OVC
Office for Victims of Crime

Helping Crime Survivors Find Their Justice

OVC FY 2023 Expanding Access to Sexual Assault Forensic Examinations

The webinar will begin shortly

Presenter

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Grant Program Specialist

Discretionary Programs Division

Office for Victims of Crime

Webinar Outline

- OVC Overview and Mission
- Solicitation Overview
  - Funding opportunity focus
  - Eligibility
  - Required documents
- Application Process & Tools
- Questions and Answers

Find funding opportunities at https://ovc.ojp.gov/funding/current-funding-opportunities.

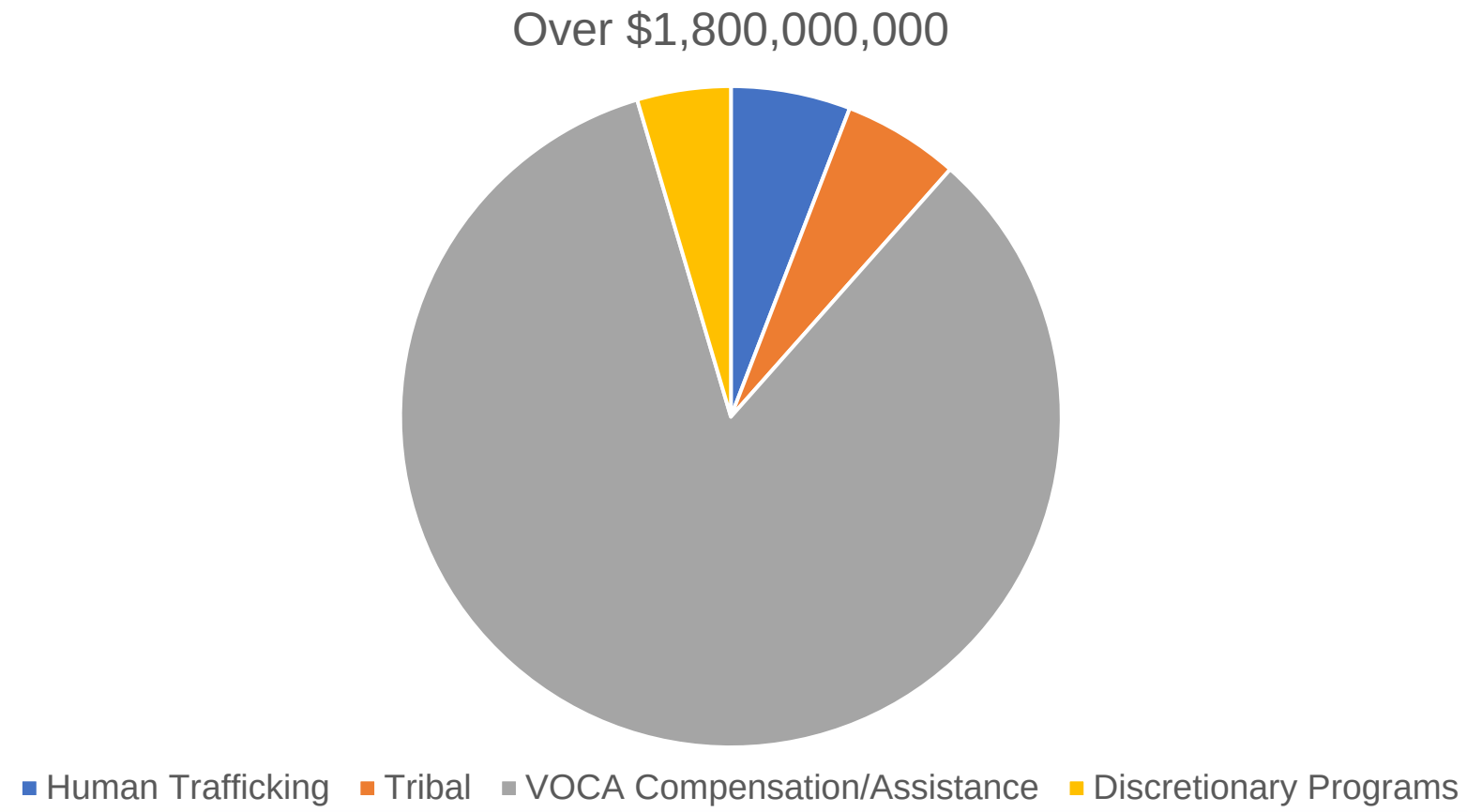
OVC Overview

Mission: 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 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.

Anticipated OVC FY 2023 Funding



This OVC Funding Opportunity

OVC 2023 Solicitation

Eligibility

Documents to Apply

Application Process & Resources

Eligibility

- City or township governments
- County governments
- Native American tribal governments (Federally recognized)
- Native American tribal organizations (other than Federally recognized tribal governments)
- 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
- Public and State controlled institutions of higher education
- Public housing authorities/Indian housing authorities
- Special district governments
- State governments*

Eligibility Criteria

For additional information on eligibility, please review each solicitation's cover page.

Program Description

OVC 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

(1) increasing the number and availability of SANEs/SAFEs,

(2) expanding access to sexual assault forensic examinations to communities that have been historically underresourced, and

(3) improving the quality of post-sexual assault care using a hospital-based, community-based, campus-based, or corrections-based approach.

Goal

- Enhance or expand SANE/SAFE programs that provide sexual assault medical forensic exams and sexual assault victim services using coordinated community response strategies.
- May propose innovative ways of bringing experienced medical forensic examiners to rural, tribal, and historically marginalized and underserved communities, as well as correctional facilities:
  - Telehealth
  - Family Justice Center, Children's Advocacy Center, or other modality of care that best meets the needs of the community.

Objectives

1. Provide high-quality, comprehensive MFE and post-sexual assault care that promotes healing and reduces trauma.
2. Coordinate with a rape crisis center, victim service provider, and/or state sexual assault coalition to facilitate advocacy services before, during, and after the examination process.
3. Increase the number and availability of SANEs/SAFEs by establishing a support network of SANE leaders that can develop or build a network of SANE/SAFEs in the service areas that currently lack a comprehensive SANE response.
   - Hiring and recruitment efforts to increase the diversity of SANEs to better reflect the communities served by the project is strongly encouraged.

Objectives (cont.)

4. Improve access to training and clinical education that supports training needs, peer networking, mentoring, and retention of SANEs/SAFEs and identify strategies that combat vicarious trauma and burnout.

5. Support the use of coordinated community responses to sexual assault (e.g., Sexual Assault Response Teams or Multidisciplinary Teams, also known as SARTs or MDTs).
   - Partnerships with local, culturally specific organizations whose primary purpose is to provide services to specific racial and ethnic groups in the community is encouraged.

Deliverables

- Develop written policies and procedures that address the standardization of victim-centered care and a streamlined referral process that increases access to victim advocacy services for cases involving a medical forensic exam. *(Year 1).*
- Develop security policies and procedures for telehealth systems that ensure compliance/privacy and security of private health information that is stored, processed, or transmitted *(by end of Year 1 – telehealth programs only).*
- Develop a comprehensive training plan for SANE/SAFE support and professional development *(Year 1)*.

Deliverables (cont.)

- Develop a sustainability plan to ensure that programs can continue in an effective way beyond grant funding *(Year 2).*
- Establish and execute a memoranda of understanding, subcontracts, or other agreements with a rape crisis center, victim services provider, or state sexual assault coalition to facilitate advocacy services and strengthen community response *(Year 1).*
- Participate in technical assistance and collaboration activities to include, but not limited to, TA assessments, grantee meetings, and regional training opportunities led by the OVC technical assistance provider in coordination with OVC to bolster project success, share resources and solutions, and develop best practices related to SANE/SAFE services, training, practice, and retention (*throughout the period of performance*).

OJP Priority Areas

- Priority Considerations Supporting Executive Order 13985, *Advancing Racial Equity and Support for Underserved Communities Through the Federal Government*

    - Applications that include project(s) that will promote racial equity and the removal of barriers to access and opportunity for communities that have been historically underserved, marginalized, and adversely affected by inequality.
    - Applicants that demonstrate that their capabilities and competencies for implementing their proposed project(s) are enhanced because the applicant (or at least one proposed subrecipient that will receive at least 40% of the requested award funding, as demonstrated in the Budget Web-Based Form) identifies as a culturally specific organization.

- Receiving priority consideration for one or more priority areas does not guarantee an award.
- For additional information, please see the solicitation.

Federal Award Information

Maximum number of awards OVC expects to make:	4 Awards
Maximum dollar amount for each award:	$500,000
Period of Performance start date:	10/01/2023
Period of Performance duration:	36 Months
Total amount to be awarded under solicitation:	$2 million

Types of Awards

The awards will be made as a **Cooperative Agreement**:

- **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.

Application and Submission Information

Timeline

- ❑ Grants.gov deadline: **April 20, 2023, 11:59 PM ET**
- ❑ JustGrants deadline: **April 27, 2023, 8:59 PM ET**
- ❑ DOJ expects to award grants no later than **September 30, 2023**
- ❑ All project **START** dates should be on or after **October 1, 2023***

***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.**

Applications MUST Include

To meet the basic minimum requirements to advance to peer review and receive consideration for funding your application MUST have:

- Proposal Abstract
- Proposal Narrative
  - Description of the Issue/Statement of the Problem
  - Project Design and Implementation
  - Capabilities and Competencies
  - Plan for Collecting the Data for this Solicitation's Performance Measures
- Budget Web-Based Form (including budget details and budget narrative)

Remember, if you fail to submit ANY of required documents, your application will not be considered for funding!

Proposal Abstract

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

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

- purpose of the project,
- primary activities,
- expected outcomes,
- the service area, and
- intended beneficiaries and subrecipients.

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

Proposal Narrative Format

- The proposal narrative must:
  - be double-spaced
  - use a standard 12-point font
  - have no less than 1-inch margins
  - NOT exceed 25 numbered pages
  - be submitted as an attachment in JustGrants

Proposal Narrative Format

The following sections are part of the proposal narrative:

- Statement of the problem/Description of the issue (15%)
- Project design and implementation (30%)
- Capabilities and competencies (25%)
- Plan for collecting the data required for this solicitation's performance measures (15%)

Outline ALL the grant requirements and make a plan to fulfill each and EVERY REQUIREMENT.

Proposal Narrative: Description of the Issue

- 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, demographic population, and Tribal communities in the service areas, if applicable.
- State whether the proposed project will establish new programming, 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 areas supported with local/state data.
- Describe gaps in SANE/SAFE coverage and training.
- Describe why these project/proposed activities are necessary (significance/value) and address a need. Include supporting information.

Proposal Narrative: Project Design and Implementation

- Describe the strategy for addressing the needs identified in the Description of the Issue.
- Describe the physical and emotional safety needs of victims and the applicant's commitment to addressing those needs through the proposed project.
- Identify any potential challenges to the project's success and describe how the applicant will mitigate those challenges.
- Describe sustainability measures the applicant will take to continue its efforts beyond the funding period.
- Describe how SART/MDT collaboration will help with the project's success.
- Address Priority 1A considerations in this section.

Proposal Narrative: Capabilities and Competencies

- Describe the capabilities and competencies to accomplish the project's goals and objectives.
- Demonstrate that the individuals and organizations have the capacity to address the challenges and needs described in the Description of the Issue section and can successfully implement the proposed activities.
- Include a clear description of the applicant's management structure and the current and proposed professional staff members' unique qualifications that will enable them to fulfill their grant responsibilities.
  - Describe the roles and responsibilities of key personnel.
  - Include a list of key personnel responsible for managing and implementing the major stages of the project.
  - The project director must have both the substantive expertise and experience to perform crucial leadership functions and sufficient time to devote to the project to provide guidance and supervision.
- Describe the SANE hiring structure and/or criteria.
- Address Priority 1B considerations in this section.

Proposal Narrative: Plan for Collecting Data

This section must include the following information:

- Describe the process for measuring project performance.
- Identify who will collect the data and who is responsible for performance measurements.
- Describe how the information will be used to guide and evaluate the project's impact.
- Describe the process to accurately report data.

Limited Use of Funds

The scope of this program is to establish or expand SANE programs that enhance sexual assault medical forensic care and victim advocacy services. The use of funds under this program should focus primarily on direct services. The following activities cannot be supported under this program:

- **Research**, defined in 28 C.F.R. § 46.102 as a systematic investigation designed to develop or contribute to generalizable knowledge. Limited funds may be used to support process evaluations or assess work for internal improvement purposes only, such as by convening a listening session to identify service gaps in the community or surveying training participants about the quality of training content and delivery.
- **Tuition reimbursement** in lieu of salary for project staff.

Budget Web-Based Form (Worksheet and Budget Narrative)

- Use the JustGrants web-based form.
- Personnel costs should relate to the key project personnel.
- 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.
- See limited use of funds for research and tuition reimbursement.
- Address Priority 1A or 1B considerations, if applicable.

Create a SMART Budget

- Be SPECIFIC when listing all your expenses.
- Under the computation column of the budget, make sure your costs are MEASURABLE.
- Ensure that your budget items are ATTAINABLE.
- If you put your timeline next to your budget, make sure each item is accounted for, then your budget should be RELEVANT.
- Make sure your budget is TIME-BOUND and broken down year by year or month by month.

Additional Documents to Apply

DOJ Application Submission Checklist

Submitting an application to DOJ is a two-part process. An applicant first submits an abbreviated application in Grants.gov. The full application is then completed in JustGrants, DOJ's grants management system. The following steps and tips will assist potential applicants in completing DOJ applications.

Step 1: Confirm your Entity's System for Award Management (SAM) registration information:

- Register with SAM or confirm that your SAM registration is active and up-to-date. You must renew and validate your registration every 12 months. If you do not renew your SAM registration, it will expire. An expired registration can delay or prevent application submission in Grants.gov and JustGrants. **Registration and renewal can take up to 10 business days to complete.**
- On April 4, 2022, the federal government will stop using Data Universal Numbering System (DUNS) numbers and start using the new SAM Unique Entity Identifier (UEI).
- Entities new to JustGrants: Confirm that the contact information (email address) for your Entity's Electronic Business Point-of-Contact (E-Biz POC) in SAM is accurate and up-to-date. The E-Biz POC is onboarded in JustGrants as the Entity's first Entity Administrator and will receive notifications from JustGrants. The Entity Administrator is responsible for completing Entity User onboarding in JustGrants. Once the Entity Administrator is onboarded, that role can be reassigned to another Entity User.
- Technical issues with SAM registration or renewal must be reported to the SAM Help Desk (Federal Service Desk).

Step 2: Apply in Grants.gov:

- Effective February 21, 2022, all Grants.gov users and applicants will need to use Login.gov credentials.
- Search for an open DOJ funding opportunity in Grants.gov or on the agency website and review the solicitation requirements.
- Complete and submit the required documents in Grants.gov at least 48–72 hours prior to the Grants.gov deadline to allow for time to correct any problems or errors. The Grants.gov portion of your application includes the SF-424 and SF-LLL. (Note: The user and email identified in Section 8.F of the SF-424 will be identified as the Application Submitter in JustGrants and will receive future notifications from JustGrants.)

JUSTgrants JUSTICE GRANTS SYSTEM

Updated 2/15/22

Application Attachments

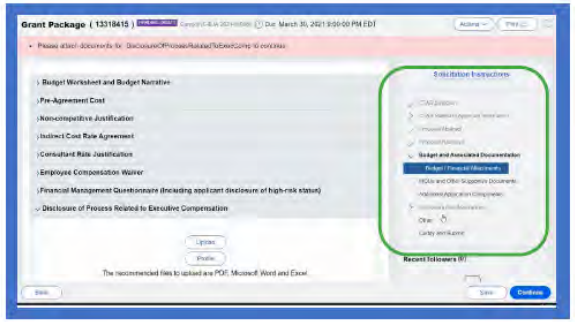
Applicants

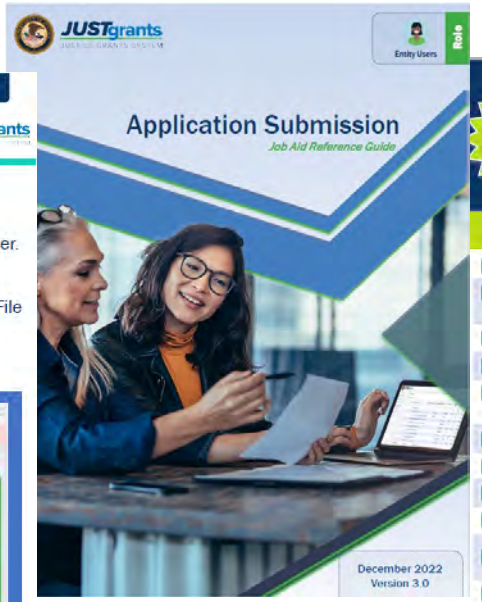
JUSTgrants

Attachment Tips

Log in to JustGrants using either Chrome or Microsoft Edge as your browser. Internet Explorer is not a compatible browser for JustGrants.

Open the application and use the menu options on the right to navigate. File attachments associated with a section are displayed in the section.





Award Attachments

Entity Administrators and Authorized Representatives can attach these items to awards

Attach the following items as required to award deliverables for DOJ review.

Attachments	
Additional Application Components Other	Additional Project Title Information
Application Attachments	Areas Affect by Project
Bibliography/References	Budget Consultant Rate Justification
Budget Financial Management Questionnaire	Budget Indirect Cost Rate Agreement
Budget Non-competitive Justification	Budget Other
Budget Pre-Agreement Cost	Budget Sole Source Justification
Budget Worksheet	Confidentiality Notice Forms
Correspondence	Curriculum Vitae or Resumes
Delinquent Debt Explanation	Disclosure of Process related to Executive Compensation
Disclosures and Assurances	File
Human Subjects Protection	Letter of Non-supplanting
Letters of Support	List of individuals in the Application
Lobbying Activities Disclosure	MOU Document
Opportunity Zone	Other Attachment
Other Project Period GAM Attachment	Privacy Certificate
Program/Project Congressional Districts	Project Timeline
Proof 501 (C) Status (Nonprofits only)	Proposal Narrative
Request to Use Incentives or Stipends	Tool, Instruments, Questionnaires, Tables, Maps
Tribal Authorizing Resolution	

Hallmarks of an Outstanding Application

- Use simple and concise language.
- Ensure information is presentable and organized!
- Add tables, graphs, staff photos, and other images when possible while being mindful of grant guidelines.
- Be realistic about how you will achieve goals.
- Get feedback from those who may run the project!
- Make sure the proposal is consistent with the solicitation.
- Check, recheck, and check again—budget, grant requirements, references, and other grant details.

Common Reasons Cited for a Weak Application

- Too ambitious or lacks focus
- Applicant lacks appropriate expertise to carry out the proposed project
- No evidence of feasibility (do not assume reviewers are as familiar with the project as you)
- Poor writing and a lot of errors
- No citations or source of data

Application Process

Application Submission Overview

Applicants have two application submission deadlines:

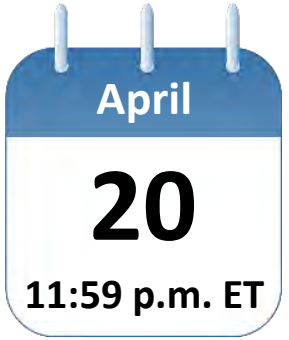
1. Grants.gov (submitting the SF-424 and SF-LLL)
2. JustGrants

It's OK to enter preliminary budget or programmatic data in Grants. gov and update later in JustGrants.

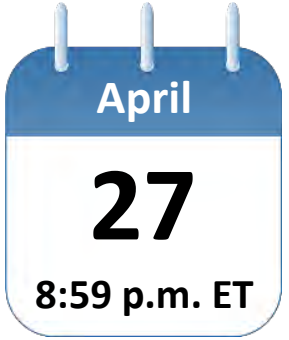
A JustGrants submission should include all items as defined in the solicitation.

Important Dates

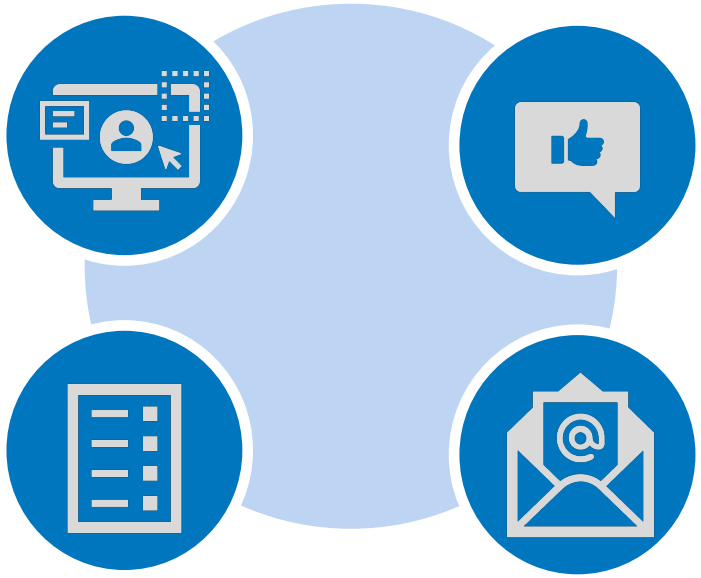
Part 1: **Submit SF-424**, SF-LLL in Grants.gov by



Part 2: **Submit Full Application** in JustGrants.gov by



Web-Based Forms for Submission in JustGrants



There are certain web-based forms that must be submitted directly into the system.

- Proposal Abstract
- Solicitation-Specific Data submitted with the Application
- Goals, Objectives, Deliverables, and Timelines
- Budget Web-Based Form
- Application Disclosure of Duplication Cost Items

Pay attention to required sections. If a section is required and presents you with web-based entries, you cannot upload a document instead. You must use the format required in the application.

What to Expect After Submitting an Application

The entity will be notified that they have received an award when all applications for the solicitation have been reviewed before September 30.

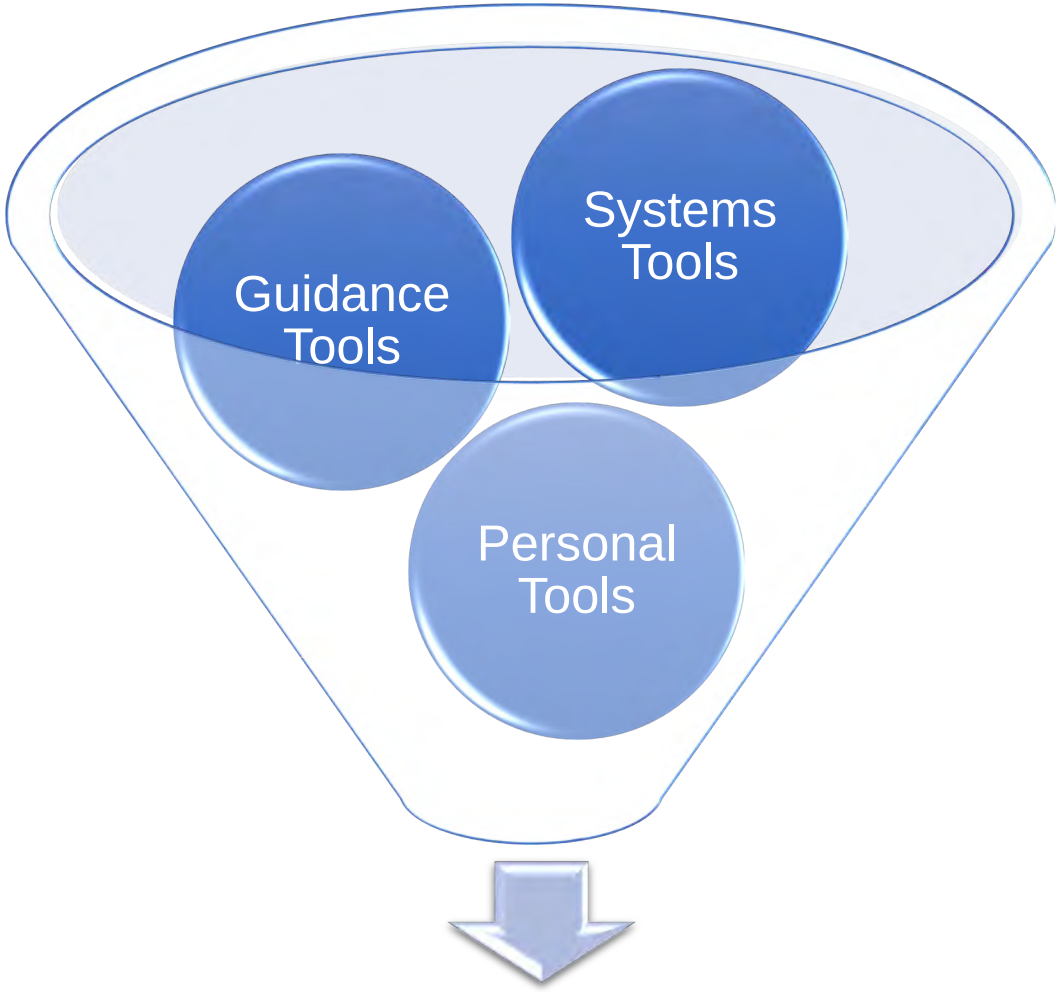
The system will notify:

- The Entity Administrator and Authorized Representative when the deadline for applications has changed.
- The Application Submitter, Entity Administrator, and Authorized Representative when the application is received in JustGrants from Grants.gov.
- The Entity Administrator when the award notification has been sent.

The entity should check the system regularly so that any upcoming deadlines for submitting applications and documentation are addressed in a timely manner.

Once the application deadline passes in JustGrants, you may see a banner that says it is past due. If your status is "Submitted," your application has been received by DOJ and you can ignore the past due banner.

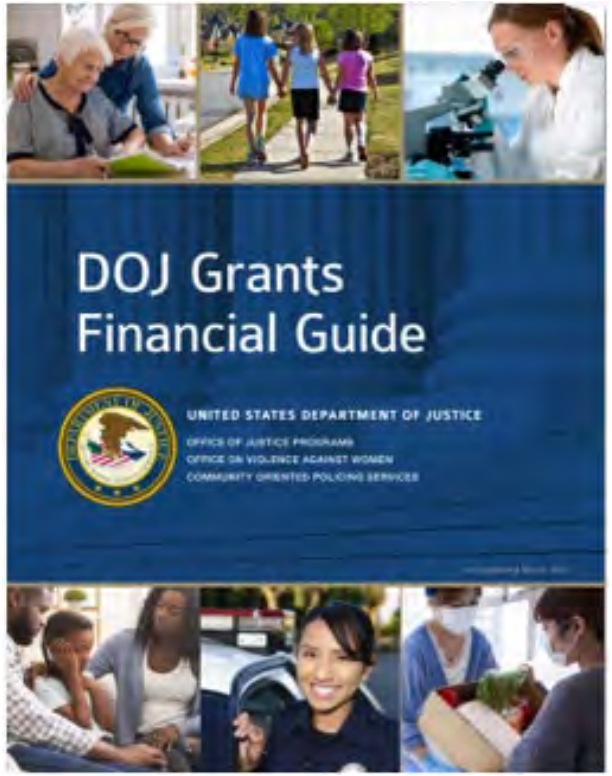
Resources


Systems Tools
Guidance Tools
Personal Tools
Your Application

Information About OVC

Consult the OVC website.

DOJ Grants Financial Guide



As a starting point for all recipients and subrecipients of DOJ grants and cooperative agreements in ensuring the effective day-to-day management of awards consult the DOJ Grants Financial Guide: https://ojp.gov/financialguide/DOJ/index.htm.

TOP 10 TOPICS	
1. Financial Management Systems	6. Audit Requirements
2. Allowable Costs	7. Conference Costs
3. Unallowable Costs	8. Adjustments to Awards
4. Federal Financial Reports	9. Accounting by Approved Budget Category
5. Performance Reports	10. Subrecipient Monitoring

The OJP Grant Application Resource Guide

Find it at: https://www.ojp.gov/funding/apply/ojp-grant-application-resource-guide

Information on Grant Measurement Reporting

Overview of performance measurement activities at OJP: https://ojp.gov/performance/.

Applicant Resources

Grant Performance Measurement and Progress Reporting Information

Welcome to the Office of Justice Programs (OJP) Grant Performance Measurement and Progress Reporting Information Portal! This page provides OJP grant applicants and grantees with an overview of performance measurement activities at OJP.

Applicants

Applicants are encouraged to review the following information when completing their application. Each solicitation requires applicants to respond with a detailed description of how the required performance data will be collected.

- Overview
- Grants 101
- OJP Grant Process
- Frequently Asked Questons
- 2014 OJP Financial Guide
- Other Application Requirements

Information on SAM.gov

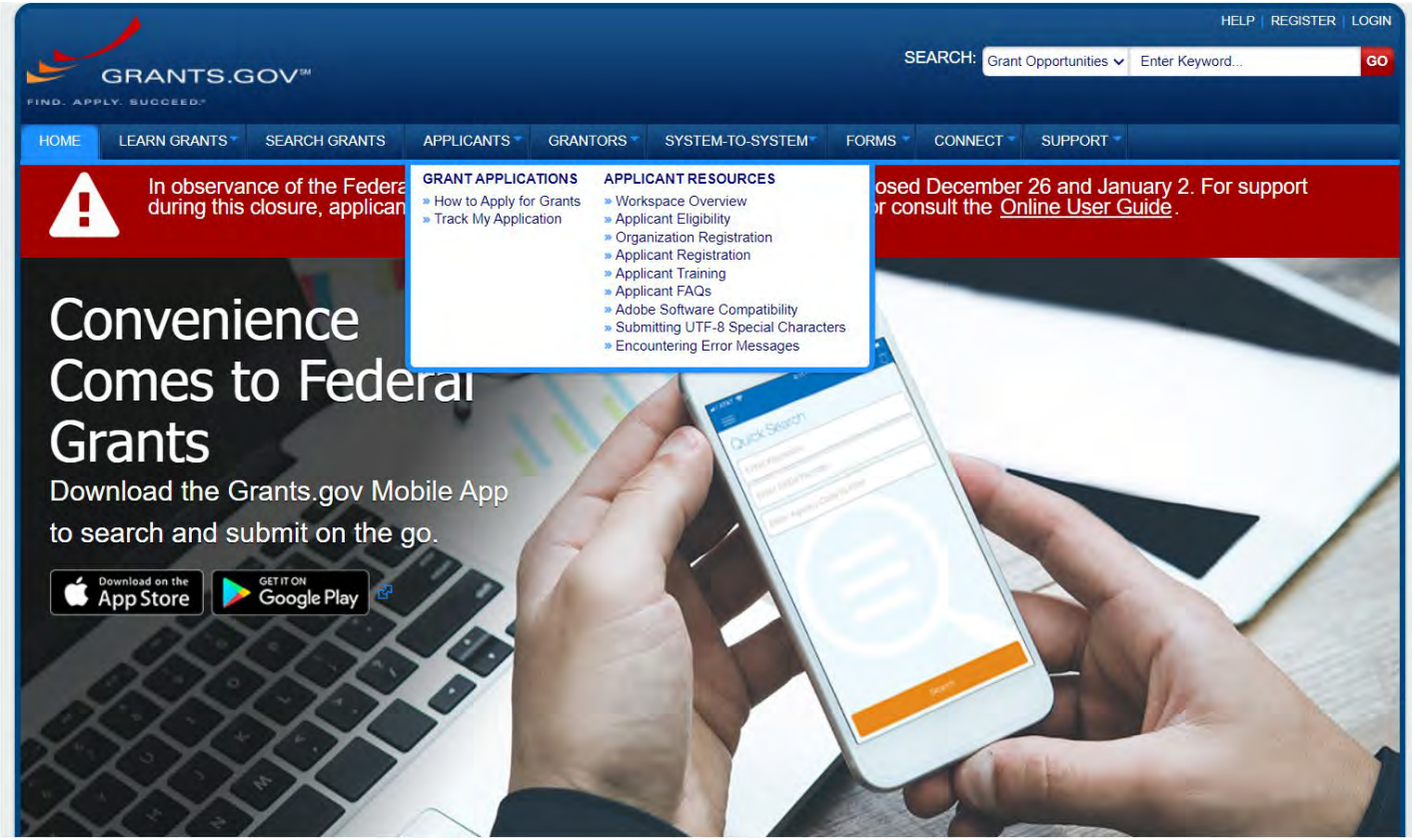
Visit SAM.gov:

This is your first stop BEFORE applying.

Information on Grants.gov

Visit Grants.gov: https://www.grants.gov.

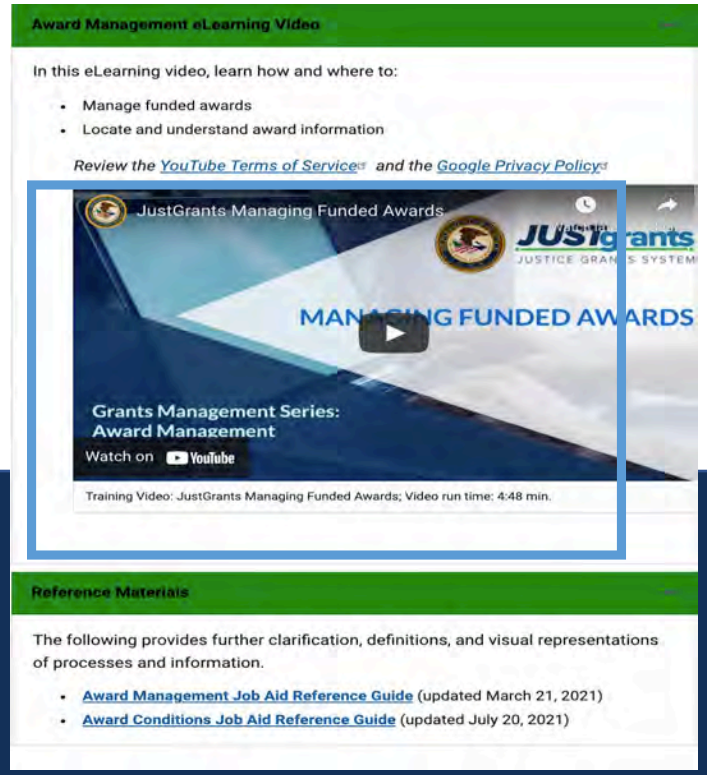
This is your first stop in applying.



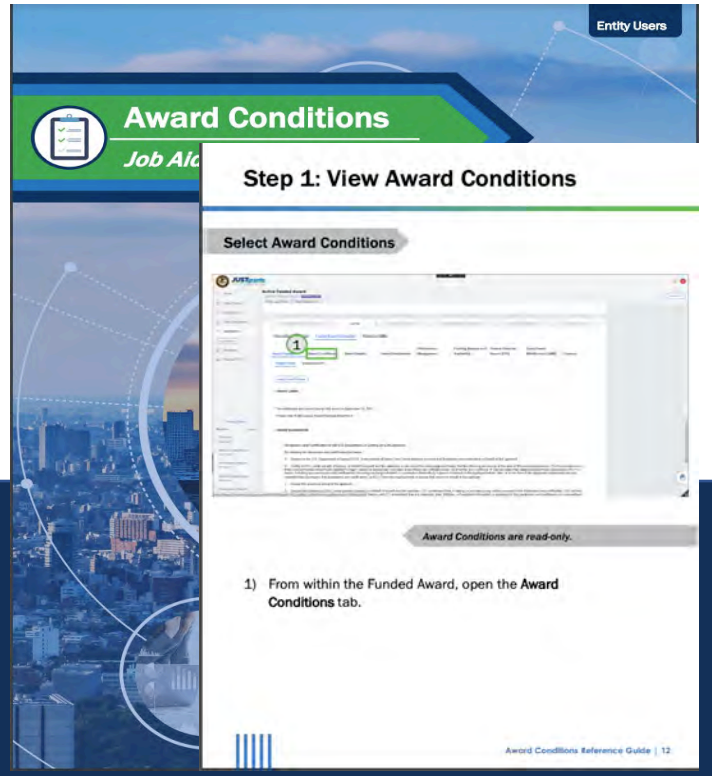
JustGrants Training Resources

Visit: https://justicegrants.usdoj.gov

Organized by Topics



Micro-learning videos



Job Aid Reference Guides

JustGrants Office Hours: Application Mechanics

Application Mechanics: Submitting an Application Training ***Key Audience:*** *Entity Administrator, Application Submitter, Authorized Representative*	• Preparing to apply • Completing the abbreviated application in Grants.gov • Entity onboarding and JustGrants access • JustGrants roles and responsibilities • Assigning users' roles to applications • Completing, reviewing, certifying and submitting a JustGrants application • Attendee questions about application submission	**Every Wednesday** from 2:30-4:00 p.m. ET Click the link to register for the session you wish to attend: March 15, 2023 March 22, 2023 March 29, 2023

Check website for updates: https://justicegrants.usdoj.gov/training/training-virtual-sessions

Free Training and Technical Assistance

Explore training tools at the OVC Training and Technical Assistance Center: www.ovcttac.gov.

Multiple victim services topics are covered, including human trafficking, so that you have the skills to reach out to victims of every type of crime, from every background, in every place, and offer them what they need to rebuild their lives.

Information on OJP Resources

Obtain justice and drug-related information to support research, policy, and program development worldwide at OJP Response Center: https://www.ojp.gov/ncjrs/new-ojp-resources. Subscribe and find funding opportunities, recent publications, online resources, and upcoming events.

How to Prepare for Solicitation Season

- Review OVC's previously held webinars:
  - Part 1: Getting Ready to Apply
  - Part 2: Considerations When Building Your OVC Budget
  - Part 3: Preparing Your Proposal and What to Expect Next
- Find OVC's current funding opportunities.
- Sign up for News From OVC to stay up-to-date with the webinars schedule.
- Visit the DOJ Program Plan for other funding opportunities.

Important Contact Information

Technical Assistance registering or renewing your entity registration in the System for Award Management (SAM): 866-606-8220 | SAM Help Desk (Federal Service Desk)

Technical Assistance submitting the SF-424 and SF-LLL into Grants.Gov: 800-518-4726, 606-545-5035 | support@grants.gov

Important Contact Information

Technical Assistance submitting the FULL APPLICATION into JustGrants: 833-872-5175 | JustGrants.Support@usdoj.gov

OJP Response Center

Technical Assistance with Programmatic Requirements and to report a technical issue that prevented application submission, contact the OJP Response Center: 800-851-3420 | grants@ncjrs.gov

Go Social With OVC!

Like: https://www.facebook.com/OJPOVC

Follow: https://twitter.com/OJPOVC

Watch: www.youtube.com/user/OJPOVC

Questions?

To submit a question, use the Q&A Box and select All Panelists