



OVW Fiscal Year 2012 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 4)

Deadline

All applications are due by 11:59 p.m. E.T. on May 22, 2012
(See "Deadline: Application," page 4)

To assist OVW in planning for the independent peer review process, letters of intent to apply should be submitted to OVW.Campus@USDOJ.GOV by **May 8, 2012**. Please note, however, that letters of intent are optional. Interested applicants who do not submit a letter of intent by the deadline are still eligible to apply.

To ensure all applicants have ample time to complete the registration process through **Grants.gov**, applicants should register online with **Grants.gov** by **May 8, 2012**.

Contact Information

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

In Fiscal Year 2012, OVW applications will be submitted through Grants.gov. For technical assistance with the grants.gov contact the Grants.gov Customer Support Hotline at 1-800-518-4726.

Grants.gov Number assigned to announcement OVW-2012-3147.

It is anticipated that all applicants will be notified of the outcome of their applications by September 30, 2012.

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

Overview

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 on issues of sexual assault, domestic violence, dating violence, and stalking. Since its inception, OVW has supported a multifaceted approach to responding to these crimes through implementation of grant programs authorized by VAWA. By forging State, local and tribal partnerships among police, prosecutors, judges, 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, while improving communities' capacity to hold offenders accountable for their crimes. For general information on OVW grant programs please see the OVW Fiscal Year 2012 Grant Program Solicitation Reference Guide (Reference Guide) at <http://www.ovw.usdoj.gov/docs/resource-guidebook.pdf>.

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 Grants to Reduce Sexual Assault, Domestic Violence, Dating Violence, and Stalking on Campus Program (hereinafter referred to as the Campus Program). The Campus Program was authorized under the Higher Education Amendments of 1998 and reauthorized in the Violence Against Women Act of 2000 and the Reauthorization Act of 2005 (VAWA 2005). The first Campus Program grants were awarded in 1999.

The Campus Program encourages a coordinated community approach that enhances victim safety and assistance, and supports efforts to hold offenders accountable. 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 involving campus victim services, law enforcement, health providers, housing officials, administrators, student leaders, faith-based organizations, student organizations, and disciplinary boards. 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.

Campuses are encouraged to create large-scale impact by adopting policies and protocols that treat violence against women crimes as serious offenses, and by developing victim services and programs that prioritize victim safety, offender accountability, and prevention. Through targeted policies, protocols, and actions, colleges and universities can demonstrate to every student that violence against women in any form will not be tolerated and that sexual assault, domestic violence, dating violence, and stalking are crimes with serious consequences.

Deadlines

Application

The deadline for applying for funding under this grant announcement is 11:59 p.m. E.T. on **May 22, 2012**. Applications submitted after May 22, 2012, 11:59 p.m. E.T. will not be considered for funding.

Note: For applicants without Internet access, who cannot submit an application electronically, please contact **Myrta Charles at (202) 305-2977** no later than **May 8, 2012** to request permission to submit an application by alternative means.

Registration

The **Grants.gov** registration deadline is **May 8, 2012**. It is strongly encouraged that applicants begin the registration process well in advance of the deadline. For more information on the process of registering with Grants.gov, please see the [Reference Guide](#).

Letter of Intent

If you intend to apply for Fiscal Year (FY) 2012 funding under this program, we encourage you to submit a letter stating your intent to apply. OVW will use this information to predict the number of panels needed to review applications. The letter should be submitted to OVW at OVW.Campus@USDOJ.GOV by **May 8, 2012**. **This letter will not obligate you to submit an application.** You may submit an application for funding even if you do not submit a Letter of Intent.

Eligibility

It is very important that you review this information carefully. Applications that are submitted by ineligible entities will not be considered for funding.

Eligible Entities

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

Program Eligibility Requirements

In addition to meeting the eligible entity requirement outlined above, applications for the Campus Program must also meet the following requirement(s):

Certification of Eligibility

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.

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. The letter of certification must be signed by the highest authorizing official (President/Chancellor and/or Provost) of each of the institutions of higher education.

Types of Applicants

In FY2012, OVW will accept applications for the Campus Program from the following:

New: applicants who have never received, or served as a lead institution for a Campus Program grant award or currently do not have an active grant award.

Continuation: applicants who have an active Campus Program grant award that will be closed within 12 months of the application deadline. Grant recipients who received funding in FY 2010 and 2011 are NOT eligible to apply.

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.

Note: This funding is intended to develop and begin building the capacity of institutions of higher education to address sexual assault, domestic violence, dating violence and stalking on their campuses. It is highly unlikely that applications seeking funding for a third cycle will be awarded.

In addition to new and continuation applications, OVW has determined that applicants for the Campus Program must also identify as one of the sub-types listed below:

- 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 fully describe 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.

Please note: Consortium projects must ensure that **each individual consortium member** is also eligible to apply.

Applicants may only submit one proposal per category (individual and consortium) to be considered for funding.

Award Information

Award Period

The grant award period is **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 proposed project and present a realistic budget that accurately reflects project costs. 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.

Funding levels under the Campus Program for FY 2012 are as follows:

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

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. Funding is not guaranteed.

Program Scope

Activities supported by the Campus Program are determined by statute, Federal Regulations, and OVW policies.

Purpose Areas

In FY 2012, funds under the Campus Program may be used for the following purposes:

1. 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;
2. 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;
3. To implement and operate education programs for the prevention of sexual assault, domestic violence, dating violence, and stalking;
4. 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;**
5. 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;
6. 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;
7. 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
8. 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 grant-funded 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 applicant proposes to make capital improvements to address violence against women, such as installing improved lighting, these efforts must be complemented by a larger campus and community-wide coordinated response to these crimes.

Mandatory Program Requirements

The Campus Program has instituted four minimum requirements necessary for building a strong response to violent crimes against women on campus. **All applicants must consult the “Grants to Reduce Sexual Assault, Domestic Violence, Dating Violence, and Stalking on Campus Program Standards,” available at: [Standards for Campus Security AND Judicial Boards, Standards for Prevention and Education Program, Standards for a Coordinated Community Response](#)**, for further guidance on addressing the four minimum program requirements.

In order to be considered for funding, all applicants for the Campus Program **MUST** address **all four** of the minimum requirements in the Project Abstract and Project Narrative sections of the application:

1. Coordinated Community Response:

Campus Program grantees **must** create a **coordinated community response** to violence against women on campus, including the establishment of a coordinated community response team. A coordinated community response team is responsible for ensuring that the campus develops and implements effective policies and practices to prevent and respond to violence against women on campus. The partners of the coordinated community response team should meet on a regular basis to develop, review, and revise protocols, policies, and procedures for addressing violence against women. The partners of the coordinated community response team should also commit to holding cross-trainings to improve their own knowledge and response to these crimes. The coordinated community response consists of both: (a) partnerships with specific community based organizations that are not inherently affiliated with the college or university as outlined in the External Partnership section addressed below, and (b) partnerships between departments, offices, and entities within the college or university as outlined in the Internal Partnership section addressed below. The coordinated community response teams should be comprised of members who are considered authorities in their field of expertise.

External Partnership: The applicant must establish an external partnership whose membership must include at a minimum:

- One local nonprofit, nongovernmental victim services organization within the community where the institution is located and which meets all of the following criteria:
 - Provides services to victims of sexual assault, domestic violence, dating violence, or stalking as one of their primary purposes and have a demonstrated history of effective work in this field;
 - Addresses a demonstrated need in their communities by providing services that promote the dignity and self-sufficiency of victims, improves their access

- to resources, and creates options for victims seeking safety from perpetrator violence; and
- o Does not engage in or promote activities that compromise victim safety.

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 or 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), **AND**

- At least one criminal justice system or civil legal assistance entity or organization including external law enforcement agencies, prosecutors offices, civil legal assistance providers, systems-based victim services units, or courts.

An applicant 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.

Internal partnerships: The applicant **must** develop partnerships within the college or university. These partnerships should include a wide variety of departments, offices, and organizations. At a minimum, campus partnerships should include:

- The institution of higher education's president;
- Student affairs administrator;
- Students, especially victims/survivors of sexual and dating violence;
- Clergy;
- Title IX Coordinators;
- Clery Act Compliance Officers;
- Campus-based victim services providers and violence prevention programs;
- Campus law enforcement or department of public safety;
- Campus housing authorities;
- Campus disciplinary and judicial boards;
- Hearing officers; and
- Faculty, staff, and administrators.

Additional partners should also include groups representing diverse or underserved student populations, the athletic department, sororities and fraternities, student health centers, residence hall assistants, library administrators, representatives from the governing board, and student government.

2. **Prevention and Education Program:**

Campus Program grantees must establish a **mandatory prevention and education program** about sexual assault, domestic violence, dating violence, and stalking for **all incoming students**. Grantees must work in collaboration with campus and community-based victim services organizations. As part of its mandatory prevention and education program, grantees must:

- Develop a mandatory prevention and education program about sexual assault, domestic violence, dating violence, and stalking that incorporates information, awareness, and resources about topics including students' code of conduct; **AND**

- Implement a bystander intervention program as part of an overall violence against women prevention strategy.

The bystander model focuses both on increasing the campus community members' receptivity to prevention messages and training and supporting bystander behaviors – helping community members become more sensitive to issues of sexual assault, domestic violence, dating violence, and stalking and teaching them skills to intervene with the intent to prevent assaults from occurring². This conceptual model provides community members with a specific role that can be adopted in preventing and interrupting incidents of sexual assault, domestic violence, dating violence, and stalking. This role includes interrupting situations that could lead to assault before it happens or during an incident, speaking out against social norms that support sexual assault, domestic violence, dating violence, and stalking and having skills to be an effective and supportive ally to survivors³. Prevention programs will also provide skill-building opportunities for both direct and indirect intervention in order to increase helping behavior without placing bystanders' own safety in jeopardy. A bystander approach can work within broader community models of change by providing a perspective that shows how all community members have a direct stake and role to play in sexual violence and domestic violence prevention, including community attitude change.⁴

Applicants should utilize bystander education programs that have well-researched approaches and are evidence-based. A bystander intervention program that incorporates components such as recognizing inappropriate behavior, skill building, requesting a commitment to intervene, and role modeling⁵ is highly recommended. Applicants should also consider programs that work effectively across all demographics (i.e., gender, ethnicity, sexual orientation, etc.) to meet the unique characteristics of each campus. Applicants should think carefully about which agency will house the program in order to maximize its visibility and accessibility to the larger community (i.e., student affairs vs. law enforcement).

Applicants **must** provide detailed information regarding how they will verify that **all** incoming students (i.e., first year, transfer, graduate and professional) will receive the mandatory trainings. It is essential for campuses to have a mechanism established to fully account for the participation of each student in the prevention and education program.

3. Law Enforcement Training:

Campus Program grantees must **train all law enforcement** to respond effectively in sexual assault, domestic violence, dating violence, and stalking cases. All mandatory campus law enforcement training programs on sexual assault, domestic violence, dating violence, and stalking should be developed and presented in collaboration with campus

² *Rape Prevention Through Bystander Education Banyard, Plante, and Moynihan 2005*

³ *Rape Prevention Through Bystander Education Banyard, Plante, and Moynihan 2005*

⁴ *Rape Prevention Through Bystander Education Banyard, Plante, and Moynihan 2005*

⁵ *Christy, C. A. & Voigt, H. (1994). Bystander responses to public episodes of child abuse. Journal of Applied Social Psychology, 24, 824-847. Laner, M. R., Benin, M. H., & Ventrone, N. A. (2001). Bystander attitudes towards victims of violence who's worth helping? Deviant Behavior: An Interdisciplinary Journal, 22, 23-42.*

or community-based victim advocacy experts and should include information about relevant state and Federal laws and arrest protocols; information on enforcement of orders of protection; instruction on making primary aggressor determinations; forensic interviewing techniques; and “non-stranger” perpetrator investigations.

4. Judicial/Disciplinary Board Training:

Campus Program grantees must establish or strengthen programs to **train all members of campus judicial and/or disciplinary boards, conduct boards and/or hearing officers** to respond effectively to charges of sexual assault, domestic violence, dating violence, and stalking. All members of campus judicial and/or disciplinary boards, including faculty, staff, students, and administrators, should receive training on these crimes from personnel with a demonstrated expertise in sexual assault, domestic violence, dating violence, and stalking. Training topics should include information about the causes and effects of sexual assault, domestic violence, dating violence, and stalking; a review of the student conduct code; definitions of sexual assault, domestic violence, dating violence, and stalking; information on the issue of consent in sexual assault cases; how to judge credibility; drug facilitated sexual assault; and the appropriate range of sanctions.

OVW Priority Areas

Applications from the following entities will be given special consideration during review:

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

Activities that Compromise Victim Safety and Recovery

The following activities have been found to jeopardize victim safety, deter or prevent physical or emotional healing for victims, or allow offenders to escape responsibility for their actions:

- Procedures or policies that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on their actual or perceived age, immigration status, race, religion, sexual orientation, gender identity, mental health condition, physical health condition, criminal record, work in the sex industry, or the age and/or gender of their children;
- 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 power of the criminal justice system to hold batterers accountable for their behavior;
- Implementing and sustaining procedures that would require victims of sexual assault, domestic violence, dating violence, or stalking to testify against their abusers or imposing other sanctions against victims;

- Prevention programs that focus primarily on changing victim behavior – this approach reinforces the myth that victims somehow provoke or cause the violence they experience;
- Programs that focus primarily on alcohol and substance abuse;
- Imposing restrictive conditions to be met by victims in order to receive services (e.g., requiring victims to seek protection orders or to seek counseling);
- Failing to provide victims the option of making the final decision on adjustments to their class schedule, and/or living arrangements or failing to provide appropriate academic and housing accommodations; or
- Implementing policies that require the victim to report the sexual assault, domestic violence, dating violence, and stalking to law enforcement.

Applications that propose activities that compromise victim safety and recovery may receive a deduction in points during the review process, or may be eliminated from further consideration entirely.

Out-of-Scope Activities

OVW has determined the activities listed below to be out of the program scope. Applications that propose out-of-scope activities may receive a point deduction during the review process. Applications that are determined to be substantially outside the scope of the Campus Program will not be considered for funding. The following activities are out of scope and will not be supported by Campus Program grant funding:

- Research projects (This does not include program assessments conducted only for internal improvement purposes. See the definition of “research” in this solicitation’s section on Human Subject Research and Confidentiality Protections for additional information on what activities constitute research);
- Projects that focus primarily on alcohol and substance abuse;
- Activities that focus on sexual harassment;
- Activities that could compromise victim safety and recovery;
- Education or prevention programs for elementary and secondary students on sexual assault, dating violence, domestic violence, and stalking;
- Mandatory self-defense classes; or self-defense classes as the only means of providing prevention and education to students;
- Theater performances that do not specifically address violence against women; and
- Developing products and/or materials that are not specifically tailored towards the dynamics of sexual assault, domestic violence, dating violence and stalking.

Unallowable Activities

The following is a list of activities that are unallowable and cannot be supported by Campus Program grant funding. Applications that propose unallowable activities may receive a point deduction during the review process. Applications that include substantial unallowable activities will not be considered for funding.

- Lobbying
- Fundraising
- Purchase of real property
- Construction
- Physical modifications to building, including minor renovations (such as painting or carpeting) except for the capital improvements as permitted under Purpose Area #7

- Purchase of golf carts/cars
- Providing vouchers, clothing, re-location fees
- Tuition reimbursement
- Incentives for students to participate in mandatory trainings.

How To Apply

This section describes what an application should include. Applicants should anticipate that failure to submit an application that contains all of the specified elements will negatively affect the review of the application and may result in the application not being considered for funding; and, should a decision be made to make an award, it may result in the inclusion of special conditions that preclude access to or use of award funds pending satisfaction of the conditions. It is the responsibility of the applicant to ensure that the application is complete and submitted by the deadline.

Formatting and Technical Requirements

Applications must follow the requirements below. Points may be deducted for applications that do not adhere to the following requirements:

- Double spaced (Project Abstract, Summary Data Sheet and charts may be single space)
- 8½ x 11 inch paper
- One inch margins
- Type no smaller than 12 point, Times New Roman font
- Page numbers
- No more than **20** pages for the Project Narrative
- Word processing documents must be in the following formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt)
- Headings and sub-headings that correspond to the sections identified in How to Apply

Experiencing Unforeseen Technical Issues

If you experience technical difficulties at any point during the application process, please contact the Grants.gov Customer Support Hotline at 1-800-518-4726.

If you experience unforeseen technical issues that prevent you from submitting your application by the deadline, you must contact the technical support number above prior to the deadline AND contact the Campus Program at (202) 305-2977 within 24 hours after the deadline to request approval to submit your application. At that time, you will be required to email the complete grant application, your DUNS number, and provide a grants.gov Help Desk tracking number(s). After OVW reviews all of the information submitted and verifies your technical issues with the Helpdesk, OVW will contact you to either approve or deny your request to submit a late application. If the technical issues you reported cannot be verified, your application will be rejected as untimely.

To ensure a fair competition for limited discretionary funds, the following conditions are not valid reasons to permit late submissions: (1) failure to begin the registration process in sufficient time; (2) failure to follow grants.gov instructions on how to register and apply as posted on its website; and (3) failure to follow all of the instructions in the OVW solicitation.

Application Requirements

Applications must include the following required documents and demonstrate that the program eligibility requirements have been met. Applications that do not address the following will not be considered for funding:

1. Project Narrative
2. Budget Detail Worksheet and Narrative
3. Memoranda of Understanding (IMOU, EMOU)
4. Summary of Current OVW project (if applicable)
5. Letter Certifying Eligibility

Applications forwarded for review will be scored on the following:

1. Summary Data Sheet
2. Project Narrative
3. Budget Detail Worksheet and Narrative
4. Memoranda of Understanding (IMOU, EMOU)
5. Summary of Current OVW project (for continuation applicants only)
6. Letter of Sustainability (for continuation applicants only)

Applications must address each section and include the detailed information outlined below in the specified section of their application.

Summary Data Sheet (5 Points)

The Summary Data Sheet should be one to four pages in length and may be single or double spaced. The Summary Data Sheet does not count toward the 20 page limit for the Project Narrative. Please provide the following information:

- Name, title, address, phone number, and e-mail address for the authorized representative. Please see the Reference Guide at <http://www.ovw.usdoj.gov/docs/resource-guidebook.pdf> to determine who can be an authorized representative;
- Name, title, address, phone number, and e-mail address for the grant point-of-contact;
- Statement as to whether the agency has expended \$500,000 in Federal funds in the past fiscal year for the applicant. Please specify the end date of the fiscal year;
- The name of 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 external 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 (e.g., students, faculty, staff, etc.);
- The number of students enrolled in the institution(s);
- The Campus Program Statutory Purpose Area(s) proposed to be addressed in the application. (Please reference Statutory Purpose Area(s) only by a number, e.g., Bullets #2, 3, and 7);
- List any other major activities beyond the four minimum requirements and the bystander intervention program that the project will address (men’s programming, faculty and staff educational programming, peer education, peer theater, and/or SANE/SART/DVART Unit, etc.); and
- Summary of Current and Recent OVW Projects (if applicable)
 - If the applicant has a current grant award or cooperative agreement under **any** OVW program, or received an award that has been closed within one calendar year, the information below **must** be included.
 - Identify grant by OVW program, award number, and project period.
 - Specify the total funds remaining in each grant as of the date of application.
 - Provide the total funds remaining in each grant in the Personnel, Contracts/Consultants and Travel (OVW sponsored TA events) categories as of the date of application.
 - List the number and titles of all full-time and/or part-time positions funded by the award.

Project Narrative (60 Points Total)

The Project Narrative may not exceed 20 pages in length, double-spaced. The Project Narrative comprises the following four sections:

Purpose of Application (10 points)

This section must include:

- Service area and target population;
- Problem to be addressed;
- 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;
- Current services;
- Gaps in services (current grantees should clearly detail what needs have yet to be met);
- Describe how campus executive leadership (president and governing board members) is actively engaged in current efforts to promote visibility and awareness of issues regarding sexual assault, domestic violence, dating violence, and stalking on campus; and
- Describe efforts, if any, to include State Sexual Assault and Domestic Violence Coalitions as a resource for training and technical assistance.

What Will Be Done (35 points)

This section must include the information listed below. In doing so, the applicant must provide a clear link between the proposed activities and the need identified in the “Purpose of Application” section.

- Identify goals and objectives, describing the specific tasks and activities necessary to accomplish each;
- Identify expected outcomes;
- Describe the statutory purpose area(s) to be addressed by the program;
- Specifically, provide a detailed description for meeting each of the four minimum requirements:
 - create a **coordinated community response** to violence against women on campus;
 - establish a **mandatory prevention and education program** about sexual assault, domestic violence, dating violence, and stalking, including a bystander intervention program for **all incoming students**;
 - **train all law enforcement** to respond effectively in sexual assault, domestic violence, dating violence, and stalking cases; and
 - establish or strengthen programs to **train all members of campus disciplinary boards** to respond effectively to charges of sexual assault, domestic violence, dating violence, and stalking.

- Identify activities of campus executive leadership (president and governing board members) to promote visibility and awareness of issues regarding sexual assault, domestic violence, dating violence, and stalking on campus;
- Identify the timeframe needed to plan and implement the program;
- Explain existing, available victim services or how those services will be developed;
- Note: For applicants without a community or campus-based victim services program, the proposal **must** allocate not less than 20% of grant funds to support the provision of direct services;
- Detail current activities to address victim safety and autonomy and any anticipated changes due to the implementation of the project;
- For programs proposing to use technology (such as security systems, GPS, hotlines, databases) to enhance victim safety, explain how issues, including confidentiality, safety planning, and informed consent will be addressed;
- For consortia projects, describe the plan for coordination and implementation among the different campuses within the consortium; and
- For continuation projects, 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 applicant to achieve the original goals during the next award period, why costs for the program have not been absorbed by the institution(s), and describe new and innovative programming that warrants additional funding, including how it will be sustained without federal funds in the future.

As part of strengthening the Campus Program, colleges and universities may develop and implement men's programming, faculty and staff educational programs, peer education, peer theater, and/or SANE/SART/DVART teams.

Who Will Implement the Project (10 points)

This section must include the information listed below. The applicant must identify and justify who will be involved in the project, demonstrating their capacity and ability to successfully implement the stated project activities.

- All applicants must identify the departments, agency/ies or office(s) responsible for carrying out the project;

- Experience and expertise of the departments, agency/ies or office(s) **and** key personnel who will be directly involved with the project including;
 - The project coordinator;
 - The required nonprofit, nongovernmental victim services organization partner; and
 - The required criminal justice and/or civil legal agency partner(s); and
 - If applicable, key consortium partner(s).

Information about the experience and expertise of other project partners should not be included in this section.

- 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; and
- Applicants should explain information sharing between partners, including how they will protect information that is confidential or privileged. Applicants should recognize that 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.

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 how they would sustain project activities if Federal funding through the Campus Program were no longer available.

- Applicants must describe at least one locally, privately, State, or Federally funded project that the applicant has sustained in the past.
- 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 of project activities.
- Consortium partners must submit a signed letter from the President/Chancellor/Provost of each participating institution.

Note: This funding is intended to develop and begin building the capacity of institutions of higher education to address sexual assault, domestic violence, dating violence and stalking on their campuses. It is highly unlikely that applications seeking funding for a third cycle will be awarded.

Budget Detail Worksheet and Narrative (15 Points)

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. For guidance on budget requirements please see the Reference Guide at <http://www.ovw.usdoj.gov/docs/resource-guidebook.pdf>. A Sample Budget Detail Worksheet is available at <http://www.ovw.usdoj.gov/docs/budget-detail-worksheet.pdf>. When preparing the Budget Detail 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.

Award Period and Amount

Award Period

The grant award period is **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 proposed project and present a realistic budget that accurately reflects project costs. 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.

Funding levels under the Campus Program for FY 2012 are as follows:

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

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. Funding is not guaranteed.

In developing the budget, applicants should financially 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 and/or domestic violence victim services programs and State and Tribal sexual assault and/or domestic violence coalitions. If a partner is a state or local governmental agency and the partnership duties are conducted within the course of the agency’s “regular” scope of work, the applicant does not need to compensate the partner if the partner a) offers this arrangement; and b) an explanation of this arrangement is included in the application.

Budget Requirements

Applicants are required to submit a budget detail worksheet that is reasonable and cost effective (a sample budget worksheet may be found at <http://www.ovw.usdoj.gov/docs/budget-detail-worksheet.pdf>). The budget must adhere to the OVW Financial Grants Management Guide – <http://www.ovw.usdoj.gov/how-to-apply.html>. The budget detail worksheet must:

- Include a budget narrative that supports and justifies all proposed costs and provides a clear link between specific project activities and proposed budget items;
- Include a budget that reflects all costs related to implementing the proposed project and provides calculations for all costs; and
- 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.

Food and Beverage/Costs for Refreshments and Meals

OVW funding cannot be used to purchase food and/or beverages for any meeting, conference, training, or other event, except if one of the following applies:

- The location of the event is not in close proximity to food establishments. It should be a priority to try to secure a location near reasonably priced and accessible commercial food establishments;

- Not serving food will significantly lengthen the day or necessitate extending the meeting to achieve meeting outcomes;
- A special presentation at the conference requires a plenary address and there is no other time for food to be obtained; or
- Other extenuating circumstances necessitate the provision of food.

Justification for an exception listed above must be included in the budget narrative.

Note: In addition to the requirements above, cooperative agreement or contract recipients, must complete and submit costs to OVW for review and approval prior to entering into a contract for any meeting, conference, training, or other event.

If an exception is made for food/beverages or refreshments, the cost of any individual meal, plus taxes and any hotel service costs (e.g., labor cost for room setup), cannot exceed 150 percent of the General Services Administration (GSA) Meals and Incidental Expenses (M&IE) rate for that meal in that locality per attendee. OVW strongly encourages cost to stay at or below 100% of the applicable per diem rate for any meal provided, including any service costs. The current GSA M&IE rate breakdown by meal and by locality can be found at <http://www.gsa.gov/portal/content/101518>. If OVW funds are used to provide breaks/refreshments, they can only be provided once per day, and any related expenses (food, beverages, plus taxes and any hotel service costs) cannot exceed 11.5% of the current GSA M&IE rate per attendee per day. OVW prefers that such costs fall well below 11.5%. This restriction does not apply to water provided at no cost, but does apply to any and all other refreshments, regardless of the size or nature of the meeting.

Indirect costs

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

Training and Technical Assistance

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. Individual applicants are required to bring a multi-disciplinary team of three 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. Applicants from Alaska, Hawaii, and United States Territories should allocate an additional **\$5,000** to account for higher travel costs. These specific applicants may exceed the budget caps to account for this increased travel amount.

Accommodations and Language Access

Applicants are encouraged to allocate grant funds to support activities that help to ensure individuals with disabilities and Deaf individuals and persons with limited English proficiency to have meaningful and full access to their programs. For example, grant funds can be used to support American Sign Language (ASL) Interpreter services, language interpretation and translation services, or the purchase of adaptive equipment.

Applicants proposing to use grant funds to create websites, videos and other materials must ensure that they are accessible to persons with disabilities. Grant funds must be allocated for these purposes.

Memoranda of Understanding (MOUs) (20 Points Total)

Internal Memorandum of Understanding and External Memorandum of Understanding [IMOU & EMOU]

For purposes of this application, the MOUs are documents containing the terms of the external and internal partnerships, and the roles and responsibilities of all partners. The MOUs must:

- Clearly 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;
- Clearly state the roles and responsibilities each partner will assume to ensure the success of the proposed project; and
- Demonstrate partners have consulted and coordinated in a meaningful way with their partners.

The MOUs should be attached to the application in Grants.gov.

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

Continuation Applicants or any applicant who has previously been funded under this program must develop new MOUs that reflect the continuation of project activities and include current dates and signatures from all relevant project 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, titles, and dates from all partners. Signatures must be current (dated during the development of the proposal) and include titles of the signatories and identify their organizations. The IMOU must be signed by a representative of the governing body of the institution(s) of higher education, the president(s), and/or chancellor(s) of the institution(s) of higher education and the chief executive officers and/or directors of all participating partner entities within the institution(s).

The IMOU must:

- 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.

Individual Applicants should submit the IMOU as one document including signatures from appropriate representatives of each campus-based partner entity (e.g., Director of Athletics, Director of the Women’s Center, Chief of Campus Public Safety, Dean of Students). The absence of an IMOU that fully addresses all of the points described above will be deemed a deficiency of the overall proposal.

For Consortia Projects the IMOU can be presented in one of two ways: 1) as a single document that outlines the roles and responsibilities of each partner within the consortium, with all signatories presented on one page; or 2) a summary page outlining the activities to be completed within the consortium along with an IMOU from each institution involved in the consortium. The IMOU of each school must identify their partners, their roles and responsibilities, and the corresponding signatures including the school’s authorizing official (i.e., presidents, chancellor, or provost).

External Memorandum of Understanding (10 Points)

Each individual or consortia application must include an External Memorandum of Understanding (EMOU), which represents partnerships with community-based organizations and agencies in the local or neighboring jurisdiction that are not affiliated with the institution of higher education. At a minimum, the EMOU must indicate a partnership between the institution of higher education, a victim services organization and at least one criminal justice or civil service legal agency. Each applicant must provide an EMOU as a single document that includes signatures, titles, and dates from all partners. The EMOU must be current (**i.e. signed and dated during the development of the proposal**) and include signatures, with title of the signatories and identify the institution of the president and/or chancellor of the institution(s) of higher education and the chief executive officer and/or director of nonprofit, nongovernmental agency, the criminal justice or civil legal agency, and other community organizations (see page 8).

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.

The EMOU must:

- 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;

- 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
- Identify a mechanism for reimbursement that has been clearly communicated and agreed upon by all participating institutions.

Signatories should be sure to include their titles, agencies, and dates under their signatures.

Additional Required Information

The following documents will not be scored during the review process but they should be included with your submission. Failure to include any of the information may result in the inability to access funds if your application is selected for funding.

Proposal Abstract

The Proposal Abstract should provide a short and accurate summary of your proposed project including who will be involved with the proposed project, what will be done, the service area where the proposed project will take place and who will be impacted by the proposed project. Please do not summarize past accomplishments in this section.

Status of Current Project (if applicable)

Applicants applying for continuation funding under the Campus Program must include the following information:

- Identify grant by program, award number, and project period;
- Specify the total funds remaining in each grant as of the date of application;
- Provide the total funds remaining in each grant 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;
- List the number and titles of all full-time and/or part-time positions;
- Describe the status of achieving the goals and objectives identified in your most recent application;
- Provide a list of previous Campus Program awards, if applicable; and
- 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 Grants.gov.

In addition to this information, OVW will evaluate the performance of the applicant in all current grants when considering this application. **Please note that OVW grantees that have failed to meet grant deadlines, failed to comply with financial requirements, or failed to comply with special conditions from current or previous grants may not be considered for funding.**

Application for Federal Assistance (SF-424)

Applicants will complete the SF-424 online.

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

Forms will be completed online during the submission process. For further information on the Standard Assurances and Certifications please see the Reference Guide at <http://www.ovw.usdoj.gov/docs/resource-guidebook.pdf>.

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 Grants.gov.

Financial Accounting Practices

Each applicant must prepare a response to the following questions. OVW will review the applicant's responses to assist in evaluating the adequacy of the organization's financial management system and to identify areas of need for training and technical assistance. This section of your application should be no more than two pages and should be a separate attachment to the online application in Grants.gov.

- Will all funds awarded under this program be maintained in a manner that they will be accounted for separately and distinctly from other sources of revenue/funding?
- Does the applicant have written accounting policies and procedures? OVW may request a copy for review during the application/award process or as part of the grant monitoring process.
- Is the applicant's financial management system able to track actual expenditures and outlays with budgeted amounts for each grant or subgrant?
- Does the applicant have procedures in place for minimizing the time elapsing between transfer of funds from the United States Treasury and disbursement for project activities?
- Does the applicant have effective internal controls in place to adequately safeguard grant assets and to ensure that they are used solely for authorized purposes? Please provide a brief description.
- Does the applicant have a documented records retention policy? If so, briefly describe the policy.
- Is the individual primarily responsible for fiscal and administrative oversight of grant awards familiar with the applicable grants management rules, principles, and regulations? If not, the applicant must contact OVW's Grants Financial Management Division at OVW.GFMD@usdoj.gov or 1-888-514-8556 immediately after the organization is notified of their award to coordinate training.

No Indirect Cost Rate Agreement

Applicants will not be permitted to utilize an indirect cost rate agreement under the Campus Program.

Selection Criteria

Applications will be scored based on the degree to which the applicant responds to each section and addresses each element contained within the corresponding section. Furthermore, applications will be scored based upon the quality of the response and the level of detail provided. Each element **must** be addressed in the section in which it is requested. Points may be deducted if the applicant does not include the information in the appropriate section even if it is included elsewhere within the application. Each section will be reviewed as a separate document and will be scored as such.

OVW reserves the right to deduct points for applications that are partially out of scope, that include unallowable activities, for applicants who are out of compliance with a current OVW grant award or cooperative agreement, and for any activities that compromise victim safety or confidentiality.

If an application is deemed to be substantially out of scope, proposes a substantial number of activities that are unallowable, or proposes activities that pose a significant threat to victim safety or a serious breach of confidentiality, it will not be considered for funding.

Review Process

OVW will subject all applications to a review process that is fair and based on the criteria outlined in this solicitation. OVW may utilize internal review, external review, or a combination of both.

Past Performance Review

OVW awards that are current or have been closed within the past 12 months will be reviewed based on the elements listed below. Up to 25 points may be deducted from the application based on this review.

- Progress reports submitted by the applicant, in conjunction with monitoring conducted by OVW, demonstrate the effectiveness of the project, indicating timely progress toward meeting project goals and objectives;
- Timely submission of progress reports;
- The grantee has demonstrated that past activities supported with OVW grant funds have been limited to program purpose areas;
- The grantee has complied with all special conditions;
- The grantee has adhered to programmatic and financial reporting requirements, including timely submission of required reports;
- The grantee has closed-out prior awards in a timely manner;
- The grantee appropriately utilized and actively participated in OVW-sponsored workshops and other technical assistance events as required;
- The grantee has received financial clearances on all current grants from OVW;
- The grantee has acted in a timely manner to resolve issues identified in an audit or an on-site financial or programmatic monitoring visit;
- The grantee has complied with the Office of Management and Budget single-audit requirement; and
- Grant funds have been spent in a timely manner.

OVW grantees with significant past performance issues may not be considered for funding.

Other Requirements

Federal Financial Guidelines and Reporting Requirements

Federal grants are governed by the provisions of the OMB circulars applicable to financial assistance and OVW's Financial Grants Management Guide- <http://www.ovw.usdoj.gov/how-to-apply.html>. The Financial Grants Management Guide includes information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. This document outlines the successful administration of grant funds.

Any recipient of an award will be responsible for monitoring subgrants/contracts under the grant in accordance with all applicable statutes, regulations, OMB Circulars and guidelines, and the OVW Financial Grants Management Guide- <http://www.ovw.usdoj.gov/how-to-apply.html>. Primary recipients will be responsible for oversight of subgrantee spending and monitoring specific performance measures and outcomes attributable to the use of OVW funds.

Performance Measures

All OVW grantees are required to submit annual and/or semi-annual progress reports, which will be provided to you should you be selected for an award. For more information, please see the Reference Guide, <http://www.ovw.usdoj.gov/docs/resource-guidebook.pdf>.

Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. OVW strongly encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. Additional information for each requirement can be found in the Reference Guide, <http://www.ovw.usdoj.gov/docs/resource-guidebook.pdf>.

- Civil Rights Compliance
- Faith-Based and Other Community
- Confidentiality
- Research and the Protection of Human Subjects (if applicable)
- Anti-Lobbying Act
- Federal Financial Report (SF-425)
- OMB A-133 Audit Requirements
- National Environmental Policy Act (NEPA) (if applicable)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with OVW's Financial Grants Management Guide- <http://www.ovw.usdoj.gov/how-to-apply.html>.
- Suspension or Termination of Funding

- Nonprofit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006
- Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement
- Active CCR Registration

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. 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, 145 N Street, NE, Washington, DC 20530.

Application Checklist

Applicants must submit a fully executed application to OVW, including all required supporting documentation.

1. Summary Data Sheet	
Summary of Current OVW Projects	
2. Project Narrative.	
Purpose of the Application	
What Will Be Done	
Who Will Implement	
Sustainability Plan	
3. Budget Detail Worksheet and Narrative and Summary	
4. IMOU and EMOU	
5. Proposal Abstract	
6. Status of Current Project (if applicable)	
7. Application for Federal Assistance: SF 424	
8. Standard Assurances and Certifications	
9. Letter of Nonsupplanting	
10. Financial Accounting Practices	
11. Letter Certifying Eligibility (see page 5 for details)	
12. Letter of Sustainability (see page 17 for details)	