U.S. Department of Justice
OVW
Office on Violence Against Women
Working Together to End the Violence

FY 2019 Grants to Reduce Sexual Assault, Domestic Violence, Dating Violence, and Stalking on Campus Program Pre-Application Conference Call

Thursday, February 14, 2019
2:30 pm to 4:30 pm (EST)

Slide 1 – WELCOME AND INTRODUCTIONS

Welcome to the pre-application information session for the Fiscal Year 2019 Grants to Reduce Sexual Assault, Domestic Violence, Dating Violence, and Stalking on Campus Program (also referred to as the "Campus" program) solicitation. The Office on Violence Against Women (also referred to as "OVW") is hosting this webinar to go over the FY19 solicitation for the Campus program.

Slide 2

My name is Rudelle Handy and I am a Senior Program Specialist assigned to the Campus Unit. The other Program Specialists on the Campus Unit are Team Lead Latinisha Lewis and Katherine Mera. The purpose of the pre-application information session is to highlight a few key points in the solicitation, however it is not the intent, nor is there sufficient time, to go over every aspect of the solicitation. All applicants are responsible for reading the FY19 Campus solicitation and the OVW Solicitation Companion Guide and ensuring that a complete application is submitted. OVW staff cannot comment on the quality of an applicant's proposed project, provide in depth descriptions of how to meet solicitation criteria, or provide any information outside of what is included in the solicitation. However, Campus program staff will be available to respond to questions about the application requirements throughout the period that the solicitation is open. Please feel free to send questions to ovw.campus@usdoj.gov or call the OVW main line at 202.307.6026.

Before we get started, you may find it helpful to have the Campus solicitation in front of you for a point of reference during this information session.

Slide 3 - CHANGES TO SOLICITATION

There are changes to the FY19 Campus solicitation this year; most notably, the required project partners, amount of required support for a Project Coordinator, and the External Memorandum of Understanding requirement. I will go over these in more detail in just a few moments.

Slides 4 and 5 - ELIGIBILTY

Eligibility is mentioned on the cover of the solicitation, as well as on pages 8-10. Eligible applicants are limited to institutions of higher education. Non-profit organizations, Individuals,

Foreign entities or programs are not eligible for funding under the Campus program.

To be deemed eligible, all applicants under the Campus Program must also submit two certification letters:

1. Certification of Eligibility

All applicants must certify in writing that they are in compliance with section 485(f) of the Higher Education Act of 1965, as amended, which requires 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. A sample Certification of Eligibility Letter can be found on the OVW website at https://www.justice.gov/ovw/resources-applicants.

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.

Both letters 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.

*For consortiums, the two certification letters are required from each member campus.

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

Slide 6 – DEADLINES and REGISTRATION
Applications are due by 11:59 pm Eastern Time on Thursday, March 14, 2019. OVW will not accept late submissions except under limited circumstances as described on page 25 of the solicitation.

In addition to the application due date, there are other important deadlines that affect your ability to submit an application. The cover of the solicitation provides information on "registering." Registration includes three steps: 1) obtaining a Data Universal Number System (DUNS) number; 2) registering with the System for Award Management (SAM) system; and 3) registering with Grants.gov.

Every applicant must obtain a DUNS number and register online with SAM and Grants.gov. The registration process can take several days and must be completed before applicants may submit an application. OVW strongly encourages applicants to start this process no later than February 21, 2019.

Every year applications are rejected during the submission process because the applicant's

DUNS number and/or registration with SAM have expired or the applicant did not begin the registration process early enough. At the conclusion of this webinar, I suggest that you start this process if you have not already done so. Applicants that currently have a DUNS number and are registered with SAM and grants.gov should check their status to ensure that they have not expired.

You can find more information related to Registration on pages 23-24 of the solicitation.

Slide 7 - <u>SUBMISSION and NOTIFICATION INFORMATION</u>
Campus Program applications will be submitted through Grants.gov. If you have questions specific to the registration or submission process through Grants.Gov, please contact grants.gov customer support at 1-800-518-4726.

Additional information related to the submission process can be found on pages 9 to 25 of the solicitation.

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

Slide 8 - <u>PROGRAM DESCRIPTION</u>
Page 1 of the solicitation provides background on the history and goals for the Campus Program.

The 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.

Slide 9 – <u>PURPOSE AREAS</u>
The Campus Program has 10 purpose areas. You can select more than one. I am not going to go over each one of them but they can be found on pages 1 and 2 of the solicitation. I would like to take note of purpose areas 4, 6, and 7, as they have additional requirements.

4. To develop, enlarge, or strengthen victim services programs and population specific services 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.

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. **(This requires additional post-award approval.)**

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. **(This requires additional post-award approval.)**

   Also the costs to support purpose areas 6 and 7 shouldn't make up the majority of the proposed budget since all applicants must meet all of the program requirements.

Slide 10 - OVW Priority Areas
Information regarding the two OVW Priority Areas for the Campus Program can be found on pages 2-3 of the solicitation. The priority areas are:

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

Applications proposing projects to address these Priority Areas will be given special consideration during the recommendation process. Please note that applicants do not have to address these priority areas. It is optional. However, if you do choose to include one or both of the priority areas in your project, please be certain that you have reviewed the requirements for each and that your project narrative and budget include activities and strategies to address the specific priority area adequately.

Slide 11 - ACTIVITIES THAT COMPROMISE VICTIM SAFETY and RECOVERY
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. The

Solicitation Companion Guide contains a list of these activities. I am not going to go through them one-by-one; instead, to assist you with submitting a strong application I am going to go over some of the ones that have caused applicants to receive point deductions during peer review.

- Procedures or policies that fail to include conducting safety planning with victims. It is not enough to say that you will conduct safety planning with victims. A strong application will provide details of how safety planning is incorporated into procedures and policies; how safety planning is conducted with victims; what is discussed during the safety planning process; and the purpose of the safety planning.

- Project designs and budgets that fail to account for the access needs of individuals with disabilities, with limited English proficiency, or who are Deaf or hard of hearing. Peer reviewers usually deduct points off the project narrative and the budget for applications that do not include information and/or designated funding for how applicants will make their services and/or products accessible to individuals with disabilities. Please give this serious consideration when completing your application.

- Failing to develop policies addressing confidentiality and privacy of victim's information, taking into account the use of technology, such as security systems, GPS, hotlines, and databases. This is another one that peer reviewers routinely deduct points for during the peer review process. Having these policies in place not only protects the safety of the victim, but also enhances the working relationship between service providers, and increases delivery of services to victims. Do not assume that peer reviewers will know that these policies exist. They are looking for proof that they do exist or will be developed and the only way for them to know this is if they read it in your project narrative.

Slides 12 and 13 OUT-OF-SCOPE ACTIVITIES

OVW and the Campus program have specific out-of-scope activities that cannot be support with grant funds. Please review the full list of out-of-scope activities on page 3 of the solicitation prior to writing your application to ensure you do not include any of the listed activities in your project. They are as follows:

1. Research projects (This does not include program assessments conducted only for internal improvement purposes.).
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. I strongly urge you to review, carefully, the information I have just discussed. I have seen applications miss the funding cut-off score by just one point because one of these activities was included in the application. Please do not be that application!

Slide 14 – ACTIVITIES REQUIRING PRIOR APPROVAL
The following activities 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).

Slides 15 and 16 - UNALLOWABLE COSTS
The list of unallowable costs can be found on page 27 of the solicitation. The activities listed below are unallowable, and costs for them must not be included in applicants' budgets:

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

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

Slide 17 - AWARD PERIOD AND AMOUNTS
The grant award period is for 36 months, tentatively beginning on October 1, 2019 and ending on September 30, 2022. Applicants should submit applications with project activities and budgets that reflect this period.

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

6

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.

Slides 18 -20– TYPES OF APPLICATIONS
Both new and continuation applications are being accepted.

- **New**: applicants that have never received funding under the Campus program or whose 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.

- 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.

- Grantees that were awarded a Campus grant in FY 2017 or FY 2018 are **<u>not</u>** eligible to apply for funding in FY 2019.

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. <u>Each institution within the consortium must fully implement the statutory and program requirements on its respective campus</u>. A consortium application must fully describe the relationship among the various entities identified.[1]

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

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[1] 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.

Slide 21 – REQUIRED PARTNERSHIPS

Next, I am going to discuss the required partnerships. This requirement has changed from last year so it is important for you to read the information provided on pages 5 and 6.

All applicants must include formal partnerships outlined in an EMOU with: At least **one criminal justice agency,** such as a local law enforcement agency, prosecutor's office, or court; and at least one sexual assault, domestic violence, dating violence, or stalking victim service provider within the community where the institution is located.

Campuses with sworn law enforcement or campus security must still partner with an external criminal justice partner.

Let me repeat this because it is important. Applications that fail to meet the partnership requirements will be removed from the review process.

Slide 22 - MANDATORY REQUIREMENTS

Please refer to the full list on pages 5-8 of the solicitation

- Statutory Minimum Requirements
- Mandatory Program Requirements

Slide 23 - STATUTORY MINIMUM 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)). All grantees must:

1. Create a coordinated community response (CCR) including both organizations external to the institution and relevant divisions of the institution;

   The purpose of this team, along with the project coordinator, is to oversee and guide the project planning and implementation.

2. Establish a mandatory prevention and education program about sexual assault, domestic violence, dating violence, and stalking for all incoming students (i.e., first year and transfer). For community colleges or commuter colleges, incoming students should focus on those students who are seeking a degree or certification. This could also possibly include dually enrolled students depending on your institution's structure and program;
3. Train all campus law enforcement to respond effectively to sexual assault, domestic violence, dating violence, and stalking. This requirement is for both sworn and non-sworn law enforcement/campus security. These trainings are discipline specific and ongoing.; and
4. Train all participants in the disciplinary process, including members of campus disciplinary boards and investigators, those responsible for sanctions, dispositions and appeals to respond effectively to situations involving sexual assault, domestic violence, dating violence, and stalking. These trainings are also discipline specific and ongoing.

   While trainings for all campus personnel are encouraged, these trainings would not meet

aforementioned requirements.

Slides 24-27- MANDATORY PROGRAM REQUIREMENTS

Campus Program grantees also must comply with the following additional mandatory program requirements:

1. Implement universal prevention strategies that include:

    o An ongoing prevention program on sexual assault, domestic violence, dating violence, and stalking for the entire campus community; and

    o A bystander intervention program for all students

2. Providing confidential victim services and advocacy; and

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

- New grantees:
    o Participate in a mandatory New Grantee Orientation
    o Participate in mandatory Training and Technical Assistance Institutes
    o Support a Project Coordinator who is at least a .75 FTE.* This position must be filled by one person. It cannot be split between two people. (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.

    *Please note that this has changed from the previous requirement of support for a full-time Project Coordinator.

- Continuation grantees:
    o Participate in a mandatory New Grantee Orientation
    o Participate in Training and Technical Assistance Institutes as directed by OVW
    o 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)

Slide 27 - APPLICATION AND SUBMISSION INFORMATION

Please refer to the solicitation beginning on page 9 for specific information related to the content and form of application submission. All applications must include the following components: a project narrative; a budget and budget narrative; and two memorandum of understanding. Applications that do not include these components will be considered substantially incomplete and will not be considered for funding.

Summary Data Sheet (5 points)

Every application must include a summary data sheet. This document is scored during the review

process and should be no more than four pages. The best way to avoid having points deducted is to answer each of the 16 questions in the order that they are listed in the solicitation. Some applicants in the past have cut and pasted the questions into a new document and provided a response below each question. Other applicants have numbered the information being provided so that it is clear they are responding to a specific question... They cannot be in addition to the four pages or submitted as Appendix D or Appendix E. Please read these two questions carefully. Question 5 is specifically asking for current or recent OVW grants and/or cooperative agreements. Question 6 is asking for other federal grants from which the applicant is currently receiving funding or has applied for funding in FY19 to do similar work to this program. Please do not list every federal grant that you currently have or have applied unless it is similar to this work.

Project Narrative (50 points)

The project narrative consists of three sections: purpose of application, what will be done, and who will implement. All combined, the project narrative is worth a total of 50 points and is the bulk of the application. This is where applicants provide detailed information related to the proposed project. Before I get into each section of the project narrative, it is important to discuss the page limit. It is imperative that you are mindful of the formatting (see page 10 for specifics) and the number of allowable pages. Peer reviewers are instructed to stop reading and scoring this section at the page number cut off. You do not want to lose valuable points due to going over the page limit. With that said, the project narrative should be no more than 20 pages.

Purpose of the Application (15 points)

This section describes the need for the project and helps reviewers understand your specific community needs. Common mistakes include providing too much information, information that is not relevant to the proposed project, or not enough information to be responsive to what is being asked. Follow the guidance on page 12 of the solicitation to ensure you are providing the required information. Also, keep in mind that this section counts toward the page limit. You want to be sure that you are being responsive to the questions in this section while at the same time ensuring you have enough pages remaining to provide detailed information on the proposed project. I have seen applications where the applicant used more pages to describe the need for the project than the number of pages to describe the project activities to address the problem. Strong applications find the balance between justifying the need and providing detailed information on how the need will be addressed.

What Will Be Done (20 points)

This is the section where you will describe what you are going to do with the grant funds. You should provide detailed information that clearly describes the activities and strategies to support your proposed project. The goals and objectives should be clear and detailed so that reviewers understand how the proposed activities will meet the needs identified and the program requirements listed. For example, there is a difference between stating, "We will conduct trainings for Public Safety" and "We will conduct annual training for all Public Safety Officers on trauma-informed responses and investigations."

Some common mistakes to avoid in this section are:

- Not providing a description of products to be developed or purchased with grant funds. If products such as brochures, videos, on-line trainings, or curriculums are mentioned in this section, there should be a line item for them included in the budget, and vice versa.

- Not describing how products and/or services will be made accessible to individuals with disabilities, individuals who are deaf or hard of hearing, and persons with limited English proficiency.

- Not describing how products and/or services will be tailored to meet the needs of a specific marginalized and/or underserved population to be served (if identified in the "What Will Be Done" section.

- Not including activities and strategies that will be developed and implemented to meet the OVW priority areas that the applicant has chosen to address and identified on the summary data sheet.

Who Will Implement the Project (15 points)

In this section, the applicant should identify whom the key individuals and organizations will be that are involved in the proposed project. This section must demonstrate that the individuals and organizations identified have the capacity to address the stated need and can successfully implement the proposed project activities.

As a friendly reminder, this section is also part of the page limit. You will want to keep this section focused on who is involved in the major project activities and who is most responsible for ensuring the goals and objectives of the proposed project are met.

Budget Detail Worksheet and Narrative (15 points)

During the peer review process, the peer review panels will be reviewing and scoring the budgets to ensure they meet the program requirements and do not include any unallowable activities and/or expenses. It is the applicant's responsibility to read this section thoroughly in order to submit a proper budget. Pages 16-18 provide detailed information on how to develop and submit your budget for your proposed project.

- All applicants must include funds specifically for OVW mandated technical assistance and travel costs. 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. The technical assistance events are located across the U.S. After funding each grantee is required to attend 3 TTIs in the first year and two trainings in the last year of the grant. Grantees are required to send 7people to each training in the first year and 4 people to each training in the last year.

11

- 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.

The budget should also include funds to ensure project activities and materials are accessible to individuals with disabilities. For example, videos could be close-caption and translated into other languages; written materials could be translated into different languages; interpreters could be made available at events and/or in the process of providing direct victim services for those who are deaf, hard of hearing, or speak a language other than English.

Next, the budget should include funds to compensate all project partners for their contribution to the project. The amount of compensation should be negotiated with the partner based on scope of work to be provided. The exception to this is if a project partner is a state, local, tribal, or territorial agency and the activities they would be responsible for in the project are within their regular scope of work. An example of this would be a victim-witness liaison in the prosecutor's office who would be responsible for accompanying a victim to a court proceeding. Because this is within the normal scope of work of the victim-witness liaison and the prosecutor's office, this grant could not compensate them for that activity. However, you could designate grant funds to compensate them for mileage to and from the Coordinated Community Response meetings, travel costs associated with attending the OVW mandated technical assistance trainings, and participating in after-hour community events.

In some circumstances, the budget is reviewed independently of the full application. Therefore, it is important that the budget narrative be as comprehensive as possible and describe in detail each line item in the budget. A strong budget and budget narrative should provide enough information to understand the proposed project without having to refer back to the project narrative.

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

Memoranda of Understanding (IMOU and EMOU) (30 points)
For purposes of this solicitation, two MOUs are required: Internal (IMOU) and External (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.

Page 18-19 provides detailed information on what is required to be included in the MOUs. I encourage you to review this carefully when creating your MOUs to ensure you are meeting all of the requirements. In the past, I have seen applications miss the cut-off score by a point because information was missing from the MOUs.

I am not going to go over everything that must be included in the MOUs; instead, I am going to provide you with some examples of common mistakes and some helpful hints.

Common mistakes that result in point deductions and/or removal from review:

- Submitting multiple MOUs. Both the IMOUs and the EMOUs for this program should be one document. You can have multiple signature pages so long as all of the names and titles of everyone signing the MOUs are included.

- Not addressing each of the requirements in the MOU. There is no page limit for the MOUs.

- Missing signatures, especially the signatures of the required partners. Missing signatures of the required partners will be deemed as not meeting the partnership requirement. Every person and/or organization listed in the MOU must sign the MOU.

- Submitting an existing, outdated or irrelevant MOUs. The MOUs must be current and must be responsive to the solicitation requirements. In almost every circumstance, the MOUs will be new documents that are drafted specifically for the proposed project.

Slides 28 and 29 – TIPS TO ASSIST WITH SUBMITTING A STRONG AND RESPONSIVE APPLICATION
To close out the webinar, I have some tips that may improve your chances on becoming a Campus grant recipient. Please note that the following list is not a guarantee that your project will be funded, but is intended to assist you with submitting a strong and responsive application.

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

- For an application to be considered complete and move to the review process it must include the following components: a Project Narrative; a Budget Detail Worksheet and Narrative; and Memoranda of Understanding (IMOU and EMOU). MOUs that do not contain signatures are considered incomplete.

- Be sure that your project strategies and activities address the areas that you have identified on the data summary sheet. It is okay for projects to focus on one crime. It does not increase your chances of being awarded a grant by stating that you will address every crime if your project narrative only provides information on how you will address sexual assault.

13

- Use the Application Checklist on pages 33 of the solicitation. This checklist will help you ensure that all required documents are included in your application when you begin the submission process.

- Allow plenty of time to gather required information.

- To avoid any possibility of missing the submission deadline, submit your application as far in advance of the deadline as possible. Technical issues may arise and the number of individuals seeking assistance from grants.gov increases on and near the submission date.

- Make the application easy to read and follow for all of the reviewers. Use the heading and sub-heading titles that are in the solicitation for each section. Be sure the application and responses to the program requirements and expectations are complete and clearly written. Avoid or limit the use of acronyms. Remember that the reviewers are not familiar with your community and will not be familiar with the acronyms that your organization and project partners may use.

- Print out the application before submitting it to ensure appropriate formatting and adherence to page limit requirements. Also, number your pages in your application. This will also help the reviewer track and ensure you are following the solicitation formatting and instructions.

- If your name and contact information is listed as the POC, please monitor your inbox. There are times that the system may reject your application and you will need to make sure you are getting those alerts.

Slide 30 – COMMON ERRORS
Finally, I want to note some common errors that may result in point deductions or your application being moved from consideration for funding:

- Not an eligible applicant
- Submitting substantially incomplete applications
- Missing required partners
- Unsigned MOUs
- Missing one or both certification letters
- Missing one or both certification letters from all consortium partners
- Not providing the information required
- Providing information in the wrong section
- Lack of demonstrated experience and expertise
- Not specific to, or about, the needs of survivors of sexual assault, domestic violence, dating violence and/or stalking

Slide 31 – OVW CONTACTS
If you have questions that were not addressed during this call, please feel free to send an email to ovw.campus@ usdoj.gov. If you have questions regarding the budget you may send an email to

ovw.gfmd@usdoj.gov.

Thank you so much for your time today and thank you for your interest in the OVW Campus Program.