

U.S. DEPARTMENT OF JUSTICE
Office of Justice Programs
Office for Victims of Crime

**SEXUAL ASSAULT RESPONSE TEAM (SART) TOOLKIT
COOPERATIVE AGREEMENT**

**FY 2004
DISCRETIONARY GRANT
APPLICATION KIT**



Office for Victims of Crime
April 2004

CONTENTS

Award Amount	1
Award Period	1
Goal	1
Purpose	1
Background	1
Program Strategy	2
Evaluation	4
Performance Measures	4
Eligibility Requirements	5
Application Due Date	5
Contact Person	5
Application Guidelines and Instructions	6
How To Apply	6
Application Review Checklist	7
Online Forms	7
Attachments	7
Quick Start Guide to Using OJP's Online Grants Management System	8
Application Requirements	10
Required Submissions	10
Application for Federal Assistance (SF-424)	10
Assurances and Certifications	10
Other Required Assurances	11
Attachment 1. Budget Detail Worksheet	12
Attachment 2. Program Narrative	13
Attachment 3. Other Program Attachments.	16
Selection Procedure	16
Selection Criteria	17
Reporting Requirements	19
Reports	19
Grants versus Cooperative Agreements.	19

Sexual Assault Response Team (SART) Toolkit Cooperative Agreement

Award Amount. Funding FY 2004: One award for \$150,000.

Award Period. 15-18 months.

Goal. The goal is to promote the development and implementation of a coordinated, multidisciplinary, and victim-centered first response to victims of sexual assault in communities across the Nation.

Purpose. The purpose is to develop, pilot test, and disseminate a state-of-the-art technical assistance toolkit that will provide communities with information and resources to assist them in developing and administering a SART in their community.

Background. In 2000, OVC released the *Sexual Assault Nurse Examiner (SANE) Development and Operation Guide*. This guide was produced by the Sexual Assault Resource Service (SARS) in Minneapolis, Minnesota, to address the field's need for an evidence-based guide on developing and operating a SANE program. OVC funded this pioneering effort because the focus of SANE programs is to improve the forensic medical response to sexual assault victims, to enhance medical evidence collection for better prosecution, and to promote community involvement and concern with victims of sexual assault. To date, over 11,000 copies have been distributed to communities around the country. OVC followed up with workshops throughout the United States to provide communities with direct technical assistance on SANE program development. OVC provided seed money for the establishment of a web-based program administered by SARS that is tracking the development of SANE and SART programs throughout the U.S. and conducting a national-scope evaluation of SANE program efficacy (www.sane-sart.com).

While SANE programs have been effective in providing improved forensic medical services to victims of sexual assault, it is clear that SANE programs most effectively serve victims as part of a coordinated, multidisciplinary response. A critical element of that response is the immediate or first response to victims in the aftermath of a sexual assault. While some states and sexual assault coalitions have developed guides and protocols for SART development in their jurisdictions, OVC continues to receive requests from the field for technical assistance on developing Sexual Assault Response Teams and other similar models. A SART typically includes representation from forensic nursing and medical professionals, sexual assault victim advocates, law enforcement, prosecution, and increasingly, a crime lab specialist. The SART make-up varies from community to community, and may include an expanded range of professionals who work with specific victim populations, such as a battered women's advocate, a system-based advocate, or a child protective services worker.

Despite the existence of at least 350 SART programs in the Nation, as well as established protocols and procedures in some jurisdictions, there has been no national-scope initiative that has assessed the current state of SART development to evaluate and catalog evidence-based as well as promising practices and models. There is also a need for a corresponding assessment and synthesis of technical assistance materials specific to SART program development, especially those that support the development of “specialized” SART models and protocols that can effectively serve victims in rural, remote, or tribal areas; in military settings; and on college campuses.

Program Strategy. OVC will fund the development, pilot testing, and dissemination of a package of technical assistance materials, or “toolkit,” to support the replication of Sexual Assault Response Teams across the Nation. It is critical that applicants understand that the purpose of the toolkit is not to promote a particular model or protocol or to supercede any state and/or local statute, policy, or procedure. Instead, the “toolkit” is designed to provide guidance on how to set up and administer a SART program. As a complement to the toolkit, second year funding will support the production of a short, high-production video to promote awareness and understanding of how the SART model improves the community response to sexual assault victims, and as a result of increased reporting and better evidence collection, holds offenders accountable for their crimes. As the Office of Justice Programs is increasingly moving towards electronic formats for dissemination of materials, OVC is particularly interested in strategies that will incorporate an online or electronic format for product dissemination. Applicants are advised that OVC sponsors a National SART Training Conference every 2 years. The next SART conference is scheduled for late May or early June, 2005, at a site to be determined. The applicant should plan to participate in the conference to highlight the project findings and strategy at this conference, and should include estimated expenses in their submitted budget to cover their participation in and presentation at the SART Conference. Finally, applicants should be aware that the document, *A National Protocol: Sexual Assault Forensic Examination*, developed by the Office on Violence Against Women (OVW), U.S. Department of Justice will be available later in 2004. Although this document focuses primarily on forensic medical examinations, it describes the roles of other first responders in assisting sexual assault victims and emphasizes the importance of a multidisciplinary response. The document will be available online at the OVW Web site, www.ojp.usdoj.gov/vawo/.

For the first year, project tasks and deliverables, at a minimum, should include the following:

- Establish and convene an advisory committee with diverse geographic representation from the areas of forensic nursing and medicine, law enforcement, prosecution, victim advocacy, and a crime lab, as well as other relevant disciplines to guide the strategy and implementation of the project. The first meeting must be “in person,” although subsequent meetings and communication may be conducted through other means.
- Conduct a national-scope review of the current literature, existing curricula, and resource materials as well as established state and local protocols; model programs; promising

practices; and other resources that can complement or support the development of the proposed toolkit.

- Assess the state of SART development across the United States to determine the unmet technical assistance needs of first responders to sexual assault victims, particularly among underserved and special populations.
- Develop the toolkit materials based on (1) findings from the national-scope review of literature and resources; (2) findings from the national-scope assessment of SART technical assistance needs; and (3) input from the advisory committee. Components of the toolkit may include, but are not limited to
 - A compilation and description of evidence-based model protocols and policies, including information on the joint versus independent approach to victim interviews.
 - A compendium of promising practices, especially in serving special populations in rural, remote, or tribal areas, or in military or campus settings.
 - A development and operational guide that includes information on such topics as funding resources; assessing community feasibility to support a SART; maintaining program coverage; working with diverse and underserved victim populations; legal and jurisdictional issues and considerations; a delineation of SART member roles, responsibilities, and boundaries; the impact of the Health Insurance Portability and Accountability Act (HIPAA) regulations on SART practices and operation; and other topics identified by the applicant.
 - A bibliography of training and technical assistance resources.
- The development of a strategy and draft script for the video.
- Development of a workshop format for a multidisciplinary audience that can be used at conferences, community meetings, and other settings to disseminate information and technical assistance to those interested in developing a SART.
- Development of a strategy for identifying and selecting five sites that are diverse in geography, population, and setting to pilot test the draft toolkit materials and workshop format.

Applicants are not expected to provide a detailed strategy for subsequent years of the project in their application, but should outline a projected plan for carrying out the continuation phases of the project in their application narrative. Depending on grantee performance during the project's first phase and deposits in the Crime Victims' Fund, OVC will provide additional funding to support tasks and deliverables for subsequent phases of the project.

In the second and third years, project tasks and deliverables, at a minimum, should include the following:

- Develop a short video with high production values that must be produced by a professional video production company. The video should identify the key elements of the SART model and demonstrate the benefits of this coordinated, multidisciplinary approach to responding to the needs of sexual assault victims.
- Pilot test the toolkit, workshop, and video in at least five sites with geographic and population diversity.
- Revise the toolkit, workshop format, and video based on the results of the pilot testing by the grantee and a peer review conducted by OVC.
- Evaluate the toolkit, workshop, and video to determine the impact of these technical assistance materials in supporting the development of a SART in the five community pilot sites.
- Provide technical assistance workshops to other communities using the revised technical assistance materials.
- Produce a short, 1 to 2 page report that OVC can disseminate as an OVC fact sheet on the toolkit and video and their availability to practitioners and communities.
- Provide a marketing plan for the toolkit and video for local, regional, and national use, and submit it to OVC for approval.

Evaluation. The applicant must include a plan to perform a basic evaluation of the project, incorporating the performance measures identified below and other appropriate performance indicators. The overall evaluation should include findings from the pilot testing of all technical assistance materials, workshop format, and video as well as a followup mechanism to assess the longer term impact of the project.

Performance Measures. To ensure compliance with the Government Performance and Results (GPRA), Public Law 103-62, this solicitation notifies applicants that they are required to collect and report data that measure the results of the programs implemented with this grant. To ensure accountability of this data, for which OJP is responsible, the performance measures for the first year follow:

- Number of sites receiving moderate/intensive technical assistance.
- Number of educational materials disseminated

Eligibility Requirements. Eligible applicants are private, nonprofit organizations; public agencies, including units of state, local, and tribal governments; and colleges or universities that have a knowledge and understanding of sexual assault victimization issues; expertise in conducting national-scope information searches; and extensive knowledge of multidisciplinary collaboration. Applicants must also demonstrate their organizational capacity to successfully complete all phases of this project. Stronger consideration will be given to organizations that propose to hire a program manager specifically for this project rather than giving existing personnel the adjunct duty of project director responsibilities.

Application Due Date. Applications under this solicitation must be submitted to GMS by 8 p.m. EST on May 20, 2004. The GMS registration deadline for this solicitation is 8 p.m. EST on May 6, 2004.

Contact Person. Marie Martinez, telephone 202-514-5084 or e-mail martinem@ojp.usdoj.gov

Application Guidelines and Instructions

How To Apply

OJP now requires that funding applications be submitted through the OJP Grants Management System (GMS). Access through the Internet to this online application system will expedite and streamline the receipt, review, and processing of requests for funding. Applications will only be accepted through the GMS online application system.

Applications submitted via GMS must be in the following word processing formats: Microsoft Word (*.doc*), PDF files (*.pdf*), or Text documents (*.txt*).

To learn how to begin the online application process, please see the **Quick Start Guide to Using OJP's Online GMS** on8. A toll-free telephone number (1-888-549-9901) has been established to provide applicants with technical assistance as they work through the online process.

DUNS Number is Required. A Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number must be included in every application for a new award or renewal of an award. The DUNS number will be required whether an applicant is submitting an application through OJP's Grants Management System (GMS) or using the government-wide electronic portal. An application will not be considered complete until the applicant has provided a valid DUNS number. Individuals who would personally receive a grant or cooperative agreement from the federal government are exempt from this requirement.

An Environmental Assessment May be Required. All award recipients must comply with the National Environmental Policy Act (NEPA). To ensure NEPA compliance, OVC may require some award recipients to submit additional information.

Application Review Checklist

All applications must be submitted electronically through OJP's GMS, which can be accessed at www.ojp.usdoj.gov/fundopps.htm. **Applications submitted via GMS must be in the following word processing formats: Microsoft Word (*.doc*), PDF files (*.pdf*), or Text documents (*.txt*).** Organizations should verify that they have a DUNS number or take the steps necessary to obtain one as soon as possible. Applicants can receive a DUNS number at no cost by calling the toll free DUNS number request line at 1-800-333-0505.

Please use this checklist to make sure your application is complete. Refer to corresponding sections in this announcement to determine the specific contents of each attachment. Your GMS application must include the following:

Online Forms

_____ **Application for Federal Assistance (Standard Form 424).** This form is generated by completing the Overview, Applicant Information, and Project Information screens in GMS.

_____ **Assurances and Certifications.** The Assurances and Certifications must be reviewed and accepted electronically by the authorizing official or the designated authorizing official.

Attachments (3)

_____ **Budget Detail Worksheet (Attachment 1).** The Budget Detail Worksheet must present a detailed budget that itemizes all proposed costs and must include a budget narrative that provides justification for all proposed costs. Applicants do not have to use the Budget Detail Worksheet Form, but they must adhere to the categories and provide all information requested on this Worksheet.

_____ **Program Narrative (Attachment 2).** The Program Narrative must include

- _____ Project Abstract.
- _____ Problem Statement.
- _____ Project Goals and Objectives.
- _____ Project Design/Implementation Plan.
- _____ Organizational Capability and Project Management.
- _____ Plans for Measuring Progress and Outcomes.

_____ **Other Program Attachments (Attachment 3).** The Other Program Attachments must include the following elements. **Note:** All of the below materials must be attached in one (1) file.

- _____ Resumes of key personnel/position descriptions (required).
- _____ Letters of support (where appropriate).
- _____ Memoranda of understanding (where appropriate).

Quick Start Guide to Using OJP's Online Grants Management System

Step 1. Using an established Internet account, go to www.ojp.usdoj.gov/fundopps.htm. An online *Applicant Procedures Handbook* is available on this page and applicants may link directly to OJP's Grants Management System (GMS), which provides online help.

Note: Applicants without an Internet account should call the GMS Hotline at 1-888-549-9901 for assistance.

Step 2. Click on "Logon to the Grants Management System (GMS)."

Step 3. Follow the onscreen instructions. First-time GMS users should click on "New User? Register Here." Applicants who already have a GMS password should click on "GMS Sign-In." Proceed to the SART Toolkit Discretionary Grant Solicitation and begin working on it. **You must do this to complete the registration process!**

Applicants will receive e-mail confirmation from OVC that they are eligible to submit an application within 7 days. Plan ahead. Applicants can register at any time and are encouraged to do so as soon as possible. Applicants must create a separate GMS account for each application to be submitted.

Please note: Applicants must ensure that the information for the authorizing official and alternate contact is entered correctly. The authorizing official is the individual authorized to accept grant funds in your organization. If the individual applying online is not the signing authority, that individual must list the authorizing official's name and contact information where appropriate.

Questions or problems? Applicants who have questions should refer to the online handbook or access applicable help screens. If the questions cannot be addressed by accessing the online GMS reference tools, call the GMS Hotline at 1-888-549-9901. Previous users should contact the GMS Hotline if they are having difficulty with their user ID and password.

Step 4. Complete the online Application for Federal Assistance (SF-424) by providing the required information in the Overview, Applicant Information, and Project Information screens.

Step 5. Complete the application by electronically "accepting" the Assurances and Certifications and submitting the three (3) required file attachments—Budget Detail Worksheet, Program Narrative, and Other Program Attachments. See the Application Review Checklist on page 7 and the Application Requirements on page 10 for detailed instructions about the information to include in each attachment.

Please note: Applicants must upload one (1) file per attachment. Only the most current file uploaded to the appropriate attachment will be saved as part of the application. All sections of each attachment must be completed for your application to be considered for funding.

Submit your completed application online. The GMS system will notify the applicant that the application has been received and sent to OVC, and it will provide an application identification number for future reference. Applicants who have questions about GMS or need technical assistance with applying online should contact the **GMS Hotline at 1-888-549-9901, Monday through Friday, 7 a.m. to 9 p.m. (except federal holidays).**

Application Requirements

Required Submissions. Applicants for Office for Victims of Crime Discretionary Grants must submit the following information online through the Office of Justice Programs' (OJP's) Grants Management System (GMS):

1. Application for Federal Assistance, Standard Form 424.
 2. Assurances and Certifications.
 3. Program Attachments (3).
- **Attachment 1. Budget Detail Worksheet**, including budget work sheet and budget narrative.
 - **Attachment 2. Program Narrative**, including project abstract, problem statement, project goals and objectives, project design/implementation plan and time-task line, project management and organizational capability statement, and plans for measuring progress and outcomes.
 - **Attachment 3. Other Program Attachments**, including resumes of key personnel, position descriptions, letters of support, memoranda of understanding, information about the author of the proposal, and other attachments as needed.

Detailed instructions about and descriptions of each required element are provided below. An Application Review Checklist has been provided for your convenience (see page 7). **Note:** Applications that do not include all required elements will not be considered for funding.

Application for Federal Assistance (SF-424). The Application for Federal Assistance is a standard form used by most federal agencies. It contains 18 items that must be completed online in the Overview, Applicant Information, and Project Information sections of OJP's GMS.

Assurances and Certifications. Applicants are required to review and accept the Assurances and Certifications. Please verify that the name, address, phone number, fax number, and e-mail address of the authorizing official have been entered correctly on these online forms.

- **Assurances.** The applicant must comply with assurances to receive federal funds under this program. It is the responsibility of the recipient of the federal funds to fully understand and comply with these requirements. Failure to comply may result in the withholding of funds, termination of the award, or other sanctions.
- **Certifications Regarding Lobbying, Debarment, Suspension, and Other Responsibility Matters, and the Drug-Free Workplace Requirement.** Applicants are required to review and check off the box on the certification form included in the online

application process. This form commits the applicant to comply with the certification requirements under 28 CFR Part 69, “New Restrictions on Lobbying,” and 28 CFR Part 67, “A Government-Wide Debarment and Suspension (Nonprocurement) and Government-Wide Requirements for Drug-Free Workplace (Grants).”

The authorizing official must review the Assurances and Certifications forms in their entirety. To accept the Assurances and Certifications in GMS, click on the Assurances and Certifications link and click the “Accept” button at the bottom of the screen.

Note: Before signing the certifications, applicants should be aware that the Anti-Lobbying Act, 18 U.S.C. § 1913, was recently amended to expand significantly the restriction on use of appropriated funding for lobbying. This expansion also makes the anti-lobbying restrictions enforceable via large civil penalties, with civil fines between \$10,000 and \$100,000 per each individual occurrence of lobbying activity. These restrictions are in addition to the anti-lobbying and lobbying disclosure restrictions imposed by 31 U.S.C. § 1352.

The Office of Management and Budget (OMB) is currently in the process of amending the OMB cost circulars and the common rule (codified at 28 CFR. Part 69 for DOJ grantees) to reflect these modifications. However, in the interest of full disclosure, all applicants must understand that no federally appropriated funding made available under this grant program may be used, either directly or indirectly, to support the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government, without the express approval by OJP. Any violation of this prohibition is subject to a minimum \$10,000 fine for each occurrence. This prohibition applies to all activity, even if currently allowed within the parameters of the existing OMB circulars.

Other Required Assurances

Faith-Based Organizations. Consistent with President Bush’s Executive Order 13279, December 12, 2002, it is now OVC policy that faith-based and community organizations that statutorily qualify as eligible applicants under OVC programs are invited and encouraged to apply for assistance awards. Faith-based and community organizations will be considered for awards on the same basis as other eligible applicants and, if they receive assistance awards, will be treated on an equal basis with nonfaith-based and community organization grantees in the administration of such awards. No eligible applicant or grantee will be discriminated against on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or persons working in the organization.

Civil Rights Compliance. All recipients of federal grant funds are required to comply with nondiscrimination requirements contained in various federal laws, including Title VI of the Civil Rights Act of 1964 (“Title VI”) and § 809 of the Omnibus Crime Control and Safe Streets Act of 1968 (“Safe Streets Act”), as amended. In the event that a court of an

administrative agency makes a finding of discrimination on grounds of race, color, religion, national origin, genders, disability, or age against a recipient of funds after a due process hearing, the recipient must agree to forward a copy of the findings to the Office for Civil Rights of the Office of Justice Programs. All applicants should consult the Assurances required with the application funds to understand the applicable legal and administrative requirements.

Services to Limited-English-Proficient (LEP) Persons. National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI and the Safe Streets Act, recipients are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. The U.S. Department of Justice has issued guidance for grantees to assist them in complying with Title VI requirements. The guidance document can be accessed on the Internet at www.lep.gov, or by contacting the Office of Justice Program’s Office for Civil Rights at 202–307–0690, or by writing to the following address: Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice, 810 7th Street, NW, 8th Floor, Washington, DC 20531.

The authorizing official must review the Assurances and Certifications forms in their entirety. To accept the Assurances and Certifications in GMS, click on the Assurances and Certifications link and click the “Accept” button at the bottom of the screen.

Attachment 1. Budget Detail Worksheet. The applicant must provide a detailed budget that (1) is complete, allowable, cost-effective in relation to the proposed activities, and accurately reflects how grant funds will be used to accomplish the goals and objectives of the proposal, (2) shows the cost calculations demonstrating how the applicant arrived at the total amount requested, and (3) provides a supporting budget narrative to link costs with project implementation (see below for more about the budget narrative). These federal grant funds must not be used to supplant state or local funds. The federal funds must be used to supplement existing funds for program activities and not to replace funds already appropriated for the same purpose. The total amount of the federal share of the budget must not exceed the amount approved by OVC.

Applicants must submit both a budget worksheet and a budget narrative in one file. The worksheet provides the detailed computations for each budget item, and the narrative justifies or explains each budget item and relates it to project activities.

- **Budget Worksheet.** The budget worksheet must list the cost of each budget item and show how the costs were calculated. For example, costs for personnel should show the annual salary rate and the percentage of time devoted to the project for each employee to be paid through grant funds. The budget worksheet should present a complete and detailed itemization of all proposed costs.

- **Budget Narrative.** The budget narrative should closely follow the content of the budget worksheet and provide justification for all proposed costs. For example, the narrative should explain how fringe benefits were calculated, how travel costs were estimated, why particular items of equipment or supplies must be purchased, and how overhead or indirect costs were calculated. The budget narrative should justify the specific items listed in the budget worksheet, particularly supplies, travel, and equipment, and demonstrate that all costs are reasonable.

Applicants may refer to the sample Budget Detail Worksheet form on OVC's Web site at www.ojp.usdoj.gov/ovc/fund/forms.htm#1 and use it as a guide in preparing the budget worksheet and budget narrative. OJP's Financial Guide, containing information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records, is also available on OJP's Web site at <http://www.ojp.usdoj.gov/oc/>. This document will govern the administration of funds by all successful applicants and their contractors.

Applicants should plan to attend an annual OVC discretionary grantee meeting in Washington, DC. Except for local grantees, applicants should include line items detailing all estimated travel expenses associated with attending this meeting. Applicants that receive annual funding of more than \$100,000 should also budget costs to attend one Financial Management Training Seminar sponsored by OJP's Office of the Comptroller (OC), unless the grantee has previously attended this seminar. Specific information such as dates and locations of upcoming OC events can be found at <http://www.tech-res-intl.com/doj-octraining/>. **Note:** Total costs specified in the Budget Detail Worksheet must match the total amount on line 15.g. of the SF 424.

Attachment 2. Program Narrative. The program narrative should not exceed 25 doubled-spaced pages in 12-point font with 1-inch margins, and it must include 6 separate sections—Project Abstract, Problem Statement, Project Goals and Objectives, Project Design/Implementation Plan, Organizational Capability and Project Management, and Plans for Measuring Progress and Outcomes. Each section is described below.

2a. Project Abstract. The application should include a 1-page summary that describes the project's purpose, goals and objectives, and activities that will be implemented to achieve the project's goals and objectives, methods, and outcomes.

2b. Problem Statement. The problem statement must describe the need for the project and provide a clear statement of how funding will support the project's value to the victims' field by meeting a stated goal.

2c. Project Goals and Objectives. The applicant must specify the goals and objectives of the project, must describe project accomplishments, and must document the progress of the existing project. The objectives should be measurable 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.

2d. Project Design/Implementation Plan. The project design and implementation 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 must include a description of project phases, tasks, activities, staff responsibilities, and clear descriptions of interim deliverables and final products. It must also include a time-task plan that clearly identifies objectives, major activities, and products. The time-task plan presented in chart form will not be included as part of the 25-page narrative limitation.

The applicant must describe the following:

- The strategy, tasks, and time-task plan for developing the services and products. Applicants must develop a time-task plan that clearly identifies major activities and products for the duration of the project period. This plan must include the designation of organizational responsibility, a schedule for the completion of the activities, and submission of finished products. In preparing the time-task plan, the GANNT chart, or schedule, applicants should make certain that all project activities will occur within the proposed project period. The plan also must provide for the submission of financial and progress reports. All recipients are required to submit semiannual progress reports and quarterly financial reports. **Applicants should keep in mind the OVC requirement that final drafts of all publications, including videos, are to be submitted 120 days prior to the end of the grant period. In most instances, the draft publication will undergo an external review by subject matter experts retained by OVC to provide written comments on the publication's accuracy, relevance, and readability, and to provide suggestions to enhance the publication. In all instances, the publication will be reviewed internally by OVC and other DOJ agencies.** For further guidance on the publication process, refer to the current edition of OVC's *Publishing Guidelines Handbook* online at www.ojp.usdoj.gov/ovc/publications/infores/pubguidehndbk/welcome.html.
- The project's intended services and deliverables or products, such as training and technical assistance, training curricula, promising practices compendia, symposia, and videotapes.
- Coordination of the project with other organizations, including victim services, criminal and juvenile justice systems, and any joint or cooperative efforts.
- Any unusual features of the project such as design; technological innovations; reductions in cost or time; and extraordinary community, volunteer, or private sector involvement.

- Procedures for testing and evaluating the service or product, or its method for obtaining feedback about its worth to the field.
- The dissemination plan for the product or services. Applicants should provide recommendations for dissemination of any products. If those recommendations include nontraditional groups, such as organizations or agencies not likely to be included in a victim assistance or criminal justice mailing list, then applicants should be prepared to provide specific names and contact information. In most instances, publications that have been reviewed, revised by the grantee, and subsequently approved for publication by OVC will be printed by OVC and disseminated through the OVC Resource Center at the expense of OVC. Most publications also will be uploaded to the OVC Web site.

2e. Organizational Capability and Project Management. Applications must include a clear description of the applicant's management structure. Applicants must include a description of the current and proposed professional staff members' unique qualifications that will enable them to fulfill their grant responsibilities.

Applicants must describe how the program will be managed and include an organizational chart or information describing the roles and responsibilities of key organizational and functional components and personnel. Applicants must also include a list of personnel responsible for managing and implementing the major stages of the project. If additional staff will be hired to complete the project, the applicant should identify the selection criteria.

The project director must have both the substantive expertise/experience to perform crucial leadership functions and sufficient time to devote to the project to provide the needed guidance and supervision. Job descriptions and copies of resumes for proposed key staff positions should be included in Attachment 3.

2f. Plans for Measuring Progress and Outcomes. Evaluation is critical to ensure that each OVC project is operating as designed and achieving its goals and objectives. Accordingly, each application must provide a plan to assess the project's effectiveness and to evaluate the accomplishment of project goals and objectives. Goals and objectives must be clearly stated, links established between program activities and objectives, and performance measures identified. Performance measures will address a mix of immediate and intermediate outcomes and information on long-term impact, as appropriate and feasible.

The evaluation plan should address the measurement of the degree to which the toolkit has influenced the creation of new SARTs as well as the extent to which the toolkit has enhanced existing SARTs. The evaluation plan should also identify all resources that will be devoted to conducting the assessment of toolkit effectiveness, and any other costs associated with conducting an evaluation. Assessment information will be submitted as part of the semiannual progress report as well as part of the final report due within 120 days of project completion.

OVC is required to report its programmatic results annually, in accordance with the Government Performance and Results Act (GPRA). OVC summarizes the individual results and outcomes of all discretionary grant programs, indicating whether the programs are successfully meeting their objectives. OVC depends on its grantees to provide accurate, timely, and relevant information on grant progress and impact. Increasingly, these findings will provide justification for continuing OVC's discretionary grant program.

Applicants should be aware that some of their proposed activities related to conducting needs assessment or evaluation may be covered and governed by the Department of Justice's regulations applicable to the protection of human research subjects and data confidentiality. The Department of Justice's regulations on the protection of human subjects of research (28 CFR Part 46) require, in brief, that, before federal funds are expended on research involving human subjects, the research activity must be submitted to an independent review board for approval and informed consent procedures must be followed. In addition, the Department's regulations in 28 CFR Part 22 require that, if OVC funds are used to collect, analyze, or otherwise use information identifiable to a private person as part of a research activity paid for out of OVC funds, a fund recipient must maintain the confidentiality of the identifiable information throughout the data collection process and thereafter. Part 22 also requires that such identifiable information may only be disclosed as authorized by 42 USC § 3789g and 28 CFR Part 22, i.e., for research purposes. In this connection, applicants for OVC support are required to submit a Privacy Certificate as a condition of approval of a grant application or contract proposal that contains a research or statistical component under which information identifiable to a private person will be collected. The Privacy Certificate is the applicant's assurance that he/she understands his/her responsibilities to protect the confidentiality of research and statistical information and has developed specific procedures to ensure that this information is only used or revealed in accordance with the requirements of 42 USC § 3789g and 28 CFR Part 22

Attachment 3. Other Program Attachments. The Other Program Attachments file must include the following:

- **Resumes of key personnel** must be provided. For positions that are vacant, provide job descriptions outlining roles and responsibilities and provide the selection criteria for the proposed new positions (required).
- **Letters of support and/or memoranda of understanding (MOU)** should be provided from agencies and organizations whose support and collaboration is integral to the successful implementation of the project (if applicable).
- **Other attachments** as needed (if applicable).

Selection Procedure. OVC staff will review applications for completeness and responsiveness to this application guidance. To assess the applications, responsive applications will be forwarded

to review panels with expertise in training and technical assistance related to crime victimization. Final selection will incorporate findings from the OVC review, the review panels, as well as prior performance on federal grants, if applicable. All awards are subject to final approval by OVC's Director and OJP's Assistant Attorney General.

Selection Criteria. Applications will be reviewed using the following criteria:

Problem(s) To Be Addressed, Goals, and Objectives. The problem statement must provide a strong rationale for the project and clearly describe how the proposed project will be of value to the victims' field by meeting a stated goal. The goals and objectives must be clearly specified and related directly to the problem statement. The goal(s) should state the overall purpose of what is to be accomplished, within the context of what the project has already accomplished. The objectives should describe the steps necessary to accomplish the goals.

Project Design/Implementation Plan. The program strategy/methodology must include sufficient detail so that reviewers can understand what will be accomplished, how it will be accomplished, and who will accomplish it. All proposed tasks should be presented in a way that allows a reviewer to see the logical progression of tasks and to be able to relate the tasks directly to the accomplishment of the project goals(s) and objectives. Projected activities should be realistic and reflect the project's allocated time, staff, and funding. A clear picture of the contents or components of the product or training is important as well as a detailed plan for packaging and disseminating the product to user groups. Detailed procedures for pilot testing and refining the products should be included, where applicable.

Organizational Capability. Applicants must demonstrate how their resources, capabilities, and experience will enable them to achieve the goals and objectives. The applicant must document its capability to undertake and complete a national-scope, federally funded project, including evidence that the applicant possesses the requisite staff and expertise. Organizational capability will be assessed on the basis of (1) the applicant's described management structure, and financial capability; and (2) the applicant's project management plan and documentation of the professional staff members' unique qualifications to perform their assigned tasks. Stronger consideration will be given to those applicants who propose to hire a program manager for the day-to-day management of project activities rather than giving project director responsibilities to existing organizational staff as an adjunct duty.

Plan for Measuring Progress and Outcomes. Applicants must describe their plan for measuring project progress and success. All applications must contain a plan for evaluating the accomplishment of project goal(s) and objectives. All applications must include the standardized performance measure established for this solicitation. Applicants must describe how the evaluation data will be gathered and analyzed and the resources that are being committed for this purpose. In determining the quality of the evaluation plan, the following factors will be considered:

- Extent to which the evaluation plan provides detailed information for increasing the effectiveness of the management and administration of the project, documents that objectives have been met, and determines the overall effectiveness of the project.
- Extent to which the proposed methods of evaluation are thorough, feasible, and appropriate to the goals, objectives, and outcomes of the proposed continuation project Adequacy of the identified performance measures to demonstrate whether, and to what extent, the proposed strategy is meeting its short-term, intermediate, and long-term objectives.
- Adequacy of the identified performance measures to demonstrate whether, and to what extent, the proposed strategy is meeting its short-term, intermediate, and long-term objectives.

Budget and Budget Narrative. OVC will examine the identified project tasks, milestones, and assignment of staff resources within the framework of the proposed budget. The applicant must demonstrate that there is sufficient staff and time to accomplish the proposed tasks in a cost-effective manner. Applicants must show cost effective and efficient use of grant resources, demonstrating that all grant-related expenses are necessary for project completion. Tasks and activities described in the narrative should parallel the budget. All identified costs should accurately reflect the tasks, staff time, supplies, and travel necessary to accomplish the grant-related work, if applicable.

Reporting Requirements

Reports

Financial Status Report (SF 269-A). Due quarterly, no later than the 45th day after the end of each calendar quarter. A report must be submitted every quarter in which the award is active, even if there has been no financial activity during the reporting period. The final report is due 120 days after the end date of the award. Future awards and fund drawdowns will be withheld if the financial status reports are delinquent.

Single Audit Report. An organization-wide financial and compliance audit report that must be filed by recipients who expend \$300,000 or more of federal funds during their fiscal year. The audit must be performed in accordance with the U.S. General Accounting Office Government Auditing Standards.

Semiannual Progress Report. Must be submitted by funding recipients. The progress report describes activities during the reporting period and the status or accomplishment of objectives as set forth in the approved application for funding. Progress reports must be submitted within 30 days after the end of the reporting periods, which are January 1 through June 30 and July 1 through December 31 for the life of the award. Due 120 days after the end date of the award, the final report summarizes the progress toward achieving the award's goals and objectives, describes the significant results, and identifies any products developed under the award. Report format will be provided to the recipient by OJP. Future awards and fund drawdowns may be withheld if the progress reports are delinquent. Progress reports for awards must be submitted directly into the GMS system. Questions concerning GMS may be addressed to the GMS Helpdesk at 1-888-549-9901.

Grants versus Cooperative Agreements. Cooperative agreements are used when substantial collaboration is anticipated between OVC and the award recipient during performance of the proposed activities. Responsibility for general oversight and redirection of the project, if necessary, rests with OVC. OVC will review and approve all activities in the requirements under the various stages, as enumerated in the solicitation. This includes review and approval in a timely manner of all key personnel selections, consultants, assessments, plans, instruments, manuals, and documents developed or identified for use during the project, with suggestions for modifications. Responsibility for coordination of topics addressed or services rendered will be shared by OVC and the recipient. Where appropriate, the recipient will act jointly with OVC to determine modifications to the program plan or budget and to design data collection instruments. In executing this responsibility, OVC requires that its program specialist meet periodically with the recipient, as determined by OVC, throughout the life of the project to discuss project activities, plans, problems, and solutions. Responsibility for the day-to-day conduct of the project rests with the recipient. This specifically includes operations, data collection, analysis, and interpretation.