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

# OVW FY 2009

## Grants to Reduce Domestic Violence, Dating Violence, Sexual Assault, 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 4)

### Deadline

All applicants should register online with Grants.gov by **February 4, 2009**.  
All applications are due by 8:00 p.m. e.t. on **March 11, 2009**.  
(See "Deadline For Applications," page 4)

### Contact Information

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

This application must be submitted through Grants.gov. For technical assistance with submitting the application, call the Grants.gov Customer Support Hotline at 1-800-518-4726.

**Grants.gov Number assigned to announcement OVW-2009-2061.**

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# **OVW Grants to Reduce Domestic Violence, Dating Violence, Sexual Assault, and Stalking on Campus Program**

**(CFDA 16.525)**

## **Overview**

### **About the Office on Violence Against Women**

The Office on Violence Against Women (OVW) is a component of the United States Department of Justice (DOJ). Created in 1995, OVW implements the Violence Against Women Act (VAWA) and subsequent legislation and provides national leadership against domestic violence, dating violence, sexual assault and stalking. Since its inception, OVW has launched a multifaceted approach to responding to these crimes. By forging State, local and tribal partnerships among police, prosecutors, the judiciary, victim advocates, health care providers, faith leaders, and others, OVW grants help provide victims with the protection and services they need to pursue safe and healthy lives and enable communities to hold offenders accountable.

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

Domestic violence, dating violence, sexual assault, 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 Grants to Reduce Domestic Violence, Dating Violence, Sexual Assault, and Stalking on Campus Program (hereinafter referred to as 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 domestic violence, dating violence, sexual assault 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 rape 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 crime. Even changing class schedules or living arrangements may not eliminate the threat of encountering the perpetrator on campus.

Survivors of domestic violence, dating violence, sexual assault, and stalking from diverse communities frequently confront additional challenges when seeking assistance. Victims 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. Likewise, 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 domestic violence, dating violence, sexual assault, and stalking through closed administrative procedures or mediation. When colleges and universities choose the criminal justice approach over the administrative/mediation approach, they send a correct message to victims, perpetrators, and the entire campus community that these actions are criminal behavior.

In order to address these unique issues effectively, the Campus Program supports activities that develop and strengthen victim services in cases involving domestic violence, dating violence, sexual assault, and stalking on campuses. The Campus Program also aims to strengthen security and investigative strategies to prevent and prosecute these crimes on campuses. Since the grant program's inception, many 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. This coordinated community response is intended to enhance victim safety and assistance as well as hold offenders accountable. To be effective, these responses must be linked to local criminal justice agencies and service providers, including local law enforcement agencies, prosecutors' offices, the courts, and nonprofit, nongovernmental victim advocacy and victim services agencies.

## **Deadline: Registration**

The Grants.gov registration deadline is **February 4, 2009**. Registering with Grants.gov is a one-time process; however, if an applicant is a first-time registrant, it could take up to five business days to have the registration validated and confirmed and to receive the user password. OVW strongly recommends that applicants start the registration process as early as possible to prevent delays in submitting their application package to OVW by the deadline specified. There are three steps that applicants must complete before they are able to register: 1) register with Central Contractor Registry (CCR), 2) be authorized as an Authorized Grantee/Recipient Official (AGO) in the organization, and 3) register as an AGO. For more information, go to [www.Grants.gov](http://www.Grants.gov). **Note: The CCR registration must be renewed once a year. Failure to renew the CCR registration will prohibit submission of a grant application through Grants.gov.**

## **Deadline: Application**

The due date for applying for funding under this announcement is **8:00 p.m. e.t. on March 11, 2009**. In addition, applicants must send a hard copy via an overnight delivery method, dated by **March 11, 2009**. See page 11 for further instructions on this.

## **Eligibility**

**It is very important that applicants review this information carefully. Applications that are submitted by non-eligible entities will be removed from further consideration during an initial review process.**

By statute, eligible entities for this program are:

- Institutions of higher education as defined under the Higher Education Amendments of 1998.
- 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 certification of eligibility (see below).

### **Certification of Eligibility Requirements**

All applicants are required to certify that they are in compliance with the following Federal statutes (see Appendix B):

- 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; 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(s).

### **Funding to Faith-Based and Community Organizations**

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

Faith-based organizations receiving DOJ assistance awards retain their independence and do not lose or have to modify their religious identity (e.g., removing religious symbols) to receive assistance awards. DOJ grant funds, however, may not be used to fund any inherently religious activity, such as prayer or worship. Inherently religious activity is permissible, although it cannot

occur during an activity funded with DOJ grant funds; rather, such religious activity must be separate in time or place from the DOJ-funded program. Further, participation in such activity by individuals receiving services must be voluntary. Programs funded by DOJ are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion.

Applicants are encouraged to review the Civil Rights Compliance section at [http://www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

## **OVW Campus Program-Specific Information**

### **Types of Applicants**

In Federal Fiscal Year 2009, OVW will accept applications for the Campus Program from certain current grantees and new applicants. Current grantees eligible for funding are only those programs issued awards in Federal Fiscal Year 2006.

**New applicants** are any entities that are not currently receiving funds through the Campus Program.

**Current grantees, except those receiving an award during Federal Fiscal Years 2007 and 2008**, are eligible for continuation funding to support on-going activities or to enhance those activities for an extended period of time.

OVW will accept applications from single institutions of higher education from consortia projects.

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

A **consortia 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. **All 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 activities and costs.

**Grants may be made for greater or lesser amounts than requested.** In addition, OVW may negotiate the scope of work and the budget with applicants prior to completing the award of

Federal grant funds. **Prior recipients of this grant program's funds should note that successive awards to previous grantees (i.e., continued funding) are not guaranteed.** Campus Program funds for Federal Fiscal Year 2009 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 domestic violence, dating violence, sexual assault, 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 domestic violence, dating violence, sexual assault, and stalking on campus;
- To develop and implement campus policies, protocols, and services that more effectively identify and respond to the crimes of domestic violence, dating violence, sexual assault, 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 domestic violence, dating violence, sexual assault, 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 domestic violence, dating violence, sexual assault, 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 domestic violence, dating violence, sexual assault, 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 domestic violence, dating violence, sexual assault, 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 dating violence, domestic violence, sexual assault, and stalking; or
- To support improved coordination among campus administrators, campus security personnel, and local law enforcement to reduce domestic violence, dating violence, sexual assault, and stalking on campus.

These activities should be part of an overall coordinated campus and community response to domestic violence, dating violence, sexual assault, 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-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 domestic violence, dating violence, and sexual assaults even though alcohol, drugs and other illegal activities may be involved. **In addition, OVW will not fund projects that focus primarily on alcohol and substance abuse.**

#### Program Priority Areas

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.

#### Minimum Requirements

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

1. Campus Program grantees must create a **coordinated community response** to violence against women on campus. At a minimum, an applicant must partner with at least:
  - one local nonprofit, nongovernmental victim services organization, **including faith-based and other community organizations**, within the community which the institution is located, **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.



In addition, the coordinated community response should involve the entire campus as well as the larger community in which the campus is located.

2. A campus program grantee must establish a **mandatory prevention and education program** about domestic violence, dating violence, sexual assault, and stalking for **all incoming students**, working in collaboration with campus and community-based victim advocacy organizations;

3. A campus program grantee must **train campus police** to respond effectively in domestic violence, dating violence, sexual assault, and stalking cases; and,

4. A campus program grantee must establish or strengthen programs to **train members of campus disciplinary boards** to respond effectively to charges of domestic violence, dating violence, sexual assault, and stalking.

All applicants **must** consult the “Grants to Reduce Domestic Violence, Dating Violence, Sexual Assault and Stalking Program Standards,” available at: [http://www.ovw.usdoj.gov/campus\\_desc.htm](http://www.ovw.usdoj.gov/campus_desc.htm), for further guidance on addressing the four minimum program requirements.

#### Activities That May Compromise Victim Safety

Ensuring victim safety is a guiding principle underlying this Program. Experience has shown that certain practices may compromise victim safety rather than enhance it. Certain responses by the authorities may have the effect of minimizing or trivializing the offender’s criminal behavior. Accordingly, consistent with the goals of ensuring victim safety while holding perpetrators accountable for their criminal conduct, applicants are strongly discouraged from proposing projects that include any activities that may compromise victim safety, such as the following:

- Offering perpetrators the option of entering pre-trial diversion programs;
- Mediation or counseling for couples as a systemic response to domestic violence;
- Batterer intervention programs that do not use the coercive power of the criminal justice system to hold batterers accountable for their behavior;
- Procedures that would force victims of domestic violence or sexual assault 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 (Seeking protection orders or seeking counseling needs to be a choice made by the victim and not a condition(s) for services imposed upon them.)
- Providing 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 domestic violence, sexual assault, dating violence and stalking.
- Implementing policies that require the victim to report the sexual assault to law enforcement.

#### 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; or
- Physical modifications to buildings, including minor renovations.

## Performance Measures

To assist in fulfilling DOJ's responsibilities under the Government Performance and Results Act (GPRA), Pub. L. No. 103-62, applicants who receive funding under this solicitation must provide data that measures the results of their work. Performance measures for this solicitation are as follows:

<b>Objective</b>	<b>Performance Measures</b>	<b>Data Grantee Provides</b>
Strengthen partnerships for safer communities and enhance the Nation's capacity to prevent, solve, and control crime.	<ol style="list-style-type: none"> <li><b>1)</b> Identify the number of victims receiving requested services funded by the Campus Program;</li> <li><b>2)</b> Identify the number of victims reporting crimes on grantee campuses;</li> <li><b>3)</b> Identify the number of disciplinary actions and/or prosecutions for campus-based crimes of domestic violence, dating violence, sexual assault, and stalking;</li> <li><b>4)</b> Identify the number of individuals seeking services who could not be served including reasons why such victims could not be served (e.g., lack of resources, lack of staff expertise, etc.); and</li> <li><b>5)</b> Provide a statistical summary of persons served, detailing the nature of the victimization, and providing data on age, sex, race, ethnicity, language, disability, relationship to offender, geographic distribution, and type of campus.</li> </ol>	<p>This information will be provided to OVW through semi-annual progress report forms progress report forms. Please see <a href="http://muskie.usm.maine.edu/vawamei/attachments/pdf/forms/campus/GMS_Campus_form_2008Sample.pdf">http://muskie.usm.maine.edu/vawamei/attachments/pdf/forms/campus/GMS_Campus_form_2008Sample.pdf</a> for a sample form.</p>

## How to Apply

DOJ is participating in the e-Government initiative, one of 25 initiatives included in the President's Management Agenda. Part of this initiative – Grants.gov – is a “one-stop storefront” that provides a unified process for all customers of Federal grants to find funding opportunities and apply for funding.

### **Grants.gov Instructions**

Complete instructions can be found at [www.Grants.gov](http://www.Grants.gov). Please note that Grants.gov is not the Office of Justice Programs' (OJP) Grants Management System (GMS) through which OVW applicants have submitted applications in previous years. If applicants experience difficulties at any point during this process, they may call the Grants.gov Customer Support Hotline at **1-800-518-4726**.

**Note: Grants.gov does not support the Microsoft Vista Operating system.** The PureEdge software used by Grants.gov for forms is not compatible with Vista. Also, Grants.gov cannot yet process Microsoft Word 2007 documents saved in the new default format with the extension ".DOCX." Please ensure the document is saved using "Word 97-2003 Document (\*.doc)" format.

**Note: The Office of Justice Programs (OJP) Grants Management System (GMS) does not accept executable file types as application attachments.** GMS downloads applications from Grants.gov and is the system in which OVW reviews applications and manages awarded grants. These disallowed file types include, but are not limited to, the following extensions: ".com", ".bat", ".exe", ".vbs", ".cfg", ".dat", ".db", ".dbf", ".dll", ".ini", ".log", ".ora", ".sys", and ".zip".

In addition, applicants must send **via overnight delivery** a complete hard copy of the original application, **dated by March 11, 2009** to:

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

Certain assurances are agreed to electronically on Grants.gov. These do not need to be included in the hard copy submitted for consideration.

### **CFDA Number**

The Catalog of Federal Domestic Assistance number for this program is 16.525, titled "Grants to Reduce Domestic Violence, Dating Violence, Sexual Assault, and Stalking on Campus Program," and the funding opportunity number is OVW-2009-2061.

### **A DUNS number is required**

The Office of Management and Budget requires that all business and nonprofit applicants for Federal funds include a DUNS (Data Universal Numeric System) number in their application for a new award or renewal of an award. Applications without a DUNS number are incomplete. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving Federal funds. The identifier is used for tracking purposes and to validate address and point of contact information. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling 1-866-705-5711 or by applying online at [https://eupdate.dnb.com/requestoptions.asp?cm\\_re=HomepageB\\*TopNav\\*DUNSNumberTab](https://eupdate.dnb.com/requestoptions.asp?cm_re=HomepageB*TopNav*DUNSNumberTab). Individuals are exempt from this requirement.

## 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 the application is complete. OVW will remove an application from further consideration prior to peer review if the application is incomplete.** For each section listed below, please note the corresponding maximum point value that may be assigned during the review process. The proposal should follow the order below for easy reading. **Please be sure to number each page of the application.** Peer reviewers will not receive materials submitted beyond those required by this solicitation.

Applications must use the following page format requirements:

- Double spaced
- 8½ x 11 inch paper
- One inch margins
- Type no smaller than 12 point, Times New Roman font
- No more than two pages each for Summary Data Sheet and Abstract
- No more than 5 pages for Status of the Project (if applicable)
- No more than 20 pages for the Program Narrative (Items D through G below)

### **Application for Federal Assistance (SF-424)**

The SF-424 will be filled out online through Grants.gov. However, it should also be printed out and included in the hard copy that is submitted for consideration. The Catalog of Federal Domestic Assistance number for this program is 16.525 (block 10). Please be sure that the Federal amount requested on the SF-424 matches the amount in the submitted budget. Also, in block 7 (Type of Applicant), please do not select “other.”

Applicants must ensure that the contact information for the authorizing official and alternate contact is filled out correctly. The authorizing official is an individual authorized to accept grant funds on behalf of the jurisdiction or nongovernmental private entity applying. Please do not type in all capital letters.

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

Review the assurances and certification forms. To successfully submit an application, applicants must agree to all of these assurances and certifications without exception. Agreement to these assurances and certifications will be assumed upon receipt of an application received through Grants.gov.

**OMB Tracking Form “Survey on Ensuring Equal Opportunity for Applicants” (DOJ Form 560)** All OVW applicants that are nonprofit private organizations are requested to fill out DOJ Form 560. This form will assist DOJ in ensuring that all qualified applicants, small or large, non-religious or faith-based, be provided equal opportunity to compete for Federal funding. This form will be completed online through Grants.gov. **You should not print it out for the hard copy original.**

### **Narrative (Total 65 Points)**

The following narrative will be submitted as an attachment in Grants.gov. Note that the Program Narrative (Items D through G below) may not exceed 20 pages in total.

A. Summary Data Sheet

Please identify the following:

- Name, title, address, phone number, fax number, and e-mail address for the authorized official and point of contact;
- A list of other Federal grant programs from which the applicant agency currently receives funding or for which it has applied in Federal Fiscal Year 2009;
- Current grantees applying for continuation funding must provide the balance remaining in the grant as of the date of the application and the original award amount;
- The institution and type of institution (e.g., private, public, tribal, and/or community college, men's or women's college, Historically Black College or University) 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 a consortium;
- 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 Areas addressed by this proposal.

B. Abstract/Proposal Summary

The proposal abstract, when read separately from the rest of the application, is meant to serve as a succinct and accurate description of the proposed project and should concisely describe proposed project goals and objectives. Summaries of past accomplishments should be avoided in the abstract.

C. Status of the Current Project

**Only applicants for continuation funding need to complete this section.**

**Applications that do not meet the criteria below may receive a deduction in points.**

This section should be provided on a separate page as it is a separate section from the program narrative and does not count toward the page limits of the narrative. State what has been accomplished with previous funding under the Campus Program, including the following:

- A description of the goals and objectives from the prior grant period and a brief discussion of the status of the existing project;
- The status of any project products;
- Any unanticipated obstacles to project implementation;
- The approximate unobligated amount of award funds remaining as of March 11, 2009, the anticipated timeline for expenditure of all remaining funds within the grant award period, whether the grantee anticipates requesting a no-cost extension of the award, and the likely timeline for such a request;

- A description of the grantee's efforts to sustain part or all of the current project without Federal funds; and
- A list of all OVW-sponsored technical assistance events attended during the most recent project period of the current award, including the title, location and date(s) of each.
- A description of the grantee's efforts in complying with the four minimum program requirements.

This section should be as clear and succinct as possible.

**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, indicating 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 Campus Program funds have been limited to program Purpose Areas;
- Whether the grantee has complied with all special conditions of its existing award from OVW;
- Whether the grantee has adhered to programmatic and financial reporting requirements;
- Whether the grantee has demonstrated a commitment to sustaining the project after Federal funds are no longer available;
- Whether the grantee has closed 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 DOJ;
- Whether the grantee has complied with the Office of Management and Budget audit requirement;
- Whether grant funds have been spent in a timely manner.

Applicants that currently receive funding under other OVW programs will also be evaluated for their performance under those programs.

**Note: 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.**

D. Purpose of Application (10 points)

This section should briefly:

1. Describe the problem to be addressed and how funding would alleviate it;
2. Describe the community's service area in which the project would be implemented, including location, population, and demographic information;
3. Identify the target population and state how the target population would benefit from the proposed project (please use current demographic information for the service

- area in order to be as specific and detailed as possible when describing the population to be served);
4. Describe current services and gaps;
  5. Describe how the proposed project complements the State's STOP Violence Against Women Implementation Plan;
  6. Describe efforts, if any, to include State Domestic Violence and Sexual Assault Coalitions as a resource for training and technical assistance;
  7. If the applicant has applied or is applying for multiple OVW grants, describe how this project compliments such other projects without duplicating efforts.

E. What Will Be Done (40 points)

This section should briefly:

- Detail the project goals and objectives;
- Describe how the applicant will consult and coordinate in a meaningful way with a nonprofit, nongovernmental domestic violence and/or sexual assault victim services organization.
- Describe the specific tasks and activities necessary for accomplishing each;
- Describe the specific tasks and activities necessary for accomplishing each goal and objective, specifically addressing all four of the minimum requirements;
- Include a time frame that identifies when activities will be accomplished; applicants may include a brief planning phase to finalize needs assessments, program development and products;
- Describe how the Federal funds made available under this grant will be used to supplement and, to the extent practical, increase the level of funds that would, in absence of Federal funds be made available by the institution for the purpose described in the application;
- Describe how the Federal funds made available under this grant will be used to address innovative strategies to improve victim safety and offender accountability
- **For consortia projects**, applicants should detail how implementation of project activities will be coordinated throughout the life of the project;
- **For continuation grants**, applicants must address how the proposal is based on the original project goals, objectives, and activities. The applicant should describe how additional funding will continue and/or enhance the existing project activities;
- 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; and,
- 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.

**All applicants must address how they will meet the four minimum requirements of the Campus Program:**

- **Creating a coordinated community response team**—The community coordinated response 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's president and student affairs administrator; women's centers; women's studies and other necessary academic departments; student groups, including those representing diverse or underserved student populations; the athletic department; sororities and fraternities; student health care providers and campus health centers and hospitals; campus counseling centers; faith-based and community organizations; campus clergy; campus housing authorities, and residence hall assistants; library administrators; campus disciplinary boards and judicial boards; and representatives from student government. The coordinated campus and community response team should meet on a regular basis to review and develop protocols, policies and procedures for addressing violence against women that the members of the response team employ. Members of the response team should also commit to holding cross-training to improve their own response to these crimes

- **Establishing a mandatory prevention and education program for all incoming students**—An applicant must provide detailed information regarding how it will verify that all incoming (first year students, transfer 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.
- **Training campus police or public safety officers**—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; **and**
- **Training members of campus disciplinary or judicial boards**—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.

F. 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.

All consortium applicants must also identify the key staff on each consortium member's campus responsible for implementing the project. Applicants should identify project partners in their EMOU and IMOU.



Applicants should provide details on the collaborative relationship with the nonprofit nongovernmental victim services partner, **and** the criminal justice and/or civil legal agencies, including the participation in drafting the application as well as their future role in project activities.

In addition, all applicants **are required** to enter into a formal collaboration with nonprofit, nongovernmental organizations serving victims of domestic violence, dating violence, sexual assault, and/or stalking. This may include faith-based or community organizations. Nonprofit, nongovernmental domestic violence, dating violence, sexual assault, or stalking victim service organizations must be involved in the **development and implementation** of the project.

Victim service organizations should meet all of the following criteria:

- Provide services to victims of domestic violence, dating violence, sexual assault, and/or stalking as one of their primary purposes and have demonstrated history of effective work concerning such issues;
- Address a demonstrated need in their communities by providing services that create options for victims seeking accountability and safety from perpetrator violence, promote the dignity and self sufficiency of victims, and improve their access to resources; and
- Avoid activities that compromise victim safety.

In developing an application for the Campus Program, applicants are encouraged to consider some important distinctions among the following:

- Victim assistants who work for government agencies (e.g., the police department or the district or city attorney's office);
- Victim advocates who represent nonprofit, nongovernmental domestic violence, dating violence, sexual assault, or stalking programs (e.g., shelters, rape crisis centers, advocacy groups or coalitions); and
- Legal representatives and advocates (e.g., students from law school clinics, paralegals, attorneys working for legal service agencies or independent attorneys).

While there is an important role for all victim advocates to play in the creation of a coordinated community response/multidisciplinary response to domestic violence, dating violence, sexual assault, and stalking, the participation of nonprofit nongovernmental domestic violence, dating violence, sexual assault, or stalking programs, whether faith-based or community organizations, is required in development and implementation of the project. This does not preclude applicants from requesting support for government agency victim services, but the budget and budget narrative must distinguish between the two and should include compensation for the contributions of nonprofit, victim service agencies. In addition, if funding is requested for both governmental and victim assistance and advocacy, the project narrative 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.

G. Sustainability Plan (5 points)

As 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**

Continuation applicants must submit a signed letter from the (i.e., 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.

**Note: Continuation or supplemental funding is not guaranteed and applicants are always encouraged to seek additional means of support to sustain their current projects.**

**Budget Detail Worksheet and Narrative (Total 15 Points)**

Each application must include a detailed budget and budget narrative for the project. This will be submitted as an attachment in Grants.gov. The budget must be complete, reasonable, and cost-effective in relation to the proposed project. The budget should provide the basis for the computation of all project-related costs. It should cover the cost of all components of the project. There must be a clear link between the proposed activities and the proposed budget items. The budget should include only those activities, products, and resources that are necessary for project implementation and discussed in the project narrative.

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 attend meetings or provide project development, training, and implementation. The budget **must** include compensation for all services rendered by project partners, including nonprofit, nongovernmental domestic violence, dating violence, sexual assault, and/or stalking victim services programs and State and tribal domestic violence and/or sexual assault coalitions.

**Budget Caps**

Campus program funds for Federal Fiscal Year 2009 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 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.**

## Budget Requirements

The following is a short list of budgetary guidelines:

- Applicants are strongly discouraged from requesting consultant rates in excess of \$450 per day.
- Applicants **may not** allocate any grant funds for building renovations. This includes such seemingly minor activities as painting or carpeting.
- Applicants may not use any OVW funds for conducting research. However, up to 1% of the budget may be allocated for the purpose of assessing the effectiveness of funded activities. For example, funds may be used to conduct pre- and post-testing of training recipients or victim satisfaction surveys. In conducting such testing or surveys, grantees may not collect, analyze, or disseminate any information identifiable to a private person during the course of assessing the effectiveness of funded activities.
- A contribution of non-Federal dollars (“match”) is not required for this program, but applicants are encouraged to maximize the impact of Federal dollars by contributing to the costs of their projects. Supplemental contributions may be cash, in-kind services, or a combination of both. Any non-Federal contributions can be discussed in the project narrative; however, these supplemental contributions should **not** be included in the budget or budget narrative.
- Access to current research and practice on violence against women through training and technical assistance can reduce staff burnout, improve project performance, and impact project sustainability. Therefore, OVW offers a wide range of training and technical assistance opportunities to all of its grantees. These offerings are specifically designed to assist grantees in meeting their goals and objectives and in complying with all relevant statutory and programmatic requirements. All applicants **are required** to allocate funds in the amount of **\$30,000 for individual projects and \$60,000 for consortium projects**, to support travel costs associated with technical assistance and capacity-building activities sponsored by OVW-designated technical assistance providers. 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 offering 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.
- Applicants are also encouraged to include funds in their budgets to attend Financial Management Training Seminars sponsored by the OJP’s Office of the Chief Financial

Officer. These seminars instruct participants in the financial administration of OJP and OVW formula and discretionary grant programs. A schedule listing the financial training seminars is available at [http://www.ojp.usdoj.gov/training/fmts\\_general.htm](http://www.ojp.usdoj.gov/training/fmts_general.htm).

- Indirect costs—**An applicant will not be permitted to claim indirect costs rates.** The applicant must itemize each cost in the appropriate budget category.

A Sample Budget Detail Worksheet is available at <http://www.ovw.usdoj.gov/applicants.htm>. The budget and budget narrative should be submitted online as one attachment. When preparing these items, please use the Budget Detail Worksheet as a guide and be sure to include all necessary budget categories. The budget narrative 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. A sample of a completed budget is available at <http://www.ovw.usdoj.gov/applicants.htm>. However, it is not specific to this program so be sure to pay attention to the requirements of this solicitation including budget caps, length of awards, and unallowable activities.

### **Memoranda of Understanding**

OVW requires applicants to submit 2 Memoranda of Understanding—an Internal Memorandum of Understanding (IMOU) and an External Memorandum of Understanding (EMOU).

#### Internal Memorandum of Understanding (IMOU) (10 Points)

Each individual or consortia application must include an Internal Memorandum of Understanding (IMOU). Each applicant must provide an IMOU as a single document that includes signatures and dates from all partners. Signatories should be current (**dated during the development of the proposal**) and include their titles and agencies under their signatures.

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

The IMOU **must** be signed by the president and/or chancellor of the institution of higher education; the chief executive officers and/or directors of:

- All participating partners **within** the institution(s).

The IMOU must do the following:

- Identify the institution designated to receive and administer grant funds and to manage and coordinate project activities;
- 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;
- 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 grant funds (e.g., office space, project staff, training);
- Address how the partners will coordinate all campus-based activities, policies, and protocols regarding violence against women.

Continuation applicants must develop a new MOU that reflects the continuation of project activities and include current dates and signatures from all relevant project partners.

Applicants who are proposing consortia projects may comply with the IMOU requirement by submitting:

- 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 consortia member with an IMOU from each institution involved in the consortium. The IMOU of each consortia 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.

While one institution is designated to receive and administer grant funds, and to manage and coordinate all grant activities, all members of the consortia are equal partners in decision making and should be reflected as such throughout the project.

**Note:** In addition to indicating approval of the budget, the IMOU must detail that a mechanism for reimbursement has been clearly communicated and agreed upon by all participating institutions.

In addition, OVW requires all grantees to complete a Semi-Annual Progress Report which may involve input from some or all project partners. In developing the MOU, applicants are encouraged to include a statement of the roles and responsibilities each organization would assume in meeting grant report requirements. For more information on these requirements, please refer to the section titled "Performance Measures" at page 10.

#### External Memorandum of Understanding (EMOU) (10 Points)

Each applicant must provide an EMOU as a single document that includes signatures and dates from all partners. Signatories should be current (**dated during the development of the proposal**) and include their titles and agencies under their signatures.

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

The EMOU **must** be signed by the president and/or chancellor of the institution of higher education; the chief executive officers and/or directors of at least one:

- Nonprofit, nongovernmental domestic violence, dating violence, sexual assault, and/or stalking programs, or other nonprofit, nongovernmental organizations that adequately demonstrate history and expertise in working with victims of domestic violence, dating violence, sexual assault, and/or stalking. Additionally, the organization should appropriately correspond with the proposed project. For example, if an application focuses mainly on sexual assault, then the nonprofit partner should have demonstrated expertise in sexual assault;
- 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 located in the jurisdiction of the college or university;

- Other community organizations; **including faith-based organizations.**

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 campus program minimum requirements;
- 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 campus program minimum requirements;
- 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; and
- Describe the resources each partner would contribute to the project, either through time, in-kind contributions, or grant funds (e.g., office space, project staff, training).
- In addition to indicating approval of the budget, the EMOU must detail that a mechanism for reimbursement has been clearly communicated and agreed upon by all participating institutions.

OVW requires all grantees to complete a Semi-Annual Progress Report which may involve input from some or all project partners. In developing the EMOU, applicants are encouraged to include a statement of the roles and responsibilities each organization would assume in meeting grant report requirements. For more information on these requirements, please refer to the section titled "Performance Measures" at page 10.

### **Letter of Nonsupplanting**

Applicants must submit a letter to OVW's Director, 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/applicants.htm> for a sample letter.

### **Financial Capability Questionnaire**

All nonprofit, nongovernmental organizations that apply for funding with OVW that have not previously (or within the last three years) received funding from OVW or OJP must complete a Financial Capability Questionnaire. The form can be found at [http://www.ojp.usdoj.gov/funding/forms/financial\\_capability.pdf](http://www.ojp.usdoj.gov/funding/forms/financial_capability.pdf). Applicants should also include the cognizant Federal audit agency and Fiscal year on the first page. In addition, be sure to submit the applicant organization's current year's audit report with the Financial Capability Questionnaire.

### **No Indirect Costs**

**An applicant will not be permitted to claim indirect costs rates.** The applicant must itemize each cost in the appropriate budget category.

## Selection Criteria

In addition to the criteria above, all applications will also be rated on the following additional criteria:

### A. Purpose of the Application (10 points)

- Need or continued need for the project;
- The extent to which the applicant describes the problem to be addressed and how funding would alleviate it;
- The extent to which the applicant describes the community's service area in which the project would be implemented, including location, population, and demographic information;
- The extent to which the applicant identifies the target population and state how the target population would benefit from the proposed project (please use current demographic information for the service area in order to be as specific and detailed as possible when describing the population to be served);
- The extent to which the applicant describes current services and gaps; and
- The extent to which the applicant describes how the proposed project compliments the State's STOP Violence Against Women Implementation Plan.

### B. What Will be Done (40 points)

- The extent to which the applicant details the project goals and objectives;
- The extent to which the applicant addresses the campus program four minimum requirements;
- The extent to which the applicant details the specific tasks and activities necessary for accomplishing each goal and objective, including specifically addressing the campus program minimum requirements;
- The extent to which all project activities fall within the statutory scope of the program;
- The extent to which proposed activities would address the need described;
- The extent to which project activities seem feasible and likely to succeed;
- The extent to which project activities can realistically be completed within the grant cycle;
- The extent to which the proposal does not include activities that compromise victim safety; and
- The extent to which the applicant addresses innovative strategies to improve victim safety and offender accountability.

### C. Who Will Implement the Project (10 points)

- 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 consortium applicants identifies the key staff on each campus responsible for implementing the project and their expertise, experience, roles and responsibilities; and

- 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.

D. Sustainability Plan (5 points)

- The extent to which the applicant proposes feasible strategies to preserve project activities long-term.
- The extent to which continuation applicants provide information on efforts to provide institutional support in order to sustain projects activities when grant funding ends.

E. Budget (15 points)

- 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 budget only to those activities, products, and resources that are necessary for project implementation and discussed in the project narrative. A clear link between the proposed activities and the proposed budget items should be evident.
- 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 including nonprofit, nongovernmental domestic violence and/or sexual assault victim services programs and state and tribal domestic violence and/or sexual assault coalitions.

F. Memoranda of Understanding

IMOU

- 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 campus program minimum requirements;
- The extent to which the applicant indicates approval of the proposed project budget by all signing parties; and
- The extent to which the applicant describes the resources each partner would contribute to the project, either through time, in-kind contributions, or grant funds (e.g., office space, project staff, training).
- The extent to which the applicant addresses implementation of the campus program four minimum requirements.



- The extent that the applicant is proposing a consortium project, 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 chief executive officers, directors and authorizing officials for the partners.

### EMOU

- 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 campus program minimum requirements;
- 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 campus program minimum requirements;
- 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; and
- The extent to which the applicant describes the resources each partner would contribute to the project, either through time, in-kind contributions, or grant funds (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.

In addition to the criteria above, all applications will be rated on the extent to which they provide all of the information set out in the solicitation and meet all of the criteria specified. In reviewing the applications, reviewers will evaluate the following sections as a whole: the purpose of application, what will be done, who will implement the project, sustainability plan, budget, the campus program four minimum requirements, and MOUs. If applicable, the status of current project will be reviewed separately.

## **Review Process**

All applications will be subject to internal review by OVW staff and peer review 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 initial internal review, the application will not receive further consideration. If applications that are partially beyond the scope of the program are forwarded to external peer review, only those sections of the application that are within scope will be reviewed.** Criteria for the initial internal review follow:

- Whether the application is complete;
- Whether the proposed activities are within the scope of the program (see page 7);
- Whether all statutory eligibility criteria are met (see page 4);

- Whether the minimum requirements for the program are met (see page 8);
- Whether the certification requirements for the program are met (see page 5);
- Whether the application proposes significant activities that may compromise victim safety (see page 9); and
- Whether the proposed budget is within the established limits (see page 18).

In addition, applications will be reviewed for prior compliance with Program and Office requirements and the status of current grant-funded activities. (See page 23 for further details on criteria for this review.) 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.

OVW is committed to ensuring a competitive and standardized process for awarding grants. External peer reviewers will be reviewing the applications submitted under this solicitation. An external reviewer is an expert in the field of the subject matter of a given solicitation who is NOT a DOJ employee. Applications will be screened initially to determine whether the applicant meets all eligibility requirements. Only applications submitted by eligible applicants that meet all other requirements will be evaluated, scored, and rated by a peer review panel. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations may include past performance, geographic distribution, regional balance, policy priorities, and available funding.

After the peer review is finalized, a financial review of all potential discretionary awards and cooperative agreements is conducted to evaluate the Fiscal integrity and financial capability of applicants; examine proposed costs to determine if the budget and budget narrative accurately explain project costs; and determine whether costs are reasonable, necessary, and allowable under applicable Federal cost principles and agency regulations.

All final grant award decisions will be made by the OVW Director, who may also give consideration to past performance, geographic distribution, regional balance, policy priorities, and funding availability when making awards.

## **Additional Requirements**

- Civil Rights Compliance;
- Confidentiality and Human Subjects Protections regulations;
- Anti-Lobbying Act;
- Financial and Government Audit Requirements;
- National Environmental Policy Act (NEPA) compliance;
- DOJ Information Technology Standards;
- Single Point of Contact Review;
- Non-Supplanting of State or Local Funds;

- Criminal Penalty for False Statements;
- Compliance with OJP's Office of the Chief Financial Officer [Financial Guide](#);
- Suspension or Termination of Funding;
- Government Performance and Results Act (GPRA);
- Rights in Intellectual Property; and
- Federal Funding Accountability and Transparency Act (FFATA) of 2006.

We strongly encourage applicants to review the information pertaining to these additional requirements prior to submitting their applications. Additional information for each can be found at [http://www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm). References to OJP and its components are deemed to refer to the OVW, as applicable.

## OVW Application Checklist

**Applicants must submit a fully executed application to OVW via overnight delivery**, including all required supporting documentation. Applications will not be accepted via facsimile. **Although most parts of the application need to be submitted through Grants.gov as well as in hard copy form, it is the hard copy that will be reviewed.** Applications submitted via Grants.gov must be in the following word processing formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt). Please use logical titles when saving and uploading documents. For example, the narrative section of the application could be saved as "narrative.txt."

Complete applications should include the following:

- The SF-424;
- Standard Assurances and Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug Free Workplace Requirements;
- The summary data sheet, project abstract, project narrative, and for continuation applicants, the status of the project;
- The budget, budget summary, and budget narrative;
- Letter of nonsupplanting;
- An EMOU and IMOU; and
- Financial Capability Questionnaire.

Detailed instructions on how to use the Grants.gov system to submit applications online are available at [www.Grants.gov](http://www.Grants.gov). Also, a toll-free telephone number has been established for applicants to receive technical assistance as they work through the online application process, **1-800-518-4726**.

To help expedite the review process, applicants must send **via overnight delivery** a complete hard copy original of the application, **dated by March 11, 2009** to:

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