

**FY 2025 Addressing Domestic Violence, Dating Violence, Sexual Assault and Stalking at Hispanic-Serving Institutions (HSI) , Historically Black Colleges and Universities (HBCU) and Tribal Colleges and Universities (TCUs)
(Campus Set Aside Initiative)
Transcript**

Yolanda Rivera-Quintanilla: Hello and Welcome we are excited you have joined to listen to the pre-recorded session today to provide information and tips on application submissions for the Campus Set Aside Initiative

My name is Yolanda Rivera-Quintanilla and I am a Grant Management Specialist and member of the OVW Campus Unit.

The purpose of the pre-application information session is to highlight a few key points in the Notice Of Funding Opportunity, however, it is not the intent to go over every aspect. Therefore, the agenda for this session is to cover the Campus Set Aside Initiative, Eligibility Requirements, Program information, Prohibited Activities and Key Submission Information

All applicants are responsible for reading the FY 2025 Campus Set Aside Initiative's Notice of Funding Opportunity (NOFO) and the OVW NOFO Companion Guide to ensure that a complete application is submitted.

While OVW staff cannot comment on the quality of an applicant's proposed project or provide any information outside of what is included in the NOFO during the period that the NOFO is open, the Campus Unit staff is available to respond to questions about the application requirements. Please feel free to send questions to Campus Set Aside Initiative Mailbox at ovw.campusinitiative@usdoj.gov.

This PowerPoint and script, along with a link to this recording, will be available on OVW's website your reference.

Before we get started, you may find it helpful to have the Campus Set Aside Initiative NOFO in front of you as a point of reference during this information session.

The Addressing Domestic Violence, Dating Violence, Sexual Assault, and Stalking at HSIs, HBCUs, and TCUs Initiative (Campus Set Aside Initiative) uses set aside funding from the OVW Campus Program to support Hispanic Serving Institutions (HSIs), Historically Black Colleges and Universities (HBCUs), and Tribal Colleges and Universities (TCUs) in strengthening their institutional response to domestic violence, dating violence, sexual assault, and stalking. The Campus Initiative will support activities focused on building the capacity of these institutions to develop and implement strategies to prevent and address domestic violence, dating violence, sexual assault, and stalking that meets the needs of its students, including effective response protocols and prevention programming.

The grantees will work closely with OVW and technical assistance providers to establish a tailored action plan responsive to the campus needs, student composition, and culture. This inclusive approach ensures that all stakeholders are part of a larger effort to address domestic violence, dating violence, sexual assault, and stalking.

The grant award period is for 48 months, beginning on December 1, 2025 and ending on March 30, 2029. Applicants should submit applications and a budget that reflect this 4-year period.

Awards under this initiative will be made up to \$500,000.

All awards are subject to the availability of appropriated funds or additional requirements that may be imposed by law.

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.

Let's start by reviewing the eligibility requirements!

Let's begin by discussing who is eligible to apply for grant funding?

Eligibility is mentioned on the cover of the NOFO

Eligible entities are Institutions of higher education that are HSIs, HBCUs,

and TCUs.

An institution of higher education is an educational institution in any state that: (1) admits as regular students only persons having a certificate of graduation from a school providing secondary education, or the recognized equivalent of such a certificate; or students who have completed a secondary school education in a home school setting that is treated as a home school or private school under state law; (2) is legally authorized within such state to provide a program of education beyond secondary education; (3) provides an educational program for which the institution awards a bachelor's degree or provides not less than a 2-year program that is acceptable for full credit toward such a degree, or awards a degree that is acceptable for admission to a graduate or professional degree program; (4) is a public or other nonprofit institution; and (5) is accredited by a nationally recognized accrediting agency or association, or if not so accredited, is an institution that has been granted pre-accreditation status by such an agency or association that has been recognized by the Secretary of Education for the granting of pre-accreditation status, and the Secretary of Education has determined that there is satisfactory assurance that the institution will meet the accreditation standards of such an agency or association within a reasonable time.

The term "state" means any of the several states and the District of Columbia, the Commonwealth of Puerto Rico, Guam, American Samoa, the U.S. Virgin Islands, and the Northern Mariana Islands.

All applicants under the Campus Initiative must submit three letters of certification. The letters must be submitted on institution letterhead, signed, and dated by the highest authorizing official (e.g., President, Chancellor, Provost, or a designee with similar authority) for the institution.

Certification of Eligibility - All applicants must certify in writing that they are in compliance with section 485(f) of the Higher Education Act of 1965, as amended, which requires institutions of higher education to collect and report certain types of information about campus crime statistics and campus security policies for their respective campuses. A sample of the Certification of Eligibility letter can be found on the OVW website. If this certification is not submitted with the application, your application will be deemed ineligible for the award and will not be forwarded for further

consideration

Certification of Statutory Minimum Requirements - All applicants must certify that they have knowledge of and are committed to the full implementation of each of the statutory minimum requirements of the Campus Program. A sample Certification of Statutory Minimum Requirements letter can be found on the OVW website.

New Certification. - Of out-of-scope activities. Applicants must attach a letter to OVW's Director, signed by the Authorized Representative, certifying that grant funds will not be used for the out-of-scope activities listed in the NOFO. Please note that this is a new requirement for submission for all FY25 applicants. Instructions are found on pages 23-24 of the NOFO.

Additionally, if an applicant proposes to provide legal services as part of victim services, they will also need to submit a Delivery of Legal Assistance Certification.

All certification letters must be submitted on institution letterhead, signed, and dated by the highest authorizing official (e.g., President, Chancellor, Provost, or a designee with similar authority) for the institution.

Each signed certification letter must be uploaded as a separate attachment in JustGrants.

Failure to provide the required certifications and include incorrect signatures may disqualify an application from further consideration.

Applicants that can apply for this Campus Set Aside Initiative are those that have never received a grant award under the Campus Program or whose most recent Campus Program award was from FY 2020 or an earlier year.

Recipients of a Campus Program award in FY 2021 or a later year are NOT eligible to apply as the lead applicant or as a partner/subrecipient on an FY 2025 application under the Campus Set Aside Initiative.

Applicants may apply for the regular FY 2025 Campus Program and the Campus Set Aside Initiative but will not receive an award under both.

Now we will discuss the programmatic areas of the Campus Initiative.

The Campus Set Aside Initiative has 13 purpose areas. Applicants are required to select one purpose area but can select more than one as it is relevant to the proposed project. We are not going to go over each one, but they can be found on page 10 of the NOFO.

Please note that purpose areas 4, 6, 7, and 13 have additional considerations as you develop your proposal.

If you select purpose area four, then several considerations are needed: If victim advocacy services are a proposed project goal, then 20% of the budget must be allocated to support direct victim services and advocacy.

Purpose areas six and seven cannot make up most of the budget or project activities. Since the goal of the program is to develop comprehensive approaches to these crimes, these purpose areas cannot be the only selected purpose areas.

If your proposal includes items in Purpose area seven, then if awarded, National Environmental Protection Act (NEPA) approval must be granted by OVW prior to the purchase of these items.

Purpose area 13 applicants can only implement restorative practices as defined in of the Violence against Women Act And listed in the NOFO.

If awarded, applicants will be required to engage in the following activities

Participate in OVW-sponsored training and technical assistance (TTA), including a New Grantee Orientation and up to four grantee trainings. Recipients in this program participate in an intensive, structured process with OVW-funded Technical Assistance provider(s) to build the infrastructure to create a comprehensive program to address domestic violence, dating violence, sexual assault, and stalking on campus that is grounded in strategies relevant to their student population.

Collect and report performance indicators. Related tools for each OVW program are available on the VAWA Measuring Effectiveness Initiative webpage.

Participate in an assessment or evaluation, if OVW conducts one that requires recipient involvement.

Applicants that receive funding under this program will be required to engage

Additionally, each grantee shall comply with the following minimum requirements during the grant period:

The grantee shall create a coordinated community response including both organizations external to the institution and relevant divisions of the institution.

The grantee shall establish a mandatory prevention and education program on domestic violence, dating violence, sexual assault, and stalking for all students.

The grantee shall train all campus law enforcement to respond effectively to domestic violence, dating violence, sexual assault, and stalking.

The grantee shall train all participants in the resolution process, including the campus disciplinary board, the title IX coordinator's office, and the student conduct office, to respond effectively to situations involving domestic violence, dating violence, sexual assault, or stalking

All applicants are required to partner with a wide variety of departments, offices, and organizations within the institution of higher education and submit the IMOU as part of the application. At a minimum, these partners must include 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.

Ensuring strategic partnerships is a critical piece to ensuring there's a collaboration and commitment to building the institutional capacity to address domestic violence, dating violence, sexual assault, and stalking. Establishing a coordinated community response is one of the minimum requirements of the program and having a strong foundation that is diverse,

and plays a critical role in prevention, response, and direct services to survivors as it relates to responding to these crimes.

By the end of the project, grantees should be able to provide comprehensive, confidential victim services and advocacy, either through an off-campus victim service provider that is part of the CCR Team or through the development of a campus-based victim services program. If an applicant anticipates a need a campus-based victim services program, then it should allocate 20 % of its budget to develop these services. On-campus counseling services alone do not meet the requirement to provide comprehensive victim services either on or off campus.

While external partnerships via an External Memorandum of Understanding is not required for the application submission, it will be developed during the award period. As such, all applicants must allocate \$40,000 in their budget to support the partnership with a community victim service provider. Grantees will be required to develop of an action plan that provides concrete activities to build the grantee's infrastructure to establish a coordinated community response approach that is grounded in strategies that are relevant for your student population.

The project must include a Project Director position budgeted at least .75 FTE or 30 hours/week.

And the institution's designated financial point of contact must complete the DOJ Grants Financial Management Online Training if they have not completed it in the last two years. Documentation of completion must be submitted to the file in Just Grants.

During the next few slides, we will provide a brief overview of the activities that compromise victim safety, unallowable costs, and Out-of-Scope activities.

OVW does not fund activities that jeopardize victim safety, deter, prevent physical or emotional healing for victims, or allow offenders to escape responsibility for their actions. Please reference the NOFO and the NOFO Companion Guide for the list of these activities. We are not going to go through them one-by-one; instead, to assist you with submitting a solid application and developing victim centered projects, we will go over some of the ones that have caused applicants to receive point deductions during

application review.

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

An example of an activity that compromise victim safety is:

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. Peer reviewers usually deduct points off for applications that do not include information and/or designate funding for how applicants will make their services and/or products accessible to individuals with disabilities, LEP or Deaf and/or hard of hearing.

These costs are unallowable under this grant program

Lobbying.

Fundraising.

Purchase of real property.

Physical modifications to buildings, including minor renovations (such as painting or carpeting).

Construction.

Tuition reimbursement in lieu of salary for project staff.

There are 21 out of Scope Activities.

Please refer to the NOFO for All Out- Of Scope Activities. Please be advised that Applicants will need to certify they comply with these prior to award.

Now we will discuss key information for the submission process.

In addition to the application due date, there are other important deadlines that affect your ability to submit an application. The cover of the NOFO provides information on “registering.” Registration includes registering with the System for Award Management (SAM) and Grant.gov systems; and registering with JustGrants.

All applications must first register with SAM and Grants.gov.

Organizations must update or renew their SAM registration at least once a year to maintain an active status.

Once registered in JustGrants, the Application Submitter will receive an emailed link to complete the rest of the application in JustGrants. The Entity Administrator also will need to log into JustGrants to review and invite the applicant's Authorized Representative(s) before an application can be submitted. More information on JustGrants roles is available on the JustGrants website.

Applicants must be registered in SAM And Grants.gov by August 19, 2025. the JustGrants website.

It is important to know that there is two-step process to apply. All Campus Set Aside Initiative applications will be submitted to both Grants.gov and JustGrants.

The first step is to submit the required Application for Federal Assistance standard form (SF-24) and the Disclosure of Lobbying Activities form (SF-LLL) in Grants.gov. The final deadline for submitting these documents is September 9 at 11:59 Eastern Time. If you miss this deadline, you won't be able to submit a full application in JustGrants.

The second step is to then submit the full application, including attachments, in JustGrants at JustGrants.usdoj.gov. To be considered timely, the full application must be submitted in Just Grants by September 11 at 8:59 Eastern Time.

These deadlines will not be extended so making sure you submit the required documents timely is critical.

The Summary Data Sheet should be one to four pages in length single or double-spaced. The Summary Data Sheet does not count toward the 15-page limit for the Proposal Narrative. Several of the items below are required for every applicant for OVW funding and therefore may not be obviously relevant or specifically drafted for this initiative. Applicants should provide the most accurate answers. Responses to these items alone will not result in removal from consideration or determine eligibility for any funding priorities described in the solicitation for this program. This

information is used during the initial review of the application.

For purposes of this NOFO, the Internal Memorandum of Understanding (IMOU) is a document which represents a partnership with different departments, offices, and entities within the institution of higher education (see the Mandatory Initiative Requirements section of this solicitation). The applicant must provide an IMOU that is current (dated during the development of the proposal) and includes signatures, titles, and dates from all partners. The IMOU must be a single document and must be signed and dated by the Authorized Representative of higher education (e.g. the president, provost, and/or chancellor) and the chief executive officers and/or directors of all participating partner entities within the institution. OVW will accept electronic signatures. IMOUs missing signatures may result in a point deduction or removal from consideration particularly if the IMOU is missing the signature of the required partners. If necessary, an IMOU can include multiple signature pages so long as each page includes the names, titles and dates of all signatories to the IMOU. A sample IMOU is available on the OVW website.

When drafting the IMOU remember that there is no page limit for the MOUs so there is no reason to shorten the details required for each criterion.

The IMOU has a value of up to 25 points.

The proposal narrative must include two sections and has a total value of 55 points.

The purpose of the proposal should describe the campus community at large including the student population the applicant serves, based on the institution's designation (HBCU, HSI, or TCU) and the scope of the problem with regards to domestic violence, dating violence, sexual assault, and stalking. Common mistakes we see in applications are that applicants include too much information in this section or information that is not relevant to the proposed project, or not enough information to be responsive to what is being asked.

The who will implement the proposal must provide information about the applicant's structure to support the initiative, the experience, and expertise of the staff that will supervise the project, the leadership, and the departments that will support the initiative's activities. This section also

needs to identify the departments and/or community partners that will support project activities to ensure efforts are accessible to individuals with disabilities, individuals who are Deaf or hard of hearing, and persons with Limited English Proficiency.

The Proposal Narrative does not include a section describing proposed activities because grantees will spend the project period developing an action plan and subsequent activities carrying out the intensive, structured process to build the infrastructure for a comprehensive program to address domestic violence, dating violence, sexual assault, and stalking on campus.

The requirements include specifics on the size of the paper, margins, fonts, size, the total of pages, formats to upload the documents, and how to identify the sections of the solicitation.

As a reminder, the proposal narrative has a 15-page limit.

This slide continues the formatting requirements.

Applicants will attach in JustGrants a detailed budget worksheet and budget narrative for all applicable cost categories. The budget worksheet and narrative must describe each line item requested in the budget and explain all costs included in the budget, including how the costs of goods and services are determined and how they will fulfill the objectives of the project.

Here are a few things to remember

The required time to support at least .75 full-time equivalent for the Project Director.

The required allocation for technical assistance trainings: \$30,000 and \$40,000 for applicants located in the territories.

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.

In the next couple of slides, we are going to focus on aspects of your application that relate to the documents that our financial team, the Grants Financial Management Division (GFMD), reviews. More specifically, we'll discuss some items that GFMD has identified from prior years' applications that could help with expediting our review process.

So for today, we're going to highlight certain aspects of the pre-award risk assessment and provide you with a link to a detailed webinar on how to develop the budget that will be included in your application.

First, we'll highlight the items identified in the data requested with application, which is completed by all applicants in a survey in JustGrants. A list of questions included in the survey appears at the end of the solicitation under the heading, Survey Questions. Applicants should click on the Survey Name, Pre-Award Risk Assessment, to access and complete the survey in JustGrants.

Specifically, two items that we would like to discuss are the Single Audit response and the IRS three step safe harbor procedure.

OVW requests that all applicants provide a statement as to whether they have expended \$750,000 or more in federal funds during their last fiscal year. If they have, then they indicate that and also specify the end date of their last fiscal year. However, GFMD is finding that applicants do not always include all of this information. Please ensure that this question is answered in its entirety on the Data Requested with Application Survey (Question #3).

Another item that we'd like to highlight from the solicitation is specifically for nonprofit organizations. If you use the IRS three step safe harbor procedure to determine your executives' compensation, you are required to provide a disclosure letter. Page 34 of the solicitation provides further details and a link to a sample letter. Note that there are 4 required parts of this disclosure letter. The sample letter provided outlines all 4 parts of the disclosure, so please be sure to follow the sample and provide a

response to each of the four pieces.

The next item that we'd like to discuss is the pre-award risk assessment survey, which assists GFMD during their pre-award risk assessment review for all applications. Each applicant must prepare a response to ALL ELEVEN QUESTIONS, and each question has MULTIPLE PARTS.

We've noticed from prior years that applicants do not always fully answer all parts of the questions, which in turn requires GFMD to reach out to the applicant and which may delay funding decisions. Some of the most common issues that we've encountered have been, for example, question #2, where the applicant indicates that they do indeed have internal policies, but they don't provide a brief list of topics covered in the policies and procedures. On question #3, some applicants fail to provide a brief summary of the organization's process for tracking expenditures, and more specifically whether or not it tracks budgeted versus actual expenditures.

These are just a few examples, but in general, please make sure that you read each piece of each question and provide a full and comprehensive response.

Here is a list of resources to support your application

Applicants experiencing technical issues with JustGrants should contact the OVW JustGrants support desk as soon as possible. Please make sure to contact OVW's Helpdesk that is provided in this PowerPoint and in the NOFO. There is another DOJ JustGrants Helpdesk that exists but reaching out to the OVW helpdesk will better support your ability to submit a timely application. If you experience any JustGrants technical issues, make sure that you continue to develop the proposal while you are working to address any issues.

Applicants should follow the NOFO guidance regarding technical difficulties. Following the guidance will enable you to submit a full proposal by the deadline using an alternate method if necessary. Experiencing difficulties please contact the OVW GFMD Helpdesk:

If you have questions regarding the budget, you may send an email to ovw.gfmd@usdoj.gov.

If you have questions that were not addressed during this call, please feel free to send an email to ovw.campusinitiative@usdoj.gov

Before we end, we would like to remind you that. All Campus Set Aside Initiative applications will be submitted to both Grants.gov and JustGrants.

The first step is to submit the required Application for Federal Assistance standard form (SF-24) and the Disclosure of Lobbying Activities form (SF-LLL) in Grants.gov. The final deadline for submitting these documents is September 9, 2025. If you do not submit these initial documents in Grants.gov by the deadline, then you will be unable to submit a full application in JustGrants.

The second step is to then submit the full application, including all required attachments, in Just Grants. To be considered timely, the full application must be submitted in Just Grants by 8:59 pm ET on September 11, 2025

These deadlines will not be extended so make sure you submit the required documents on time.

On Behalf of the Campus Team and OVW, thank You for listening to this pre-recorded, pre- application call and your interest in the Campus Set Aside Initiative. Please don't hesitate to email the campus team with any questions. Have a wonderful day.