

FY 2024 Grants to Reduce Domestic Violence, Dating Violence, Sexual Assault and Stalking on Campus

Pre-Application Information Session

April 30, 2024



U.S. Department of Justice
OVW
Office on Violence Against Women
Working Together to End the Violence

Meet our Team



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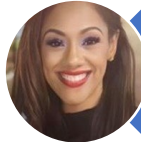
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Agenda

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Before We Begin



Applicants are responsible for reading the solicitation and the companion guide

OVW cannot comment on the quality and details of a proposed project



It is helpful to have the Campus solicitation in front of you for reference



Campus Program Description



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Campus Program

The Grants to Reduce Domestic Violence, Dating Violence, Sexual Assault, and Stalking on Campus Program (Campus Program) encourages a **comprehensive coordinated community approach** that enhances victim safety, provides services and support for victims and supports efforts to hold offenders accountable.

The funding supports activities that develop and strengthen trauma-informed victim services and strategies to **prevent, investigate, and respond to domestic violence, dating violence, sexual assault, and stalking on campus.**



Changes in the Program

➤ **Statutory Minimum Requirements letter**

Failure to provide the statutory minimum requirements letter at the time of application submission will not prevent an application from being considered further.

➤ **Tribal Colleges or Universities (TCU)**

Option to submit either a signed External Memorandum of Understanding (EMOU) or Letters of Commitment (LOC) from each mandatory external partner.



Purpose Areas

The Campus Program has 13 purpose areas.

All applicants must select at least one purpose area.

Note: page 5 of the solicitation.



Purpose Areas Continued

Purpose areas 4, 6, 7, and 13 have additional requirements:

Purpose Area 4 Victim Services

- Must allocate 20% of grant funds for this purpose. Applicants must submit the legal assistance certification if legal services are provided and part of an overall comprehensive coordinated campus and community response that includes proposed activities under the purpose area.

Purpose Area 6 Data Collection and Communication Systems

- May need to get additional approval before purchasing, if funded.

Purpose Area 7 Capitol Improvement

- Will need to go through National Environmental Protection Act approval, if funded.

Purpose Area 13 Restorative Practices

- Must develop and implement restorative practices as defined in section 40002(a) of the Violence Against Women Act of 1994 (34 U.S.C. 12291(a)).



OVW Priority Area

Advance equity and tribal sovereignty as essential components of ending sexual assault, domestic violence, dating violence, and stalking by improving outreach, services, civil and criminal justice responses, prevention, and support for survivors from historically marginalized and underserved communities, particularly those facing disproportionate rates or impacts of violence and multiple barriers to services, justice, and safety.

There are two ways that an applicant can meet this priority.



OVW Priority Area Continued

Two ways that an applicant can meet OVW priority area:

- a) The institution must be designated as an Asian American and Native American Pacific Islander-serving Institution; Native American-serving non-tribal institution; Predominantly Black Institution; Alaska Native Serving Institution; Native Hawaiian-serving Institution; Historically Black College or University (HBCU); Tribal College or University (TCU); or Hispanic Serving Institution (HSI) proposing to develop or enhance prevention and intervention strategies targeting underserved populations.
- b) The applicants support historically marginalized an/or underserved populations in a thoughtful and strategic way by proposing to develop or enhance culturally and linguistically specific prevention and intervention strategies for historically marginalized and/or underserved population(s).



Activities That Compromise Victim Safety and Recovery

OVW does not fund activities that jeopardize victim safety, deter or prevent physical or emotional healing for victims, or allow offenders to escape responsibility for their actions.

Refer to the Solicitation Companion Guide for the list of activities.



Common Compromising Victim Safety Issues Included

Procedures or policies that fail to include conducting safety planning with victims.

Project designs and budgets that fail to account for the accessibility needs of individuals with disabilities, with limited English proficiency, or who are Deaf or hard of hearing.

Failing to develop policies regarding confidentiality of information, informed consent, and mandatory reporting.



Out of Scope Activities

The list of out-of-scope activities can be found on page 8-9 of the solicitation.

To assist with submitting a strong application the items listed will not be supported.

Common Out of Scope Activities in proposals:

Activities primarily focuses on sexual harassment

Trainings, conferences, or materials focused primarily on Title IX

Purchase of anonymous web-based reporting systems (excludes law enforcement incident/report databases).

Applications that propose activities that are deemed to be substantially out-of-scope may receive a deduction in points during the review process or may be eliminated from consideration entirely.



Unallowable Activities/Costs

The list of all unallowable costs can be found on pages 24 - 25 of the solicitation.

Two common unallowable costs are seen in proposals:

- Tuition reimbursement in lieu of salary of project staff.
- Fundraising.



Federal Award Information



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Award Period and Amount

- The grant award period is for 36 months.
- OVW anticipates the award period will start on October 1, 2024, and ends on September 30, 2027.
- Awards will be made for **up to \$400,000** for the entire 36 months.
- OVW has the discretion to make awards for greater or lesser amounts than requested and to negotiate the scope of work and budget with applicants prior to making an award.



Types of Applications

New

Applicants that have never received funding or whose previous funding expired on or before March 31, 2024.

Continuation

Applicants that have an existing or recently closed award (closed after March 31, 2024) under this program.



Overview of Program Requirements

Refer to the full list on pages 10 through 14 of the solicitation

- Must be completed by all applicants funded under this program
- Includes Statutory and other Program Requirements.
- Includes OVW-sponsored Technical Assistance Trainings and a New Grantee Orientation.
- Includes specific staffing requirements



Statutory Program Requirements

Coordinated Community Response

- Create a coordinated community response (CCR) including both organizations external to the institution and relevant divisions of the institution

Mandatory Prevention and Education Program

- Establish a mandatory prevention and education program about sexual assault, domestic violence, dating violence, and stalking for all students

Ongoing Law Enforcement Training

- Provide ongoing training to all campus law enforcement to respond effectively to sexual assault, domestic violence, dating violence, and stalking

Ongoing Resolution Process Training

- Provide ongoing training to all participants in the resolution process, including the campus disciplinary board, Title IX Coordinator's office, and the student conduct office to respond effectively to situations involving sexual assault, domestic violence, dating violence, and stalking.



Other Program Requirements

Campus Program grantees also must comply with the following additional program requirements:

1. Providing confidential victim services and advocacy.
2. Working closely with OVW TA providers throughout the entire project period.
3. Follow the appropriate staffing and other requirements for New and Continuation grantees



Other Program Requirements cont.

New Grantees

- Engage in a one-year planning period.
- Attend a minimum of five trainings and one New Grantee Orientation.
- Support a Project Director at least .75 FTE.

Continuation Grantees

- Participate in New Grantee Orientation and TA Institutes as directed by OVW.
- Implement new activities beyond the statutory and program requirements.
- Support a Project Director at least .50 FTE unless can provide justification that less time won't impede project implementation.

Note: The Project Director must not be a Title IX Coordinator, victim advocate, or confidential advisor and must not be located in or supervised by the Title IX office or any Title IX position.



Eligibility Requirements



Eligible Entities

**Institutions of higher education in the
United States and U.S. territories**



Private Institutions

Public and State Controlled Institutions of
Higher Education

Note: Priority Funding to Hispanic Serving
Institutions, Tribal Colleges and Universities, and
Historically Black Colleges and Universities



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Eligibility Requirements: Certification Letters



*Only applicants proposing to provide legal assistance, must submit the delivery of legal assistance certification with the application submission.

*Failure to provide Certification of Eligibility will disqualify an application from further consideration. The signed certification letter must be uploaded as separate attachments in JustGrants.



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Required Partnerships

At least one domestic violence, dating violence, sexual assault, or stalking victim services provider within the community or tribe where the institution is located.

At least one criminal justice agency, such as local or tribal law enforcement, prosecutor's office, or court.

Failure to include both external partners will remove your application from further consideration.



Key Submission Information



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Registration

Two Step Registration

1. Register with SAM and Grants.gov

2. Register with JustGrants

Refer to page 31 of the solicitation for more information on the registration process.



Submission and Notification Information

Unique Entity Identifier

Federal regulations require that an applicant for federal funding: (1) be registered in SAM before submitting its application; (2) provide a valid Unique Entity Identifier (UEI) in its application; and (3) continue to maintain an active SAM registration

The Unique Entity ID (SAM) is a 12-character alpha-numeric value and once issued, will not change. Entities that are currently registered in SAM.gov already have a Unique Entity ID (SAM) which can be viewed in SAM.gov.

Entities that have previously applied for funding from DOJ must ensure their accounts with SAM, Grants.gov, and JustGrants are active and up to date.



Submission and Notification Information

Two Step Submission Process

1. Grants.gov: Submit SF-424 and the SF-LLL by May 16, 2024, 11:59 PM EST

Note: If you don't submit these two forms by the above deadline, then you won't be able to submit a complete application

2. JustGrants: Submit all remaining application documents by May 21, 2024, at 9:00 PM EST

Note: Remember to review the checklist on page 37-38 to ensure you have submitted all required documents before finalizing your submission.



Having Technical Issues with Submission?

OVW JustGrants Support Desk:
OVW.JustGrantsSupport@usdoj.gov
1-866-655-4482



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Application Components



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Application Components (cont.)

Complete applications contain the following components

- 1 Project Narrative
- 2 Memoranda of Understanding (IMOU and EMOU or LOC)
- 3 Certification of Eligibility
- 4 Certification of Statutory Minimum Requirement
- 5 Budget Detail Worksheet and Narrative
- 6 Delivery of Legal Assistance Certification if applicable



Summary Data Sheet

Quick synopsis of key aspects of the proposal.

Answer each criterion included.

Data is used in the initial review of the application.



Project Narrative

This section contains three components: **Purpose of the Application, What Will Be Done, and Who Will Implement**

This section provides the most details about the need for the project, the community to be served, what activities will be conducted during the award period and the expertise, experience, and roles of key staff and partner agencies.

This section carries a significant point value so attention to detail is critical for this section. This document cannot exceed 20 pages.

Must be double spaced.

Can include charts which can be single spaced, however should not make up most of the narrative portion.



Purpose of the Proposal

Describe the need for the project and help reviewers understand your specific campus community needs.

Common mistakes

Providing too much information

Providing information that is not relevant to the proposed project

Not providing enough information to be responsive to what is being asked.



What Will Be Done

Detailed information that clearly describes the activities and strategies to support your proposed project.

Information should be clear and detailed so that reviewers understand how the proposed activities will meet the needs identified in the purpose section and the program requirements listed in the solicitation.



What Will Be Done - Common Mistakes

Partially answering the criteria listed in the solicitation.

Not including concrete activities and strategies that will be developed and/or implemented to meet the OVW priority areas



Who Will Implement

Identify who are the key individuals, departments, and organizations involved in the proposed project.

Demonstrate that the individuals, departments, and organizations identified have the capacity to address the stated need and can successfully implement the proposed project activities, therefore, providing details on their expertise and experience is critical here.



Budget Detail Worksheet and Budget Narrative

A few quick points before we turn it over to a financial analyst from our Grants Financial Management Division.

Make sure to include:

- The required time for the Project Director
- The required allocation for technical assistance trainings: \$60,000.00
- No more than 20% for Indirect costs: Modified Total Direct Cost
- 20% or more of funding if proposing to develop a victim services program
- No more than 3% for assessment if proposed
- Use the budget format provided in the solicitation



Grants Financial Management Division (GFMD)



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Grants Financial Management Division (2)

Summary Data Sheet (questionnaire)

- Single Audit (threshold and fiscal year)
- IRS three-step safe-harbor procedure
Executive Compensation –
- Sample Disclosure Letter
 - Address all four parts

Pre-Award Risk Assessment (questionnaire)

- Eleven questions; Multiple parts to each question
- **Most Common issues:**
 - Brief list of policies and procedures not provided
 - Budgeted vs. Actual process not provided
 - Record Retention policy not provided
 - Knowledge of rules and regulations



Grants Financial Management Division (3)

Resources

- Training for OVW Applicants:
 - <https://www.justice.gov/ovw/resources-applicants>
- Budget Information and Sample Budget Detail Worksheet:
 - <https://www.justice.gov/ovw/page/file/1107316/download>
- Creating a Budget:
 - <https://www.justice.gov/ovw/video/creating-budget>
- Uniform Guidance - 2 CFR Part 200
 - <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200?toc=1>
- DOJ Financial Guide:
 - <https://www.justice.gov/media/1282146/dl?inline=>
- Program Specific Solicitation:
 - <https://www.justice.gov/ovw/open-solicitations>



Contact Information

OVW GFMD Helpdesk:
1-888-514-8556
OVW.GFMD@usdoj.gov



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Memoranda of Understanding

Applicants must submit two MOUs: an Internal MOU and an External MOU or LOC (TCUs).

- Internal MOU represents the relationship between all campus partners.
- External MOU represents the relationship between the campus(es) and external partners.
- Letters of Commitment (LOC) represents relationships between the campus and the external partners (TCUs only).
- Must represent a commitment to the full length of the project (36 months).
- Cannot be an existing MOU. Must be developed at the time of the proposal.
- Signatures should be continuous and can be on multiple pages.
- Only TCUs can submit Letters of Support in lieu of an EMOU.



Memoranda of Understanding (2)

Internal MOU (IMOU)

Provide
information on
confidentiality
and privilege
restrictions for
each partner

Describe how each
partner would
contribute to the
project

A single document signed by all
campus partners on the project.

Address how privacy
and informed
consent will be used
to ensure victim
confidentiality



Memoranda of Understanding (3)

Must include, at a minimum, both the external victim services organization and criminal justice partner.

External MOU (EMOU)

Provide a description of information sharing, confidentiality and privilege restrictions for each partner

Address how privacy and informed consent will be used.

Describe the resources how each partner would contribute to the project.

Identify a mechanism for reimbursement by all external partners.



Memoranda of Understanding (4)

Common Mistakes MOUs

- There is no page limit for the MOUs so there is no reason to shorten the details required for each criteria.
- Missing signatures, especially the signatures of the required partners. Every person and/or organization listed in the MOU must sign the MOU.
- Submitting outdated or existing MOUs that are not developed based on this project.
- Including a clause that partners may withdraw from the project at any time. This raises concerns about the commitment of the partners to the project.



Tips for Submission



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Tips for Submission (2)

Read the solicitation and submit all required documents.

There is clear link between project strategies and activities that address the areas that you have identified in the Purpose of the Application section.

Use the Application Checklist on pages 37 – 38 of the solicitation.

Allow plenty of time to gather the required information for the application.

Submit your application as far in advance as possible to avoid missing the submission deadline.

Make sure the application is easy to read and follow for all of the reviewers.

Print out the application before submitting it to ensure appropriate formatting and adherence to page limit requirements.

If your name and contact information are listed as the Application Submitter, please monitor your inbox for correspondence from Grants.gov and JustGrants.



Tips for Submission (3)

Just Grants Submission

Grant Package (13780609) **PENDING DRAFT** ⌚ Due February 23, 2023 9:00:00 PM EST Actions

Pre-Award Risk Assessment

Upload

The recommended files to upload are PDF, Microsoft Word and Excel.

Summary Data Sheet

Upload

The recommended files to upload are PDF, Microsoft Word and Excel.

Proposal Narrative

Upload

The recommended files to upload are PDF, Microsoft Word and Excel.

Solicitation Instructions

- > Standard Applicant Information
- ✓ Proposal Abstract
- Proposal Narrative**
- > Budget and Associated Documentation
- MOUs and Other Supportive Documents
- Additional Application Components
- > Disclosure And Assurances
- Other
- Certify and Submit

Participants (3)

- JC Julie Christianson
Entity Administrator
- LF Laura Nash Frisch
Authorized Representative
- JC Julie Christianson

Back Initiate Complete and Submit Review Budget Review Award Package Ready Save Continue



Tips for Submission (4)

Budget Submission

The budget detail worksheet and narrative will be submitted as an attachment

OVW strongly encourages applicants to utilize the budget samples provided on OVW's website for budget submissions.

