



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office for Victims of Crime](#) (OVC) is pleased to announce that it is seeking applications for funding for Sexual Assault Forensic Medical Examination Telemedicine Center: An Innovative Pilot Project. This project furthers the Department's mission by providing 24-hour live access to expert Sexual Assault Nurse Examiners and other forensic medical examiners who will use cutting edge audiovisual technology to walk a health care provider through a forensic medical examination. This has several important potential benefits, including improved patient care and evidence collection, improved training for examiners, increased prosecutions, and increased reporting of sexual assault.

## **OVC FY 2012 Sexual Assault Forensic Medical Examination Telemedicine Center: An Innovative Pilot Project**

### **Eligibility**

Eligible applicants are states, units of local government (including federally recognized Indian tribal governments as determined by the Secretary of the Interior), sexual assault examination programs (including Sexual Assault Nurse Examiner programs, Sexual Assault Forensic Examiner programs, Sexual Assault Response Team programs, and state sexual assault coalitions), medical personnel involved in treating victims of sexual assault (including doctors, medical examiners, coroners, and nurses), and victim service providers involved in treating victims of sexual assault. Applicants must demonstrate the capability to provide national-scope training and technical assistance and include sufficient partners to address necessary technology, evaluation, and relevant, specific victim populations.

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

### **Deadline**

Applicants must register with [Grants.gov](#) prior to submitting an application. (See "How To Apply," page 10. All applications are due by 11:59 p.m. eastern time on May 8, 2012. (See "Deadlines: Registration and Application," page 4.)

**Note:** A Webinar for applicants will be held on March 22, 2012, at 3:00 p.m. eastern time. See <http://www.innovations.harvard.edu/spotlight.html?id=2571> for more details.

## Contact Information

For technical assistance with submitting the application, contact the Grants.gov Customer Support Hotline at 1-800-518-4726 (606-545-5035 for applicants that reside outside the U.S.), or via e-mail to [support@grants.gov](mailto:support@grants.gov).

**Note:** The [Grants.gov](http://Grants.gov) Support Hotline hours of operation are 24 hours a day, 7 days a week, except federal holidays.

For assistance with any other requirements of this solicitation, contact Marnie Shiels, Attorney Advisor, by telephone at 202-616-3609 or by e-mail at [marnie.shiels2@usdoj.gov](mailto:marnie.shiels2@usdoj.gov).

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# OVC FY 2012 SEXUAL ASSAULT MEDICAL EXAMINATION TELEMEDICINE CENTER: AN INNOVATIVE PILOT PROJECT

## CFDA # 16.560

### Overview

Research has demonstrated that Sexual Assault Nurse Examiner (SANE) programs and Sexual Assault Response Teams (SART) are effective at enhancing the quality of health care for sexual assault victims, improving the quality of forensic evidence collected, and increasing prosecution rates over time;<sup>1</sup> however, for rural and tribal areas, it can be difficult to start SANE and SART programs due to a lack of resources. In addition, it can be difficult for medical personnel to get sufficient experience due to the small number of exams performed. The purpose of this project is to provide live access to SANEs, or other expert medical forensic examiners, for four pilot sites that will be selected through a separate solicitation issued by the recipient of this award in partnership with the Office for Victims of Crime (OVC). Sites may include rural, tribal, military, urban/suburban without a current medical forensic program, and/or correctional settings. The ultimate goal is to create a national center that serves all jurisdictions on a fee-for-service basis. This project is authorized by 42 U.S.C. 14136a.

### Deadlines: Registration and Application

Applicants must register with Grants.gov prior to submitting an application. OJP encourages applicants to register several weeks before the application submission deadline. The deadline to apply for funding under this announcement is 11:59 eastern time on May 8, 2012. See the "How To Apply" section on page 10 for details.

### Eligibility

Refer to the title page for eligibility under this program.

### Project-Specific Information

Research has demonstrated that programs that use SANEs or Sexual Assault Forensic Examiners (SAFE) to conduct forensic examinations of sexual assault victims contribute to higher prosecution and conviction rates.<sup>2</sup> SANEs and SAFEs 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.

Many jurisdictions around the country (nearly 600) have instituted SANE programs, which are often part of a SART. SARTs are multidisciplinary teams that usually include the SANE or SAFE, a prosecutor, a victim advocate, a law enforcement officer, and often times, a crime lab

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<sup>1</sup> See, for example, [Impact Evaluation of a Sexual Assault Nurse Examiner \(SANE\) Program \(pdf, 129 pages\)](#), December 2003, and [Systems Change Analysis of SANE Programs: Identifying the Mediating Mechanisms of Criminal Justice System Impact \(pdf, 202 pages\)](#), January 2009.

<sup>2</sup> *Increasing Sexual Assault Prosecution Rates*, NIJ Journal No.264, Phil Bulman

director. This collaborative approach for responding to sexual assault has produced numerous best practices that—

- Enhance the quality of health care for women 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.<sup>3</sup>

Unfortunately, there are numerous jurisdictions within the United States that do not have access to trained SANEs, SAFEs, or SARTs due to distance challenges and a lack of resources. Rural and tribal communities are particularly prone to these challenges. Even when professionals in these communities have received training, it can be very difficult to maintain an adequate number of trained medical 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 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 to problems associated with providing health care at a distance. 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.<sup>4</sup> 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.

Through this solicitation, OVC, with support from the National Institute of Justice (NIJ), is requesting proposals to develop a national telemedicine center to administer these services to four pilot sites and test their viability.

### **Goals, Objectives, and Deliverables**

The recipient will be expected to create a national 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. The telemedicine center must have the technological capability for the individuals to directly assist in the examinations being conducted at the pilot sites. The award recipient will also be expected to carry out a process evaluation of the project as described below.

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<sup>3</sup> <https://www.ncjrs.gov/pdffiles1/nij/grants/203276.pdf>

<sup>4</sup> *Using Telemedicine to Improve the Care Delivered to Sexual Abused Children in Rural, Underserved Hospitals*, Pediatrics, Volume 123, No 1, January 2009. Kristen J. MacLeod, MD, et al.

Objectives and deliverables include the development of protocols and procedures for the telemedicine center, including issues such as informed consent and testimony, as well as storage, transfer, and retention of records; issuance of a solicitation for the selection of the pilot sites; and staffing and operation of the national center and pilot sites. There will be an initial planning phase of 12 months, during which time the recipient will—

- Develop victim-centered protocols and standard operating procedures;
- Work with OVC to determine the selection of pilot sites;
- Develop a staffing plan for the telemedicine center;
- Identify, purchase, and install needed technology and equipment; and
- Attend an onsite workshop at OVC within 60 days of the award date 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.

The final award will have a special condition withholding funds for implementation until all planning activities have been completed and approved by OVC.

### Process Evaluation

The award recipient will be required to conduct a process evaluation of the project. A process evaluation documents and analyzes the early development and actual implementation of the strategy or program, assessing whether strategies were implemented as planned and whether expected output was actually produced. Examples of output may include the following:

- Number of victims served.
- Number of sexual assaults reported to law enforcement.
- Number of sexual assaults investigated.
- Number of sexual assaults referred to prosecutors by law enforcement.
- Prosecution outcomes, such as acquittals, plea bargains, and convictions.

Detailed information about the program as it was actually implemented is invaluable for determining what worked and what did not. 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 and outcomes.
- Documentation such as meeting minutes, reports, memorandums, newsletters, and forms.

The applicant should identify an evaluator or evaluation team to conduct the process evaluation. The evaluator should have experience in designing and conducting evaluations and expertise in the area of sexual violence research. The evaluator will be required to submit an evaluation plan within 3 months of the award for review and approval by NIJ. NIJ will be available to provide technical assistance for the evaluation during the life of the project. Applicants must be sure to include sufficient funding for this evaluation in their budgets.

## **Amount and Length of Awards**

OVC anticipates that it will make a single award of up to \$3.5 million (including subawards for the pilot sites) for a 36-month project period.

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

Applicants should consider the amount needed for the technology, the national training, technical assistance, 24-hour support, and operation of the pilot sites, but also ensure that the budget is reasonable and cost effective.

## **Budget Information**

Applicants should include in their budget the estimated cost to attend the workshop at OVC that will occur within the first 60 days of the grant, as described above.

### **Limitation on Use of Award Funds for Employee Compensation; Waiver**

With respect to any award of more than \$250,000 made under this solicitation, federal funds may not be used to pay total cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that exceeds 110 percent of the maximum annual salary payable to a member of the Federal Government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. The 2012 salary table for SES employees is available at [www.opm.gov/oca/12tables/indexSES.asp](http://www.opm.gov/oca/12tables/indexSES.asp). Note: A recipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

The limitation on compensation rates allowable under an award may be waived on an individual basis at the discretion of the Assistant Attorney General (AAG) for OJP. An applicant requesting a waiver should include a detailed justification in the budget narrative of its 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 its budget.

The justification should include the particular qualifications and expertise of the individual, the uniqueness of the service being provided, 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.

### **Minimization of Conference Costs**

No OJP funding can be used to purchase food and/or beverages for any meeting, conference, training, or other event. Exceptions to this restriction may be made only in cases where such sustenance is not otherwise available (i.e., extremely remote areas), or where a special presentation at a conference requires a plenary address where there is no other time for sustenance to be obtained. Such an exception would require prior approval from OJP. This restriction does not apply to water provided at no cost, but does apply to any and all other refreshments, regardless of the size or nature of the meeting. Additionally, this restriction does

not impact direct payment of per diem amounts to individuals in a travel status under your organization's travel policy.

Updated DOJ and OJP guidance on conference planning, minimization of costs, and conference cost reporting will be forthcoming and will be accessible on the OJP Web site at [www.ojp.usdoj.gov/funding/funding.htm](http://www.ojp.usdoj.gov/funding/funding.htm).

**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 by individuals with limited English proficiency may be allowable costs. Reasonable steps to provide meaningful access to services or benefits may include interpretation or translation services where appropriate.

For additional information, see the "Civil Rights Compliance" section of the OJP "Other Requirements for OJP Applications" Web page at [www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

**Match Requirement**

This solicitation does not require a match; however, if a successful application proposes a voluntary match amount, the match amount incorporated into the OJP-approved budget becomes mandatory and subject to audit.

**Performance Measures**

To assist the Department in 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. Any award recipient will be required, 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
Development of protocols and procedures for the telemedicine center, including issues such as informed consent, testimony, storage, transfer, and retention of records.	Number of deliverables (as outlined in the solicitation) completed on time.	Submission of a comprehensive plan addressing the issues involved in conducting exams with telemedicine.  Selection of the pilot sites.  Development and submission of a staffing plan for maintaining the telemedicine center.

	Number of planning/ training meetings held.  Number of collaborative partners established.  Number of victims served.	Number of victims served by the center at each of the pilot sites.
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Submission of performance measures data is not required for the application. Instead, applicants should discuss in their application their proposed methods for collecting data for performance measures. Refer to the section “What an Application Should Include” on page 12 for additional information.

**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 subject’s 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 “Other Requirements for OJP Applications” Web page ([www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm)). Applicants whose proposals may involve a research or statistical component also should review the “Confidentiality” section on that Web page.

**Notice of Post-Award FFATA Reporting Requirement**

Applicants should anticipate that OJP will require all recipients (other than individuals) of awards of \$25,000 or more under this solicitation, consistent with the Federal Funding Accountability and Transparency Act of 2006 (FFATA), to report award information on any first-tier subawards totaling \$25,000 or more, and, in certain cases, to report information on the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients. Each applicant entity must ensure that it has the necessary processes and systems in place to comply with the reporting requirements should it receive funding. Reports regarding subawards will be made through the FFATA Subaward Reporting System found at [www.fsrs.gov](http://www.fsrs.gov).

Please note also that applicants should anticipate that no subaward of an award made under this solicitation may be made to a subrecipient (other than an individual) unless the potential subrecipient acquires and provides a Data Universal Numbering System (DUNS) number.

## How To Apply

Applications will be submitted through Grants.gov. Grants.gov is a “one-stop storefront” that provides a unified process for all customers of federal awards to find funding opportunities and apply for funding. Complete instructions on how to register and submit an application can be found at [www.Grants.gov](http://www.Grants.gov). If the applicant experiences technical difficulties at any point during this process, call the Grants.gov Customer Support Hotline at 1–800–518–4726 (606–545–5035 for applicants that reside outside the U.S.), 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 up to several weeks for first-time registrants to receive confirmation and a user password. OJP highly recommends that applicants start the registration process as early as possible to prevent delays in submitting an application package by the specified application deadline.

All applicants are required to complete the following steps:

1. **Acquire a 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 renewal of an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of 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. Obtain a DUNS number by calling Dun and Bradstreet at 1–866–705–5711 or by applying online at [www.dnb.com](http://www.dnb.com). A DUNS number is usually received within 1–2 business days.
2. **Acquire or renew registration with the Central Contractor Registration (CCR) database.** OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the CCR database. An applicant must be registered in the CCR database to successfully register in Grants.gov. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Note, however, that applicants must **update or renew their CCR registration annually** to maintain an active status. Information about CCR registration procedures can be accessed at [www.ccr.gov](http://www.ccr.gov).
3. **Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.** Complete the AOR profile on Grants.gov and create a username and password. The applicant organization’s DUNS number must be used to complete this step. For more information about the registration process, go to [www.grants.gov/applicants/get\\_registered.jsp](http://www.grants.gov/applicants/get_registered.jsp).

4. **Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization's AOR. Note that there can be more than one AOR for the organization.
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 (CFDA) number for this solicitation is 16.560, titled "National Institute of Justice Research, Evaluation, and Development Project Grants," and the funding opportunity number is OVC-2012-3232.
6. **Complete the Disclosure of Lobbying Activities.** All applicants must complete this information. An applicant that expends any funds for lobbying activities must provide the detailed information requested on the *Disclosure of Lobbying Activities* form (SF-LLL). An applicant that does not expend any funds for lobbying activities should enter "N/A" in the required highlighted fields.
7. **Submit an application consistent with this solicitation by following the directions in Grants.gov.** Within 24–48 hours after submitting the electronic application, the applicant should receive an e-mail validation message from Grants.gov. The validation message will state whether the application has been received and validated, or rejected, with an explanation. **Important:** Applicants are urged to submit applications **at least 72 hours prior** to the due date of the application to allow time to receive the validation message and to correct any problems that may have caused a rejection notification.

**Note: Grants.gov will forward the application to OJP's Grants Management System (GMS). GMS does not accept executable file types as application attachments.** These disallowed file types include, but are not limited to, the following extensions: ".com," ".bat," ".exe," ".vbs," ".cfg," ".dat," ".db," ".dbf," ".dll," ".ini," ".log," ".ora," ".sys," and ".zip."

**Note: Duplicate Applications**

If an applicant submits multiple versions of an application, OVC will review the most recent version submitted.

**Experiencing Unforeseen Grants.gov Technical Issues**

If an applicant experiences unforeseen Grants.gov technical issues beyond the applicant's control that prevent submission of its application by the deadline, the applicant must e-mail the OVC contact identified in the Contact Information section on page 2 **within 24 hours after the application deadline** and request approval to submit its application. The applicant must include in the e-mail a description of the technical difficulties, a timeline of submission efforts, the complete grant application, the applicant DUNS number, and Grants.gov Help Desk tracking number(s) the applicant has received. **Note: Requests are not automatically approved by OVC.** After the program office reviews all of the information submitted and contacts the Grants.gov Help Desk to validate the technical issues reported, OJP will contact the applicant to either approve or deny the request to submit a late application. If the technical issues reported cannot be validated, the application will be rejected as untimely.

The following conditions are not valid reasons to permit late submissions: failure to begin the registration process in sufficient time, failure to follow Grants.gov instructions on how to register

and apply as posted on its Web site, failure to follow all of the instructions in the OJP solicitation, and technical issues experienced with the applicant's computer or information technology environment, including firewalls.

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

## What an Application Should Include

Applicants should anticipate that failure to submit an application that contains all of the specified elements may negatively affect the review of the application; and, should a decision be made to make an award, it can result in the inclusion of special conditions that preclude access to or use of award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that applications that are unresponsive to the scope of the solicitation, or that do not include application elements designated by OVC 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, and Memorandum of Understanding. The Budget Narrative and the Budget Detail Worksheet may be combined in one document; however, if only one document is submitted, it must contain **both** narrative and detail information.

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

1. **Information To Complete the Application for Federal Assistance (SF-424)**  
The SF-424 is a standard form required for use as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov and GMS take information from the applicant's profile to populate the fields on this form. When selecting "type of applicant," if the applicant is a for-profit entity, select "For-Profit Organization" or "Small Business" (as applicable).
2. **Program Narrative**  
The program narrative should not exceed 25 double-spaced pages in 12-point font with 1-inch margins. If the program narrative fails to comply with these length-related restrictions, noncompliance can be considered in peer review and in final award decisions.

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

- a. **Project Abstract:** The application should include a one-page summary that describes the project's purpose, goals, and objectives, as well as the activities that will be implemented to achieve these goals and objectives, methods, and outcomes.
- b. **Summary Data Sheet:** The applicant must list the following information on a single page:

- Applicant agency name, address, and service area.
  - Name, title, address, phone number, and e-mail address for the authorized representative.
  - Name, title, address, phone number, and e-mail address for the grant point of contact.
  - The title of the proposed project.
  - The amount of funding requested.
  - List of project partners being compensated.
- c. **Statement of the Problem:** The problem statement must describe the need for the project. This statement should reflect an understanding of the different populations of victims to be served, the technology involved, and how the technology will be used to meet the needs of the victim populations. It should also reflect an understanding of sexual assault forensic examinations and the use of forensic evidence in sexual assault cases from a national perspective.
- d. **Project Design and Implementation:** The project design and implementation should address the following several required elements:
- i. 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. The application should clearly describe how funding will support the overall success of the project. Goals should include both goals for the planning process and the implementation as described above on page 6.
  - ii. Provide a project design and implementation. This plan must describe the project strategy and discuss how the strategy will address the identified problems and support the goals and objectives. The applicant's strategy or design should include a description of project phases (including planning and implementation), tasks, activities, staff and partner responsibilities, and clear descriptions of products. The design must specifically address what issues the applicant anticipates will arise as a result of the telemedicine center, such as informed consent or testimony in court, and how the applicant will use the planning phase to address such issues and identify others. The design should also include a process evaluation of the project.
  - iii. Provide a detailed timeline. The timeline can be in chart form and will not be counted against the 25-page limit. The timeline must include objectives, major activities and products, the organizations or individuals responsible for each activity, the completion of each activity, and the submission of semiannual progress reports and quarterly financial reports.
- e. **Capabilities and Competencies:** 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 include a staffing plan, including unique qualifications of any identified staff members. Applicants must describe how the project will be managed and include a

list of personnel responsible for managing and implementing the major stages of the project. This includes both the personnel of the applicant and the personnel of all partner organizations. The project director must have both the substantive expertise and experience to perform crucial leadership functions and sufficient time to devote to the project to provide the needed guidance and supervision.

- f. **Plan for Collecting the Data Required for This Solicitation's Performance Measures:** Submission of performance measures data is not required for the application. Performance measures are included as an alert that successful applicants will be required to submit specific data to OVC as part of the reporting requirements. For the application, the applicant should indicate an understanding of these requirements and discuss how they will gather the required data, should the applicant receive funding.

### 3. Budget Detail Worksheet and Budget Narrative

#### a. Budget Detail Worksheet

A sample budget detail worksheet can be found at [www.ojp.gov/funding/forms/budget\\_detail.pdf](http://www.ojp.gov/funding/forms/budget_detail.pdf). If the budget is submitted in a different format, the budget categories listed in the sample budget worksheet should be included.

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

#### b. Budget Narrative

The budget narrative should thoroughly and clearly describe every category of expense listed in the budget detail worksheet. Proposed budgets are expected to be complete; reasonable and allowable; cost effective; and necessary for project activities. The narrative should be mathematically sound and correspond with the information and figures provided in the budget detail worksheet. The narrative should explain how all costs were estimated and calculated 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.

### 4. Indirect Cost Rate Agreement (if applicable)

Indirect costs are allowed only if the applicant has a federally approved indirect cost rate. (This requirement does not apply to units of local government.) A copy of the rate approval should be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's 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. If DOJ is the cognizant federal agency, obtain information needed to submit an indirect cost rate proposal at [www.ojp.usdoj.gov/funding/pdfs/indirect\\_costs.pdf](http://www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf).

### 5. Tribal Authorizing Resolution (if applicable)

If an application is being submitted by either (1) a tribe or tribal organization or (2) a third party proposing to provide direct services or assistance to residents on tribal lands, then

a current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal council or comparable governing body authorizing the inclusion of the tribe or tribal organization and its membership should be included with the application. In those instances when an organization or consortium of tribes proposes to apply for a grant on behalf of a tribe or multiple specific tribes, then the application should include a resolution (or comparable legal documentation, as may be applicable) from all tribes that will be included as a part of the services/assistance provided 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 authorizing resolution or other enactment of each tribal governing body) may submit a copy of its consortium bylaws with the application in lieu of tribal resolutions (or comparable legal documentation).

If an applicant is unable to obtain and submit with its application a fully executed (i.e., signed) copy of a tribal resolution or other comparable legal documentation as may be consistent with the tribe's governance structure, then, at minimum, the applicant should submit an unsigned, draft version of such legal documentation as part of its application (except in cases where, with respect to a tribal consortium applicant, consortium bylaws allow action without the support of all consortium member tribes). If selected for funding, use of and access to funds will be contingent on receipt of the fully executed tribal resolution or other, comparable legal documentation.

## **6. Additional Attachments**

### **a. Memorandum of Understanding (MOU)**

Each applicant must enter into an MOU with sufficient partners to demonstrate technological capacity, provide a process evaluation of the project, and provide sufficient expertise on specific victim populations relevant to the project, such as tribal victims, rural victims, military victims, and victims in corrections.

The MOU must—

- Identify the partners and provide a brief history of the collaborative relationship among those partners, including when and under what circumstances the relationship began and when each partner entered into the relationship;
- Specify the extent of each partner's participation in developing the application;
- Clearly state the roles and responsibilities each organization or agency would assume to ensure the success of the proposed project;
- Identify the representatives of the planning and development team who will be responsible for developing and implementing project activities and describe how they will work together and with project staff;
- Demonstrate a commitment on the part of all project partners to work together to achieve stated project goals;
- Indicate approval of the proposed project budget by all signing parties;

- Describe the resources each partner will contribute to the project, either through time, in-kind contributions, or grant funds (e.g., office space, project staff, and training); and
  - Be signed by the head of the agency or organization.
- b. **Résumés of Key Personnel**  
 Résumés of key personnel must be provided. This should include both employees of the applicant and of MOU partners. For positions that are vacant, provide job descriptions outlining roles and responsibilities and provide the selection criteria for the proposed new positions.
7. **Other Standard Forms**  
 Additional forms that may be required in connection with an award are available on OJP's funding page at [www.ojp.usdoj.gov/funding/forms.htm](http://www.ojp.usdoj.gov/funding/forms.htm). For successful applicants, receipt of funds may be contingent upon submission of all necessary forms. Note in particular the following forms:
- a. [Standard Assurances](#)  
 Applicants must read, certify, and submit this form in GMS prior to the receipt of any award funds.
  - b. [Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements](#)  
 Applicants must read, certify, and submit in GMS prior to the receipt of any award funds.
  - c. [Accounting System and Financial Capability Questionnaire](#)  
 Required for any applicant other than an individual that is a non-governmental entity and that has not received any award from OJP within the past 3 years; this form must be downloaded, completed, and submitted.

## Selection Criteria

Applications will be evaluated and rated on how the project meets the following selection criteria, which were described in the section of this solicitation titled "What an Application Must Include" on pages 12–16.

1. Statement of the Problem (15%)
2. Project Design and Implementation (40%)
3. Capabilities and Competencies (15%)
4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (5%)
5. Budget is complete; reasonable and allowable; cost effective; and necessary for project activities (10%)
6. Memorandums of Understanding (15%)

## 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 (BMR). For OVC, the BMRs include the following:

- Applicants must request funding within programmatic funding constraints.
- Applications must be responsive to the funding purpose or goal of the solicitation under which it is submitted.
- Applications that fail to include items designated as “critical elements” will not be forwarded for peer review. For OVC, those critical elements are a program narrative, a program budget, a budget narrative, and MOUs.
- During the BMR process, the organization name submitted as the applicant organization in all applications for competitive discretionary awards will be checked against current listings in the Excluded Parties List System (EPLS) maintained by the General Services Administration. Applications from organizations currently on the EPLS database as being suspended or debarred from participation in federal grant programs will not be submitted to peer review during the period of suspension or debarment.

OVC may use either internal peer reviewers, external peer reviewers, or a combination to review the applications under this solicitation. 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. Applications that meet basic minimum requirements will be evaluated, scored, and rated by a peer review panel. Peer reviewers’ ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations for award recommendations and decisions may include, but are not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding.

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

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

## Additional Requirements

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

- Civil Rights Compliance
- Faith-Based and Other Community Organizations
- Confidentiality
- Research and the Protection of Human Subjects
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with the [OJP Financial Guide](#)
- Suspension or Termination of Funding
- Nonprofit Organizations
- For-profit Organizations
- Government Performance and Results Act
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act of 2006
- Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement
- Active CCR Registration

## **Provide Feedback to OJP on This Solicitation**

To assist OJP in improving its application and award processes, we encourage applicants to provide feedback on this solicitation, application submission process, and/or the application review/peer review process. Feedback can be provided to [OJPSolicitationFeedback@usdoj.gov](mailto:OJPSolicitationFeedback@usdoj.gov).

# Application Checklist

## OVC FY 2012 Sexual Assault Forensic Medical Examination Telemedicine Center: An Innovative Pilot Project

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

**Eligibility Requirement:** Applicant provides sufficient demonstration of ability to provide national-scope training and technical assistance and includes sufficient partners to address necessary technology, evaluation, and relevant, specific victim populations.

\_\_\_\_\_ The federal amount requested is within the allowable limit(s) of \$3.5 million.

### What an Application Should Include:

- \_\_\_\_\_ Application for Federal Assistance (SF-424) (see page 12)
- \_\_\_\_\_ Program Narrative (see page 12)
- \_\_\_\_\_ Budget Detail Worksheet (see page 14)
- \_\_\_\_\_ Budget Narrative (see page 14)
- \_\_\_\_\_ Disclosure of Lobbying Activities (SF-LLL) (see page 11)
- \_\_\_\_\_ Indirect Cost Rate Agreement (if applicable) (see page 15)
- \_\_\_\_\_ Tribal Authorizing Resolution (if applicable) (see page 15)
- \_\_\_\_\_ Additional Attachments: (see page 15)
  - \_\_\_\_\_ Memorandum of Understanding
  - \_\_\_\_\_ Resumes of Key Personnel
- \_\_\_\_\_ Other Standard Forms, as applicable (see page 16), including:
  - \_\_\_\_\_ Accounting System and Financial Capability Questionnaire (if applicable)