



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

***** REVISED *****

(Revisions made to Section B. Types of Applications.)

OVW Fiscal Year 2020 Grants to Reduce Domestic Violence, Dating Violence, Sexual Assault, and Stalking on Campus Program Solicitation

Release Date: On or about December 13, 2019

Eligibility

Eligible applicants are limited to: Institutions of higher education in the United States and U.S. territories.

(See "[Eligibility Information](#)")

Deadlines

Applications are due by 11:59 p.m. Eastern Time (E.T.) on February 12, 2020.

(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 **January 24, 2020**.

(See "[Registration](#)")

Letter of Intent: Applicants are strongly encouraged to submit a non-binding Letter of Intent to OVW.Campus@usdoj.gov by **January 24, 2020**. This letter confirms that the applicant has registered with SAM and [Grants.gov](https://www.grants.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 Sessions: OVW will conduct two web-based Pre-Application Information Sessions for entities interested in submitting an application for this program. Participation in these sessions is optional. Interested applicants who do not participate are still eligible to apply.

(See "[Pre-Application Information Sessions](#)")

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 applicant assistance with [Grants.gov](https://www.grants.gov), contact [Grants.gov](https://www.grants.gov) Applicant Support at (800) 518-4726.

The [Grants.gov](https://www.grants.gov) number assigned to this announcement is OVW-2019-17693.

Notification: OVW anticipates notifying applicants of funding decisions by October 1, 2020.

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Federal Award Information:

Funding Type:	Grant
Estimated Total Funding:	\$20,000,000
Expected Number of Awards:	50
Award Ceiling:	up to \$300,000 for Individual projects and up to \$750,000 for Consortia projects
Award Floor:	N/A
Registration Due:	January 24, 2020
Letter of Intent Due:	January 24, 2020
Application Due:	February 12, 2020
Anticipated Start Date:	October 1, 2020
Length of Award Period:	36 months

**OVW Grants to Reduce Domestic Violence, Dating Violence, Sexual Assault, and Stalking on Campus Program
(CFDA 16.525)**

A. Program Description

Overview of OVW

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 domestic violence, dating violence, sexual assault, and stalking. OVW grants support coordinated community responses to hold offenders accountable and serve victims.

Statutory Authority

This program is authorized by 34 U.S.C. § 20125.

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

The Grants to Reduce Domestic Violence, Dating Violence, Sexual Assault, and Stalking on Campus Program (Campus Program) encourages developing and strengthening effective security and investigation strategies to combat domestic violence, dating violence, sexual assault, and stalking on campuses, developing and strengthening victim services in cases involving such crimes on campuses, which include partnerships with local criminal justice authorities and community-based victim services agencies, and developing and strengthening prevention education and awareness programs. 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 Financial Guide after an award is made, the section of the [Solicitation Companion Guide](#) on post-award requirements for all federal award recipients, and the conditions of the award.

Purpose Areas

Pursuant to 34 U.S.C. § 20125(b), 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 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.
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 2020, OVW is interested in supporting the priority area(s) identified below. Applications proposing activities in the following areas will be given special consideration:

1. Reduce violent crime against women and promote victim safety through investing in law enforcement, increasing prosecution, and promoting effective prevention.

To qualify for this OVW priority area, applicants must propose at least one of the following activities:

- 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.
- 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 domestic violence, dating violence, sexual assault, or stalking.
- 3) Partner with a local prosecutor's office to develop strategies that will increase the prosecution of domestic violence, dating violence, sexual assault, and stalking.

2. Increase efforts to combat stalking.

To qualify for this OVW priority area, applicants must ensure that 50% or more of proposed grant activities primarily address stalking. Funding can support prevention programs, response protocols, and specialized training.

3. Address the specific challenges that rural communities face in responding to domestic violence, dating violence, sexual assault, and stalking.

To qualify for this OVW priority, applicants must describe what makes the institution's geographic service area rural (using U.S. Census or other appropriate government data) and how isolated the area is from needed services.

Activities that Compromise Victim Safety and Recovery or 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. Applications that propose any such activities may receive a deduction in points during the review process or may be eliminated from consideration entirely. Information on activities that compromise victim safety and recovery or undermine offender accountability may be found in the [Solicitation Companion Guide](#).

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. See also the list of unallowable costs in the [Funding Restrictions](#) section of this solicitation.

1. Research projects. (This does not include assessments conducted only for internal improvement purposes (up to three percent of the award). For information on distinguishing between research and assessments, see the heading on this topic in the [Funding Restrictions](#) section of this solicitation and 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 domestic violence, dating violence, sexual assault, and stalking.
5. Mandatory self-defense classes or self-defense classes as the only means of providing prevention education programs to students.
6. Theater performances that do not specifically address domestic violence, dating violence, sexual assault, or stalking.
7. Products and/or materials that are not specifically focused on the dynamics of domestic violence, dating violence, sexual assault, and stalking and campus responses to these crimes.
8. Victim assistance not directly related to the victimization.
9. Purchase of anonymous web-based reporting systems (excludes law enforcement incident/report databases) or apps for students.
10. Incentives for students to participate in mandatory trainings and climate surveys.¹
11. Support for Title IX Investigator or Coordinator positions and trainings, conferences, activities, or materials focused primarily on Title IX. (Note: Campus Program recipients should nonetheless ensure that they are familiar and comply with current regulations from the Department of Education on Title IX compliance, available at <https://www2.ed.gov/policy/rights/reg/ocr/index.html>.)

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 (see the [Solicitation Companion Guide](#) for more information on relevant requirements).

1. Surveys, whether conducted as part of a program or needs assessment, or for any other purpose. Prior approval is necessary to determine whether the activity is within the scope of the award and meets the requirements of the Paperwork Reduction Act.
2. Renovations, including such minor things as painting, carpeting, or installing lighting (i.e., National Environmental Policy Act (NEPA) compliance).

¹ OVW does not discourage incentives for such activities; however, grant funds may not be used for such purposes.

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 2020 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. OVW anticipates that the award period will start on October 1, 2020.

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

Funding levels under this program for FY 2020 are:

1. Individual applicants (as defined under sub-types below): Awards will be made for up to \$300,000 for the entire 36 months.
2. Consortium applicants (as defined under sub-types below):
 - a. Two to four institutions: Awards will be made for up to \$550,000 for the entire 36 months.
 - 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 2020, OVW will accept 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.

In FY 2020, OVW may support applicants that have received three or more prior cycles of grant funding as a new applicant. However, only a limited number of awards in this category will be supported. OVW will not fund continuation applicants that received an award in FY 2017 for a fourth consecutive funding cycle.

Recipients of an FY 2018 or an FY 2019 award under this program are NOT eligible to apply as the lead applicant or as a partner/subrecipient on an FY 2020 proposal. Likewise, an organization that is a partner/subrecipient on an FY 2018 or FY 2019 award is not eligible to apply as the lead applicant or as a partner/subrecipient on an FY 2020 proposal.

Additionally, current grantees with a substantial amount of unobligated funds remaining (50 percent or more of the previous award) as of March 31, 2020 without adequate justification may not be considered for funding, or may receive a reduced award amount if selected for funding in FY 2020.

Sub-Type: In addition to new and continuation applicants, 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 mandatory program requirements on its respective campus. A consortium application must fully describe the relationship among the various entities identified.²

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

Note: Applicants may only submit one proposal (either 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 must apply as an individual applicant.

Mandatory Program Requirements

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

New grantees must complete ALL of the statutory requirements and 1-5a of the additional program requirements below. Continuation grantees must complete ALL of the statutory requirements and 1-4 and 5b of additional requirements.

Statutory Minimum Requirements

1. **Create a CCR including both organizations external to the institution and relevant divisions of the institution.** This includes establishing a CCR team that consists of both:
 - 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 still required to partner with a criminal justice agency from the jurisdiction in which the campus is located

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.

and may also partner with additional criminal justice agencies if the applicant chooses. If an applicant has only non-sworn campus law enforcement or security officers, it must partner with a local law enforcement agency and may partner with additional criminal justice agencies if the applicant chooses.

AND

- ii. At least **one domestic violence, dating violence, sexual assault, or stalking victim service provider** within the community where the institution is located.³

Note: Applications that fail to include both types of partners listed above in the EMOU will not be forwarded for peer review and will be removed from further consideration.

Applicants are also encouraged to include as EMOU partners other local entities, such as civil legal organizations, mental health providers, or 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.
- vii. Campus disciplinary boards, conduct investigators and adjudicators, and/or hearing officers.

Note: Applicants that fail to include an IMOU will not be forwarded for peer review and will be removed from further consideration.

2. **Establish a mandatory prevention/education program about domestic violence, dating violence, sexual assault, and stalking for all incoming students (i.e., first year and transfer).** The program must include information about domestic violence, dating violence, sexual assault, and stalking as well as information about the campus's

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 domestic violence, dating violence, sexual assault, 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).

policies and protocols, student code of conduct, local and national resources, hotlines, legal, medical, mental health, and other assistance. Additional topics must include, at a minimum: 1) how to file internal administrative complaints and local criminal charges; 2) common myths about the causes of violence against women; 3) the availability of resources for victims; 4) how to support peers who are victims; 4) sanctions for offenders; and, 5) the benefits of reporting these crimes.

Campuses must:

- a. Work in collaboration with campus and community-based victim services organizations to develop the mandatory prevention/education program for all incoming students.

AND

- b. Develop a mechanism to verify and document the full participation of each incoming student in the prevention/education program (e.g., student sign-in, card verification, registration restrictions, or class credit).
3. **Train all campus law enforcement to respond effectively to domestic violence, dating violence, sexual assault, and stalking.** Throughout the award period, ongoing trainings must 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 domestic violence, dating violence, sexual assault, and stalking. This ongoing training program must reflect current best practices in the field. All mandatory campus law enforcement training programs on domestic violence, dating violence, sexual assault, and stalking must be developed and presented in collaboration with campus and local law enforcement partners and community-based victim advocates. Training topics must include, but not be limited to: information about relevant state and federal laws; arrest protocols; information on enforcement of orders of protection; instruction on making primary aggressor determinations; technology-facilitated stalking behaviors; victim responses to trauma; neurobiology of trauma; lethality assessments; tactics of offenders; forensic interviewing techniques; information on sex offender registries; and “non-stranger” sexual assault investigations.
 4. **Train all participants in the disciplinary process, including members of campus disciplinary boards and investigators, to respond effectively to situations involving domestic violence, dating violence, sexual assault, 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, must receive ongoing, relevant training throughout the award period from organizations with a demonstrated expertise in domestic violence, dating violence, sexual assault, and stalking. This ongoing training program must reflect current best practices in the field. Training topics must include, but not be limited to: information about the causes and effects of domestic violence, dating violence, sexual assault, and stalking; a review of the student conduct code; appropriate range of sanctions; definitions of domestic violence, dating violence, sexual assault, and stalking; the ways victims respond to trauma; neurobiology of trauma; tactics of offenders; information on the issue of consent in sexual assault cases; how to judge credibility; and alcohol and drug facilitated sexual assault.

Additional mandatory program requirements

1. **Implement universal prevention strategies that include:**
 - a. An ongoing prevention program on domestic violence, dating violence, sexual assault, and stalking for the entire campus community.
AND
 - b. A bystander intervention program for all students.

2. **Provide comprehensive, confidential victim services and advocacy by:**
 - a. Partnering with an off-campus victim service provider as defined in footnote 3, above. The confidential victim services and advocacy must include, at a minimum, developing a referral process, creating victim-centered response protocols, and providing 24-hour accessibility.
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. On-campus counseling services alone do not meet the requirement to provide comprehensive victim services either on or off campus.

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

Note: Training provided by a victim service provider and/or their participation in the CCR does not meet this program requirement.

3. **Work closely with OVW TA providers throughout the entire project period** including the completion of a core competency TA assessment; the development of a new or revised needs assessment or use of an existing needs assessment; and the development of a new or revised strategic plan. The Project Coordinator and/or CCR team must participate in all TA events supported by OVW related to this program. This will include, but not be limited to, frequent, regular contact with the TA provider throughout the project period, site visits, telephone/video conference calls, grantee meetings, and web-based trainings.

4. **Participate in an OVW-sponsored assessment or program evaluation, if applicable.**

5. **Follow the appropriate staffing and activities requirements for New and Continuation grantees, as outlined below:**
 - A. New grantees** must:
 - a. Participate in a mandatory New Grantee Orientation.
 - b. Participate with the same CCR team in a minimum of five OVW-sponsored TA events (three trainings in the first year and two trainings in the third year).
 - c. Engage in a one-year planning period, during which CCR team members will meet regularly to develop a strategic plan, plan project implementation, and develop necessary policies and protocols.

- d. Support a Project Director who is at least a .75 full time employee (FTE). (For a Consortium project, there must be one Project Director who is at least a .75 FTE to oversee the project. Additionally, there must be a Project Director on every campus included in the consortium, even if they are not funded by the grant).

Note: A Project Director's primary role is to oversee the project through the planning and implementation phases of the program, coordinate the work of the CCR team, and ensure the project achieves its stated goals. In light of the scope of work needed for effective implementation and to avoid potential conflicts of interest, the Project Director must not be a Title IX Coordinator or victim advocate and must not be located in or supervised by the Title IX office or any Title IX position. Failure to establish this separation will result in a loss of points

B. Continuation grantees must:

- a. Participate in New Grantee Orientation and TA Institutes as directed by OVW.
- b. Propose new project activities in each of the following areas: 1) improving effectiveness of CCR teams; 2) expanding or strengthening efforts to implement a comprehensive prevention plan; and 3) enhancing campus responses and supports for victims.
- c. Support a Project Director who is at least a .50 FTE (or provide a justification in the project narrative for a Project Director who is less than a .50 FTE).

C. 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 of application contents](#), and 6. [timeliness](#). 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 entities that are eligible to apply for this program are **institutions of higher education**.⁴

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).

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. See 34 U.S.C. § 20125(a)(3)(C). Faith-based institutions that meet the eligibility requirements are eligible to receive awards under this solicitation (see “Faith-Based Organizations” on the [OVW website](#) for more information).

Note: 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 2020 solicitation.

Certifications

Certifications must take the form of a letter, on letterhead, signed and dated by the authorized representative (President, Chancellor, Provost, and/or designee with similar authority) for each of the institutions of higher education that are involved in the project.

Failure to provide the required certifications will disqualify an application from further consideration. The signed certification letters must be uploaded as separate attachments in Grants.gov. Sample certification letters can be found on the OVW website at <https://www.justice.gov/ovw/resources-applicants#Program%20Specific>.

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

1. Certification of Eligibility
Pursuant to 34 U.S.C. § 20125(c)(3), all Campus Program applicants must certify that they are in compliance with section 485(f) of the Higher Education Act of 1965, as amended, which requires institutions of higher education to collect and report certain types of information about campus crime statistics and campus security policies for their respective campuses. See 20 U.S.C. § 1092(f).
2. Certification of Statutory Minimum Requirements
All applicants must certify that they have knowledge of and are committed to the full implementation of each of the statutory minimum requirements of the Campus Program. See 34 U.S.C. § 20125(d)(3)(A-D).

Note: For Consortium projects, each member institution must submit both certification letters in order to be eligible for funding. **The 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.**

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.

AND

2. At least **one domestic violence, dating violence, sexual assault, or stalking victim service provider**, as defined in [footnote 3](#), 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 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](#) and on the [OVW website](#). Applicants wishing to request a paper copy of these materials should contact OVW.Campus@usdoj.gov.

Pre-Application Information Sessions

OVW will conduct two web-based pre-application information sessions for entities interested in submitting an application for this program. During these sessions, OVW staff will review this program's requirements, the solicitation, and allow for a brief question and answer period. These sessions are tentatively scheduled for:

1. **January 22, 2020 at 2 pm EST.**
2. **January 30, 2020 at 2 pm EST.**

The total number of participants for each 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.

Participation in a pre-application information session is optional. Interested applicants that do not participate in a session are still eligible to apply.

To register, contact the OVW Campus Program Mailbox at OVW.Campus@usdoj.gov. Registration must be received at least two days prior to the start of the sessions. Participants are not registered until they receive a confirmation email. Webinars will be captioned in English and Spanish. Interested applicants needing additional language assistance should contact this program's POC at OVW.Campus@usdoj.gov as soon as possible, but no later than **January 8, 2020**.

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.

Letter of Intent

Applicants intending to apply for FY 2020 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 **January 24, 2020**. 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 for all documents, unless otherwise noted. Points may be deducted for applications that do not adhere to the following requirements:

1. Double spaced (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 (TNR) or Arial font, except for footnotes, which may be in 10-point font.
5. Page numbers.
6. No more than 20 pages for Individual Projects and 23 pages for Consortium Projects for the Project Narrative.
7. Word documents in the following formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt).
8. Headings and sub-headings that correspond to the sections identified in this section of the solicitation.

Application Contents

Applications must include the required documents and demonstrate that the program eligibility requirements have been met. For a complete checklist of the application contents, see the [Other Information](#) section in this solicitation.

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).

In addition, the following two documents are required; failure to submit them will not result in removal from consideration but may result in a loss of points:

1. Summary Data Sheet.
2. Proposal Abstract.

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 and 23 page limits 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 and pass all funds through to an entity or entities that will implement the project. Such an applicant will not be involved with implementation of the project beyond issuing subaward(s) to these entities and conducting minimal administrative activities. A fiscal agent/sponsor applicant 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. If so, specify the end date of the applicant's fiscal year. (Exclude federal financial aid).
5. Summary of all 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 at <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 all other federal grant programs from which the applicant currently receives funding or for which it has applied for funding in FY 2020 **to do similar work**. Provide this information in a table using the sample format found on the OVW website at <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%):
 - Domestic violence.
 - Dating/teen dating violence.
 - Sexual assault.
 - Stalking.
10. Statement as to whether the applicant is a recipient, or partner/subrecipient, on a current grant or pending application for this grant program. If a current grant, provide the year of the award and the role of the applicant on the award (recipient or project partner).
11. Statement as to whether any proposed project partner/subrecipient is a recipient, or partner/subrecipient, on a current grant or pending application for this grant program. If a current grant, provide the year of the award and the role of the partner(s) on the award (recipient or project partner/subrecipient).

12. The name of the institution and type of institution (i.e., private or public AND whether a tribal college, community college, men's or women's college, HBCU, HSI, etc.) that is applying for funding.
13. The mandatory external victim service provider partner collaborating on this project.
14. The mandatory external criminal justice agency partner collaborating on this project.
15. Statement as to whether students have access to campus-based and/or community-based victim services (this does not include civil legal services).
16. If applicable, list the fiscal years in which the applicant has previously received grant funding from the Campus Program.
17. Statement as to whether this project involves a single institution or is a consortium, and, if a consortium project, list all participating institutions.
18. State whether the applicant institution(s) is located in a rural, urban, or suburban area.
19. The regional area(s) (city, town, county, or unincorporated area) where this project will be implemented.
20. The population and square mileage of the region where the campus community is located.
21. Description of population to be served (e.g., students, faculty, or staff).
22. The number of students enrolled in the applicant institution. If a consortium project, include information from all partnering institutions.
23. 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).
24. A list of any priority area(s) that the application addresses (see "OVW Priority Areas" section under the "[Program Scope](#)" section).
25. For continuation applicants only, list any major activities beyond the statutory and program requirements for new grantees that the project will address.
26. For applicants that have received three or more prior cycles of funding, list the core area(s) that will be the focus of the project. The core areas are as follows:
 - a. Prevention.
 - b. Training.
 - c. Victim services, advocacy, and other support services.
 - d. CCR approaches.
 - e. Response, including criminal justice issues, policies, and protocols.

Proposal Abstract (not scored but used throughout the review process)

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, project title, purpose of the project (including goal and intended outcome), primary activities for which funds are requested, who will benefit (including geographic area to be served), products and deliverables, and how the applicant will measure progress in completing project goals and objectives. Applicants must not summarize past accomplishments in this section.

Project Narrative (50 Points Total)

The Project Narrative may not exceed 20 pages for Individual Projects and 23 pages for Consortium Projects, double-spaced. The Project Narrative must include the following three sections:

Purpose of Application (15 points)

This section must:

1. Describe the campus and surrounding community including the geographic location and the populations in the service area.
2. To qualify for the OVW rural priority, describe what makes the geographic service area rural (using U.S. Census or other appropriate government data) and how isolated the area is from needed services.
3. Describe the scope of the problem of domestic violence, dating violence, sexual assault, and stalking on campus and in the community.
4. Describe the current strategies used to address the needs of the student populations.
5. Describe the availability of victim services and advocacy on campus and in the community, if any, including the scope of services provided.
6. Describe how campus executive leadership (president and governing board members) is actively engaged in current efforts to promote visibility and awareness of issues regarding domestic violence, dating violence, sexual assault, and stalking on campus.

New Applicants 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).
2. Briefly describe current efforts to:
 - a. Develop a coordinated community response to domestic violence, dating violence, sexual assault, and stalking.
 - b. Provide education to all students on domestic violence, dating violence, sexual assault, and stalking.
 - c. Train all campus law enforcement to respond effectively, using promising practices and a trauma-informed approach, to domestic violence, dating violence, sexual assault, and stalking.
 - d. Conduct ongoing training for all campus conduct personnel, including investigators, disciplinary board members, officers, etc., on domestic violence, dating violence, sexual assault, and stalking.
3. **Applicants that have received three or more prior cycles of funding must also:**
 - a. Briefly describe any significant changes (e.g., changes in leadership, organizational structure, etc.) that have affected efforts to address domestic violence, dating violence, sexual assault, and stalking since the last Campus Program award.
 - b. Describe what efforts have been sustained or institutionalized since the end of the last Campus Program award.
 - c. Describe the gaps or issues that need to be addressed with new Campus Program funding.
 - d. Describe the support from current campus leadership to address domestic violence, dating violence, sexual assault, and stalking.

Continuation Applicants must also:

1. Briefly describe how previous efforts fully met the Campus Program requirements to:
 - a. Develop a coordinated community response to domestic violence, dating violence, sexual assault, and stalking.
 - b. Provide mandatory education to all incoming students on domestic violence, dating

- violence, sexual assault, and stalking.
- c. Provide bystander intervention programming to all students.
 - d. Conduct ongoing prevention efforts in the campus community.
 - e. Train all campus law enforcement to respond effectively, using promising practices and a trauma-informed approach, to domestic violence, dating violence, sexual assault, and stalking.
 - f. Conduct ongoing training for all campus conduct personnel, including investigators, disciplinary board members, officers, etc., on domestic violence, dating violence, sexual assault, and stalking.
 - g. Provide access to comprehensive, confidential 24 hour victim services and advocacy to survivors of these crimes.
2. Describe the behavioral, cultural, or systemic changes that have been made as a result of the previous grant funding.
 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. The application must not include any of the activities listed as unallowable costs in the [Funding Restrictions](#) section of this solicitation.

This section must:

1. Describe how the proposed project will reach the campus population in the service area identified in the Purpose of the Application section.
2. Describe the comprehensive, confidential victim services that will be provided on or off campus to victims of domestic violence, dating violence, sexual assault, and stalking.
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 information, taking into account the use of technology, such as security systems, GPS, hotlines, and databases.
5. If applicable, describe how the proposed project will address any OVV priority area(s).
6. Describe how the applicant will move to project sustainability.
7. Briefly describe how the applicant will measure its progress in achieving the project’s goal(s)/vision. Identify targeted outcome(s) and describe any tool(s) the applicant will use to track those outcomes and report them to OVV. Tools may include OVV performance progress reports and logic model templates (both available at www.vawamei.org).

New Applicants must also describe:

1. The proposed activities of the CCR team during the one-year planning phase including the frequency of meetings.
2. The proposed activities to meet the statutory and program requirements (for consortia, include how the requirements will be met on each campus).
3. **Applicants that have received three or more prior cycles of funding must also:**

1. Identify the core area(s) below that this project will focus on:
 - a. Prevention.
 - b. Training.
 - c. Victim services, advocacy, and other support services.
 - d. CCR approaches.
 - e. Response, including criminal justice issues, policies, and protocols.
2. Describe the goals and activities to address the selected core area(s).

Continuation Applicants must also:

1. Describe how the project will continue to meet the statutory and program requirements (for consortia, describe how the requirements will continue to be met on each campus).
2. Identify the additional goals and activities that exceed the statutory and program requirements in the following three areas: 1) improving the effectiveness of CCR teams; 2) expanding or strengthening efforts to implement a comprehensive prevention plan; and 3) enhancing campus responses and supports for victims.

Who Will Implement the Project (15 points)

This section must:

1. Identify the key individuals, departments, and organizations, including project partners, involved in the proposed project. If applicable, include consortium member institutions' key departments, agencies, or offices.
2. Demonstrate that the individuals, departments, and organizations identified have the capacity to address the stated need and can successfully implement the proposed project activities.
3. Describe the roles and responsibilities of the key departments, agency(ies), or office(s) that will be directly involved with the project including the required victim services and criminal justice partners. 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.
4. Detail the experience and expertise of the Project Director in addressing campus domestic violence, dating violence, sexual assault, and stalking.
5. If applicable, provide justification for dedicating less than 50% of an FTE to support a Project Director (continuation applicants only).
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.
7. Applicants that have received three or more prior cycles of funding must also describe whether key individuals, departments, and/or partners involved in the previously funded project have changed since the last Campus Program award.

Budget Detail Worksheet and Narrative (15 Points)

All applications must include a detailed budget and budget narrative. See the sample Budget Detail Worksheet and the Creating a Budget webinar 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

1. Individual applicants (as defined under sub-types above): Awards will be made for up to \$300,000 for the entire 36 months.
2. Consortium applicants (as defined under sub-types above):
 - a. Two to four institutions: Awards will be made for up to \$550,000 for the entire 36 months.
 - b. 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** located in the 48 contiguous states and an additional \$10,000 for applicants located in the territories, Hawaii, and 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 budget amounts may be shared between the applicant and any partnering agency(ies), but the budget must reflect the costs in the appropriate categories. Therefore, an employee's travel costs should be included in the "Travel" category, while travel costs for the project partner(s) must be included in the "Consultants/Contracts/Subawards" category. Label both costs as "OVW Technical Assistance." Travel funds should be used to support travel by all project partners including nonprofit, nongovernmental victim service providers. Funds may also be used by persons whose positions are not grant-funded as long as that person's roles and responsibilities are linked to the project's overall mission. OVW technical assistance is provided free of charge to grantees, so applicants do not need to include registration fees. The amounts included in the budget should equal the full, required amount listed above.
3. If the applicant will implement statutory Purpose Area 4, 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. **New applicants only:** support at least a .75 FTE for the Project Director.
6. **Continuation applicants only:** support at least a .50 FTE for the project director unless a justification is provided.
7. **Consortium projects only:** projects should include adequate compensation for participating institutions to implement the statutory and program requirements.
8. Include funds or describe other resources available to the applicant to ensure access for individuals with disabilities, Deaf/hard of hearing individuals. See [Accessibility](#) in the [Federal Award Administration Information](#) section for more information.

9. Compensate all project partners based on their level of effort to meet the project goals, unless otherwise stated in the EMOU and IMOU. 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>.
10. 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 MOU 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>.

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, the MOU is a document containing the terms of the partnership and the roles and responsibilities between two or more parties. The MOU is not a substitute for a subaward agreement, which ensures that subrecipients adhere to the requirements of the award and 2 C.F.R. Part 200 (see 2 C.F.R. § 200.331). Partners receiving funds under the award generally are considered subrecipients because they are carrying out a portion of the federal award.

Applicants to the Campus Program must submit two MOUs: an IMOU and an 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 application from further consideration. Applications with MOUs missing any signatures will be removed from consideration.** If necessary, an MOU can include multiple signature pages so long as each page includes the names and titles of all signatories to the MOU. Sample MOUs are available on the OVW website at <https://www.justice.gov/ovw/resources-applicants#Program%20Specific>.

Each MOU must clearly:

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

3. State that each project partner has reviewed the budget, is aware of the total amount being requested, and is being fully compensated for their work under the grant or is agreeing to be partially compensated or receive no compensation from the grant.

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:

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 any limitation on information sharing as well as confidentiality and privilege restrictions for each partner and state that each partner understands the limits on disclosure of personally identifying information under VAWA (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. Describe the resources each partner would contribute to the project, either through time, in-kind contributions, or other resources (e.g., office space, project staff, or training).
5. 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.).

Consortium Applicants can 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).

EMOU (15 Points)

Each individual applicant must include an EMOU for the entire project. This MOU 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 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 (e.g., 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 any limitation on information sharing as well as confidentiality and privilege restrictions for each partner and state that each partner understands the limits on disclosure of personally identifying information under VAWA (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. Describe the resources each partner would contribute to the project, either through time, in-kind contributions, or other resources (e.g., office space, project staff, training).
4. Identify a mechanism for reimbursement that has been clearly communicated and agreed upon by all participating institutions.

Individual Applicants must submit the EMOU as a single document with all required signatures.

Consortium Applicants can present the EMOU in one of two ways depending upon their relationship with the community partners:

- 1) If the consortium member institutions share the same victim services provider(s) and criminal justice partner(s), then a single document that outlines the roles and responsibilities of each partner within the consortium can be submitted as the EMOU.
- 2) If the consortium member institutions have different victim service provider(s) and/or criminal justice partner(s), then separate EMOUs must be submitted for each institution and its community partners.

Additional Required Information

The following documents will not be scored but must be included with the application. Failure to supply this information may result in the application being removed from consideration. 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. The SF-424 is generated when the applicant begins the submission process. 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 as “**Authorized Representative**” must be an individual who has the authority to apply for and accept grant awards on behalf of the organization or jurisdiction.

Intergovernmental Review: This solicitation (“funding opportunity”) is subject to Executive Order (E.O.) 12372. An applicant may find the names and addresses of state Single Points of Contact (SPOCs) at the following website: https://www.whitehouse.gov/wp-content/uploads/2017/11/Intergovernmental-Review-SPOC_01_2018_OFFM.pdf. If the state appears on the SPOC list, the applicant must contact the state SPOC to find out about, and comply with, the state’s process under E.O. 12372. In completing the SF-424, an applicant whose state appears on the SPOC list is to make the appropriate selection in response to question 19 once the applicant has complied with its state E.O. 12372 process. (An applicant whose state does not appear on the SPOC list should answer question 19 by selecting the response that the “Program is subject to E.O. 12372 but has not been selected by the state for review.”)

Assurances and Disclosure of Lobbying Activities

Review the assurances and disclosure forms online. Applicants will be prompted to compile these forms online during the application submission process. All applicants must complete both the *Assurances – Non-Construction Programs* (SF-424B) form and the *Disclosure of Lobbying Activities* (SF-LLL) form. Applicants that expend any funds for lobbying activities must provide the information requested on the SF-LLL. 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:*

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 OVW.GFMD@usdoj.gov or 1-888-514-8556 immediately after the applicant is notified of its award to coordinate training.
9. Does the applicant 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; however, **indirect costs under the Campus program are limited to no more than 10% of the Modified Total Direct Costs (MTDC).**

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 Dun & 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. See 2 C.F.R. §§ 25.200, 25.205.

SAM centralizes information about grant recipients and also provides a central location for grant recipients to change organizational information. [Grants.gov](https://www.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. 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](https://www.grants.gov), no later than January 24, 2020.

Submission Dates and Times

It is the applicant’s responsibility to ensure that the application is complete and submitted by the deadline. Failure to meet the submission deadline will result in an application not being considered for funding. Applicants should refer to the chart below to ensure that all required steps and deadlines are met.

Failure to begin the registration or application submission by the deadlines stated in the chart below is not an acceptable reason for late submission.

Applicant Action and Information	Dates/Deadlines
Apply for a DUNS number	
Obtain a DUNS number at https://www.dnb.com/ or call (866) 705-5711.	January 24, 2020.
Register with SAM	
Access the SAM online registration through the SAM homepage at https://www.sam.gov/SAM/ 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	January 24, 2020.

must update or renew their SAM registration at least once a year to maintain an active status.	
Register with Grants.gov	
Once the SAM registration is 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).	January 24, 2020.
Submit Letter of Intent	
Latinisha Lewis, Grant Management Team Lead at OVW.Campus@usdoj.gov .	January 24, 2020.
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.
Request Hardcopy Submission (if necessary)	
Applicants that cannot submit an application electronically due to lack of internet access must contact the POC at (202) 353-9167 or OVW.Campus@usdoj.gov to request permission to submit a hardcopy application.	January 17, 2020.
Begin Application Submission Process	
Applications must be submitted electronically via Grants.gov .	Begin 24 – 48 hours prior to the application deadline.
Confirm Application Receipt	
<p>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.</p> <p>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 applicant’s responsibility to notify OVW of any problems with the application submission process.</p>	Submitting the application at least 48 hours before February 12, 2020 will enable the applicant to receive notice of a failed submission and provide an opportunity to correct the error before the deadline.

OVW Policy on Late Submissions

Applications submitted after **11:59 p.m. E.T. on February 12, 2020** 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. 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.

To ensure fairness for all applicants, OVW requires that applicants requesting late submission adhere to the following:

Experiencing Technical Difficulties Beyond the Applicant’s Reasonable Control

Issue	Applicant Action	OVW Policy
Issue with SAM or Grants.gov Registration	<ol style="list-style-type: none"> 1. Register and/or confirm existing registration at least three weeks prior to the 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. 2. Maintain documentation of when registration began, any issues related to registration, and all communication with technical support. 3. 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. 	Failure to begin the SAM or Grants.gov registration process in sufficient time (i.e., by the date identified in this solicitation) is not an acceptable reason for late submission.

Issue	Applicant Action	OVW Policy
Unforeseeable Technical Difficulties During the Application Submission Process	<ol style="list-style-type: none"> 1. Contact Grants.gov for technical support at least 24 hours prior to the application deadline. 2. Maintain documentation of all communication with Grants.gov Applicant Support. 3. Prior to the application deadline, contact the POC for this program, via email at OVW.Campus@usdoj.gov indicating that the applicant is experiencing technical difficulties and would like permission to submit a late application. The email must include the following: <ul style="list-style-type: none"> • A detailed description of the difficulty that the applicant is experiencing. • The contact information (name, telephone, and email) for the individual making the late submission request. • The complete application packet (Project Narrative, Budget and Budget Narrative, EMOU, and IMOU). 4. Within 24 hours after the application deadline, the applicant must email the POC for this program at OVW.Campus@usdoj.gov the following information: <ul style="list-style-type: none"> • Applicant’s DUNS number. • Grants.gov Applicant Support tracking numbers. • Other relevant documentation. 	Common foreseeable technical difficulties for which OVW will not approve a late submission request include: <ol style="list-style-type: none"> a. Using an outdated version of Adobe Acrobat. b. Attachment rejection. (To ensure that attachments are not rejected, attachment names should only include allowable characters. See “Other Submission Requirements”). Through Grants.gov , OVW can confirm when submission began. Applicants that start the submission process less than 24 hours before the deadline will not be considered for late submission. 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.

Issue	Applicant Action	OVW Policy
Severe Inclement Weather or Natural Disaster	<ol style="list-style-type: none"> 1. Contact the POC for this program at OVW.Campus@usdoj.gov as soon as the applicant is aware of severe weather or a natural or manmade disaster that may impede the submission of an application by the deadline. The email should include a detailed description of the weather event or natural or manmade disaster. A detailed description includes when the event occurred, or is likely to occur, the impacted area, and the specific impact on the applicant and/or partners' ability to submit the application by the deadline (e.g., without power for "x" days, office closed for "x" days). If the application is complete and ready for submission at the time the applicant notifies the POC, it should be included with the email. 2. Applicants impacted by severe weather or a natural or manmade disaster occurring on the deadline must contact OVW within 48 hours after the due date or as soon as communications are restored. 	OVW may not be able to accommodate all requests resulting from severe inclement weather or a natural disaster.

Submission of the required documents to the POC is not an approval of a late application submission request. OVW will review the information provided, consider the request, and inform the applicant of its decision within 30 days of the request.

Funding Restrictions

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

Unallowable Costs

The costs associated with the activities listed below are unallowable and 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 as installing lighting, surveillance cameras, etc.) without prior approval by OVW through the submission of a detailed Grant Adjustment Notice.
5. Construction.
6. Tuition reimbursement in lieu of salary for project staff.

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.
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.

Research and Assessments

Grantees under this program are prohibited from using OVW funds to conduct research, which is defined in 28 C.F.R. § 46.102 as a systematic investigation designed to develop or contribute to generalizable knowledge. Surveys and focus groups, depending on their design and purpose, may constitute research and therefore be out of scope.

However, grantees may use funds (up to three percent of the award) to assess their work for internal improvement purposes only, such as by convening a listening session to identify service gaps in the community, or surveying training participants about the quality of training content and delivery. Applicants considering such assessments must refer to the OVW research decision tree in the Solicitation Companion Guide to ensure that the activity does not qualify as human subjects research. The [Solicitation Companion Guide](#) also provides additional information on federal requirements related to research, assessments, and surveys.

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-BizPOC 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 [Grants.gov](#) Applicant Support at **(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 “&#amp;” format.		
Period (.)			

Use simple titles for all documents, such as “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

In 2017, Grants.gov 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>.

[Grants.gov](https://www.grants.gov) Applicant Support can be reached at (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, capacity of the applicant and any partners, 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 detail worksheet and narrative: (15) points.
4. Memoranda of Understanding (EMOU and IMOU): (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 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 15 points).
2. Out-of-scope and unallowable activities (deduct up to 35 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 with current or recently closed OVW awards 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. Compliance with statutory and program requirements.

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 down 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, 2020.

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 Award 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 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. 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 (888) 514-8556 or OVW.GFMD@usdoj.gov, and for technical support, contact (800) 518-4726 for Grants.gov Applicant Support.

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: IMOU and EMOU	
7. Application for Federal Assistance: SF 424	
8. Assurances (SF 424B) and Disclosure of Lobbying Activities (SF-LLL)	
9. Confidentiality Notice Form	
10. Disclosure of Process Related to Executive Compensation	
11. Pre-Award Risk Assessment	
12. Indirect Cost Rate Agreement (if applicable)	
13. Letter of Nonsupplanting	
14. Certification of Eligibility	
15. Certification of 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.