

**OVW Fiscal Year 2025**  
**Addressing Domestic Violence, Dating Violence, Sexual Assault, and**  
**Stalking at HSIs, HBCUs, and TCUs Initiative**  
**(Campus Set Aside Initiative)**

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Pre-Application Information Pre-Recorded Session 2025



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# Agenda

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1. Campus Set Aside Initiative
2. Eligibility Requirements
3. Program information
4. Prohibited Activities
5. Key Submission Information

# Before We Begin...

- Applicants are responsible for reading the Notice of Funding Opportunity (NOFO) and the companion guide
- It is helpful to have the Campus Set Aside Initiative NOFO in front of you for reference during this session



# What is the Campus Set Aside Initiative ?

The Campus Set Aside Initiative is a capacity building grant to establish infrastructure and develop a comprehensive domestic violence, dating violence, sexual assault, and stalking program on campus.

This initiative uses set aside funding (34 U.S.C. § 20125) from the OVW Campus Program to support Hispanic Serving Institutions (HSIs), Historically Black Colleges and Universities (HBCUs), and Tribal Colleges and Universities (TCUs).



# Award Period and Amounts

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- The grant award period is for 48 months.
- Begins December 1, 2025 and ends November 30, 2029.
- Awards will be made for up to \$500,000 for the entire 48 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.



# Eligibility Requirements

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# Eligible Entities

- Hispanic Serving Institutions (HSIs)
- Historically Black Colleges and Universities (HBCUs)
- Tribal Colleges and Universities (TCUs)



# Program Eligibility Requirements

\*Certification of  
Eligibility

Certification of Statutory  
Minimum Requirements

Delivery of Legal Assistance  
Certification

\*New Certification- Out-of-Scope Activities

Please note that this is a new requirement for submission for all FY25  
Applicants



# Program Eligibility Requirements, continued

All certification and other eligibility related documents must be current and developed in accordance with this NOFO.

Certifications must take the form of a letter, on letterhead, signed, and dated by the authorized representative (e.g., President, Chancellor, Provost, and/or designee with similar authority).

Each one must be uploaded as a separate attachment under the Additional Application Components section in JustGrants.

Failure to provide required certifications may disqualify an application.



# Type of Application

Applicants may apply for the regular FY 25 Campus Program and the Campus Set Aside Initiative but will not receive an award for both.

Recipients of a Campus Program award from FY 2021 or later are NOT eligible to apply as the lead applicant or as a partner/subrecipient on an FY 2025 proposal. A partner/subrecipient on an FY 2021 or later award is NOT eligible to apply as the lead applicant or as a partner/subrecipient on an FY 2025.



# Program Information

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# Purpose areas

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**All applicants must select at least one purpose area.**

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

Purpose Area 6 Data Collection and Communication Systems: May need to get additional approval before purchasing, if funded.

Purpose Area 7 Capital Improvement: This will need to go through National Environmental Protection Act approval if funded.



# Program Requirements

Attended OVW Sponsored Training and Technical Assistance (TTA)

Collect and report performance indicators

Participate in an assessment or evaluation,



# Program (Statutory) Requirements

Coordinated Community Response

Mandatory Prevention and Education

Ongoing Law Enforcement Training

Ongoing Student Conduct Training

Grantees will be required to engage in an intensive, structured process to build the infrastructure to create a comprehensive program to address domestic violence, dating violence, sexual assault, and stalking on campus



# Required Partnerships

The institution of higher education's president or designee

Student affairs administrators

Clery Act compliance officers and campus security authorities

Campus-based victim service providers, if applicable

Campus law enforcement or public safety personnel

Campus housing authorities, if applicable

Campus disciplinary board members, disciplinary process investigators and adjudicators, and/or hearing officers



# Additional Requirements

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- Provision of comprehensive, confidential victim services advocacy.
- Development of an action plan with concrete activities.
- Support a Project Director who is at least 75 percent of a full-time position
- Completion of the DOJ Grants Financial Management Online Training.



# Prohibited Activities

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# Activities That Compromise Victim Safety and Recovery

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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.



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# Examples of Activities that Compromise Victim Safety

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



# Unallowable Costs

1. Lobbying.
2. Fundraising.
3. Purchase of real property.
4. Physical modifications to buildings, including minor renovations (such as painting or carpeting).
5. Construction.
6. Tuition reimbursement in lieu of salary for project staff.



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# Out -Of-Scope

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- Research projects
- Promoting or facilitating the violation of federal immigration law.
- Inculcating or promoting gender ideology
- Promoting or facilitating discriminatory programs or ideology
- Activities that frame domestic violence or sexual assault as systemic social justice issues
- Generic community engagement or economic development
- Programs that discourage collaboration with law enforcement
- Awareness campaigns or media that do not lead to tangible improvements in prevention
- Excessive funding for fees
- Any activity or program that unlawfully violates an Executive Order.

All Applicants will need to certify to comply with these prior to award.



# Key Submission Information

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## Unique Entity Identifier

# Registration Process

### Unique Entity Identifier (UEI) and System for Award Management (SAM)

Entities applying for the first time for federal funding must complete a multi-step registration process. Applicants must register with the systems listed below to successfully apply.

1. SAM. Registration with SAM includes receiving a UEI.

Average registration completion time – 2-3 weeks

2. Grants.gov

Average registration completion time – 1 week

3. JustGrants - Registration with SAM and Grants.gov must be completed before an applicant can register with JustGrants.

Average registration completion time – 3 days



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# Submission and Notification

**Step 1. Grants.gov: Submit SF-424 and the SF-LLL **by September 9, 2025 by 11:59 Eastern Time (ET)****

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

**Step 2. JustGrants: Submit all remaining application documents by **Thursday, September 11, 2025 by 8:59 PM Eastern Time (ET)****

Remember to review the checklist on page 28 to ensure you have submitted all required documents before finalizing your submission.

Applicants should closely monitor their email and JustGrants accounts for any notifications from Grants.gov or JustGrants about a possible failed submission. The user who is authorized to submit applications on behalf of the organization is the one who will receive these notifications.



# Summary Data Sheet

Quick synopsis of key aspects of the proposal.

Answer each criteria included.

Data is used in the initial review of the application.

More information is on pages 17 of the NOFO



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# Memorandum of Understanding

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Applicants must submit an Internal Memorandum of Understanding (IMOU)

- IMOU represents the relationship between all campus partners.
- Must represent a commitment to the full length of the project (48 months)
- Cannot be an existing IMOU. Must be developed at the time of the proposal.
- Signatures should be continuous and can be on multiple pages.
- OVW will accept electronic signatures.



# Proposal Narrative

## Purpose of the Proposal

## Who Will Implement the Proposal



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# Proposal Narrative Requirements

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## Formatting and Technical Requirements

Applications must follow the requirements below for all documents attached to the application, unless otherwise noted.

1. Double-spaced (charts may be single-spaced).
2. 8½ x 11-inch pages.
3. One-inch margins.



# Proposed Narrative Requirements, continued

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4. Type no smaller than 12 point, Times New Roman (TNR) or Arial font, except for footnotes, which may be in 10-point font.
5. Page numbers.
6. No more than 15 pages for the Proposal Narrative.
7. Documents in the following formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt).
8. Headings and sub-headings that correspond to the sections identified in this section of the NOFO.



# Budget Detail Worksheet and Budget Narrative

Make sure to include:

- Support for at least .75 full-time equivalent for the Project Director
- The required funding allocation for technical assistance trainings
- No more than 20% for Indirect Costs: Modified Total Direct Cost
- Set aside \$40,000 to compensate at least one victim service provider within the community or tribe where the institution is located.
- If the institution anticipates a need to develop a campus-based victim services program, then it should allocate 20% or more of grant funds to support the provision of direct victim services.



# Grants Financial Management Division (GFMD)

- Data Requested with Application (survey)
- 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
- This is now a survey that must be completed in JustGrants.
- 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



# Financial Resources

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- Training for OVW Applicants  
<https://www.justice.gov/ovw/resources-applicants>
- Uniform Guidance - 2 CFR Part 200  
<https://www.ecfr.gov/cgi-bin/text-idx?node=2:1.1.2.2.1>
- DOJ Financial Guide  
<https://www.justice.gov/ovw/page/file/1298396/download>
- Program Specific Solicitation  
<https://www.justice.gov/ovw/open-solicitations>



# Having Technical Issues with Submission?

OVW JustGrants Support Desk: [OVW.JustGrantsSupport@usdoj.gov](mailto:OVW.JustGrantsSupport@usdoj.gov)

1-866-655-4482



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## Contact Information

OVW GFMD Helpdesk:  
1-888-514-8556  
[OVW.GFMD@usdoj.gov](mailto:OVW.GFMD@usdoj.gov)



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# Contact Us

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- Questions related to the budget or financial aspects of the Campus Set Aside Initiative NOFO contact  
[OVW.GFMD@usdoj.gov](mailto:OVW.GFMD@usdoj.gov)
- Questions about the Campus Set Aside Initiative, contact  
[ovw.campusinitiative@usdoj.gov](mailto:ovw.campusinitiative@usdoj.gov)



# Reminders: Deadlines and Registration

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- Register with SAM, Grants.gov, and JustGrants by **August 19, 2025**
- Applications are due by:
- Grants.gov – **Tuesday, September 9, 2025 by 11:59 PM (ET)**
  
- JustGrants - **Thursday, September 11, 2025 by 08:59 PM (ET)**



# THANK YOU FOR JOINING

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