



The U.S. Department of Justice, Office of Justice Programs, [Office for Victims of Crime](#) (OVC) is pleased to announce that it is seeking applications for funding the Office for Victims of Crime Sexual Assault Response Team (SART) Conference 2011 project. This project furthers the Department's mission by supporting the delivery of comprehensive, quality services to all victims of sexual assault.

OVC FY09 SART Conference 2011

Eligibility

Applicants are limited to private nonprofit organizations, including faith-based and community-based organizations, colleges or universities, public agencies or tribal organizations, and governments that can demonstrate (1) knowledge and understanding of sexual assault and a sexual assault response team (SART); and (2) staff resources and capability to plan and implement a national training conference for approximately 1,000 SART professionals. A private nonprofit organization does not have to have 501(c)(3) status to apply for grant funding under this solicitation.

(See "Eligibility," page 4)

Deadline

Registration with GMS is required prior to application submission. Applicants must obtain a DUNS number from Dun and Bradstreet prior to application submission. Applicants must register with the Central Contractor Registration (CCR) database.

(See "Deadline: Registration," page 3)

All applications are due by 8:00 p.m. Eastern Time on May 14, 2009.

(See "Deadline: Application," page 4)

Contact Information

For assistance with the requirements of this solicitation, contact Olivia Schramm, OVC Victim Justice Program Technician, at 202-616-8803 or olivia.schramm@usdoj.gov.

This application must be submitted OJP's Grants Management System (GMS). For technical assistance relating to the on-line application system, call the Grants Management System Support Hotline at 1-888-549-9901, option 3.

Note: The GMS Support Hotline hours of operation are Monday-Friday from 7:00 a.m. to 9:00 p.m. Eastern Time.

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OVC FY09 SART Conference 2011 (CFDA # 16.582)

Overview

The Office for Victims of Crime (OVC) is committed to enhancing the Nation's capacity to assist crime victims and to providing leadership in changing attitudes, policies, and practices to promote justice and healing for all victims of crime. OVC has funded the National Sexual Assault Response Team (SART) Training Conference every other year since 2001, and this cooperative agreement will fund the planning and implementation of the 2011 SART Conference. Depending on grantee performance and funding availability, additional funding may be provided for the planning and execution of the 2013 SART Conference. The 2011 SART conference will provide 2.5–3 days of state-of-the-art training for SART professionals including victim advocates, sexual assault nurse examiners (SANEs) and other medical personnel, law enforcement, prosecutors, and crime lab specialists. National experts in the five SART disciplines will present workshops and keynotes at the conference on a multidisciplinary, victim-centered approach to sexual assault to improve responses to sexual assault victims. This cooperative agreement is authorized under the Victim Compensation and Assistance Act, as amended, at 42 U.S.C. 10603 (c)(1)(A), which provides funding for training, technical assistance, and demonstration projects.

Deadline: Registration

Registering with OJP's Grants Management System (GMS)

Applications must be submitted through OJP's online Grants Management System (GMS). To access the system, go to <https://grants.ojp.usdoj.gov/>. Applicants should begin the process immediately to meet the GMS registration deadline, especially if this is the first time they have used the system. Each application requires a separate GMS registration. The registration process for organizations includes: (1) Obtaining a Data Universal Numbering System (DUNS) number; (2) Registering your organization with the Central Contractor Registration (CCR) database; and (3) Registering with GMS prior to applying.

The deadline to register is 11:00 p.m. Eastern Time on Thursday, May 14, 2009.

A DUNS Number is required. All applicants under this solicitation must include a DUNS (Data Universal Numbering System) number in their application. Applications without a DUNS number are incomplete.

A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling 1-866-705-5711 or by applying online at <http://www.dnb.com/us/>. Individuals are exempt from this requirement.

Central Contractor Registration (CCR) is required. In addition to the DUNS number requirement, OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the Central Contractor Registration (CCR) database. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Please note, however, that applicants must update or renew their CCR registration at least once per year to maintain an active status. Information about registration procedures can be accessed at www.ccr.gov.

Deadline: Application

The due date for applying for funding under this announcement is 8 p.m. Eastern Time on May 14, 2009.

Eligibility

General Statement of Eligibility: Applicants are limited to private nonprofit organizations, including faith-based and community-based organizations, colleges or universities, public agencies or tribal organizations and governments that can demonstrate (1) knowledge and understanding of sexual assault and a sexual assault response team (SART); and (2) staff resources and capability to plan and implement a national training conference for approximately 1,000 SART professionals. A private nonprofit organization does not have to have 501(c)(3) status to apply for grant funding under this solicitation.

Faith-Based And Other Community Organizations: Consistent with Executive Order 13279, dated December 12, 2002, and 28 C.F.R. Part 38, faith-based and other community organizations that statutorily qualify as eligible applicants under DOJ programs are invited and encouraged to apply for assistance awards to fund eligible grant activities. Faith-based and other community organizations will be considered for awards on the same basis as other eligible applicants and, if they receive assistance awards, will be treated on an equal basis with all other grantees in the administration of such awards. No eligible applicant or grantee will be discriminated for or against on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or persons working in the organization.

Faith-based organizations receiving DOJ assistance awards retain their independence and do not lose or have to modify their religious identity (e.g., remove religious symbols) to receive assistance awards. DOJ grant funds, however, may not be used to fund any inherently religious activity, such as prayer or worship. Inherently religious activity is permissible, although it cannot occur during an activity funded with DOJ grant funds; rather, such religious activity must be separate in time or place from the DOJ-funded program. Further, participation in such activity by individuals receiving services must be voluntary. Programs funded by DOJ are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion.

If your organization is a faith-based organization that makes hiring decisions on the basis of religious belief, it may be entitled, under the Religious Freedom Restoration Act, 42 U.S.C. § 2000bb, to receive federal funds and yet maintain that hiring practice, even if the law creating the funding program contains a general ban on religious discrimination in employment. For the circumstances under which this may occur, and the certifications that may

be required, please see the OCR link referenced in the “Other requirements.htm”, included under “Additional Requirements” in this announcement.

American Indian Tribes and Alaska Native Tribes and/or Tribal Organizations: Applicants are limited to for-profit (commercial) organizations, nonprofit organizations, faith-based and community organizations, institutions of higher learning, and consortiums with demonstrated organization and community-based experience working with American Indian and Alaska Native communities, including tribal commercial and nonprofit organizations, tribal colleges and universities, and tribal consortiums.

All tribal applications must be accompanied by a current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal council or comparable government body. If the grant will benefit more than one tribal entity, a current authorizing resolution or other enactment of the tribal council or comparable government body from each tribal entity must be included. If the grant application is being submitted on behalf of a tribal entity, a letter or similar document authorizing the inclusion of the tribal entity named in the application must be included.

Applicants are encouraged to review the Civil Rights Compliance section under “Additional Requirements” in this announcement.

Project-Specific Information

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

Award Amount: One cooperative agreement up to \$500,000 will be awarded to either a private nonprofit organization, including faith- and community-based organizations, colleges or universities, a public agency or tribal organizations and governments for the purposes of planning and implementing a national training conference for approximately 1,000 SART professionals. The funding for this award is authorized under 42 U.S.C. § 10603 (c) (1) (A). Depending on grantee performance and funding availability, additional funding will be provided for the planning and execution of the 2013 SART Conference.

Award Period: One award will be made for a 24-month period of time. Depending on grantee performance and funding availability, additional funding will be provided for the planning and execution of the 2013 SART Conference.

Background and Purpose: OVC is committed to enhancing the Nation’s capacity to assist crime victims and to providing leadership in changing attitudes, policies, and practices to promote justice and healing for all victims of crime. True to its mission, OVC is responsible for implementing several important pieces of federal legislation that are intended to advance victims’ rights and services, as well as improving the skills, knowledge, and abilities of crime victim advocates, service providers, and allied professionals who are responsible for intervening on behalf of victims and witnesses.

The four key pieces of federal legislation that guide and direct OVC funding activities are the 1982 Victim and Witness Protection Act 18 U.S.C. 1501, as amended, which promotes rights and services for victims of crime within the federal system and serves as the foundation of the Attorney General Guidelines for Victim and Witness Assistance; the 1984 Victims of Crime Act, as amended at 42 U.S.C. 10601, which establishes the Crime Victims Fund and authorizes

programs to support grants for victim compensation, victim assistance services, improvement of child abuse investigation and prosecution, as well as discretionary grants for training, technical assistance, demonstration projects, and program evaluation; the Victims of Trafficking and Violence Protection Act of 2000 at 22 U.S.C. 7101, as amended, which is intended to combat trafficking of persons through prevention, prosecution, enforcement, protection, and assistance to victims of trafficking; and, most recently, the Crime Victims' Rights Act of 2004 at 42 U.S.C. 10603d, as amended, which is intended to protect federal crime victims' rights, including the following: the right to be protected from the accused; the right to be heard at any public proceeding involving the release, plea, or sentencing of the accused; the right to be treated with fairness and respect; the right to timely notice of any public proceeding involving the crime or any release or escape of the accused; the right to proceedings free from unreasonable delay; the right to confer with a government attorney; and the right to full and timely restitution.

OVC believes that coordinated, multidisciplinary responses to crimes of sexual assault and rape are integral to ensuring that crime victims receive needed services and that the criminal justice system thoroughly/rigorously investigates and prosecutes criminal victimization. Since 1997, OVC has led efforts by the U.S. Department of Justice to promote the development of Sexual Assault Nurse Examiners (SANEs) and Sexual Assault Response Teams (SARTs). SANEs and SARTs are multidisciplinary victim-centered models that provide comprehensive and consistent responses and care to victims of sexual assault, improve the prosecution of sexual assault cases, and hold offenders accountable.

Every other year since 2001, OVC has supported the National SART Training Conference. Continuing this initiative is based on the principle that to sustain and further enhance SARTs multidisciplinary approach, the practitioners who work together should train together. The purpose of this conference is two-fold, to provide state-of-the-art, multidisciplinary training and to share up-to-date knowledge and information. This ensures the valuable evolution of the SART system response to victims of sexual assault.

The 2011 conference shall foster SANE-SART program development and operation on a national level by providing education and training to all SART professionals, including SANEs and other medical personnel (experts in HIV/AIDS testing and STIs), victim advocates, law enforcement (uniform officers and sex crime detectives), criminal and civil prosecutors, mental health personnel, crime technicians and organizations who provide emergency and long-term shelter. Training is conducted by leading experts in the SART disciplines who holistically address the dynamic role SARTs can play in assisting victims of sexual assault. Training includes, but is not limited to, best practices in responding to victims of sexual assault; model alliances between SART professionals; analysis of national, state, tribal and local community SART protocols and initiatives; evidence collection, processing, and chain-of-custody; distinctions in forms of reporting (including non-reporting, Jane/John Doe reporting, confidential vs. official); investigation and expert testimony practices; advocacy; and prosecution. **All workshops must be multidisciplinary in nature and any application that provides examples of discipline-specific tracks training will be considered non-responsive.** For example, no workshop will be specifically catered to SANEs alone. Each workshop will include leading experts who together address and discuss the various perspectives in understanding that specific workshop's topic.

This solicitation asks applicants to submit applications to plan and implement the 2011 National SART Training Conference for approximately 1,000 SART professionals, including up to 90 expert trainers and up to 125 scholarship recipients. Both trainers and scholarship recipients will be selected and vetted by a multidisciplinary planning committee. (See "Deliverables" on page 9

for more information on planning committee and grant's financial coverage). This strategy ensures that the conference trainers are subject matter experts who are highly effective trainers. The conference shall feature at minimum 80 workshops, 6 keynote addresses, and an exhibition hall of nonprofit and corporate exhibitors.

In 2007, the SART Conference piloted an interactive multidisciplinary sexual assault case scenario. In the evaluation feedback participants reported that this was an excellent training. The training provided the SART professionals with the skills and tools to better understand a victim-centered response, and access to necessary technical assistance from some of the Nation's top experts. Since the interactive sexual assault scenario was so well-received, OVC will provide the successful applicant the evaluation feedback from the 2007 and 2009 SART Conferences' interactive scenario to ensure that the initiative is continued and that the grantee can refine, enhance, and expand the scope and utility of the interactive scenario based on the evaluation feedback.

OVC has provided funding in the amount of \$235,000 under this grant to support scholarships for SART and law enforcement that covers conference fees, travel, and lodging expenses. These scholarship opportunities successfully encouraged and supported the attendance of core disciplines at past SART Conferences. Therefore, OVC requires the grantee to provide these scholarships again at the 2011 SART Conference. The grantee will work in close coordination with OVC to administer the scholarships which will pay for the conference fee, as well as travel and lodging expenses of scholarship recipients. The grantee will administer \$150,000 of scholarship funding for up to 25 SARTs who meet the scholarship criteria, demonstrate financial need, and are willing to send four to five team members from different SART disciplines. The teams will be eligible for scholarships of up to \$6,000. In addition, the grantee must work closely with a national-scope law enforcement organization to administer \$75,000 of scholarship funding for up to 50 law enforcement officials. The grantee may also provide reasonable reimbursement (up to \$10,000) to the national-scope law enforcement organization for incurred expenses involved with the administration of the law enforcement scholarships. A memorandum of agreement (MOA) between the applicant and the national-scope law enforcement organization must accompany the application. All scholarships are provided on a reimbursable basis only and the grantee should require all scholars to report back after the conference on the difference the training conference made (law enforcement and team scholars).

NOTE: OVC cannot fund projects that request funding to support the ongoing operation of existing programs or for prevention or research-related initiatives.

Goals, Objectives, and Deliverables: OVC seeks to ensure that crime victims of sexual assault are at the center of the SART system response. This means that all victims of sexual assault receive comprehensive, quality services and are afforded fundamental rights, including, but not limited to, guidance and access to the criminal justice system so that they can make empowered and informed decisions in the aftermath of sexual victimization and abuse. In support of this goal, OVC invites proposals from organizations that have the capability to plan and implement state-of-the-art, multidisciplinary training at a national conference to continue the valuable evolution of the SART systems victim-centered response to victims of sexual assault. The objectives of this project are the following:

- To plan and implement a national training conference for practitioners who respond to victims of sexual assault as members of a SART.
- To ensure that the conference provides state-of-the-art, multidisciplinary training experiences for SART professionals. At a minimum, the grantee must coordinate with

appropriate accreditation bodies to make Continuing Education Units (CEUs) available at the conference for, but not limited to, SANEs, social workers, counselors, therapists, and law enforcement officials.

- To provide a minimum of \$235,000 in scholarships to competitively selected SARTs (\$150,000) and law enforcement officers (\$75,000). See Deliverable #21 on page 10 for further details.
- To assemble a conference planning committee containing SART experts. (See #6, page 9)
- To ensure there is a professional conference planner and adequate staff with expertise in technical assistance, training, planning, and execution in establishing a national conference. (See page 9 under “Deliverables” for more details about adequate conference staff and conference planner.)
- To work closely with OVC, OJP, and DOJ to identify federal resources and initiatives that would enhance the content of the conference.
- To use this conference as an opportunity for attendees to build and strengthen relationships among SART professionals, as well as between new and existing SARTs across the Nation. The applicant should demonstrate and describe how it will use the conference to facilitate the development of SART programs and improve the operation of existing programs, including the sharing of information on SART program development, operation, and sustainability.
- To address other issues of national concern, such as human trafficking and domestic/intimate partner violence, which are sometimes linked and/or related to sexual assault crimes.
- To facilitate protocol development and victim services delivery on the national level. For example, confidentiality and compliance with the Violence Against Women Act (VAWA) at state and agency levels.
- To ensure that the conference is ADA compliant. See Deliverable #22 on page 10.
- To evaluate the conference. See Deliverable #25 on page 10.

The applicant must demonstrate how he or she will accomplish the goals and objectives of the conference by providing a detailed proposal for doing so, along with a realistic budget. OVC will consider applicants who comprehensively address every required deliverable in the solicitation and include a realistic anticipated budget line item to support every deliverable.

Deliverables: OVC will fund one grantee to plan and implement a national training conference for approximately 1,000 SART professionals. The applicant awarded funding under this cooperative agreement will work in close coordination and consultation with OVC in all aspects of the development of this conference. The applicant must adhere to the Department of Justice guidelines for conferences held by cooperative agreement recipients.

Applicants must address all deliverables and activities, including how it will be done and by whom. The applicant must include the following deliverables and activities when developing the project design and implementation plan for this project:

1. Conduct a needs assessment before the first conference planning committee meeting and in collaboration with the members of the committee. The needs assessment must comprehensively address current gaps and emerging issues for SART professionals and up-to-date training and technical assistance for SART professionals. The needs assessment shall describe the current resources that address these needs while

identifying training and technical assistance that calls for further development. As part of the needs assessment, the grantee and planning committee must review and analyze evaluations from the 2009 SART conference. OVC will provide copies of the evaluations to the grantee.

2. Two and one-half to 3-day national training conference focusing on a multidisciplinary victim-centered approach to sexual assault for approximately 1,000 SART professionals.
3. Adequate project staff and consultants. All staff and consultants must have expertise and experience in SART operations and development, training and technical assistance, and the planning and execution of a national-in-scope conference. The grantee must utilize the services of an experienced conference planner and must demonstrate how they will utilize the conference planner and experienced staff. There must be staff at the conference to support the conference and the attendees, such as staffing the registration desk, monitoring the workshop activities, and providing directions and assistance to all conference attendees. See pages 14–15 for further details, under “Organizational Capability and Project Management.”
4. Competitive selection of hotel venues for the conference. Applicants are advised to consider holding the conference in a city that is readily accessible by several airlines. Lodging rates for the conference hotel must not exceed the federal per diem rate for lodging. Applicants must receive at least three competitive bids for the contracting of hotel conference and training facility space, audio-visual support, food and beverage costs, and other expenses associated with the hotel or training facility contract. Final selection will be subject to OVC review and concurrence.
5. Site inspection of potential hotel venues for the conference and minimum of three bids.
6. Planning committee with significant SART expertise. The grant will reimburse travel, lodging, food and beverage, and miscellaneous expenses for committee members and project staff. The applicant must demonstrate how they will utilize the planning committee. In addition, the applicant must show that committee members are SART experts. For example, planning committee members must help the grantee identify workshop topics and secure workshop trainers and keynote speakers.
7. Planning committee meeting, preferable at the site of the conference. Grant covers meeting costs (travel and lodging expenses for committee members and project staff). At least one planning committee meeting must be held in person.
8. Support of travel and lodging expenses of up to 80 expert trainers who are selected and vetted by the multidisciplinary planning committee. The grant will not cover consulting fees to trainers or speakers; however, the grant will cover the travel and lodging expenses. Speakers and trainers will not be charged conference registration fees and will be invited to attend the entire conference.
9. Office supplies and supplies for conference registration and resources, including conference letterhead and envelopes.
10. Development and implementation of a broad marketing strategy that will reach all SART disciplines, organizations, agencies, and professionals.
11. Development of the conference brochure. All hardcopies of the brochures will be developed and printed by the grantee at least 6 months before the conference. Grantee must forward the brochure to OVC for review and approval before it goes to print.
12. An online conference registration system, including a plan for registration, registration form, and registration cost. The conference registration cost may not exceed \$425 per attendee for early registration, nor exceed \$475 per attendee for regular registration.
13. Shipping arrangements and estimated cost to send materials to conference.
14. Conference binder, including agenda, participant information, CDs, and/or other pertinent information.

15. Conference evaluation forms (hardcopy) for conference participants and dissemination plan for evaluation forms.
16. Conference audiovisual support, including rent and labor charges.
17. Conference signage and printing.
18. Speaker packets.
19. Conference food and beverages for all conference attendees, including continental breakfast each day, plenary session lunches, snack/coffee breaks in afternoons with vegan and/or vegetarian dietary options (in accordance with the OJP Financial Guide).
20. A letter of support or memoranda of agreement (MOA) by the national-scope law enforcement organization. See "Other Attachments" on page 17.
21. Competitive selection and administration of the \$235,000 in scholarships for SARTs and law enforcement officials (subject to final concurrence of OVC), with up to \$10,000 of the \$235,000 to be allocated to a national law enforcement agency to administer the law enforcement scholarships. The SART scholarships will provide up to \$6,000 per team (4–5 individuals). Up to 50 law enforcement scholarships will be provided, plus up to \$10,000 for the administration of those law enforcement scholarships by a national-scope law enforcement organization. Grantee should require all scholars to report back after the conference on the difference the training conference made (law enforcement and team scholars).
22. Plan to ensure that the conference is ADA compliant. All past SART conferences have provided required ADA accommodations and conference sites have been fully accessible for individuals with disabilities and other needs, such as dietary needs or other restrictions.
23. A time-task plan that clearly identifies major activities and products for the duration of the project period. The plan must include the designation of organizational responsibility, a schedule for the completion of the activities (such as competition selection of hotel venue, selection of planning committee members, etc.), and the submission of finished projects (brochure, on-line registration form, etc.). In preparing the time-task plan, the Gantt chart, or schedule, applicants should make certain that all project activities will occur within the proposed project period. Every deliverable and activity outlined in the solicitation must be addressed and applicants must indicate how they will be done and by whom. The plan must include a marketing plan for the conference.
24. Quarterly financial and semiannual progress reports, including a final report (within 90 days of project completion) that provides recommendations for enhancing the design and content of the conference, and a conference cost report (within 45 days after the end of the conference) that details conference expenses paid by award funds.
25. Evaluation data. The applicant must include a plan to perform basic evaluation of the project, incorporating the performance measures identified in this solicitation, evaluation form, and any other performance indicators identified by the applicant and make recommendations for improving the design and execution of the conference. (See "Plans for Measuring Progress and Outcomes" page 15.)

Program Income: All income generated as a direct result of the conference-funded project shall be deemed program income, for example any training fees that are generated would be considered program income. Program income may be used to supplement project costs or reduce project costs, or may be refunded to the Federal Government. Program income may only be used for allowable program costs and must be expended prior to additional OJP drawdowns. Depending on grantee performance and funding availability and subject to OVC approval, any program income not used in the planning and execution of the 2011 conference may be used in the initial planning of the 2013 SART conference.

Unless specified by OVC, program income should be used as earned and expended as soon as possible. If the cost is allowable under the federal grant program, then the cost would be allowable using program income. If program income earned on a discretionary grant during the grant period remains at the end of the grant period, the recipient should request a no-cost extension of the grant period to provide the recipient with ample time to expend the program income for allowable project purposes. If there is no special condition on the award concerning the accounting for program income earned after the funding period, then such program income can be used at the discretion of the recipient.

The federal portion of program income must be accounted for up to the same ratio of federal participation as funded in the conference. For example, a discretionary project funded with 100% federal funds must account for and report on 100% of the total program income earned. If the total program income earned was \$20,000, the recipient must account for and report the \$20,000 as program income on the Financial Status Report. For example, the applicant must identify the amount of program income it anticipates generating from the total conference registration fees for the 2.5- or 3-day conference as well as any fees generated from conference exhibitors. The applicant must specifically address each program income item with a thorough explanation on how they arrived at that number.

Privacy Certificate. OVC and recipients of OVC funding are subject to confidentiality requirements protecting research and statistical information collected that is identifiable to a private person under the DOJ regulations found at 28 CFR Part 22. Identifying characteristics include, but are not limited to, identifiers such as name, address, Social Security number or other identifying number, fingerprints, voiceprints, photographs, genetic information, or any other item or combination of data about a person that could reasonably lead, directly or indirectly, by reference to other information, or to identification of that individual(s). OVC requires recipients of OVC funding to submit a Privacy Certificate prior to engaging in any project activities that involve data collection on individuals through observations, interviews, reports, or review of administrative records, or any project tasks likely to result in the gathering or development of information identifiable to individuals. OVC-funded activities that require a Privacy Certificate prior to conducting the activity include, but may not be limited to, a needs assessment, program evaluation, survey, or focus group interviews. If the applicant's project includes any activity listed above, the applicant must include a privacy certificate with the application materials submitted. For sample privacy certificates, visit <http://www.ovc.gov/fund/forms.htm> and view the two model privacy certificates available for adaptation.

Limitation on use of award funds for employee compensation; waiver: No portion of any award of more than \$250,000 made under this solicitation may be used to pay any portion of the total cash compensation (salary plus bonuses) of any employee of the award recipient whose total cash compensation 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 salary table for SES employees is available at <http://www.opm.gov>.)

This prohibition may be waived at the discretion of the Assistant Attorney General for the Office of Justice Programs. An applicant that wishes to request a waiver should include a detailed justification in the budget narrative for the application. The justification should include: the particular qualification and expertise of the individual, the uniqueness of the service being provided, the individual's specific knowledge of the program or project undertaken with the grant funds and a statement explaining that the individual's salary is commensurate with the regular

and customary rate for an individual with her/his qualifications and expertise, and for the work that is to be done.

Match Requirement: There is no match required under this solicitation.

Reporting Requirements:

- The **Financial Status Report** (SF 269-A) is due quarterly, no later than the 45th day following the end of each calendar quarter. A report must be submitted every quarter in which the award is active, even if there has been no financial activity during the reporting period. The final report is due 90 days after the end date of the award. Future awards and fund drawdowns will be withheld if the financial status reports are delinquent. Financial Status Reports must be submitted directly into the GMS system. Address questions concerning GMS to the GMS Help Desk, 1-888-549-9901.
- The **Single Audit Report** is an organization-wide financial and compliance audit report that must be filed by recipients who expend \$500,000 or more federal funds during their fiscal year. The audit must be performed in accordance with the U.S. General Accounting Office Government Auditing Standards. All completed audit reports for state and local governments, institutions of higher education, and nonprofit institutions should be mailed to the Federal Audit Clearinghouse, Bureau of the Census, 1201 East 10th Street, Jeffersonville, IN 47132.
- The **Semiannual Progress Report** describes activities during the reporting period and the status or accomplishment of objectives as set forth in the approved application for funding. Progress reports must be submitted within 30 days after the end of the reporting periods, which are January 1 through June 30 and July 1 through December 31 for the life of the award. Due 90 days after the end date of the award, the final report summarizes the progress toward achieving the award's goals and objectives, describes the significant results, and identifies any products developed under the award. Report format will be provided to the recipient by OJP. Future awards and fund drawdowns may be withheld if the progress reports are delinquent. Progress reports must be submitted directly into the GMS system. Address questions concerning GMS to the GMS Help Desk, 1-888-549-9901.

Performance Measures

To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act (GPRA), P.L. 103-62, applicants who receive funding under this solicitation must provide data that measure the results of their work. **Additionally, applicants must discuss their data collection methods in the application. Please refer to the Selection Criteria in this solicitation, which outline applicant responsibilities for collecting and reporting data.**

Performance measures for this solicitation are as follows:

Objective	Performance Measures	Data Grantee Provides
<p>The purpose of the cooperative agreement is to provide state-of-the-art, multidisciplinary training at a national conference to improve the SART system response to all victims of sexual assault.</p>	<p>Number of hours professionals are trained.</p> <p>Percentage of conference attendees using scholarship support.</p> <p>Percentage of participants who completed the conference evaluations who strongly or generally agree the training program is relevant to their professional needs.</p>	<p>Number of hours professionals are trained.</p> <p>Number of people attending the conference using law enforcement scholarship support and Sexual Assault Response Team scholarship support.</p> <p>Number of attendees at the conference, including a break-out by discipline.</p> <p>Number of professionals trained.</p> <p>Number of participants who completed the conference evaluations who strongly or generally agree the training program is relevant to their professional needs.</p>

How to Apply

Grants Management System Instructions. Applications must be submitted through OJP’s online Grants Management System (GMS). To access the system, go to <https://grants.ojp.usdoj.gov>. Applicants should begin the process a few weeks prior to the GMS registration deadline, especially if this is the first time they have used the system. Each application requires a separate GMS registration. For a step-by-step guide, visit <http://www.ojp.gov/gmscibt/> and refer to the section entitled “External Overview: Locating & Applying for Funding Opportunities.” For additional assistance, call the GMS Help Desk at 1–888–549–9901 from 7:00 a.m. to 9:00 p.m. Eastern Time Monday to Friday.

Note: OJP will not review any application whose attachments are in Microsoft Vista or Microsoft 2007 format. Applications submitted via GMS must be in the following formats: Microsoft Word (*.doc), Word Perfect (*.wpd), Microsoft Excel (*.xls), PDF files (*.pdf), or Text Documents (*.txt). GMSI is not yet compatible with Vista and cannot yet process Microsoft Word 2007 documents saved in the new default format with the extension “.docx.” Please ensure that any Word documents you are submitting are saved using “Word 97-2003 Document (*.doc)” format. Additionally, 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.”

CFDA Number: The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.582, titled “Crime Victim Assistance/Discretionary Grants.”

What an Application Must Include

OVC strongly encourages applicants to contact the OVC staff member identified on the first page of this solicitation to discuss any questions about the solicitation requirements prior to preparing the proposal and budget. Each section is described below. Applicants must address each objective (pages 7 & 8) and each deliverable (pages 9 & 10).

Application for Federal Assistance (Standard Form 424)

Program Narrative

The program narrative should not exceed 25 double-spaced pages in 12-point font with 1-inch margins and must include six (6) separate sections: Project Abstract, Problem Statement, Project Goals and Objectives, Project Design/Implementation Plan, Organizational Capability and Project Management, and Plans for Measuring Progress and Outcomes.

- **Project Abstract:** The application should include a one-page summary that describes the applicant’s summary of the 2011 SART conference. This summary includes the goals, objectives, and activities that will help to execute the conference. See pages 7–8.
- **Problem Statement:** The problem statement must describe current needs for a SART Conference and provide a clear statement of how OVC funding support of the conference is needed to enhance SART responses to victims of sexual assault.
- **Project Goals and Objectives:** The applicant must specify the goals and objectives of the 2011 SART Conference. The goals for the SART conference should state the overall purpose of what is to be accomplished at the conference. The objectives should describe the steps necessary to reach and/or accomplish the goals, should be measurable and relate directly to the gaps and up-to-date training and technical support the applicant deems necessary for SART professionals. See “Deliverables,” pages 8–10 and “Budget Narrative,” pages 15–17.
- **Project Design/Implementation Plan:** The conference design and implementation plan must describe the strategy and discuss how the strategy will address the identified problems and support the goals and objectives. The applicant’s strategy or design must include a description of the phases, tasks, activities, staff responsibilities, and clear descriptions of interim deliverables and final products in establishing the national-scope conference. It must include a time-task plan that clearly identifies objectives, major activities, and products. The time-task plan should include submission of quarterly financial and semiannual progress reports, as well as reports required by conference reporting guidelines (see page 17 for hyperlink).
- **Organizational Capability and Project Management:** Applications must include a clear description of the applicant’s management structure, including a description of the proposed professional staff members’ unique qualifications that will enable them to fulfill their grant responsibilities, including financial, administrative and programmatic.

Applicants must describe how the program will be managed and include an organizational chart or information describing the roles and responsibilities of key organizational and functional components and personnel. Applicants must also include a list of personnel responsible for managing and implementing the major stages of the project. Applicants should identify the selection criteria of staff and will also provide detailed information about staff committed to work on the project contingent upon receipt of funding. To do this, applicants must document the staff's ability to administer and help manage the execution of a national-scope conference including staffs' job descriptions and copies of résumés for proposed key staff positions. There must be adequate staff at the conference to support the conference and the attendees.

Applicants must document their ability to financially and administratively manage the execution of a national-scope conference and how they will adhere to OJP financial guidelines and conference reporting guidelines (see page 18). The project director must have the substantive expertise and experience to perform crucial leadership functions, and the time to dedicate and devote oneself to the development and completion of the conference, including providing needed guidance and supervision to hired staff (see "Deliverables," page 8–10).

Applicants must also describe the role that the planning committee will play in planning the conference. The committee should consist of representatives from the SART disciplines and will work closely with the grantee to develop the topical content of the conference, as well as identify and secure workshop plenary speakers for the conference (see "Deliverables," #6 on page 9).

- **Plans for Measuring Progress and Outcomes:** Evaluation is critical to ensure that each OVC project is operating as designed and achieving its goals and objectives. Accordingly, each application must provide a plan to assess the conference's effectiveness and to evaluate the accomplishment of project goals and objectives. Applicants should describe how they will conduct the needs assessment and how they will assess the performance of their identified outcomes. This should be done by; (1) comprehensively addressing current gaps and emerging issues for SART professionals, and (2) providing a comparative measurement using the 2009 SART Conference evaluation feedback to make improvements. The 2009 SART Conference evaluation feedback will be sent to the successful applicant by OVC. Goals and objectives must be clearly stated. Data must be provided on the performance measures established for this solicitation, including the following: the number of hours professionals are trained, percent of conference attendees using scholarship support, and percent of participants who strongly or generally agree the training program is relevant to their professional needs.

The evaluation plan should identify all resources that will be devoted to conducting the assessment, including identification of staff members and staff time, use of outside consultants to assist with the assessment, and any other support costs associated with conducting an evaluation. Assessment information will be submitted as part of the semi-annual progress report, as well as part of the final report due within 90 days of project completion (see "Deliverables," page 10).

Budget and Budget Narrative

Budget Narrative Attachment Form

The applicant is required to complete the budget narrative form and the budget detail worksheet (see description below). The budget narrative justifies or explains each budget item and relates it to the project deliverables (page 8–10). The budget narrative provides a justification for all proposed costs and should closely follow the content of the budget detail worksheet. For example, the narrative should explain how fringe benefits were calculated, how travel costs were estimated, why particular items of equipment or supplies must be purchased, and how overhead or indirect costs were calculated. The budget narrative should justify the specific items listed in the budget detail worksheet in all cost categories and demonstrate that all costs are reasonable.

All applications must comprehensively address every required deliverable in the solicitation along with a realistic anticipated budget line item to support each deliverable. For each line item listed below, see “Deliverables,” pages 8–10 for descriptions.

The comprehensiveness of the budget expenses will be an important factor in reviewing the applications. Applicants should design a budget that supports the travel and expenses of all workshop and plenary speakers in the absence of financial support from the speaker’s organization. Doing so will help to ensure that experts who are also excellent trainers are able to provide the training. No consulting fees will be paid to trainers or speakers. The budget must also include a line item for the competitive selection and administration of the \$235,000 in scholarships for SARTs and law enforcement officials (subject to final concurrence by OVC), with up to \$10,000 of the \$235,000 to be allocated to a national law enforcement agency to administer the law enforcement scholarships. The SART scholarships will provide \$6,000 per team (4–5 individuals). Up to 50 Law enforcement scholarships will be provided, plus up to \$10,000 for the administration of those law enforcement scholarships by a national-scope law enforcement organization. OVC strongly recommends that applicants review the OJP Financial Guide online at <http://www.ojp.usdoj.gov/financialguide/index.htm> to ensure submitted proposals meet financial and administrative requirements for federal grants, and the Conference Reporting Guidelines (page 17).

OVC staff and peer reviewers 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 conference development, implementation and successful 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.

Budget Detail Worksheet

The completion of this form in support of the budget narrative form described above is required. The budget detail worksheet must list the cost of each budget item and show how the costs were calculated. For example, costs for personnel should show the annual salary rate and the percentage of time devoted to the project for each employee to be paid through grant funds. The budget detail worksheet should present a complete and detailed itemization of all proposed costs. A sample budget detail worksheet form, which can be used as a guide to assist you in

preparation of the budget detail worksheet and narrative, can be downloaded by visiting http://www.ojp.usdoj.gov/funding/forms/budget_detail.pdf.

Note: Total costs specified in the Budget Detail Worksheet must match the total amount on line 15.g of the SF 424.

When completing both the budget narrative attachment form and the budget detail worksheet, applicants must also consider the following:

1. **Training:** Applicants should plan to attend an annual OVC discretionary grantee meeting in Washington, D.C., and with the exception of local grantees, should include line items detailing all estimated travel expenses associated with attending this meeting. Applicants that receive annual funding of more than \$100,000 should also budget costs to attend one Financial Management Training Seminar sponsored by OJP's Office of the Chief Financial Officer (OCFO), unless the grantee has previously attended this seminar within the last 2 years. Specific information (such as dates and locations of upcoming OCFO events) can be found at <http://www.ojp.usdoj.gov/training/fmts.htm>.
2. **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.
3. **Travel:** 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 information sheet.
4. **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 through the OJP Web site at <http://www.ojp.usdoj.gov/financialguide/index.htm>. This document will govern the administration of funds by all successful applicants and their contractors.
5. **Conference Support Guidelines:** The applicant must adhere to the Department of Justice conference guidelines (<http://www.usdoj.gov/jmd/pe/pdfs/pgd08-07.pdf>), including the special condition on conference cost reporting that is included in all OJP cooperative agreement awards.
6. Any proposed program income (for example, registration and exhibitor fees for the conference) must be identified. Program income should not be included on the budget detail worksheet, but reflected in a document accompanying the budget that clearly shows the income and how it will be expended.

Indirect Cost Rate Agreement

Indirect costs are allowed provided the applicant has a federally approved indirect cost rate agreement.

Other Attachments

Remaining attachments include the following materials:

- **Résumés of key personnel** must be provided. For positions that are vacant, provide job descriptions outlining roles and responsibilities and provide the selection criteria for the proposed new positions (required). Résumés or job descriptions must be included for the project director and for the conference planner. Applications that do not document current employees with, or job descriptions that require, expertise in sexual assault issues for the project director and conference planning and execution of the conference planner will not be deemed highly responsive, regardless of the submitted proposal. OVC must approve all personnel for key positions that are filled on the basis of a job description submitted with the application (required).
- **Letters of support and/or memoranda of agreement (MOA)** should be provided from agencies and organizations whose support and collaboration is integral to the successful implementation of the project (if applicable). In addition, an MOA with the national-scope law enforcement organization that will administer the law enforcement scholarships must be provided with the application.
- **Other attachments** as needed (if applicable).

Selection Criteria

Applications will be reviewed by a peer review panel using the following criteria, similar to, and including what is discussed on pages 14–15:

- **Statement of the Problem/Program Narrative (10%).** The problem statement must provide a strong rationale for the 2011 SART conference and clearly describe how the proposed multidisciplinary interactive scenario, training and keynote speakers will be of value to the SART professionals. The problem statement should convincingly document that these initiatives are needed to successfully address the gaps and emerging issues for which there are few or no resources to assist providers. 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 has already accomplished.
- **Project Design and Implementation (35%).** The strategy/methodology must include sufficient detail so that the OVC Point-of-Contact or other reviewers can understand what will be accomplished, how it will be accomplished, and who will accomplish it. All proposed tasks should be presented in a way that allows a reviewer to see the logical progression of tasks and to be able to relate the tasks directly to the accomplishment of the conference goal(s) and objectives. Projected activities should be realistic and reflect the time, staff, and funding allocated to the implementation of the conference. For example, the application must comprehensively describe all activities and deliverables that demonstrate the applicant's capacity to develop, implement and follow through with the 2.5–3 day national-scope training conference for SART professionals. The applicant must demonstrate that the conference will be multidisciplinary and will not include **discipline-specific tracks of training**. This section must also document how the

deliverables (training, technical assistance, or promising practices, models, and programs) will be of utility to providers in communities across the Nation after the conference. Every deliverable and activity must be addressed, as well as how it will be done and by whom (see “Deliverables,” pages 8–10). Applicants must demonstrate: (1) an expert understanding of SARTs; (2) an expert understanding of training and technical assistance in a conference setting; (3) the ability to plan a high quality national-scope conference, using innovative and cost-cutting strategies. Applicants must attach to the application a memorandum of agreement (MOA) or a letter of support from a national-scope law enforcement organization who will administer the law enforcement scholarships for the conference.

- **Capabilities/Competencies (20%).** Applicants must demonstrate how their resources, capabilities, and experience will enable them to achieve the goals and objectives. The applicant must document its capability to undertake and complete a national-scope, federally funded project, including evidence that the applicant possesses the requisite staff and expertise. Organizational capability will be assessed on the basis of (1) the applicant’s described management structure; (2) capability to financially and administratively plan and execute a national-scope conference; and 3) the applicant’s conference management plan and documentation of the professional staff members’ unique qualifications to perform their assigned tasks. Applicants must clearly establish that their experience and resources enable them to achieve the goals and objectives that they propose to accomplish with the funding. The applicant must describe the planning committee and must specifically demonstrate their use of a professional conference planner. Job descriptions and résumés for key personnel and professional conference planner should be included. Applicants must describe how they will adhere to OJP financial guidelines and conference reporting guidelines (see page 17).
- **Impact/Outcomes and Evaluation/Performance Measures (10%).** Applicants must describe their plan for measuring project progress and success. All applications must contain a plan for evaluating the accomplishment of project goals and objectives. All applications must describe how data will be collected to report on the performance measures established for this solicitation. Applicants must describe how the evaluation data will be gathered and analyzed and the resources that are being committed for this purpose (see page 10, #25). Applicants must also use previous SART conference evaluation data, provided by OVC, as a baseline measurement to make overall improvements to the conference. Additionally, applicants must include the specific evaluation data described in the required Performance Measures on page 12–13.
- **Budget (25%).** OVC staff and other reviewers will examine the identified project tasks, milestones, and assignment of staff resources within the framework of the proposed budget. Budgets must specifically address each line item listed in the solicitation pages 16–17 and must include a thorough explanation of how they arrived at the figures. Budgets must also include an attachment that outlines program income and how it will be used to support the conference. Applicants should estimate the anticipated number of attendees and the conference registration and exhibitor fees that will be charged and include this program income in the total project application 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. The comprehensiveness of expenses will be an important factor in reviewing the applications. Applicants should design a budget that supports the travel and expenses of all workshop and plenary speakers in the absence of financial support from the speaker's organization. Doing so will help to ensure that experts who are also excellent trainers are able to provide the training. Travel costs for consultants must be included under the Consultants category (not under Travel). No consulting fees will be paid to trainers or speakers. Lodging rates for the conference hotel must not exceed the Federal per diem rate for lodging. Proposed program income must be identified. Applicants should include a line item to provide a minimum of \$235,000 in scholarships to competitively selected SARTs (\$150,000) and law enforcement officers (\$75,000). (See Deliverable #21 on page 10 for further details.)

- OVC strongly recommends that applicants review the OJP Financial Guide online at <http://www.ojp.usdoj.gov/financialguide/index.htm> to ensure submitted proposals meet financial and administrative requirements for federal grants. **No budget should be submitted for an amount exceeding \$500,000.**

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 be reviewing the applications submitted under this solicitation as well. OVC may use either internal peer reviewers, external peer reviewers or a combination of both 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 U.S. Department of Justice employee. An internal reviewer is an expert in the field of the subject matter of a given solicitation who is a current U.S. Department of Justice employee. Applications will be screened initially to determine whether the applicant meets all eligibility requirements. Only applications submitted by eligible applicants that meet all other requirements will be evaluated, scored, and rated by a peer review panel. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations may include, but are not limited to, underserved populations, strategic priorities, past performance, and available funding.

After the peer review is finalized, the Office of the Chief Financial Officer (OCFO), in consultation with the Office for Victims of Crime, conducts a financial review of all potential discretionary awards and cooperative agreements to evaluate the fiscal integrity and financial capability of applicants; examines proposed costs to determine if the budget and budget narrative accurately explain project costs; and determines whether costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations. OCFO also reviews the award document and verifies the OJP Vendor Number.

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

Additional Requirements

Successful applicants selected for award must agree to comply with additional applicable requirements prior to receiving grant funding. We strongly encourage you to review the list below pertaining to these additional requirements prior to submitting your application. Additional information for each can be found at http://www.ojp.usdoj.gov/funding/other_requirements.htm.

- Civil Rights Compliance
- Funding to Faith-Based Organizations
- Confidentiality and Human Subjects Protections Regulations
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) Compliance
- DOJ Information Technology Standards
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with Office of the Chief Financial Officer [Financial Guide](#)
- Suspension or Termination of Funding
- Non-Profit Organizations
- For-Profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006