



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office for Victims of Crime](#) (OVC) is pleased to announce that it is seeking applications for funding under the Fiscal Year (FY) 2011 American Indian and Alaska Native SANE-SART Program. 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 Program

## Eligibility

Federally-recognized Indian tribal governments, as determined by the Secretary of the Interior, and AI/AN organizations may apply. Potential applicants include federally recognized tribes, for-profit Alaska Native organizations, and nonprofit tribal organizations. Awards are limited to tribal organizations as defined in the Indian Self-Determination and Education Assistance Act, Public Law 93-638, 25 U.S.C. § 450(b). Under this provision, a "tribal organization" is defined as the recognized governing body of any Indian tribe, to include any legally established organization of Indians that is controlled, sanctioned, or chartered by such governing body, or that is democratically elected by the adult members of the Indian community to be served by such organization, and that includes the maximum participation of Indians in all phases of its activities. For a current (October 1, 2010) list of federally-recognized tribes, see Vol. 75, No. 190 of the Federal Register, [www.gpo.gov/fdsys/pkg/FR-2010-10-01/html/2010-24640.htm](http://www.gpo.gov/fdsys/pkg/FR-2010-10-01/html/2010-24640.htm).

## Deadline

Registration with Grants.gov is required prior to application submission. (See "How To Apply," page 12.) All applications are due by 11:59 p.m. eastern time on June 14, 2011. (See "Deadlines: Registration and Application," page 4.)

## Contact Information

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 1-800-518-4726 or via e-mail to [support@grants.gov](mailto: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 202-307-4069 or by e-mail to [Kathleen.Gless@usdoj.gov](mailto:Kathleen.Gless@usdoj.gov).

Grants.gov number assigned to announcement: OVC-2011-3016

# CONTENTS

Overview.....	3
Deadlines: Registration and Application.....	4
Eligibility.....	4
Program Specific Information.....	4
Performance Measures.....	10
Notice of New Post-Award Reporting Requirements.....	11
How To Apply.....	12
What an Application Should Include.....	14
Information to Complete the Application for Federal Assistance, Standard Form (SF) 424	
Program Narrative	
Plan for Collecting the Data Required for this Solicitation’s Performance Measures	
Budget Detail Worksheet and Budget Narrative	
Tribal Authorizing Resolution (if applicable)	
Additional Attachments	
Other Standard Forms	
Selection Criteria.....	19
Review Process.....	21
Additional Requirements .....	21
Application Checklist.....	23

# OVC FY 2011 American Indian and Alaska Native SANE-SART Program (CFDA #16.583)

## Overview

Through the American Indian and Alaska Native (AI/AN) Sexual Assault Nurse Examiner (SANE)–Sexual Assault Response Team (SART) Program, the Office for Victims of Crime (OVC) provides support to enhance AI/AN communities' 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 of sexual assault. Through this program, OVC plans to support three diverse communities—at least one community that is under the jurisdiction of Public Law 280, one community that is not under the jurisdiction of Public Law 280, and an Alaska Native (AN) Village. OVC also hopes to capture diversity in the size of the communities and their access to private health facilities versus tribal health facilities or Indian Health Service (IHS) facilities. The SANE-SART Program is designed to complement an existing coordinated community response to sexual assault. The three selected sites (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 through prosecution; and will document the communities' invested interest and current resources to sustain a functioning SANE-SART program.

During the first year of the program, Sites will focus on the following two broad initiatives:

1. To identify a SANE-SART coordinator (Coordinator), establish a framework for a SANE-SART Team (Team), and involve community stakeholders.
2. To conduct a comprehensive community needs assessment and develop a strategic plan to enhance and/or create a sustainable, culturally relevant, victim-centered SANE-SART program.

The anticipated long-term achievements of the program include an enhanced capacity for communities and the criminal and tribal justice systems to respond to sexual assault and an increased sense of fairness and satisfaction with the criminal justice system by victims and community members. It is anticipated that with these improvements, 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.

In addition, OVC plans to fund a Training and Technical Assistance (TTA) provider who will support the initiative's overarching goals (see pages 6–9) and enhance the Sites' capacity to provide victim-centered services and support. In the first year of the program, the TTA provider will work closely with the Sites to provide TTA on conducting needs assessment, drafting a strategic plan, identifying gaps in services, and determining existing resources, as well as other topics identified by the Sites. In the following years, the TTA provider will continue to support the Sites in establishing functional SANE-SARTs. Finally, the TTA provider will also coordinate with OVC's project partners, including Indian Health Service (IHS), the Federal Bureau of

Investigation (FBI), Bureau of Indian Affairs, Office on Violence Against Women, OVC Training and Technical Assistance Center (OVC TTAC), and the SANE-SART AI/AN Coordinating Committee (Committee) to develop a National AI/AN SANE-SART Strategy (National Training Strategy).

The SANE-SART Program 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 \$108,000. Part of the funding for Phase I may be used to support 50 percent of a Coordinator position. Phase II (Years 2–4) will be a cooperative agreement for an additional \$300,000. Phase II is contingent on successful progress during Phase I and 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.** Sites selected for Phase I will have an opportunity to apply for continuation Phase II funds depending upon the availability of funding and site performance.

Applicants must be willing to work with the SANE-SART TTA provider and OVC partners during all phases of the program. The applicants also must agree to participate in an evaluability and evaluation study during the first and second phases of the program.

Support for this program 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 June 14, 2011. Please see the “How to Apply” section on page 12 for more details.

## **Eligibility**

Please refer to the cover page of this solicitation for eligibility requirements of this program.

## **Program-Specific Information**

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

## **Background**

### **The SANE-SART AI/AN Initiative**

OVC established the SANE-SART AI/AN Initiative in 2010. The SANE-SART AI/AN Initiative addresses 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, spiritual, mental, and physical health to 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 comment. 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 SANE-ART AI/AN Initiative consists of six components. The SANE-SART demonstration sites (Sites) and National Training Strategy are the two central initiatives. The remaining four components—the AI/AN SANE-SART TTA Provider (TTA Provider), SANE-SART AI/AN Coordination Committee (Committee), two national SANE-SART AI/AN coordination positions, and evaluability and evaluation study exist—will primarily support the Sites and the National Training Strategy components.

Details on the SANE-SART AI/AN Initiative Summary can be accessed at the following link [ovc.ncjrs.gov/provisional/SANE-SART\\_AI\\_AN\\_Initiative.pdf](http://ovc.ncjrs.gov/provisional/SANE-SART_AI_AN_Initiative.pdf).

#### Three SANE-SART Programs (Sites)

OVC plans to support three diverse AI/AN communities as demonstration sites. 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, the 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. OVC anticipates that long-term achievements for the Sites will 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 by victims and communities. It is anticipated that with these improvements, 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 American Indian and Alaska Native SANE-SART Program Solicitation link)

#### National AI/AN SANE-SART Strategy (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 efforts of the Sites to develop their own SANE-SART programs 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.

#### AI/AN SANE-SART Training and Technical Assistance Provider (AI/AN SANE-SART TTA Provider or TTA Provider)

The AI/AN SANE-SART TTA efforts will help to enhance the AI/AN community's capacity to

provide effective and sustainable, high-quality, victim-centered, multidisciplinary services and support for all ages of victims of sexual assault. The TTA Provider will work closely with the Sites to provide training on topics identified by Sites related to conducting needs assessment, 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 will also 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 Indian Health Service (IHS), Federal Bureau of Investigation (FBI), Bureau of Indian Affairs (BIA), Office on Violence Against Women (OVW), OVC Training and Technical Assistance Center (OVC TTAC), and the SANE-SART AI/AN Coordinating Committee (Committee).

#### SANE-SART AI/AN Coordination Committee (Committee)

OVC is establishing the Committee to address some of the challenges relating to jurisdictional and cultural issues. The Committee will also 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 for 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 Coordination Positions

Recognizing the complexities and scope of the project, OVC determined that funding two SANE-SART AI/AN 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 SANE-SART AI/AN Sites and TTA Provider. The positions will be located with 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 follow up 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 to set up 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 please 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 three 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.

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

The goal of the FY 2011 AI/AN SANE-SART Program is to enhance AI/AN communities' capacity to provide effective and sustainable high-quality, victim-centered, multidisciplinary services and support for adult and child victims of sexual assault, and to ensure conformance to the Victims of Crime Act.

#### Phase 1, Year 1

This solicitation is for proposals for SANE-SART Sites for the first phase of the program. During Phase I of the program, the Sites, in collaboration with the TTA provider, OVC, and its partners, will complete the following objectives:

1. Identify a SANE-SART project coordinator and establish a SANE-SART team or a framework for a SANE-SART team. **Note:** The existing coordinated community response team members' resumes should be attached to the application.
  - Each site must identify a SANE-SART Project Coordinator. The coordinator will serve as a point of contact and will also serve an administrative leadership function to set deadlines, hold meetings, prepare correspondence, and identify appropriate partnerships. The coordinator position may be funded up to 50%. The coordinator should have past sexual assault service and/or victim service experience and expertise.
  - Select members of the SANE-SART team or establish guidelines for who should be represented. Representation on the SANE-SART team should be broad enough to represent the community's concerns to ensure ongoing support and involvement by the community. Identify conventional and unconventional resources needed to impact a community's sexual assault response. The team members and the project coordinator should have experience, knowledge, civic and long-term commitment, credibility, respect among the community, and support from tribal leaders and elders.
  - Sites should identify community stakeholders, and involve them in the project activities listed. Improving the coordinated community response to victims of sexual assault involves all stakeholders in the community, including men and women of all ages, community organizations, religious and spiritual leaders, social service providers,

educators, tribal leaders and tribal council members, etc.

- Each Site's coordinator (or a designated representative) will participate in and present the Site's existing coordinated community response and project implementation plan for Phase I at a kickoff meeting. (Date and location to be determined.)
  - The coordinator and team members will host the SANE-SART TTA provider, who will conduct an onsite visit to assist with SANE-SART activities, address TTA needs for Phase I activities and deliverables, and provide identified TTA needs.
  - After incorporating what is learned during the kickoff meeting and site visit, and with ongoing communication and collaboration with the TTA provider, the site may need to modify the task timeline to include identified TTA needs.
2. Conduct a comprehensive needs assessment. The coordinator and the team members, in conjunction with community stakeholders, will conduct a comprehensive needs assessment to explore the existing coordinated community response to sexual assault to draw on existing strengths and identify weaknesses. Sites may consider the following issues when conducting the needs assessment:
- Existing victim assistance services and resources, particularly those related to providing sexual assault services.
  - Existing coordinated community response teams' composition, member roles, strengths, weaknesses, and the extent to which there is effective coordination, including the existence of memorandums of understanding (MOUs), contracts, protocols, and procedures.
  - The community's perception and current approach to sexual assault problems.
  - Community strengths such as leadership, adaptability and existing health and wellness resources, including telemedicine, health clinics, SANEs, alcohol and substance abuse treatment centers, and trauma-informed care, that are assets to the provision of effective services for sexual assault victims.
  - Gaps in services and systemic weaknesses such as barriers to accessing victim services, sustaining confidentiality, and inadequate training and technical assistance in the community response to sexual assault victims
  - Policies, procedures, legislation, and/or tribal codes that relate to the treatment of sexual assault victims.
  - Community stakeholders' willingness to enhance and adapt existing efforts using evidence-based practices specific to the community.
3. Develop a SANE-SART Strategic Plan. After conducting a needs assessment, the coordinator and/or the team will work with the community to develop a Strategic Plan. The purposes of the Strategic Plan are to improve the quality of the victim services the Sites provide, to set priorities, and to determine the best direction for the SANE-SART's future.

Strategic planning will help create a uniform vision that is shared by the team and community stakeholders.

- The Strategic Plan will identify the program's short- and long-term goals; aspects of the project that rely on the community's identified strengths and resources; solutions to address the community's needs and challenges; and plans for developing or procuring resources, including TTA, program development, policy changes, equipment acquisitions, etc.
  - The Strategic Plan will include a task timeline that identifies key project activities for Phase II (Years 2 and 3) and delineates roles and responsibilities for the team and community members.
4. The coordinator and the team will present the Strategic Plan at a SANE-SART TTA Conference facilitated by the TTA provider. (Date and location of Conference TBD.)

Phase 1 Funds may be used to cover 50% of a coordinator position to oversee the project, coordinate with key community stakeholders, and serve as a point of contact for the SANE-SART TTA provider, OVC, and its partners. Funds may also cover travel expenses for meetings and project activities, training expenses for SANE-SART members, group meeting expenses, and additional costs to conduct the needs assessment and develop the Strategic Plan.

#### Phase II, Years 2–4: Project Implementation

The focus of Phase II, Years 2–4 will be the transition to implement the enhanced SANE-SART project as enumerated in the Strategic Plan developed in Phase I. All four years of the project lifecycle will involve significant coordination and communication with OVC and its partners. Potential Phase II activities include launching the SANE-SART AI/AN project with the support of the SANE-SART TTA provider, OVC, and OVC's partners. This may include assisting the sites in expanding their SANE-SART teams, developing protocols and policies, developing or enhancing tribal codes, identifying training and technical assistance for SANE-SART, identifying means to acquire needed equipment, and helping shape the national TTA initiative.

#### **Amount and Length of Awards**

OVC will award funding to three Sites to develop a SANE-SART program and participate in the overall SANE-SART AI/AN Initiative (see appendix for Overview and Background of SANE-SART AI/AN Program). The maximum requested federal funding amount for each application may not exceed \$108,000 for a 1-year (12-month) project period. The project start date should be on or after October 1, 2011. Phase II will be a 36-month cooperative agreement for successful awardees to implement the SANE-SART Program. This solicitation is for Phase I only.

#### **Budget Information**

The SANE-SART Program is designed to complement an existing agency or service programs' efforts to enhance their outreach strategies and services to address victims of sexual assault. Applicants may request funding to cover various expenses including, but not limited to, the following:

Staffing: SANE-SART Project Coordinator—No more than 50% percent of the salary can be paid by grant funds.

Needs Assessment: Outreach—Local meeting costs tied directly to an outreach strategy that promotes coordinated efforts within the community to address sexual assault victimization and to develop and conduct a needs assessment.

Strategic Plan: Outreach—Local meeting costs tied directly to an outreach strategy that promotes coordinated efforts within the community to address sexual assault victimization and to develop and conduct a needs assessment.

Travel: Airfare, lodging, and mileage for meetings or trainings related to Purpose Area activities, including costs associated with DOJ-required training. The applicant should budget for the Project Coordinator to attend the kickoff meeting in Washington, D.C. (estimated 2 days), for all team members to attend the Combined Project Training Conference (location TBD), for the financial POC to attend DOJ Financial Training (location TBD); and for additional travel costs to support project-related activities and/or to attend professional development trainings and conferences.

**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](http://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 that the applicant 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.

### **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.

**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:

<b>Objective</b>	<b>Performance Measure(s)</b>	<b>Data Grantee Provides</b>
<p>The purpose of this program is to enhance an existing coordinated sexual assault response and approach to sexual assault issues and victimization within the community; and to understand the underlying nature of the problem of sexual assault and to identify and implement effective and sustainable high-quality, victim-centered, multidisciplinary services and support for victims of sexual assault.</p>	<p>Number of Memoranda of Understanding (MOU) developed.</p> <p>Number of collaborative partners involved.</p> <p>Number of partners from other agencies and organizations representing relevant disciplines that participate and substantially contribute to the development and execution of grant activities.</p> <p>Number of planning activities conducted.</p>	<p>Number of MOU in effect during the reporting period. Include all formal partnership or coordination agreements.</p> <p>Number of partners (e.g. sexual assault crisis centers, shelters, health facilities, etc.) collaborating on the project efforts.</p> <p>Number of partners from other agencies and organizations representing relevant disciplines that participate and substantially contribute to the development and execution of grant activities.</p> <p>Number of planning activities undertaken during the reporting period. Planning activities include meetings held, needs assessments undertaken, etc.</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.

**Notice of New Post-Award Reporting Requirements**

Applicants should anticipate that, consistent with the Federal Funding Accountability and Transparency Act of 2006 (FFATA), all recipients (other than individuals) of awards of \$25,000 or more under this solicitation 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 (FSRS), found at [www.fsrs.gov](http://www.fsrs.gov).

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

## How To Apply

Applications will be submitted through [Grants.gov](http://Grants.gov), is a "one-stop storefront" that provides a unified process for all customers of federal awards to find funding opportunities and apply for funding. Complete instructions on how to register and submit an application can be found at [www.Grants.gov](http://www.Grants.gov). If the applicant experiences technical difficulties at any point during this process, 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 steps:

- 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](http://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 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](http://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](http://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 (CFDA) number for this solicitation is 16.582, titled "Crime Victim Assistance/Discretionary Grants," and the funding opportunity number is OVC-2011-3016.
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](http://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.

Moreover, applicants should anticipate that some application elements are so critical that applications unresponsive to the scope of the solicitation or that do not include a program narrative, budget detail worksheet including a budget narrative will neither proceed to peer review nor receive further consideration.

It is the responsibility of the applicant to ensure that its application is complete and submitted by the deadline. In order to be considered for funding, applicants should ensure that their application is submitted by the deadline, meets the eligibility criteria, and includes the following:

1. Project Summary (35%)\*\*
2. Narrative (45%)\*\*
3. Budget Detail Worksheet and Narrative (10%)\*\*
4. Project Timeline (10%)
5. Other Attachments (as needed)

\*\*These items MUST be included in the application submission in order for the application to proceed to peer review. Applications that do not include these attachments will not receive further consideration.

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

An application should include 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. Project Summary (35% of application score)**

The Project Summary should not exceed 15 double-spaced pages (graphs and charts may be single-spaced) in 12-point font (Times New Roman is preferred) with 1-inch margins. Pages should be numbered "1 of 15" "2 of 15," etc.

The following should be addressed in the Project Summary:

- What is the name of the federally-recognized Indian tribe(s) or AI/AN organization that will be served by the proposed project, the title of the project, and the dollar amount requested?
- Describe the size of the reservation/jurisdiction to be served. Is the tribe supported by direct service, contracts, compacts, and/or grants? What is the general form of government? Include a specific description of the jurisdiction or geographic area where activities will be focused.
- Describe the existing coordinated community response to adult and child victims of sexual assault, including existing policies, practices, protocols, and response strategies that address the needs of sexual assault victims. For example: Who are the first responders? What is the evidentiary chain of custody? Where are sexual assault exam kits stored? Who pays for victim's sexual assault exams? What are the factors that determine sexual assault tribal versus federal and state prosecution(s)? What is the continuum of care available for adult and child victims? What type of victim services for adult and child victims are available (e.g., emergency and behavioral health care systems, alcohol and substance abuse programs and/or treatment facilities, clinics, emergency shelters and transitional housing, trauma-informed crisis counseling, etc.)?
- Based on the existing coordinated community sexual assault response, what existing strategies are being employed to address gaps in service and enhance community capacity to serve all victims of sexual assault?;
- Describe the law enforcement services provided, including any cross-jurisdictional cooperative agreements, multidisciplinary advisory boards or groups, sex offender registries, task forces, communication information-sharing systems, or similar arrangements.
- Describe the current data collection efforts and gaps in data in understanding the prevalence of sexual assault and sexual assault response in your community.
- Describe the needs for training and technical assistance.

### **3. Narrative (45% of application score)**

Applicants must submit a narrative. The Narrative should not exceed 12 double-spaced pages (graphs and charts may be single-spaced) in 12-point font (Times New Roman is preferred) with 1-inch margins. Pages should be numbered “1 of 12” “2 of 12,” etc. The Narrative file should be named “Narrative”.

The Narrative should briefly identify and address the activities for the first phase of the project (see pages 7–9). Narratives will be reviewed and evaluated based on the responses to the following sections:

#### **a. Project Design and Implementation (20%)**

- Identify the primary implementing agency (if different from the applicant’s legal jurisdiction name), including the name, phone number, and e-mail address of a point of contact.
- Describe how the project will augment and enhance the coordinated community response to sexual assault and assist tribal justice systems and tribal communities in addressing issues relating to sexual assault.
- Discuss how the proposed project will be developed in partnership with the community.
- Discuss the tribe or AI/AN organization’s commitment to work with the SANE-SART TTA provider, OVC, and its partners to help inform the initiative and receive training and technical assistance. (See pages 3–6 for background information on the Initiative components and partners.)

#### **b. Capabilities and Competencies (20%)**

- Describe the management structure, staffing, and in-house or contracted capacity to complete the proposed project activities.
- Describe the project community collaboration structure and how it will ensure successful project planning and/or implementation, and how communication and coordination will be implemented throughout the project.
- Explain how the existing sexual assault response addresses victim safety concerns.

#### **c. Plan for Collecting the Data Required for This Solicitation’s Performance Measures (5%).**

- Explain how the applicant will determine and measure the project’s success, including a description of how data will be collected and assessed to measure the impact of proposed efforts and how the applicant will work with the TTA provider. This description should include meeting timelines and deliverables, as well as input and feedback from customers and stakeholders. Applicants should explain what will be measured, who is responsible for performance measures,

and how the information will be used (See pages 6–8).

- Describe the applicant's commitment to working with the TTA Provider and an external evaluator to participate in the evaluability study (see page 6). Identify any challenges to sustaining the project beyond grant funding and discuss how the applicant will work on those challenges throughout the award period.

#### 4. Budget Detail Worksheet and Budget Narrative (10% of application score)

##### a. Budget Detail Worksheet

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

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

**Note:** The budget should include the estimated cost for travel accommodations for personnel and SANE-SART members to attend the mandated meetings and trainings (see Travel).

##### 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:

Program Match. A cash and 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. The applicant should budget for the SANE-SART Site principle person to attend a 1.5-day kickoff meeting in Washington, D.C.; the SANE-SART Site principle and SART members to attend a 2- to 3-day SANE-SART TTA conference (location TBD); one person to attend Financial Management Training (location TBD); and additional travel costs for project-related activities and/or professional development trainings and/or conferences.

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. Copies are available on the OJP Web site. This document will govern the administration of funds by all successful applicants and

their contractors.

**Important:** 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](http://www.ojp.usdoj.gov/financialguide/index.htm).

**5. Project Timeline (10% of application score)**

Applicants should submit a Project Timeline that encompasses the key project activities for Phase I, Year 1, including required meetings and conferences; and delineates the roles and responsibilities for the team and community members. (For key project activities, see pages 6–9). The sites will be encouraged to revisit and revise their task timeline in collaboration with the TTA provider six months into the project period. See “Sample Project Timeline” at [www.tribaljusticeandsafety.gov](http://www.tribaljusticeandsafety.gov).

**6. Tribal Authorizing Resolution (if applicable)**

If an application is being submitted by either a tribe or tribal organization or a third party proposing to provide direct services or assistance to residents on tribal lands, a current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal council or comparable governing body authorizing the inclusion of the tribe or tribal organization and its membership should be included with the application. In those instances when an organization or consortium of tribes proposes to apply for a grant on behalf of a tribe or multiple specific tribes, the application should include a resolution from all tribes that will be included as a part of the services/assistance provided under the grant. A consortium of tribes for which existing consortium bylaws allow action without support from all tribes in the consortium (i.e., without authorizing resolution or other enactment of each tribal governing body) may submit a copy of its consortium bylaws with the application in lieu of tribal resolutions.

If an applicant is unable to obtain a signed copy of a tribal resolution documenting support for its application, then, at a minimum, the applicant should submit an unsigned, draft tribal resolution as part of its application (except in cases where, with respect to a tribal consortium applicant, consortium bylaws allow action without the support of all consortium member tribes). If selected for funding, use of and access to funds will be contingent on receipt of the signed tribal resolution.

**7. Additional Attachments (as necessary)**

- a. Resume and job description of unfilled SANE-SART Coordinator position.
- b. Resumes and job descriptions of the existing coordinated community response team members.
- c. Existing Memorandum of Understanding(s) with service providers; tribal, state or federal law enforcement; health facilities; etc.

**8. Other Standard Forms**

Additional forms that may be required in connection with an award are available on OJP’s funding page at [www.ojp.usdoj.gov/funding/forms.htm](http://www.ojp.usdoj.gov/funding/forms.htm). For successful applicants, receipt of funds may be contingent upon submission of all necessary forms. 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

1. Project Summary (35%)
2. Narrative (45%)
3. Budget Detail Worksheet and Narrative (10%)
4. Project Timeline (10%)
5. Additional Attachments (as necessary)

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

1. **Project Summary (35%).** The Project Summary will be rated based on the extent to which the application provides all of the information requested on pages 14–15.
2. **Narrative (45%).** The Narrative includes all items addressed under Project Design and Implementation; Capabilities and Competencies; and Plan for Collecting the Data Required for This Solicitation's Performance Measures. The project 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. Projected activities should be realistic and reflect the time, staff, and funding allocated to the project. The items listed on pages 15–16 should be included in the narrative.

The Project Design and Implementation (20%) submission will be rated based on the following criteria:

- The extent to which the application provides all of the requested information.
- The extent to which the implementation plan will meet the need described in the Project Summary.

- The extent to which the plan describes sound practices and accountability to address willingness to enhance existing coordinated community response to sexual assault discussed in the application.
- The extent to which the plan meets the goals and objectives.

The Capabilities and Competencies (20%) submission will be rated based on the following criteria:

- The extent to which the application provides all of the requested information.
- The extent to which the application demonstrates the capacity of the applicant—including any partners—to carry out the activities described in the application.

Plan for Collecting the Data Required for this Solicitation's Performance Measures (5%). The applicant must describe its plan for measuring project progress and success; evaluating the accomplishment of project goal(s) and objectives; collecting data to report on the performance measures established for this solicitation; and gathering and analyzing evaluation data. The evaluation plan must also identify any resources that will be devoted to working with the awarded TTA provider and external evaluator to assist with the assessment. 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.

**3. Budget and Budget Narrative (10%).** The reviewer will examine the identified project tasks, milestones, and assignment of staff resources within the framework of the proposed budget. The applicant may apply for up to \$108,000. Awards can support 50 percent of a SANE-SART Coordinator position. 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.

**4. Project Timeline (10%).** The Project Timeline will be rated on the following criteria:

- The extent to which the timeline is complete and reasonable given the activities described.
- The extent to which all activities can be reasonably completed within the grant period and with the resources allocated.
- Who is responsible for the activities.

Additionally, the Project Timeline should include the kickoff meeting and combined training conference for SANE-SART Projects.

## 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 (AAG), who also may give consideration to factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding when making awards.

## **Additional Requirements**

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

- Civil Rights Compliance
- Faith-Based and Other Community Organizations
- Confidentiality
- Research and the Protection of Human Subjects
- Anti-Lobbying Act
- Financial and Government Audit Requirements

- National Environmental Policy Act (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

## **Application Checklist AI/AN SANE-SART Program**

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

### **Eligibility Requirement:**

Federally-recognized Indian tribal governments, as determined by the Secretary of the Interior, and American Indian/Alaska Native organizations may apply. Potential applicants include federally recognized tribes, for-profit Alaska Native organizations, and nonprofit tribal organizations. These awards are limited to tribal organizations as defined in the Indian Self-Determination and Education Assistance Act, Public Law 93-638, 25 U.S.C., §450(b). Under this provision, a “tribal organization” is defined as the recognized governing body of any Indian tribe, to include any legally established organization of Indians that is controlled, sanctioned, or chartered by such governing body, or that is democratically elected by the adult members of the Indian community to be served by such organization, and that includes the maximum participation of Indians in all phases of its activities. For a current (Friday, October 1, 2010) list of federally-recognized Tribes, see Vol. 75, No. 190 of the Federal Register, [www.gpo.gov/fdsys/pkg/FR-2010-10-01/html/2010-24640.htm](http://www.gpo.gov/fdsys/pkg/FR-2010-10-01/html/2010-24640.htm).

- \_\_\_\_\_ The federal amount requested is within the allowable limit(s) of \$108,000.
- \_\_\_\_\_ Applicant is a federally-recognized Indian tribal government or AI/AN organization.

### **What an Application Should Include:**

- \_\_\_\_\_ Application for Federal Assistance (SF-424)
- \_\_\_\_\_ Project Summary (includes 2 components)
- \_\_\_\_\_ Budget Detail Worksheet & Narrative
- \_\_\_\_\_ Tribal Authorizing Resolution
- \_\_\_\_\_ Other Attachments (Optional)
- \_\_\_\_\_ SANE-SART Coordinator (Resume or Job Description)
- \_\_\_\_\_ Resumes for existing sexual assault responders or team members
- \_\_\_\_\_ MOUs, Contracts, Letters of Support
- \_\_\_\_\_ Other Standard Forms as applicable, including:
  - \_\_\_\_\_ Disclosure of Lobbying Activities
  - \_\_\_\_\_ Accounting System and Financial Capability Questionnaire
  - \_\_\_\_\_ Certifications Regarding Lobbying, etc
  - \_\_\_\_\_ Standard Assurances