



U.S. Department of Justice  
Office on Violence Against Women (OVW)

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# OVW Fiscal Year 2014 Grants to Reduce Sexual Assault, Domestic Violence, Dating Violence, and Stalking on Campus Program Solicitation

## Solicitation Release Date

This solicitation was released on, or about **January 16, 2014**.

## Eligibility

Applicants are limited to institutions of higher education as defined under the Higher Education Amendments of 1998 that:

- 1) received grant funding under the Grants to Reduce Sexual Assault, Domestic Violence, Dating Violence, and Stalking on Campus Program (hereinafter referred to as the Campus Program) in Fiscal Years 2008 to 2011; **AND**
- 2) have received no more than two prior Campus Program grant awards.

(See "Eligibility," page 6)

## Deadlines

**Application:** All applications are due by 11:59 p.m. Eastern Time (E.T.) on February 27, 2014.  
(See "Deadlines: Application," page 4)

**Registration:** To ensure all applicants have ample time to complete the registration process, applicants must obtain a Data Universal Number System (DUNS) Number, register online with the System for Award Management (SAM) and with Grants.gov immediately, but no later than **February 6, 2014**

(See “Deadlines: Registration,” page 4)

**Letter of Registration:** Applicants are strongly encouraged to submit a letter of registration to [ovw.campus@usdoj.gov](mailto:ovw.campus@usdoj.gov) by **February 6, 2014**. This will ensure that applicants are well-positioned to successfully submit an application by the deadline. This letter will not obligate potential applicants to submit an application. Interested applicants who do not submit a Letter of Registration are still eligible to apply.

(See “Deadlines: Letter of Registration,” page 5)

**Pre-Application Conference Calls:** OVW will conduct two Pre-Application Conference Calls for anyone interested in submitting an application for the Campus Program. Participation in these calls is optional. Interested applicants who do not participate are still eligible to apply.

(See “Pre-Application Conference Calls” page 5)

## Contact Information

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

In Fiscal Year 2014, OVW applications will be submitted through [Grants.gov](http://Grants.gov). For technical assistance with [Grants.gov](http://Grants.gov), contact the [Grants.gov](http://Grants.gov) Customer Support Hotline at 1-800-518-4726.

[Grants.gov](http://Grants.gov) Number assigned to announcement OVW 2014-3692

It is anticipated that all applicants will be notified of the outcome of their applications by September 30, 2014.

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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.

## **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. Congress created the Grants to Reduce Sexual Assault, Domestic Violence, Dating Violence, and Stalking on Campus Program (hereinafter referred to as the Campus Program) in recognition of the unique issues and challenges that colleges and universities face in preventing and responding to these crimes. The Campus Program was authorized under the Higher Education Amendments of 1998 and reauthorized in the Violence Against Women Act of 2000 and subsequent legislation.

The Campus Program encourages a comprehensive coordinated community approach that enhances victim safety, provides services for victims and supports efforts to hold offenders accountable. The funding supports activities that develop and strengthen services for sexual assault, domestic violence, dating violence, and stalking victims. Grant funds also support strategies to prevent, investigate, respond to and prosecute these crimes. The development of campus-wide coordinated responses involving campus victim service providers, law enforcement officers, health providers, housing officials, administrators, student leaders, faith-based leaders, representatives from student organizations, and disciplinary board members is critical. To be effective, campus responses must also link to local off-campus criminal justice agencies and service providers, including local law enforcement agencies, prosecutors' offices, courts, and nonprofit, nongovernmental victim advocacy and victim services organizations.

Campuses are encouraged to create or revitalize large-scale efforts that treat sexual assault, domestic violence, dating violence, and stalking as serious offenses by adopting policies and

protocols, developing victim services and programs that prioritize victim safety, ensuring offender accountability, and implementing effective prevention approaches. Colleges and universities should demonstrate to every student that sexual assault, domestic violence, dating violence, and stalking in any form will not be tolerated and have serious consequences, and that holistic services are available for victims of these crimes.

For additional information on the Campus Program, including what past Campus Program grantees have accomplished with their grant funds and to view the Campus Program performance measures, see <http://muskie.usm.maine.edu/vawamei/campusgraphs.htm>.

## Deadlines

### Application

All applications will be submitted electronically. The deadline for submitting applications in response to this solicitation is **11:59 p.m. E.T. on Thursday, February 27, 2014**. Applications submitted after **11:59 p.m. E.T. on Thursday, February 27, 2014** will not be considered for funding. Applicants experiencing difficulties submitting an application should refer to the Experiencing Unforeseen Technical Issues section on page 18 of this solicitation.

**Failure to begin the registration or application submission process in sufficient time is not an acceptable reason for a late application submission. It is important that applicants do not wait until the day of the application deadline to begin the application submission process. To ensure a successful application submission, OVW strongly encourages applicants to submit their applications at least 48, but no less than 24, hours before the deadline. After application submission, Authorized Organization Representatives (AOR) should closely monitor their email for any notification from Grants.gov about a possible failed submission. The AOR will receive a minimum of two emails from Grants.gov. One will confirm receipt of the application package. The other will either notify the AOR that the application was successfully submitted, or it will notify the AOR that there was an error with the application submission.**

Note: For applicants without Internet access, who cannot submit an application electronically, please contact Ms. **Latinisha Lewis** no later than **Wednesday, February 26, 2014** to request permission to submit an application by alternative means.

### Registration

Applicants must follow the registration process outlined below. **There is no fee associated with the registration process. Additionally, the registration process cannot be expedited.** OVW strongly discourages applicants from paying a third party to register on their behalf in an attempt to expedite the registration process. To ensure all applicants have ample time to complete the registration process, applicants must obtain a Data Universal Number System (DUNS) Number, register online with the System for Award Management (SAM) and with Grants.gov immediately, but no later than **Thursday, February 6, 2014**.

Applicants for Federal grants and cooperative agreements are required to have a Data Universal Number System (DUNS) Number to submit an application. A DUNS Number is a unique nine-character identification number provided by the commercial company **Dun & Bradstreet (D&B)**. Once you have completed the D&B registration, your DUNS Number should be available the next business day.

In Fiscal Year (FY) 2012, the System for Award Management (SAM) replaced the Central Contractor Registration (CCR) as the government-wide registry for vendors doing business with the federal government. **All applicants must register w/SAM and renew their registration annually.** The SAM centralizes information about grant recipients and also provides a central location for grant recipients to change organizational information. Grants.gov uses SAM to establish roles and IDs for electronic grant applicants.

Applicants must be **registered and current** with the SAM registration and with Grants.gov prior to submitting an application. Applicants should begin the process immediately to meet the Grants.gov registration deadline, especially if this is the first time using these systems. It is strongly recommended that applicants begin the registration process no later than **Thursday, February 6, 2014** in order to ensure that the registration process is completed and any difficulties are resolved well in advance of the application deadline. For more information on the process of registering with SAM and Grants.gov, please see the How To Apply section on page 15.

### **Letter of Registration**

Applicants intending to apply for FY 2014 funding under this program are strongly encouraged to submit a letter of registration. The letter should state that the applying organization is registered and current with the SAM and with Grants.gov. The letter should be submitted to OVW at [ovw.campus@usdoj.gov](mailto:ovw.campus@usdoj.gov) by **Thursday, February 6, 2014**. This will ensure that the applicant is well-positioned to successfully submit a proposal by the application deadline. This letter will not obligate the applicant to submit an application. See Appendix B for a sample Letter of Registration.

## **Pre-Application Conference Calls**

OVW will conduct a total of two Pre-Application Conference Calls. These calls are only for applicants that have received grant funding in Fiscal Years 2008 to 2011 and have received no more than two cycles of funding. During these calls, OVW staff will review the Campus Program requirements, review the solicitation, and allow for a brief question and answer session. Participation in these calls is optional. The conference calls are scheduled for:

- **Tuesday, February 4, 2014 2 p.m. – 4 p.m. E.T.**
- **Thursday, February 6, 2014 2 p.m. – 4 p.m. E.T.**

Anyone who is interested in submitting an application to the Campus Program may register to participate in the calls. The total number of participants for each call is limited to 50 individuals.

To register, please e-mail or call Ms. **Kimberly Shamberger at 202-514-7998 or [ovw.campus@usdoj.gov](mailto:ovw.campus@usdoj.gov)**. Registration must be received at least two hours prior to the start of the call.

## Eligibility

It is very important that applicants review this information carefully. Applications that are submitted by ineligible entities or that do not meet all program eligibility requirements will not be considered for funding.

### Eligible Entities

Eligible entities are limited to institutions of higher education as defined under the Higher Education Amendments of 1998<sup>1</sup> that:

- 1) received grant funding under the Campus Program in Fiscal Years 2008 to 2011;  
**AND**
- 2) have received no more than two Campus Program grant awards.

### Program Eligibility Requirements

In addition to meeting the eligible entity requirements outlined above, applicants to the Campus Program must also meet the requirement(s) below. All certification and other eligibility related documentation must be current and developed in accordance with the FY 2014 solicitation.

#### Certification of Eligibility

All applicants are required to certify in writing 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 the above provisions. The letter of certification must address compliance with the requirements outlined above and signed by the highest authorizing official (President/Chancellor and/or Provost) for each of the institutions of higher education that are involved in the project. Applicants that do not provide a letter certifying that they are in compliance with the Federal statutes at the time of application submission will not be considered for funding.

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<sup>1</sup> For more details regarding eligibility, please reference 42 U.S.C §14045b.



### Certification Letter of Intent to Implement Statutory Minimum Requirements

All applicants are required to certify by letter that they have knowledge of and are committed to the full implementation of each of the statutory minimum requirements of the Campus Program. Applicants must allot sufficient funding for each proposed project activity to ensure that every statutory minimum requirement is completed by the end of the designated project period. The letter must be signed by the highest authorizing official (e.g., President, Chancellor and/or Provost) of each of the participating institutions of higher education, certifying its intention to implement and dedicate the necessary funds to complete the following requirements by the end of the award period:

- create a **coordinated community response** including both organizations external to the institution and relevant divisions of the institution;
- establish a **mandatory prevention and education program** about sexual assault, domestic violence, dating violence, and stalking for **all incoming students**;
- **train all campus law enforcement** to respond effectively to sexual assault, domestic violence, dating violence, and stalking; and
- **train all members of campus disciplinary boards** to respond effectively to situations involving sexual assault, domestic violence, dating violence, and stalking.

### **Types of Applicants**

In FY 2014, OVW will accept applications for the Campus Program from continuation applicants that received funding under the Campus Program in FY 2008, 2009, 2010 and/or 2011 **AND** have received no more than two prior Campus grant awards. **Note:** Continuation funding is not guaranteed.

**Grant recipients that received new or supplemental funding in years prior to FY 2008, in FY 2012 and 2013 or received more than two prior Campus grant awards are NOT eligible to apply.**

If an applicant previously received funding as an individual project or as a consortium project, they must apply in the same capacity under the FY2014 solicitation.

## **Award Information**

Applicants that receive an award are bound by statute, federal regulations, the provisions of this solicitation, the OVW Financial Guide, any updates to the Financial Guide, and any conditions of the recipient's award.

### **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. There is no guarantee that funds will be available in the future. Therefore, OVW encourages applicants to develop a plan to sustain project activities if federal funding through the Campus Program becomes no longer available.

### **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.

Total funding levels under the Campus Program for FY 2014 are as follows:

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

## **Program Scope**

Activities supported by the Campus Program are determined by statute, federal regulations, and OVW policies. If an applicant receives an award, the funded project is bound by the provisions of this solicitation, the OVW Financial Guide, any updates to the Financial Guide, and the conditions of the recipient's award.

### **Purpose Areas**

In FY 2014, 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 domestic violence, dating violence, sexual assault, and stalking on campus.
2. To develop, strengthen, 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, including the use of technology to commit these crimes, and to train campus administrators, campus 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 domestic violence, dating violence, sexual assault, and stalking.
4. To develop, enlarge, or strengthen victim services programs and population specific services<sup>2</sup> on the campuses of the 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 victim service providers in the community in which the institution is located. If appropriate victim services programs 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 percent of the funds**

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<sup>2</sup> The 2013 amendments to VAWA defined the term "population specific services" as "victim-centered services that address the safety, health, economic, legal, housing, workplace, immigration, confidentiality, or other needs of victims of domestic violence, dating violence, sexual assault, or stalking, and that are designed primarily for and are targeted to a specific underserved population."

**made available through the grant for a victim services program provided in accordance with this paragraph, regardless of whether the services are provided by the institution or in coordination with community victim service providers.**

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 the 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.

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 domestic violence, dating violence, sexual assault, and stalking.

8. 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.

9. To develop or adapt and provide developmental, culturally appropriate, and linguistically accessible print or electronic materials to address both prevention and intervention in domestic violence, dating violence, sexual violence, and stalking.

10. To develop or adapt population specific strategies and projects for victims of domestic violence, dating violence, sexual assault, and stalking from underserved populations<sup>3</sup> on campus.

These grant-funded activities should be part of an overall comprehensive 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. **Please Note: Applicants proposing to use grant funds for physical modifications as outlined in purpose area 7 must follow the guidelines set forth in Appendix D - Physical Modification Guidelines.**

### **Mandatory Program Requirements**

After receiving an award, all grantees will be required to:

1. Complete a technical assistance assessment to determine the level of technical training needed to support comprehensive program development; and

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<sup>3</sup> Under the 2013 amendments to VAWA, the term "underserved populations" means "populations who face barriers in accessing and using victim services, and includes populations underserved because of geographic location, religion, sexual orientation, gender identity, undeserved racial and ethnic populations, populations underserved because of special needs (such as language barriers, disabilities, alienage status, or age), and any other population determined to be underserved by the Attorney General or by the Secretary of Health and Human Services, as appropriate."

2. Develop a technical assistance plan to determine how remaining TA funds will be used. These funds must be used for training and additional technical assistance and cannot be reprogrammed for other purposes until the grant requirements have been met.

Applicants must address the following required elements in their applications. An applicant that fails to fully address these requirements in its application will receive point deductions during the review process.

#### Components of a Comprehensive Program

The ultimate objective of the Campus Program is to help colleges and universities create effective, comprehensive responses to sexual assault, domestic violence, dating violence and stalking. Such an approach includes both prevention and intervention and requires a multi-faceted, coordinated effort that engages key stakeholders from the surrounding community and throughout the campus, including students, faculty, staff, and administrators. A successful prevention and intervention strategy is informed by research and promising practices, and effectively communicates to the entire campus body that sexual assault, domestic violence, dating violence and stalking will not be tolerated.

To meet this objective, we have identified three program goals below, followed by core elements needed to help campuses progress toward the successful implementation of their grant-funded project. For more details on the Campus Program goals and to ensure proposed activities meet the required elements, review **Appendix E: Guidelines for Implementing a Comprehensive Sexual Assault, Domestic Violence, Dating Violence and Stalking Program.**

#### GOAL #1: Broad Campus and Community Engagement

An effective, comprehensive strategy requires buy-in and participation from key stakeholders from the community and throughout the campus. Research and practice confirm that the broad-based changes needed to effectively respond to sexual assault, domestic violence, dating violence and stalking cannot be accomplished when efforts are confined to one or two entities (e.g., counseling center, a women's center, or law enforcement) acting independently. Broad-scale efforts are also not successful if they are not coordinated or are implemented within isolated silos. As such, the foundation for a comprehensive strategy is a Coordinated Community Response Approach.

#### **ELEMENT: A Coordinated Community Response (CCR) Approach**

The CCR Approach ensures a timely, culturally relevant and respectful response to sexual assault, domestic violence, dating violence and stalking committed on or off campus. Implementing such an approach requires establishing a coordinated community response team. This team coordinates all prevention and intervention efforts; facilitates communication between key campus departments and community partners; ensures messages across efforts are consistent and reinforced; and ensures the system's response to victims is seamless, consistent, and supportive.

#### Minimum requirement of goal #1

#### **At a minimum, grantees must establish a coordinated community response team.**

The coordinated community response consists of both: (a) partnerships with specific community-based organizations that are not affiliated with the college or university, as outlined in the External Partnership section below; and (b) partnerships between departments, offices, and entities within the college or university as outlined in the Internal Partnership section below.

**External Partnerships:** The applicant must establish an external partnership (as outlined in the External Memorandum of Understanding, see page 29) with:

- 1) At least **one criminal justice system or civil legal assistance entity or organization** such as external law enforcement agencies, prosecutor's offices, civil legal assistance providers, court or law enforcement-based victim services units, or courts. **Note:** An applicant with campus law enforcement or campus security must still partner with a criminal justice agency or civil legal organization from the jurisdiction in which the campus is located;

**AND**

- 2) **One local nonprofit, nongovernmental victim services organization** within the community where the institution is located.

For the purposes of the Campus Program, a local nonprofit, nongovernmental victim services organization **does not** include a government agency (e.g., police departments or district or city attorneys' offices) with employees working as victim advocates 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).

**Please Note: Applicants that fail to include the partners mentioned above in the External Memorandum of Understanding will not be considered for funding.**

**Internal Partnerships:** The applicant must develop partnerships within the college or university (as outlined in the Internal Memorandum of Understanding, see page 28). These partnerships should include a wide variety of departments, offices, and organizations. Campus partnerships must include:

- The institution of higher education's president or designee;
- Student Affairs Administrator;
- Title IX Coordinators;
- Clery Act Compliance Officers and Campus Security Authorities;
- Campus-based victim service providers, if applicable;
- Campus law enforcement or department of public safety personnel;
- Campus housing authorities, if applicable;
- Campus disciplinary boards, judicial boards, and/or hearing officers; and
- Representatives from faculty, staff, and administrators.

**Please Note: Applicants that fail to include all of the partners mentioned above in the Internal Memorandum of Understanding will receive point deductions during the review process.**

Additional partners may also include departments/offices/organizations representing research and/or evaluation; students; especially victims/survivors of sexual and dating violence; clergy; diverse or underserved student populations; the athletic department; sororities and fraternities; student health centers; library administrators; the governing board; and student government.

GOAL #2: The Reduction of Sexual Assault, Domestic Violence, Dating Violence and Stalking

While the prevention and education activities of the Campus Program include elements of awareness building and information dissemination, the ultimate goal of prevention and education is to reduce the number of students who are victimized by sexual assault, domestic violence, dating violence and stalking. Therefore, prevention and education programming should reflect multi-tiered prevention approaches including primary prevention strategies, in addition to, education and awareness efforts. As the CCR Team develops its comprehensive prevention strategy, campuses should focus on the following three necessary elements in their prevention and education programs:

**ELEMENT #1: Ensure that all incoming students receive information about campus policies and campus and community resources**

**ELEMENT #2: Ensure prevention strategies are comprehensive and culturally relevant**

**ELEMENT #3: Include bystander intervention strategies and approaches**

Minimum requirements of goal #2

**At a minimum, grantees must establish both universal and targeted prevention strategies:**

- **Universal:** 1) implement an ongoing prevention program on sexual assault, domestic violence, dating violence, and stalking for *the entire campus community*, and 2) implement a bystander intervention program for *all students*.
- **Targeted:** establish a mandatory prevention and education program about sexual assault, domestic violence, dating violence, and stalking for all *incoming students*.

GOAL #3: Effective Intervention

In addition to the goal of reducing sexual assault, domestic violence, dating violence and stalking, the Campus Program also focuses on ensuring effective interventions for survivors of these crimes.

**ELEMENT #1: Effective Systems for Enforcement and Accountability**

Campuses must implement systems and responses that move the campus towards fair and consistent offender accountability. They should include comprehensive policies and protocols that strengthen security and investigative strategies on and off campus, support appropriate disciplinary actions that hold offenders accountable, and enhance the prosecution of these crimes.

**ELEMENT #2: Survivor Centered Services**

Campuses must tailor their efforts to provide interventions that put the needs of survivors first and are culturally relevant, flexible, and accessible for all victims of sexual assault, domestic violence, dating violence and stalking. Collaborative referral relationships between campus and community-based victim services organizations must ensure accessibility to relevant victim services and advocacy. Services should be offered by partnering with a community victim services organization with expertise in sexual assault, domestic violence, dating violence and stalking, and/or experience developing a campus based victim services and advocacy program. Victim services and advocacy programs must be made available 24 hours a day/7 days a week and should be staffed by individuals trained to respond to these crimes. **Please note that having University Counseling Center or Women's Center services only, or as the primary resource for**

victims, is not sufficient to meet this requirement unless a wide range of comprehensive victim services is provided by these entities.

Minimum requirements of goal #3

**At a minimum, grantees must provide:**

- **Ongoing training for all campus law enforcement, security personnel and local or community first-responders**, including officers from dedicated law enforcement units and dispatchers that specifically respond to campus sexual assault, domestic violence, dating violence, and stalking incidents;
- **Ongoing training for all members of campus judicial and/or disciplinary boards, conduct boards and/or hearing officers** on how to respond effectively to violations of the student code of conduct involving sexual assault, domestic violence, dating violence, and stalking; and
- **Survivor-Centered Services** by
  - ❖ partnering with community victim service organizations that have expertise in sexual assault, domestic violence, dating violence or stalking and developing a referral process to ensure accessibility to victim services and advocacy; **AND/OR**
  - ❖ developing a campus-based victim services and advocacy program that includes advocacy services, crisis intervention, referral to community services, culturally relevant services or referrals, university housing advocacy, specific counseling that address sexual assault, domestic violence, dating violence or stalking, educational advocacy, judicial/disciplinary advocacy and accompaniment, health/medical care advocacy and accompaniment, etc. **(Note: This cannot be developed without also having a partnership with a community victim services organization.)**

**Please Note: All applicants must allocate 20% of grant funding to meet the survivor-centered services requirement.**

In order to be considered for funding, all applicants for the Campus Program MUST address in the activities proposed in their applications all of the minimum requirements within each goal. OVW encourages all applicants to review the [Standards for Campus Security AND Judicial Boards](#), [Standards for Prevention and Education Program](#), and [Standards for a Coordinated Community Response](#) for further guidance on addressing the statutory minimum requirements.

**OVW Priority Areas**

OVW encourages applications from the following entities or proposing activities in the following areas:

1. Historically Black Colleges and Universities (HBCU);
2. Tribal Colleges and Universities;
3. Universities and colleges that serve primarily Latino or Hispanic populations;
4. Universities and colleges based in the territories of Guam, Virgin Islands, Puerto Rico, Northern Mariana Islands, and American Samoa;
5. Community Colleges;
6. Provide core services to victims that exceed the 20% threshold by at least 5% (For more information, please reference purpose area four on page 8); and

7. Develop or enhance culturally and linguistically specific prevention and intervention strategies for communities of color such as African American, Asian and Pacific Islander, and Latino, as well as strategies for traditionally underserved populations like lesbian, gay, transgender, queer/questioning (LGBTQ) and Deaf communities.

### **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;<sup>4</sup>
- Procedures or policies that compromise the confidentiality of information and privacy of persons receiving OVW-funded services;
- Encouraging mediation or counseling for couples as a systemic response to domestic violence and dating violence;
- Prevention programs that focus primarily on changing victim behavior – this approach reinforces the myth that victims somehow provoke or cause the violence they experience;
- 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 develop policies and procedures to ensure accessibility to victim services and advocacy programs;
- Failing to provide victims the option of making the final decision on adjustments to their class schedules and/or living arrangements, or failing to provide appropriate academic and housing accommodations; or
- Implementing policies that require victims to report 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 section on Research and Protection of Human Subjects in the FY 2014 Solicitation Companion Guide at <http://www.ovw.usdoj.gov/docs/companion-guide-10-16-12.pdf>.)

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<sup>4</sup> If an award is made, the recipient will also be subject to statutory prohibitions on discrimination. For further information on these civil rights requirements, see the section on "VAWA Non-Discrimination Provision" under "Post-Award Requirements" on page 33.



- Projects that focus primarily on alcohol and substance abuse;
- Activities that focus primarily on sexual harassment;
- 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 sexual assault, domestic violence, dating violence or stalking; and
- Developing products and/or materials that are not specifically focused on 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 buildings, including minor renovations (such as painting or carpeting) except those outlined in purpose area 7 on page 9 of this solicitation<sup>5</sup>
- Providing victim assistance unrelated to the victimization
- Tuition reimbursement
- Incentives for students to participate in mandatory trainings
- Using grant funds to support Title IX coordinator and/or investigator positions

## **How to Apply**

This section describes how an application should be submitted. Applicants should anticipate that failure to meet all registration and submission deadlines will result in their application being removed from consideration. It is the responsibility of the applicant to ensure that the application is submitted by the deadline.

Applicants must follow the registration process outlined below. **There is no fee associated with the registration process. Additionally, the registration process cannot be expedited.** OVW strongly discourages applicants from paying a third party to register on their behalf, or as an attempt to expedite the registration process. To ensure all applicants have ample time to complete the registration process, applicants must obtain a Data Universal Number System (DUNS) Number, register online with the System for Award Management (SAM) and with Grants.gov immediately, but no later than **Thursday, February 6, 2014**.

Applicants must be registered and current with the SAM registration and with Grants.gov prior to submitting an application. It is strongly recommended that applicants begin the registration

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<sup>5</sup> Applicants proposing to use grant funds for physical modifications as outlined in purpose area 7 must follow the guidelines set forth in Appendix D - Physical Modification Guidelines.

process immediately, but no later than **Thursday, February 6, 2014** in order to ensure that the registration process is completed and any difficulties are resolved well in advance of the application deadline. **It is important that applicants do not wait until the day of the application deadline to begin the application submission process. To ensure a successful application submission, OVW strongly encourages applicants to submit their applications at least 48, but no less than 24, hours before the deadline. After application submission, AORs should closely monitor their emails for any notification from Grants.gov about a possible failed submission. The AOR will receive a minimum of two emails from Grants.gov. One will confirm receipt of the application package. The other will either notify the AOR that the application was successfully submitted, or it will notify the AOR that there was an error with the application submission.**

**Please note that the Grants.gov notification process is automatic. OVW does not send out these notifications, nor does OVW receive a copy of these notifications. It is the responsibility of the applicant to notify OVW of any problems with the application submission process. Please see “Experiencing Unforeseen Technical Issues” on page 18 for information on the steps applicants must follow if corrective action must be taken.**

### **Application Registration Requirements**

It is very important that all applicants read this section carefully. Applicants that do not complete all the steps in registering and submitting their application by the due date will not be considered for funding. Applicants are responsible for ensuring their applications are complete at the time of submission. OVW will not contact applicants for missing items.

Each applicant must obtain a Data Universal Numbering System (DUNS) number, be registered in the System for Award Management (SAM) and submit their application online via either Grants.gov or the Grants Management System (GMS) according to the instructions. Applicants are encouraged to submit their applications 48, but no less than 24, hours before the deadline to allow sufficient time to address technical problems. Applicants should ensure that the DUNS number for the application is for an organization that is eligible to apply for the grant program. Also, only the organization that is registered in SAM may use that DUNS number and Grants.gov registration to submit an application.

### System for Award Management (SAM)

Applicants for all federal grants are required to register with the System for Award Management (SAM). If the applying organization already has an Employer Identification Number (EIN), the SAM registration will take **up to two weeks to process**. If the applying organization does not have an EIN, then **the applicant should allow two to five weeks for obtaining the information from IRS when requesting the EIN via phone, fax, mail or Internet**. Follow the steps listed below to register in the SAM:

*Step 1:* Obtain a DUNS number at the following website <http://www.dnb.com/us/> or call (866) 705-5711.

*Step 2:* Access the SAM online registration through the SAM home page at <https://www.sam.gov/> and follow the online instructions for new SAM users.

*Step 3:* Complete and submit the online registration. If the applying organization already has the necessary information on hand, the online registration takes approximately 30 minutes to complete, depending upon the size and complexity of the business or organization. Once the SAM

registration becomes active, the applicant will be able to return to Grants.gov and complete the registration. **Please note that organizations must update or renew their SAM registration at least once a year to maintain an active status. (Applicants formerly used the Central Contractor Registration (CCR) database).**

#### Grants.Gov

After applicants obtain their DUNS number and register with SAM, they can begin the Grants.Gov registration process. In order to apply for a grant, the applying organization must complete the Grants.gov registration process prior to beginning an application for a federal grant. Complete instructions can be found at [www.grants.gov](http://www.grants.gov). **The registration process can take between three and five business days or as long as four weeks if all steps are not completed in a timely manner.** Please note that Grants.gov is not the Office of Justice Programs' (OJP) Grants Management System (GMS) through which OVW discretionary program 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 limits the use of specific characters in names of attachment files. Valid file names may only include the following characters: A-Z, a-z, 0-9, and space. The applicant should ensure that only allowable characters are included. Grants.gov will not accept an application if it includes file names that use disallowable characters. OVW strongly suggests using simple titles for all documents, such as "FY 2014 OVW Project Narrative." Please note that file names are limited to 50 characters. GMS does not accept executable file types as application attachments.** 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." Please visit the Grants.gov website to review the most up-to-date guidelines about the use of specific characters.

The E-Business Point of Contact (E-Biz POC) within the applicant's organization must register the organization with Grants.gov. The E-Biz POC oversees the organization's Grants.gov transactions and assigns the AOR. The AOR submits the application to Grants.gov and must register with Grants.gov as well. In some cases the E-Biz POC is also the AOR for an organization.

- *Step 1:* Go to [Grants.gov](http://Grants.gov). Mouse over the "APPLICANTS" drop down and click the "Organization Registration Link".
- *Step 2:* Register with SAM
- [Step 3: Username & Password](#)
- [Step 4: AOR Authorization](#)
- [Step 5: TRACK AOR STATUS](#)

**The application process can move forward once the organization successfully registers with Grants.gov.**

#### *Downloading a Grant Application Package*

An applicant may download the application package to complete it offline and route it through the applying organization for review before final submission.

Applicants must use the correct version of Adobe software in order to download the grant application. To verify if the Adobe software version is compatible with Grants.gov, visit the following link: <http://www.grants.gov/web/grants/support/technical-support/software/adobe-reader-compatibility.html>.

Instructions on how to open and use the forms in the package are on the application package cover sheet. Agency-specific instructions are available for download when the application package is downloaded. The instructions identify the required information for a complete application.

#### *Completing the Grant Application Package*

The applicant must manually save changes to the grant application. Grants.gov does NOT automatically save changes. The package cannot be submitted until all required fields have been completed.

#### *Submitting the Completed Grant Application Package*

Log on to Grants.gov. After the application is fully completed, errors are corrected, and the application is saved, click the "Save & Submit" button on the cover page. The application package will be automatically uploaded to Grants.gov.

**Reminder:** To ensure a successful application submission, OVW strongly encourages applicants to submit their applications at least 48, but no less than 24, hours before the deadline. AORs should closely monitor their email for any notification from Grants.gov about a possible failed submission. The AOR will receive a minimum of two emails from Grants.gov.

A confirmation screen will appear once the submission is complete. A Grants.gov tracking number will be provided at the bottom of this screen, as well as the official date and time of the submission. Applicants must record the tracking number if technical support is needed. The Grants.gov Help Desk can be reached at 1-800-518-4726, or [support@grants.gov](mailto:support@grants.gov), 24 hours a day, 7 days a week, except closed for federal holidays.

#### **Applicants without Internet Access**

Applicants without Internet access, who cannot submit an application electronically, must contact Ms. **Latinisha Lewis at 202-353-9167** no later than **Wednesday, February 26, 2014** to request permission to submit an application by alternative means.

#### **OVW Policy on Duplicate Applications**

If an applicant submits multiple versions of an application, OVW will review the most recent version submitted.

#### **Experiencing Unforeseen Technical Issues**

As previously stated, applicants should begin the **registration process** immediately, but no less than **Thursday February 6, 2014**. Furthermore, the applicant should begin the **application submission process** 48, but no less than 24, hours prior to the application deadline. This will allow for sufficient time for the applicant to contact the appropriate individuals and take corrective action, as outlined in this solicitation, should unforeseen technical issues arise. If technical difficulties are experienced at any point during the application process, the applicant must contact **the Grants.gov Customer Support Hotline at 1-800-518-4726, or [support@grants.gov](mailto:support@grants.gov), 24 hours a day, 7 days a week, except closed for federal holidays.**

If an applicant experiences unforeseen technical issues that prevent them from submitting an application by the deadline, they must take the following actions:

- contact the **Campus Program Specialist** at **202-353-9167** or at **ovw.campus@usdoj.gov** prior to the application deadline stating that they are experiencing unforeseen technical issues; and
- contact the technical support number above prior to deadline.

**Within 24 hours after the deadline**, the applicant must again contact the OVW **Campus Program Specialist** at **202-353-9167** or **ovw.campus@usdoj.gov** to request approval to submit the application. At that time, the applicant will be required to email the complete grant application and DUNS number, and provide a Grants.gov Help Desk tracking number(s). After OVW reviews all of the information submitted and verifies the technical issues with the Helpdesk, OVW will contact the applicant to either approve or deny the request to submit a late application. If the technical issues cannot be verified, the application will be rejected as late.

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 register or update information on the SAM website; (3) failure to follow GMS or Grants.gov instructions as posted on its website; and (4) failure to follow all of the instructions in the OVW solicitation.

#### **OVW Policy on Late Submissions**

OVW offers several options for applicants to provide advance notice to OVW if receipt of their application will be delayed due to a temporary lack of Internet access, other technical difficulties, or geographic isolation. If applicants do not provide advance notice to OVW about an issue that may cause a delay in the submission of the application, then the application will not be considered for funding. If applicants follow the steps outlined above, late submission may be considered. Extension of deadlines is not guaranteed.

#### **Extraordinary Natural or Manmade Disasters**

In cases of extraordinary natural or manmade disasters, such as extreme weather emergencies or terrorist acts, applicants may request to submit applications up to seven calendar days late by sending an e-mail to the contact listed in the solicitation. The message should specify the nature of the disaster and how it affected the applicant's ability to submit an application on time.

## **Application Contents**

This section describes what is included in a complete application package. 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. 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 a complete application is submitted by the deadline. OVW will not contact applicants for missing items.

**Do not submit documents in addition to those specified in this solicitation. Please note that any materials submitted as part of an application may be released pursuant to a request under the Freedom of Information Act.**

### **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 the Application Contents section of this 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 all of the following components will be considered substantially incomplete and will not be considered for funding:

1. Project Narrative
2. Budget Detail Worksheet and Narrative
3. Memoranda of Understanding (EMOU and IMOU)
4. Letter Certifying Eligibility
5. Letter Certifying Intent to Implement Statutory Minimum Requirements

In addition to the application being scored on the documents listed above, the Summary Data Sheet will also be scored.

### **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 Organization Representative (AOR) of the applicant agency (see page 30 for the definition of the AOR).
- Name, title, address, phone number, and e-mail address for the grant point-of-contact, who must be an employee of the applicant agency.
- Statement as to whether the agency applying has expended \$500,000 in Federal funds in the organization's past fiscal year. Please specify the end date of the applicant's fiscal year.
- A list of other Federal grant programs from which the applicant organization currently receives funding or for which it has applied for funding in FY 2014 to do similar work.
- Statement as to whether the applicant is a nonprofit organization that holds money in offshore accounts for the purpose of avoiding paying the tax described in section 511(a) of the Internal Revenue Code.

- Statement as to whether the applicant is a nonprofit organization that uses the Internal Revenue Service's three-step safe-harbor procedure to establish a rebuttable presumption that its executives' compensation is reasonable. If the applicant is not a nonprofit organization or is a nonprofit that does not use the safe-harbor procedure, provide a statement to that effect. For additional information about the safe-harbor procedure, see "Disclosures Related to Executive Compensation" in the Additional Required Information section on page 30.
- 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 partner collaborating on this project;
- Statement as to 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;
- The years in which your institution has previously received grant funding from the Campus Grant Program;
- Statement as to whether this project involves a single institution or is a consortium, and, if a consortium project, list participating institutions;
- Statement as to 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, if a consortium project include information from all partnering institutions;
- The Campus Program Purpose Area(s) proposed to be addressed in the application. (Please reference Purpose Area(s) only by a number, e.g., Bullets #2, 3, and 7);
- A list of any priority area(s) that the application will be addressing;
- A list of any other major activities beyond the statutory minimum requirements and the mandatory program requirements that the project will address (e.g., men's programming, faculty and staff educational programming, peer education, peer theater, and/or SANE/SART/DVART Unit, etc.);
- The percentage of grant activities, should the application be funded, that will address each of the following issues:
  - Sexual assault;
  - Domestic violence;
  - Dating violence; and/or
  - Stalking.
- 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 the last 12 months from the date this solicitation closes, the information below **must** be included.
    - Identify all grants by OVW program, award number, and project period.
    - Specify the total funding amount for each grant (initial and supplemental amounts, if applicable).
    - Specify the total funds remaining in each grant as of the date of application.

- Provide the total funds remaining in each budget category (Personnel, Fringe, Travel, Equipment, Supplies, Construction, Contractual, and Other) for each grant.
- Provide justification for remaining funds.
- Estimate the amount of grant funds that will be remaining at the end of the current project period.
- List the number and titles of all full-time and/or part-time positions funded by the award.

Continuation applicants that have a substantial amount of remaining funds at the time of application submission without adequate justification may not be considered for funding in FY 2014.

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

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

#### **Purpose of Application (20 points)**

This section must include:

- Describe your campus and community including the service area and student demographics;
- Describe the culturally specific or underserved populations on your campus and current strategies that are being used to address their needs;
- Describe the availability of victim services and advocacy on campus and in the community;
- Briefly describe your current structure and efforts to meet the following Campus statutory minimum requirements: 1) implementation of a CCR approach; 2) mandatory prevention and education to all incoming students; and 3) ongoing training for campus law enforcement; and 4) ongoing training for judicial board personnel;
- 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;
- Describe efforts, if any, to include your local domestic violence or sexual assault organizations and/or state, tribal or territorial sexual assault and domestic violence coalitions as a resource for training and technical assistance;
- Describe the behavioral or systemic changes that have been made as a result of the grant funding; and
- Describe the gaps or needs that still need to be addressed such that funding is being requested.

#### **What Will Be Done (30 points)**

This section must include the information 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 expected outcomes including systemic, behavioral or cultural changes;
- Describe how current proposed activities will address the needs identified;



- Describe how proposed activities will go beyond the program minimum requirements to develop a more comprehensive sexual assault, domestic violence, dating violence and stalking program;
- Identify specific goals and objectives as well as describe the specific tasks and activities necessary to accomplish each Campus Program goal:
  - Broad Campus and Community Engagement ;
  - Reduction of Sexual Assault, Domestic Violence, Dating Violence and Stalking; and
  - Effective Intervention;
- 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;
- Provide a timeline of activities to plan and implement the program;
- Detail how victim safety and autonomy will be addressed in proposed activities including:
  - safety planning and informed consent for campus interventions; and
  - maintaining confidentiality and privacy of victim's information, taking into account the use of technology, such as security systems, GPS, hotlines, and databases.

Note: For consortia projects, describe the plan for coordination and implementation among the different campuses within the consortium

#### Who Will Implement the Project (15 points)

This section must include the information below. In doing so, the applicant must justify who will be involved in the project and demonstrate that they have the capacity to address the stated need and successfully implement the stated project activities.

- Identify the departments, agency/ies or office(s) responsible for carrying out the project;
- Describe the roles and responsibilities of the departments, agency/ies or office(s) who will be directly involved with the project including:
  - The required victim services partner;
  - The required criminal justice and/or civil legal agency partner(s); and
  - If applicable, key consortium partner(s); and
- Detail the roles and responsibilities, experience, and expertise of all key personnel including each participating institution's key staff. **Note:** If the applicant plans to hire for one of the key staff position(s) please include a brief job description of the roles and responsibilities;
- Specifically outline the experience of the project coordinator including that person's expertise in sexual assault, domestic violence, dating violence and stalking issues; and
- Explain how information will be shared between partners, including how they will protect information that is confidential or privileged. Applicants should recognize that partners such as legal and 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.

**Note:** If funding is requested for both the 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.

### **Proposal Abstract**

The Proposal Abstract should provide a short and accurate summary (no more than 2 pages double-spaced) of the proposed project, including who will be involved with the proposed project, what will be done as primary activities, what products will be produced, the service area where the proposed project will take place and who will be impacted by the proposed project. Applicants should not summarize past accomplishments in this section. Additionally, applicants should limit their proposal abstract to no more than one page.

### **Budget Detail Worksheet and Narrative (10 Points)**

All applicants are required to submit a detailed budget and supporting budget narrative. Budgetary requirements vary slightly among programs, and applicants must read the solicitation closely to determine the requirements of the budget and budget narrative for each OVW program.

#### 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.

Total funding levels under the Campus Program for FY 2014 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, territorial, or tribal sexual assault and/or domestic violence coalitions. If a partner is a state local, tribal or territorial 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 an explanation of this arrangement is included in the budget and External Memorandum of Understanding.

#### Budget Requirements

Applicants must submit reasonable budgets based on the resources needed to implement their projects in their specific geographic location. The budget should display a clear link between the specific project activities and the proposed budget items. Specifically, the budget should not contain any items that are not detailed in the project narrative. The budget narrative must support all costs included in the budget and explain how the costs of goods and services are determined and how they will fulfill the overall objective of the project.

While OVW discretionary grant programs do not require matching funds, 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 or Memorandum of Understanding (if required). Applicants should not include supplemental contributions in the budget, budget narrative, or SF-424.

In some circumstances, the budget and budget narrative will be reviewed separately from the proposed project narrative. Therefore, it is very important that the budget narrative be as comprehensive as possible and describe in a narrative format each line item requested in the budget.

A Sample Budget Detail Worksheet is available in **Appendix A**. 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. The budget must adhere to the OVW Financial Grants Management Guide, which can be found at <http://www.ovw.usdoj.gov/docs/ovw-fgmq.pdf>.

#### Indirect costs

**Applicants will not be permitted to claim indirect costs under the Campus Program.**

Therefore, the applicant must itemize each cost in the appropriate budget category.

#### Victim Services

All applicants **must allocate not less than 20% of grant funds** to support the provision of direct services.

#### Federal Financial Guidelines

Federal grants are governed by the provisions of the OMB circulars applicable to financial assistance and the OVW Financial Grants Management Guide, which can be found at <http://www.ovw.usdoj.gov/docs/ovw-fgmq.pdf>. 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, including MOU partner activities, under the grant in accordance with all applicable statutes, regulations, OMB circulars and guidelines, and the OVW Financial Grants Management Guide. Primary recipients will be responsible for oversight of subgrantee/partner spending and monitoring specific performance measures and outcomes attributable to the use of OVW funds.

#### Food and Beverage/Costs for Refreshments and Meals

Generally food and beverage costs are **not** allowable, and under no circumstances may OVW funding be used to supply food and/or beverages during refreshment breaks. OVW may approve

the use of OVW funds to provide food and/or beverages for a meal at a meeting, conference, training, or other event, 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 a conference requires a plenary address where there is no other time for food to be obtained.
- Other extenuating circumstances necessitate the provision of food.

Justification for an exception listed above must be included in the budget narrative, and funds may only be used to purchase food and/or beverages for a meal at a meeting, conference, training, or other event if OVW approves the specific expenditures in advance.

#### Conference Planning and Expenditure Limitations

Applicants should be aware of all applicable laws, regulations, policies and guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of Federal funds for expenses related to conferences (which is defined to include meetings, retreats, seminars, symposiums, training and other similar events), including the provision of food and/or beverages at such events, and costs of attendance at such events. Information on pertinent laws, regulations, policies and guidance is available at <http://www.ovw.usdoj.gov/grantees.html>. Applicants should also be aware of the following specific restrictions on conference planning and expenditure limitations:

- Cost of Logistical Conference Planning
- Cost of Programmatic Conference Planning
- Conference Space and Audio-Visual Equipment and Services
- Prohibition on Trinkets at Conferences
- Entertainment at Conferences
- Food and Beverages at Conferences
- Prior Approval Required Before Entering Into Contracts or Expending Funds for Conferences
- Conference Reporting

Updated Department of Justice and OVW guidance on conference planning, minimization of costs, and conference cost reporting is accessible on the OVW website <http://www.ovw.usdoj.gov/grantees.html>. For additional information regarding food and beverage regulations, please refer to the OVW Financial Grants Management Guide at <http://www.ovw.usdoj.gov/docs/ovw-fgmg.pdf>.

#### Training and Technical Assistance (TA)

All applicants are required to allocate funds in the amount of **11,600 for individual projects and \$22,400 for consortium projects** to support travel costs associated with TA and capacity-building activities sponsored by OVW-designated TA providers. 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. The required set-aside amount may be shared between the applicant and any partnering agency(ies),

but the budget must reflect the costs in the appropriate categories. Therefore, an employee's travel costs should be included in the "Travel" category, while travel costs for the partner(s) must be included in the "Consultants/Contracts" category. Label both costs as "OVW Technical Assistance." Include an estimated breakdown for these costs, including the number of trips, number of travelers, airfare or mileage, lodging, per diem, etc. (OVW TA is provided free of charge to grantees, so applicants do not need to include registration fees). This amount should equal the full, required set-aside amount listed above.

After award, all grantees will undergo a technical assistance assessment. Based on this assessment, grantees may be required to attend a total of two TA Institutes for the first year of the project (12 months of the 36 month project). Individual projects will be required to bring a multi-disciplinary team of four to each of the two semi-annual TA Institutes. Consortium projects will be required to bring a minimum of six and a maximum of eight team members to each of the Institutes.

Any remaining TA funds may be used to attend national conferences, hire experts on sexual assault, domestic violence, dating violence and stalking to assist with implementation challenges, or provide additional training to the campus community members. Approval to utilize the remaining TA funds for these purposes must be approved by OVW prior to implementation.

Please note these funds can only be used for OVW-designated TA, unless otherwise approved by OVW. Travel funds should be used to support travel by all project partners including nonprofit, nongovernmental victim service providers. Funds may also be used by persons whose positions are not grant-funded as long as that person's roles and responsibilities are linked to the project's overall mission.

#### Program Assessments

Applicants may not use any OVW funds to conduct research. However, up to three percent 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 for victim satisfaction surveys. In conducting such testing or surveys, grantees may not collect, analyze or disseminate any information that would disclose the identity of an individual.

#### 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 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: Internal Memorandum of Understanding (IMOU) and External Memorandum of Understanding (EMOU) (20 Points Total)**

For purposes of this application, each MOU is a document containing the terms of the partnership and the roles and responsibilities between two or more parties. Each MOU should be a single document and should be signed and dated by the Authorized Organization Representative (AOR) (see page 30 for the definition of the AOR) of each proposed partner agency during the

development of the application. In rare circumstances an MOU can include multiple signature pages as long as each page includes the name and title of each signing party.

The MOU 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.

All applicants must develop new MOUs that reflect the continuation of project activities and include current dates and signatures from all relevant project partners (**See previous list of required internal and external partnerships on page 11**).

**Letters of support may not be submitted in lieu of the IMOU or EMOU. The absence of either the IMOU or EMOU will eliminate the applicant from further consideration.**

**Internal Memorandum of Understanding (IMOU) (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 of the Campus Program goals for a comprehensive program;
- Provide a brief description of the confidentiality limitations and requirements of all partners and include a statement that each partner understands the limits of disclosure of personally identifying information under the Violence Against Women Act;

- Address how privacy and informed consent will be utilized in the project to ensure that victim confidentiality is maintained to the extent possible by law;
- 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 sexual assault, domestic violence, dating violence and stalking.

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, and Dean of Students).

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 (e.g., president, chancellor, or provost).

#### External Memorandum of Understanding (EMOU) (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 as outlined on page 11. 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 victim services organization, the criminal justice or civil legal agency, and other community organizations (see page 11).

Institutions should note that if an application focuses mainly on a specific population, issue or crime, their partnering organization should also demonstrate expertise in addressing 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 while addressing all of the Campus Program goals for a comprehensive program;
- Demonstrate a commitment on the part of all project partners to work together to achieve stated project goals;
- Provide a description of the confidentiality limitations and requirements of all partners and include a statement that each partner understands the limits of disclosure of personally identifying information under the Violence Against Women Act;
- Address how privacy and informed consent will be utilized in the project to ensure that victim confidentiality is maintained to the extent possible by law;
- 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); and
- Identify a mechanism for reimbursement that has been clearly communicated and agreed upon by all participating institutions.

## 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.

### Disclosures Related to Executive Compensation

Any applicant that is a nonprofit organization that uses the Internal Revenue Service's three-step safe-harbor procedure for establishing a rebuttable presumption that its executives' compensation is reasonable, must provide the following: (1) a brief description of the process used for determining the compensation of its officers, directors, trustees, and key employees, including the independent persons involved in reviewing and approving such compensation (in lieu of a description, an applicant may submit its written compensation policy); (2) the comparability data used in establishing executive compensation; and (3) contemporaneous substantiation of the deliberation and decision regarding executive compensation. This third element can usually be addressed by submitting minutes from board meetings where compensation was considered and approved.

Applicants that want to learn about best practices for establishing compensation for their executives and the IRS's safe-harbor procedures can find more information through the National Council of Nonprofits, <http://www.councilofnonprofits.org/nonprofit-executive-compensation-policy>.

### Confidentiality Notice Form

All applicants are required to acknowledge that they have received notice that grantees and subgrantees must comply with the confidentiality and privacy requirements of the Violence Against Women Act, as amended. The acknowledgement form is available on the OVW website at <http://www.ovw.usdoj.gov/docs/conf-acknowledgement.pdf> and must be signed by the authorized representative and uploaded to the application on Grants.gov.

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



Applicants must complete the SF-424 online. In block 7 (Type of Applicant), please do not select "other." Please pay careful attention to the amount of Federal funding requested in box 15 of this form. This amount must match the amount of Federal funding requested in the budget section of the application package. Only include values in box 16 ("Recipient") if the program solicitation requires a match. The individual who is listed in box 18 must be the AOR for the applicant agency. The AOR is an individual who has the authority to apply for and accept grant awards on behalf of the organization or jurisdiction.

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

Please carefully review the assurances and certification forms online. These forms will be completed online at a later time during the application process. All applicants must complete the *Disclosure of Lobbying Activities* (SF-LLL) form. Applicants that expend any funds for lobbying activities must provide the detailed information requested on the form. Applicants that do not expend any funds for lobbying activities should enter "N/A" in the required highlighted fields.

### **Letter of Nonsupplanting**

Applicants must submit a letter to OVW's Director, signed by the AOR, 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](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 applicants' 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](mailto:OVW.GFMD@usdoj.gov) or 1-888-514-8556 immediately after the organization is notified of their award to coordinate training.

### **Financial Capability Questionnaire (if applicable)**

All nonprofit, nongovernmental organizations that apply for funding from OVW and have not previously (or within the last three years) received funding from OVW or OJP must complete a Financial Capability Questionnaire, and submit it online. Additionally, the applicant may be required to submit their current year's audit report at a later time. The form can be found at [http://www.ojp.gov/funding/forms/financial\\_capability.pdf](http://www.ojp.gov/funding/forms/financial_capability.pdf).

#### **Indirect Cost Rate Agreement (if applicable)**

Indirect costs are not allowed for the Campus grant program.

#### **Single Point of Contact Review**

Executive Order 12372 requires applicants from state and local units of government or other organizations providing services within a state to submit a copy of the application to the [state Single Point of Contact \(SPOC\)](#) if one exists and if the state has selected this program for review. Applicants must contact their state SPOCs to determine whether their programs have been selected for state review. The applicant should enter the date that the application was sent to the SPOC or the reason such submission is not required in Block 3 of the Overview section of the GMS application.

## **Selection Criteria**

Applications will be subject to a peer review and a programmatic review. 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.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the OVW Director, who also may give consideration to factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding when making awards. All award decisions are final and not subject to appeal.

#### **Peer Review**

OVW will subject all applications to a peer 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.

#### **Programmatic Review**

All applications that are considered for funding will be subject to a programmatic review. The programmatic review consists of assessing for scope, activities that compromise victim safety and, if applicable, past performance. OVW reserves the right to deduct points for applications that propose the following:

- Activities that compromise victim safety and recovery (Up to 10 points.)
- Out-of-scope activities (Up to 10 points)
- Past performance review (Up to 30 points)

An application that 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 will not be considered for funding.

As a part of the programmatic review process described above, applicants with current or recent (closed within the calendar year) OVW awards and/or cooperative agreements will be reviewed for past performance based on the elements listed below.

- Progress reports submitted by the applicant, in conjunction with monitoring conducted by OVW, demonstrate the effectiveness of the current project, indicating timely progress toward meeting project goals and objectives;
- Demonstration that past activities supported with OVW grant funds have been limited to program purpose areas;
- Adherence to all special conditions of existing grant award(s) from OVW;
- Adherence to programmatic and financial reporting requirements, including timely submission of required reports;
- Completion of close-out of prior awards in a timely manner;
- Appropriate utilization and active participation in OVW-sponsored workshops and other technical assistance events as required by a special condition of the current or recent award;
- Receipt of financial clearances on all current or recent grants from OVW;
- Timely resolution of issues identified in any audit or on-site financial or programmatic monitoring visit;
- Adherence to the Office of Management and Budget single-audit requirement; and
- Timely expenditure of grant funds.

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

### **Compliance with OVW Financial Requirements**

Each OVW grantee agrees to follow the financial and administrative requirements in the OVW Financial Grants Management Guide at <http://www.ovw.usdoj.gov/docs/ovw-fgmg.pdf> as a condition of receiving grant funding. If OVW determines that a current grantee has violated any of the requirements of the Guide, the grantee may be denied continuation funding.

### **High Risk Grantees**

Based on DOJ's assessment of each grantee with regard to current or previous funding, unresolved audit issues, delinquent programmatic and fiscal reporting, and prior performance, a grantee may be designated "high risk." Awards to high-risk grantees may carry special conditions such as increased monitoring and/or prohibitions on drawing funds until certain requirements are met. High-risk grantees with substantial or persistent performance or compliance issues, long-standing open audits, or open criminal investigations will likely not receive an additional OVW award until all issues are resolved.

## **Post-Award Requirements**

### **Violence Against Women Act Non-Discrimination Provision**

The Violence Against Women Reauthorization Act of 2013 added a new civil rights provision that applies to all FY 2014 OVW grants. This provision prohibits OVW grantees from excluding, denying benefits to, or discriminating against any person on the basis of actual or perceived race, color, religion, national origin, sex, gender identity, sexual orientation, or disability in any program or activity funded in whole or in part by OVW. More guidance on this provision will be forth coming and made available on the OVW website. Additional information on the civil rights obligations of OVW funding recipients can be found in the FY 2014 Solicitation Companion Guide under "Civil Rights Compliance."

### **Reporting Requirements**

All OVW grantees receiving awards are required to submit a semi-annual progress report and quarterly Federal Financial Reports. Appropriate forms will be provided to all applicants selected for an award.

### **Information for All Federal Award Grantees**

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 FY 2014 Solicitation Companion Guide at <http://www.ovw.usdoj.gov/grantees.html#s1>

- Civil Rights Compliance
- Funding to Faith-Based Organizations
- Confidentiality and Privacy Protections
- Research and the Protection of Human Subjects (if applicable)
- Anti-Lobbying Act
- Reporting Requirements
- National Environmental Policy Act (NEPA) (if applicable)
- DOJ Information Technology Standards (if applicable)
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Reporting Fraud, Waste, Error, and Abuse
- 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 SAM 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. OVW will not contact applicants for missing items. Additionally, if an applicant plans to submit an application under any other OVW grant program this fiscal year, please ensure that only documents pertinent to this solicitation are included with this application. OVW will not redirect documents that are inadvertently submitted with the wrong application (e.g. a Legal Assistance for Victims Certification Letter submitted with a Transitional Housing Program Application).

<b>Application Document</b>	<b>Date Completed</b>
<b>1. Letter of Registration</b>	
<b>2. Summary of Current OVW Projects, If Applicable</b>	
<b>3. Summary Data Sheet</b>	
<b>4. Project Narrative</b>	
<b>Purpose of the Application</b>	
<b>What Will Be Done</b>	
<b>Who Will Implement</b>	
<b>5. Proposal Abstract</b>	
<b>6. Budget Detail Worksheet and Narrative</b>	
<b>7. Memoranda Of Understanding: IMOU and EMOU</b>	
<b>8. Application for Federal Assistance: SF 424</b>	
<b>9. Standard Assurances and Certifications</b>	
<b>10. Disclosures Related to Executive Compensation</b>	
<b>11. Confidentiality Notice Form</b>	
<b>12. Letter of Nonsupplanting</b>	
<b>13. Financial Accounting Practices</b>	
<b>14. Financial Capability Questionnaire (nonprofits only)</b>	
<b>15. Letter of Certification of Eligibility</b>	
<b>16. Certification Letter of Intent to Implement the Statutory Minimum Requirements</b>	

Do not submit documents in addition to those specified in this solicitation. Please note that any materials submitted as part of an application may be released pursuant to a request under the Freedom of Information Act.

# **APPENDIX A**

## **Budget Guidance & Sample Budget Detail Worksheet**

## Budget Guidance

*Cost guidance for selected items is provided below to assist applicants in preparing the budget detail worksheet. In developing your budget detail worksheet please refer to the OVW Financial Grants Management Guide at <http://www.ovw.usdoj.gov/docs/ovw-fgmg.pdf>.*

### Consultants/Contracts

Compensation for services by an individual consultant should be reasonable and consistent with that paid for similar services in the marketplace. Applicants should consider the type of services provided and the experience and expertise of the individual consultant when deciding if a consultant's rate is reasonable. Applicants are strongly discouraged from requesting consultant rates in excess of \$650 per day. Please note that this does not mean that the rate can or should be as high as \$650 for all consultants. If a project is ultimately selected for funding with a budget allocating more than \$650 per day to a consultant, the applicant must provide additional information to OVW for review and approval before consultant costs are incurred.

Applicants should also include all costs associated with consultants/contracts in the "Consultants/Contracts" category, including travel-related costs. These costs should not be reflected in the Personnel or Travel categories.

Applicants should follow the same established procurement policies with Federal funds as they would with non-federal funds. All procurement transactions should be awarded in a manner that provides maximum open, free and fair competition, and must follow 28 C.F.R. §66.36 (if a State or local government) and 28 C.F.R. §§ 70.40-70.49 (if a nonprofit, or an institution of higher education). All sole-source procurements (those not awarded competitively) in excess of \$100,000 require prior approval from OVW. This applies to procurements of goods and services, but not to compensation for MOU project partners for time spent working on program objectives.

### Rent

Rental costs are generally allowable under OVW programs. Applicants should list square footage and cost per square foot in the budget. The amount must be based on the space that will be allocated to implement the OVW project, not the costs of the entire rental space. **Rental costs are not allowable for property owned by the applicant or if the applicant has a financial interest in the property.** In this case only the costs of ownership, including maintenance costs, insurance, depreciation, utilities, etc., are allowable costs. The applicant must indicate in the budget narrative whether or not they own the space that will be rented.

### Audit Costs

Costs for audits not required or performed in accordance with the Office of Management and Budget (OMB) Circular A-133 are unallowable. If the applicant agency did not expend \$500,000 or more in federal funds during the organization's fiscal year, the cost of any audit performed may not be charged to the grant.

### Indirect Costs

Applicants that have current, federally-approved, indirect cost rates may seek to claim indirect costs and must submit a copy of their current Federally-approved indirect cost rate agreement with the application. Applicants may choose to waive indirect costs.



#### Purchase and/or Lease of Vehicles

The purchase and/or lease of vehicles are prohibited under most OVW grant programs, although some programs allow for purchasing vehicles on a case-by-case basis. Please refer to the solicitation for which you are applying to determine whether vehicles can be purchased or leased. If requesting a vehicle, a lease/purchase analysis must be submitted with the application.

#### Compensation for Partners

In developing the budget, applicants should 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 domestic violence and/or sexual assault victim services programs and state and tribal domestic violence and/or sexual assault 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, applicants do 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.

#### Non-Federal contributions

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 or Memorandum of Understanding (if required). **Applicants should not include supplemental contributions in the budget, budget narrative, or SF-424.**

Applicants are advised that if they voluntarily decide to provide matching funds through the use of in-kind contributions, and include this information in the budget or budget narrative, the voluntary contributions will become a mandatory requirement under the grant award. Grantees that fail to provide sufficient mandatory matching funds through cash or in-kind contributions during the award period may be required to meet their obligation by making a cash payment to the Office on Violence Against Women in order to close out the grant award.

## Budget Detail Worksheet

**Purpose:** The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

**Please Note: The following budget is an example intended to assist you in preparing your application budget.**

**A. Personnel** – List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
Program Coordinator	\$23,500 x 100% x 3 years	\$ 70,500
Investigator	\$45,000 x 100% x 3 years	\$135,000
Administrative Assistant	\$10/hr. x 20 hrs/month x 36 months	\$ 7,200

The Program Coordinator will coordinate the tribe's Tribal Governments Program project by organizing regular coordinating council meetings between all partner organizations, ensuring compliance with program requirements, and serving as the central point of contact for all project activities.

The Investigator is an investigator with the tribal law enforcement agency. She/he will dedicate 100% of their time to investigating cases of domestic violence, sexual assault, dating violence and stalking that occur on tribal lands.

The Administrative Assistant for the project will be a part-time employee. She/he will be compensated at a rate of \$10/hour. The designated time spent on the project will be 20 hours each month providing administrative and clerical support to the staff of the Victim Services Program.

**TOTAL PERSONNEL:     \$ 212,700**

**B. Fringe Benefits** – Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Worker's Compensation, and Unemployment Compensation.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
Program Coordinator		
Employer's FICA	\$70,500 x 7.65%	\$ 5,393
Health Insurance	\$70,500 x 6.12%	\$ 4,315

Worker's Compensation	\$70,500 x 1.00%	\$ 705
Unemployment Compensation	\$70,500 x 0.50%	\$ 353
Investigator		
Employer's FICA	\$135,000 x 7.65%	\$10,328
Health Insurance	\$135,000 x 6.12%	\$ 8,262
Worker's Compensation	\$135,000 x 1.00%	\$ 1,350
Unemployment Compensation	\$135,000 x 0.50%	\$ 675
Administrative Assistant		
Employer's FICA	\$ 7,200 x 7.65%	\$ 551
Health Insurance	\$ 7,200 x 6.12%	\$ 441
Worker's Compensation	\$ 7,200 x 1.00%	\$ 72
Unemployment Compensation	\$ 7,200 x 0.50%	\$ 36
<b>TOTAL FRINGE BENEFITS:</b>		<b>\$ 32,481</b>

**TOTAL PERSONNEL AND FRINGE BENEFITS: \$ 245,181**

The tribe is requesting fringe benefits for the Program Coordinator, the Investigator, and the Administrative Assistant.

**C. Travel** – Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X per diem). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit costs involved. Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

<u>Purpose of Travel</u>	<u>Location</u>	<u>Item</u>	<u>Computation</u>	<u>Cost</u>
OVW-Mandated	TBD	Airfare	\$500 (avg.) x 3 people x 4 trips	\$ 6,000
Training and		Lodging	\$100 (avg.) x 3 nights x 3 people x	\$ 3,600
Technical			4 trips	
Assistance		Per diem	\$ 50 (avg.) x 4 days x 3 people x 4	\$ 2,400
			trips	

\$12,000 of the required \$20,000 in OVW mandated technical assistance and training funds has been allocated to cover the cost of travel for staff of the tribe in accordance with program guidelines. The remaining amount of \$8,000 has been allocated for partner travel and can be found in Section G of this form. The sites of the training sessions are unknown at this time. Travel estimates are based upon the tribe's formal written travel policy.

**TOTAL TRAVEL: \$ 12,000**

**D. Equipment** – List non-expendable items that are to be purchased. (Note: Organization’s own capitalization policy for classification of equipment should be used.) Expendable items should be included in the “Supplies” category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the “Contractual” category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
(2) Video Cameras	\$750/camera x 2 cameras	\$ 1,500

The video cameras will be used during the interviews of alleged offenders, as well as to record witness testimony in preparation for trial in cases of domestic violence, dating violence, sexual assault, and stalking.

**TOTAL EQUIPMENT: \$ 1,500**

**E. Supplies** – List items by type (office supplies, postage, training materials, copying paper, and other expendable items such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

<u>Supply Items</u>	<u>Computation</u>	<u>Cost</u>
Office Supplies (paper, printer, toner, pens, etc.)	\$150/month x 36 months	\$5,400
Postage	\$ 50/month x 36 months	\$1,800
75 Victim Assistance Kits	\$ 25/kit x 75 kits	\$1,875

Office supplies and postage are needed for the general operation of the program. The Victim Assistance Kits will be provided to victims of domestic violence, dating violence, sexual assault, and stalking who seek assistance from the program. The kits contain toiletries and other necessities. The estimated cost is based on previous kit prices from other programs. We estimate that at least 75 kits will be needed.

**TOTAL SUPPLIES: \$ 9,075**

**F. Construction** – As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Consult with the program office before budgeting funds in this category.

<u>Purpose</u>	<u>Description of Work</u>	<u>Cost</u>
<b>TOTAL CONSTRUCTION:</b>		<b>\$ 0</b>

**G. Consultants/Contracts** – Indicate whether applicant’s formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$650 per day or \$81.25 per hour require additional justification and prior approval from the Office on Violence Against Women.

<u>Name of Consultant</u>	<u>Service Provided</u>	<u>Computation</u>	<u>Cost</u>
Consultant /Trainer	Sexual Assault Training	\$650/day x 3 days	\$ 1,950
Part-Time Prosecutor	Prosecution	\$50/hr. x 20 hrs./month x 36 months	\$ 36,000

A Consultant/Trainer will provide a three day on-site training on sexual assault and related issues to tribal leaders, law enforcement, prosecution, court personnel, and medical and social services personnel. The training will focus on the challenges of providing support and advocacy services to Indian victims of sexual assault, dating violence, and elder abuse.

The tribe will hire a Part-Time Prosecutor. The Part-Time Prosecutor will be compensated at an hourly rate of \$50/hour. The Part-Time Prosecutor will spend 20 hours each month prosecuting crimes related to domestic violence, dating violence, sexual assault, and stalking.

**Subtotal Consultant Fees: \$ 37,950**

Consultant Travel: List all expenses to be paid from the grant to the individual consultant in addition to their fees (i.e., travel, meals, lodging etc.).

<u>Purpose of Travel</u>	<u>Location</u>	<u>Item</u>	<u>Computation</u>	<u>Cost</u>
OVW-Mandated Training and Technical Assistance	TBD	Airfare	\$550 (avg.) x 2 people x 4 trips	\$ 4,400
		Lodging	\$100 (avg.) x 3 nights x2 people x 4 trips	\$ 2,400
		Per diem	\$ 50 (avg.) x 3 days x 2 people x 4 trips	\$ 1,200
			<b>Subtotal OVW-Mandated Training:</b>	<b><u>\$ 8,000</u></b>
Delivery of Sexual Assault Training	Tribe's Reservation	Airfare	\$500 (avg.) x 1 person x 1 trip	\$ 500
		Lodging	\$ 50 (avg.)/night x 2 nights	\$ 100
		Per diem	\$ 35 (avg.)/day x 3 days	\$ 105
			<b>Subtotal Sexual Assault Training:</b>	<b><u>\$ 705</u></b>

**Subtotal Consultant Travel: \$ 8,705**

\$8,000 of the required \$20,000 in OVW mandated technical assistance and training funds has been allocated to cover the cost of travel for staff of the tribe in accordance with program guidelines. The sites of the training sessions are unknown at this time.

Funds have also been allocated to pay for the Consultant/Trainer to travel to the reservation to provide sexual assault training.

**Contracts:** Provide a description of the product or services to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
Cell Phone Service	\$ 75/month x 36 months	\$ 2,700
Equipment and Rental Lease	\$300/month x 36 months	\$10,800
<b>Subtotal Contracts:</b>		<b><u>\$ 13,500</u></b>

The Shelter Advocates will share a cellular phone so that they may be contacted 24 hours/day, 7 days a week to provide emergency services and transportation to victims in need.

Equipment to be rented and/or leased includes the copier and printer. The copier and printer costs are allocated based on historical usage

**TOTAL CONTRACTS AND CONSULTANTS:      \$ 60,155**

**H. Other Costs** – List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, and provide a monthly rental cost and how many months to rent.

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
Sexual Assault Training Manual	\$ 25/manual x 25 manuals	\$ 625
Resource Manual	\$ 25/manual x 75 manuals	\$ 1,875
Crisis Hotline	\$ 75/month x 36 months	\$ 2,700
Brochures	\$ .25/brochure x 1,000 copies x 2 Titles	\$ 500
Rent	\$1.50/sq. foot x 1,000 sq. feet x 36 months	\$54,000
Utilities	\$200/month x 36 months	\$ 7,200
Housing Assistance	\$500/family x 12 families/year x 3 years	\$18,000

The Sexual Assault Training manuals will be purchased from the Sexual Assault Resource Center and will be used in conjunction with the on-site training that will be provided by the Consultant/Trainer.

The Project Coordinator will develop and produce a Resource Manual for services both on and off the Reservation for victims of domestic violence, sexual assault, dating violence, and stalking. Copies of the manual will be provided to all units of Tribal government and to victim services and social services agencies in the local community.

Many victims in the more geographically remote areas of the Reservation do not have long distance service, and it is a long distance call for most of them to reach the program office. The project will continue to operate an 800 hotline for victims. It will be staffed by volunteers on a daily basis.

The program has previously developed brochures explaining the dynamics of domestic violence and sexual assault and detailing the services offered by the program. Additional copies of the brochures need to be reproduced. Based on previous distribution patterns, it is anticipated that the program will distribute 1,000 copies of each brochure during the 36 month grant period.

The Victim Services Program rents a safe house that is located off-reservation in the local community. The house is used to provide temporary housing to victims of domestic violence and their minor children who are in need of a safe place to stay after fleeing an abusive situation. The rent is consistent with the fair market rate for similar properties in the local community.

The cost of utilities (i.e., gas, electric, and water service) averages \$200/month. The services are necessary to ensure that the house is suitable for occupancy.

Funds have been budgeted to provide transitional housing assistance to at least one victim of domestic violence, dating violence, sexual assault or stalking each month. Each victim and her dependents will receive up to \$500 to assist with rent and utility payments or security deposits.

**TOTAL OTHER COSTS: \$ 84,900**

**I. Indirect Costs** – Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval (a fully executed, negotiated agreement) must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
13.25% of Direct Salaries (Excluding Fringe Benefits)	\$212,700 x 13.25%	\$28,183

**TOTAL INDIRECT COSTS: \$ 28,183**

The Indirect Cost Rate Agreement was approved by the Department of the Interior, the applicant's cognizant Federal agency on January 1, 2013. (A copy of the fully executed, negotiated agreement is attached).

**Budget Summary** – When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal funds requested and the amount of non-Federal funds that will support the project.

<b>Budget Category</b>	<b>Amount</b>
A. Personnel	\$212,700
B. Fringe Benefits	\$ 32,481
C. Travel	\$ 12,000
D. Equipment	\$ 1,500
E. Supplies	\$ 9,075
F. Construction	\$ 0
G. Consultants and Contracts	\$ 60,155
H. Other Costs	\$ 84,900
	<b>Total Direct Costs \$412,811</b>
I. Indirect Costs	\$ 28,183
	<b>TOTAL PROJECT COSTS <u>\$ 440,994</u></b>
Federal Share Requested	\$ 440,994
Non-Federal (Match) Amount	\$ 0



## **APPENDIX B**

### **Sample Letter of Registration**

SAMPLE

# [Applicant Letterhead]

[Date]

Director  
Office on Violence Against Women  
145 N Street NE  
Suite 10W.121  
Washington, DC 20530

Dear Director:

This letter serves to certify that [Insert Applicant Name] is registered and current with the System for Award Management (SAM). [Insert Applicant Name] registered/verified registration on [Insert Verification Date]. The SAM registration for [Insert Applicant Name] will expire on [Insert Expiration Date].

**First Time Grants.gov Users ONLY** - I understand that in order to submit an application for the FY 2014 [Insert Grant Program Name], [Insert Applicant Name] must be registered with Grants.gov. I certify that [Insert Organization Name] began the registration process with Grants.gov on [Insert Registration Date].

**OR**

**Repeat Grants.gov Users ONLY** – I understand that upon application submission in Grants.gov the Authorized Organization Representative (AOR) will receive a minimum of two email messages. One will confirm receipt of the application package. The other will either notify the AOR that the application was successfully submitted, or it will notify the AOR that there was an error with the application submission. In order to successfully receive notifications from Grants.gov, all information listed in Grants.gov must be current and active. [Insert Applicant Name] verified that all information listed in Grants.gov (Name and contact information for the AOR, organization address, etc.) is current and active on [Insert Date].

Sincerely,

[Authorized Organization Representative]

## **APPENDIX C**

### **Disclosures Related to Executive Compensation**

SAMPLE

**Disclosures Related to Executive Compensation**  
**Sample Cover Letter**  
[Applicant Letterhead]  
[Date]

Director  
Office on Violence Against Women  
145 N Street, NE  
Suite 10 W.  
Washington, DC 20530

Dear Director:

The **[Applicant]** is a nonprofit organization that uses the Internal Revenue Service's three-step safe-harbor procedure for establishing a rebuttable presumption that our executives' compensation is reasonable. Therefore, I am submitting the following information to you, as required by the Violence Against Women Reauthorization Act of 2013:

(1) a brief description of the process used for determining the compensation of our officers, directors, trustees, and key employees, including the independent persons involved in reviewing and approving such compensation;

**[or, if relevant]:** (1) a copy of our written policy for determining the compensation of our officers, directors, trustees, and key employees, which includes the independent persons involved in reviewing and approving such compensation;]

(2) the comparability data used in establishing executive compensation; and

(3) contemporaneous substantiation of the deliberation and decision regarding executive compensation.

Sincerely,

**[Applicant's Authorizing Official]**

Attachments

## **APPENDIX D**

### **Physical Modification Guidelines**

SAMPLE

## Physical Modification

To honor the goal of the Campus Grant Program and build the capacity of institutions of higher education to develop comprehensive violence against women programs, OVW requires that funds designated for physical modifications should not exceed 10% of the total award.

As of Fiscal Year 2014, applicants who are proposing to use Campus Grant Program funds for physical modifications must follow the following guidelines outlined in this solicitation.

Under the Campus Grant Program, OVW will consider the following to be physical modifications: blue emergency lights, lighting, communication equipment, etc.

All OVW awards that involve physical modifications must comply with the National Environmental Policy Act (NEPA) (42 USC section 4321 et seq.) and the National Historic Preservation Act (NHPA), and any other applicable environmental statutes or regulations. DOJ has established procedures to implement NEPA at 28 CFR Part 61. Applicable NHPA regulations can be found at 36 CFR Part 800.

For OVW to undertake the necessary review under the NEPA and NHPA, those applicants proposing to use grant funds for any type of physical modifications must include the following information as an attachment to the application:

- A precise description of the proposed modification. The description must include the following information: the location of the facility; the age of the facility; an explanation of the prior and current use of the facility; a complete and detailed description of the planned modifications and the materials to be used; a statement as to whether the proposed modifications will change or materially alter the basic prior use of the building, or its size; a statement as to whether the facility is located on a 100-year floodplain or a wetland; and an explanation of the need for the proposed modifications;
- A letter from the State Historic Preservation Officer (SHPO), or Tribal Historic Preservation Office (THPO) indicating whether the building is listed, or eligible for listing, on the National Registry of Historic Places, and also certifying that no historic building will be affected by the proposed modifications;
- A statement by the applicant that the applicant has notified a representative of the local government with jurisdiction over the area potentially affected by the project, and made such official aware of the option to be consulted during the NHPA process; and
- A statement by the applicant as to whether there are any other known environmental concerns regarding the proposed modifications.

Applicants whose proposals do not include the mentioned above materials will be prohibited from using grant funds to support physical modifications. Please note that applicants should submit to the SHPO the precise location of the facility, the age of the facility and the detailed plans for the modifications, and should allow 30 days for the SHPO to respond as to whether any historic buildings will be affected.

Upon receipt of the information listed above, OVW will make a determination under both the NEPA and the NHPA as to whether further review is required. Specifically, after review of the proposed modifications, OVW will determine whether the NEPA requires completion of an Environmental

Assessment (EA) before proceeding with an award that includes the proposed modifications. At a minimum, proposed modifications that involve new construction, change the basic prior use of a facility or change its size, or that otherwise may affect the environment will require further review and the completion of an EA by the applicant before OVW will be able to make an award.

Additionally, OVW will make any necessary further determination under the NHPA, and will then make that further determination available to the relevant Tribal Historic Preservation Office (THPO) or SHPO, and must allow 30 days for response, as required by the NHPA regulations. Depending on the need for further review under the NHPA or the NEPA, the applicant should be aware that there may be a delay in the ability of OVW to make an award that includes the proposed modifications.

SAMPLE

## **APPENDIX E**

### **GUIDELINES FOR IMPLEMENTING A COMPREHENSIVE SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE AND STALKING PROGRAM**

SAMPLE



## Components of a Comprehensive Program

The ultimate objective of the Campus Program is to help colleges and universities create effective, comprehensive responses to sexual assault, domestic violence, dating violence and stalking. Such an approach includes both prevention and intervention and requires a multi-faceted, coordinated effort that engages key stakeholders from the surrounding community and throughout the campus, including students, faculty, staff, and administrators. A successful prevention and intervention strategy is informed by research and promising practices, and effectively communicates to the entire campus body that sexual assault, domestic violence, dating violence and stalking will not be tolerated.

To meet this objective, we have identified three program goals, followed by core elements needed to help campuses progress toward the successful implementation of their grant funded project.

### **GOAL #1: Broad Campus and Community Engagement**

An effective comprehensive strategy requires buy-in and participation from key stakeholders from the community and throughout the campus. Research and practice confirm that the broad-based changes needed to effectively respond to sexual assault, domestic violence, dating violence and stalking cannot be accomplished when efforts are confined to one or two entities (e.g., counseling center, a women's center, or law enforcement) acting independently. However, even broad scale efforts are not successful if they are not coordinated or are implemented within isolated silos. As such, the foundation for a comprehensive strategy is the utilization of a Coordinated Community Response Approach.

#### **ELEMENT: A Coordinated Community Response (CCR) Approach**

The CCR Approach ensures a timely, culturally relevant and respectful response to sexual assault, domestic violence, dating violence and stalking committed on or off campus.

Implementing such an approach requires establishing a coordinated community response team.

This team coordinates all prevention and intervention efforts; facilitates communication between key campus departments and community partners; ensures messages across efforts are consistent and reinforced; and ensures the system's response to victims is seamless, consistent, and supportive. Without shared oversight and inter-agency/office/department cooperation, responses to victims can be inconsistent, unnecessarily duplicative, and insensitive; and prevention efforts can be contradictory, exclusive and ineffective. An effective CCR team requires representation from key-stakeholders across campus and the community, including, those who:

- (1) directly respond to these crimes (e.g., law enforcement officers, judicial officers, counseling center staff, prevention office staff, community based victim service providers and advocacy program staff, civil/legal agency staff, etc.);
- (2) set campus norms, policies and practices (e.g., student leaders, administrators, faculty and staff); and,
- (3) represent groups who have been historically marginalized and/or excluded (e.g., LGBTQ individuals, communities of color, international students, individuals with disabilities, etc.).

The partners of the CCR team should meet on a regular basis, and participation on the CCR Team should be integrated into the job responsibilities of key campus positions.

The roles of the CCR team include (but are not limited to):

- Engaging key partners (from on and off campus) to develop and oversee all aspects of the campus response to sexual assault, domestic violence, dating violence and stalking.

- Developing, implementing, reviewing, and revising protocols, policies, and procedures for addressing these crimes.
- Prioritizing policy development and systems change as goals to institutionalize efforts to effectively address sexual assault, domestic violence, dating violence and stalking.
- Ensuring all prevention and intervention efforts are consistent and cross-reinforcing.
- Assessing and improving strategies, policies and procedures developed and correcting any aspects that proves ineffective. Regular assessment and evaluation of efforts are critical.
- Involving community partners on an ongoing basis (e.g. state, tribal or territorial domestic violence and/or sexual assault coalition) in program planning, policy, training, curriculum development and event sponsorship.
- Coordinating opportunities for cross-training to improve the CCR team's knowledge in responding to these crimes.
- Ensuring both prevention and intervention strategies are culturally relevant and inclusive of historically marginalized or under-represented groups.
- Developing and overseeing a communications strategy that maximizes engagement with the campus community across different departments, offices, and organizations.

Minimum requirement of goal #1

At a minimum, grantees must establish a coordinated community response team. The partners of the CCR team should meet on a regular basis to implement campus-wide prevention efforts, develop, review, and revise protocols, policies, and procedures for addressing sexual assault, domestic violence, dating violence and stalking and conduct strength and gaps analysis to assess systemic change. The goals of ongoing meetings should be to: (1) build and maintain a broad campus engagement and (2) develop and oversee comprehensive, timely, culturally appropriate, sensitive responses that respects victim's needs and holds offenders accountable.

The CCR consists of both:

- (a) partnerships with specific community based organizations that are not affiliated with the college or university as outlined in the External Partnerships section below, and
- (b) partnerships between departments, offices, and entities within the college or university as outlined in the Internal Partnerships section below.

**External Partnerships:** The applicant must establish external partnerships with:

- 1) At least one criminal justice system or civil legal assistance entity or organization such as external law enforcement agencies, prosecutor's offices, civil legal assistance providers, court or law enforcement-based victim services units, or courts. Note: An applicant with campus law enforcement or campus security must still partner with a criminal justice agency or civil legal organization from the jurisdiction in which the campus is located;

**AND**

- 2) One local nonprofit, nongovernmental victim services organization within the community where the institution is located that 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 has a demonstrated history of effective work in this field;
  - Addresses demonstrated needs 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 violence; and

- 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 (e.g., police departments or district or city attorneys' offices) with employees working as victim advocates 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).

**Please Note:** Applicants that fail to include the partners mentioned above in the External Memorandum of Understanding will not be considered for funding.

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

- The institution of higher education's president or designee;
- Student Affairs Administrator;
- Title IX Coordinators;
- Clergy Act Compliance Officers and Campus Security Authorities;
- Campus-based victim service providers, if applicable;
- Campus law enforcement or department of public safety personnel;
- Campus housing authorities, if applicable;
- Campus disciplinary boards, judicial boards, and/or hearing officers; and
- Representatives from faculty, staff, and administrators.

**Please Note:** Applicants that fail to include the partners mentioned above in the Internal Memorandum of Understanding will receive point deductions during the review process.

Additional partners may also include departments/offices/organizations representing research and/or evaluation, students, especially victims/survivors of sexual assault, domestic violence, dating violence or stalking, clergy, diverse or underserved student populations, the athletic department, sororities and fraternities, student health centers, library administrators, the governing board and student government.

## **GOAL #2: The Reduction of Sexual Assault, Domestic Violence, Dating Violence and Stalking**

While the prevention and education activities of the Campus Program include elements of awareness building and information dissemination, the ultimate goal of prevention and education is to reduce the number of students who are victimized by sexual assault, domestic violence, dating violence and stalking. Therefore, prevention and education programming should reflect multi-tiered prevention approaches including primary prevention strategies, in addition to, education and awareness efforts. Research and practice indicates that effective prevention efforts must include more than one-time programming and awareness events. They must be consistent, comprehensive and ongoing. Strategies should include:

- Conducting prevention and education efforts across the campus (e.g., students, staff, faculty and administrators)
- Determining the amount of programming and content offered
- Assessing audience readiness for content
- Providing repeated exposure to programming and

- Creating developmentally and culturally appropriate content and programming.

While creating a strategic plan for prevention, it is critical that the CCR Team ensures campaigns and educational content are: (1) coordinated; (2) complementary, not contradictory; and (3) mindful of the readiness of the intended audience. As the CCR Team develops its comprehensive prevention strategy, campuses should focus on the following three necessary elements in their prevention and education programs:

**ELEMENT #1: Ensure that all incoming students receive information about campus policies and campus and community resources**

It is vital that initial programming for incoming students accomplish three important objectives. First, programming must contain information about policies and resources in a way that is clear and accessible to all students. Second, the information about resources for victims must be presented in a way that works toward overcoming the significant barriers to reporting that have kept these crimes dramatically under-reported. Third, the information must support help-seeking behaviors and be presented in a manner that is inclusive of individuals who have been historically under-represented.

**ELEMENT #2: Ensure prevention strategies are comprehensive and culturally relevant**

Strategies must include universal and targeted approaches and activities that engage a range of campus community members. Prevention activities may include, but are not limited to:

- Social norms campaigns
- Public service announcements
- Training for faculty and staff on recognizing the dynamics of sexual assault, domestic violence, dating violence, and stalking and responding appropriately
- Public education campaigns on identifying and responding to abusive relationships and/or healthy relationships
- Efforts aimed at engaging college-age men as influencers of other young men and as allies with women
- Targeted prevention efforts with Athletic teams, Greek organizations, and other student organizations, etc.
- Peer theatre productions
- Social media campaigns
- Development of student organizations to combat this violence
- Culturally specific approaches to engage underserved and international communities
- Community awareness events, etc.

It is important that the CCR Team notes gaps in engagement and develop course-correction strategies to move toward a critical mass working together to reduce these crimes.

**ELEMENT #3: Include bystander intervention strategies and approaches**

Informed by current research, and in consultation with experts on bystander intervention, campuses should implement educational and training efforts that seek to mobilize the community to action, and equip bystanders to get involved before, during and after a potential act of sexual assault, domestic violence, dating violence and stalking.

Minimum requirements of goal #2

At a minimum, grantees must establish both universal and targeted prevention strategies:

**Universal: 1) implement an ongoing prevention program on sexual assault, domestic violence, dating violence, and stalking for the entire campus community; and 2) implement a bystander intervention program for all students.**

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 skills to intervene with the intent to prevent assaults from occurring. 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 survivors. 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.

Campuses should develop and/or utilize bystander education programs that have well-researched approaches (e.g., Socio-Ecological Model) and/or are evidence-based. A bystander intervention program that incorporates components such as recognizing inappropriate behavior, skill building, requesting a commitment to intervene, and role modeling is highly recommended. Campuses should also consider in the development or utilization of existing programs whether the program's strategies are effective across all demographics (e.g., gender, ethnicity, sexual orientation, etc.) to meet the unique characteristics of each campus. Campuses should think carefully about which agency will house the grant funded project in order to maximize its visibility and accessibility to the larger community (e.g., student affairs vs. law enforcement).

**Targeted: mandatory prevention and education program about sexual assault, domestic violence, dating violence, and stalking for all incoming students.**

Campuses must work in collaboration with campus and community-based victim services organizations to:

- Develop a mandatory prevention and education program for all incoming students about sexual assault, domestic violence, dating violence, and stalking that incorporates information, awareness, and resources including the students' code of conduct; **AND**
- Develop a mechanism to fully account for the participation of each student in the prevention and education program (i.e., student sign-in, card verification, registration restrictions, class credit, etc.). Applicants must provide detailed information on how they will verify that all incoming students (i.e., first year, and transfer) will receive the mandatory trainings.

### **GOAL #3: Effective Intervention**

In addition to the goal of reducing sexual assault, domestic violence, dating violence and stalking, the Campus Program also focuses on ensuring effective interventions for survivors of these crimes. This goal encompasses two prongs: (1) creating and maintaining effective systems for enforcement and accountability and, (2) providing survivor-centered services.

### **ELEMENT #1: Effective Systems for Enforcement and Accountability**

Campuses must implement systems and responses that move the campus towards fair and consistent offender accountability. They should include comprehensive policies and protocols that strengthen security and investigative strategies on and off campus, support appropriate disciplinary actions that hold offenders accountable and enhance the prosecution of these crimes.

Campuses should focus on three necessary elements:

- (1) Developing coordinated and effective policies and procedures that are rooted in research and best practices in the field;
- (2) Implementing specialized training for campus law enforcement officers, first responders, faculty, staff, health care providers, university housing personnel, disciplinary/judicial board members and other campus staff whom victims will turn to for help; and,
- (3) Developing procedures that ensure all campus and community partners are providing consistent, timely responses that meet the needs of victims.

Activities can include but are not limited to:

- Forming sexual assault or domestic/dating violence response teams
- Supporting sexual assault forensic medical exams
- Establishing effective timely warning procedures
- Ensuring fairness for victims and offenders in judicial processes and proceedings
- Reviewing, revising and updating campus judicial policies including the current code of student conduct and institutional sanctions to ensure that the code defines a clear and concise disciplinary process
- Developing uniform and consistent penalties for infractions of the student code of conduct
- Ensuring that all judicial/disciplinary cases are pursued in the same manner, regardless of “who” the victim and/or offender may be
- Increasing awareness of campus accommodations and services available to victims
- Increasing awareness of civil/legal remedies for victims
- Enhancing and establishing confidentiality protocols and information sharing
- Integrating these crimes into emergency management protocols
- Engaging in lethality/danger assessments
- Improving the tracking and enforcement of protective orders
- Creating databases to better track incidents and arrests on campuses
- Coordinating campus response teams (i.e. Sexual Assault Response Team (SART), Behavioral Intervention teams, Crisis Intervention teams and Emergency Management Teams), etc.

### **ELEMENT #2: Survivor Centered Services**

Campuses must tailor their efforts to provide interventions that put the needs of survivors first, and are culturally relevant, flexible, and accessible for all victims of sexual assault, domestic violence, dating violence and stalking. Collaborative referral relationships between campus and community based victim services organizations must ensure accessibility to relevant victim services and advocacy. Services should be offered by partnering with a community victim services organization with expertise in sexual assault, domestic violence, dating violence and stalking, and/or experience developing a campus based victim services and advocacy program. Victim services and advocacy programs must be made available 24 hours a day/7 days a week and should be staffed by individuals trained to respond to these crimes. Please note that having University Counseling Center or Women’s Center services only, or as the primary resource for victims, is not sufficient to meet this requirement unless a wide range of comprehensive victim services is provided by these entities.

Campuses must provide, at minimum, the following array of services:

- **On-Campus Victim Services and Advocacy** should include but is not limited to: victim advocacy services, crisis intervention, community referral services, access to culturally relevant services or referrals, housing advocacy, specific counseling that addresses sexual assault, domestic violence, dating violence and stalking, educational advocacy, accompaniment and advocacy at disciplinary hearings, health/medical care advocacy and accompaniment, etc.
- **Off-Campus Victim Services and Advocacy** should include: 24 hour crisis intervention including shelter services, court accompaniment, access or provide culturally relevant services or referrals, specific counseling that addresses sexual assault, domestic violence, dating violence and stalking, victim compensation, victim advocacy services, legal advocacy, community referrals, health/medical care and advocacy and accompaniment including access to forensic sexual assault medical exams, etc.

### Minimum requirements of goal #3

At a minimum, grantees must provide:

**Ongoing training for all campus law enforcement, security personnel and local or community first responders** including officers from dedicated law enforcement units and dispatchers that specifically respond to campus sexual assault, domestic violence, dating violence, and stalking incidents. 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 and local law enforcement partners and community-based victim advocacy experts. Training should include information about relevant state and federal laws; arrest protocols; information on enforcement of orders of protection; instruction on making primary aggressor determinations; technology-facilitated stalking behaviors; the ways victims respond to trauma; neurobiology of trauma; lethality assessments; tactics of offenders; forensic interviewing techniques; and “non-stranger” sexual assault investigations.

**Ongoing training for all members of campus judicial and/or disciplinary boards, conduct boards and/or hearing officers** on how to respond effectively to violations of the student code of conduct involving 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 organizations with a demonstrated expertise in sexual assault, domestic violence, dating violence, and stalking. This training should reflect current best practices in the field. 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; the ways victims respond to trauma; neurobiology of trauma; tactics of offenders; information on the issue of consent in sexual assault cases; how to judge credibility; drug facilitated sexual assault; and the appropriate range of sanctions.

### **Survivor Centered Services**

Provide holistic victim services by

- Partnering with community victim services providers that has expertise in sexual assault, domestic violence, dating violence or stalking and developing a referral process to ensure accessibility to victim services and advocacy; **AND/OR**
- Developing a campus based victim services and advocacy program that includes advocacy services, crisis intervention, referral to community services, access or provide culturally

relevant services or referrals, university housing advocacy, specific counseling that address sexual assault, domestic violence, dating violence and stalking, educational advocacy, judicial/disciplinary advocacy and accompaniment, health/medical care advocacy and accompaniment, etc. (**Note:** This cannot be developed without also having a partnership with a community-based victim service organization)

**Please Note: All applicants must allocate 20% of grant funding to meet the survivor centered services requirement.**

SAMPLE