



The United States Department of Justice, Office on Violence Against Women (OVW) (www.ovw.usdoj.gov) is pleased to announce that it is seeking applications for the Grants to Reduce Sexual Assault, Domestic Violence, Dating Violence, and Stalking on Campus Program. This program furthers the Department's mission by strengthening on campus victim services, security, and investigative strategies to prevent and prosecute violent crimes against women on campuses.

OVW Fiscal Year 2010 Grants to Reduce Sexual Assault, Domestic Violence, Dating Violence, and Stalking on Campus Program

Eligibility

Applicants are limited to institutions of higher education as defined under the Higher Education Amendments of 1998
(See "Eligibility," page 7)

Deadline

Letters of intent to apply should be submitted by **February 17, 2010**.
All Applicants should register online with GMS by **February 17, 2010**.
All applications are due by **8:00 p.m. E.T. on March 10, 2010**.
(See "Deadline: Application," page 7)

Contact Information

For assistance with the requirements of this solicitation, contact OVW at (202) 307-6026.

In 2010 OVW applications will be submitted through the Office of Justice Programs Grants Management System (GMS). For further information and assistance, please see <http://www.ovw.usdoj.gov/docs/gms-application.pdf>.

Update on FY 2010 Campus Program Pre-Application Calls

The dates for the Campus Program Pre-Application Calls are as follows:

| | | | |
|-------------------|---------------|-------------------|---------------|
| February 17, 2010 | 10am-Noon EST | February 18, 2010 | 2pm-4pm EST |
| February 17, 2010 | 2pm-4pm EST | February 19, 2010 | 10am-Noon EST |
| February 18, 2010 | 10am-Noon EST | February 19, 2010 | 2pm-4pm EST |

The number of spaces for each call is limited, therefore, participants must register for the date and time you wish to participate. If you've previously registered, please register again so that we can make sure you are participating during this time. Please email Traci Rollins-Johnson at traci.rollinsjohnson@usdoj.gov to register. Upon receipt, a confirmation of the selected date and time as well as the call-in information will be sent to you.

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OVW Grants to Reduce Sexual Assault, Domestic Violence, Dating Violence, and Stalking on Campus Program (CFDA 16.525)

Overview

This solicitation contains information on how to apply for the Grants to Reduce Sexual Assault, Domestic Violence, Dating Violence, and Stalking on Campus Program (hereinafter “Campus Program”). For general information on applying for all OVW grant programs, please see the OVW Fiscal Year 2010 Grant Program Solicitation Reference Guide (Reference Guide) at <http://www.ovw.usdoj.gov/grants-resource-guide.htm>. All applicants should read carefully both this solicitation and the Reference Guide before beginning the application process.

About the OVW Grants to Reduce Sexual Assault, Domestic Violence, Dating Violence, and Stalking on Campus Program

Sexual assault, domestic violence, dating violence, and stalking are serious problems on college and university campuses. Addressing these crimes on campuses raises unique issues and challenges that Congress sought to address by creating the Campus Program.

Unlike victims of violence against women in the larger community, students victimized by other students often face additional challenges in a “closed” campus environment. For example, a victim of sexual assault, domestic violence, dating violence, or stalking may continue to live in danger if the perpetrator resides in the same dormitory or attends the same classes. On smaller campuses, a victim may wish to remain anonymous but may find this to be virtually impossible in such an insular environment. Similarly, stalking victims may find it difficult to escape their tormentors, because the stalker may have a seemingly “legitimate” reason for remaining in contact with or in proximity to the victim (e.g., studying in the library). The fear and anguish suffered by sexual assault, domestic violence, dating violence, and stalking victims may continue if they attend the same classes or live in the same dormitory as the perpetrator. In other cases, a victim may be harassed by classmates or by a perpetrator’s friends who claim that the victim “asked for it” or “provoked” the attack. Even changing class schedules or living arrangements may not eliminate the threat of encountering the perpetrator on campus.

Survivors of sexual assault, domestic violence, dating violence, and stalking from diverse communities frequently confront additional challenges when seeking assistance. Survivors with disabilities may struggle with obstacles, such as shelters that cannot physically accommodate them. International students, or the spouses or partners of international students, may face linguistic or cultural barriers to obtaining services. Similarly, victims from racial, ethnic, or religious minority groups may fear discrimination when they attempt to obtain services.

While many institutions of higher education now assist victims in initiating criminal proceedings through local law enforcement agencies, historically these institutions have addressed sexual assault, domestic violence, dating violence, and stalking through closed administrative procedures or mediation. When colleges and universities choose to pursue the criminal justice approach over the administrative/mediation approach, they send an important

and serious message to victims, perpetrators, and the entire campus community that these actions are criminal behavior.

The Campus Program supports activities that develop and strengthen victim services in cases involving sexual assault, domestic violence, dating violence, and stalking on campuses. The Campus Program also aims to strengthen security and investigative strategies to prevent and prosecute these crimes on campuses. Campuses are addressing these crimes by developing campus-based coordinated responses that include campus victim services, law enforcement, health providers, housing officials, administrators, student leaders, faith-based organizations, student organizations, and disciplinary boards. The Campus Program supports a coordinated community approach that enhances victim safety and assistance, and supports efforts to hold offenders accountable. To be effective, campus responses must be linked to local criminal justice agencies and service providers, including local law enforcement agencies, prosecutors' offices, courts, and nonprofit, nongovernmental victim advocacy and victim services agencies.

Deadline: Letter of Intent

If you intend to apply for Fiscal Year (FY) 2010 funding under this program, we encourage you to submit a letter stating that you intend to apply for funding. **The letter will not obligate you to submit an application.** Please see http://www.ovw.usdoj.gov/docs/sample_letter_of_intent.pdf for a sample letter. The letter should be submitted to OVW no later than **February 17, 2010**. You may fax the letter to OVW at (202) 514-5818. OVW will use these letters to predict the number of peer review panels needed to review the applications. You **can** still submit an application for funding if you do not submit a Letter of Intent.

Deadline: Registration

The GMS registration deadline is **February 17, 2010**. For more information on the process of registering and applying in GMS, please see the [Reference Guide](#) at pages 13-15.

Pre-Application Conference Calls

OVW will conduct five (5) Pre-Application Conference Calls. During these calls, OVW staff will review the Campus Program requirements and the application process as well as answer questions about the program.

Pre-Application Conference Calls

| | | | |
|-------------------|---------------|-------------------|---------------|
| February 17, 2010 | 10am-Noon EST | February 18, 2010 | 2pm-4pm EST |
| February 17, 2010 | 2pm-4pm EST | February 19, 2010 | 10am-Noon EST |
| February 18, 2010 | 10am-Noon EST | February 19, 2010 | 2pm-4pm EST |

Note: During the calls, OVW staff will review the Campus Program solicitation and the application process, which will be followed by a brief question and answer session. Participation in these calls is optional for applicants.

Registration Instructions

Anyone who is interested in submitting an application to the Campus Program may register to participate in these calls. The total number of participants for each call is limited to 50. To register, please e-mail or call OVW Program Assistant Traci Rollins-Johnson, at traci.rollins-

johnson@usdoj.gov or 202-307-6026. Your registration must be received within two hours prior to the start of the call.

Deadline: Application

An application submission is complete if (a) a hard copy of the entire application, with original signatures, has been submitted via overnight delivery by the deadline and (b) the application has been submitted through GMS.

The deadline for applying for funding under this announcement through GMS is **March 10, 2010, 8:00 p.m. E.T.** A hard copy must be sent via an overnight delivery method, post-marked by **March 10, 2010** to:

**The Office on Violence Against Women
c/o Lockheed Martin Aspen Systems Corporation
Campus Program
Mail Stop 2K
2277 Research Boulevard
Rockville, MD 20850
(301) 519-5000**

Applicants are strongly encouraged to submit their applications well in advance of the deadline, in order to ensure a successful submission through GMS. For information on OVW's policy for late applications, please see the [Reference Guide](#) at pages 15-16.

Eligibility

It is very important that you review this information carefully. Applications that are submitted by non-eligible entities will be screened out during an initial review process and omitted from further review.

By statute, eligible entities for this program are:

- Institutions of higher education as defined under the Higher Education Amendments of 1998.¹

¹ An "institution of higher education" means an educational institution in any state that: (1) admits as regular students only persons having a certificate of graduation from a school providing secondary education, or the recognized equivalent of such a certificate; (2) is legally authorized within such state to provide a program of education beyond secondary education; (3) provides an educational program for which the institution awards a bachelor's degree or provides not less than a 2-year program that is acceptable for full credit toward such a degree; (4) is a public or other nonprofit institution; and (5) is accredited by a nationally recognized accrediting agency or association, or if not so accredited, is an institution that has been granted preaccreditation status by such an agency or association that has been recognized by the Secretary for the granting of preaccreditation status, and the Secretary has determined that there is satisfactory assurance that the institution will meet the accreditation standards of such an agency or association within a reasonable time. For purposes of the Higher Education Act, other than title IV, the term "institution of higher education" also includes: (1) any school that provides not less than a 1-year program of training to prepare students for gainful employment in a recognized occupation and that meets the provision of paragraphs (1), (2), (4), and (5) of subsection (a); and (2) a public or nonprofit private educational institution in any State that, in lieu of the requirement in subsection (a)(1), admits as regular students persons who are beyond the age of compulsory school attendance in the State in which the institution is located. 1998 Amendments to the Higher Education Act, P.L. 105-244, Title I, Part A, Sec. 101(a), (b), 20 U.S.C. §1001.

- A consortium of higher education institutions also may apply for Campus Program grant funds **provided that each individual member of the consortium is also eligible to apply.**

All applicants are required to submit a letter of certification of eligibility (see below).

Certification of Eligibility Requirements

All applicants are required to certify by letter that they are in compliance with the following Federal statutes:

- The Higher Education Act of 1965, as amended, requires in part that all eligible institutions of higher education collect certain types of information about campus crime statistics and security policies for their respective campuses. See 20 U.S.C. §1092(f). The information must be compiled in an annual security report and disseminated to all current students and employees, and, upon request, to any applicant for enrollment or employment. The annual security report must contain information regarding campus security policies and campus crime statistics. 20 U.S.C. §1092(f) should be consulted for complete information about these reporting requirements; and
- 20 U.S.C. §1232g(b)(6), provides, in part, that institutions of higher education may disclose the final results of any disciplinary proceeding conducted by the institution against an alleged perpetrator of any violent crime or a non-forcible sex offense if the institution determines as a result of the disciplinary proceeding that the student committed a violation of the institution's rules or policies with respect to the offense. This disclosure may include the name of any other student, such as a victim or witness, only with the written consent of that other student.

In the case of a consortium project, each institution must sign a letter to certify compliance with these Federal laws. Please note that while certification is required under the Campus Program, institutions of higher education that receive Federal funds are already required to comply with these provisions. This letter of certification must be signed by the authorizing official (President/Chancellor and/or Provost) of the institutions of higher education.

OVW Campus Program – Specific Information

OVW encourages applications from:

- Historically Black Colleges and Universities (HBCU);
- Tribal colleges and universities;
- Universities and colleges that serve primarily Latino or Hispanic populations; or
- Universities and colleges based in the territories of Guam, Virgin Islands, Puerto Rico, Northern Mariana Islands, and American Samoa.

Types of Applicants

In FY 2010, OVW will accept applications for the Campus Program from current grantees who received three-year awards in or prior to 2007, and applicants that have not previously received funding under this program.

OVW will accept individual applications from single institutions of higher education that were previously part of consortia projects and that previously received, but are not currently receiving, funding from Campus Program awards.

An **individual applicant** is a single institution of higher education that proposes to develop and implement project activities on its own campus.

A **consortium project** involves two or more institutions of higher education working together to implement the project activities. Each institution within the consortium must fully implement the identified project activities on its respective campus. A consortium application must describe fully the relationship among the various entities identified. While all members of the consortium are equal partners in decision making and should work in a cooperative and coordinated manner on all project activities, the application should identify one college or university as the entity to receive and administer grant funds as well as to manage all grant-funded consortium activities.

Availability of Funds

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

Award Period

The award period for these grants will be 36 months. **Budgets must reflect 36 months of project activity, and the total “estimated funding” (block 15) on the SF-424 must reflect 36 months.**

Award Amounts

Applicants should carefully consider the resources needed to successfully implement the project proposed and present a realistic budget that accurately reflects project costs. OVW has the discretion to make grants for greater or lesser amounts than requested and to negotiate the scope of work and budget with applicants prior to award of a grant. **Prior recipients of funds under the Campus Program should note that successive awards to previous grantees (i.e., continued funding) are not guaranteed.** Campus Program funds for FY 2010 will be awarded based on the following guidelines:

- up to \$300,000 for individual projects; and
- up to \$500,000 for consortia projects.

Program Scope

The Attorney General is authorized to make grants to institutions of higher education or to a consortia of institutions of higher education to develop and strengthen effective security and investigation strategies to combat sexual assault, domestic violence, dating violence, and stalking on campuses and to develop and strengthen victim services in cases involving these crimes against women on campuses.

Applicants should propose activities consistent with the statutory program purpose areas identified below. Proposed projects must address at least one purpose area, but do not need to address multiple purpose or priority areas in order to receive funding.

An applicant without a community or campus-based victim services program must propose to allocate 20% of grant funds to support the provision of direct victim services.

Statutory Program Purposes

By statute, funds under the Campus Program may be used for the following purposes:

- To provide personnel, training, technical assistance, data collection, and other equipment with respect to the increased apprehension, investigation, and adjudication of persons committing sexual assault, domestic violence, dating violence, and stalking on campus;
- To develop and implement campus policies, protocols, and services that more effectively identify and respond to the crimes of sexual assault, domestic violence, dating violence, and stalking, and to train campus administrators, security personnel, and personnel serving on campus disciplinary or judicial boards on such policies, protocols, and services;
- To implement and operate education programs for the prevention of sexual assault, domestic violence, dating violence, and stalking;
- To develop, enlarge, or strengthen victim services programs on the campuses of institutions involved, including programs providing legal, medical, or psychological counseling, for victims of sexual assault, domestic violence, dating violence, and stalking, and to improve delivery of victim assistance on campus. To the extent practicable, such an institution shall collaborate with any entities carrying out nonprofit and other victim services programs, including sexual assault, domestic violence, dating violence, and stalking victims services in the community in which the institution is located. If appropriate victim services are not available in the community or are not accessible to students, the institution shall, to the extent practicable, provide a victim services program on campus or create a victim services program in collaboration with a community based organization. **The institution shall use not less than 20% of the funds made available through the grant for a victim services program provided in accordance with this paragraph;**
- To create, disseminate, or otherwise provide assistance and information about victims' options on and off campus to bring disciplinary or other legal action, including assistance to victims in immigration matters;
- To develop, install, or expand data collection and communication systems, including computerized systems, linking campus security to local law enforcement for the purpose of identifying and tracking arrests, protection orders, violations of protection orders, prosecutions, and convictions with respect to the crimes of sexual assault, domestic violence, dating violence, and stalking on campus;
- To provide capital improvements (including improved lighting and communications facilities, but not including the construction of buildings) on campuses to address the crimes of sexual assault, domestic violence, dating violence, and stalking; or
- To support improved coordination among campus administrators, campus security personnel, and local law enforcement to reduce sexual assault, domestic violence, dating violence, and stalking on campus.

These activities should be part of an overall coordinated campus and community response to sexual assault, domestic violence, dating violence, and stalking on campuses. For example, if an application proposes to make capital improvements to address violence against women, such as installing improved lighting, these efforts must be complimented by a larger campus and community wide coordinated response to these crimes.

Applications must demonstrate how victim services are or will be provided. Education efforts that raise awareness about these crimes on campus must direct victims where to obtain appropriate services. Additionally, institutions of higher education are encouraged to adopt and publicize policies that encourage students to report sexual assault, domestic violence, dating violence, and stalking even though alcohol, drugs and other illegal activities may be involved. **OVW will not fund projects that focus primarily on alcohol and substance abuse.**

Minimum Requirements

In order to be considered for funding, all applicants for the Campus Program **MUST** address all four of the minimum requirements of the Campus Program:

1. Campus Program grantees **must** create a **coordinated community response** to violence against women on campus. A coordinated community response consists of both: (a) partnerships with specific community based organizations that are not inherently affiliated with the college or university, and (b) partnerships with departments, offices, and entities within the college or university. The coordinated community response is responsible for ensuring that the campus develops and implements effective policies and practices to prevent and respond to violence against women issues on campus.

First, the applicant must demonstrate an external partnership with at least:

- one local nonprofit, nongovernmental victim services organization within the community that the institution is located. A victim service organization should meet all of the following criteria:
 - i. provide services to victims of sexual assault, domestic violence, dating violence, or stalking as one of its primary purposes and have a demonstrated history of effective work concerning such issues;
 - ii. address a demonstrated need in the community by providing services that promote the dignity and self sufficiency of victims, improve victims' access to resources, and create options for victims seeking safety from perpetrator violence; and
 - iii. does not engage in activities that compromise victim safety; **AND**
- one or more of the following criminal justice or civil legal agencies: external law enforcement, prosecution, civil legal assistance providers, systems-based victim services units, or judiciary and court personnel. An applicant who is partnering with campus law enforcement or campus security must still partner with a criminal justice or civil legal agency from the jurisdiction in which the campus is located.

For the purposes of the Campus Program, a local nonprofit, nongovernmental victim services organization does not include a government agency with employees working as victim advocates (e.g., police departments or district city attorneys' offices), and does not include legal representatives and advocates (e.g., students from law school clinics, paralegals, attorneys working for legal service agencies or independent attorneys).

Nonprofit, nongovernmental victim service organizations should be compensated for their services, which should be reflected in the budget and budget narrative. If funding is requested for both nonprofit, nongovernmental victim service organizations and government agencies providing victim advocacy, the budget and budget narrative must distinguish between the two. Additionally, the project narrative must explain how these different entities will collaborate with each other.

Second, the applicant must develop partnerships within the college or university. These partnerships should include different departments, offices, and entities within the institution of higher education. For example, campus partnerships should include students, especially victims, campus-based victim services providers and violence prevention programs, campus law enforcement or department of public safety, faculty and staff, administrators, including the

institution of higher education's president and student affairs administrator, women's groups, including those representing diverse or underserved student populations, the athletic department, sororities and fraternities, student health centers, campus housing authorities, and residence hall assistants, library administrators, campus disciplinary boards and judicial boards, and representatives from student government.

The partners of the coordinated community response should meet on a regular basis to review and develop protocols, policies, and procedures for addressing violence against women. The partners of the coordinated community response should also commit to holding cross-trainings to improve their own response to these crimes.

2. Campus Program grantees must establish a **mandatory prevention and education program** about sexual assault, domestic violence, dating violence, and stalking for **all incoming students**, working in collaboration with campus and community-based victim advocacy organizations. An applicant must provide detailed information regarding how it will verify that all incoming (first year students, transfer students, and, if applicable, graduate and professional students, etc.) students will receive the **mandatory** training. It is essential for campuses to have a mechanism established to fully account for the participation of each student in the program. The mandatory prevention and education program should include information about domestic violence, dating violence, sexual assault, and stalking.

3. Campus Program grantees must **train campus police** to respond effectively in sexual assault, domestic violence, dating violence, and stalking cases. All mandatory campus law enforcement training programs should be developed in collaboration with campus or community-based victim advocacy programs and should include information about relevant state and Federal laws and arrest protocols; information on enforcement of orders of protection; and instruction on making primary aggressor determinations.

4. Campus Program grantees must establish or strengthen programs to **train members of campus disciplinary boards** to respond effectively to charges of sexual assault, domestic violence, dating violence, and stalking. All members of campus disciplinary boards, including faculty, staff, students, and administrators should receive expert training on these crimes. Training topics should include information about the causes and effects of domestic violence, dating violence, sexual assault and stalking; a review of the student conduct code; definitions of domestic violence, dating violence, sexual assault, and stalking; information on the issue of consent in sexual assault cases; how to judge credibility; drug facilitated sexual assault; and the available range of sanctions should the charged student be found responsible by the disciplinary board.

All applicants **must** consult the "Grants to Reduce Sexual Assault, Domestic Violence, Dating Violence, and Stalking on Campus Program Standards," available at: http://www.ovw.usdoj.gov/campus_desc.htm, for further guidance on addressing the four minimum program requirements.

Activities That May Compromise Victim Safety and Recovery

The following is a list of activities that have been found to decrease victim safety, deter or prevent physical and emotional healing for victims, or allow offenders to escape responsibility for their actions. OVW strongly encourages you **not** to include the following activities in your application for funding:

- Implementing policies and procedures that fail to honor and maintain a victim's confidentiality;

- Encouraging perpetrators to enter into pre-trial diversion programs;
- Encouraging mediation or counseling for couples as a systemic response to domestic violence;
- Supporting batterer intervention programs that do not use the coercive power of the criminal justice system to hold batterers accountable for their behavior;
- Implementing and sustaining procedures that would force victims of sexual assault, domestic violence, dating violence, and stalking to testify against their abusers or impose other sanctions on them;
- Prevention programs that focus primarily on victim behavior because they reinforce the myth that victims somehow provoke or cause the violence they experience;
- Programs that focus primarily on alcohol and substance abuse;
- Inflicting restrictive conditions to be met by victims in order to receive services (e.g. requiring victims to seek protection orders or to seek counseling; these options need to be a choice made by the victim and not a condition(s) imposed upon them prior to the delivery of services);
- Failing to provide victims the option of making the final decision on their class schedule and/or living arrangements;
- Developing products and/or materials that are not specifically tailored towards the dynamics of sexual assault, domestic violence, dating violence and stalking; or
- Implementing policies that require the victim to report the sexual assault, domestic violence, dating violence, and stalking to law enforcement.

Activities that compromise victim safety and recovery will be a factor reviewed during OVW's internal review process. Applications may be considered out of scope if significant activities are included that could compromise victim safety and recovery.

Unallowable Activities

Grant funds under the Campus Program may not be used for any unauthorized purposes, including but not limited to the following activities:

- Lobbying;
- Fundraising;
- Research projects;
- Sexual harassment programs;
- Education or prevention programs for elementary and secondary students on sexual assault, dating violence, domestic violence, and stalking;
- Physical modifications to buildings, including minor renovation except the capital improvements permitted on page 10;
- Mandatory self-defense classes; or self defense classes as the only means of providing prevention and education to students; and,
- Theater performances that are not specific to violence against women issues.

Performance Measures

OVW grantees receiving Campus Program awards are required to submit semi-annual progress reports, which will be provided to you should you be selected for an award.

For more information, see the [Reference Guide](#) at pages 17-20.

How To Apply

See the [Reference Guide](#) at pages 13-17 for information regarding “how to apply.”

What An Application Must Include

Applicants must complete each of the following sections as part of their response to this solicitation. **It is the responsibility of the applicant to ensure that its application is complete by the deadline. OVW will remove the application from consideration prior to peer review if the application is substantially incomplete or received after the deadline without prior permission as described in the [Reference Guide](#) at pages 15-16.** For each section listed below, please note the corresponding maximum point value that may be assigned during the peer review scoring process. The application should follow the order below for easy reading. Peer reviewers will not receive any additional materials submitted beyond those required. For example, if an application includes a narrative that is 25 pages, the last five pages will be removed prior to peer review.

Applications must use the following page format requirements:

- Double spaced (except that any included graphs and charts may be single-spaced)
- 8½ x 11 inch paper
- One inch margins
- Type no smaller than 12 point, Times New Roman font
- Include a brief Summary Data Sheet
- Include a Project Abstract (please limit to one page)
- Include a list of all current OVW projects as described below (if applicable)
- No more than 20 pages for the Project Narrative (item VII below)
- Word processing documents must be in the following formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt).

Sections I through XIII below describe the specific elements of a complete application.

I. Application for Federal Assistance (SF-424)

Please see the [Reference Guide](#) at page 6 for additional information. This form will be filled out online and you should print out a copy for your hard copy submission.

II. Standard Assurances and Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (Form 4061/6)

Please see the [Reference Guide](#) at page 7 for additional information. These forms will be filled out online and you should print out copies for your hard copy submission.

III. Financial Accounting Practices

Each applicant must prepare a response to the following questions. This section of your application should be no more than two pages and should be a separate attachment to the application in GMS and a separate section in the hard copy.

- Will all funds awarded under this program be maintained in an account that is separate and distinct from other sources of revenue/funding?
- Does the applicant have written accounting procedures?
- What type of inventory system does the applicant have in place?
- Does the applicant's current accounting system allow the applicant to separately track grant draw-downs and expenditures?
- Does the applicant have a risk management assessment process in place to identify and mitigate potential risks?
- What is the applicant's records retention policy?
- Has the individual primarily responsible for fiscal oversight attended a Fiscal Management Training Seminar put on by a U.S. government agency? If yes, when and which government agency?

IV. Summary Data Sheet (5 Points)

Please list the following information on a single page. The Summary Data Sheet should be a separate attachment to the application in GMS and a separate section in the hard copy.

- Name, title, address, phone number, and e-mail address for the authorized representative (Please see the [Reference Guide](#) at page 6 for more information on who can be an authorized representative);
- Name, title, address, phone number, and e-mail address for the grant point-of-contact;
- Whether the agency has expended \$500,000 in federal funds in the past fiscal year, and specify the end date of the fiscal year;
- The institution and type of institution (e.g., private, public, tribal, and/or community college, men's or women's college, HBCU) applying for funding;
- The nonprofit, nongovernmental victim service program collaborating on this project;
- Whether students have access to campus-based and/or community-based victim services;
- The criminal justice or civil legal agencies or organizations partnering on this project;
- Whether this is a new or continuation application
- Whether this project involves a single institution or is a consortium, and, if a consortium project, list participating institutions;
- Whether the applicant institution(s) is located in a rural, urban or suburban area;
- The regional area(s) (city, town, county, or unincorporated area) where this project will be implemented;
- The population and square mileage of the region where the campus community is located;
- The demographics of the population being served;
- The number of students enrolled in the institution(s); and
- The Campus Program Statutory Purpose Area(s) proposed to be addressed in the application.

V. Proposal Abstract

The Proposal Abstract should provide a short and accurate summary of your proposed project including its goals and objectives. Please do not summarize past accomplishments and distinctions in this section. The Proposal Abstract should be a single page and should be a separate attachment to the application in GMS and a separate section in the hard copy.

The Proposal Abstract **must not** be submitted on the same page as the Summary Data Sheet.

VI. Summary of Current OVW Projects

For each current OVW Project, as defined in the OVW [Reference Guide](#) at page 7, please provide the following information:

- Identify grant by program, award number, and project period.
- Specify the total funds remaining in each grant award as of the date of application.
- Provide the total funds remaining in each grant award in the Personnel, Contracts/Consultants and Travel categories as of the date of application.
- List the names, dates, and locations of all OVW-sponsored training and technical assistance events in which project staff or project partners participated during the current grant award period.
- Describe the activities and efforts that have been accomplished as an OVW grantee to sustain part or all of the project without federal funding.
- Provide a list of previous campus awards, if applicable.
- Describe the grantee's efforts in complying with the four minimum requirements.

This section should be clear and succinct. This should be a separate attachment to the application in GMS and a separate section in the hard copy.

In addition to this information, OVW will evaluate the performance of the applicant in all current grants as a factor in the consideration of this application. Please note that applicants that have previously been OVW grantees and have failed to meet grant deadlines, failed to comply with financial requirements, or failed to comply with special conditions from previous grants may not be considered for funding.

VII. Project Narrative (Total 60 Points)

The following narrative should be a separate attachment to the application in GMS and a separate section in the hard copy. The Project Narrative may not exceed 20 pages in length, double-spaced. Please number the pages of your narrative.

A. Purpose of Application (5 points)

This section should briefly:

1. Describe the problem on campus and in the surrounding community to be addressed and how funding would alleviate it;
2. Describe the location, population, and demographic information of the campus and the surrounding community;
3. In the event the applicant identifies a specific population to address, describe the needs of this population and how the proposed project will meet those needs;
4. Describe the campus's current response to violence against women including services and gaps;
5. Describe efforts, if any, to include State Sexual Assault and Domestic Violence Coalitions as a resource for training and technical assistance; and
6. If the applicant has applied or is applying for multiple OVW grants, describe how this project compliments such other projects without duplicating efforts.

This section will be rated on the following criteria:

- The extent to which the applicant describes the problem on campus and in the surrounding the community to be addressed and how funding would alleviate it;
- The extent to which the applicant describes the location, population, and demographic information on the campus and in the surrounding community;
- If applicable, the extent to which the applicant identifies a specific population to address, describe the needs of this population and how the proposed project will meet those needs;
- The extent to which the applicant describes the campus's response to violence against women including services and gaps; and,
- If applicable, the extent to which State Sexual Assault and Domestic Violence Coalitions will be involved as a resource for training and technical assistance.
- If applicable, the extent to which the proposed project does not duplicate efforts.

B. What Will Be Done (40 points)

This section should briefly:

1. Identify and describe the program's goals and objectives.
2. Describe the statutory purpose area(s) to be addressed by the program.
3. Explain how the applicant will meet the four minimum requirements of the Campus Program. Specifically, applicants must describe how the applicant will meet each of the four requirements:
 - i. create a **coordinated community response** to violence against women on campus;
 - ii. establish a **mandatory prevention and education program** about sexual assault, domestic violence, dating violence, and stalking for **all incoming students**;
 - iii. **train campus police** to respond effectively in sexual assault, domestic violence, dating violence, and stalking cases; and,
 - iv. establish or strengthen programs to **train members of campus disciplinary boards** to respond effectively to charges of sexual assault, domestic violence, dating violence, and stalking.
4. Identify the timeframe needed to plan and implement the program.
5. For applicants without a community or campus-based victim services program, the proposal **must** allocate 20% of grant funds to support the provision of direct services. The applicant should explain existing, available victim services or how those services will be developed.
6. If applicants are proposing to use any technology (including, but not limited to, security systems, GPS, hotlines, and databases), they should explain how they plan to address any victim safety concerns that may arise from the use of the technology, such as confidentiality, safety planning, and informed consent.
7. For consortia projects, describe how coordination and implementation will work among the different campuses within the consortium.
8. For continuation projects, applicants must explain why the original goals of the Campus Program were not achieved during the prior award period(s), demonstrate how continuing funds will successfully enable the applicants to achieve the original goals during the next award period, why costs for the program have not been absorbed by the institution(s), what is new and innovative about the program that

warrants additional funding, and how it will be sustained without federal funds in the future.

This section will be rated on the following criteria:

- The extent to which the applicant details the project goals and objectives;
- The extent to which the applicant describes the statutory purpose area(s) to be addressed by the program;
- The extent to which the applicant details the specific tasks and activities necessary to address the four minimum requirements of the Campus Program;
- The extent to which the time frame is set forth and is realistic regarding the planning and implementation of the program;
- For consortia projects, the extent to which the applicant describes the coordination and implementation of the project among the different campuses within the consortium;
- For continuation projects, the extent to which the applicant explains why the original goals of the Campus Program were not achieved during the original award period(s), how continuing funds will enable the applicant to achieve the original goals during the next award period, why costs for the program were not absorbed by the institution(s), what is new and innovative about the program that warrants additional funding, and how it will be sustained without federal funds in the future;
- The extent to which project activities seem feasible and likely to succeed; and,
- The extent to which the proposal does not include activities that compromise victim safety.

C. Who Will Implement the Project (10 points)

All applicants must identify the agency/ies or office/s responsible for carrying out the project. This section should outline the expertise, experience, roles and responsibilities of key staff.

For consortia projects, applicants must also identify the key staff responsible for implementing the project on each campus and their expertise, experience, roles and responsibilities, and the one college or university that will administer the grant funds.

All applicants should provide details on the collaborative relationship with the nonprofit, nongovernmental victim services partner (see page 11 setting forth the criteria for “victim service organization”), **and** the criminal justice and/or civil legal agencies, including the participation in drafting the application as well as their role in the development and implementation of the project. In this section, applicants should not identify all partners to the IMOU and EMOU. Applicants only need to identify the nonprofit, nongovernmental victim services partner and the criminal justice and/or legal service partner. All partners to the IMOU and EMOU only need to be set forth in the IMOU and EMOU.

While the participation of all victim advocates, including legal representatives and government victim advocates, is valued and encouraged in a coordinated community response, the applicant must specifically describe the partnership with a nonprofit, nongovernmental victim services organization and the organization’s participation in the development and implementation of the project.

If funding is requested for both nonprofit, nongovernmental victim service organizations and government agencies and/or legal representatives providing victim advocacy services, the applicant must explain how these different entities will collaborate.

Victim service providers can provide varying degrees of confidentiality, often depending on Federal, state, and tribal laws. This may affect what information about victims they can share with partners. Other partners may have legal limitations as well. Applicants should explain information sharing between partners, including how they will protect information that is confidential or privileged.

This section will be rated on the following criteria:

- The extent to which the applicant identifies the agency/ies or office/s responsible for carrying out the project;
- The extent to which the applicant describes the expertise, experience, roles and responsibilities of key staff in the project;
- The extent to which the applicant details the collaborative relationship with the nonprofit nongovernmental victim services organization, and the criminal justice and/or civil legal agencies and participation of those organizations and their involvement in development of the project;
- The extent to which the applicant describes the partnership with a nonprofit, nongovernmental victim services organization and the organization's participation in the development and implementation of the project;
- If applicable, the extent to which nonprofit, nongovernmental victim service organizations and government agencies providing victim advocacy services will collaborate;
- The extent to which applicants describe how information will be shared between partners, including how they will protect information that is confidential or privileged; and
- The extent to which consortia applicants identify the key staff on each campus responsible for implementing the project and their expertise, experience, roles and responsibilities, and the one college or university that will administer the grant funds.

D. Sustainability Plan (5 points)

This is a competitive, discretionary program; there is no guarantee of continuation funding. Applicants are required to include a plan describing their commitment and capacity to continue the project if Federal funding through the Campus Program were no longer available.

For continuation applicants only, applicants must submit a signed letter (i.e., by the President/Chancellor/Provost of the institution) outlining a commitment to the project by describing what portions of the current project have been institutionalized, what steps remain and the timeline for completion of institutionalization. Consortium partners should submit a signed letter from the President/Chancellor/Provost of each partner.

This section will be rated on the following criteria:

- The extent to which the applicant proposes feasible strategies to preserve project activities long-term and provide institutional support in order to sustain projects activities when grant funding ends; and

- For continuation applicants, the extent to which the applicant describes the portions of the current project that have been institutionalized, what steps remain and the timeline for completion.

VIII. Budget Detail Worksheet and Narrative (Total 15 Points)

For more information and samples, please see the [Reference Guide](#) at pages 9-12. The Budget Worksheet and Narrative should be one attachment to the application in GMS and a separate section in the hard copy.

In developing the budget, applicants should fairly compensate all project partners for their participation in any project-related activities, including, but not limited to, compensation for time and travel expenses to participate in project development, training, and implementation. The budget **must** include compensation for all services rendered by project partners, including nonprofit, nongovernmental sexual assault, domestic violence, dating violence, and stalking victim services programs and local and state and tribal agencies providing victim services to survivors of sexual assault, domestic violence, dating violence, and stalking.

Budget Limits

Campus Program funds for Federal Fiscal Year 2010 will be awarded based on the following guidelines:

- up to \$300,000 for individual projects; and
- up to \$500,000 for consortia projects.

OVW has the discretion to award grants for greater or lesser amounts than requested and to negotiate the scope of work and budget with applicants prior to award of a grant.

Budget Requirements

For budget guidelines, see the [Reference Guide](#) at pages 9-12. Following is additional guidance specific to this program:

- All applicants **are required** to allocate funds in the amount of **\$34,800 for individual projects and \$69,600 for consortium projects**, to support travel costs associated with technical assistance and capacity-building activities sponsored by OVW-designated technical assistance providers. This assistance is specifically designed to assist grantees in meeting their goals and objectives and in complying with all relevant statutory and programmatic requirements. Individual applicants are required to bring a multi-disciplinary team of four to each of the two annual Technical Assistance Institutes. Consortium applicants are required to bring a minimum of six and a maximum of eight team members to each of the Institutes. Applications selected for funding that do not include the entire recommended amount will not receive additional funds for this purpose, but will be required to adjust their budgets to cover these costs prior to final approval of the proposal. If the person attending the technical assistance program is an employee of the applicant, the amount should be included in the "Travel" category. Be sure to label costs for this purpose as "OVW Technical Assistance." Please provide an estimated breakdown for this amount (include the number of trips, number of travelers, airfare or mileage, lodging, per diem, etc.). OVW technical assistance is provided free of charge to grantees, so applicants do not need

to include funds for registration fees. These funds are to be used **only** for OVW-designated technical assistance unless otherwise approved by OVW. **Any training and technical assistance funds not used by the end of the grant period may not be reprogrammed and must be returned to OVW.** Travel funds should be used to support travel by all partners, including nonprofit, nongovernmental victim services providers.

- Indirect costs—**Applicants will not be permitted to claim indirect costs rates under the Campus Program.** Therefore, the applicant must itemize each indirect cost in the appropriate budget category.

A Sample Budget Detail Worksheet is available at http://www.ojp.usdoj.gov/Forms/budget_fillable.pdf. When preparing the Worksheet and Narrative, please use the Sample Budget Detail Worksheet as a guide and be sure to include all necessary budget categories as outlined in the Worksheet. The budget should clearly describe the proposed amounts and uses of grant funds for the duration of the grant period and how the amounts of the specific budget items were determined.

The budget narrative should support all costs included in the budget and justify the purpose of the costs in relationship to fulfilling the overall objective of the project. The narrative should also include a description of services being performed and how the cost is determined.

The budget and budget narrative must distinguish between nonprofit, nongovernmental victim services organizations and government agencies providing victim advocacy services. Nonprofit, nongovernmental victim service organizations should be compensated for their services, which should be reflected in the budget and budget narrative.

This section will be rated on the following criteria:

- The extent to which the budget is reasonable and within established limits;
- The extent to which the budget provides a justification and computation for all project-related costs;
- The extent to which the applicant limits the budget only to those activities, products, and resources that are necessary for project implementation and discussed in the project narrative and demonstrates a clear link between the proposed activities and the proposed budget items;
- The extent to which the applicant distinguishes between nonprofit, nongovernmental victim services organizations and government agencies providing victim advocacy services and ensures compensation for nonprofit, nongovernmental victim service organizations.
- The extent to which the budget demonstrates fair compensation for all project partners for their participation in any project-related activities, including but not limited to, compensation for time and travel expenses to attend or provide project development, training, and implementation.

IX. Memoranda of Understanding (MOU) (Total 20 points)

Applicants are required to submit **2 Memoranda of Understanding** that demonstrate that applicants have consulted and coordinated in a meaningful way with their partners.

Internal Memorandum of Understanding (10 Points)

Each individual or consortium application must include an Internal Memorandum of Understanding, which represents a partnership with different departments, offices and entities within the institution of higher education. Each applicant must provide an IMOU as a single document that includes signatures and dates from all partners. Signatures must be current (dated during the development of the proposal) and include titles and organizations. The IMOU must be signed by the vice president, president, vice chancellor, and/or chancellor of the institution of higher education and the chief executive officers and/or directors of all participating partners within the institution(s).

Applicants that have previously been funded under this program must develop a new IMOU that reflects the continuation project activities and includes current dates and signatures from all relevant project partners.

Letters of support may **not** be submitted in lieu of the IMOU.

The IMOU should be attached in a separate attachment to the application in GMS and a separate section in the hard copy.

The IMOU must do the following:

- Identify the departments, offices, or entities designated to receive and administer grant funds and to manage and coordinate project activities within the institution of higher education;
- Identify the partners and provide a brief history of the collaborative relationship among those partners, including when and under what circumstances the relationship began and when each partner entered into the relationship;
- Specify the extent of each partner's participation in developing the application;
- Clearly state the roles and responsibilities each partner would assume to ensure the success of the proposed project while addressing all four Campus Program minimum requirements, and proposed project activities;
- Indicate approval of the proposed project budget by all partners;
- Describe the resources each partner would contribute to the project, either through time, in-kind contributions, or other (e.g., office space, project staff, training);
- Describe the mechanism for reimbursement and that the procedure has been clearly communicated and agreed upon by all participating partners; and
- Address how the partners will coordinate all campus-based activities, policies, and protocols regarding violence against women.

Additional information for consortia IMOU's:

- The consortium IMOU must be submitted as either :
 - a single document that outlines each partner; their roles and responsibilities within the consortium, with all signatories presented on one page; **OR**
 - a summary page outlining the activities to be completed by the single consortium member with an IMOU from each institution involved in the consortium. The IMOU of each consortium member must identify their partners, their roles and responsibilities, and the corresponding signatures including the school's authorizing official (i.e., presidents, chancellor, or provost). The IMOU must be a

single document that includes signatures and dates from all partners. Signatories should be sure to include their titles and agencies under their signatures;

- The consortium IMOU should identify one college or university as the entity to receive and administer grant funds as well as to manage all grant-funded consortium activities; and
- The consortium IMOU should ensure that all campuses in the consortium are equal partners in decision making and should be reflected as such throughout the project.

This section will be rated on the following criteria:

- The extent to which the applicant identifies departments, offices, or entities designated to receive and administer grant funds and to manage and coordinate project activities within the institution of higher education;
- The extent to which the applicant identifies the partners and provides a brief history, if appropriate, of any past or current collaborative relationship among partners, including when and under what circumstances the relationship began and when each partner entered into the relationship;
- The extent to which the applicant specifies the extent of each partner's participation in developing the application;
- The extent to which the applicant clearly states the roles and responsibilities each partner would assume to ensure the success of the proposed project while addressing all four minimum requirements of the Campus Program;
- The extent to which the applicant indicates approval of the proposed project budget by all signing parties;
- The extent to which the applicant describes the resources each partner would contribute to the project, either through time, in-kind contributions, or other (e.g., office space, project staff, training);
- The extent to which the applicant addresses implementation of the four minimum requirements of the Campus Program;
- If the applicant is proposing a consortium project, the extent to which all members of the consortium are shown to be equal partners in decision making and are reflected as such throughout the IMOU;
- The extent to which the IMOU includes signatures and dates from the vice presidents, vice chancellors, chief executive officers, directors and authorizing officials for the partners;
- The extent to which the applicant describes a mechanism for reimbursement and that the procedure has been clearly communicated and agreed upon by all participating partners;
- Consortia Projects only: The IMOU should identify one college or university as the entity to receive and administer grant funds as well as to manage all grant-funded consortium activities; and
- Consortia Projects only: The IMOU should ensure that all members of the consortia are equal partners in decision making and should be reflected as such throughout the project.

External Memorandum of Understanding (10 Points)

Each individual or consortia application must include an External Memorandum of Understanding, which represents a partnership with different community based organizations

and agencies in the campus local jurisdiction that are not affiliated with the institution of higher education. At a minimum, the EMOU must indicate a partnership between a victim services organization and at least one or more criminal justice or civil service legal agencies. Each applicant must provide an EMOU as a single document that includes signatures and dates from all partners.

The EMOU must be current (**i.e. signed and dated during the development of the proposal**) and be created and signed with their title and agencies by the president and/or chancellor of the institution of higher education; and the chief executive officers and/or directors of:

- A nonprofit, nongovernmental agency, which provides victim services to victims of sexual assault, domestic violence, dating violence, and/or stalking, as described on page 11;
- One or more of the following criminal justice or civil legal agencies as described on page 11; and,
- Other community organizations.

Institutions should note that if an application focuses mainly on a specific population, issue or crime, their partnering organization should also demonstrate expertise in that population, issue or crime.

Applicants that have previously been funded under this program must develop a new EMOU that reflects the continuation projects activities and include current dates and signatures from all relevant project partners.

The EMOU should be attached in a separate attachment to the application in GMS and a separate section in the hard copy.

Letters of support may not be submitted in lieu of EMOU.

The EMOU must do the following:

- Identify all the partners and provide a brief history of the collaborative relationship among those partners, including when and under what circumstances the relationship began and when each partner entered into the relationship;
- Specify the extent of each party's participation in developing the application;
- Clearly state the roles and responsibilities each organization or agency would assume to ensure the success of the proposed project which must address all four minimum requirements of the Campus Program;
- Identify the representatives of the planning and development team who will be responsible for developing and implementing project activities and describe how they will work together and with project staff to address all four minimum requirements of the Campus Program;
- Demonstrate a commitment on the part of all project partners to work together to achieve stated project goals;
- Indicate approval of the proposed project budget by all signing parties;
- Describe the resources each partner would contribute to the project, either through time, in-kind contributions, or other (e.g., office space, project staff, training); and
- Identifies a mechanism for reimbursement that has been clearly communicated and agreed upon by all participating institutions.

This section will be rated on the following criteria:

- The extent to which the applicant identifies all the partners and provide a brief history of the collaborative relationship among those partners, including when and under what circumstances the relationship began and when each partner entered into the relationship;
- The extent to which the applicant specifies the extent of each partner's participation in developing the application;
- The extent to which the applicant clearly states the roles and responsibilities each organization or agency would assume to ensure the success of the proposed project while addressing all four minimum requirements of the Campus Program;
- The extent to which the applicant identifies the representatives of the planning and development team who will be responsible for developing and implementing project activities and describe how they will work together and with project staff to address all four minimum requirements of the Campus Program;
- The extent to which the applicant demonstrates a commitment on the part of all project partners to work together to achieve stated project goals;
- The extent to which the applicant indicates approval of the proposed project budget by all signing parties;
- The extent to which the applicant describes the resources each partner would contribute to the project, either through time, in-kind contributions, or (e.g., office space, project staff, training);
- The extent to which the EMOU includes signatures and dates from the chief executive officers, directors and authorizing officials for the partners; and,
- The extent to which the applicant identifies a mechanism for reimbursement that has been clearly communicated and agreed upon by all participating institutions.

X. Letter of Nonsupplanting

Applicants must submit a letter to OVW's Director, signed by the Authorized Representative, certifying that federal funds will not be used to supplant State or local funds should a grant award be made. Please refer to http://www.ovw.usdoj.gov/docs/nonsup_letter.pdf for a sample letter. This should be a separate attachment to the application in GMS and a separate section in the hard copy.

XI. Financial Capability Questionnaire

All nonprofit, nongovernmental organizations that apply for funding from OVW and have not previously (or within the last 3 years) received funding from OVW or the Office of Justice Programs (OJP) must complete a Financial Capability Questionnaire. The form can be found at <http://www.ojp.usdoj.gov/oc>. The applicable federal audit agency and fiscal year should be included on the first page. In addition, the applicant must submit their current year's audit report with the Financial Capability Questionnaire. This should be a separate attachment to the application in GMS. This document does not need to be included in the hard copy.

XII. No Indirect Costs

Applicants will not be permitted to claim indirect costs rates under the Campus Program. Therefore, the applicant must itemize each indirect cost in the appropriate budget category.

XIII. Letter Certifying Eligibility

All applicants are required to certify by letter that they are in compliance with the following:

- The Higher Education Act of 1965, as amended, requires in part that all eligible institutions of higher education collect certain types of information about campus crime statistics and security policies for their respective campuses 20 U.S.C. §1092(f). The information must be compiled in an annual security report and disseminated to all current students and employees, and, upon request, to any applicant for enrollment or employment. The annual security report must contain information regarding campus security policies and campus crime statistics. 20 U.S.C. §1092(f) should be consulted for complete information about these reporting requirements.
- 20 U.S.C. §1232g(b)(6), provides, in part, that institutions of higher education may disclose the final results of any disciplinary proceeding conducted by the institution against an alleged perpetrator of any violent crime or a non-forcible sex offense if the institution determines as a result of the disciplinary proceeding that the student committed a violation of the institution's rules or policies with respect to the offense. This disclosure may include the name of any other student, such as a victim or witness, only with the written consent of that other student.

In the case of a consortium project, **all institutions must sign a letter to certify compliance.** Please note that while certification is required under the Campus Program, institutions of higher education that receive Federal funds are already required to comply with these provisions.

This letter of certification must be signed by the authorizing official (president, chancellor, and/or provost) of the institutions of higher education(s).

Selection Criteria

All applications will be rated on the criteria described in each section above. The total points possible for an application are 100 (5 points for Summary Data Sheet, 60 points for Narrative, 15 points for Budget, 10 points for the IMOU, and 10 points for the EMOU).

Additionally, current projects will be rated by OVW using the following criteria:

- Whether progress reports submitted by the applicant, in conjunction with monitoring conducted by OVW, demonstrate the effectiveness of the current project, indicate progress toward meeting project goals and objectives, and demonstrate that the current project has progressed in a timely manner as outlined in the original proposal;
- Whether the grantee has demonstrated that past activities supported with OVW grant funds have been limited to program purpose areas;
- Whether the grantee has complied with all special conditions of its existing grant award(s) from OVW;
- Whether the grantee has adhered to programmatic and financial reporting requirements, including timely submission of required reports;
- Whether the grantee has demonstrated a commitment to sustaining the project after federal funds are no longer available;
- Whether the grantee has closed-out prior awards in a timely manner;
- Whether the grantee appropriately utilized and actively participated in OVW-sponsored workshops and other technical assistance events as required by a special condition of the current award;
- Whether the grantee has received financial clearances on all current grants from OVW;

- Whether the grantee has complied with the Office of Management and Budget single-audit requirement; and
- Whether grant funds were spent in a timely manner.

Applicants with an OVW grant history that failed to meet grant deadlines, did not comply with financial requirements, or did not comply with special conditions from previous grants may not be considered for funding. In addition, if an applicant is on the OJP High Risk Grantee list, OVW will take this into consideration in making award determinations.

Review Process

All applications will be subject to internal review by OVW staff and internal and external peer review panels, and will be scored according to the criteria set forth in this solicitation. **If the application fails to meet the criteria listed below for the OVW initial internal review, the application will not receive further consideration. If applications that are partially beyond the scope of the program are sent to external peer review, only sections of the application that are within scope will be reviewed.**

OVW Initial Internal Review

Criteria for the OVW initial internal review:

- Whether the applicant meets all statutory eligibility criteria (see pages 7-8);
- Whether the application is complete;
- Whether the proposed activities are within the scope of the program (see pages 9-10);
- Whether the application meets all the minimum requirements for the program (see page 11);
- Whether the applicant meets the certification requirements for the program (see page 14); and
- Whether the application proposes significant activities that may compromise victim safety (see pages 12-13).

External Peer Review Panels

OVW will establish panels comprised of experts and practitioners to review applications. Each panel will review the information provided in the application against the selection criteria for the program.

Following formal peer review, a second internal review will be conducted, which will include, but not be limited to, the geographic distribution of the applications for a national perspective, the ratio of population to services, and the extent to which the applications will address the demonstrated needs of an underserved population.

Additional Requirements

For information on additional requirements that apply to all OVW applicants and grantees, see the [Reference Guide](#) at pages 21-22.

Public Reporting Burden

Paperwork Reduction Act Notice

Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. We try to create forms and instructions that are accurate, can be easily understood, and which impose the least possible burden on you to provide us with information. The estimated average time to complete and file this form is 30 hours per form. If you have comments regarding the accuracy of this estimate, or suggestions for making this form simpler, you can write to the Office on Violence Against Women, U.S. Department of Justice, 800 K Street, NW, Washington, DC 20530.

Application Checklist

Applicants must submit a fully executed application to OVW via overnight delivery, including all required supporting documentation. If you do not have the ability to upload signed documents, you may upload an unsigned version and include the signed original in the hard copy of the application. **Applications will not be accepted via facsimile. Although the application needs to be submitted through GMS as well as in hard copy form, the hard copy will be reviewed.**

| Application Document | Required? | Completed? |
|---|--------------------|------------|
| 1. Standard Form 424 | Yes | |
| 2. Standard Assurances and Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (Form 4061/6) | Yes | |
| 3. Financial Accounting Practices | Yes | |
| 4. Summary Data Sheet | Yes | |
| 5. Proposal Abstract | Yes | |
| 6. Summary of Current OVW Projects | Yes, if applicable | |
| 7. Narrative. The following sections must be included | Yes | |
| Purpose of Application | | |
| What will be Done | | |
| Who will Implement | | |
| Sustainability Plan | | |
| 8. Budget, Budget Narrative and Budget Summary | Yes | |
| 9. MOU (IMOE, EMOU) | Yes | |
| 10. Letter of Nonsupplanting | Yes | |
| 11. Financial Capability Questionnaire (nonprofits only, see page 25 for details). | If applicable | |
| 12. Letter Certifying Eligibility (see page 25 for details) | Yes | |
| 13. For Continuation applicants only, Letter of Sustainability (see page 19 for details) | Yes | |

Applicants must send **via overnight delivery** a complete hard copy original of the application, **postmarked by March 10, 2010** to:

**The Office on Violence Against Women
 c/o Lockheed Martin Aspen Systems Corporation
 Campus Program
 Mail Stop 2K
 2277 Research Boulevard
 Rockville, MD 20850
 (301) 519-5000**

In addition, applications must be submitted on the Office of Justice Programs online Grants Management System.