

# OVC Fiscal Year 2020 Expanding SANE Services to Victims of Sexual Assault on Campus

March 24, 2020



# Presenter

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# Outline of Webinar Presentation

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1. Mission of DOJ and OVC
2. Breakdown of the solicitation (*Helpful hint: Have a copy with you to follow along and reference!!!*)
  - a) Eligibility
  - b) Program Focus
  - c) Required Documents
  - d) Application Deadline, Award Amount, and Timelines
3. Application Evaluation
4. How to Apply
5. Questions and Answers



This program furthers the Department's mission by increasing the quality and quantity of services available to victims of sexual assault.

# *OVC Mission Statement*

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OVC is committed to enhancing the Nation's capacity to assist crime victims and to providing leadership in changing policies and practices to promote justice and healing for all victims of crime.

# *Scope of this Program*

*(Pg. 4)*



This program is intended to establish or expand Sexual Assault Nurse Examiner (SANE) programs that will offer medical forensic care, advocacy, and other victim services to sexual assault survivors on college campuses.



## Eligible applicants are:

1. Institutions of higher education, including tribal institutions of higher education
2. Healthcare organizations serving institutions of higher education (e.g., campus hospitals, clinics)

**For additional information on Eligibility, please review the title page of the solicitation.**

# Program Goals

(Pg. 4)



Primary goals of this program are to—

- establish or expand SANE programs that will improve the delivery of sexual assault medical forensic care, advocacy, and other victim services to sexual assault survivors on campuses using coordinated community response strategies; and
- build the campuses' capacity to train and retain SANEs.

# *Program Objective*

*(Pg. 4)*



Primary objective of this program is—

- To develop, expand, or strengthen SANE services on the campuses of the institutions involved for victims of sexual assault to improve delivery of post-assault medical and advocacy services on campus.

# Allowable Activities

(Pgs. 4-5)



- Establish or expand campus SANE/Sexual Assault Response Teams (SARTs) to align advocacy, medical, legal, and educational services for survivors and ensure trauma-informed practices across service sectors.
  - May include hiring a SANE/SART Coordinator
- Develop, strengthen, and implement SANE/SART policies, protocols, and services that effectively improve the response to sexual assault on campus.
- Develop collaborative relationships between community-based organizations and campus-based victim service providers that improve the quality of assistance provided to survivors.

## *Allowable Activities (cont.)*

*(Pgs. 4-5)*



- Train, mentor, and retain SANEs and advocates.
- Equipment costs.
- Campus awareness and outreach efforts about the SANE program and provision of SANE services for survivors.

# *Program Deliverables*

*(Pg. 5)*



The main deliverable is the delivery of sexual assault medical forensic care, advocacy, and other victim services to sexual assault survivors on campus. Other deliverables include:

- Trauma-informed care to survivors to prevent and minimize re-traumatization.
- Improved quality of sexual assault medical forensic exams and sexual assault victim services provided to survivors.
- Increased perpetrator accountability while empowering survivors.

# *Limited Use of Funds*

*(Pg. 5)*



The following activities cannot be supported under this program:

- Tuition reimbursement in lieu of salary for project staff.
- Activities not designed specifically to enhance sexual assault medical-forensic care, victim advocacy services, and SART coordination on campuses.



In FY 2020 OJP will give priority consideration to:

- applications that address specific challenges that **rural communities** face.
- applications that demonstrate that the individuals who are intended to benefit from the grant reside in **high-poverty areas** or **persistent poverty counties**.
- applications that offer enhancements to public safety in economically distressed communities (**Qualified Opportunity Zones**).

# OJP Priority Areas (cont.)

(Pgs. 5-6)



- Applicants under the **rural priority** must describe what makes the geographic service area rural, using U.S. Census or other appropriate government data; how isolated the area is from needed services; and how they will address specific challenges in rural communities.
- Applicants under the **poverty priority** must demonstrate that individuals who are intended to benefit from the grant reside in high-poverty areas or persistent poverty counties.
- Applicants under the **QOZ priority** must specify how the project will enhance public safety in the QOZs.



**11:59 p.m. ET**  
**May 7, 2020**

OJP urges applicants to submit applications **at least 72 hours prior** to the application due date.

# Federal Award Information

(Pg. 6)



Maximum number of awards OVC expects to make:	16 Awards
Estimated maximum dollar amount for each award:	\$500,000
Period of Performance start date:	10/01/2020
Period of Performance duration:	36 Months
Period of Performance ends (no extensions possible):	9/30/2023

# Type of Award

(Pg. 6)



Awards will be made as a **Grants**:

- Legal instrument of financial assistance
- **Awarding agency** maintains an **oversight** and **monitoring** role
- **Without substantial involvement** with awarding agency

See the “Administrative, National Policy, and Other Legal Requirements” section of the [OJP Grant Application Resource Guide](#) for more information.

# Applications **MUST** Include (Pgs. 7; 12)



The following application elements **must be included** in the application submission to meet basic minimum requirements to advance to peer review and receive consideration for funding:

– **Project Narrative\***

- a) **Description of the Issue** (20% of the application score)
- b) **Project Design and Implementation** (40% of the application score)
- c) **Capabilities and Competencies** (20% of the application score)
- d) **Plan for Collecting Performance Measurement Data** (10% of the application score)

– **Budget Detail Worksheet and Narrative\*** (10% of the application score)

**If you do not submit documents noted with an asterisk (\*),  
the application will not be considered for funding.**



The program narrative should be:

- Double-spaced, using 12-point Times New Roman font;
- 1-inch margins
- Not to exceed 20 pages
- Pages should be numbered

If the Program Narrative fails to comply with these length-related restrictions, OVC may negatively consider such noncompliance in peer review and in final award decisions.

# *Plan for Collecting Performance Measurement Data*

## *(Pgs. 9-10)*



- Submit quarterly performance data through the Transforming Victim Services module in OVC's Performance Measurement Tool (PMT), <https://ovcpmt.ojp.gov>.
- Applicants should review the applicable performance measures at <https://www.ovc.gov/grants/pdftxt/TVS-questionnaire.pdf>.
- Application should demonstrate the applicant's understanding of the performance data reporting requirements for this grant program and detail how the applicant will gather the required data if funded.

# Budget Detail Worksheet

(Pg. 10)



See the [OJP Grant Application Resource Guide](#) for information on the:

- [Budget Information and Associated Documentation](#) in the “Budget Preparation and Submission Information” section.
- Use the DOJ standard form; Excel version preferred.
- Budget detail and budget narrative combined in one document.
- Personnel costs should relate to the key personnel for the project.
- The budget should include adequate funding to fully implement the project, broken out by year, reflecting 36 months.
- The budget narrative should be mathematically sound and correspond with information in the Budget Detail Worksheet.
- Available at: <https://www.ojp.gov/funding/apply/forms/ojp-budget-detail-worksheet>

# Applications also **MUST** Include (Pgs. 16-17)



- SF-424
- Project Abstract
- Indirect Cost Rate Agreement (if applicable)
- Financial Management Questionnaire
- SF-LLL
- Disclosure of Pending Applications
- Disclosure and Justification – DOJ High Risk Grantees
- Request and Justification for Employee Compensation (if applicable)
- Time-Task Plan
- Job Descriptions and Resumes for Key Staff
- Documentation of Rural Challenges (if applicable)
- Documentation of High-Poverty Areas or Persistent Poverty Counties (if applicable)
- Documentation of Enhanced Public Safety in Federally Designated Qualified Opportunity Zones (if applicable)

Review the solicitation checklist and see [OJP Grant Application Resource Guide](#) to review the details for submitting many of these elements.

# Application for Federal Assistance (SF- 424) (Pg. 7)



FY 2019 Coordinated Tribal Assistance Solicitation Program 2019-10856-AL-1A

Application

Review SF-424 Print a Copy

Application Handbook

- Purpose Areas
- Overview
- Applicant Information
- Purpose Area Details
- Budget and Program Attachments
- Assurances and Certifications
- Review SF-424
- Submit Application
- Required CTAS Application Attachments

10/Frequently Asked Questions  
MS Home  
Log Off

Instructions: You can use this page to review the completed SF-424 for each purpose area by selecting the purpose area from the drop-down menu. Project Title, Project Description, Congressional Districts or Budget, you will need to return to the purpose area details page.

Purpose Area: 07-Tribal Victim Services Set-Aside Program (OVC)

<b>APPLICATION FOR FEDERAL ASSISTANCE</b>	
1. TYPE OF SUBMISSION Application Construction	2. DATE SUBMITTED
	3. DATE RECEIVED BY STATE
	4. DATE RECEIVED BY FEDERAL AGENCY
<b>5. APPLICANT INFORMATION</b>	
Legal Name OJP OCIO Testing	Organizational Unit Testing Inc.
Address 123 Test Street Test, AL 12333-1233	Name and telephone number of the person to be contacted Test, Test (123) 222-1233
6. EMPLOYER IDENTIFICATION NUMBER (EIN) 12-4322222	7. TYPE OF APPLICANT State
8. TYPE OF APPLICATION New	9. NAME OF FEDERAL AGENCY Office for Victims of Crime
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 16,841 CFDA TITLE: Tribal Victim Services Set-Aside Program	11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT Testing via automation.
<b>12. AREAS AFFECTED BY PROJECT</b> Testing via automation	
13. PROPOSED PROJECT Start Date: 10/01/2019 End Date: 09/30/2022	14. CONGRESSIONAL DISTRICTS OF a. Applicant

## Double Check the SF-424

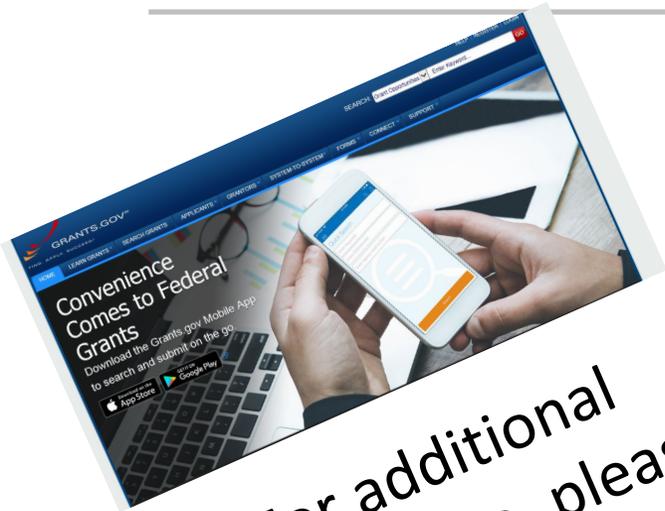
- Type of Application: **“New”**
- Legal Name: **Enter the same legal name you use in all OJP award documents. Must be exactly the same.**
- Start/End Dates: **10/01/20 – not more than 09/30/23**
- Estimated Funding: **Must match the federal request in the Detailed Budget Worksheet**
- Project Description: **FY 20 Expanding SANE Services to Victims of Sexual Assault on Campus**

# How to Apply

(Pg. 11)



- Applicants **must register** in, and submit applications through, **Grants.gov**
- Registration steps are outlined in the [OJP Grant Application Resource Guide](#)
- **Applications Are Due: May 7 by 11:59 p.m. ET**
- Submit application **at least 72 hours prior** to the due date
- Call the Grants.gov Customer Support Hotline at 800–518–4726 or 606–545–5035 (24/7) for technical difficulties



For additional information, please review [OJP Grant Application Resource Guide](#)

## All Applicants should complete the following steps:

1. Acquire a unique entity identifier (a Data Universal Numbering System (DUNS) number)
2. Register or maintain registration with the System for Award Management (SAM) database well in advance of applying (replaces CCR).
3. Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.
4. Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).
5. Search for the funding opportunity on Grants.gov
6. Select the correct Competition ID.
7. Access Funding Opportunity and Application Package from Grants.gov.
8. Submit a valid application consistent with the solicitation by following the directions at Grants.gov.

# How to Apply (cont.)



As noted in the [OJP Grant Application Resource Guide](#).

## **IMPORTANT SAM.gov ALERT**

- If you are a new entity registering in the System for Award Management (SAM) or an **existing entity that needs to update or renew your SAM registration**, you must submit an original, signed notarized letter appointing the authorized Entity Administrator within 60 days of the registration activation. **Notarized letters must be submitted via U.S. Postal Service Mail.**

# Review Process

(Pgs. 12-13)



- Peer reviewers (internal, external, or a combination) will review the applications to ensure they meet basic minimum requirements, such as:
  - The application was submitted by an eligible type of applicant
  - The application requested funding within programmatic funding constraints (if applicable)
  - The application was responsive to the scope of the solicitation
- Before award decisions are made, OJP also reviews information related to the degree of risk posed by the applicant.

# *Federal Award Notification Information*

## *(Pgs. 13-14)*



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

- Award notifications made by September 30, 2020 via email through GMS to the individuals listed in the application as the point of contact and the authorizing official.
- Detailed instructions on how to access and view the award documents, and steps to take in GMS to start the award acceptance process.
- Lots of legal requirements! Read carefully!

# Attachment Tips



**OVC strongly recommends that applicants use descriptive names when labeling attachments.**

## Good Examples:



**File Name:** Budget Detail Worksheet

**File Name:** Letters of Support

## Bad Examples:



**File Name:** Budget

**File Name:** File 4

# Adding Attachments

(Pg. 2)



- Grants.gov has two categories of files for attachments: "mandatory" and "optional."
  - OJP receives all files attached in both categories.
  - Do not embed "mandatory" attachments within another file.
- Pay attention to the alert on page 2 for details on how to add, view, and delete attachments.
- Also see the alert on Checking for Errors with attachments in the “Registration and Submission Steps (Grants.gov)” of the [OJP Grant Application Resource Guide](#).

# *Technical Problems/ Request for Late Submission*

*(Pg. 2)*



- See “Experiencing Unforeseen Grants.gov Technical Issues” in the How To Apply (Grants.gov) section in the [OJP Grant Application Resource Guide](#).
- The following conditions generally are insufficient to justify late submissions:
  - Failure to register in SAM or Grants.gov in sufficient time (SAM registration and renewal can take as long as 10 business days to complete. The information transfer from SAM to Grants.gov can take up to 48 hours.)
  - Failure to follow Grants.gov instructions on how to register and apply as posted on its website.
  - Failure to follow each instruction in the OJP solicitation.
  - Technical issues with the applicant’s computer or information technology environment, such as issues with firewalls or browser incompatibility.

# Tips



- **There are lots of steps. START EARLY!!! DON'T WAIT UNTIL THE LAST MINUTE!!!**
  - Registrations (DUNS, SAM, Grants.gov)
  - Identify Partner(s)
  - Schedule planning meetings with proposed partner(s)
- Apply under the correct competition ID: **OVC-2020-18113.**
- **Applications Are Due: May 7 by 11:59 p.m. ET.**
- Submit application **at least 72 hours prior** to the due date.
- Use the Budget Detail Worksheet template.
  - Applicants must follow the same format (headings, subsections, etc.) if not using the template for this critical element.
- Ask for the amount of funding needed.
- Call the Grants.gov Customer Support Hotline at 800–518–4726 or 606–545–5035 (24/7) for technical difficulties.

# Stay Connected to OVC

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Subscribe to receive notices about OVC's programs and initiatives in one of two ways.

- **Text to Subscribe:** Text **OJP OVC [your email address]** to **468-311** to subscribe. *Message and data rates may apply.*
- **Online:** Visit [https://puborder.ncjrs.gov/Listservs/subscribe\\_newsfromovc.asp](https://puborder.ncjrs.gov/Listservs/subscribe_newsfromovc.asp) and enter your email address.

Follow us on social media.

- **Facebook:** <https://www.facebook.com/OJPOVC>
- **Twitter:** <https://twitter.com/OJPOVC>
- **YouTube:** [www.youtube.com/ojpovc](http://www.youtube.com/ojpovc)

# *Solicitation Assistance and Support (Pg. 2)*



## **National Criminal Justice Reference Service (NCJRS) Response Center**

<https://www.ncjrs.gov>

- Provides programmatic and general assistance with solicitation requirements.
- Links to all current OJP funding opportunities
- Subscribe to receive email notifications of new opportunities
  - Sign up to receive the biweekly **JUSTINFO** newsletter and the weekly **Funding News From NCJRS** email.
  - Be sure to select “Grants/funding” as an area of interest in your NCJRS registration profile when you subscribe.
- **Phone:** 800–851–3420
- **Email:** [grants@ncjrs.gov](mailto:grants@ncjrs.gov)
- **Web chat:** <https://webcontact.ncjrs.gov/ncjchat/chat.jsp>
- **TTY** at 301–240–6310 (hearing impaired only)
- **Hours of operation:** 10:00 a.m. to 6:00 p.m., eastern time, Monday through Friday.

# Technical Application Assistance (Pg. 2)



## Grants.gov

- Provides technical assistance with submitting an application
  - **Customer Support Hotline** – 800-518-4726 or 606-545-5035
    - The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.
  - **Email**
    - <https://www.grants.gov/web/grants/support.html>
    - [support@grants.gov](mailto:support@grants.gov)
- Provides information on available federal funding opportunities for various federal agencies.



# Important Websites

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- OVC's website: [www.ovc.gov](http://www.ovc.gov)
- OJP Grant Application Resource Guide: <https://ojp.gov/funding/Apply/Resources/Grant-App-Resource-Guide.htm>
- DOJ Grants Financial Guide: <https://ojp.gov/financialguide/DOJ/index.htm>
- Budget Detail Worksheet: <https://ojp.gov/funding/Apply/Forms/BudgetDetailWorksheet.htm>
- OVC Training and Technical Assistance Center: [www.ovcttac.gov](http://www.ovcttac.gov)
- Grants Management System: <https://grants.ojp.usdoj.gov/>
- Grants Payment Request System: <https://grants.ojp.usdoj.gov/gprs>
- Grant Performance Measurement Reporting: <https://ojp.gov/performance/>



# Q & A



Please submit questions during the presentation by using the Q&A box and selecting all presenters.