



**FY 2018 Grants to Reduce Sexual Assault, Domestic Violence, Dating
Violence, and Stalking on Campus Program Pre-Application Conference Call**
Thursday, February 15, 2018
2:00 pm to 4:00 pm (EST)

WELCOME AND INTRODUCTIONS

Welcome to the Pre-Application Conference Call for the Fiscal Year 2018 Grants to Reduce Sexual Assault, Domestic Violence, Dating Violence, and Stalking on Campus Program (also referred to as the “Campus Program”). The Office on Violence Against Women (also referred to as “OVW”) is convening this pre-application conference call to go over the FY 2018 solicitation for the Campus Program. I am Rudelle Handy, Senior Program Specialist and Solicitation Point of Contact for the FY 2018 Campus Program solicitation.

To limit disruptions and ensure everyone is able to hear the discussion, please mute your phones. You may mute your phone by hitting *6 or using your phone’s mute button. In addition, please do not place the call on hold. If your office telephone system plays music for callers who are on hold, the music from these systems can be loud and disruptive, making it impossible for others to hear what is being said. If you need to answer another line, hang up and then call back into the conference line. Thank you in advance for your cooperation and thank you for your interest in the Campus Program.

The purpose of this conference call is to provide information regarding the FY 2018 Campus solicitation. We will cover highlights of the solicitation in today’s call. However, it is not the intent, nor is there sufficient time to go over every aspect of the solicitation. All applicants are responsible for reading the solicitation and reviewing the contents of all application materials and ensuring that a complete application is submitted. Campus Program staff cannot provide any feedback to applicants about the quality of an applicant’s proposal or provide any information outside of that presented in the solicitation. Campus Program staff will be available throughout the period that the solicitation is open to respond to any questions about application requirements. Please feel free to send questions about the Campus solicitation to the Campus Program email mailbox at ovw.campus@usdoj.gov.

If you have the Campus solicitation in front of you, today’s conference call will follow the order of topics as listed in the solicitation.

ELIGIBILITY (cover)

Eligible entities for this program are institutions of higher education (the definition of which is on page 12 of the solicitation). Community agencies may partner but cannot be the lead applicant. Both new and continuation applications are being accepted. Grantees that received Campus funding for 36 months in in FY 2016 and 2017 are not eligible to apply.

DEADLINES (cover)

Applications are due by 11:59 pm Eastern Standard Time on Wednesday, March 7, 2018.

REGISTRATION (cover)

You will also note on the cover of the solicitation that you should have “registered” by January 31, 2018. Registration includes several steps: 1) obtaining a DUNS number; 2) ensuring that you register with the SAM system and 3) registering on Grants.gov.

Every applicant must obtain a Data Universal Number System (DUNS) Number and register online with System for Award Management (SAM) well before the grant deadline. There is a reason that we set a deadline, as the process to register for a DUNS number and SAM can be lengthy. If you do not have a DUNS number and/or are not current in the SAM system, you should begin this process as soon as possible.

The registration process is not one that can be completed quickly, it can take days and you should begin this process as soon as possible. Every year we have a handful of applicants that did not make the deadline because they were delinquent with their SAM and/or Grants.Gov registrations.

CONTACT INFORMATION (page ii)

If you have any questions regarding the Campus solicitation, contact OVW at 202-307-6026. This is our main number at OVW, but you may email any questions to ovw.campus@usdoj.gov.

SUBMISSION AND NOTIFICATION INFORMATION (page ii)

Campus applications will be submitted through Grants.gov. If you have questions regarding the registration or submission process through Grants.Gov, please contact grants.gov customer support at 1-800-518-4726 (this phone number can be also be found on page ii of the solicitation and on the Grants.gov website). Grants.Gov customer service is open 24 hours a day; 7 days a week, with the exception of federal holidays.

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

SECTION A: PROGRAM DESCRIPTION (page 1)

The Campus Program is designed to encourage colleges and universities to adopt comprehensive, coordinated responses to violent crimes against women on campuses and create partnerships among campus entities, along with community-based victim services organizations and criminal and civil justice agencies.

Scope of the Program: (page 2)

The Campus Program focuses on the crimes of sexual assault, domestic violence, dating violence and stalking. It does not focus on sexual harassment, general violence or bullying.

In addition, this program is designed to develop comprehensive responses to these crimes. It is not designed to address Title IX and Clery. While we know that there are key intersections of these federal laws and this program's activities, the scope of the work provided should focus on fully addressing the crimes rather than compliance with federal laws. Some key distinctions between these federal statutes and this program include: 1) campus program funding does not support projects to address the respondent's needs, it is survivor-focused; 2) applicants may not address sexual harassment within the Campus Program; 3) it is within the scope of the Campus Program to address both criminal and civil remedies (both on and off campus), while Title IX can be limiting in scope, as it addresses only civil remedies provided by the institution; and 4) while Clery may require a school's response, the Campus Program allows for a larger response. Both of these federal statutes include our crimes but are broader in scope. There are additional areas that are considered out of scope for this program and cannot be addressed by grant funds (alcohol, arson, bullying, etc). Thus applicants can only address these requirements in relation to effectively addressing the four crimes mentioned previously.

As stated previously, this program does not address alcohol or drug abuse. While we know that drug and alcohol facilitated sexual assault are key issues, we want to make sure that the programs developed address all survivors of these crimes and not just the ones who have experienced these particular circumstances. Therefore, your project cannot primarily focus on alcohol and drug abuse.

Lastly, applicants can address only one crime. You are not required to address all four, however, if you list all four crimes in your proposal then you must demonstrate that you will effectively address all of them in your project. This should also be reflected in the partnerships you obtain.

Statutory Purpose Areas: (pages 2-3)

These areas define the scope of the work that can be implemented under the program. There are 10, **but applicants are required to address at least one of them. Some key considerations if the following purpose areas are selected:**

Purpose Area 4- Victim Services: applicants that select this purpose area **must allocate 20% or more** of its grant funding to meet it. The funding **should be for direct victim services** and **should not include activities such as training, prevention or outreach.**

Purpose area 6- Data collection and communication system: since this program is to develop comprehensive responses to these crimes. As such applicants cannot select this purpose area only

to address. Additionally, the expenses to address this purpose area should not take up the majority of the budget.

Purpose Area 7: Capital improvements: Under the Campus Grant Program, OVW will consider the following to be **physical modifications: blue emergency or blue lights, lighting, communication equipment, panic buttons, etc.** If selected the applicant **should review the physical modification guidelines** in the appendix. Applicants will have to submit supplemental information after receiving the award, before funds can be used for this purpose.

Mandatory Program Requirements (pages 3-7)

Applicants that receive funding under the Campus Program (grantees) are required to comply with statutory minimum requirements and additional mandatory program requirements. They begin on page 3 of the solicitation. I will address them briefly, but please be sure to read the solicitation carefully to ensure your application addresses them all.

Please 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 center¹, including a state or

¹ 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).

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

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

 4. Follow the appropriate staffing and activities for New or Continuation applicants. The following requirements are found on Page 7 of your solicitation:

Requirement	New Applicant	Continuation Applicant
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Project Coordinator²	<ul style="list-style-type: none"> • 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.) 	<ul style="list-style-type: none"> • 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
Activity	<ul style="list-style-type: none"> • address only the basic statutory and program requirements; • work closely with the designated OVW TA providers throughout the entire project period; • implement a planning year (year one) as required by the grant; and • participate in a mandatory New Grantee Orientation and three training and technical assistance institutes in year one of the grant. 	<ul style="list-style-type: none"> • address BOTH basic statutory and program requirements AND propose new project activities that exceed these requirements.

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. Applicants must also weigh whether there are potential conflicts of interest if the position is located in or supervised by the Title IX office. For example, this grant is clearly survivor focused. Potentially a Title IX Office or Coordinator could be seen as biased towards offenders if they are leading or supervising the survivor focused grant.

Consortia can have only one full-time Project Coordinator to oversee the consortia however, you should also have someone at each campus to oversee each campus’s respective work, but their time is dependent on the need of the campus and what the budget will allow.

² 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. Applicants must also weigh whether there are potential conflicts of interests if the position is located in or supervised by the Title IX office.

Note: Applicants must acknowledge that they are aware of the statutory requirements regarding compliance with the confidentiality and privacy provisions of VAWA, (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.

OVW Priority Areas (page 8)

Information regarding the two Priority Areas under the Campus Program, for this year can be found on page 8 of the solicitation. Applications proposing activities in the following Priority 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 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 (HBCUs), Tribal Colleges and Universities (TCUs), and universities and colleges that serve primarily Latino or Hispanic populations or are based in the U.S. 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.

Activities that Compromise Victim Safety and Recovery, Out-of-Scope Activities, and Unallowable Activities (pages 8-10)

Applications including items listed in these sections may be removed from consideration or may receive a point deduction during the review process. We are not going to spend time reviewing these sections, however we strongly recommend that you read these sections carefully and

contact us directly if you have any questions, as additional language has been included in the solicitation to clarify several sections from previous years.

I will ask you to note the updated unallowable activity on page 10, number 8:
Supporting Title IX investigator or coordinator positions, trainings, conferences, activities, or materials focused primarily on Title IX.

SECTION B: FEDERAL AWARD INFORMATION (page 10)

Availability of Funds (page 10)

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.

Award Period (page 10)

The grant award period is for 36 months, beginning on October 1, 2018.

Award Amounts (page 10)

Funding levels for 2018 are as follows:

1. **Individual Projects: up to \$300,000 for the entire 36 months.**
2. **Consortia Projects:**
 - 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.**

Types of Applicants (page 11)

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.

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.³

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.

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.

The Campus Program typically makes awards for individual projects up to \$300,000 and for consortia projects in the range of \$550,000-\$750,000. OVW estimates that it will make up to 45-50 awards for an estimated \$20 million this year. This is listed on page 11 of the solicitation.

SECTION C: ELIGIBILITY INFORMATION (pages 12-14)

The list of eligible applicants is located on page 12. Applications that are submitted by ineligible entities or that do not meet all program eligibility requirements will not be considered for funding.

Eligible entities for this program are institutions³ of higher education.

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.

1. 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 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.

³ 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.

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

2. Letters of Certification

Applicants proposing to provide legal assistance with Campus funding must certify, in writing, to the criteria listed on page 13.

There are two letters of certification 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. The signed certification letter must be uploaded as a separate attachment in Grants.gov. A sample certification letter can be found in Appendix F.

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 Submissions

An applicant can only submit 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 version submitted before the deadline.

SECTION D: APPLICATION AND SUBMISSION INFORMATION (Page 14-15)

Address to Request Application Package (page 14)

The complete application package is available on Grants.gov or at the OVW website at <http://www.justice.gov/ovw>. Applicants wishing to request a paper copy of the application materials should email their request to: ovw.campus@usdoj.gov.

Application Contents (pages 14-15)

The required documentation for a complete application package begins on page 15 of the solicitation.

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. It is the responsibility of the applicant to ensure that a complete application is submitted by the deadline. OVW will not contact applicants for missing items.

Applicants should not submit documents that were not specifically asked for in the solicitation. Providing information that was not requested (such as letters of support from other organizations in your community or service area) will not increase the likelihood that an application will be selected for funding.

Formatting and Technical Requirements (page 15)

Please carefully review the formatting and technical requirements on page 15. Points may be deducted for applications that do not adhere to the formatting and technical requirements. Please read the entire list of requirements.

Application Requirements (page 15)

Applications must include the following required documents and demonstrate that the program eligibility requirements have been met:

1. Project Narrative
2. Budget Detail Worksheet and Narrative
3. Memorandum of Understanding (MOU) in providing legal representation for victims of domestic violence, sexual assault, stalking and/or dating violence (the Statement of Expertise replaces the Internal Memorandum of Understanding that has been required in previous years)

Summary Data Sheet (pages 15-17)

In addition to the application being scored, the Summary Data Sheet will also be scored. It may be single or double spaced. The Summary Data Sheet does not count toward the 20 or 23 page limits for the Project Narrative.

Applications that do not include all of the required components will be considered substantially incomplete and will not be considered for funding.

Proposal Abstract (page 17)

Your application should include an abstract that does not exceed 2 pages, double-spaced.

Project Narrative (pages 17-20)

1. May not exceed 20 pages
2. Must include the following 3 sections: 1) Purpose of the Application; 2) What Will Be Done; and 3) Who Will Implement the Project.

Some of these sections have separate requirements for new and continuation applicants so please pay attention to the required criteria.

Purpose of Application

This section describes the need for project. The description of your campus, the community and prevalence of the crimes are expected in this section. This section helps reviewers understand your specific campus and community needs. Common mistakes include spending a lot of time here and not including enough data or information about your campus or community. If you do not have campus data, please include that but remember you are describing the campus and community so utilize the data that exists however limited.

New applicants should describe the current structures for law enforcement and student conduct. This helps the reviewer better understand how your institution is organized.

Continuation applicants should describe previous efforts to meet the program requirements and what changes have been made as a result of your efforts; and lastly what gaps remain such that you are seeking funding again.

What Will Be Done

This section must include the information below. In doing so, the applicant must provide a clear link between the proposed activities and the need(s) identified in the “Purpose of Application” section.

This section has changed from previous years. Now, you have a planning year, but that does not mean that you will not be doing anything. This year should focus on establishing your CCR team and building your capacity to fully implement the project. You will develop a strategic plan during this first year. This section also describes some of your proposed ideas to meet the program requirements.

Continuation applicants will begin to address how you will continue to meet the program requirements and go beyond them to build a more comprehensive program. Here is where some continuation applicants fail. Please make sure to clearly address what you will do beyond the basic program requirements.

Who Will Implement the Project

This section must justify who will be involved in the project and demonstrate that they have the capacity, experience and expertise to address the stated need and that they can successfully implement the stated project activities.

This section includes information as indicated in the title: specifics on the individuals, departments and agencies **who will be primarily responsible** for the implementation of this grant. This should not include all MOU partners as they will be identified in the MOUs.

For continuation applicants, this is where you will begin to explain why the Project Coordinator will be utilized at less than 50% percent time if that is the case for your project.

Budget Detail Worksheet and Narrative (20-21)

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

1. Must reflect 36 months of project activity.
2. Should include funds to attend OVW-sponsored training and technical assistance in the amount of \$40,000 (minimum) for single applicants, \$80,000 for consortiums, with an additional \$5,000 added for applicants from the US territories, Alaska or Hawaii. Applicants may include more than the minimum amounts.
3. Should not exceed the budget caps.
4. Should not contain a match.

In developing the budget, applicants **should financially compensate all project partners** for their participation in any project-related activities, including, but not limited to, compensation for time and travel expenses to participate in project development, training, and implementation. The budget must include compensation for all services rendered by project partners, including the victim service provider. If a partner is a state local, tribal or territorial agency and the **partnership duties are conducted within the course of the agency's "regular" scope of work, the applicant does not need to compensate the partner** if the partner an explanation of this arrangement is included in the budget and External Memorandum of Understanding. **In the budget, the applicant should include that the partner is conducting their activities "in kind."**

NOTE: Consortia applicants must ensure fair and equitable compensation for consortium member institutions so that they are able to fully implement the statutory and program requirements.

Refer to Appendix A for Budget Guidance and a Sample Budget. **Please keep in mind that this is a sample used for all OVW programs so it may include things that are unallowable for this program.**

Indirect costs

Indirect costs under the Campus Program 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.

Project Coordinator

New applicants **must have** and/or support one **full time position for 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.

Continuation applicants must provide a justification if the Project Coordinator time is less than 50% to ensure the project can be adequately implemented.

All Campus Program grantees will be **required to attend a total of five training and technical assistance institutes over the three-year performance period**. There will be three institutes in the first year and two institutes in the last year of the award. All grantees are required to bring a multi-disciplinary 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 are based on a competency-based train the trainer model that warrants the same selected individuals to attend the institutes over the life of the grant.

In some circumstances, the budget is reviewed independently of the full application. Therefore, it is important that the budget narrative be as comprehensive as possible and describe in detail each line item in the budget. A strong budget and budget narrative should provide enough information to understand the proposed project without having to refer back to the project narrative. In addition to the guidance that is provided on pages 20 to 22 of the solicitation, I strongly encourage you to review the sample budget that is provided in Appendix A on pages 40 to 50 of the solicitation. The template that is provided is an excellent example of the format in which to create your budget and budget narrative.

Lastly, a friendly word of advice, and one that our reviewers will appreciate that you heed. Please do not use anything less than 12-point font when developing your budget. Reviewers are looking over numerous budgets. It is very hard and frustrating to read a budget that is 10 point font or smaller. There is no page limit for the budget section, so there is no need to try to squeeze it onto two or three pages. In addition, the budget should be one document that is inclusive of all

three years. Please do not submit three one-year budgets. Again, my best advice is to follow the sample budget in Appendix A.

Now I'd like to introduce a colleague of mine. Mychal Sterling, a Financial Analyst in the Grants Financial Management Division (also known as GFMD) in OVW. He is going to provide you with additional information on the financial requirements of the solicitation.

BUDGET PRESENTATION

Thank you, Mychal.

Okay, we are almost done!

Memoranda Understanding (IMOU and EMOU) (pages 21-23)

This section can be found beginning on page 22 of the solicitation. Please carefully read the requirements for each of these.

Some key highlights of the MOU:

For purposes of this solicitation, two MOUs are required: 1) and IMOU; and 2) 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.

The IMOU represents Campus partnership and, at a minimum should 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

It can also other Departments: (e.g., Clery Act Compliance Officer(s), Director of Athletics, and Dean of Students).

The EMOU 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:

1. The institution of higher education, a victim service provider and at least one criminal justice or civil service legal agency; and
2. A victim service provider and at least one criminal justice or civil service legal agency.

A Sample MOU is available at Appendix F.

Additional Required Information (pages 23-27)

Pages 23-29 provide additional documents that will not be scored during the review process but they should be included with your application. Failure to include any of the information may result in your application being removed from consideration from funding. Please review these pages carefully.

Submission Dates and Times (page 28)

Applications are due by 11:59 pm Eastern time on Wednesday, March 7, 2018.

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

OVW Policy on Late Submissions (page 29)

OVW offers several options for an applicant to provide advance notice to OVW if receipt of its application will be delayed. (This includes unforeseen inclement weather and technical issues.) Applicants should thoroughly familiarize themselves with the requirements as outlined by OVW in the chart on pages 29-31. An applicant's request to submit an application after the deadline will be considered by OVW if all of the steps outlined in the solicitation are followed. Only in rare circumstances are extensions granted. Failure to begin the registration or application submission process in sufficient time is not an acceptable reason for a late application submission.

Funding Restrictions (page 32-35)

Food and Beverage/Costs for Refreshments and Meals

Generally, food and beverage costs are not allowable, and under no circumstances may OVW funding be used to supply food and/or beverages during refreshment breaks. OVW may approve the use of OVW funds to provide food and/or beverages for a meal at a meeting, conference, training, or other event, if one of the following criteria listed on page 32 applies. Justification for an exception listed on page 32 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.

Program Assessments

Applicants may not use any OVW funds to conduct research. However, up to three percent of the budget may be allocated for the purpose of assessing the effectiveness of funded activities. For example, funds may be used to conduct pre- and post-testing of training recipients or for victim satisfaction surveys. In conducting such testing or surveys, grantees may not collect, analyze or disseminate any information that would disclose the identity of an individual.

Pre-Agreement Cost Approval

OVW generally does not allow pre-award costs. Please be aware that 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. Please see the DOJ Financial Guide for more information on pre-award costs (there is a link to financial guide on page 28).

Other Submission Requirements (page 35)

Please review this section carefully to ensure your ability to submit your application on time.

SECTION E: APPLICATION REVIEW INFORMATION (pages 36-38)

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.

SECTION F: FEDERAL AWARD ADMINISTRATION INFORMATION (pages 38-39)

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 login; 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 and the scanning of the fully executed award document to OVW.

Administrative and National Policy Requirements

There are a number of Administrative and National Policy Requirements listed on pages 38-39 of the solicitation. You should review these carefully.

SECTION H: OTHER INFORMATION

Application Checklist (page 40)

Please use the Application Checklist on page provided here. This checklist will help you ensure that all required documents are included in your application.

I am almost done. Stay with me for just a few more minutes and then we can get to your questions.

As I have mentioned previously, it is the applicant's responsibility to read the solicitation in its entirety. Everything that needs to be included in or with your application is mentioned in the solicitation. I have not reviewed every section of the solicitation so, please, please, please, read the solicitation.

To close out the call, I want to reiterate some important items listed in the solicitation as well as some tips that may improve your chances on becoming a Campus grant recipient. Please note that the following list is not a guarantee that you will be funded.

Reiteration of Important Items Noted in Solicitation

- This is not a compliance (Title IX) focused program.
- Applications focused primarily on Title IX will be deemed as out of scope.
- Please read page 7 closely:
 - For new applicants -project narrative and budget must include a full-time Project Coordinator.
 - For consortium, if the amount of time the Project Coordinator is dedicating to the grant is less than 50%, provide a justification to demonstrate the applicant's capacity to adequately implement the goals and objectives of the project.
- Required Partnerships
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.
- Additional Program Requirements:
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.

Please 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.
- Applicant must secure all required signatures on the IMOU and EMOU.
- Two certifications are required on leadership with a signature from the authorized representative.

Additional Tips (Not in solicitation)

Lastly we have some tips that may improve your chances on becoming an Campus grant recipient. Please note that following list is not a guarantee that you will be funded, but it is included as a guide to navigate you through the OVW application process.

- Please read the solicitation in its entirety. It is important to make sure you do not miss out on any important information by just skimming through the solicitation and just focusing on the “How to Apply” section. Read the application and contact Campus staff if you have any questions.
- Allow plenty of time to gather required information and submit well before the deadline. Although this is not required, more time will allow for any unforeseeable obstacles such as power outages and natural disasters.
- A missing or incorrect DUNS number or an expired SAM registration are some of the reasons an application may get rejected. Applications are also rejected because of files with names that exceed the Grants.gov 50 character limit or that don't follow the no special characters rule, or the files are saved in the wrong version of Adobe Acrobat or we receive unacceptable file types. Please ensure you are following the requirements with grants.gov. If you have any technical questions, please reach out to grants.gov directly for troubleshooting or feedback.
- Headings can be a big deal to the reviewer. It is important to keep your audience in mind and make it easy for them to read and review your application. Use the heading and sub-heading titles that are in the solicitation. This will help the reviewer more easily follow the application.
- Please keep in mind the reviewers will use only the information contained in the application to assess the application. Be sure the application and responses to the program requirements and expectations are complete and clearly written. Do not assume that reviewers are familiar with your organization, service area, barriers to legal needs in your community. Keep the reviewer in mind when writing the application.
- Organization. Organization. Organization. I can not stress this enough. Many applications fail to receive a high score because the reviewers cannot follow the thought process of the applicant or because parts of the application do not fit together. Treat it like a puzzle. Let the pieces properly fall into place.
- What are the issues in your community that you are trying to address? Is it in line with the purpose area or OVW priority area? Make your points understandable. Provide accurate and honest information, including candid accounts of problems and realistic plans to address them. If any required information or data is omitted, explain why. Your budget should also reflect back to the proposed activities.
- Print out the application before submitting it to ensure appropriate formatting and adherence to page limit requirements. Check to ensure that you included all attachments before submitting the application. Also, number your pages in your application. This will also help the reviewer track and insure you are following the solicitation formatting and instructions.
- Be sure to include all of the necessary attachments and label them appropriately when uploading them to the system. Cross check and double check. Points will be taken off for those items missing that are required.
- Use acronyms judiciously, if at all. Remember that the reviewers are not familiar with your community and will not be familiar with the acronyms that your organization and project partners may use.

- Create a checklist for all supporting documentation to make sure you submit a complete package by the deadline. If your name and contact information is listed as the POC, please monitor your inbox. There are times that the system may reject your application and you will need to make sure you are getting those alerts.

Okay, that's it! Thank you so much for your time today and thank you for your interest in the OVW Campus Program.

Now we can shift to taking some questions. To allow as many individuals as possible to ask a question, please only ask one question and allow the next person to ask theirs.

If you have questions that were not addressed during this call, please feel free to send an email to ovw.campus@usdoj.gov. If you have questions regarding the budget you may send an email to ovw.gfmd@usdoj.gov.

GOOD LUCK ON YOUR SUBMISSION!!!