



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

OVW Fiscal Year 2019 Grants to Reduce Sexual Assault, Domestic Violence, Dating Violence, and Stalking on Campus Program Solicitation

Release Date: on or about January 18, 2019

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 14, 2019.
(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 21, 2019.

(See "[Registration](#)")

Letter of Intent: Applicants are strongly encouraged to submit a Letter of Intent to OVW.Campus@usdoj.gov by February 21, 2019. This letter confirms that the applicant has registered with SAM and [Grants.gov](https://www.grants.gov) or [GMS](https://www.gms.gov). Submitting a Letter of Intent will not obligate a potential applicant to submit an application. Interested applicants who do not submit a Letter of Intent are still eligible to apply.

(See “[Letter of Intent](#)”)

Pre-Application Information Session: OVW will conduct a web-based Pre-Application Information Session for entities interested in submitting an application for this 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. Alternatively, interested parties may call OVW at (202) 307-6026.

Submission and Notification Information

Submission: Applications for this 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-2019-15863.

Notification: OVW anticipates notifying applicants of funding decisions by October 1, 2019.

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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 administers grant programs authorized by the Violence Against Women Act (VAWA) and subsequent legislation and provides national leadership on issues of sexual assault, domestic violence, dating violence, and stalking. OVW grants support coordinated community responses to hold offenders accountable and serve victims.

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. The Grants to Reduce Sexual Assault, Domestic Violence, Dating Violence, and Stalking on Campus Program (Campus Program) encourages a comprehensive coordinated community approach that enhances victim safety, provides services and support for victims, and supports efforts to hold offenders accountable. The funding supports activities that develop and strengthen trauma-informed victim services and strategies to prevent, investigate, and respond to sexual assault, domestic violence, dating violence, and stalking on campus. For additional information about this program, see <https://www.justice.gov/ovw/grant-programs> and <http://muskie.usm.maine.edu/vawamei/campusgraphs.htm>.

Program Scope

Activities supported by this 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, the section of the [Solicitation Companion Guide](#) entitled “Post-Award Requirements for All Federal Award Recipients,” and the conditions of the award.

Purpose Areas

Pursuant to 34 U.S.C. § 20125, funds under this program must be used for one or more of the following 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 services¹ 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, 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.

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 that includes proposed activities under other purpose areas.

OVW Priority Areas

In FY 2019, OVW is interested in supporting the priority areas identified below. Applications proposing activities in the following areas will be given special consideration.

1. Reduce violent crime against women and promote victim safety.

To address this priority area, applicants must propose either of the following activities:

¹ The term "population specific services" means "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).

- 1) collaborate with local law enforcement agencies and/or local criminal justice agencies to incorporate lethality assessments and protocols into their coordinated response strategies and ongoing trainings; AND/OR
- 2) create protocols for how the coordinated community response (CCR) team and existing campus behavioral and crisis intervention teams can collaborate to more readily identify repeat offenders and offenders at high risk for committing sexual assault, domestic violence, dating violence, or stalking.

2. Increase efforts to combat stalking.

To address this priority area, applicants must ensure that 50% or more of proposed grant activities address stalking and must engage in all of the following activities: 1) develop a policy that reflects the unique needs of stalking victims (e.g., code of conduct, student accommodations, no contact order); 2) provide on-going trainings on the misuse of technology and stalking for all campus personnel; and 3) create primary prevention programming on stalking, including cyberstalking.

Activities that Compromise Victim Safety and Recovery and Undermine Offender Accountability

OVW does not fund activities that jeopardize victim safety, deter or prevent physical or emotional healing for victims, or allow offenders to escape responsibility for their actions. Information on activities that compromise victim safety and recovery and undermine offender accountability may be found in the [Solicitation Companion Guide](#).

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

The activities listed below are out of the program scope, and they will not be supported by this program's funding.

1. Research projects (This does not include program assessments conducted only for internal improvement purposes. For information about DOJ regulations on research involving human subjects, 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, domestic violence, dating 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.
7. 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.

Activities Requiring Prior Approval

Activities listed below will require prior approval in order to be supported by grant funds.

1. Surveys.
2. Renovations, including such minor things as installing lighting (i.e., National Environmental Policy Act (NEPA) compliance).

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. OVW may elect to make awards in a future fiscal year for applications submitted under this solicitation but not selected for FY 2019 funding, depending on the merits of the applications and the availability of funding.

Award Period and Amounts

The 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, 2019.

This program typically makes awards in the range of \$300,000 - \$750,000. OVW estimates that it will make up to 45-50 awards for an estimated \$20 million.

Funding levels under this program for FY 2019 are:

1. Individual Projects (as defined under sub-type): awards will be made for up to \$300,000 for the entire 36 months; or
2. Consortia Projects (as defined under sub-type):
 - A. Two to four institutions: awards will be made for up to \$550,000 for the entire 36 months; or
 - B. Five or more institutions: awards will be made for up to \$750,000 for the entire 36 months.

OVW has the discretion to make awards for greater or lesser amounts than requested and to negotiate the scope of work and budget with applicants prior to making an award.

Awards will be made as grants.

Types of Applications

In FY 2019, OVW will accept the following types of applications for this program from the following:

New: applicants that have never received funding under this 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 this program. Continuation funding is not guaranteed.

This program's grant recipients that received an FY 2017 or FY 2018 award are NOT eligible to apply.

Additionally, current grantees with a substantial amount of funds remaining (50% of the award) 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 2019.

Note: It is highly unlikely that additional funding will be awarded to applicants that have received three previous cycles of Campus Program funding.

Sub-Type: In addition to new and continuation applications, OVW has determined that applicants for this program must also identify as one of the sub-types listed below.

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.²

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

Applicants may only submit one proposal (individual or consortium). 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 applicant.

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:

² 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, each member of the consortium must be consulted before any significant changes or decisions in project goals or budgeting can be made.

- A. **External Partnerships** as outlined in the External Memorandum of Understanding (**EMOU**) with:
- i. At least **one criminal justice agency**, such as a local law enforcement agency, prosecutor’s office, or court. **Note:** An applicant with sworn campus law enforcement or campus security officers is required to partner with a criminal justice agency 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; **and**
 - ii. At least **one sexual assault, domestic violence, dating violence, or stalking victim service provider** within the community where the institution is located.³

Applicants are also encouraged to include other local entities as EMOU partners, such as addiction/recovery professionals, civil legal organizations, mental health providers, faith based organizations.

- B. **Internal Partnerships** as outlined in the Internal Memorandum of Understanding (**IMOU**) with a wide variety of departments, offices, and organizations within the institution of higher education, but at a minimum with:

- i. the institution of higher education’s president or designee;
- ii. Student affairs administrators;
- iii. Clery Act compliance officers and campus security authorities;
- iv. Campus-based victim service providers, if applicable;
- v. Campus law enforcement or public safety personnel;
- vi. Campus housing authorities, if applicable; and
- vii. Campus disciplinary boards, conduct investigators and adjudicators, and/or hearing officers.

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

³ A “victim service provider” is a nonprofit, nongovernmental organization, tribal organization, or rape crisis center, 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. 34 U.S.C. §12291(a)(43). Victim service providers must provide direct services to victims of sexual assault, domestic violence, dating violence, and stalking as one of their primary purposes and have a demonstrated history of effective work in this field.

A “rape crisis center” is 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).

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 verify and document the full participation of each incoming student in the prevention and education program (e.g., student sign-in, card verification, registration restrictions, class credit).
- 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 on campus.
- 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.

Based on their applicant type, Campus Program grantees also must comply with the following additional mandatory program requirements:

All grantees must:

- 1. Implement universal prevention strategies that include:**
- 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 an off-campus victim service provider as defined in footnote 3, above. The supportive services and victim advocacy must include, at a minimum, developing a referral process, creating victim-centered response protocols, and providing 24-hour accessibility to confidential services and advocacy for all victims. (Note: Training provided by a victim service provider and/or its participation in the CCR does not meet this program requirement.); **or**
 - B. Developing a campus-based victim services program, which must provide a range of crisis intervention and advocacy services, including appropriate referrals

to community services, assistance with housing and educational matters, and court, student conduct, and medical 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. The provision of only on-campus counseling for victims does not meet this program requirement; comprehensive victim services must be available either through an off-campus victim service provider or through a campus-based victim services program.

3. Work closely with OVW TA providers throughout the entire project period.

New grantees must:

- (a) Participate in a mandatory New Grantee Orientation.
- (b) Participate in a minimum of five (three trainings in first year and two trainings in third year) OVW-sponsored training and technical assistance activities or events.
- (c) Engage in a one-year planning phase, during which CCR team members will meet regularly to plan project implementation and develop necessary policies and protocols.
- (d) Support a Project Coordinator who is at least a .75 FTE. (For a Consortia project, there should be one Project Coordinator supported at least 75% to oversee the project. Additionally, there should be a Project Coordinator on every campus included in the consortium, even if they are not funded by the grant). **Note:** Due to potential conflicts of interest, a Project Coordinator cannot be a Title IX Coordinator or victim advocate and cannot be supervised by the Title IX office.

Continuation grantees must:

- (a) Participate in a mandatory New Grantee Orientation and Training and Technical Assistance Institutes as directed by OVW.
- (b) Propose new project activities beyond the mandatory program requirements in one of the following areas: improving effectiveness of CCR teams; reducing sexual assault, domestic violence, dating violence, and stalking, and enhancing campus responses for victims.
- (c) Support a Project Coordinator who is at least a .50 FTE (or provide a justification in the project narrative for dedicating less than 50% of an FTE).

Eligibility Information

Applications that are submitted by ineligible entities or that do not meet all program eligibility requirements will not be considered for funding. In addition, an application that is deemed deficient in one or more of the following categories may not be considered for funding: 1. [activities that compromise victim safety](#), 2. [out-of-scope activities](#), 3. [unallowable costs](#), 4. [Pre-Award Risk Assessment](#), 5. [completeness](#), and 6. [timeliness](#). Further, an applicant with [past performance issues](#), long-standing open audits, or an open criminal investigation also may not be considered for funding.

Eligible Applicants

The following entities are eligible to apply for this program:

Institutions of higher education.⁴

Eligible entities include tribal colleges and universities and historically black colleges and universities (HBCUs), to which OVW is required to ensure equitable distribution of grants. 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 this program. See 34 U.S.C. § 12291(b)(16)(B)(ii).

Cost Sharing or Matching

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 this program must also meet the requirements below. All certification and other eligibility related documents must be current and developed in accordance with the FY 2019 solicitation.

Failure to provide letters certifying to the requirements below will disqualify an application from further consideration. The signed certification letters must be uploaded as separate attachments in Grants.gov.

All applicants under the Campus Program must submit two certification letters:

1. Certification of Eligibility

Per 34 U.S.C. § 20125(c)(3), 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 and report certain types of information about campus crime statistics and campus security policies for their respective campuses. 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. See 20 U.S.C. § 1092(f). A sample Certification of Eligibility Letter can be found on the OVW website at <https://www.justice.gov/ovw/resources-applicants>.

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

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. 34 U.S.C. § 12291(a)(31).

2. Certification of Minimum Requirements

All applicants must certify by letter on letterhead that they have knowledge of and are committed to the full implementation of each of the statutory minimum requirements of the Campus Program. See 34 U.S.C. § 20125(d)(3)(A-D).

The letter must be signed and dated 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 mandatory program requirements by the end of the award period.

Required Partnerships

All applicants must include formal partnerships outlined in an EMOU with:

1. At least **one criminal justice agency**, such as a local law enforcement agency, prosecutor's office, or court.
2. At least **one sexual assault, domestic violence, dating violence, or stalking victim service provider**, as defined in footnote 3, above, within the community where the institution is located.

See "[Mandatory Program Requirements](#)" and "[Memoranda of Understanding](#)" sections in this solicitation for additional information for consortium and continuation applicants.

Limit on Number of Applications

OVW will consider only one application per organization for the same service area in response to this solicitation. In addition, 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 (this solicitation, including links to required forms) is available on [Grants.gov](#). Applicants wishing to request a paper copy of these materials should contact 202-307-6026 or OVW.Campus@usdoj.gov.

Pre-Application Information Session

OVW will conduct a web-based pre-application information session for entities interested in submitting an application for this program. During this session, OVW staff will review this program's requirements, review the solicitation, and allow for a brief question and answer period. The session is tentatively scheduled for: **February 7, 2019**

The total number of participants for the session may be limited, and therefore interested participants from the same agency/jurisdiction are expected to participate together. OVW reserves the right to deny multiple registrations from a single agency/jurisdiction to allow as many interested applicants as possible to participate.

To register, contact the Campus Program mailbox at OVW.Campus@usdoj.gov or at 202-514-7998. Registration must be received at least two days prior to the start of the session.

Participants are not registered until they receive a confirmation email. The webinar will be

captioned in English and Spanish. Interested applicants needing additional language assistance should contact this program's POC at OVW.Campus@usdoj.gov or at 202-307-6026 as soon as possible, but no later than January 31, 2019.

Content and Form of Application Submission

The information below (“**Letter of Intent**” through “**Additional Required Information**”) describes the full content and form of application submission. For a complete checklist of required contents, see the “[Other Information](#)” section in this solicitation.

Letter of Intent

Applicants intending to apply for FY 2019 funding under this program are strongly encouraged to submit a Letter of Intent. The letter should state that the applicant is registered and current with SAM and with Grants.gov. The letter should be submitted to OVW at OVW.Campus@usdoj.gov by February 21, 2019. This letter will not obligate the applicant to submit an application. See <https://www.justice.gov/ovw/resources-applicants> for a sample Letter of Intent.

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 spaced)
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 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 Contents

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 include all of the following documents 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)

Summary Data Sheet (5 Points Total)

The Summary Data Sheet should be one to four pages and may be single or double spaced. The Summary Data Sheet does not count toward the 20 page limit for the Project Narrative. Provide the following information:

1. Name, title, address, telephone number, and e-mail address of the individual with authority to accept grants on behalf of the applicant.

2. Name, title, address, telephone 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 (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 implement the project, and the applicant itself will not be involved with implementation of the project beyond issuing subaward(s) to these entities. If this is the case, the applicant also must list these subrecipients and 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 C.F.R. Part 200](#), as well as all project deliverables. 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 (this excludes federal financial aid). If so, specify the end date of the applicant's fiscal year.
5. Summary of current and pending OVW grants (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 sample format found on the OVW website <https://www.justice.gov/ovw/resources-applicants>. Failure to provide the required table will result in a loss of points. The applicant should also provide the same information regarding any current OVW grants or pending applications on which the applicant is a subrecipient.
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 2019 **to do similar work**. Provide this information in a table using the sample format found on the OVW website <https://www.justice.gov/ovw/resources-applicants>.
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 "Disclosure of Process 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 mandatory external victim service provider partner collaborating on this project.
12. The mandatory external criminal justice agency or entity partner collaborating on this project.
13. Statement as to whether students have access to campus-based and/or community-

- based victim services (this does not include civil legal services).
14. If applicable, the years in which the applicant has previously received grant funding from the Campus Program.
 15. Statement as to whether this project involves a single institution or is a consortium, and, if a consortium project, list all 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. Description of population to be served (e.g., students, faculty, staff).
 20. The number of students enrolled in the applicant institution. If a consortium project, include information from all partnering institutions.
 21. The Campus Program Purpose Area(s) proposed to be addressed in the application. (Refer to Purpose Area(s) only by a number, e.g., #2, #3, and #7, as listed in “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).
 23. For continuation applicants only, a list of any other major activities beyond the statutory minimum requirements and the mandatory program requirements that the project will address.

Proposal Abstract (not scored)

The Proposal Abstract must provide a short summary (no more than two pages double-spaced) of the proposed project, including names of applicant and partners, primary activities, products and deliverables, the service area, and who will benefit. Applicants must not summarize past accomplishments in this section.

Project Narrative (50 Points Total)

The Project Narrative may not exceed 20 pages, double-spaced. The Project Narrative must include the following three sections:

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 culturally specific and/or underserved population(s);⁵
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 and type of services provided;

⁵ 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/, to obtain this information.

5. Describe how campus executive leadership (president and governing board members) is actively engaged in current efforts to promote 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

This section must also:

1. Briefly describe the current structure of the applicant's campus law enforcement department (e.g., 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 (e.g., disciplinary board, single hearing officer or investigator model; make-up of the board; length of duty); and
2. Briefly describe 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, officers, etc., on sexual assault, domestic violence, dating violence, and stalking.

Continuation Applicants

This section must also:

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, 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 the comprehensive victim services that will be provided on or off campus to victims of sexual assault, domestic violence, dating violence, and stalking;
2. Describe 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. Describe how key individuals and/or departments on campus, including executive leadership (president and governing board members), will be used to elevate the importance of addressing these crimes, enhance awareness of these crimes, and commit to sustaining these efforts;
4. Describe 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 address any of the OVW priority areas;
6. 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.
7. If applicable, describe specifically how the proposed project will include collaboration with local law enforcement agencies and/or local criminal justice agencies to incorporate lethality assessments and protocols into coordinated response strategies and ongoing training;
8. If applicable, describe specifically how the proposed project will create protocols for the CCR team and campus behavioral and crisis intervention teams to collaborate to identify repeat offenders and offenders at high risk for committing sexual assault, domestic violence, dating violence, or stalking; and
9. If applicable, describe specifically how the proposed project will increase efforts to combat stalking.

New Applicants

This section must:

1. Describe the proposed activities of the CCR team during the one-year planning phase including the frequency of meetings; and
2. Describe the tasks necessary to meet the program requirements (for consortia, how the requirements will be met on each campus).

Continuation Applicants

This section must:

1. Describe how the project will continue to meet the program requirements (for consortia, how the requirements will continue to be met on each campus).; 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, departments, and organizations involved in the proposed project. If applicable, include consortium member information as well.
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. Describe the roles and responsibilities of the departments, agency/ies or office(s) that will be directly involved with the project including the required victim services partner and the criminal justice partner. In addition, outline the percentage of time each will dedicate to the project. **Note:** If the applicant plans to hire any of the key staff position(s), include a brief job description of the roles and responsibilities; and
4. Detail the experience and expertise of the Project Coordinator in addressing sexual assault, domestic violence, dating violence, and stalking;
5. If applicable, provide justification for dedicating less than 50% of an FTE to support a Project Coordinator; and
6. 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.

Budget Detail Worksheet and Narrative (15 Points)

All applications must include a detailed budget and budget narrative. A sample Budget Detail Worksheet is available on the OVW website at <https://www.justice.gov/ovw/resources-applicants>. Keep in mind that budgetary requirements vary among programs. Applicants must submit reasonable budgets based on the resources needed to implement their projects in their specific geographic location.

Award Period and Amount

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. 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 2019 are as follows:

1. Individual Projects (as defined under sub-type): awards will be made for up to \$300,000 for the entire 36 months
2. Consortia Projects (as defined under sub-type):
 - Two to four institutions: awards will be made for up to \$550,000 for the entire 36 months; or
 - Five or more institutions: awards will be made for up to \$750,000 for the entire 36 months.

The budget and budget narrative will be reviewed separately from the proposed project narrative. The budget narrative must describe each line item requested in the budget and explain all costs included in the budget, including how the costs of goods and services are determined and how they will fulfill the objectives of the project.

The budget must:

1. Display a clear link between the specific project activities and the proposed budget items and not contain items that are not supported by the project narrative.
2. 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 from institutions located in the 48 contiguous states and an additional \$10,000 for institutions located the United States territories, Hawaii, or Alaska. This amount is for the entire 36 months and NOT per year. Applicants also may budget expenses in excess of the required amount if they are aware of relevant non-OVW sponsored conferences or training for which they would like permission to use grant funds to support staff/project partner attendance.
3. If the applicant will implement statutory purpose area four, the budget must **include an allocation of 20% or more of grant funds** to support the provision of direct services. 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. 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.
5. 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.
6. Include funds or describe other resources available to the applicant 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.
7. Compensate all project partners as reflected in the EMOU, including, but not limited to compensation for time and travel expenses to participate in project development, training, technical assistance, and implementation. The budget must include compensation for all services rendered by project partners, including victim service providers. If a partner is a state, local, tribal, or territorial agency and the partnership activities are conducted within the course of the agency's regular scope of work, the applicant does not need to compensate the partner if an explanation of this arrangement is included in the budget and the EMOU. For more information on compensating project partners, see the sample Budget Detail Worksheet on the OVW website at <https://www.justice.gov/ovw/resources-applicants>.
8. 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, such as compensating an EMOU partner, 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. The awarding and monitoring of contracts must follow the recipient's documented procurement procedures, including full and open competition, pursuant to the procurement standards in 2 C.F.R. §§ 200.317-200.329. The issuance and monitoring of subawards must meet the requirements of 2 C.F.R. § 200.331, which includes oversight of subrecipient/partner spending and monitoring performance measures and outcomes attributable to grant funds. For more information, see the sample Budget Detail Worksheet and the [Solicitation Companion Guide](#) on the OVW website at <https://www.justice.gov/ovw/resources-applicants>.

9. **For new applicants only, the budget must** support at least .75 of an FTE position for one Project Coordinator.

OVW awards are governed by the provisions of 2 C.F.R. Part 200 and the [DOJ Financial Guide](#), which include information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. For additional information on allowable and unallowable costs, go to the [Funding Restrictions](#) section of this solicitation and the sample Budget Detail Worksheet on the OVW website at <https://www.justice.gov/ovw/resources-applicants>.

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, these documents can include multiple signature pages so long as each page includes the name and title on each signature page. Sample MOUs are available on the OVW website at <https://www.justice.gov/ovw/resources-applicants#Program%20Specific>.

Each 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; and
3. Clearly state that each project partner has reviewed the budget and is aware of the total amount being requested and the funding being requested for each project partner.

Internal Memorandum of Understanding (IMOU) (15 Points)

Each individual or consortium applicant must include an IMOU, which represents a partnership with different departments, offices and entities within the institution of higher education ([see Mandatory Program Requirements](#)). Each applicant must provide an IMOU that is current (dated during the development of the proposal) and includes signatures, titles, and dates from all partners.

The IMOU must be signed by an authorized representative of the institution(s) of higher education (the president(s), provost(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).

In addition to the requirements outlined for both types of MOUs above, 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 used to ensure that victim confidentiality is maintained to the extent legally possible;
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 must submit the IMOU as a single 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, Dean of Students, etc.).

Consortia Applicants must present the IMOU in one of two ways: 1) 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 institution must identify its 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 applicant must include one EMOU for the entire project. Each consortium applicant must include one EMOU from each participating institution. These MOUs must represent 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 include both a victim service provider and at least one criminal justice agency as mandatory partners. The EMOU must be a single document that is current (i.e., signed and dated during the development of the proposal) and includes signatures and titles for all signatories, as well as the name of the institution of higher education. The signatories must be the authorized representative of the institution (the president, provost, and/or chancellor) and the chief executive officer and/or director of the victim service provider, the criminal justice agency, and other community partners.

If an application focuses mainly on a specific population, issue or crime, at least one partnering organization must 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 used to ensure that victim confidentiality is maintained to the extent legally possible;
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 must be included with the application. Failure to include any of the information may result in the application being removed from consideration for 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.” The amount of federal funding requested in the “Estimated Funding” section of this form 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 the 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 complete 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 must be uploaded and attached **separately** to the 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. In addition, applicants may be required to submit their current year’s audit report at a later time. The questionnaire can be found at <https://www.justice.gov/resources-applicants>.

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 VAWA, 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. This form must be signed by the [Authorized Representative](#).

Disclosure of Process Related to Executive Compensation (if applicable)

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 satisfies certain rules set out in Internal Revenue Service regulations with regard to its compensation decisions.

Each applicant 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. If the applicant states that it uses the safe-harbor procedure, then it must disclose, in an attachment to its application (to be titled "Disclosure of Process Related to Executive Compensation"), the process it uses to determine the compensation of its officers, directors, trustees, and key employees (together, "covered persons"). See 34 U.S.C. § 12291(b)(16)(B)(iii).

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 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 a sample letter, see the OVW website at <https://www.justice.gov/ovw/resources-applicants>.

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.

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).

Pre-Award Risk Assessment

Each applicant must respond to the questions below. 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. Provide complete responses that address all questions included for each numbered item. This section of the application should be no more than four pages.

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'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 C.F.R. §§ 200.333-200.337.
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 C.F.R. § 200.112 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 C.F.R. 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 GFMD@usdoj.gov or 1-888-514-8556 immediately after the applicant is notified of its award to coordinate training.
9. Does the applicant 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 C.F.R. §§ 200.330-200.332) Provide a brief description of the organization's policies and procedures on subrecipient management and monitoring.
10. Does the applicant 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 C.F.R. § 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.

Indirect Cost Rate Agreement (if applicable)

Applicants that intend to charge indirect costs through the use of a negotiated indirect cost rate must have a current, signed, federally-approved indirect cost rate agreement. 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 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 non-federal funds should a grant award be made. A sample letter is available at <https://www.justice.gov/ovw/resources-applicants>.

Unique Entity Identifier (DUNS Number), System for Award Management (SAM), and Grants.gov Registration

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 applied for a DUNS number through D&B, its DUNS Number should be available within two business days.

Federal regulations require that an applicant (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 these 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.

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 an EIN from the Internal Revenue Service. There is no fee associated with these processes. Additionally, these processes cannot be expedited.** OVW strongly discourages applicants from paying a third party to apply or register on their behalf in an attempt to expedite these processes. To ensure all applicants are able to apply by the deadline for this solicitation, applicants must have obtained a DUNS number and registered online with the SAM and with [Grants.gov](#) no later than February 21, 2019.

Submission Dates and Times

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

Applicant Action	Information	Dates/Deadline
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Apply for a DUNS number	Obtain a DUNS number at the following website http://www.dnb.com/us/ or call (866) 705-5711.	February 21, 2019
Register with SAM	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. 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. Organizations must update or renew their SAM registration at least once a year to maintain an active status.	February 21, 2019
Register with Grants.gov	Once the SAM registration becomes active, the applicant will be able to complete the Grants.gov registration (see Other Submission Requirements for more information on registering for and using Grants.gov).	February 21, 2019
Submit Letter of Intent	Campus mailbox at OVW.Campus@usdoj.gov or at 202-514-5818	February 21, 2019
Download Updated Version of Adobe	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 download the grant application package and submit the proposal. To verify if the Adobe software version is compatible with Grants.gov , visit the following link: http://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html .	At least 48 hours before application deadline, March 14, 2019
Request Hardcopy Submission (If Needed)	Applicants that cannot submit an application electronically due to lack of internet access must contact the POC at OVW.Campus@usdoj.gov or 202-307-6026 to request permission to submit a hardcopy application.	February 21, 2019
Begin Application Submission Process	Applications must be submitted electronically via Grants.gov	March 14, 2019
Complete Application Submission Process	Grants.gov	March 14, 2019
Confirmation of Application Receipt	1. Authorized Organization Representatives (AORs) should closely monitor their email for any notification from Grants.gov about a possible failed submission. The AOR is a user role within Grants.gov for a user who is authorized to submit applications on behalf of the organization.	Submitting the application at least 48 hours before the application deadline of March 14, 2019 will enable the

	<p>2. The AOR should receive a minimum of two emails from Grants.gov. One will confirm receipt of the application package. The other will contain either a notice that the application was successfully submitted or a notice 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>	<p>applicant to receive notice of a failed submission and provide an opportunity to correct the error before the deadline.</p>
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OVW Policy on Late Submissions

Applications submitted after **11:59 p.m. E.T.** on March 14, 2019 will not be considered for funding, unless the applicant receives OVW permission to submit a late application. In limited circumstances, OVW will approve a request to submit an application after the due date. The charts below provide a description of the circumstances under which OVW will consider such requests. OVW’s approval of a late submission request is not an indication of the application’s final disposition. Applications approved for late submission are still subject to all of the review process and criteria described in this solicitation.

Failure to begin registration or application submission by the deadlines stated in the chart above is not an acceptable reason for late submission. To ensure fairness for all applicants, OVW requires that applicants requesting late submission adhere to the following:

Severe Inclement Weather or Natural Disaster		
<ol style="list-style-type: none"> 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). 2. Contact OVW at the earliest possible date and provide the information described in #1. 3. Contact OVW at least 24 hours prior to the application deadline to request a late submission. Applicants impacted by severe inclement weather or a natural disaster occurring on the deadline must contact OVW within 72 hours after the due date or as soon as communications are restored. 		<p>OVW may not be able to accommodate all requests resulting from severe inclement weather or a natural disaster.</p>

Experiencing Technical Difficulties Beyond the Applicant’s Reasonable Control		
Issue	Applicant Action	OVW Policy
<p>Issue with SAM or Grants.gov Registration</p>	<ol style="list-style-type: none"> 1. Register and/or confirm existing registration at least 3 weeks prior to the 	<p>Failure to begin the SAM or Grants.gov registration process in sufficient time (i.e.,</p>

	<p>application due date to ensure that the individual who will be submitting the application has SAM and Grants.gov access and is the person registered to submit on behalf of the applicant.</p> <ol style="list-style-type: none"> Maintain documentation of when registration began, any issues related to registration, and all communication with technical support. Notify OVW as soon as the applicant becomes aware of a problem with registration but no later than 14 days before the application due date. 	<p>by the date identified in this solicitation) is not an acceptable reason for late submission.</p>
<p>Experiencing Unforeseeable Technical Difficulties During the Application Submission Process</p>	<ol style="list-style-type: none"> Document when the applicant began the submission process. Contact Grants.gov for technical support at least 24 hours prior to the application deadline. Maintain documentation of all communication with Grants.gov support. Contact the POC for this program at OVW.Campus@usdoj.gov indicating that the applicant is experiencing technical difficulties and would like permission to submit a late application. Provide a telephone 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 application deadline. Respond promptly to communication from OVW requesting the complete application package, applicant DUNS Number, Grants.gov helpdesk 	<p>Common foreseeable technical difficulties for which OVW will not approve a late submission requests include:</p> <ol style="list-style-type: none"> Using an outdated version of Adobe Acrobat; and Attachment rejection. <p>Through Grants.gov, OVW can confirm when submission began. 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"> 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. To ensure that attachments are not rejected, attachment names should only include allowable characters. (See "Other Submission Requirements").

	tracking numbers, and any other relevant documentation.	
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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 must 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/SPOC-Feb.-2019.pdf>

Funding Restrictions

The following information is provided to allow applicants to develop an application and budget consistent with program requirements.

Unallowable Costs

The activities listed below are unallowable, and costs for them must not be included in applicants' budgets.

1. Lobbying
2. Fundraising
3. Purchase of real property
4. Physical modifications to buildings, including minor renovations (such installing lighting) without prior approval by OVW through the submission of a detailed Grant Adjustment Notice
5. Construction
6. Victim assistance not directly related to the victimization
7. Tuition reimbursement
8. Purchase of anonymous web-based reporting systems or apps for students
9. Incentives for students to participate in mandatory trainings and climate surveys;⁶ and
10. Support for Title IX investigator or coordinator positions, trainings, conferences, activities, or materials focused primarily on Title IX

Food and Beverage/Costs for Refreshments and Meals

Generally, food and beverage costs are **not** allowable. OVW may approve the use of grant funds to provide 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, despite efforts 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.

⁶ OVW does not discourage incentives for such activities; however, grant funds should not be used for such purposes.

4. Other extenuating circumstances necessitate the provision of food.

Justification for an exception listed above must be included in the applicant's budget narrative, and grantees may only use funds to purchase food and/or beverages if OVW approves the specific expenditures in advance. For additional information on restrictions on food and beverage expenditures go to <https://www.justice.gov/ovw/conference-planning>.

Conference Planning and Expenditure Limitations

Applicants' budgets must be consistent with all requirements (including specific cost limits and 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), and costs of attendance at such events. Information on conference planning, minimization of costs, and conference reporting is available at <https://www.justice.gov/ovw/conference-planning>. This includes requirements pertaining to:

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. Prohibition on 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

Program Assessments

Grantees under this program are prohibited from using 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. They may use funds to assess their work for quality assurance and program improvement purposes only, such as by surveying training participants about the quality of training content and delivery or convening discussion forums with key stakeholders. Applicants considering such assessments must refer to the [DOJ/OJP decision tree](#) to ensure that the activity does not qualify as human subjects research. For additional information on federal requirements related to assessments or surveys, see the [Solicitation Companion Guide](#).

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. The applying organization must complete the [Grants.gov](#) registration process prior to beginning an application for a federal grant. The E-Business Point of Contact (E-Biz POC) must register the applicant organization with [Grants.gov](#). The E-Biz

POC oversees the applicant'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 the applicant. Complete instructions can be found at Grants.gov.

This 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. The application process can move forward once the applicant successfully registers with Grants.gov. 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**.

Note: 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 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 (.)			

Use simple titles for all documents, such as “FY 2019 OVW Project Narrative.” Visit the Grants.gov website to review the most up-to-date guidelines about the use of specific characters.

Submitting a Grant Application

Grants.gov has updated its application tool. The legacy PDF application package was phased out and retired as of December 31, 2017. Grants.gov Workspace is now the standard application method for applying for grants. Applicants should familiarize themselves with the Workspace format. 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>.

The Grants.gov Help Desk can be reached at 1-800-518-4726 and is available 24/7, except federal holidays.

E. Application Review Information

Criteria

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

Voluntary match or other cost sharing methods will not be considered in the evaluation of the application.

Review and Selection Process

Applications will be subject to a peer review and a programmatic review.

Peer Review

OVW will subject all eligible, complete, and timely 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 and unallowable 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

Prior to making an award, OVW is required to review and consider any information about applicants included in the designated integrity and performance system accessible through SAM (currently FAPIIS). Applicants may review and comment on information in FAPIIS about themselves that another Federal awarding agency has previously entered. OVW will consider the applicant's comments as well as other information available in FAPIIS in making its judgment about the risk posed by making an award to the applicant as described in 2 C.F.R. § 200.205.

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, reaching underserved populations, geographic diversity, OVW 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, 2019.

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 Recipients

Applicants selected for awards must agree to comply with additional legal, administrative, and national policy requirements. OVW strongly encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. This information can be found in the section of the [Solicitation Companion Guide](#) entitled “Post-Award Requirements for All Federal Grant Recipients.”

Terms and conditions for OVW awards are available at <https://www.justice.gov/ovw/award-conditions>. 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 2019 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](#) under “Civil Rights Compliance.”

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 following: for programmatic questions, contact the POC for this program at 202-307-6026 or OVW.Campus@usdoj.gov, for financial questions, contact 1-888-514-8556 or OVW.GFMD@usdoj.gov, and for technical support, contact 1-800-518-4726 for Grants.gov.

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, it is the applicant’s responsibility to 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).

Application Document	Date Completed
1. Letter of Intent	
2. Summary Data Sheet	
3. Project Narrative a) Purpose of the Application b) What Will Be Done c) Who Will Implement	
4. Proposal Abstract	
5. Budget Detail Worksheet and Narrative	
6. Memoranda of Understanding (EMOU and IMOU)	
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. Pre-Award Risk Assessment	
13. Indirect Cost Rate Agreement (if applicable)	
14. Letter of Nonsupplanting	
15. Certification of Eligibility	
16. Certification of Intent to Implement Statutory Minimum Requirements	

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.