

# OVC FY 2021 Expanding Sexual Assault Nurse Examiner (SANE) Services to Victims of Sexual Assault

CFDA # 16.560

Grants.gov Solicitation Number: O-OVC-2021-91006

May 13, 2021

The webinar will begin shortly.  
Please have a copy of the solicitation available  
to follow along and take notes.



# Presenters

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## **Ivette Estrada**

Grant Program Specialist  
Discretionary Programs Division  
Office for Victims of Crime

# Webinar Outline



1. OVC Overview and Mission
2. Breakdown of the solicitation
  - Project Purpose, Goal, and Objectives
  - Eligibility
  - Application and Award Timelines
  - Required Documents
3. Application Process
4. Questions and Answers



**Have a copy of the solicitation available to follow along and take notes.**



# OVC Overview

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Mission: 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.

OVC funding supports:

- victims in tribal communities;
- state victim compensation and assistance programs;
- training and technical assistance and information resources;
- victims of international terrorism and mass violence;
- federal agencies' provision of victim services;
- survivors of human trafficking; and
- demonstration and service projects.



# Timeline

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- ❑ Solicitation Closes: **Tuesday, June 29, 2021**
- ❑ DOJ expects to award grants no later than **September 30, 2021**
- ❑ All project **START** dates should be on or after **October 1, 2021\***



**\*Please Note: Successful applicants MAY NOT begin work until the budget has been reviewed and officially approved by OJP. Additional information and or restrictions may be outlined in the award package.**



# Eligibility

The following are eligible to apply:

- State governments
- Special district governments
- City or township governments
- Public and State controlled institutions of higher education
- County governments
- Native American tribal organizations (other than federally recognized tribal governments)
- Native American tribal governments (federally recognized)
- Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education
- Nonprofits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education
- Private institutions of higher education

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

# Program Description

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This solicitation seeks to establish or expand sexual assault examination programs, including sexual assault nurse examiner (SANE) programs and sexual assault forensic examiner (SAFE) programs that focus on improving the provision of sexual assault care using a community-based approach, such as through a campus community, nonprofit, community-based, and/or tribe-affiliated victim services providers.



# Purpose Areas

Competition ID	Category	Number of Awards	Dollar Amount for Awards	Performance Start Date	Performance Duration (Months)
C-OVC-2021-00020-PROD	Purpose Area 1: Establish and/or expand SANE/SAFE programs	10	\$600,000.00	10/1/2021 12:00 AM	36
C-OVC-2021-00021-PROD	Purpose Area 2: Training and Technical Assistance	1	\$1,600,000.00	10/1/2021 12:00 AM	36



# Goal



The goal of this project is to establish and/or expand [SANE/SAFE programs offering sexual assault medical forensic exams and sexual assault victim services in a hospital or non-hospital setting to sexual assault victims and survivors using coordinated community response strategies](#). Newly developed programs should follow the [National Protocol for Sexual Assault Medical Forensic Examinations](#) and the [Sexual Assault Nurse Examiner \(SANE\) Education Guidelines](#).

The project includes a technical assistance provider.



# Purpose Area 1 Objectives

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1. Promote high quality, sensitive, and supportive exams and confidential victim services to survivors of sexual assault.
2. Maintain a supply of trained SANEs/SAFEs by building capacity to train, mentor, and retain examiners and victim advocates.
3. Develop a comprehensive plan for training and retaining examiners. Trainings should meet the [U.S. Department of Justice \(DOJ\) National Sexual Assault Training Standards](#) that take a victim-centered, trauma-informed approach to sexual assault medical forensic examinations.



# Purpose Area 1 Objectives – cont.



4. Establish/enhance policies and procedures to include community-based advocacy services in responding to sexual assault cases involving a medical forensic exam. Advocates may be involved in initial victim contact; offer victims advocacy, support, crisis intervention, information, language assistance services, including interpreters, and referrals before, during, and after the exam process; and help ensure that victims have transportation to and from the exam site.
5. Support the use of coordinated community responses and multidisciplinary partnerships, such as Sexual Assault Response Teams (SARTs), for identifying and prioritizing needs and developing sexual assault response strategies that are acceptable to the community.



# Purpose Area 2 Objectives

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1. Provide TA to proactively support all Purpose Area 1 awardees and [FY 2020 OVC SANE Campus grantees](#) in implementing trauma-informed approaches to provide compassionate care to sexual assault victims.
2. Provide diverse technical and subject matter support, in consultation with OVC, to improve the awarded grantees response to sexual assault, which may include support in developing and implementing policies and practices.



# Purpose Area 2 Objectives – cont.



3. Facilitate ongoing peer-to-peer consultation, learning (e.g., cross-site visits, grantee meetings), and networking among selected awardees and their partners to promote problem-solving and innovation through the exchange of information, lessons learned, and new ideas.
4. Assist awarded grantees with developing a training plan, sustainability plan, and documenting improved outcomes for victims.
5. Assist in connecting awarded grantees with other relevant federal, state level, or private projects and foundations to ensure existing efforts are leveraged to maximize investments and outcomes.



# Purpose Area 1 Deliverables



To achieve the above goal, applicants will be required to complete the following:

- Trauma-informed policies and procedures that address privacy, consent, and confidentiality (*by end of Year 1*).
- Security policies and procedures for telehealth systems to ensure HIPAA and HITECH compliance of patient information (*by end of Year 1 – telehealth programs only*)
- Sexual assault medical forensic care and advocacy (*upon approval of policies and procedures*).
- Training plan for SANEs/SAFEs (*by end of Year 1*).
- A program sustainability plan (by end of Year 2).



# Purpose Area 2 Deliverables



**To achieve the above goal, applicants will be required to complete the following:**

- TA plan to support applicants awarded under Purpose Area 1 and OVC's 2020 SANE Campus grantees in achieving the stated goals of this program. This should include the use of existing or creation of new tools, materials, and resources to assist all grantees with implementation and action planning (e.g., lessons learned, checklists, sample protocols) (*within 6 months of award acceptance*).





# OJP Priority Areas

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In FY 2021 and in addition to executing any statutory prioritization that may be applicable, OJP will give priority consideration to applications as follows:

- Applications that will advance the promotion of civil rights, access to justice, support to crime victims, protecting the public from crime and evolving threats, or building trust between law enforcement and the community.
- Applications that demonstrate that the individuals who are intended to benefit from the requested grant reside in high-poverty areas or persistent-poverty counties.

**For additional information, please see the solicitation.**





# Federal Award Information

Competition ID	Category	Number of Awards	Dollar Amount for Awards	Performance Start Date	Performance Duration (Months)
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# Type of Award

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This award will be made as **Cooperative Agreements**:

- Substantial involvement between awarding agency and recipient during the performance period
- Awarding agency closely participates in the performance of the program

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



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# Application and Submission Information

# Applications **MUST** Include



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

- **Proposal Abstract**

- **Proposal Narrative**

- Description of the Issue (15%)
- Project Design and Implementation (30%)
- Capabilities and Competencies (25%)
- Plan for Collecting the Data for this Solicitation's Performance Measures (15%)

- **Budget Worksheet and Budget Narrative (web-based form) (15%)**



# Proposal Abstract

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An abstract is a **clear and simple summary statement** about your proposal.

This statement should be no more than 400 words and should include:

- Name of the applicant,
- primary activities,
- products and deliverables,
- the service area, and who will benefit from the proposed project

This will be completed in the JustGrants Web-based form.

# Proposal Narrative Format

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## The Proposal Narrative must:

- Be double-spaced
- Use a standard 12-point font (Times New Roman is preferred)
- Have no less than 1-inch margins
- NOT exceed 25 pages. Pages should be numbered “1 of 25,” “2 of 25,” etc.
- Be submitted as an attachment in JustGrants.

# Proposal Narrative Format

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## The following sections are part of the Proposal Narrative:

1. Description of the issue
2. Project design and implementation
3. Capabilities and competencies
4. Plan for collecting the data required for this solicitation's performance measures

# Proposal Narrative: Description of the Issue

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## This section must:

- State whether the project is local, statewide, or regional in scope;
- Identify and describe the community or communities the project will serve, including the geographic location and, if any, tribal communities in the service area(s);
- State whether the proposed project will establish new programming in the targeted area(s), expand existing programming, or both;
- Describe the need for, and challenges to providing, medical-forensic exams and advocacy to victims of sexual assault in the targeted area(s); and
- Describe why this project/proposed activities are necessary (significance/value) and/or address a need and include supporting information.



# Proposal Narrative: Project Design and Implementation



This **section** should include goals, objectives and activities that are aligned with solicitation

- Be brief, concise, and clear.
- Make sure the information is consistent throughout your proposal.
- Create solid goals and measurable objectives:
  - Objectives should be **SMART**:  
**S**pecific, **M**easurable, **A**ttainable, **R**ealistic, and **T**ime-bound
- Focus on the future and setting a realistic timeline to complete the project.

# Proposal Narrative: Capabilities and Competencies



Applications must also include the following:

- Describe the capabilities and competencies to accomplish the project goals and objectives.
- Describe the expertise of the organization (and any subrecipients) in sexual assault forensic examinations and the use of forensic evidence in sexual assault cases.
- Demonstrate that the individuals and organizations have the capacity to address the challenges and needs described in the Description of the Issue of the Application section, and can successfully implement the proposed activities.
- Demonstrate coordination with victim service providers, advocacy organizations, law enforcement (including a crime laboratory), and prosecutors.
- If there is an existing SART, or the project involves creating or supporting a SART, describe how the SART will help facilitate the project's success.

# Proposal Narrative: Plan for Collecting Data

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- Who will be responsible for reporting the required performance measures?
- How will data be collected?
- Any additional performance metrics?
- What data sources will be used? – Any legal, policy, or other barriers to gaining access?

# Budget Worksheet and Budget Narrative (Web-Based Form)



See the [OJP Grant Application Resource Guide](#) for additional information.

- Use the JustGrants web-based form.
- 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 should be mathematically sound and correspond with information described in the Proposal Narrative and aligned with the project design.



# Applications Should Also Include

Along with the **3 required documents**, the following information should be included in the application submission:

- Information to Complete the Application for Federal Assistance (SF-424) in Grants.gov
- Standard Application Information (SF-424 info from Grants.gov)
- Indirect Cost Rate Agreement
- Financial Management and System of Internal Controls Questionnaire
- Tribal Authorizing Resolution (if applicable)
- Research and Evaluation Independence and Integrity (if applicable)
- Documentation of High-Poverty or Persistent Poverty Counties (if applicable)
- Documentation of Advancing DOJ Priorities (if applicable)
- Logic Model
- Organizational Chart
- Resumes
- Timeline
- Disclosure of Lobbying Activities (SF-LLL)
- Applicant Disclosure of Duplication in Cost Items
- DOJ Certified Standard Assurance
- DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements
- Applicant Disclosure and Justification—DOJ High-Risk Grantees
- Request and Justification for Employee Compensation; Waiver (if applicable)



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# Application Process

# Review Application Submission Webinar Materials



**Webinar:**  
***Application Mechanics:  
Submitting an Application***

Learn more about how to apply for DOJ funding opportunities by reviewing one of the [previous webinar sessions](#).

# Review the Application Submission Webinar

Recording available: [\*Application Mechanics: Submitting an Application\*](#)

## What you'll learn:

- ✓ Steps to take prior to applying for funding
- ✓ How to find open DOJ funding opportunities in Grants.gov
- ✓ How to apply for funding using JustGrants
- ✓ The JustGrants roles and their responsibilities and required actions
- ✓ How to navigate and use the system
- ✓ Where to find training materials, job aids, and other resources



**JUSTgrants**  
JUSTICE GRANTS SYSTEM



# DOJ Application Submission Checklist

Review the [\*DOJ Application Submission Checklist\*](#)

The checklist covers all necessary steps to complete the two-part application process in Grants.gov and JustGrants.

## The checklist includes:

- ✓ how to prepare to apply
- ✓ completing the abbreviated application in Grants.gov
- ✓ Entity Onboarding and JustGrants Access
- ✓ completing, reviewing, certifying and submitting your application in JustGrants, and
- ✓ helpful user tips



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JUSTICE GRANTS SYSTEM

# JustGrants Training and Resources

- Access [recording](#) and [slide deck](#) from previous webinars
- Refer to the [JustGrants Training Application Submission](#) page for additional information and training on the application submission process
- Bookmark the [JustGrants Training](#) page for updates



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JUSTICE GRANTS SYSTEM



# Submission Information

**Step 1:** Applicants will submit an **SF-424** and an **SF-LLL** in Grants.gov at <https://www.grants.gov/web/grants/register.html>. To register in Grants.gov, applicants will need to obtain a Data Universal Numeric System (DUNS) and System of Award Management (SAM) registration or renewal.



**Step 2:** Applicants will submit the **full application** including attachments in JustGrants at [JustGrants.usdoj.gov](https://www.justgrants.usdoj.gov).



Refer to the Registration and Submission section of the OJP Grant Application Resource Guide at <https://ojp.gov/funding/Apply/Resources/Grant-App-Resource-Guide.htm> for instructions on How to Apply (<https://www.ojp.gov/funding/apply/ojp-grant-applicationresource-guide#howToApply>)

# OJP Grants Application Resource Guide



The screenshot shows the top portion of a website. On the left is the U.S. Department of Justice Office of Justice Programs logo. To its right, the text "U.S. DEPARTMENT OF JUSTICE" and "OFFICE OF JUSTICE PROGRAMS" is displayed. Further right are links for "Contact Us", "Careers", "Subscribe", and a share icon. Below these is a search bar with the word "Search" and a magnifying glass icon. A navigation menu follows with links for "Home", "About Us", "News Center", "Grants/Funding" (which is highlighted with a yellow underline), "For Congress", "Resources", "Topics", "Training", and "Data". Below the navigation menu is a breadcrumb trail: "Home / Grants/Funding / Applicant Resources". The main content area is a large blue rectangle with the text "OJP Grant Application Resource Guide" in white.

Visit: <https://www.ojp.gov/funding/apply/ojp-grant-application-resource-guide>

# Important Web Resources

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- Office for Victims of Crime: <https://ovc.ojp.gov>
- DOJ Grants Financial Guide: <https://ojp.gov/financialguide/DOJ/index.htm>
- JustGrants: <https://justicegrants.usdoj.gov/>
- Grants.gov: <https://www.grants.gov>
- OJP Grant Application Resource Guide: <https://www.ojp.gov/funding/apply/ojp-grant-application-resource-guide>
- OVC Training and Technical Assistance Center: [www.ovcttac.gov](http://www.ovcttac.gov)
- Grant Performance Measurement Reporting: <https://ojp.gov/performance/>
- OJP Resource Center: <https://www.ojp.gov/ncjrs/new-ojp-resources>

# Important Contact Information



Technical Assistance Submitting the SF-424 and SF-LLL into  
Grants.Gov: 800-518-4726, 606-545-5035 | [support@grants.gov](mailto:support@grants.gov)



Technical Assistance Submitting the FULL APPLICATION into  
JustGrants: 833-872-5175 | [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov)



Technical Assistance with Programmatic Requirements contact the  
OJP Response Center: 800-851-3420 | [grants@ncjrs.gov](mailto:grants@ncjrs.gov)

# Important Dates



## Application Mechanics Webinars

(recordings available [Training: Application Submission | JUSTICEGRANTS \(usdoj.gov\)](https://www.justicegrants.gov/Training/Application-Submission))

Part 1: Submit SF-424, SF-LLL in Grants.gov by



Part 2: Submit Full Application in JustGrants.gov by



# Question Time

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To submit a question, use the [Q&A Box](#) and select [all panelists](#).