



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

---

**\*\*\* REVISED \*\*\***

# **OVW Fiscal Year 2018 Grants to Reduce Sexual Assault, Domestic Violence, Dating Violence and Stalking on Campus Program Solicitation**

**Release Date: on or about February 1, 2018**

## **Eligibility**

Eligible applicants are limited to: Institutions of higher education  
(See “[Eligibility Information](#)”)

## **Deadlines**

**Applications are due by 11:59 p.m. Eastern Time (E.T.) on March 7, 2018.**  
(See “[Submission Dates and Times](#)”)

**Registration Information:** To submit an application, all applicants must obtain a Data Universal Number System (DUNS) Number, and register online with the System for Award Management (SAM) and with [Grants.gov](#). To ensure sufficient time to complete the registration process, applicants must obtain a DUNS Number and register online with SAM and with [Grants.gov](#) immediately, but no later than, February 14, 2018.

(See “[Registration](#)”)

**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 7, 2018. This will ensure that applicants are well-positioned to successfully submit an application by the deadline. Submitting a Letter of Registration 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 “[Letter of Registration](#)”)

**Pre-Application Information Session:** OVW will conduct one web-based Pre-Application Information Session for entities interested in submitting an application for the Campus Program. Participation in this session is optional. Interested applicants who do not participate are still eligible to apply.

(See “[Pre-Application Information Session](#)”)

## Contact Information

For assistance with the requirements of this solicitation, email OVW at [ovw.campus@usdoj.gov](mailto:ovw.campus@usdoj.gov). Alternatively, interested parties may call OVW at (202) 307-6026.

## Submission and Notification Information

**Submission:** Applications for the Campus Program will be submitted through [Grants.gov](https://www.grants.gov). For technical assistance with [Grants.gov](https://www.grants.gov), contact the [Grants.gov](https://www.grants.gov) Customer Support Line at 1-800-518-4726.

The [Grants.gov](https://www.grants.gov) number assigned to this announcement is OVW-2018-14263.

**Notification:** OVW anticipates notifying all applicants of funding decisions by October 1, 2018.

# Contents

<i>A. Program Description</i> .....	1
Overview .....	1
About the OVW Grants to Reduce Sexual Assault, Domestic Violence, Dating Violence and Stalking on Campus Program.....	1
Program Scope .....	2
Purpose Areas.....	2
Mandatory Program Requirements.....	3
OVW Priority Areas .....	8
Activities that Compromise Victim Safety and Recovery and Undermine Offender Accountability .....	8
Out-of-Scope Activities .....	9
Unallowable Activities.....	9
<i>B. Federal Award Information</i> .....	10
Availability of Funds.....	10
Award Period.....	10
Award Amounts .....	10
Types of Applicants .....	11
<i>C. Eligibility Information</i> .....	12
Eligible Applicants .....	12
Eligible Entities .....	12
Nonprofit Organization Requirement – Offshore Accounts.....	12
Cost Sharing or Match Requirement.....	12
Other Program Eligibility Requirements .....	12
Limit on Number of Applications .....	14
<i>D. Application and Submission Information</i> .....	14
Address to Request Application Package .....	14
Pre-Application Information Session.....	14
Content and Form of Application Submission .....	14
Letter of Registration .....	14
Application Contents.....	14
Formatting and Technical Requirements .....	15
Application Requirements.....	15
Summary Data Sheet.....	15

Proposal Abstract (not scored) .....	17
Project Narrative.....	17
Budget Detail Worksheet and Narrative.....	20
Memoranda of Understanding: IMOU and EMOU .....	21
Additional Required Information.....	23
Unique Entity Identifier (DUNS Number) and System for Award Management (SAM) .....	27
Submission Dates and Times .....	28
OVW Policy on Duplicate Applications.....	29
OVW Policy on Late Submissions .....	29
Intergovernmental Review - Single Point of Contact Review .....	31
Funding Restrictions.....	32
Other Submission Requirements.....	35
Submitting a Grant Application .....	36
<i>E. Application Review Information.....</i>	<i>36</i>
Criteria.....	36
Review and Selection Process .....	37
Anticipated Announcement and Federal Award Dates.....	38
<i>F. Federal Award Administration Information .....</i>	<i>38</i>
Federal Award Notices .....	38
Administrative and National Policy Requirements.....	38
Reporting.....	39
<i>G. Federal Awarding Agency Contact(s).....</i>	<i>40</i>
<i>H. Other Information.....</i>	<i>40</i>
Application Checklist .....	40
APPENDIX A .....	42
Budget Guidance.....	42
Sample Budget Detail Worksheet.....	42
APPENDIX B .....	53
Sample Letter of Registration .....	53
APPENDIX C .....	55
Disclosures of Process Related to Executive Compensation .....	55
APPENDIX D .....	57
Summary of Current and Recent OVW Projects .....	57
APPENDIX E .....	59

Summary of Current and Pending Non-OVW Grants to Do the Same or Similar Work .....59

APPENDIX F .....61

    Sample Certification Letter .....62

APPENDIX G .....63

    Physical Modification Guidelines .....61

APPENDIX H .....66

    Sample Memorandum of Understanding .....67

# **OVW Grants to Reduce Sexual Assault, Domestic Violence, Dating Violence, and Stalking on Campus Program**

**(CFDA 16.525)**

## ***A. Program Description***

### **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, organizations that serve culturally specific and underserved communities, and others, OVW grants help provide victims, across their life span, with the protection and services they need to pursue safe and healthy lives, while improving communities' capacity to provide justice for victims and hold offenders accountable.

### **About the OVW Grants to Reduce Sexual Assault, Domestic Violence, Dating Violence and Stalking on Campus Program**

This program is authorized by 34 U.S.C. § 20125. 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 sexual assault, domestic violence, dating violence and stalking.

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 trauma informed victim services and strategies to prevent, investigate, and respond to sexual assault, domestic violence, dating violence, and stalking. Developing campus-wide coordinated responses involving campus victim service providers, law enforcement/campus safety 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 effective, culturally relevant policies and protocols, developing victim services and advocacy programs, and implementing effective prevention approaches. Colleges and universities should demonstrate to every student that these crimes will not be tolerated, that perpetrators will face serious consequences, and that holistic services are available for all victims.

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 and grantee-reported data, see <http://muskie.usm.maine.edu/vawamei/campusgraphs.htm>.

### 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 [DOJ Financial Guide](#), including updates to the guide after an award is made, and the conditions of the award.

### Purpose Areas

In FY 2018, funds under the Campus Program may be used for the following statutory 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>1</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 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,

---

<sup>1</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." 34 U.S.C.12291(a)21.

- 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 on campus.

Note: Applicants proposing to use grant funds for physical modifications as outlined in purpose area 7 must follow the guidelines set forth in Appendix G - Physical Modification Guidelines. In addition, applicants proposing to use grant funds under purpose areas 6 and/or 7 must ensure that these grant-funded activities are 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. Applicants proposing to implement purpose areas 6 and/or 7 must also ensure that their applications include plans to implement the Campus Program mandatory statutory requirements and the mandatory program requirements. (See below and Appendix F.)

### **Mandatory Program Requirements**

Applicants that receive funding under the Campus Program (grantees) are required to comply with statutory minimum requirements (34 U.S.C. § 20125(d)(3)(A)-(D)) and additional mandatory program requirements.

Note that there are different program requirements for new grantees and for continuation grantees. It is very important that applicants read the information below carefully.

### **All grantees must:**

1. **Create a coordinated community response (CCR) including both organizations external to the institution and relevant divisions of the institution.** This includes establishing a coordinated community response team that consists of both:
  - A. **External Partnerships** as outlined in the External Memorandum of Understanding (**EMOU**) with:
    - i. At least **one criminal justice system or civil legal assistance organization**, such as a local law enforcement agency, prosecutor's office, civil legal assistance provider, or court. **Note:** An applicant with sworn campus law enforcement or campus security officers is required to partner with a criminal justice agency or civil legal organization from the jurisdiction in which the campus is located. If an applicant has only non-sworn campus law enforcement or security officers, it must partner with a local law



enforcement agency; the applicant may also choose to partner with a civil/legal organization. A civil legal organization named as a partner in an applicant's EMOU must have a primary mission of providing legal services to the community; **AND**

ii. At least **one sexual assault, domestic violence, dating violence, or stalking victim service provider** within the community where the institution is located. A victim service provider is a nonprofit, nongovernmental organization, tribal organization, or rape crisis center<sup>2</sup>, including a state or tribal domestic violence and/or sexual assault coalition, domestic violence shelter, faith-based organization, or other organization, with a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking.

Victim service providers should meet all of the following criteria. They must: 1) provide direct services to victims of sexual assault, domestic violence, dating violence, or stalking as one of their primary purposes and have a demonstrated history of effective work in this field; 2) address a demonstrated need in their communities by providing services that promote the dignity and self-sufficiency of victims, improve their access to resources, and create options for victims seeking safe from perpetrator violence; and 3) do not engage in or promote activities that compromise victim safety.

**Note: Applications that fail to include both types of partners mentioned above and their corresponding signatures in the EMOU will not be forwarded for peer review or further consideration.**

B. **Internal Partnerships** as outlined in the Internal Memorandum of Understanding (**IMOU**). These partnerships should include a wide variety of departments, offices, and organizations within the institution of higher education. At a minimum, Campus Program internal partnerships must include:

1. The Institution of higher education's president or designee;
2. Student affairs administrators;
3. Title IX coordinators;
4. Clery Act compliance officers and campus security authorities;
5. Campus-based victim service providers, if applicable;
6. Campus law enforcement or public safety personnel;
7. Campus housing authorities, if applicable;
8. Campus disciplinary boards, conduct investigators and adjudicators, and/or hearing officers; and
9. Representatives from faculty, staff, and administration.

**Note: For applicants that fail to include an IMOU will not be forwarded for peer review or further consideration. Applicants that fail to include all of**

---

<sup>2</sup> For the purposes of this grant program, a rape crisis center means a nonprofit, nongovernmental, or tribal organization, or governmental entity in a state other than a territory that provides intervention and related assistance, as specified in 34 U.S.C. § 12511(b)(2)(C), to victims of sexual assault without regard to their age. In the case of a governmental entity, the entity may not be part of the criminal justice system (such as a law enforcement agency) and must be able to offer a comparable level of confidentiality as a nonprofit entity that provides similar victim services. 34 U.S.C. §12291 (a)(25).

**the partners mentioned above (if applicable) in the IMOU will receive point deductions during the application review process.**

Additional IMOU partners may also include research and/or evaluation faculty; students, especially victims/survivors of sexual and dating violence; offices that address compliance with civil rights laws; general counsel; gender equity offices; clergy; representatives of minority or underserved student populations; athletic departments; sororities and fraternities; student health centers; library administrators; the governing board; and student government.

**2. Establish a mandatory prevention and education program about sexual assault, domestic violence, dating violence, and stalking for all incoming students (i.e., first year and transfer).**

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

- A. 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**
- B. 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). Applicants must provide detailed information on how they will verify that all incoming students (i.e., first year, and transfer) participate in the mandatory programming.

**3. Train all campus law enforcement to respond effectively to sexual assault, domestic violence, dating violence, and stalking.** Ongoing trainings should be provided to all campus law enforcement or security personnel, if applicable, and local or community first-responders, including officers from law enforcement units and dispatchers dedicated to responding to reports of campus sexual assault, domestic violence, dating violence, and stalking. 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 but is not limited to: 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.

**4. Train all participants in the disciplinary process, including members of campus disciplinary boards and investigators, to respond effectively to situations involving sexual assault, domestic violence, dating violence, and stalking.** All members of the campus disciplinary process, including investigators, officials responsible for appeals, officials making determinations or issuing sanctions, faculty, staff, students, and administrators, should receive ongoing, relevant training from organizations with a demonstrated expertise in sexual assault, domestic violence, dating violence, and stalking. This ongoing training program should reflect current best practices in the field. Training topics should include but are not limited to: 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; alcohol and drug facilitated sexual assault; and the appropriate range of sanctions.

OVW encourages all applicants to review the [Standards of Training for Campus Security and Disciplinary Board](#), [Standards for Establishing a Prevention and Education Program](#), and [Standards for a Creating Coordinated Community Response](#) for further information on the statutory minimum requirements.

In order to effectively address sexual assault, domestic violence, dating violence, and stalking on campuses as part of a comprehensive response, all Campus Program grantees must also comply with the following additional program requirements:

**1. Implement universal prevention strategies that include the following:**

- A. An ongoing prevention program on sexual assault, domestic violence, dating violence, and stalking for the entire campus community; **and**
- B. A bystander intervention program for all students.

**2. Provide Confidential Victim Services and Advocacy by:**

- a. Partnering with a community-based victim service provider whose primary goal is to provide supportive services and advocacy to victims, and who has direct experience and expertise in sexual assault, domestic violence, dating violence, or stalking. The supportive services and victim advocacy must include but are not limited to developing a referral process; creating victim-centered response protocols; and providing 24-hour accessibility to confidential services and advocacy for all victims. (Note: a partnership primarily focused on providing training to the campus and/or participation in its CCR team meetings does not meet this requirement.)

**OR**

- b. Developing a campus-based victim services and advocacy program on campus. Grantees choosing to develop a campus-based program must include the following: crisis intervention; referral to community services; access or provision of culturally relevant services or referrals; university housing advocacy; specific counseling that addresses sexual assault, domestic violence, dating violence and stalking; educational advocacy; student conduct/disciplinary advocacy and accompaniment; and health/medical care advocacy and accompaniment. If an applicant proposes to develop a campus-based victim services program, then the applicant is deemed to be implementing purpose area 4 and must allocate 20% or more of the grant funding to develop these services.

Note: Applications must acknowledge that they are aware of the statutory requirements regarding compliance with the confidentiality and privacy provisions of VAWA, 34 U.S.C. § 12291(b)(2) (see the confidentiality notice form.)

Note also that the provision of victim services solely or primarily through a campus counseling center or Women's Center does not meet this program requirement, unless these entities

provide a wide range of comprehensive victim services and accessibility to such services is not limited.

**3. Participate in ongoing mandatory and proactive Technical Assistance (TA).**

Grantees must participate in all technical assistance events supported by the Campus Program designated TA providers. TA will be delivered through, but not limited to: regular contact with the designated TA providers, on-site TA visits, training and TA institutes, and web-based trainings. For more information on technical assistance, review the TA section under “Training and Technical Assistance” in the [“Funding Restrictions”](#) section.

**4. Follow the appropriate staffing and activities requirements for New and for Continuation grantees, as outlined below:**

Requirement	New Grantee	Continuation Grantee
<b>Project coordinator<sup>3</sup></b>	<ul style="list-style-type: none"> <li>hire a full-time project coordinator (Note: For a Consortia project, there should be at least one full-time project coordinator to oversee the project.)</li> </ul>	<ul style="list-style-type: none"> <li>provide a justification for the amount of time the project coordinator is dedicating to the grant, if less than 50%, to demonstrate the applicant's capacity to adequately implement the goals and objectives of the project</li> </ul>
<b>Activity</b>	<ul style="list-style-type: none"> <li>address only the program requirements;</li> <li>work closely with the designated OVW TA providers throughout the entire project period;</li> <li>engage in a planning phase (year one) as required by the grant; and</li> <li>participate in a mandatory New Grantee Orientation and three Training and Technical Assistance Institutes in year one of the grant.</li> </ul>	<ul style="list-style-type: none"> <li>address program requirements AND propose new project activities that exceed these requirements. Applicants must address at least one of the three elements for additional continuation activities described below; and</li> <li>work closely with the designated OVW TA providers throughout the entire project period</li> </ul>

Continuation applicants must propose and implement activities beyond the basic statutory and program requirements. These must include plans to (1) improve the effectiveness of CCR teams through broad campus and community engagement, (2) reduce sexual assault, domestic violence, dating violence, and stalking through comprehensive prevention strategies, and (3) enhance responses and interventions for survivors.

<sup>3</sup> A project coordinator's primary role is to oversee the project through the planning and implementation phases, coordinate the work of the CCR team and ensure the project achieves its stated goals. In light of the scope of work needed for effective implementation of this program and to avoid potential conflicts of interest, the Project Coordinator cannot be a Title IX Coordinator or victim advocate. OVW believes there are potential conflicts of interests and the scope of project work is limited to Title IX issues if the position is located in or supervised by the Title IX office, therefore, the project coordinator must be located in another relevant office or department on campus.

## **OVW Priority Areas**

In FY 2018, OVW is interested in supporting the priority areas identified below. Applications proposing activities in the following areas will be given special consideration during the review process.

1. **Strengthen coordinated community responses and multidisciplinary teams for community colleges.**

OVW recognizes that community colleges' reliance on community partners to provide critical services and supports to students is a unique characteristic of their campus CCR. OVW encourages community colleges to apply for Campus Program funding so that strategies and approaches learned from this model can be replicated.

2. **Meaningfully increase access to OVW programming for specific underserved populations.**

OVW recognizes that campuses have diverse student populations whose needs may warrant tailored approaches different from traditional victim service approaches. In addition, many campuses, especially those that primarily serve communities of color and other underserved populations, may not be aware of this funding opportunity. Therefore, OVW is encouraging applications from the following institutions: Historically Black Colleges and Universities (HBCU), Tribal Colleges and Universities (TCU), and universities and colleges that serve primarily Latino or Hispanic populations or are based in the territories of Guam, Virgin Islands, Puerto Rico, Northern Mariana Islands, and American Samoa. Also, OVW is encouraging applicants to support the provision of services to underserved and/or culturally-specific populations in a thoughtful and strategic way. Therefore, applicants are encouraged to develop or enhance culturally and linguistically specific prevention and intervention strategies for underserved communities such as African American; Asian and Pacific Islander; Latino; lesbian, gay, bisexual, transgender, queer/questioning (LGBTQ); and Deaf or hard of hearing. During the peer review process, applicants that propose to work with these underserved populations will be assessed on the merits of proposed activities and their partnerships with organizations serving the target populations.

OVW will determine whether an applicant's proposal meaningfully addresses each proposed purpose area selected above to merit special consideration.

### **Activities that Compromise Victim Safety and Recovery and Undermine Offender Accountability**

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:

1. Procedures or policies that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on their actual or perceived sex, 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>

---

<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 "Violence Against Women Act Non-Discrimination Provision" under "F. Federal Award Administration Information."

2. Procedures or policies that compromise the confidentiality of information and/or privacy of persons receiving OVW-funded services;
3. Procedures or policies that require victims to take certain actions (e.g., seek an order of protection, receive counseling, participate in couples counseling or mediation, report to law enforcement, seek civil or criminal remedies, etc.) in order to receive services;
4. Procedures or policies that fail to include conducting safety planning with victims;
5. Project designs and budgets that fail to account for the access needs of individuals with disabilities, with limited English proficiency, or who are Deaf or hard of hearing;
6. Couples counseling, family counseling or any other joint victim-offender counseling as a routine practice or required response to sexual assault, domestic violence, dating violence, or stalking;
7. Procedures or policies that do not provide student victims with the option of making the final decision to modify their class schedules and/or other arrangements such as living arrangements or to receive appropriate academic or other accommodations; and
8. Dissemination of information, education, or prevention materials that place blame on the victim or focus primarily on changing victim behavior.

This list is not exhaustive. 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.

### **Out-of-Scope Activities**

OVW has determined the activities listed below to be out of the program scope, and they will not be supported by Campus Program funding.

1. Research projects (This does not include program assessments conducted only for internal improvement purposes. See “Research and Protection of Human Subjects” in the Solicitation Companion Guide);
2. Projects that focus primarily on alcohol and substance abuse;
3. Activities that focus primarily on sexual harassment;
4. Education or prevention programs for elementary and secondary students on sexual assault, dating violence, domestic violence, and stalking;
5. Mandatory self-defense classes or self-defense classes as the only means of providing prevention and education to students;
6. Theater performances that do not specifically address sexual assault, domestic violence, dating violence or stalking; and
7. Developing products and/or materials that are not specifically focused on the dynamics of sexual assault, domestic violence, dating violence and stalking.

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**

OVW has determined the activities listed below to be unallowable, and they will not be supported by Campus Program funding.

1. Lobbying;

2. Fundraising;
3. Purchase of real property;
4. Providing victim assistance not directly related to the victimization;
5. Tuition reimbursement;
6. The purchase of anonymous web-based reporting systems or apps for students;
7. Incentives for students to participate in mandatory trainings and climate surveys<sup>5</sup>; and
8. Supporting Title IX investigator or coordinator positions, trainings, conferences, activities, or materials focused primarily on Title IX.

Applicants that propose unallowable activities may receive a deduction in points during the review process or may be eliminated from consideration entirely.

*An application that is deemed deficient in more than one of the aforementioned categories (activities that compromise victim safety, out-of-scope activities, unallowable activities) may not be considered for funding.*

## **B. Federal Award Information**

### **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 this program ceases to be available. Also, OVW may elect to make awards in a future fiscal year for applications submitted under this solicitation but not selected for FY 2018 funding, depending on the merits of the applications and on the availability of funding.

### **Award Period**

The grant award period is 36 months. Budgets must reflect 36 months of project activity, and the total “estimated funding” on the SF-424 must reflect 36 months. Generally, the award period will start on October 1, 2018.

### **Award Amounts**

Applicants should not exceed the award amounts listed in this solicitation and should carefully consider the resources needed to successfully implement the proposed project.

Funding levels under the Campus Program for FY 2018 are as follows:

1. **Individual Projects (as defined under subtypes): up to \$300,000 for the entire 36 months.**
2. **Consortia Projects (as defined under subtypes):**
  - A. **Two to Four institutions: up to \$550,000 for the entire 36 months; or**
  - B. **Five or more institutions: up to \$750,000 for the entire 36 months.**

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 awarding a grant.

---

<sup>5</sup> OVW does not discourage incentives for such activities, however, grant funds should not be used for such purposes.

The Campus Program typically makes awards for individual projects up to \$300,000 and for consortia projects in the range of \$549,000-\$750,000. OVW estimates that it will make up to 45-50 awards for an estimated \$20 million.

Awards will be made as grants.

### **Types of Applicants**

In FY 2018, OVW will accept applications for the Campus Program from the following:

New: applicants that have never received funding under the Campus Program as a lead institution or whose previous funding expired more than 12 months ago.

Continuation: applicants that have an existing or recently closed (within the last 12 months) award under the Campus Program. Continuation funding is not guaranteed.

Campus Program grant recipients that received an FY 2016 or FY 2017 award are NOT eligible to apply.

Additionally, current grantees with a substantial amount of funds remaining (50% or more) at the time of application submission without adequate justification may not be considered for funding, or may receive a reduced award amount if selected for funding in FY 2018.

Sub-Type: In addition to new and continuation applications, OVW has determined that applicants for the Campus Program must also identify as one of the sub-types listed below. Refer to the [Program Scope](#) area of the solicitation for further information about this requirement.

1. An **individual applicant** is a single institution of higher education that proposes to develop and implement project activities on its own campus.
2. A **consortium applicant** involves two or more institutions of higher education working together to implement the project activities. Each institution within the consortium must fully implement the statutory and program requirements on its respective campus. A consortium application must fully describe the relationship among the various entities identified.<sup>6</sup>

**Note**: Consortium projects must ensure that each participating institution is also eligible to apply.

Applicants may only submit one proposal per category (individual or consortium project). In addition, for purposes of the campus program, satellite or branch campuses are not considered separate institutions. Therefore, an institution with multiple satellite or branch locations should not apply as a consortium project.

---

<sup>6</sup> While all members of the consortium are equal partners in decision-making and should work in a cooperative and coordinated manner on all project activities, the application should identify one college or university as the entity to receive and administer grant funds (as fiscal entities only) as well as to coordinate all grant-funded consortium activities. As equal partners in this project, no significant changes or decisions in project goals or budgeting can be made without the consultation of the consortium institutions.



## ***C. Eligibility Information***

### **Eligible Applicants**

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 for this program are institutions of higher education. An institution of higher education is an educational institution in any state<sup>7</sup> 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 preaccreditation status by such an agency or association that has been recognized by the Secretary of Education for the granting of preaccreditation 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.

Eligible entities include tribal colleges and universities and historically black colleges and universities, to which OVW is required to ensure equitable distribution of grants under the authorizing statute for this program (see 34 U.S.C. § 20125(a)(3)(C)).

### **Nonprofit Organization Requirement – Offshore Accounts**

Any 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 is not eligible for a grant from the Campus Program.

### **Cost Sharing or Match Requirement**

This program has no match or cost sharing requirement.

### **Other Program Eligibility Requirements**

In addition to meeting the eligible entity requirements outlined above, applications for the Campus Program must also meet the requirements below. All certification and other eligibility related documents must be current and developed in accordance with the FY 2018 solicitation. Applications that do not meet all of the program eligibility requirements below will not be considered for funding under the Campus Program.

### **Required Partnerships**

In general, partners identified in the application as receiving a portion of the award are subrecipients and not contractors because they meet the criteria in 2 C.F.R. § 200.330 for

---

<sup>7</sup> Under the Violence Against Women Act, as amended, 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. See 34 U.S.C. § 12291(a)(31).

distinguishing between subrecipients and contractors: they will be using federal funds to carry out a program for a public purpose specified in the authorizing statute for this program (as opposed to providing goods or services for the benefit of the applicant), will have their performance measured in relation to whether objectives of the grant program were met, and will have responsibility for programmatic decision making. For more information, see the Solicitation Companion Guide.

For more information on required partnerships, see Mandatory Program Requirements section.

### Letters of Certification

There are two letters of certification that are required in order to be eligible for funding: Certification Letter of Eligibility and Certification Letter of Intent to Implement Statutory Minimum Requirements. Each letter **must** be on the institution's letterhead and **must** address compliance with the requirements outlined above and signed by the highest authorizing official (President, Chancellor, Provost and/or designee with similar authority) for each of the institutions of higher education that are involved in the project. **Applicants that do not provide two letters certifying that they are an eligible entity and are in compliance with these statutory and program requirements at the time of application submission will not be considered for funding.**

### Certification Letter 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 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.

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

All applicants must 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, Provost, or a designee with similar authority) 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:

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

### **Limit on Number of Applications**

OVW will consider only one application per organization in response to this solicitation. If an applicant submits multiple versions of the same application, OVW will review only the most recent system-validated version submitted before the deadline.

## ***D. Application and Submission Information***

### **Address to Request Application Package**

The complete application package is available on [Grants.gov](https://www.grants.gov) or at the [OVW website](#). Applicants wishing to request a paper copy of the application materials should contact [ovw.campus@usdoj.gov](mailto:ovw.campus@usdoj.gov).

### **Pre-Application Information Session**

OVW will conduct one web-based pre-application information session for entities interested in submitting an application for the Campus Program. Participation in this session is optional. Interested applicants who do not participate are still eligible to apply. During this session, OVW staff will review the Campus Program requirements, review the solicitation, and allow for a brief question and answer period. This session is tentatively scheduled for: **February 15, 2018**.

Anyone interested in submitting an application to the Campus Program may register to participate in the pre-application information session. The total number of participants for the session may be limited. Registration is on a first-come-first-served basis, and space is not guaranteed. Interested participants from the same agency/jurisdiction are strongly encouraged to participate together so that as many interested applicants as possible can join the session. OVW reserves the right to deny multiple registrations from a single agency/jurisdiction.

To register, contact the OVW Campus Program mailbox at [ovw.campus@usdoj.gov](mailto:ovw.campus@usdoj.gov). Registration must be received at least 2 days prior to the start of the session. Participants are not registered until they receive a confirmation email. Webinars will be captioned in English and Spanish. Interested applicants needing additional language assistance should contact the OVW Campus Program mailbox at [ovw.campus@usdoj.gov](mailto:ovw.campus@usdoj.gov) or at 202-307-6026 as soon as possible, but no later than four weeks prior to the application deadline.

### **Content and Form of Application Submission**

The information below (“**Letter of Registration**” through “**Additional Required Information**”) describes the full content and form of application submission.

#### **Letter of Registration**

Applicants intending to apply for FY 2018 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 SAM and with [Grants.gov](https://www.grants.gov). The letter should be submitted to OVW Campus Program mailbox at [ovw.campus@usdoj.gov](mailto:ovw.campus@usdoj.gov) by February 7, 2018. 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.

#### **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, the award may include 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.

Applicants should not submit documents that were not specifically asked for in the solicitation. Providing information that was not requested will not increase the likelihood that an application will be selected for funding. All 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:

1. Double spaced (Project Abstract, Summary Data Sheet and charts may be single space)
2. 8½ x 11 inch paper
3. One-inch margins
4. Type no smaller than 12 point, Times New Roman font
5. Page numbers
6. No more than 20 pages for Individual Projects and 23 pages for Consortium Projects for the Project Narrative
7. Word 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 solicitation

### **Application Requirements**

Applications must include the following required documents and demonstrate that the program eligibility requirements have been met. OVW will not contact applicants for missing items on the list below. 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)

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 Total)**

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 or 23 page limits for the Project Narrative. Provide the following information:

1. Name, title, address, phone number, and e-mail address of the individual with authority to accept grants on behalf of the applicant.
2. Name, title, address, phone number, and e-mail address for the grant point-of-contact. This person must be an employee of the applicant.
3. Statement as to whether the applicant (i.e., the organization whose DUNS number is being used for the application) will serve as a fiscal agent/sponsor for an entity or entities that will ultimately implement the project, and that the applicant itself will not be involved with implementation of the project beyond issuing a subaward or subawards to other

entities. If this is the case, the applicant must include a statement acknowledging that, should an award be made, the applicant will be responsible for all applicable statutory, fiscal, and programmatic requirements, including those of [2 CFR Part 200](#), as well as all project deliverables. The applicant must also list all of the entities with which it will enter into agreements to implement the project, and should include a description of how these entities intend to accomplish the purposes of the award (if such a description is not already provided in a Memorandum of Understanding submitted as part of the application). Note that, in such situations, the fiscal agent/sponsor must be an eligible applicant for the program.

4. Statement as to whether the applicant has expended \$750,000 in federal funds in the applicant's past fiscal year. If so, specify the end date of the applicant's fiscal year (do NOT include federal financial aid).
5. Summary of current and recent OVW projects (if applicable). If the applicant has a current grant or cooperative agreement under any OVW grant program or an award that has been closed within the last 12 months from the date this solicitation closes, the information must be provided in a table using the format found in [APPENDIX D](#). Failure to provide the required table will result in a loss of points.
6. A list of other federal grant programs from which the applicant currently receives funding or for which it has applied for funding in FY 2018 **to do similar work**. Provide this information in a table using the format found in [APPENDIX E](#).
7. 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.
8. 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.
9. The percentage of grant activities, should the application be funded, that will address each of the following issues (the total percentages should not exceed 100%):
  - Sexual assault;
  - Domestic violence;
  - Dating/teen dating violence; and/or
  - Stalking.
10. 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.
11. The nonprofit, nongovernmental victim service program partner collaborating on this project.
12. Statement as to whether students have access to campus-based and/or community-based victim services (this does not include civil legal services).
13. The external criminal justice or civil legal agencies or organizations partnering on this project.
14. If applicable, the years in which your institution has previously received grant funding from the Campus Grant Program.
15. Statement as to whether this project involves a single institution or is a consortium, and, if a consortium project, list participating institutions.
16. Statement as to whether the applicant institution(s) is located in a rural, urban or

- suburban area.
17. The regional area(s) (city, town, county, or unincorporated area) where this project will be implemented.
  18. The population and square mileage of the region where the campus community is located.
  19. The demographics of the population being served (e.g., students, faculty, staff).
  20. The number of students enrolled in the institution, if a consortium project including information from all partnering institutions.
  21. The Campus Program Purpose Area(s) proposed to be addressed in the application. (Reference Purpose Area(s) only by a number, e.g., Bullets #2, 3, and 7. Please find the purpose areas in the “Purpose Areas” under the “[Program Scope](#)” section).
  22. A list of any priority area(s) that the application will be addressing (see “OVW Priority Areas” section under the “[Program Scope](#)” section on page 8).
  23. 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).
  24. Indicate whether the applicant has conducted a climate survey or plan to do so with grant funding.

### **Proposal Abstract (not scored)**

The Proposal Abstract should provide a short and accurate summary (no more than two 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.

### **Project Narrative (50 Points Total)**

The Project Narrative may not exceed 20 pages for Individual Projects and 23 pages for Consortium Projects in length, double-spaced. The Project Narrative must include the following three sections: Purpose of the Application, What Will Be Done, and Who Will Implement.

#### **Purpose of Application (15 points)**

This section must:

1. Describe the communities to be served including the geographic location, the populations in the service area, and any marginalized and/or underserved population; including individuals with disabilities, individuals who are Deaf or hard of hearing, and persons with limited English proficiency<sup>8</sup>;
2. Describe the scope of the problem of sexual assault, domestic violence, dating violence and stalking on campus and in the community;
3. Describe the current strategies, if any, that are being used to address the needs of the targeted population;
4. Describe the availability of victim services and advocacy on campus and in the community, if any, including the scope of services provided;

---

<sup>8</sup> Applicants should use U.S. Census and other government data, as well as the Limited English Proficient Mapping Tool, available at [www.lep.gov/maps/](http://www.lep.gov/maps/), to obtain this information.

5. Describe how campus executive leadership (president and governing board members) is actively engaged in current efforts to promote visibility and awareness of issues regarding sexual assault, domestic violence, dating violence, and stalking on campus; and
6. Describe efforts, if any, to include 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.

**New Applicants Only:**

1. Briefly describe the current structure of the applicant’s campus law enforcement department (i.e., number of law enforcement officers, sworn vs. non-sworn law enforcement officers, protocols and coordination with local police) and the student conduct/disciplinary process used to respond to alleged violations of institutional policies (i.e., disciplinary board, single hearing officer or investigator model; if applicable, make-up of the board; length of duty); and
2. Briefly describe the current efforts to:
  - A. Develop a coordinated community response to sexual assault, domestic violence, dating violence, and stalking;
  - B. Provide education to all students on sexual assault, domestic violence, dating violence, and stalking;
  - C. Train all campus law enforcement to respond effectively, using promising practices and a trauma-informed approach, to sexual assault, domestic violence, dating violence, and stalking; and
  - D. Conduct ongoing training for all campus conduct personnel including investigators disciplinary board members, and officers, etc. on sexual assault, domestic violence, dating violence, and stalking.

**Continuation Applicants Only:**

1. Briefly describe how previous efforts fully met the following Campus Program requirements to:
  - A. Develop a coordinated community response to sexual assault, domestic violence, dating violence, and stalking;
  - B. Provide mandatory education to all incoming students on sexual assault, domestic violence, dating violence, and stalking;
  - C. Train all campus law enforcement to respond effectively, using promising practices and a trauma-informed approach, to sexual assault, domestic violence, dating violence, and stalking; and
  - D. Conduct ongoing training for all campus conduct personnel including investigators disciplinary board members, and officers, etc. on sexual assault, domestic violence, dating violence, and stalking;
2. Describe the behavioral, cultural or systemic changes that have been made as a result of the previous grant funding; and
3. Describe the remaining gaps or issues that need to be addressed with additional Campus Program funding.

**What Will Be Done (20 points)**

The application must provide a clear link between the proposed activities and the need identified in the “Purpose of Application” section above.

This section must:

1. Describe in detail the comprehensive victim services that will be provided to survivors of sexual assault, domestic violence, dating violence, and stalking.
2. Describe in detail how the proposed activities will be tailored to the needs of culturally specific and underserved populations on campus, including the provision of population specific services.
3. Identify key individuals and/or departments on campus including executive leadership (president and governing board members) that are needed to promote visibility, awareness and sustainability of efforts regarding sexual assault, domestic violence, dating violence, and stalking.
4. Detail how victim safety and autonomy will be addressed. Specifically include how the project will:
  - A. Conduct safety planning and ensure informed consent for campus interventions; and
  - B. Maintain confidentiality and privacy of victim's information, taking into account the use of technology, such as security systems, GPS, hotlines, and databases.
5. Describe how the proposed project will be accessible to individuals with disabilities, individuals who are Deaf or hard of hearing, and persons with limited English proficiency.

**New Applicants Only:**

1. Describe the proposed activities of the CCR team during the planning year including the frequency of meetings; and
2. Describe the tasks necessary and the key individuals needed to meet the [program requirements](#).

**Continuation Applicants Only:**

1. Describe how the project will continue to meet the program requirements; and
2. Identify the activities that go beyond the program requirements and provide measurable goals and specific tasks for each activity.

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

This section must:

1. Identify the key individuals and organizations involved in the proposed project;
2. Demonstrate that the individuals and organizations identified have the capacity to address the stated need, including the expertise necessary to appropriately serve any marginalized and/or underserved populations identified in the Purpose of the Application section, and can successfully implement the proposed project activities;
3. Identify the departments, agency/ies or office(s) responsible for carrying out the project. If applicable, include consortium member institutions' key departments, agencies or offices;
4. Describe the roles and responsibilities of the departments, agency/ies or office(s) who will be directly involved with the project including:
  - a. [The required victim services partner](#); and
  - b. [The required criminal justice and/or civil legal organization partner\(s\)](#).
5. Detail the experience and expertise of all key personnel including each participating institution's key staff and the experience and expertise of the project coordinator in addressing sexual assault, domestic violence, dating violence and stalking issues;
6. Detail the roles and responsibilities of all key personnel and outline the percentage of time dedicated to the project. **Note:** If the applicant plans to hire for any of the



key staff position(s), include a brief job description of the roles and responsibilities; and

7. 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. Other partners may have additional legal requirements and limitations.

#### **Continuation Applications only:**

Provide a justification if the percentage of time the project coordinator will dedicate to the project is less than 50% and demonstrate the applicant's capacity to adequately implement the goals and objectives of the project.

#### **Budget Detail Worksheet and Narrative (15 Points)**

All applications must include a detailed budget and budget narrative. A sample Budget Detail Worksheet is available in [Appendix A](#). When preparing the Budget Detail Worksheet and Narrative, use the Sample Budget Detail Worksheet as a guide and be sure to include all necessary budget categories as outlined in the Worksheet. Also, keep in mind that budgetary requirements vary slightly among programs. Applicants must read the solicitation closely to determine the requirements of the budget and budget narrative for each OVW program. Additionally, the budget must adhere to the guidelines contained in the [DOJ Financial Guide](#).

#### 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 2018 are as follows:

1. **Individual Projects (as defined under subtypes): up to \$300,000 for the entire 36 months**
2. **Consortia Projects (as defined under subtypes):**
  - **Two to Four institutions: up to \$550,000 for the entire 36 months; or**
  - **Five or more institutions: up to \$750,000 for the entire 36 months.**

**NOTE:** For applicants that have received three previous cycles of Campus Program funding it is highly unlikely that additional funding will be awarded.

#### 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. It 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.

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.

The budget must:

1. Include funds to attend OVW-sponsored training and technical assistance in the amount of **\$40,000 for individual projects and \$80,000 for consortium projects**. Applicants from Alaska, Hawaii, and United States Territories should allocate an additional **\$5,000** to account for higher travel costs. This amount is for the entire 36 months and NOT per year. See [Training and Technical Assistance](#) in the [Funding Restrictions](#) section of the solicitation.
2. Include indirect costs that are limited to **no more than 10% of Modified Total Direct Costs (MTDC)**. This limit applies to both direct recipients and subrecipients of Campus Program funds. The amount of indirect costs charged cannot exceed the amount an institution or subrecipient would charge using their federally approved indirect cost rate.
3. **Include an allocation of 20% or more of grant funds** to support the provision of direct services if the applicant selected statutory purpose area four. In addition, applicants proposing to develop a campus based victim services program must also allocate 20% or more of grant funding to this purpose.
4. **New applicants only:** support for one full-time position for the project coordinator. In light of the scope of work needed for effective implementation of this program and to avoid potential conflicts of interest, the project coordinator cannot be a Title IX coordinator or victim advocate.
5. Include funds or include other resources available to support activities to ensure access for individuals with disabilities, Deaf/hard of hearing individuals, and persons with limited English proficiency. See "[Accessibility](#)" under "F. [Federal Award Administration Information](#)" for more information.
6. Compensate all project partners as reflected in the EMOU. See [Appendix A](#) for additional information on compensating project partners.
7. Distinguish clearly between subawards and contracts in allocating any grant funds to other entities. Pursuant to 2 C.F.R. § 200.330, a subaward is for the purpose of carrying out a portion of the federal award, and a contract is for the purpose of obtaining goods and services for the grantee's own use. The substance of the relationship is more important than the form of the agreement in determining whether the recipient of the pass-through funds is a subrecipient or a contractor. Keep in mind that the awarding and monitoring of contracts must follow documented procurement procedures, including full and open competition, pursuant to the procurement standards in 2 C.F.R. §§ 200.317-200.329, and the issuance of subawards must meet the requirements of 2 C.F.R. § 200.331. See [Appendix A](#) and the Solicitation Companion Guide for more information.

For additional guidance, go to the [Funding Restrictions](#) section of this solicitation.

#### **Memoranda of Understanding: IMOU and EMOU (30 Points Total)**

For purposes of this solicitation, two MOUs are required: IMOU and EMOU. All continuation applicants must develop new MOUs that reflect the continuation of project activities and include current dates and signatures from all relevant project partners. **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.**

The MOUs are documents containing the terms of the partnership and the roles and responsibilities between two or more parties. If necessary, an MOU can include multiple signature pages so long as each page includes the name and title on each signature page.

The MOU must:

1. 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.
2. Clearly state the roles and responsibilities each partner will assume to ensure the success of the proposed project.

In general, MOU partners that will be receiving funds to carry out a portion of the award should be treated as subrecipients and not contractors. For more information see 2 C.F.R. § 200.330, [Appendix A](#), and the Solicitation Companion Guide.

#### Internal Memorandum of Understanding (IMOU) (15 Points)

Each individual or consortium application must include an IMOU, which represents a partnership with different departments, offices and entities within the institution of higher education (see minimum internal partner requirement on page 2). Each applicant must provide an IMOU as a single document that is current (**dated during the development of the proposal**) and includes signatures, titles, and dates from all partners.

The IMOU must be signed by an authorized 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 also:

1. 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;
2. 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 (see the [confidentiality notice form](#) )
3. 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;
4. Indicate approval of the proposed project budget by all partners;
5. 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
6. Describe the mechanism for reimbursement and that the procedure has been clearly communicated and agreed upon by all participating partners.

*Individual Applicants* should submit the IMOU as one document including signatures from appropriate representatives of each campus-based partner entity (e.g., Chief of Campus Public Safety, Clery Act Compliance Officer(s), Director of Athletics, and Dean of Students).

*For Consortia Applicants*, 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) (15 Points)

Each individual or consortium application must include one EMOU for the entire project, which represents partnerships with community-based organizations and agencies in the local or neighboring jurisdiction that are not affiliated with the institution(s) of higher education. At a minimum, the EMOU must indicate a partnership between the institution of higher education, a victim service provider and at least one criminal justice or civil service legal agency. Each applicant must provide an EMOU as a single document that is 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 the victim service provider, the criminal justice or civil legal agency, and other community organizations.

Institutions should note that if an application focuses mainly on a specific population, issue or crime, their partnering organizations should also demonstrate expertise in addressing that population, issue or crime.

The EMOU must also:

1. 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 (see [the confidentiality notice form](#));
2. 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;
3. Indicate approval of the proposed project budget by all partners;
4. 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
5. 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 the application. Failure to include any of the information may result in the application being removed from consideration from funding. Some documents will be generated during the application submission process while other documents will be uploaded and attached to the application.

The following documents will be generated and completed during the application submission process:

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

Applicants must complete the SF-424 online. For "Type of Applicant," do not select "other." Pay careful attention to the amount of federal funding requested in the "Estimated Funding" section of this form. This amount must match the amount of federal funding requested in the budget section of the application package. This program does not require a match; therefore, the values for "Applicant" line should be zero. The individual who is listed in "**Authorized**

**Representative**” must be 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)

Carefully review the assurances and certification forms online. Applicants will receive a request to compile these forms online during the application submission 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.

The following documents should be uploaded and attached to your application:

Applicant 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 must complete an Applicant Financial Capability Questionnaire, and submit it as a separate attachment with their application. Additionally, applicants may be required to submit their current year’s audit report at a later time. The form can be found at <http://www.justice.gov/ovw/how-apply>.

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. Applicants must submit the acknowledgement form available on the OVW website at [http://www.justice.gov/sites/default/files/ovw/pages/attachments/2015/01/20/confidentiality\\_acknowledgement\\_form\\_42015.pdf](http://www.justice.gov/sites/default/files/ovw/pages/attachments/2015/01/20/confidentiality_acknowledgement_form_42015.pdf). This form must be signed by the [Authorized Representative](#) and uploaded with the application in [Grants.gov](#)

Disclosure of Process Related to Executive Compensation

An applicant that is a nonprofit organization may be required to make certain disclosures relating to the processes it uses to determine the compensation of its officers, directors, trustees, and key employees.

Under certain circumstances, a nonprofit organization that provides unreasonably high compensation to certain persons may subject both the organization’s managers and those who receive the compensation to additional federal taxes. A rebuttable presumption of the reasonableness of a nonprofit organization’s compensation arrangements, however, may be available if the nonprofit organization satisfied certain rules set out in Internal Revenue Service regulations with regard to its compensation decisions.

Each applicant nonprofit organization must state at the time of its application (in the Summary Data Sheet mentioned earlier) 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.

A nonprofit organization that states on the Summary Data Sheet that it uses the safe-harbor procedure must then disclose, in an attachment to its application (to be titled "Disclosure of Process related to Executive Compensation"), the process used by the applicant nonprofit

organization to determine the compensation of its officers, directors, trustees, and key employees (together, "covered persons").

At a minimum, the disclosure must describe in pertinent detail: (1) the composition of the body that reviews and approves compensation arrangements for covered persons; (2) the methods and practices used by the applicant nonprofit organization to ensure that no individual with a conflict of interest participates as a member of the body that reviews and approves a compensation arrangement for a covered person; (3) the appropriate data as to comparability of compensation that is obtained in advance and relied upon by the body that reviews and approves compensation arrangements for covered persons; and (4) the written or electronic records that the applicant organization maintains as concurrent documentation of the decisions with respect to compensation of covered persons made by the body that reviews and approves such compensation arrangements, including records of deliberations and of the basis for decisions.

For purposes of the required disclosure, the following terms and phrases have the meanings set out by the Internal Revenue Service for use in connection with 26 C.F.R. 53.4958-6: officers, directors, trustees, key employees, compensation, conflict of interest, appropriate data as to comparability, adequate documentation, and concurrent documentation.

Applicant nonprofit organizations should note that following receipt of an appropriate request, OVW may be authorized or required by law to make information submitted to satisfy this requirement available for public inspection. Also, a recipient may be required to make a prompt supplemental disclosure after the award in certain circumstances (e.g., changes in the way the organization determines compensation).

#### Financial Accounting Practices

Each applicant must prepare a response to the following questions. Be sure to provide complete responses that address all questions included for each numbered item. 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 the application should be no more than two pages and should be a separate attachment to the online application in [Grants.gov](https://www.grants.gov).

1. 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? Provide a brief description of the applicant's policies and procedures that ensure funds will be tracked appropriately.
2. Does the applicant have written accounting policies and procedures? How often are these policies and procedures updated? Provide a brief list of the topics covered in the applicant's policies and procedures. OVW may request a copy for review during the application/award process or as part of the grant monitoring process.
3. Is the applicant's financial management system able to track actual expenditures and outlays with budgeted amounts for each grant or subgrant? Provide a brief summary of the organization's process for tracking expenditures, including tracking budgeted versus actual amounts.
4. Does the applicant have procedures in place for minimizing the time between transfer of funds from the United States Treasury and disbursement for project activities? Provide a short summary of the applicant's policy for requesting payments for grant awards.
5. Does the applicant have effective internal controls in place to ensure that federal funds are used solely for authorized purposes? Provide a brief description of the applicant

applicant's internal controls that will provide reasonable assurance that the award funds will be managed properly.

6. Does the applicant have a documented records retention policy? If so, briefly describe the policy and confirm that the policy complies with federal regulations. Information on Record Retention and Access can be found at 2 CFR 200.333-337.
7. Does the applicant or any of its employees have any potential personal or organizational conflicts of interest related to the possible receipt of OVW award funds? Applicants are required to disclose in writing any potential conflicts of interest to their awarding agency. See 2 CFR 200.112 of the Uniform Guidance and Chapter 3.20, Grant Fraud, Waste and Abuse, of the [DOJ Financial Guide](#) for additional information.
8. Is the individual primarily responsible for fiscal and administrative oversight of grant awards familiar with the applicable grants management rules, principles, and regulations including the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200)? Provide a short list of the individual's qualifications/experience. If the individual is not familiar with the applicable rules and regulations, 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 applicant is notified of its award to coordinate training.
9. Does the applicant organization have policies and procedures in place to manage subawards and monitor activities of subrecipients as necessary to ensure that subawards are used for authorized purposes, in compliance with laws, regulations, and terms and conditions of the award; and that established subaward performance goals are achieved (2 CFR 200.330-332)? Provide a brief description of the organization's policies and procedures on subrecipient management and monitoring.
10. Does the applicant organization currently require employees to maintain time distribution records that accurately reflect the work performed on specific activities or cost objectives in order to support the distribution of employees' salaries among Federal awards or other activities (2 CFR 200.430)? Budget estimates do not qualify as support for charges to Federal awards. Provide a brief description of the organization's established timekeeping policies and procedures.

This information will be used for a mandatory pre-award risk assessment. Failure to provide this information or to respond to questions from OVW regarding this information in a timely manner could result in the applicant being removed from consideration or a delay in access to funds.

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

Applicants that intend to charge indirect costs through the use of an indirect cost rate must have a federally-approved indirect cost rate agreement. Include a copy of a current, signed federally-approved indirect cost rate agreement. This should be a separate attachment to the application in [Grants.gov](#). Applicants that have never received a federally-approved indirect cost rate may elect to charge a de minimis rate of 10% of modified total direct costs which may be used indefinitely. This includes state, local, and tribal governments that have never negotiated an indirect cost rate with the federal government and receive less than \$35 million in direct federal funding per year.

Organizations that wish to negotiate an indirect cost rate should contact OVW's Grants Financial Management Division at [OVW.GFMD@usdoj.gov](mailto:OVW.GFMD@usdoj.gov) or 1-888-514-8556 for more information.

#### Letter of Nonsupplanting

Applicants must submit a letter to OVW's Director, signed by the [Authorized Representative](#), certifying that federal funds will not be used to supplant state or local funds should a grant

award be made. Refer to [http://www.justice.gov/sites/default/files/ovw/legacy/2012/10/09/nonsup\\_letter.pdf](http://www.justice.gov/sites/default/files/ovw/legacy/2012/10/09/nonsup_letter.pdf) for a sample letter. This should be a separate attachment to the application in [Grants.gov](#).

**Unique Entity Identifier (DUNS Number) and System for Award Management (SAM)**

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 **Duns & Bradstreet (D&B)**. Once an applicant has completed the D&B registration, its DUNS Number should be available within two business days.

Federal guidelines require that applicants must (1) be registered in SAM.gov prior to submitting an application; (2) provide a valid DUNS number in its application; and (3) continue to maintain an active SAM registration with current information at all times during which it has an active federal award or an application under consideration by a federal awarding agency. Also, federal agencies may not make an award to an applicant until that applicant has complied with all applicable DUNS and SAM requirements. If an applicant has not fully complied with the requirements by the time that OVW is ready to make an award, then OVW may make the determination that the applicant is not qualified to receive an award and use that determination as a basis for making the award to another applicant.

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.

If the applicant already has an Employer Identification Number (EIN), the SAM registration will take **up to two weeks to process**. If the applicant 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:

1. Obtain a DUNS number at the following website <http://www.dnb.com/us/> or call (866) 705-5711.
2. Access the SAM online registration through the [SAM](#) homepage at <https://www.sam.gov/portal/SAM/#1#1> and follow the online instructions for new SAM users.
3. Complete and submit the online registration. If the applicant 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. **Organizations must update or renew their SAM registration at least once a year to maintain an active status.**

Registration	Where to Register	Deadline
DUNS	<a href="#">DUNS</a>	February 14, 2018
SAM	<a href="#">SAM</a>	February 14, 2018
Grants.gov	<a href="#">Grants.gov</a>	February 14, 2018

**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



DUNS number, register online with the SAM and with [Grants.gov](http://Grants.gov) immediately, but no later than February 14, 2018.

### Submission Dates and Times

It is the responsibility of the applicant to ensure that the application is complete and submitted by the deadline. Applicants should anticipate that failure to meet all registration and submission deadlines will result in their applications being removed from consideration. Applicants should refer to the chart below to ensure that all required steps and deadlines are met.

**Applicants are strongly encouraged to begin the application submission process at least 48 hours, but no later than 24 hours, before March 7, 2018.**

Application Action	Contact Information	Date
Solicitation Availability	<a href="http://Grants.gov">Grants.gov</a> and <a href="http://OVW Website">OVW Website</a>	February 1, 2018
Request Permission to Submit a Hardcopy Application Due to Lack of Internet Access	For applicants who cannot submit an application electronically, contact Ms. Rudelle Handy at 202-305-7493 or <a href="mailto:ovw.campus@usdoj.gov">ovw.campus@usdoj.gov</a>	February 14, 2018
Confirmation of Application Receipt	<p><a href="http://Grants.gov">Grants.gov</a></p> <ol style="list-style-type: none"> <li data-bbox="532 1079 1110 1440">1. The Authorized Organization Representative should closely monitor their email for any notification from <a href="http://Grants.gov">Grants.gov</a> about a possible failed submission. <b>The Authorized Organization Representative (AOR) is a user role within Grants.gov for a user that is authorized to submit applications on behalf of the organization.</b></li> <li data-bbox="532 1482 1110 1839">2. The Authorized Organization Representative should receive a minimum of two emails from <a href="http://Grants.gov">Grants.gov</a>. One will confirm receipt of the application package. The other will either notify the Authorized Organization Representative that the application was successfully submitted, or it will notify the Authorized Organization</li> </ol>	<p>March 7, 2018</p> <p><b>Applicants are strongly encouraged to begin the application submission process at least 48 hours but no later than 24 hours before the deadline</b></p>

	<p>Representative that there was an error with the application submission.</p> <p>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.</p>	
--	---	--

All applications will be submitted electronically. The deadline for submitting applications in response to this solicitation is **11:59 p.m. E.T. on March 7, 2018**. Applications submitted after **11:59 p.m. E.T. on March 7, 2018** will not be considered for funding, unless the applicant receives OVW permission to submit a late application. Applicants experiencing difficulties submitting an application should refer to Experiencing Technical Difficulties During Submission in the chart below.

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

If an applicant submits multiple versions of an application, OVW will review the last version submitted before the deadline.

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

In limited circumstances, OVW will approve a request to submit an application after the due date. The chart below provides a description of the circumstances under which OVW will consider such requests. OVW will only consider a late submission request if all steps outlined below have been followed. Therefore, applicants are strongly encouraged to familiarize themselves with the late submission process. OVW's approval of a late submission request is not an indication of the application's final disposition. Applications approved for late submissions are still subject to all of the review process and criteria described in this solicitation.

**Failure to begin registration or application submission in sufficient time to acquire the correct version of Adobe software is not an acceptable reason for late submission. Applicants should register with SAM and Grants.gov by February 14, 2018.** To support applicants in submitting their proposals and promote a fair process, applicants who may be in need of an extension of the due date must adhere to the following:

#### Process for Requesting Late Submission

<b>Severe Inclement Weather or Natural Disaster</b>	
<ol style="list-style-type: none"> <li><b>1. Document when the severe inclement weather or natural disaster occurred, the impacted area, and the specific impact on the applicant/partners (e.g., without power for "x" days, office closed for "x" days).</b></li> <li><b>2. Contact OVW at the earliest possible date and provide the information described in #1.</b></li> </ol>	<p>OVW may not be able to accommodate all requests resulting from severe inclement weather or a natural disaster but will do its best.</p>

<p>3. <b>Contact OVW at least 24 hours prior to the solicitation closing if needing to request a late submission. Applicants impacted by severe inclement weather or a national disaster occurring on the due date can contact OVW up to 72 hours after the due date but as soon as possible.</b></p>	
---	--

<b>Experiencing Technical Difficulties Beyond the Applicant’s Reasonable Control</b>		
<b>Issue</b>	<b>Applicant Action</b>	<b>OVW Advice</b>
<p>Issue with <a href="#">SAM</a> or <a href="#">Grants.gov</a> Registration</p>	<ol style="list-style-type: none"> <li>1. Register and/or confirm existing registration at least 3 weeks prior to the application due date to ensure that the individual who will be submitting the application has <a href="#">SAM</a> and <a href="#">Grants.gov</a> access.</li> <li>2. Maintain documentation of when registration began, any issues related to registration, and all communication with technical support.</li> <li>3. Notify OVW as soon as you become aware of a problem with registration but no later than 14 days before the application due date.</li> </ol>	<ol style="list-style-type: none"> <li>1. Failure to begin the SAM or <a href="#">Grants.gov</a> registration process in sufficient time (i.e., by the date identified in this solicitation) is not an acceptable reason for late submission.</li> <li>2. Ensure that the person who will be submitting the proposal is the person registered in SAM to submit on behalf of the applicant.</li> </ol>
<p>Experiencing Unforeseeable Technical Difficulties During the Application Submission Process</p>	<ol style="list-style-type: none"> <li>1. Document when you began the submission process.</li> <li>2. Contact <a href="#">Grants.gov</a> at least 24 hours prior to the solicitation closing.</li> <li>3. Maintain documentation of all communication with <a href="#">Grants.gov</a> support.</li> <li>4. Contact Ms. Rudelle Handy at 202-305-7493 or at <a href="mailto:ovw.campus@usdoj.gov">ovw.campus@usdoj.gov</a> prior to the application</li> </ol>	<p>Common foreseeable technical difficulties for which OVW will not approve a late submission requests include:</p> <ol style="list-style-type: none"> <li>a. Using an outdated version of Adobe Acrobat; and</li> <li>b. Attachment rejection.</li> </ol> <p>Through <a href="#">Grants.gov</a>, OVW can confirm when submission began.</p>

	<p>deadline stating that the applicant is experiencing unforeseeable technical issues and provide a phone number and/or email address where the applicant can be reached, indicating that the applicant is experiencing technical difficulties and would like permission to submit a late application. Provide a phone number and/or email address at which someone with the authority to submit the application and required documentation can be reached for the first 3 business days immediately following the due date.</p> <p>5. Respond promptly to communication from OVW requesting the complete application package, applicant DUNS Number, <a href="https://www.grants.gov">Grants.gov</a> helpdesk tracking numbers, and any other relevant documentation.</p>	<p>Applicants who start the submission process less than 24 hours before the deadline will not be considered for late submission.</p> <ol style="list-style-type: none"> <li>1. By beginning the application submission process 24-48 hours before the deadline, applicants should have sufficient time to receive notice of problems with their submissions and make necessary corrections.</li> <li>2. Applicants are responsible for ensuring that the most up-to-date version of Adobe Acrobat is installed on all computers that may be used to submit the proposal. This should be done at least 48 hours before the deadline.</li> <li>3. To ensure that attachments are not rejected, attachment names should only include allowable characters. (See Other Submission requirements).</li> </ol>
--	--	--

### **Intergovernmental Review - 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 program has been selected 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 the section of the SF 424 that refers to EO 12372. Applicants can find a list of SPOCs on the Office of Management and Budget website at <https://www.whitehouse.gov/wp-content/uploads/2017/11/Intergovernmental - Review- SPOC 01 2018 OFFM.pdf>.

## **Funding Restrictions**

Federal assistance awards are governed by the provisions of 2 CFR Part 200. Additionally, OVW awards are covered by the [DOJ Financial Guide](#). The [DOJ Financial Guide](#) includes information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. The guide also outlines the successful administration of grant funds.

Any recipient of an award will be responsible for monitoring subawards and contracts, including MOU partner activities, under the grant in accordance with all applicable statutes, regulations, guidelines, and the [DOJ Financial Guide](#). Primary recipients will be responsible for oversight of subrecipient/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. OVW may approve the use of OVW funds to provide food and/or beverages for a working meal at a meeting, conference, training, or other event, if one of the following applies:

1. 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.
2. Not serving food will significantly lengthen the day or necessitate extending the meeting to achieve meeting outcomes.
3. A special presentation at a conference requires a plenary address where there is no other time for food to be obtained.
4. 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. For additional guidance on food and beverage expenditures go to <http://www.justice.gov/ovw/grantees>.

### 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 related to conference planning is available at <http://www.justice.gov/ovw/grantees>. Applicants should also be aware of the following specific restrictions on conference planning and expenditure limitations:

1. Cost of Logistical Conference Planning
2. Cost of Programmatic Conference Planning
3. Conference Space and Audio-Visual Equipment and Services
4. Prohibition on Trinkets at Conferences
5. Entertainment at Conferences
6. Food and Beverages at Conferences
7. Prior Approval Required Before Entering Into Contracts or Expending Funds for Conferences
8. Conference Reporting

Updated Department of Justice and OVW guidance on conference planning, minimization of costs, and conference cost reporting is available on the OVW website at <http://www.justice.gov/ovw/grantees>.

### Training and Technical Assistance

All applicants are required to allocate funds in the amount of **\$40,000 for individual projects and \$80,000 for consortium projects** to support travel costs associated with technical assistance and capacity-building activities sponsored by OVW-designated technical assistance 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 funding is for the entire 36 months and NOT per year. 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 project partner(s) must be included in the "Consultants/Contracts/Subawards" category. Label both costs as "OVW Technical Assistance." OVW technical assistance is provided free of charge to grantees, so applicants do not need to include registration fees. The amounts included in the budget should equal the full, required set-aside amount listed above.

These funds can **only** be used for OVW-designated technical assistance, 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. Applicants may budget for expenses in excess of the OVW estimate if they are aware of relevant non-OVW sponsored conferences for which they would like permission to use grant funds to support staff/project partner attendance.

After receiving an award, Campus Program grantees will work with the designated TA providers on the following:

1. Completion of a core competency TA assessment;
2. Development of a new or revised needs assessment or utilization of an existing needs assessment; and
3. Development of a strategic plan at the end of the planning year.

All Campus Program grantees will be required to attend a total of five Training and Technical Assistance Institutes over the three-year award period. Three institutes are expected to be convened in the first year and two institutes in the last year of the award. All grantees are required to bring a multidisciplinary team to the institutes. The institutes are designed for grantees to work in teams and develop the competencies necessary to implement program activities on their respective campuses.

The Institutes utilize a competency-based "train the trainer" model that necessitates that the same team members attend the mandatory Campus Program Institutes over the life of the grant.

For FY 2018, the attendance requirements for the new grantee orientation and technical assistance activities include:

<b>Year One Planning</b>	<b>Year Two Implementation</b>	<b>Year Three Implementation</b>
All new grantees and continuation grantees (if required by OVW in the welcome letter)) must attend a new grantee orientation. The grantee may send 1-3 representatives: project director, project coordinator and/or grants/sponsored programs staff	No attendance at orientation	No attendance at orientation
<p>All grantees must attend three Training and Technical Institutes in the first year of the award.</p> <p>Individual Projects are required to bring seven team members: project coordinator, one community partner, two student conduct staff, two law enforcement personnel and one prevention person(s).</p> <p>Consortium Projects are required to bring a minimum of 14 team members: project coordinators from each campus (if possible), one community partner, student conduct staff, law enforcement personnel and prevention person(s).</p>	No attendance at Institutes for grantees, but grantees will receive ongoing technical assistance from designated TA providers via webinars, TA requests, check-in calls.	<p>All grantees must attend two Training and Technical Institutes in the third year of the award.</p> <p>Individual Projects are required to bring four team members: project coordinator, one community partner, and two campus partners to be identified based on the topic of the institute.</p> <p>Consortium Projects are required to bring a minimum of eight team members to include: project coordinators from each campus (if possible), one community partner and partners from each campus based on the topic of the institute.</p>

NOTE: Small consortium project teams should represent a full multidisciplinary team to the extent possible for each participating campus within the consortium. Large consortium project teams should bring to the Institute at least one team member who represents each required area of expertise stated above. Consortium projects may allocate more than the required amount for travel for team members to attend the Institutes.

Continuation Grantees

Continuation grantees will also receive follow up consultations with a designated TA provider after completion of the core competency assessment to better determine their TA needs. As a result, continuation grantees may be allowed to attend fewer Institutes based on their

competence to effectively implement the statutory and program requirements. In addition, continuation grantees may be asked to showcase their lessons learned, products developed, and successes experienced at upcoming Institutes; thus some funds should remain in the travel category. More information will be provided after receiving the award.

Any remaining technical assistance funds may be used to attend national conferences, retain 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 technical assistance funds for these purposes **must** be approved by OVW prior to implementation. 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

Grantees under this program are prohibited from using OVW funds to conduct research. Upon budget approval, they may use funds to assess their work for quality assurance and program improvement purposes only. Assessments for quality assurance and program improvement might include surveying training participants about the quality of training content and delivery or convening discussion forums with key stakeholders. Applicants considering proposing program assessments should refer to the [DOJ/OJP decision tree](#) to ensure that the activity does not qualify as human subjects research.

### Pre-Agreement Cost Approval

OVW generally does not allow pre-award costs. Costs incurred prior to the start date of the award may not be charged to the project unless the recipient receives prior approval from OVW. See the [DOJ Financial Guide](#) for more information on pre-award costs.

### **Other Submission Requirements**

As discussed in the [Submission Dates and Times](#) section above, applications must be submitted electronically via [Grants.gov](#). Applicants that are unable to submit electronically must follow the instructions in that section.

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 [Grants.gov](#). **The registration process generally takes between three and five business days and may take as long as four weeks if all steps are not completed in a timely manner.** Grants.gov is not the Office of Justice Programs' (OJP) Grants Management System (GMS). If applicants experience difficulties at any point during this process, they should call the [Grants.gov](#) Customer Support Hotline at **1-800-518-4726**.

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.

**The application process can move forward once the organization successfully registers with [Grants.gov](#). Registration is a one-time process.**



**Note: [Grants.gov](http://Grants.gov) limits the use of specific characters in names of attachment files.** Valid file names include only the characters shown in the table below. [Grants.gov](http://Grants.gov) is designed to reject any application that includes an attachment(s) with a file name that contains any characters not shown in the table below.

Characters	Special Characters		
Upper case (A – Z)	Parentheses ( )	Curly braces { }	Square brackets [ ]
Lower case (a – z)	Ampersand (&)	Tilde (~)	Exclamation point (!)
Numbers (0-9)	Comma ( , )	Semicolon ( ; )	Apostrophe ( ' )
Underscore ( _ )	At sign ( @ )	Number sign ( # )	Dollar sign ( \$ )
Hyphen ( - )	Percent sign ( % )	Plus sign ( + )	Equal sign ( = )
Space	When using the ampersand (&) in XML, applicants must use the “&” format.		
Period ( . )			

**OVW strongly suggests using simple titles for all documents, such as “FY 2018 OVW Project Narrative.” Visit the [Grants.gov](http://Grants.gov) website to review the most up-to-date guidelines about the use of specific characters.**

### Submitting a Grant Application

**Important Grants.gov update.** Grants.gov has updated its application tool. The legacy PDF application package is being phased out and will be retired on December 31, 2017. Grants.gov Workspace is now the standard application method for applying for grants. Applicants should familiarize themselves with the Workspace option now. For complete information and instructions on using Workspace (and other changes), go to the Workspace Overview page at <https://www.grants.gov/web/grants/applicants/workspace-overview.html>.

To ensure a successful application submission, OVW strongly encourages applicants to start their applications at least 48, but no less than 24, hours before the deadline.

The [Grants.gov](http://Grants.gov) Help Desk can be reached at 1-800-518-4726, Monday through Friday, from 7:00 a.m. to 9:00 p.m. E.T. except federal holidays.

## ***E. Application Review Information***

### **Criteria**

Applications will be subject to a peer review and a programmatic review. Applications will be scored based on the degree to which the application responds to each section and addresses each element in the 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. Specifically, for the Campus Program, scoring will be as follows:

1. Summary data sheet: (5) points
2. Project narrative: (50) points, of which
  - A. Purpose of the project: (15) points
  - B. What will be done: (20) points

- C. Who will implement: (15) points
- 3. Budget narrative and detail worksheet: (15) points
- 4. MOU/IMOU/EMOU: (30) points

## **Review and Selection Process**

### Peer Review

OVW will subject all eligible applications to a peer review process that is fair and based on the criteria outlined in this solicitation. OVW may use internal reviewers, external reviewers, 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 the application for compliance with the program's scope, activities that compromise victim safety, and, if applicable, past performance and priority area review. OVW reserves the right to deduct points from applications for the following reasons:

- 1. Activities that compromise victim safety and recovery and undermine offender accountability (deduct up to 25 points.)
- 2. Out-of-scope activities (deduct up to 25 points)
- 3. Past performance (deduct up to 25 points)
- 4. Formatting and Technical Requirements (deduct up to 5 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. An applicant with considerable past performance issues may receive a deduction in points as described above or be removed from consideration entirely regardless of the application's peer review score.

As a part of the programmatic review process described above, applicants will be reviewed for past performance and risk based on the elements listed below.

- 1. Demonstrated effectiveness of the current project indicated by timely progress toward meeting project goals and objectives.
- 2. Demonstration that past activities supported with OVW grant funds have been limited to program purpose areas
- 3. Adherence to all special conditions of existing grant award(s) from OVW
- 4. Adherence to programmatic and financial reporting requirements, including timely submission of required reports
- 5. Completion of close-out of prior awards in a timely manner
- 6. Appropriate use of and active participation in OVW-sponsored workshops and other technical assistance events as required by a special condition of the current or recent award
- 7. Receipt of financial clearances on all current or recent grants from OVW
- 8. Timely resolution of issues identified in any audit or on-site financial or programmatic monitoring visit
- 9. Adherence to the Office of Management and Budget single-audit requirement
- 10. Timely expenditure of grant funds
- 11. Adherence to the requirements of the [DOJ Financial Guide](#)

12. 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

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.

#### 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.

#### **Anticipated Announcement and Federal Award Dates**

It is anticipated that all applicants will be notified of the outcome of their applications by October 1, 2018.

## ***F. Federal Award Administration Information***

#### **Federal Award Notices**

Successful applications will receive OVW award notifications electronically from the OJP Grants Management System (GMS) (not Grants.gov). This award notification will be sent to the individuals listed as the [Authorized Representative](#) and the Point of Contact on the SF-424 for the application that was selected for funding and will include instructions on accepting the award. Recipients will be required to log in; accept any outstanding assurances and certifications on the award; designate financial points of contact; and review, sign, and accept the award. The award acceptance process involves physical signature of the award document and terms and conditions by the [Authorized Representative](#), scanning the fully executed award document, and returning the scanned document to OVW via facsimile or email.

#### **Administrative and National Policy Requirements**

##### Information for All Federal Award Grantees

Applicants selected for awards must agree to comply with additional legal, administrative, and national policy requirements, including those requirements enumerated below. 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 Solicitation Companion Guide.

1. Civil Rights Compliance
2. Funding to Faith-Based Organizations
3. Confidentiality and Privacy Protections
4. Research and the Protection of Human Subjects (if applicable)
5. Anti-Lobbying Act
6. Reporting Requirements

7. National Environmental Policy Act (NEPA) (if applicable)
8. National Historic Preservation Act (NHPA) (if applicable)
9. DOJ Information Technology Standards (if applicable)
10. Non-Supplanting of State or Local Funds
11. Criminal Penalty for False Statements
12. Reporting Fraud, Waste, Error, and Abuse
13. Suspension or Termination of Funding
14. Nonprofit Organizations
15. Government Performance and Results Act (GPRA)
16. Rights in Intellectual Property
17. Federal Funding Accountability and Transparency Act (FFATA) of 2006
18. Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement
19. Active SAM Registration and Unique Identifier Requirements
20. Whistleblower Protections for Employees of OVW Grantees
21. Prohibited Conduct by Recipients Related to Trafficking in Persons
22. General Appropriations Law Restrictions on Use of Federal Funds
23. Recipient Integrity and Performance Matters Including Recipient Reporting to FAPIIS

Terms and conditions for OVW awards, including awards under this program are available at <http://www.justice.gov/ovw/grantees>. These terms are subject to change prior to the issuance of the awards.

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

The Violence Against Women Reauthorization Act of 2013 added a civil rights provision that applies to all FY 2018 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. For more information on this prohibition, see <http://www.justice.gov/ovw/docs/faqs-ngc-vawa.pdf>. Additional information on the civil rights obligations of OVW funding recipients can be found in the Solicitation Companion Guide under "Civil Rights Compliance."

#### Accessibility

Recipients of OVW funds must comply with applicable federal civil rights laws, which, among other things, prohibit discrimination on the basis of disability and national origin. Compliance with these laws includes taking reasonable steps to ensure that persons with limited English proficiency have meaningful access to recipients' programs and activities and that these programs and activities are readily accessible to individuals with disabilities. More information on these obligations is available in the Solicitation Companion Guide. Applicants must allocate grant funds or other available resources to support activities that help to ensure meaningful and full access to their programs. For example, grant funds can be used to support American Sign Language interpreter services, language interpretation and translation services, or the purchase of adaptive equipment.

#### **Reporting**

OVW grantees are required to submit semi-annual progress reports and quarterly Federal Financial Reports (SF-425). Appropriate progress report forms will be provided to all applicants selected for an award. Forms will be submitted electronically via GMS. Future awards and fund drawdowns may be withheld if reports are delinquent.

## **G. Federal Awarding Agency Contact(s)**

For assistance with the requirements of this solicitation, contact the OVW contact Campus Program at [ovw.campus@usdoj.gov](mailto:ovw.campus@usdoj.gov) or (202) 307-6026.

## **H. Other Information**

### **Application Checklist**

Applicants must submit a fully executed application to OVW, including all required supporting documentation. Prior to peer review, 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, 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 Rural Program letter submitted with a Transitional Housing Program application will not be transferred to the Rural application).

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

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

**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. OVW tries to create forms and instructions that are accurate, can be easily understood, and impose the least possible burden on applicants. The estimated average time to complete and file this form is 30 hours. Comments regarding the accuracy of this estimate or suggestions for simplifying this form can be submitted to the Office on Violence Against Women, U.S. Department of Justice, 145 N Street, NE, Washington, DC 20530.

## **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 [DOJ Financial Guide](#).*

### 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, including the awarding of consultant contracts, should be conducted in a manner that provides maximum open, free and fair competition, and must follow 2 C.F.R. §§ 200.317-200.326. All sole-source procurements (those not awarded competitively) in excess of \$150,000 require prior approval from OVW. This applies to procurements of goods and services, but not to selection of sub recipients.

### MOU Partners/Subrecipients

MOU project partners are generally considered subrecipients for time spent working on program objectives. The following MOU project partner responsibilities are consistent with the characteristics in 2 C.F.R. § 200.330 that support their classification as subrecipients: they are using federal funds to carry out a program for a public purpose specified in the authorizing statute, they are responsible for adherence to program requirements, they are responsible for programmatic decision making, their performance is measured in relation to whether program objectives are met, and in some cases they may be responsible for determining who is eligible to receive assistance (services) under the grant award. In contrast, a contractor provides goods and services within normal business operations, provides similar good and services to many different purchasers, normally operates in a competitive environment, provides goods and services that are ancillary to the operation of the program, and programmatic requirements may not be applicable to the services they are providing. For additional information on determining whether the recipient of the pass-through funds is a subrecipient or a contractor, refer to [2 CFR Part 200.330](#), as well as the Solicitation Companion Guide.

### 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 nonprofit, nongovernmental domestic violence and/or sexual assault victim services programs and state and tribal domestic violence and/or sexual assault coalitions. Keep in mind that partners are generally considered a subrecipient and would be reimbursed for their actual costs incurred for the project rather than a fee for service. 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.

#### 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 or 2 CFR Part 200 Subpart F – Audit Requirement are unallowable. If the applicant agency did not meet the applicable expenditure threshold 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.

Non-federal entities that have never received a federally-approved indirect cost rate may elect to charge a de minimis rate of 10% of modified total direct costs which may be used indefinitely. This includes state and local governments that have never negotiated an indirect cost.

#### Purchase and/or Lease of Vehicles

The purchase and lease of vehicles are prohibited under most OVW grant programs, although some programs allow for purchasing vehicles on a case-by-case basis. 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.

#### Non-Federal contributions

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.

**Note: The following budget is an example intended to assist you in preparing your application budget. The sample expenses may not fit the purposes or activities of this particular grant program.**

**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 Investigator	\$70,500 x 0.50%	\$ 353
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 Administrative Assistant	\$135,000 x 0.50%	\$ 675
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 Training and Technical Assistance	TBD	TBD	TBD	\$12,000

\$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 or consultant 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, thumb drives, and flash drives) 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><u>\$ 0</u></b>

**G. Consultants/Contracts/Subawards** – 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 Civil Attorney	Civil Legal Assistance	\$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 Civil Attorney. The Part-Time Civil Attorney will be compensated at an hourly rate of \$50/hour. The Part-Time Prosecutor will spend 20 hours each month providing civil legal assistance to victims of sexual assault, domestic violence, dating violence, 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>
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:** **\$ 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 \$150,000.

<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.

**Subawards/Partner Compensation:** Provide a description of project activities for which subrecipients/MOU partners will receive compensation under the award, including services for victims. Include any compensation for partner/subrecipient travel in this section as well.

<u>Subrecipient Name</u>	<u>Computation</u>	<u>Cost</u>
<b>XYZ Victim Services Organization</b>		
Advocate	\$40,000 annual salary x .25 FTE	\$10,000
Advocate	Benefits x 28% of FTE salary	\$ 2,800
<b>XYZ Housing Provider</b>		
Rent subsidies	\$150/mth x 12 mths x 15 victims/families	\$27,000
Permanent housing advocate	\$40,000 annual salary x .10 FTE	\$ 4,000
Permanent housing advocate	Benefits x 28% of FTE salary	\$ 1,120
	<b>Subtotal Subawards:</b>	<b><u>\$44,920</u></b>

MOU partner XYZ Victim Services Organization will provide victim advocacy services, including safety planning and court accompaniment services. The MOU partner XYZ Housing Provider will provide rent subsidies for victims and their dependents as well as permanent housing placement services and advocacy. The rent subsidy rates are based on our experience with available community housing.

**Subaward Travel:** List all expenses to be paid from the grant to project partners/subaward recipients to cover project related travel expenses including participation at OVW-mandated training (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	TBD	TBD	\$8,000

**TOTAL CONTRACTS, CONSULTANTS, AND SUBAWARDS: \$113,075**

**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 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. Non-federal entities that have never received a federally-approved indirect cost rate may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely. This includes state and local governments that have never negotiated an indirect cost rate with the Federal government and receive less than \$35 million in direct Federal funding per year. Tribes that have never negotiated an indirect cost rate with the Federal government may also use the 10% de minimis rate.

<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, 2017. (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	\$ 105,075
H. Other Costs	\$ 84,900
<b>Total Direct Costs</b>	<b>\$ 457,731</b>
I. Indirect Costs	\$ 28,183
 <b>TOTAL PROJECT COSTS</b>	 <b><u>\$ 485,914</u></b>
 Federal Share Requested	 \$ 485,914
Non-Federal (Match) Amount	\$ 0

## **APPENDIX B**

### **Sample Letter of Registration**

**[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) under DUNS number [insert DUNS number]. [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](https://www.grants.gov) Users ONLY** - I understand that in order to submit an application for the FY 2018 [Insert Grant Program Name], [Insert Applicant Name] must be registered with [Grants.gov](https://www.grants.gov). I certify that [Insert Organization Name] began the registration process with [Grants.gov](https://www.grants.gov) on [Insert Registration Date].

**OR**

**Repeat [Grants.gov](https://www.grants.gov) Users ONLY** – I understand that upon application submission in [Grants.gov](https://www.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](https://www.grants.gov), all information listed in [Grants.gov](https://www.grants.gov) must be current and active. [Insert Applicant Name] verified that all information listed in [Grants.gov](https://www.grants.gov) (Name and contact information for the AOR, organization address, etc.) is current and active on [Insert Date].

Sincerely,

**[Authorized Representative]**

## **APPENDIX C**

### **Disclosures of Process Related to Executive Compensation**

**Disclosures of Process 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:

Following is the process used to determine the compensation of officers, directors, trustees, and key employees (together, "covered persons"):

The text of the letter should include the following: (1) the composition of the body that reviews and approves compensation arrangements for covered persons; (2) the methods and practices used by the applicant nonprofit organization to ensure that no individual with a conflict of interest participates as a member of the body that reviews and approves a compensation arrangement for a covered person; (3) the appropriate data as to comparability of compensation that is obtained in advance and relied upon by the body that reviews and approves compensation arrangements for covered persons; and (4) the written or electronic records that the applicant organization maintains as concurrent documentation of the decisions with respect to compensation of covered persons made by the body that reviews and approves such compensation arrangements, including records of deliberations and of the basis for decisions.

Sincerely,

**[Authorized Representative]**

Attachments

## **APPENDIX D**

### **Summary of Current and Recent OVW Projects**

### Summary of Current and Recent OVW Projects

Applicant Name								
Service Area: Size of Service Area: Size of Target Population:								
Award Number	Award End Date	Program	Award Amount	Amount Remaining	Extension Needed?	Extension Needed: Timeframe	Grant-Individual(s) and Job Title(s)	Justification for Remaining Funds
2015-XX-XX-XXXX	7/31/2017	2015 CLSSP	\$300,000	<b>TOTAL: \$250,000</b> A. Personnel: <u>\$200,000</u> B. Fringe: <u>\$50,000</u> C. Travel: <u>\$0</u> D. Equipment: <u>\$0</u> E. Supplies: <u>\$0</u> F. Construction: <u>\$0</u> G. Consultants and Contracts: <u>\$0</u> H. Other Costs: <u>\$0</u> I. Indirect Costs: <u>\$0</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No		2FT DV/SA Advocates: Abby Smith and Bill Thompson	
2016-XX-XX-XXXX	12/31/2018	2016 CTAS	\$932,000	<b>TOTAL: \$467,850</b> A. Personnel: <u>\$250,000</u> B. Fringe: <u>\$100,000</u> C. Travel: <u>\$0</u> D. Equipment: <u>\$0</u> E. Supplies: <u>\$0</u> F. Construction: <u>\$0</u> G. Consultants and Contracts: <u>\$100,000</u> H. Other Costs: <u>\$0</u> I. Indirect Costs: <u>\$17,850</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No		1FT DV Advocate (Anne Tyler); 2FT Shelter Advocates (Mary Harrison and Elizabeth Baker); 1FT Victim Liaison (John Jones)	
			<b>TOTAL:</b>	<b>TOTAL:</b>				
			\$1,232,000	\$717,850				

## **APPENDIX E**

### **Summary of Current and Pending Non-OVW Grants to Do the Same or Similar Work**



**Summary of Current and Pending Non-OVW  
Federal Grants to Do the Same or Similar Work**

[Applicant Name]							
Current Awards							
Service Area:							
Federal Awarding Agency	Award Number	Program	Award End Date	Award Amount	Amount Remaining	Grant-Individual(s), Job Title(s), and Percentages	Describe how this project differs from the application for OVW funding.
OJP	XXX-XXX-XXXX	OVC	9/30/2018	\$300,000	<b>TOTAL: \$250,000</b> A. Personnel: <u>\$200,000</u> B. Fringe: <u>\$50,000</u> C. Travel: <u>\$0</u> D. Equipment: <u>\$0</u> E. Supplies: <u>\$0</u> F. Construction: <u>\$0</u> G. Consultants and Contracts: <u>\$0</u> H. Other Costs: <u>\$0</u> I. Indirect Costs: <u>\$0</u>	2FT DV/SA Advocates: John Smith (25%) and Jane Edwards (35%)	[Insert description.]
Pending Applications							
Service Area:							
Federal Awarding Agency	Application Number (if known)	Program	Project Period	Total Requested Amount	Amount Requested	Grant-Individual(s), Job Title(s), and Percentages	Describe how this project differs from the application for OVW funding.
COPS	XXX-XXX-XXXX	CAMP	36 months	\$300,000	<b>TOTAL: \$300,000</b> A. Personnel: <u>\$200,000</u> B. Fringe: <u>\$50,000</u> C. Travel: <u>\$0</u> D. Equipment: <u>\$0</u> E. Supplies: <u>\$50,000</u> F. Construction: <u>\$0</u> G. Consultants and Contracts: <u>\$0</u> H. Other Costs: <u>\$0</u> I. Indirect Costs: <u>\$0</u>	1FT DV Advocate: Janet Anderson (20%); 1FT Shelter Advocate: Jay Summers (10%); 1FT Victim Liaison: John Neil (50%)	[Insert description.]

**APPENDIX F**  
**Sample Certification Letter**

**Sample Certification Letter of Eligibility**  
**[Applicant Letterhead] [Date]**

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

Dear Director:

This letter serves to certify that **[Applicant]** is in compliance with the Higher Education Act of 1965, as amended, which 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 is 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 contains information regarding campus security policies and campus crime statistics.

Sincerely,  
**[Applicant's Authorizing Official]**

## **APPENDIX G**

### **Physical Modification Guidelines**

## 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.

For Fiscal Year 2017, applicants who are proposing to use Campus Grant Program funds for physical modifications must follow the following guidelines outlined in this solicitation. Applicants must will be required to submit all necessary materials, if funded, before designated funds can be used for the purposes outlined in this document.

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

All OVW awards that involve physical modifications must comply with the National Environmental Policy Act (NEPA) (42 U.S.C. § 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 either as an attachment to the application or prior to funds being obligate for this purpose:

- 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. This information must be submitted as an attachment to the application;
- 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. This information must submitted after award and prior to obligation of fund for this purpose;
- 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. This information must submitted after award and prior to obligation of fund for this purpose; and
- A statement by the applicant as to whether there are any other known environmental concerns regarding the proposed modifications. This information must submitted after award

and prior to obligation of fund for this purpose

Applicants whose proposals do not include the mentioned above materials will be prohibited from using grant funds to support physical modifications. 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 modification.

## **APPENDIX H**

### **Sample Memorandum of Understanding**

## **SAMPLE**

*(Note that both the IMOU and EMOU will follow similar formats. See the section on Memoranda of Understanding for details on content and signatories.) This is for new, continuation, individual, and consortia projects.*

### **Memorandum of Understanding \***

#### **Anywhere Campus Violence Prevention Project and Victim Service Provider and Criminal Justice Agencies**

**Anywhere Campus Violence Prevention Project (CVPP) will direct an initiative to:**

- 1) Expand victim services, with a focus on improving service delivery for underserved communities on campus.
- 2) Conduct trainings on violence against women issues for law enforcement, faculty, students and staff.
- 3) Increase outreach to nontraditional students and to international students on campus.
- 4) Improve methods of communication between local and campus law enforcement and victim service providers to ensure a coordinated community response to violence against women on campus.

The below signatories will work in close conjunction with the proposed project and its staff in any manner that will help ensure its effective implementation throughout all relevant areas of campus life and activities. They agree to follow mutually agreed-upon protocols responding to victims of dating violence, sexual assault, domestic violence, and stalking, who are students, staff, or faculty of Anywhere Campus. They commit to working together to ensure the success of the project. Members of this coordinated community response to violence against women are dedicated to an ongoing evaluation of our services and to expanding membership to include representatives from constituency groups that work to provide services to underrepresented communities. Representatives of each group met three times to discuss each entity's goals in the development of this project and the mechanism for reimbursing each partner that is being compensated by the grant funding. All signatories have reviewed and approved the proposed budget.

Local Rape Crisis Center (LRCC) is a non-profit non-governmental victim services organization that has statutory privilege within anywhere state therefore no survivor information can be disclosed to any entity without the survivor's consent. LRCC has collaborated with CVPP since 1994 in providing training to the community. They have offered cross-consultation to our program, and have shared pertinent information, statistics, and educational materials. They have also participated in professional training to law enforcement, the community and each other's staff and volunteers. LRCC and CVPP are committed to working together to ensure seamless service delivery to victims who live on- or off-campus. They will continue to make their services available to members of the campus community. They are also committed to working toward identifying barriers that victims from underserved communities face in obtaining assistance, and in establishing coordinated, sensitive assistance to such victims. Through this subcontract, LRCC will work with CVPP to ensure that victims receive comprehensive assistance.



Campus Medical Emergency Department (CMED) has been involved for ten years in providing training to the campus community. They have participated with CVPP as part of a County Sexual Assault Response Team, and have provided evidentiary exams for sexual assault victims who are students, staff, or faculty of the university. They have committed their support to our proposal and will continue to provide joint trainings with CVPP to the campus community on violence against women.

The County Sheriff=s Department has worked with CVPP since 1996 in providing training to law enforcement officers regarding sexual assault and relationship violence. The CVPP provides training two times per year to members of the County Sexual Assault Response Team. The Sheriff=s Department has agreed to refer sexual assault, dating violence, domestic violence, and stalking victims who are students or staff of the university to CVPP for crisis intervention and advocacy. They will provide consultation with CVPP, and the CVPP will provide the Sheriff=s Department with educational materials and professional training on violence against women issues.

The Center for International Students (CIS) is a campus organization, whose staff is considered responsible employees under Title IX. CIS began its collaboration with the CVPP in 1998. The CIS will provide training to CVPP staff to ensure cultural sensitivity and the elimination of barriers to victim service provision through CVPP. The CIS, CVPP and the LRCC will work collaboratively to ensure that international students and staff that live both on- and off-campus are provided comprehensive services. The CIS and the CVPP will also increase outreach to international students on campus about services available to victims of sexual assault, domestic violence, dating violence, and stalking. Elements of outreach include trainings conducted at the center and distribution of informational brochures and flyers regarding services available to victims.

