) are subject to the federal Freedom of Information Act (FOIA) and to the Privacy Act. See the [OJP Grant Application Resource Guide](#) for information on DOJ and OJP processes with regard to application information requested pursuant to FOIA.

Provide Feedback to OJP

To assist OJP in improving its application and award processes, OJP encourages applicants to provide feedback on this solicitation, the application submission process, and/or the application review process. See the [OJP Grant Application Resource Guide](#) for information on providing solicitation feedback to OJP.

Appendix A: Application Checklist
OVC FY 2019 Using Telehealth to Improve Care, Access and Quality of Sexual Assault Forensic Exams

This application checklist has been created as an aid in developing an application.

What an Applicant Should Do:

Prior to Registering in Grants.gov:

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

To Register with Grants.gov:

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

To Find Funding Opportunity:

- _____ Search for the Funding Opportunity on Grants.gov (see the [OJP Grant Application Resource Guide](#))
- _____ Select the correct Competition ID (see the [OJP Grant Application Resource Guide](#))
- _____ Access Funding Opportunity and Application Package (see the [OJP Grant Application Resource Guide](#))
- _____ Sign up for Grants.gov email [notifications](#) (optional) (see the [OJP Grant Application Resource Guide](#))
- _____ 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 the [OJP Grant Application Resource Guide](#))

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 the [OJP Grant Application Resource Guide](#))

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

- _____ contact OVC's National Criminal Justice Reference Service (NCJRS) Response Center regarding experiencing technical difficulties (see page 2)

Overview of Post-Award Legal Requirements:

- _____ Review the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2019 Awards](#)" in the OJP Funding Resource Center at <https://ojp.gov/funding/index.htm>.

Scope Requirement:

- _____ The federal amount requested is within the allowable limit(s) indicated by purpose area on page 11.

Eligibility Requirement: For eligibility information, see the title page.

What an Application Should Include:

The following items are critical application elements required to pass basic minimum requirements. An application that OJP determines does not include the application elements designated to be critical, will neither proceed to peer review, nor receive further consideration.

- Program Narrative (see page 15)
 - Budget Detail Worksheet and Budget Narrative (see page 18)
-
- Application for Federal Assistance (SF-424) (see page 14)
 - Project Abstract (see page 14)
 - Program Narrative (see page 15)
 - Description of the Issue* (see page 15)
 - Project Design and Implementation* (see page 15)
 - Capabilities and Competencies* (see page 16)
 - Plan for Collecting the Data Required for this Solicitation's Performance Measures* (see page 17)
 - Plan for Conducting Action Research (Purpose Area 1 Only)* (see page 17)
 - Budget Detail Worksheet (including Narrative) (see page 18)
 - Indirect Cost Rate Agreement (if applicable) (see page 19)
 - Tribal Authorizing Resolution (if applicable) (see page 19)
 - Financial Management and System of Internal Controls Questionnaire (see page 20)
 - [Disclosure of Lobbying Activities \(SF-LLL\)](#) (see page 20)
 - Applicant Disclosure of Pending Applications (see page 20)
 - Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable) (see page 20)
- Additional Attachments
- Research and Evaluation Independence and Integrity (see page 20)
 - Disclosure of Process Related to Executive Compensation (see page 20)
 - List of Multidisciplinary Working Group Members (Purpose Area 1 only) (see page 20)
 - Memorandum of Understanding, Letter of Support, and/or Contract (see page 21)
 - Logic Model (see page 21)

- Organizational Chart (see page 21)
- Resumes for all Key Personnel and Consultants (see page 21)
- Time-Task Plan (see page 21)
- Request and Justification for Employee Compensation; Waiver (if applicable) (see page 13)
- Documentation of Anticipated Benefit to federally designated Qualified Opportunity Zones (if applicable) (see page 21)