



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 applicants for funding under the Fiscal Year (FY) 2011 American Indian and Alaska Native SANE-SART Training and Technical Assistance. This program furthers the Department's mission by enhancing the capability of victim service providers in American Indian and Alaska Native (AI/AN) communities to better respond to the needs and rights of all sexual assault victims.

OVC FY 2011 American Indian and Alaska Native SANE-SART Training and Technical Assistance

Eligibility

Applicants are limited to nonprofit organizations, including faith-based and community organizations, institutions of higher learning, and consortiums with demonstrated organization and community-based experience working with AI/AN communities. Tribal nonprofit organizations and public agencies are also eligible, including tribal colleges and universities, and tribal consortiums.

Deadline

Registration with [Grants.gov](#) is required prior to application submission. (See "How To Apply," page 12.) All applications are due by 9:00 p.m. eastern time on May 31, 2011. (See "Deadlines: Registration and Application," pages 3.)

Contact Information

For technical assistance with submitting the application, contact the Grants.gov Customer Support Hotline at 1-800-518-4726 or via e-mail to support@grants.gov.

Note: The Grants.gov Support Hotline hours of operation are 24 hours a day, 7 days a week, except federal holidays.

For assistance with any other requirement of this solicitation, contact Kathleen Gless, Victim Justice Program Specialist, at 202-307-6049 or by e-mail to kathleen.gless@usdoj.gov.

Grants.gov number assigned to announcement: OVC-2011-3017

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American Indian and Alaska Native (AI/AN) SANE-SART Training and Technical Assistance (CFDA # 16.582)

Overview

Through the American Indian and Alaska Native (AI/AN) Sexual Assault Nurse Examiner–Sexual Assault Response Team (SANE-SART) Program, the Office for Victims of Crime (OVC) provides support to enhance the AI/AN community’s capacity to provide high-quality multidisciplinary victim-centered services and support for adult and child victims of sexual assault from the initial point of contact through prosecution. The victim-centered approach is designed to help foster dignity and spiritual, mental, and physical health in victims. As part of this program, OVC seeks the assistance of a training and technical assistance (TTA) provider that recognizes the importance of culture, history, traditions, and spirituality inherent in the AI/AN community, and is capable of supporting the development and implementation of evidence-based sexual assault intervention strategies for tribal communities (TTA Provider).

In the first year of the project, the TTA Provider will focus on two broad initiatives:

1. Support three diverse AI/AN communities (Sites) in conducting a comprehensive community needs assessment, and develop a strategic plan that will enhance and build a sustainable, culturally relevant, victim-centered SANE-SART project (50 percent).
2. Support the development and implementation of a National AI/AN SANE-SART Strategy (National Training Strategy) (50 percent).

The AI/AN SANE-SART TTA will be conducted in two phases. Phase I will be a 12-month planning cooperative agreement. The requested federal funding for Phase I may not exceed \$250,000.00. Of this funding, 50 percent will go to support the Sites and 50 percent will go to support the efforts surrounding the National Training Strategy.

Phase II will be a 3-year cooperative agreement for an additional \$400,000. Phase II is contingent on successful progress during Phase I, and is subject to the availability of the appropriated funds and to any modification or additional requirements that may be imposed by law. **This solicitation is for Phase I only.** The TTA Provider selected for Phase I will have an opportunity to apply for Phase II funds depending upon the availability of funding and Site performance.

The cooperative agreement under the AI/AN SANE-SART TTA is authorized under 42 U.S.C. § 10603 (c)(1)(B).

Deadlines: Registration and Application

Registration is required prior to submission. OJP strongly encourages registering with Grants.gov several weeks before the deadline for application submission. The deadline for applying for funding under this announcement is 11:59 p.m. eastern time on May 31, 2011. Please see “How To Apply” on page 12 for more details.

Eligibility

Please refer to the title page for eligibility under this program.

Program-Specific Information

Background

The SANE-SART AI/AN Initiative

OVC established the AI/AN SANE-SART Initiative in 2010 to address the comprehensive needs of tribal victims of sexual assault, with the ultimate goal of institutionalizing sustainable and evidence-based practices adapted for the needs of tribal communities to help foster dignity and spiritual, mental, and physical health in victims of sexual assault.

In the first year of planning for this project, OVC consulted with federal and tribal partners, reviewed past program evaluations, conducted meetings, and convened a focus group at the National Indian Nations Conference. Focus group attendees represented various tribes; worked in local, regional, and national advocacy, service, or tribal organizations from across the U.S.; and provided either written or oral comments. Focus group attendees brought expertise in the areas of sexual assault, domestic violence, criminal justice advocacy, law enforcement, and training and technical assistance.

OVC is aware of the significant challenges that can negatively affect the application of standardized intervention, such as jurisdictional complexity and the diversity of tribes in terms of culture, geography, and resources. One result of this planning is that OVC determined two needs—the need to support three diverse demonstration sites in their efforts to address sexual assault in their communities, and the need to support the development and implementation of a broad National Training Strategy.

The AI/AN SANE-SART Initiative consists of six components. The Sites and National Training Strategy are the two central initiatives. The remaining four components—the AI/AN SANE-SART TTA Provider (TTA Provider), the AI/AN SANE-SART Coordination Committee (Committee), two national AI/AN SANE-SART coordination positions, and the evaluability and evaluation study—will primarily support the Sites and the National Training Strategy components.

Details on the AI/AN SANE-SART Initiative Summary can be accessed at the following link http://ovc.ncjrs.gov/provisional/SANE-SART_AI_AN_Initiative.pdf.

Three SANE-SART Sites

OVC plans to support three diverse AI/AN communities as demonstration sites, including at least one community that is under the jurisdiction of Public Law 280, one that is not under the jurisdiction of Public Law 280, and an Alaska Native Village. OVC also hopes to capture diversity in the size of the communities and in access to health facilities such as private versus tribal health or Indian Health Service (IHS) facility. The Sites will demonstrate their commitment to implementing effective and sustainable high-quality, victim-centered multidisciplinary services and support for victims of sexual assault from the initial point of contact to prosecution. Through the TTA support, Sites will work to develop promising evidence-based practices, policies, and protocols to support a coordinated, community-appropriate, and sustainable SANE-SART. It is OVC's intent that the Sites will serve as models for replication to other AI/AN communities and determine strategies to address long-term sustainability. Anticipated long-term achievements for

the Sites include an improved capacity for communities and the criminal and tribal justice systems to respond to sexual assault, as well as an improved sense of fairness and satisfaction with the criminal justice system by victims and community members. The anticipated outcome of these improvements is that victims and community members will be more willing to engage in the criminal justice system, ultimately resulting in more thorough investigations and more successful prosecutions. ([See the American Indian and Alaska Native SANE-SART Program solicitation.](#))

National Training Strategy

The TTA Provider, in conjunction with OVC's project partners and the Committee, will examine existing AI/AN community responses to sexual assault crimes against adults and children. The Sites' efforts to develop their own SANE-SARTs will prove invaluable to the development of the National Training Strategy and allow other AI/AN communities to capitalize on lessons learned and challenges identified by the Sites. This examination will culminate in the development of a National Training Strategy that can be adapted for diverse AI/AN communities to broadly enhance their capacity to provide effective and sustainable, high-quality, victim-centered, multidisciplinary services and support for all ages of victims of sexual assault from initial point of contact through prosecution.

TTA Provider

The TTA Provider will help to enhance the AI/AN communities' capacity to provide effective and sustainable, high-quality, victim-centered, multidisciplinary services and support for all ages of victims of sexual assault by working closely with the Sites to provide training on topics related to conducting needs assessments, drafting a strategic plan, identifying gaps in services, and determining existing resources. In Phase II, the TTA Provider will continue supporting the Sites to establish functioning SANE-SARTs. The TTA Provider also will support the overarching goal of the SANE-SART Initiative to develop the National Training Strategy. The TTA Provider will ensure that the National Training Strategy integrates lessons learned from the Sites and will coordinate with OVC's project partners, including IHS, Federal Bureau of Investigation (FBI), the Bureau of Indian Affairs, the Office on Violence Against Women, the OVC Training and Technical Assistance Center (OVC TTAC), and the Committee.

Committee

The Committee will address some of the challenges relating to jurisdictional and cultural issues and assist in identifying resources and providing technical expertise on sexual assault services and victimization. OVC is seeking approval to establish the Committee through the Federal Advisory Committee Act (FACA) process. Once approved, members of the Committee will be selected. Members will include tribal representatives, experts in the sexual assault service field, and those who have experience working with AI/AN communities. The first meeting is anticipated for the summer or fall of 2011.

Two National SANE-SART AI/AN Coordinator Positions

Recognizing the complexities and scope of the project, OVC determined that funding two AI/AN SANE-SART National Coordinators to focus exclusively on coordination and TTA for this project was the best way to address the need for coordinated efforts within federal agencies and across AI/AN communities. Both positions will be dedicated full-time to this project and will assist in developing the National Training Strategy, including providing TTA within their respective agencies and assisting the Sites and TTA Provider. The positions will be located with the FBI and IHS.

Evaluability and Evaluation Study

One of the key challenges of addressing sexual assault in AI/AN communities is a lack of meaningful data available to inform policy and intervention strategies. OVC will support an external evaluability study of the Sites at the end of Year 1/Phase I with the potential to followup with a formal evaluation. The TTA Provider will work closely with an evaluator on the evaluability study to collect and analyze data that reveals the diversity of the Site's efforts while providing a standardized format and developing a streamlined method for measuring impact. An evaluability study demonstrates the extent to which a program and activities can be evaluated—determining the extent to which the goals and objectives can be achieved, determining what data are available or could be collected to assess program activities, and explaining how the results will be used. An evaluation study will assist OVC, OVC's partners, and AI/AN communities in documenting evidence-based resources for communities to incorporate in their future strategies.

SANE-SART Model

A SART is a multidisciplinary interagency team of individuals working collaboratively to provide services for the community by offering specialized sexual assault intervention services. SARTs typically provide invaluable services to sexual assault victims, and often improve the disposition of sexual assault cases in the criminal justice system. (For terms and definitions, see [OVC's SART Toolkit: Resources for Sexual Assault Response Teams](#).) A SANE-SART intervention may fit any number of models and involve a wide array of partners and disciplines in their collaborative effort.

Based on research and anecdotal evidence, SARTs foster holistic healing and recovery of victims, irrespective of prosecution outcomes. When victims are heard and treated with respect by a committed, culturally sensitive, multidisciplinary team, they are more likely to participate in the process and achieve more meaningful recovery.

No single SANE-SART model works for all communities; rather, the best fit for each community can be developed by examining the community's strengths and weaknesses, and leveraging existing resources. It is OVC's intent that each of the Sites will develop a unique SANE-SART model that fits their individual communities, and that can serve as a resource to help form future tribal, evidence-based practices that may be replicated in other AI/AN communities.

SANE-SART TTA Goals, Objectives, Required Skills, Activities, Deliverables

Goals

The TTA Provider has two goals:

1. To support and enhance the Sites' capacity to provide effective and sustainable, high-quality, victim-centered multidisciplinary services and support for adult and child victims of sexual assault through the development of a SANE-SART demonstration project. The TTA Provider should be aware that, in the same way that each Site will develop a unique SANE-SART model, the TTA needs of each Site will also differ. The TTA Provider will be expected to develop an approach appropriate for each Site.
2. To integrate what is learned—promising practices, successful partnerships, and interventions—from the Sites' SANE-SART Projects into the National Training Strategy and TTA protocols that will be widely disseminated to AI/AN communities.

Objectives for Phase I/Year 1

In support of these two goals during Phase I, the TTA Provider will support the Sites in developing a needs assessment and strategic plan to implement the SANE-SART project; and communicate and coordinate with OVC and OVC's partners on the TTA efforts for the Sites and integrate what is learned from the Sites to support the larger National Training Strategy. (For more information on the SANE-SART project activities, see the [American Indian and Alaska Native SANE-SART Program solicitation](#).)

Site-Specific Objectives:

- Work with Sites to conduct a comprehensive needs assessment that explores the existing coordinated community response to sexual assault. The Sites, with support from the TTA Provider, will examine a variety of issues for the needs assessment such as victim assistance services and resources that exist; community strengths such as leadership, adaptability, and existing health and wellness resources; gaps in services; and systemic weaknesses.
- Assist Sites in developing a strategic plan to establish priorities and determine the goals for future coordinated community sexual assault responses, with the ultimate goal to improve the quality of victim services provided. The Sites, with support from the TTA Provider, will develop a strategic plan that identifies short- and long-term goals; relies on strengths and resources; addresses needs and challenges; and resolves gaps in services. The strategic plan will include a time-task plan that addresses key project activities for Phase II (Years 2–4) and delineates roles and responsibilities. The TTA Provider will assist in the Sites' development of the time-task plan, and will create their own time-task plan to continually reflect activities that ensure Sites meet their goals.

National Training Strategy Objectives:

- Coordinate with the Committee, OVC, and its partners to develop a National Training Strategy. The TTA Provider will be responsible for communication and coordination with OVC and its partners on TTA efforts and the National Training Strategy. For example, the TTA Provider will help support a page on the OVC Web site dedicated to the AI/AN SANE-SART Initiative that includes, but is not limited to, housing and sharing information and materials on the progress of the SANE-SART projects.
- Ensure that lessons learned from the Sites will be integrated into the National Training Strategy and TTA protocols. The TTA Provider will work closely with the Sites to record methods, promising practices, challenges, and service gaps to ensure that such lessons can be utilized in the National Training Strategy. The TTA Provider also will work closely with an experienced external evaluator on the evaluability study to collect and analyze data that reveals the diversity of the Sites' efforts while providing a standardized format, and set up a streamlined method for measuring impact.

Required Skills & Applicant's Implementation Plan

In order to effectively support the goals and achieve the objectives, the applicant should have appropriate experience, knowledge, credibility, civic and long-term commitment, and support from AI/AN communities. The applicant will include a detailed discussion of how they will engage tribal leadership and support the tribal communities. In the absence of the required

skills, the applicant will provide a plan that identifies support to compensate for those missing skills. It is essential that the applicant demonstrate their understanding of the following skills:

- Experience in and support of tribal elders in assisting AI/AN communities and working with federal agencies in developing new, or enhancing existing, coordinated community responses to victims of crime.
- Knowledge of coordinated community responses to victims of sexual assault that includes, but is not limited to, working on a local and national level with SANEs, SAFEs, SARTs, sexual assault councils, etc.
- Knowledge of federal, criminal, and civil Indian law.
- Knowledge of federal Indian policies (e.g., Indian Self-Determination, Tribal Self-Governance, Tribal consultation executive orders and memoranda, etc.).
- Knowledge of federal and tribal agencies responsible for Indian Country law enforcement and justice systems and services.
- Knowledge of AI/AN national and regional organizations.
- Knowledge of tribal governance systems and intergovernmental protocols.

Additionally, the proposal should include a Phase I/Year 1 implementation plan that includes a time-task plan outlining activities and deliverables (see below for list of activities). In general, the implementation plan should foster innovation and clearly identify how resources will be used to maximize the impact of this TTA program.

Activities and Deliverables

The applicant's implementation plan should identify the kinds of TTA requests anticipated and potential strategies to address these requests; include a detailed discussion of the criteria used to prioritize TTA requests; and outline the elements of a protocol to screen TTA requests. The applicant should integrate the above required skills into all proposed Phase I/Year 1-specific activities, thus supporting the specific objectives.

The TTA Provider will work closely with the Sites, OVC, and OVC's partner on the following activities:

Site Support and Coordination

- Plan, develop, and conduct a kick-off meeting for OVC, OVC's partners, and Site coordinators. The TTA Provider will work on the logistics of the meeting and develop a summary report.
- Plan, develop, and conduct onsite TTA visits to assist Sites with SANE-SART activities and addressing and implementing current TTA needs.
- Incorporate lessons learned during the kick-off meeting and Site visits to appropriately modify the proposed TTA plan to include specific strategies for supporting the Sites in implementing the needs assessment and strategic plan.

- Plan, develop, and conduct a TTA conference for the Sites and their SANE-SART members, OVC, and OVC partners. The TTA Provider will work on the logistics of the meeting, provide TTA, and develop a summary report.
- Assist Sites with a system to meet programmatic and fiscal reporting requirements in a timely and accurate manner. The TTA Provider will also provide the status of these efforts to OVC on a routine basis.

Development of National Training Strategy

- Identify gaps and begin discussions on potential resource and training materials that address the needs of the Sites and the larger AI/AN community.
- Maintain a system of close and continuous communication on current issues, public and private funding opportunities, and lessons learned from other tribes and communities, current applicable research, and other relevant information.
- Support the OVC Web site in sharing and disseminating resources and information on the AI/AN SANE-SART Initiative for the Sites and the public. This may include exploring existing resources and developing a resource library for the Sites, OVC and its partners, and the general public.
- Work closely with an external evaluator on the evaluability study to collect and analyze data that reveals the diversity of each Site's efforts while providing a standardized format, and set up a streamlined method for measuring the impact of the activities.

Additional Activities

- Identify assessment tools to measure the quality and effectiveness of the TTA Provider's TTA services and activities.
- Provide written reports to OVC within 30 days after conducting onsite TTA.
- Assist Sites with a system to meet programmatic and fiscal reporting requirements in a timely and accurate manner, and provide the status of these efforts to OVC on a routine basis.
- Submit a comprehensive SANE-SART Program report to OVC, which may become a published document, that synthesizes the overall project, summarizes performance measure data collected by the SANE-SART Program grantees, and analyzes trends.

Phase II/Years 2-4: Project Implementation

The key difference during Phase II/Years 2–4 is that there will be a much greater focus on development and implementation of the National Training Strategy and coordination and communication with OVC and its partners. Potential Phase II activities include the TTA Provider's continued support of the Sites, OVC, and its partners. The TTA Provider will assist the Sites in launching their AI/AN SANE-SART project, which may include assisting the Sites in creating new, or modifying existing, sexual assault protocols and policies that enhance response to sexual assault; developing or enhancing tribal codes; identifying training and

technical assistance for OVC's project staff and partners, SART members, SANEs, and community stakeholders; and helping shape the national TTA initiative.

Evidence-Based Programs or Practices

OJP considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence (generally obtained through one or more outcome evaluations). Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which OJP considers a program or practice to be evidence-based.

Amount and Length of Awards

One cooperative agreement will be awarded. The applicant may apply for up to \$250,000 for a project period not to exceed 12 months, September 1, 2011 to August 31, 2012. Depending on grantee performance and funding availability, additional funding (estimated \$400,000 for Phase II/Years 2–4) may be provided to support this project in FY 2012–2015.

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

Budget Information

Limitation on Use of Award Funds for Employee Compensation; Waiver: With respect to any award of more than \$250,000 made under this solicitation, 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% 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 2011 salary table for SES employees is available at www.opm.gov/oca/11tables/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 nonfederal 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 for OJP. An applicant that wishes to request a waiver must 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 that is to be done.

Match Requirement: This solicitation does not require a match.

Performance Measures

To assist in fulfilling the Department’s responsibilities under the Government Performance and Results Act (GPRA), Public Law 103-62, applicants that receive funding under this solicitation must provide data that measure the results of their work. 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
<p>Site Support: Assist communities in conducting a comprehensive community needs assessment, and assist the community in developing a Strategic Plan.</p> <p>National Training Strategy: Integrate information from Sites into the National Training Strategy and TTA protocols for AI/AN communities, and communicate and coordinate with OVC and its partners on the TTA efforts and national initiative.</p>	<p>Develop strategic plan</p> <p>Number of materials developed.</p> <p>Number of conferences or forums attended.</p> <p>Number of organizations that successfully completed training.</p> <p>Percent of training requests completed.</p>	<p>Develop a TTA strategy and plan to deliver the TTA to SANE-SART program grantees.</p> <p>Number of reports, articles, and Web-based products developed in areas specific to the AI/AN SANE-SART Initiative.</p> <p>Number of meetings, conferences, or forums attended to provide information on the AI/AN SANE-SART Initiative and/or to assess training, technical assistance, and capacity-building needs of the program Sites.</p> <p>Number of state, local, and tribal law enforcement agencies trained or receiving technical assistance through the program.</p> <p>Total number of requests received (by type of training or service).</p> <p>Number of requests completed.</p>

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. Please refer to “What an Application Should Include” on page 14 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 subjects protections. 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.) Applicants whose proposals may involve a research or statistical component also should review the "Confidentiality" section on that Web page.

Notice of New Post-Award Reporting Requirements

Applicants should anticipate that 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), will be required 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.

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, 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. If the applicant experiences technical difficulties at any point during this process, please call the Grants.gov Customer Support Hotline at **1-800-518-4726**, 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:

- 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, please select "For-Profit Organization" or "Small Business" (as applicable).

2. **Acquire a DUNS number.** A DUNS number is required for Grants.gov registration. 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. 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. 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. Individuals are exempt from this requirement.
3. **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. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. An applicant must be registered in the CCR database to successfully register in Grants.gov. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Please 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.
4. **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.
5. **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. Please note that there can be more than one AOR for the organization.
6. **Search for the funding opportunity on Grants.gov.** Please use the following identifying information when searching for the funding opportunity on Grants.gov: the Catalog of Federal Domestic Assistance number for this solicitation is 16.582, titled "Crime Victim Assistance/Discretionary Grants," and the funding opportunity number is OVC-2011-3017.
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."

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 contact OVC staff **within 24 hours after the deadline** and request approval to submit its application. At that time, OVC staff will instruct the applicant to submit specific information detailing the technical difficulties. The applicant must 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) received. 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.

To ensure a fair competition for limited discretionary funds, 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.

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

What an Application Should Include

This section describes what an application should include and sets out a number of elements. 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 may result in the inclusion of special conditions that preclude access to or use of award funds pending satisfaction of the conditions.

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

1. SF-424

Please see www.grants.gov/assets/SF424Instructions.pdf for instructions on how to complete your SF-424. When selecting "type of applicant," if the applicant is a for-profit entity, please select "For-Profit Organization" or "Small Business" (as applicable) in the Type of Applicant 1 data field. For-profit applicants also may select additional applicable categories (e.g., "Private Institution of Higher Education").

2. Program Narrative

The program narrative should not exceed 20 doubled-spaced pages in 12-point font with 1-inch margins and must include 6 separate sections—Project Abstract, Problem Statement, Project Goals and Objectives, Project Design/Implementation Plan, Professional Capability and Project Management, and Plans for Measuring Progress and Outcomes. See additional descriptions of these categories on page 17 under “Selection Criteria.”

In the Project/Program Design and Implementation and Capability/Competencies sections, the applicant should address the objectives, required skills, activities, and deliverables discussed on pages 6–9.

Note: If the required skills discussed on page 8 are missing, then the applicant should identify outside support to compensate for missing skills to ensure that all the required skills are supported.

Submission of performance measures data listed on page 11 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 their reporting requirements. For the application, the applicant should indicate an understanding of these requirements and discuss how the applicant will gather the required data should the applicant receive funding.

3. Budget and Budget Narrative

The applicant is required to complete the Budget Detail Worksheet (the final page being a budget summary) and a budget narrative. The budget narrative justifies each budget item that is identified in the Budget Detail Worksheet and explains how each item relates to project activities. The budget narrative should be clear and consistent with all costs proposed in the Budget Detail Worksheet. For example, the narrative should explain how fringe benefits were calculated, how travel costs were estimated, and why particular equipment or supplies must be purchased. Note: Total costs specified in the Budget Detail Worksheet and in the budget narrative should match the total amount of line 15.g of the SF-424.

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. 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, please see the OJP Financial Guide at 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. 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.

When completing both the budget narrative attachment form and the Budget Detail Worksheet, applicants should also consider the following:

Training. The applicant should budget for the 2012 kick-off meeting for OVC, federal partners, and principal SANE-SART Site persons; 3 visits to each of the Sites; and combined project training conference for SANE-SART Site members. Such venues should include line items detailing all estimated travel expenses associated with planning/conducting such meetings.

Program Match. A cash or in-kind match is not required for this program.

Consultant Rates. Consultant rates may not exceed the maximum of \$450/day or, if paid by the hour, \$56.25/hour for a maximum 8-hour workday per award.

Travel. Travel costs should include the grantee travel expenses to conduct the kick-off meeting, 3 visits to each of the awarded Sites, a combined project training conference for SANE-SART project participants, and travel for financial management training. Travel costs associated with project staff who are not directly employed by the grantee organization must be listed under the Consultant Budget category on the budget detail worksheet.

OJP Financial Guide: All grantees are required to comply with the regulations and requirements outlined in the [OJP Financial Guide](#). The Financial Guide includes information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. This document will govern the administration of funds by all successful applicants and their contractors.

4. Indirect Cost Rate Agreement (if applicable)

Indirect costs are allowed only if the applicant has a federally approved indirect cost rate. 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/financialguide/part3/part3chap17.htm.

5. Additional Attachments

- a. Resumes of key personnel must be provided.
- b. Position descriptions must be provided for positions that are vacant, which outline roles and responsibilities and provide the selection criteria for the proposed new positions.
- c. Letters of support and/or memoranda of understanding (MOU) must be provided from agencies and organizations whose support and collaboration is integral to the successful implementation of the project.
- d. Time-Task Plan. A 12-month time task plan that clearly identifies objectives, major activities, services, and products for the duration of the project period is required. The plan should include the designation of organizational responsibility, a schedule for the

completion of the activities, and the submission of finished products. In preparing a time task plan, applicants should make certain that all project activities will occur within the proposed project period. The 12-month time task plan also must provide for the submission of quarterly financial and semiannual progress reports.

6. 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. For successful applicants, receipt of funds may be contingent upon submission of all necessary forms. Please note in particular the following forms:

- a. [Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements](#) (required to be submitted in GMS prior to the receipt of any award funds)
- b. [Disclosure of Lobbying Activities](#) (required for any applicant that expends any funds for lobbying activities; this form must be downloaded, completed, and then uploaded)
- c. [Accounting System and Financial Capability Questionnaire](#) (required for any applicant other than an individual that is a nongovernmental entity and that has not received any award from OJP within the past 3 years; this form must be downloaded, completed, and then uploaded)
- d. [Standard Assurances](#) (required to be submitted in GMS prior to the receipt of any award funds)

Selection Criteria

Applications will be reviewed using the following criteria (for related information, see Program-Specific Information on page 4):

- **Statement of the Problem/Program (20%).** The problem statement must provide a strong rationale for the project and clearly describe how the proposed project will be of value to the AI/AN victims' field and project partners by meeting stated goals. 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. The objectives should describe the steps necessary to accomplish the goal(s), within the context of what the project is to accomplish.
- **Project/Program Design and Implementation (30%).** The project/program design and implementation plan must include sufficient detail so the reviewer 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 goal(s) and objectives. For information on the objectives, activities, and deliverables see pages 6–9. Projected activities should be realistic and reflect the time, staff, and funding allocated to the project.
- **Capabilities/Competencies (20%).** The applicant must demonstrate how its resources, capabilities, experience, and skills will enable it to achieve the goals and objectives. The

applicant must document its capability to undertake and complete a 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, financial capability, and results of past/current sexual assault assistance efforts, if any; (2) the applicant's project management plan and documentation of the professional staff members' unique qualifications to perform their assigned tasks; and (3) the applicant's plan to ensure that they have the required skills, knowledge, and expertise to assess, support, and synthesize AI/AN SANE-SART TTA projects. The applicant must clearly establish their skills, experience, and resources to enable them to achieve the goals and objectives that they propose to accomplish with the funding. **Note:** In the absence of the required skills discussed on page 8, the applicant must clearly outline a plan to incorporate outside support to compensate for missing skills to ensure that all the required skills are supported.

- **Budget and Budget Narrative (15%).** The reviewer 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.
- **Plan for Collecting the Data Required for this Solicitation's Performance Measures (15%).** The applicant must describe its plan for measuring project progress and success; include a plan for evaluating the accomplishment of project goal(s) and objectives; describe how data will be collected to report on the performance measures established for this solicitation; and describe how the evaluation data will be gathered and analyzed. The evaluation plan must also identify any resources that will be devoted to the use of outside consultant(s), if applicable, to assist with the activities and deliverables discussed on pages 6–9. Assessment information will be submitted as part of the semiannual progress report, as well as part of the final report due within 90 days of project completion.

Review Process

OJP is committed to ensuring a standardized 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 program or legislative requirements as stated in the solicitation.

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. 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 field of 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. Eligible applications 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 Assistant Attorney General, 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.

- 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 (NEPA)
- 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 [Office of Justice Programs Financial Guide](#)
- Suspension or termination of funding
- Nonprofit organizations

- For-profit organizations
- Government Performance and Results Act (GPRA)
- Rights in intellectual property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006
- Awards in excess of \$5,000,000—Federal Taxes Certification requirement
- Active CCR registration

OVC FY 2011 AI/AN SANE-SART Training and Technical Assistance Application Checklist

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

Eligibility Requirement: Applicants are limited to nonprofit organizations, for-profit organizations, faith-based and community organizations, institutions of higher learning, and consortiums with demonstrated organization- and community-based experience working with AI/AN communities, including tribal nonprofit and/or for-profit organizations, tribal colleges and universities, and tribal consortiums. For-profit organizations must agree to forgo any profit or management fee.

_____ The federal amount requested is within the allowable limit(s) of \$250,000.

What an Application Should Include:

- _____ Application for Federal Assistance (SF-424) (see page 14)
- _____ Program Narrative (see page 15)
- _____ Budget Detail Worksheet (see page 15)
- _____ Budget Narrative (see page 15)
- _____ Indirect Cost Rate Agreement (if applicable) (see page 16)
- _____ Additional requirements: (see page 16)
 - _____ Resumes or position descriptions if positions are vacant;
 - _____ Letters of support and/or MOU and contracts if partners are identified;
 - _____ Time-task plan (12 months).
- _____ Other standard forms as applicable, including: (see page 17)
 - _____ Disclosure of Lobbying Activities
 - _____ Accounting System and Financial Capability Questionnaire
 - _____ Certifications Regarding Lobbying, etc
 - _____ Standard Assurances