

LATINISHA LEWIS: Good afternoon, everyone. We're excited to be with you today to provide information and tips on application submission for the Campus Program. As Jonathan mentioned, my name is Latinisha Lewis and I am a Grant Management Team Lead and member of the Campus unit.

Before we begin, I would like to introduce my amazing team. Some of them are here with us today and a few are not. So, our Supervisor is Associate Director Darlene Johnson. The Grant Management Specialists on the Campus unit are Jessica Neal and Veronika Murrut. Our wonderful support staff is Kimberly Shamberger, Grant Administrative Specialist. A colleague with all the grants financial expertise is Mychal Sterling, who is also joining us today. He is the man with the plan. So, all your financial questions should go to him.

The purpose of this pre-application information session is to highlight a few key points in the solicitation. However, it is not the intent, nor is there sufficient time, to go over every aspect of the solicitation. Therefore, the agenda for this session is to cover the following: eligibility requirements, key submission and information deadlines, program information (including requirements), federal award information, application components, and tips for submission. Next slide.

All applicants are responsible for reading the FY 2022 Campus solicitation and the OVW Solicitation Companion Guide to ensure that a complete application is submitted. OVW cannot comment at this time on the quality of an applicant's proposed project or provide any information outside of what is included in the solicitation. However, the Campus Program staff will be available to respond to questions about the application requirements throughout the period that the solicitation is open. So, should you have any questions, and I'm sure you will, please feel free to send questions to the Campus mailbox at ovw.campus@usdoj.gov.

So, let's begin with the most important thing: Who is eligible to apply for grant funding? Next slide. Eligibility is mentioned on the cover of the solicitation as well as on page 11. Eligible applicants are limited to institutions of higher education. OVW is required to ensure equitable distribution of grants to Historically Black Colleges and Universities (or HBCUs) and tribal colleges and universities. So, we would love to have more of these institutions apply for funding. Since addressing racial equity is a priority for OVW, we'd also like to encourage other minority-serving institutions to apply, such as Hispanic-serving institutions or institutions within the U.S. territories. Foreign entities or programs are not eligible for funding under the Campus Program.

In addition, thank you, all applicants under the Campus Program must submit two certification letters. So, in addition to simply being an institution of higher education, you must submit two certification letters. The letters must be submitted on institution letterhead, signed and dated by the highest authorizing official—and we mean the President, Chancellor, or Provost, or a designee with similar authority. We do not mean Chief of Police, Title IX Coordinator, or the grant Point of Contact. We mean your highest authorizing official. And that is for each of the participating institutions of higher education.

So, if you're a consortium, each institution within that consortium must submit both certifications.

It is important to point out that for consortium projects, everyone must be eligible. So, the two—so, go back to the previous slide. So, the two certifications are Certification of Eligibility, in which essentially you're certifying in writing that you are compliant with the Jeanne Clery Act; and then the second certification is the Certification of Statutory Minimum Requirements, in which you're certifying that you have knowledge of and are committed to the full implementation of each of the statutory minimum requirements of the Campus Program. A sample Certification of Eligibility letter can be found on OVW's website. However, the Certification of Statutory Minimum Requirements does not have a sample letter. But you can take the language directly from the solicitation and include it on your institution letterhead and sign it, and that will be sufficient. Failure to provide both certification letters and including the incorrect signatories will disqualify an application from further consideration. The signed certification letters must be uploaded as separate attachments in JustGrants. Some common mistakes here: incorrect signatures; the second mistake, consortium projects that don't have both certification letters for all campuses participating in the project. Next slide.

The last requirement is that you must have partnerships. There are two required partnerships that you must have to be eligible. You can have more than that. But in order to be eligible, you must have two required partnerships. So, without them in your application, it will be deemed ineligible, and it will not move forward in the review process. These partnerships must be reflected in your External Memorandum of Understanding, and we'll talk about that later.

The two partnerships are at least one criminal justice agency, and we're looking for a local law enforcement agency, prosecutor's office, or court—local law enforcement, prosecutor's office, or court. An applicant with sworn campus law enforcement or campus security is still required to partner with a criminal justice agency from the jurisdiction in which the campus is located. However, if you have nonsworn campus law enforcement, then your campus is limited in who you can partner with; so you must partner with a local law enforcement agency. You don't have the option to choose a prosecutor's office and court as your partner if you have nonsworn campus law enforcement. And then you may also partner with other criminal justice agencies as you wish. But in terms of being eligible, these are your criminal justice partners.

And you must partner with one domestic violence, dating violence, sexual assault, or stalking victim service provider within the community where the institution is located. So, for example, for rural campuses, this may mean a victim services organization that serves multiple counties or is located in another county. And that's perfectly fine. Eligibility is the area where many campuses make mistakes and are eliminated from further review. So, in your application submission, make sure to address all of the required components. So, for now, I'm going to stop and allow you to ask any questions you have thus far about eligibility and required partnerships.

FEMALE: First question, just a clarification. Both of these must be signed by our President, by our University President, correct?

LATINISHA LEWIS: They don't necessarily have to both be signed by the President, but they must be signed by one of the chief authorizing officials. So, one could be signed by the President, the other could be signed by, let's say, the Director of Sponsor Programs or your VP of Research and Advancement. As long as they are signed by a chief authorizing official, we are fine.

FEMALE: All right.

LATINISHA LEWIS: We may have to unmute her.

FEMALE: Apologies. So, if our Vice President, who would be the designee, is listed as our Point of Contact, then that person would not be able to sign the two certification letters, correct?

LATINISHA LEWIS: No, they can sign it. As long as they're designated on behalf of the institution to be able to certify to federal funds, they absolutely can.

FEMALE: Okay.

LATINISHA LEWIS: But sometimes institutions have Points of Contact who do not have that designation.

FEMALE: I see. Okay. All right.

LATINISHA LEWIS: And in that case they cannot.

FEMALE: Great. Thank you, that clarifies.

FEMALE: So, my university won an OVA grant in 2013, and a lot of the required infrastructure is already in place. However, we partnered with our local rape crisis center, which in Massachusetts serves by jurisdiction, so they're the appointed agency in our area. That said, we have an incredibly tenuous relationship with their Executive Director. They didn't necessarily do well with the federal funds we received last time. So, do we have to continue working with them, or do we have flexibility in working with another community agency that serves survivors of sexual violence?

LATINISHA LEWIS: You have the option to work with another agency as long as they meet the definition of victim services provider that we outlined in the solicitation. So, as long as they meet that definition, it's fine.

FEMALE: Would that extend to folks providing primarily legal advocacy to survivors?

LATINISHA LEWIS: No, it would not.

FEMALE: Okay. Thank you.

FEMALE: My question was related to the required partnerships. We have a victim services partner and we have a local law enforcement partner. We would like to address one of the priority underserved populations, like LGBTQ, but we do not have any organization in the area—we're in a rural spot—that would be able to assist with that. Do you need an external partner that's specific to the priority underserved populations?

LATINISHA LEWIS: Not to be eligible. And we can come back to that when we get to priority areas, but you don't need another external partner to be eligible.

FEMALE: Okay. Thank you so much.

LATINISHA LEWIS: You're welcome.

FEMALE: We are a community college in a larger metropolitan area. And we have campuses in multiple counties, which means multiple law enforcement jurisdictions. And we were wondering if we need to partner with law enforcement agencies within each jurisdiction or if we can choose one where one of our campuses is located?

LATINISHA LEWIS: For eligibility, you only need one of them. But I would say, in terms of making a more feasible response, something that would make sense in terms of serving your student populations—because you would have to implement the project on each of those campuses—I would say you should try to partner up with the other law enforcement agencies as well. But you only need one to be eligible.

FEMALE: Absolutely.

LATINISHA LEWIS: Okay. The next slide for us, please. I think I'm turning it over to you, Jessica Neal.

JESSICA NEAL: Yes, ma'am. Thank you, Lati. Hello, everyone. As Lati mentioned at the top of the presentation, I am Jess Neal, one of the Grant Management Specialists with the Campus Program. So, we will discuss the key submission information on the next couple of slides. So, Veronika, you can go ahead and advance to the next slide. So, here we're going to discuss the deadlines and the registration. Applications are due by 9:00 p.m. Eastern Standard Time on Tuesday, April the 26th. OVW will not accept late submissions, except for under limited circumstances described on pages 26 through 23 of the solicitation. In addition to the application due date, there are other important deadlines that will affect your ability to submit an application. All applicants, such as yourself, must go through a two-step registration process. You must, one, register with SAM and Grants.gov by April the 5th. You also must register with JustGrants by April the 5th. We highly encourage you to refer to page 22 of the solicitation for more information regarding registration. Next slide.

What's new? We have some new changes within our solicitation for FY '22. So, one of the new changes that we have with our solicitation, or the submission of your application is the changes to the Unique Entity Identifier (which you may hear us refer to as the UEI, as the slide says here). Federal regulations require that you as an applicant for federal funding must, one, be registered in SAM before submitting your application. You must provide a valid Unique Identifier, which is the UEI, in your application, and you must continue to maintain an active SAM registration. Currently, the UEI that applicants for federal grants and cooperative agreements are required to have is a Data Universal Number System, which is known as the DUNS number. It's very important for you to take heed to this deadline here, where it says on April the 4th the federal government will stop using the DUNS number and move toward the new Unique Entity ID, known as the UEI. The UEI is a 12-character alphanumeric value, once issued, and it will not change. Entities that are currently registered in SAM.gov already have a Unique Entity ID which can be viewed in SAM.gov. The transition to the UEI will not impact an entity's registration expiration date or when the renewal is necessary. Next slide.

So, in addition to our new process for the UEI, we also have a new two-step submission process. You must, one, submit your SF-424 and the SF-LLL form by April the 21st. Note, if you fail to submit these two forms which I've just mentioned—the 424 and the LLL forms—by the above deadline, then you will not be able to submit your application in JustGrants, which means you must take care of step one first within Grants.gov in order to submit your full application into JustGrants. So, once you've submitted your SF-424 and your LLL forms, you will then submit your full application into JustGrants, where you will submit all of your application into JustGrants by April the 26th. Just remember that there is a checklist on page 27—oh, I'm sorry—on pages 26 and 27 of the solicitation. So please ensure that you take a look at this checklist to make sure that you have submitted all of your required documents into JustGrants before submitting your application. So, again, where we have seen applicants fail is when they attempt to submit the application into JustGrants without submitting the 424 and the LLL form in Grants.gov. I will say that if you do not for the Grants.gov deadline, this deadline of April the 21st will not be extended. So please make sure that you submit all of your initial documents by this particular deadline. Again, the Grants.gov deadline will not be extended. So, as an applicant, your communication will come from either Grants.gov or the JustGrants account. So, it is very critical that the person or the representative who is authorized to submit the application on behalf of the organization, that individual or representative will be the one who will receive the notifications from either Grants.gov or JustGrants regarding a possible failed submission.

Okay. So, the great thing about OVW is that we have our own OVW JustGrants amazing Support Helpdesk. If by any chance you are having any technical challenges with submitting your application on behalf of your FY '22 application, please get in contact with our OVW JustGrants Support Helpdesk, which their Helpdesk email address is listed here: OVW.JustGrants (with an s) Support@usdoj.gov. And our support team can also be reached by phone at 1-866-655-4482. And we can encourage you to take a picture of this particular slide just in case you need to go back and reference the Support Helpdesk number and/or email address, which is also listed in the solicitation as well. Next slide.

Program information. We'll go ahead and discuss program information within the next slides. And Veronika, you can advance to the next slide, and thank you for that. So, just to give you a description of our program: The Grants to Reduce Domestic Violence, Dating Violence, Sexual Assault, and Stalking on Campus Program, which you will hear us refer to as the Campus Program, encourages a comprehensive coordinated community approach that enhances victim safety, provides services and support for victims, and supports efforts to hold offenders accountable. The funding supports activities that develop and strengthen trauma-informed victim services and strategies to prevent, investigate, and respond to domestic violence, dating violence, sexual assault, and stalking, which you will also hear us use the acronym DVDVSA and Stalking. The key thing to remember is that these crimes are focused on this grant for funding. Your proposal cannot address bullying or general violence, because they are out of scope of this program. In addition, sexual harassment—sexual harassment can only be used when addressing or referencing violence against women crimes, such as discussing your campus policy. Next slide.

Our program, which is the Campus Program, has 10 purpose areas. All applicants, such as yourself, when submitting your application must select at least one of the purpose areas. The purpose areas are listed on pages 5 and 6 of the solicitation. Just know that Purpose Areas 4, 6, and 7 have additional requirements. I won't read them all, but I will just go over the quick three that are listed here, which is the Purpose Area 4, for Victim Services. If you choose to address this purpose area, your budget must show an allocation of 20% of grant funds for this purpose. If you're going to address Purpose Area #6, for Data Collection and Community Systems, your institution may need to get approval from OVW before purchasing, if funded. For Purpose Area #7, Capital Improvement, your institution will need to go through a National Environmental Protection Act, if funded, which means that if you have any NEPA-related costs in your budget and if you're funded and if you're approved for funding or if you're funded through the OVW Program, you will have to submit these improvements to OVW for approval. I will say that Purpose Areas 6 and 7 cannot make up most of your budget or project activities. Since the goal of the program is to provide a comprehensive approach to our crimes, these purpose areas cannot be the only selected purpose areas. If your proposal includes items in Purpose Area #7, then, if awarded, again, approval may be granted by OVW prior to the purchase of these items. So, therefore, you can include these costs in your application.

So, information regarding our FY '22 OVW priority area can be found on page 6 of your solicitation. This selection of the priority area is optional for you as an applicant, which means that it is your choice whether or not you would like to address this priority area listed here. So, if you're an applicant seeking to address this priority area, you must develop an enhanced prevention and intervention strategy targeting underserved populations. And to qualify for this priority area, you as an applicant must include it in your proposal activities, and it must be tailored to meet identified underserved populations and relevant partnerships with community-based organizations with expertise with the identified underserved populations. And that can be Deaf or hard of hearing, LGBTQ, and the HBCU community. Next slide. Thank you, Veronika.

Activities that compromise victim safety and recovery. We as OVW will 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. So please refer to our Solicitation Companion Guide for a list of activities. I will say that to assist with submitting a strong application, use an applicant that propose any activities that compromise victim safety and recovery, or undermine offender accountability may receive a deduction in points during our review process or may be eliminated from consideration in its entirety. Next slide.

Common compromising-victim-safety issues include here: procedures or policies that fail to include conducting safety planning with victims, project designs and budgets that fail to account for the access needs of individuals with disabilities, with limited English proficiency, and who are Deaf or hard of hearing. So, again, those could be your underserved populations as well. And then, failing to develop policies regarding confidentiality of information, informed consent, and mandatory reporting. Next slide.

We also have out-of-scope activities that are listed on page 6 of your solicitation. So, as the slide says here to help you, to assist with submitting a strong application, which we know you will, the items listed on page 8 will not be supported. So, common out-of-scope activities seen in proposals are activity primarily focused on sexual harassment. So, remember, sexual harassment can only be discussed or can only be considered when you're discussing the program as far as campus-related policy, trainings, conferences, or materials focused primarily on Title IX, and purchase of anonymous web-based reporting systems. So, if you purchased some type of web-based reporting system and it excludes law enforcement for incident or report databases, that is one web-based reporting system that we will not fund and is typically out of scope of our program. Another out-of-scope activity which is fairly new for us is the "Do-It-Yourself" sexual assault evidence collection kit. This is also out of scope of the program. So, again, applications that deem the proposed activities that are listed on page 6, in addition to the common out-of-scope activities listed here, may receive point deductions during the review process. And, again, you can possibly be eliminated from the application process in its entirety. And next slide for me please.

So unallowable activities and costs. The list of unallowable costs can also be found on page 17 of your solicitation, but we would like to make you aware that the common unallowable costs seen in proposals submitted to the OVW Campus Program are the tuition reimbursement in lieu of the salary for the project staff, in addition to fundraising. So, as you begin to build and write up your proposal, just know that these two are also considered unallowable costs when you're developing your proposal and your budget. At this time, we are at the end of the slide for my presentation, so I will go ahead and open up the floor for questions.

LATINISHA LEWIS: "If you're having, I guess, a difficult time with Grants.gov, is there a number we can call?"

JESSICA NEAL: I will say that Grants.gov should have a number where you can call for support. We have seen in the past where our OVW JustGrants helped us, is able to assist you with this process. But we do encourage you to get in contact with Grants.gov first, and if that happens where you're unable to submit your application within JustGrants, then you can get in contact with our OVW JustGrants Support Helpdesk. But to answer your question, Grants.gov should have a Support Helpdesk to help with your submission of your 424 and your LLL forms.

LATINISHA LEWIS: I did paste that Support Helpdesk in the chat. So, if you wanted to look, it's also on, I think, on page 2 of the solicitation. Definitely contact Grants.gov. We do not have any control over Grants.gov, so we cannot look in your account. We cannot help you with any technical challenges. We can certainly collaborate with the Grants.gov staff to help you, but if you have any issues with Grants.gov, certainly contact that Helpdesk first. The next question, Jess, says, "Page 22 says to register with JustGrants as soon as possible, not April 5th. Which is correct?"

JESSICA NEAL: Can we go back to that particular...

LATINISHA LEWIS: I would just say you should register as soon as possible. But the deadline is there, because if you don't do it by April 5th, there is a two- to three-week process to register. So, if you don't register by the 5th of April, you're unlikely to be able to submit an application. That's why we put the deadline in there. So, yes, do it as soon as possible. Do not wait till that deadline. But the deadline is there, because what happens is, people will run into challenges with registering, and the first thing we're going to ask you is when did you register?

JESSICA NEAL: Absolutely.

LATINISHA LEWIS: If you registered after April 5th, then you are more likely not to be able to get a justification for submitting your application late. And that's usually what happens, is that folks are like, "We're running into challenges. I can't submit my application on time. Can you let us submit it?" And we're more likely not to grant that if you registered after April 5th.

JESSICA NEAL: Thank you for the insert, Lati. I do see Marisia, and my apologies if I pronounced your name incorrectly. "Can you register with JustGrants before submitting the 424 and the LLL?" You must register with Grants.gov before registering with JustGrants.

MARISIA: May I follow up on that?

JESSICA NEAL: Sure.

MARISIA: So, we are registered with Grants.gov and SAM, not with JustGrants, and someone had asked the question previously, which was pushed to now, "Can you submit the SF-424 if you don't have a finalized budget?" So...

LATINISHA LEWIS: That's a different question, but the answer is yes.

MARISIA: And I called the Support yesterday to get help with registration with JustGrants. And the way they explained the process was, after you submit the SF-424 and the LLL form, then that generates an automatic email to the EBiz POC, who then registers. So, if that is the process, then really you can't register with JustGrants until you submit those two forms, is that correct?

JESSICA NEAL: That is correct.

LATINISHA LEWIS: That is correct. That's what Jessica just said.

JESSICA NEAL: Correct.

LATINISHA LEWIS: Yes.

JESSICA NEAL: You have to register with Grants.gov before you can do anything with JustGrants. And that...

MARISIA: Registering is different from submitting the forms? I mean, we you have to start...

LATINISHA LEWIS: Correct.

MARISIA: Yes.

LATINISHA LEWIS: Correct.

MARISIA: So—right, right. So, you have to submit the forms also in addition to registering?

LATINISHA LEWIS: Correct.

JESSICA NEAL: Correct. Yes.

MARISIA: Okay. Okay.

LATINISHA LEWIS: But you also cannot submit the rest of the forms until you submit the first two forms in Grants.gov.

MARISIA: Yes. Yes.

LATINISHA LEWIS: So, even after you complete your registration, there still is a part one in Grants.gov. Then you can go to JustGrants.

MARISIA: Yeah. That makes sense. Thank you.

JESSICA NEAL: You're welcome, Marisia.

FEMALE: Jessica, can you hear me?

LATINISHA LEWIS: I'll read out for you, Jess, and you can just answer.

JESSICA NEAL: Okay.

LATINISHA LEWIS: "Is JustGrants separate from Grants.gov?"

JESSICA NEAL: Yes. They are two separate platforms. Again, you will have to submit and register with Grants.gov before you can submit your full application into JustGrants.

LATINISHA LEWIS: The next question is for Purpose Area 4, Victim Services. "Do we need to allocate 20% to victim services if we are sub-awarding a victim service agency to provide the service?"

JESSICA NEAL: I believe—Lati, can you help me out with this one? Yes, you will have to still allocate the 20%.

LATINISHA LEWIS: It's only—it depends.

JESSICA NEAL: Uh-huh. Okay.

LATINISHA LEWIS: If you are not selecting Purpose Area #4, then no. So, if you are partnering with a community victim services agency as part of your eligibility requirement but you are not proposing to do Purpose Area #4, then no. You do not have to allocate 20%. You give them the appropriate compensation based on the services they're providing in the project. But if you are purposely doing Purpose Area #4, which is developing, enhancing, or strengthening victim services, then yes, you must allocate 20% of your budget to that purpose. And it must be direct services. It cannot be prevention and training or outreach. It must be direct services. And usually what we see for that is funding a victim advocate. The next question is for the priority area. "Do you have to partner with an external organization focused on these populations to meet it, or may you capitalize on internal resources and expertise?" Great question.

JESSICA NEAL: I'm going to need your assistance on that one for me, please.

LATINISHA LEWIS: Yes. You can capitalize on a campus resource. So, if you're thinking about, would I partner with the Department of Disabilities within your institution, you certainly can partner with them. But I would highlight that in your solicitation, so we know that that's who your partner is. I would not just simply, you know, list them in the long list of partners you have, but I would definitely highlight them so that we know they're the key partner to meet the needs of that population.

FEMALE: What I was asking, you may have just addressed it, but if we're selecting purposes, and 4 is one of the purposes but not the main purpose, do we still have to allocate 20% of the budget?

JESSICA NEAL: Yes, ma'am. Yes, you do. If you're...

FEMALE: Okay. And I want to follow up on something you said. You said it doesn't include training. We have a strong need for victim advocates, and right now they're all voluntary, and we would like to train more of our psychology students, et cetera to fill that function. Would that be allowed? Would that count?

LATINISHA LEWIS: It certainly is an allowable activity. It cannot count toward the 20%.

FEMALE: Okay. Thank you.

LATINISHA LEWIS: So, certainly you can go over the 20. I want to be clear. You can go over that 20%, but the 20% is meant for victim services. And a training is not victim services. Does that make sense? So that's why...

FEMALE: Yes. Thank you.

LATINISHA LEWIS: ... it doesn't count. Uh-hmm.

FEMALE: Okay. Thank you.

FONDA: "When we're looking at the purpose areas, #7, did I hear you say that there was a certain percentage that only could be used for #7 on capital improvements?"

JESSICA NEAL: I'm sorry. I was on mute. There is not...

FONDA: Oh, that's okay.

JESSICA NEAL: There is not a certain percentage for Purpose Area #7. However, if you have some renovation-related expenses or costs within your budget itself, we would just have to note that this is NEPA-related. But, again, to answer your question, there is no set-aside amount that you can allocate or should allocate for Purpose Area #7.

FONDA: Okay. Thank you, Jessica. And then just to clarify, we currently have us registered with SAM and have a DUNS number. So, when this changeover happens on April 4th, since we already have a DUNS number, will it automatically give us our new number or will we finish the process with the DUNS number, and who will automatically give us a new number?

JESSICA NEAL: As I mentioned, yeah, earlier, Fonda, you won't be impacted by that.

FONDA: Okay. Great.

JESSICA NEAL: You should be able to—yeah.

FONDA: Awesome. Thank you.

JESSICA NEAL: Okay.

LATINISHA LEWIS: I just have one clarification on that—NEPA-related items that you want to include in the budget. We don't have a percentage, but it can't be the majority of your budget, because usually what folks are asking us to do is purchase security cameras, purchase emergency call lights or call stations. Those are pretty expensive. And so, remember that you have other requirements that you must meet. So, I would suggest, as you look at your budget, make sure that it is balanced—that you're able to meet all the other requirements and be able to do that, because I know sometimes that might be a negotiating factor with another department. It's like, "Well, if you could get us the call stations, we'll sign on." But our goal is to be able to support some of that effort but not be able to do all of it. Does that make sense?

FONDA: Okay. Absolutely. Thank you so much.

LATINISHA LEWIS: And I will say for those, you'd have to make the case for why those purchases would specifically impact sexual assault, domestic violence. Because sometimes what folks will write and say is, "The justification is because we have crime," basically, right? "Crime has gone up." And we're like, "But that could be any crime, right? That could be robbery. That could be, you know, general assault. How is installing these particular call buttons going to impact sexual violence?" And maybe you've done a climate survey where students are saying, "Overall, here we feel less safe. There have been sexual assaults over there." So that's why we want to put these call buttons there, whatever.

FONDA: Okay. Thank you so much.

LATINISHA LEWIS: All right, Jess is right. In the interest of time, we'll try to take some more—let me just see. I think, Jess, you answered this question about the budget but let me just raise it again. "Can you still address the SF-424 approximate budget question form before?" So, can you have one amount on the SF-424 and a different amount in the budget that you submit, Jess?

JESSICA NEAL: Yes. To answer your question, yes. The 424, you can have one amount in the 424 versus what you submit in the budget. This has just given us a synopsis as to how much you're actually requesting for your award amount. So, if you're unsure, if you want your budget to be \$300,000 or \$296,088, just give your number. Those two amounts can be different.

LATINISHA LEWIS: I'll take a few more, because we still got a lot more to cover. So, someone was asking about the correct dates for JustGrants. Remember, there are two different dates. One is for registration; that is April 5th. The second date is for submission of documents. So, make sure that you look at page 29.

JESSICA NEAL: It may be 26 through 20—I think 20.

LATINISHA LEWIS: Yeah. There is a page there that tells you step by step what to do. Please look at that page, because it clearly delineates the deadlines. They said, "When you send a Letter of Intent to us, will you get a confirmation email or is that part of the prompt to open JustGrants for applications?" Letters of Intent are not required. Certainly, we could give—if you need a confirmation, we certainly can do that. We usually don't, because it's not a required thing. And you could give us a Letter of Intent and decide not to submit.

JESSICA NEAL: That's true.

LATINISHA LEWIS: All right. So, now we're going to talk about federal award information and what amounts. Next slide. All right. So, the award period is for 36 months. It tentatively begins October 1, 2022 and ends September 30th, 2025. So, applicants should submit applications with project activities and budgets that reflect this period. So, we typically award grants from \$300,000 to \$750,000. So, if you look at the funding levels, it depends on what project type you are applying for. So, if you're applying to be a single institution, which is an individual project, we award up to \$300,000 for the 36 months. If you're a consortia project, which means more than one campus—more than one institution, I should say—is applying to work together in this project, then it depends on the size of the project. So, if you're two to four campuses, the award is up to \$550,000. If you're five or more campuses, it is up to \$750,000. Remember that OVW has the discretion to make awards for greater or lesser amounts than requested and we can negotiate the scope of work and budget with applicants prior to making an award. Next slide.

In FY '22, we are accepting both new and continuation applicants. New applications are those from people who've never received funding under the Campus Program or an institution who hasn't been the lead institution in a grant. So, if you've been in a consortium project and now want to be the lead, you would be considered a new applicant. Or an applicant whose funding expired on or before March 10th, 2022. Continuation applicants are those that have an existing grant, so your grant is active right now, or your grant closed after March 10th, 2022—yeah, I think it's 2021. Sorry. Grants that were awarded a Campus grant in FY '20 or FY '21 are not eligible to apply as the lead. And if you are a partner in a 2020 grant or 2021 grant, you are also not eligible to apply for FY '22. Applicants may only submit one proposal—to either be an individual project or a consortium project. In addition, satellite or branch campuses of an institution are not considered separate institutions. So, if you are University of Maryland, Baltimore, and you just have another campus listed that is part of University of Maryland, Baltimore, but you're just in Columbia, Maryland, then you are still considered one institution.

However, if you're an institution—there are separate institutions with similar names. So, let's say you're University of Maryland, College Park, versus University of Maryland, Baltimore, we consider those different institutions or separate institutions. The Campus Program has eliminated the limit on the number of times a campus can receive funding. As such, applicants that have received three or more cycles of prior funding will be supported in FY '22. Next slide.

We're not going to go over all of the requirements. We will talk about a few. But just to let you know, that list is on pages 8 through 11. So, make sure that you review them, because those are the requirements you will be held to, if funded, and everyone must complete them. It includes both statutory requirements and other requirements that you will have to meet. It includes OVW Technical Assistance Trainings and a New Grantee Orientation, and there are specific staffing requirements. Next slide.

There are four statutory requirements. So, remember in the beginning, we talked about you have to do a certification letter that you would be meeting statutory requirements? Well, here are the four that you must meet as part of statute, the Violence Against Women statute. So, you must have a Coordinated Community Response which includes both external and internal departments. You must establish a mandatory prevention education program for all incoming students. And we think of that as first-year and transfer. Now, if you're a community college, you have a little bit of leeway, because your student population is a bit different. So, you would have to determine who you are considering as your incoming student population. We usually tell you to consider some students who might be getting a degree or might be getting a certification, because they're there for, you know, quite a bit of time versus students who are taking like one or two classes. The next requirement is—there are two training requirements: one for training all campus law enforcement, and the other one is training all personnel in the disciplinary process. So, all four of these requirements must be met by the end of your award, and you're certifying when you apply for this grant that you're going to do so. Next slide.

The other requirements, if funded. All applicants must—in addition to that incoming student mandatory training—must do ongoing training, ongoing prevention work, as well as implement a bystander intervention program for all your students. You must also offer confidential victim services and advocacy. This can look a number of different ways. It must be 24 hours. It must be confidential to survivors of these crimes, whether it is located on your campus, you have a co-located advocate, which means they're actually a person who's employed by the victim services agency but are located on your campus or you simply have a referral relationship with a community partner. And then you must also work with the OVW TA providers throughout the entire project. And that will apply—you will learn more about that should you get funded.

In terms of new grantees, there are particular requirements for you. As a new grantee—next slide—you will engage in a one-year planning period. This is important to note as you're developing your application. This means that no implementation activities can be conducted. So, this is important for your budget as well as your proposal. So, remember that implementation activities should be budgeted for two years, not three. You'll attend a

minimum of five trainings and one New Grantee Orientation. So, there is money that we require that you set aside for these purposes, and we'll come back to that when we get to the budget. But there are no more than three people who should attend the orientation, and then there are a specific number of people who should attend the other five trainings. And we could talk about that a little bit more when we talk about the amounts. And then you must support a Project Director at, at least, 75% time. And during this—unless you're a continuation, and we can talk about that. But during this dedicated time, the Project Director must be working on grant implementation activities. And this position is one person. You cannot split this time between two people. It must be one person. It is at the campus' discretion if you want to support this position at a higher FTE with or without grant funds. That is up to you, but we require that they least have 75% time.

For continuation grantees, you must propose new activities beyond the statutory and program requirements. You must support a Project Director at least 50% time, unless you can provide some kind of a justification that less time won't impede the project implementation. For both new and continuation grantees, a supervision requirement exists. The Project Director cannot be supervised or housed in the Title IX office or with any position serving a Title IX role. There is no exception to this requirement at this time. In addition, the Project Director must not be a Title IX coordinator or investigator, a victim advocate, or serve in a confidential advisory role.

Now I'll stop to let you ask any questions that you may have about award amounts, application types, statutory and program requirements. And remember to put your questions in the chat or raise your hand.

JESSICA NEAL: "Now, just to be clear, \$300,000—absolute ceiling for a single institution?"

LATINISHA LEWIS: That is correct.

FEMALE: So actually, a repeat of another question. "Continuation applicants are not required to include the minimum of five OVW-sponsored TA events. The budget instructions indicate to include \$40,000 to attend the OVW-sponsored TTA. Is this budget required of continuation applicants even though they are not required to attend those events?"

LATINISHA LEWIS: I would not say they're not required. Every applicant must include that TA allocation in their budget. We will determine after award whether continuations will be—if you're a continuation applicant, whether you will have to attend or not. There is a process to determine whether you will be exempted from that. But as an applicant, you must set aside that funding.

FEMALE: Very helpful. Thank you.

JESSICA NEAL: Michelle, you have your hand raised. I'm going to go to you next.

MICHELLE: Yeah. Thank you very much. The statement that the Project Director cannot be supervised in an office or located in the office that a Title IX position fills—so if the Dean of Students is also a Title IX investigator, does that mean they cannot be supervised by that person?

LATINISHA LEWIS: That is correct.

JESSICA NEAL: Correct.

MICHELLE: Very good. Thank you.

JESSICA NEAL: Okay. Caroline has a question to clarify. “Can the .75 FTE be funded in part time by the grant and in part time by the college?”

LATINISHA LEWIS: Absolutely. Just know, 75% of their time has to be on the grant activities.

JESSICA NEAL: Okay. We have another question, from Marza. “Can the Project Director be hired for Year 1 if they must work on implementation?”

LATINISHA LEWIS: Absolutely should be hired in Year 1. They should be helping you plan. There’s lots of activities that are happening in the planning year. They have a lot of things they’re doing, so absolutely.

JESSICA NEAL: Okay. We have another question, from Megan. “Can the Project Director be supervised by someone whose supervisor is the Title IX coordinator?”

LATINISHA LEWIS: Yes. As long as their direct supervisor is not associated with Title IX. So, yes, sometimes you have like VPs or somebody like that who oversees Title IX or might have a Title IX role. That’s fine, as long as their direct supervisor is not Title IX.

JESSICA NEAL: Okay. And we have another question, from Gretchen. “What date should the Project Director begin work? Should they be onboard to participate in the one-year planning period, or plan then hire?”

LATINISHA LEWIS: No, you should try to hire them in your planning year. So, as soon as you can.

So, application components and tips for submission. Next slide. All right. So please refer to the solicitation beginning on pages 13 through 21 for specific information regarding the content and format of application submission. All applications must include the following five components. So, they must include Project Narrative, a Budget Detail Worksheet and Narrative, and Memoranda of Understanding (to include both an External and Internal MOUs), Certification of Eligibility and Certification of Statutory Minimum Requirements. Applications that do not include these five components will be considered substantially incomplete and will not be considered for funding. Stay on this slide. The Data Requested

with Application survey provides a snapshot of your project. This data is used in the initial review of your application, so please answer each question or criteria included. Next slide.

The Project Narrative consists of three sections: the Purpose of the Application, What Will Be Done, and Who Will Implement. All combined, the Project Narrative is worth a total of 55 points and is the bulk of the application. The Project Narrative must be double-spaced. And this component of the application submission is where applicants provide details related to the proposed project. So, before I get into each section of the proposal narrative, it is important to discuss the page limit. It is imperative that you are mindful of the formatting—so look at page 13 for specifics—and the number of allowable pages. The Project Narrative can include charts, which can be single-spaced. However, charts should be used sparingly and not make up most of the narrative. Peer reviewers are instructed to stop reading and scoring this section at the page limit. You do not want to lose valuable points due to going over that page limit. So, with that said, the proposal narrative should be no more than 20 pages for individual projects and 23 pages for consortium projects. Next slide.

Purpose of the Proposal. This section describes the need for the project and helps reviewers understand your specific campus community needs. Common mistakes include providing too much information, information that is not relevant to the proposed project, or not enough information to be responsive to the criteria included in the solicitation. Follow the guidance on page 14 of the solicitation to ensure you are providing the required information. Also, please keep in mind that this section counts toward the page limit. You want to be sure that you're responsive to the questions while at the same time ensuring you have enough information remaining to provide detailed information on the proposed projects. We've seen applications that have just used up lots of pages in the needs section and then they don't have enough pages left to describe the project or who's going to be working on the project. Consortia projects, you should succinctly describe the needs of each campus within the project. And continuation applicants should address what efforts they've done previously to meet the statutory and program requirements, but also what gaps remain and how you want to build on previous efforts that you are seeking funding for again. Next slide.

All right. The What Will Be Done section. This section is where you will describe what you are going to do with grant funds. You should provide detailed information that clearly describes the activities and strategies to support your proposed project. The goals and objectives should be clear and detailed, so that reviewers understand how the proposed activity will meet the needs identified and the program requirements listed. So, for example, there is a difference between stating, "We will conduct training for all law enforcement" versus "We will conduct annual training for all campus law enforcement on predominant aggressor, the neurobiology of trauma for sexual assault survivors, forensic interviewing, and stalking." For consortium projects, it is important to know how the statutory and program requirements will be implemented on each campus within the consortium. The mistake that consortium applicants make is focusing most of the proposal on the lead school. Remember, there are some criteria that must be answered based on your application type.

Some common mistakes to avoid in this section. Next slide. Not providing a description of the products you plan to develop or purchase. Not providing details on safety planning. Continuation applicants don't adequately outline or address the proposed activities that go beyond the statutory and program requirements. And not including concrete activities and strategies that will be developed or implemented to meet the OVW priority area, if it's identified in the Data Requested with Application. Next session. Next slide, sorry.

In the Who Will Implement section, the applicant should identify who are the key individuals, departments, and organizations involved in the proposed project. This section does not include all partners on the project. You should only provide the key partners. All partners should be reflected in the MOUs. This section must demonstrate that the individuals, departments, and organizations identified have the capacity to address the stated need and can successfully implement the proposed project activities. Therefore, providing details on their expertise and experience is critical here—and clearly specify each organization's and individual's roles in the project. If you're proposing a consortium project, it is important to know that key individuals and departments on each campus should be included in the Who Will Implement section. If you're planning to hire one of the key partners, provide a brief description of the experience you hope they have and the responsibilities of this position. Just a friendly reminder, this section is still part of that page limit. So, make sure to keep this section focused on who is involved in the major project activities and who is most responsible for ensuring the goals and objectives of the project are met.

The biggest common mistakes here. Next slide. Oh, not that. Okay. The biggest common mistakes here are lack of details regarding the demonstrated experience and expertise of key personnel, including not providing the roles and expertise of individuals and departments or organizations in this section, but simply saying, "Look at the MOU." Applicants miss receiving points in this section because the required information is included in the MOU. And we will not apply those points, if you will, to this section if you simply include it in the MOU and don't include it here. So, you can have duplicative information, that's okay. Next slide.

It's important to know that applicants will be submitting a web-based budget within JustGrants. So, there is no document that you're going to be submitting for the budget. You will be submitting a web-based budget, so you'll be inserting data into JustGrants for your budget. During the peer review process, the reviewers will be assessing and scoring the budgets to ensure that you're meeting the program requirements, and that it doesn't include any unallowable activities. Make sure that the budget provides a clear link between your project activities and proposed budget items. This is often a place where we see things like positions that weren't talked about or we might see purchases that weren't talked about in the narrative, and the reviewers are questioning like, why is this here? So, make sure that your budget reflects all of the things that are listed on this slide. Make sure they're 36 months, make sure they include the mandatory training requirements, and the amounts for the mandatory trainings. And these are amounts or the total amounts for three years—so, \$40,000 for three years, \$80,000 for three years, or \$150,000 for three

years. So, make sure you do that. Make sure you allocate that amount. Right now, you don't know where you're going to be, so if, for the application, you know, you can determine a calculation and put it in there, but make sure it totals that amount we're requesting.

Make sure that you do not exceed the budget cap and that you do not have to include a match. Make sure in your budget you're financially compensating your partner based on their participation in the project. And that can include compensation for their time and travel to participate in project development, training, and implementation. If your partner for some reason says, "We don't need to be compensated, we'll do this work in kind," please put that in the Budget Narrative, that the partners have agreed to this work in kind, and make sure in the MOU you also say that they're doing this work in kind. Make sure for consortia that you are fairly compensating the other campuses on the grant. Often, in the budget we will see that most of the money is going to the lead institution and there are little to no funds that are going to the other campuses.

Make sure that your budget includes costs to support accessibility needs of students with disabilities and students with limited English proficiency. And lastly, I would just say there are some sample budgets that OVW has on the website that'll show you sort of a general way to format your budget or general way to lay out the information in the budget, but it is a web-based budget. So essentially, try not to break your cost by year if possible; it just makes it more difficult. Make sure that the indirect costs included are limited to no more than 10% of the modified total direct cost. That applies to both the campus and any subrecipients.

Make sure you include the Project Director costs and the technical assistance costs. And for technical assistance, a big question we often get is, "What should we budget for?" I would say, typically budget for four nights of a hotel stay. The New Grantee Orientation, budget for about two to three people to attend. For the Technical Assistance Institute, budget six to seven people for the first three, four people for the last two. And consortia, that will depend on your size, but I would say you roughly will budget three people per institution. That's how we came up with the \$22,000. So roughly about three people per institution. Another question we get is about assessments. You can propose to do a needs assessment. And if you are planning to do that, you are limited to no more than 3% of your budget for that purpose.

So now, with all that budget talk, I'm going to turn it over to Mychal Sterling, who is a Grant Financial Analyst in our Grant Financial Management Division, also known as GFMD. And he is going to provide additional information on financial requirements of the application. Mychal?

MYCHAL STERLING: Thank you, Lati. Good afternoon, everyone. I hope everyone can hear me clearly. Just give me a thumb's up if you can hear me. Great. Great. So today, I'm going to talk just a little bit about some of the things I myself and my other colleagues in the Grants Financial Management Division team see during the application process. We mainly look working on the Pre-Award Risk Assessment. So, in the next couple of slides,

we're going to focus on aspects, as I said, that the financial team looked over in the prior years. So, as of today, we're going to highlight certain aspects of the Pre-Award Risk Assessment, and provide you with the detailed links, or links to the detailed information and webinar, on how to develop a budget. I did see a question in regard to the web-based budget in the chat box. If you contact the JustGrants Helpdesk, they will be able to provide you with training materials on how to complete that web-based budget. A lot of information will be available there as well as the GFMD Helpdesk, which I will provide at the end of my presentation.

So first, I'll highlight the items identified that are highlighted in the Data Requested with Application. With this, this is completed by all applicants in the Survey section in JustGrants. It is a list of questions included in the survey, which appears at the end of the solicitation under the heading Survey Questions. Applicants should click the survey name, which is Pre-Award Risk Assessment, to access and complete the survey in JustGrants.

Specifically, the two items that I'm going to discuss today are the single audit response and the IRS three-step safe-harbor procedure. OVW requests that all applicants provide a statement as to whether they have expended \$750,000 in federal funds—\$750,000 or more in federal funds—in their last fiscal year. If they did, then they have to indicate that information and also specify the date of their last fiscal year. However, in the past, we have seen that applicants either do not provide the statement indicating that they have expended over the \$750,000 or they don't specify their fiscal year. So please ensure that you are reviewing each of the questions in the survey and you are answering them to the fullest that you're able to. If information is missing, that delays the review process.

Another item that I would like to highlight from the solicitation is specifically for nonprofit organizations. If you use the IRS three-step safe-harbor procedure to determine the executive's compensation, then you are required to provide a disclosure letter. On page 15 of the solicitation, it provides further detail and a link to a sample of the letter. Note that the letter has four required parts. The sample letter provides an outline of each of the four parts. So please ensure that you are reviewing the sample letter and you're answering each part. Again, this is focusing more for nonprofit organizations or if your institution is utilizing the IRS three-step safe-harbor procedure.

The next item that I would like to discuss is the Pre-Award Risk Assessment survey, which we, GFMD, during the Pre-Award Risk Assessment process, we look at this survey. This survey has 11 questions. Each question has multiple parts in it. Please—and again I say please—ensure that you review each question and answer each part of each question. Again, just like anything else in the application process, if we're reviewing it, and there's information missing, or if we have to go back and find work with the applicant, that will delay the review process. So please ensure that you're reviewing and reading each of the questions and you're answering each part of each question. For example—sorry, I'm trying to think of so many examples. For example, like question 2, it asks for the organization's policies and procedures as to whether they have policies and procedures, and then it asks for a brief list of the topics. What we've seen in the past is applicants are not including the list of topics, or they provide the list of topics, but they don't provide the

statement indicating that, yes, we have a written copy of our policies and procedures. And again, this information needs to be included, because if it's not, then we will need to follow up with the applicants to ensure that they have this information. And another example would be question 3. Some applicants will fail to provide a brief summary of the organization's process in tracking expenditures. And again, if they don't provide information—as well as information if they track budgeted versus actual—same thing, if that information is not provided in the survey, then we will have to follow up, and again, that will delay the review process. So again, these are some of the examples. But again, I want to highlight it, please, please make sure that you are meeting each question and you're answering each of the parts. Next slide, please.

So here—excuse me. So, in this slide is a quick highlight of some of the resources that are available for you all during the application process. So, the first one is Creating a Budget. So, this link is for creating a budget, from the prior year. But it does have a lot of useful information in regard to what should be included in your budget. The process may not be the same, because now it is a web-based budget in JustGrants. However, I would strongly recommend that you review this presentation, because it has useful information in regard to information that should be included in your budget. In addition here, we do have the uniform administrative requirements, Uniform Guidance, our DOJ Financial Guide, and the link to the solicitations. Excuse me. And again, all this information is available for all applicants. Again, if you need assistance with any of this—can we move on to the next slide? I'm sorry. If you need any assistance in regard to questions on budget items or information in regard to some of the Financial Guide questions, or just any general financial questions, feel free to contact the GFMD Helpdesk. We can be reached at phone number 888-514-8556 or via email: ovw. G as in George, F as in Frank, M as in Mary, D as in dog @doj.gov. It's usually a lot easier to get in communication with us via the email. But again, if you call us, we will get back to you within 24 to 48 hours and we will be able to provide any assistance. And with that, that is my presentation. I'm going to pass it on to Jessica. If—I don't know if there's any other additional questions or we're moving forward with the presentation.

JESSICA NEAL: We will definitely move forward with the presentation. So, thank you for your presentation, Mychal. So, if you can go back one slide for me, Veronika, just want to give folks an opportunity to either quickly take a picture of this particular slide. And we also have GFMD's contact information listed within the solicitation as well. So please feel free to take a picture and/or reference the solicitation for the OVW Campus Program contact information and for GFMD's contact information. Next slide.

So, as our slide says here, you, as an applicant, must submit two MOUs, which is, one, an IMOU and then, two, an External MOU, which we call an EMOU. The Internal MOU represents the relationship between all campus partners. The External MOU represents the relationship between the campuses and the external partners. You must represent a commitment to the full length of the project, so as Lati said in the earlier presentation, the project period is for 36 months. So, your MOU must reflect a 36-month period. It cannot be an existing MOU. So, if you send us an MOU, or if you're planning to use an existing MOU, the MOU must be developed at the time of the proposal, meaning from the time that

the solicitation has opened from the time the solicitation actually closes. Existing MOUs will not be accepted. Signatures must be continuous and can be on multiple pages. And previously, we have had applicants say, "Hey, we have multiple pages, or does it need to be on one page?" So yes, you can have multiple pages with continuous signatures on it. Letters of Support or Commitment cannot be submitted to OVW as part of your application in lieu of the MOU. Next slide. Thank you, Veronika.

All right. So, common mistakes that are reflected are, there is no page limit for MOUs, so there's no reason to shorten your details for the criteria listed within your MOU itself. Another common mistake is applicants submit the MOUs with missing signatures, especially missing signatures of the required partners. It is very key and critical that you have all signatures of your partners reflected on both your IMOU and your EMOU. As I mentioned before, submitting an outdated MOU will not be accepted. Your MOU must be submitted at the time that the project is developed. And then, including the clause that partners may withdraw from the project at the time. This raises concern about the commitment of the partners to the project. So, we want to make sure that when you develop your relationship with your MOU partners that they are committed for the entire 36 months of the project, from the time that the EMOU and IMOU are developed until the end of the actual project, for the 36 months. Next slide.

All right, so the IMOU. Again, a single document; can be signed by all campus partners on the project. So, for consortia, the IMOU can be submitted in one of two ways (considered one document for the purpose of submission): a single document that includes all of the consortium campuses and all of their respective campus partners, or a summary page that outlines activities to be completed in the consortium, followed by individual IMOUs for each campus within the consortium itself. Next slide.

The EMOU. The EMOU must include, at a minimum, both the external victim services partner organization and the criminal justice partner. And this was explained and discussed in the earlier part of our presentation. The consortia: A single MOU must be submitted if the consortium campuses share the same victim services provider and criminal justice partners. So again, one single MOU must be submitted only if the consortium campuses share the victim services provider and CJ partners. Separate EMOUs must be submitted if the consortium campuses have different—so, if you have a different victim service partner or provider for each campus. Then you must submit a separate MOU for your consortium project.

All right. So, before we actually close out the call, I have some tips that will help you improve your chances on becoming a Campus grant recipient, which we are hoping that all of you, all who are actually on the call today, and still on the call today, will become a Campus recipient of ours. So, take a look at this list here. This will help you submit a strong application. It doesn't mean that you will be funded once your application is submitted. It just helps you to submit a strong application.

We want you to read this solicitation in its entirety. Submit all required documents. So, again, refer back to the checklist that we mentioned within the presentation, and within the

solicitation. There's a clear link between project strategies and activities. Address the areas that you have identified in the Purpose of the Application. You use the application checklist, which is on pages 26 and 27 of the solicitation. And allow plenty of time to gather the information that you need for your application. Do not rush—rushing and writing your application. We definitely want you to have a strong application when you submit it to us. Make sure that when you're writing your application that the application is easy for OVW to read and others to read, such as our peer reviewers, when your application is submitted. We definitely and highly encourage you to print out the application before submitting it into JustGrants to ensure the proper formatting and adherence to the page limit requirements, right? So, remember, individual projects will submit a total of 20 pages, and the consortium projects will submit a total of 23 pages. So please pay attention to the formatting guidelines within the solicitation. Lastly, if your name and contact information are listed as the Application Submitter, please be sure to monitor your inbox for any correspondence that will be received from either Grants.gov and/or JustGrants itself. The contact information for—I just want to reiterate what we said at the top of the presentation that the Grants.gov (should you have any technical assistance with Grants.gov) Grants.gov contact information is in the early part of the solicitation, maybe page 2 or 3. And then our contact information for both GFMD and OVW Campus Program is also listed within the solicitation itself. Next slide.

All right. Here is our contact information. So again, feel free to take a quick shot or picture of our contact information. If you have any questions regarding your budget, or any financial aspect of the solicitation itself, get in contact with our GFMD department. We have amazing, amazing staff in our GFMD department. And if you have any questions regarding your solicitation, here's our contact information or email address for our Campus Program. And I want to go to the next slide. So, thank you, Veronika. All right. At this time, we'll go ahead and open up the floor for any questions that you all may have on OVW and GFMD.

VERONIKA MURRUT: I have one from Martin that says, "Please confirm new award, can first-year expenses be limited to training orientation and the Project Director?"

LATINISHA LEWIS: It's not simply limited to that. There are other things that you can do with the CCR team in terms of preparing. So, you should have meetings that that task force or team should be doing. So, but primarily that will be your work at least for application submission.

VERONIKA MURRUT: Okay. "Can charts or tables be less than 12-point font?"

LATINISHA LEWIS: No.

VERONIKA MURRUT: "I.e., single-spaced and 10-point?"

LATINISHA LEWIS: No. They can be single-spaced. They cannot be 10-point.

JESSICA NEAL: We definitely encourage you to follow the formatting guidance that is given within the solicitation itself.

VERONIKA MURRUT: “To what degree should we present the narrative following exactly the subheadings in each of the three main sections of the narrative?”

LATINISHA LEWIS: It’s not required, but it certainly is helpful for reviewers if you have the subheadings. You definitely have page limits, I mean, page numbers. It is helpful for review.

FEMALE: I have a question about, in the past you had the Budget Worksheet that you uploaded, that was the Budget Narrative, but this year, the FOA talks about fillable web-based forms. So, are you still—are you doing both or you don’t upload a Budget Worksheet or Narrative anymore, and the web-based form serves as that?

LATINISHA LEWIS: It is the web-based budget only. There is no uploading of any documents for the budget.

FEMALE: Oh, wow. Okay. My second question was related to—it used to be in the FOA that the \$40,000 was divided up kind of like what you were verbally saying. So many people should be going each year, and so many of those had to be the partners, so you get some of the budgeting in the subaward, some in the travel line. Should we break that out again this year or should you repeat what you said about how many people going each year, or you just put \$40,000 in the travel line and kind of figure it out once they—if they’re a continuation—so once they figure out what they have to go to?

LATINISHA LEWIS: Well, continuation should know how many people should go. But if you’re a new applicant, I mean, you’re sort of operating a little bit in the dark. So, if you put some information there and just put \$40,000 for now, I would say put some calculations there. So, I tried to give you some idea of that in my remarks. So, for New Grantee Orientation, budget about two to three people. For the first year, there are three trainings, so budget six to seven people, if you’re an individual project. In the second year, there is one training, so budget four people, if you’re an individual project. And in the last year, there is a training, so budget four people for that. And I think I said budget it around four days, if you will. And then for consortia, it’s the same three trainings in the first year, one training in the second year, one in the last year, but you’re budgeting for three people per campus.

FEMALE: Thank you. I understand about the MOUs not duplicating. I’m wondering for continuing grantees if we can use it as a template with new signatures and then adding any new partners, or like using some of that same language and getting the updated signatures, if that would be acceptable.

LATINISHA LEWIS: I mean, certainly it’s a starting place, but I assume your project is not going to be exactly the same. So, I doubt the roles and responsibilities, but certainly you can use it a starting place, sure.

FEMALE: Thank you.

LATINISHA LEWIS: Well, I'm back to the Purpose Area #4 when we briefly discussed allocating 20% of the funds to service providers in regard to if they are applying direct services to the population. I just wanted to clarify something here. If we are to have a service provider provide advocate direct services, we need to do the 20%, allocate 20%, is that correct?

LATINISHA LEWIS: That is incorrect. That only applies if you are planning to do Purpose Area #4. So, if you're simply partnering with them, because sometimes people partner with the victim services agency and the only thing they're going to do really, in terms of the project, is outreach and training. So, in that case, you would not have to allocate 20%. But if your particular goal is to strengthen your victim services, which would really mean you're going to have a victim advocate located on campus, or you're going to try to enhance your victim services offered to students as a goal, then, yes, you must. So, it depends on how you're structuring your project. If you're simply having a referral relationship with them, and there is no goal to develop or strengthen your victim services, then, no, you don't have to allocate 20%.

FEMALE: Thank you.

LATINISHA LEWIS: I would say the only exception to that rule with goal is if you don't have victim services anywhere near you. So, if you're in a community and there are no victim services—there's none in the county, there's none locally—in that case, you are required to do 20%. And that's a really rare circumstance. But you never know. There might be somebody who doesn't have any community victim services at all. And if that's the case, then you have to allocate the 20%.

FEMALE: Okay, thank you.

FEMALE: Thank you. My questions is, can we use DocuSign or something like that to get all the signatures for the EMOU and IMOU?

LATINISHA LEWIS: Yes, we can. We will allow electronic signatures for the I and EMOU.

FEMALE: Great. Thank you very much.

FEMALE: Okay. I'm going to head back to the chat. Caroline wanted to know, "Could the suggestions of how much the budget for training be added to the chat?"

LATINISHA LEWIS: I think that's what Jess and I were trying to do, and then we had to answer. Well, we will add it.

FEMALE: Okay. Okay. Thank you. "Accessibility needs, can we give them some examples?"

LATINISHA LEWIS: I think that would depend on the populations that you're trying to serve. So, if you're serving people with disabilities, you might be looking at card readers or relay potentially other things that will help, dependent on a disability. For limited English proficiency, you might be looking at translation, or you might be looking at interpreters. There could be a variety of things you could do in terms of accessibility, but making sure you're taking that into consideration.

FEMALE: Okay. Jack, could you please unmute and say your question, please?

JACK: Yeah. Thank you. So, I noticed that in the 2021 solicitation, there was the following language, under What Will Be Done: "How the applicant will measure its progress in achieving the proposal's goals/vision, identify targeted outcomes and describe any tools the applicant will use to track those outcomes and report them to OVW. Tools may include OVW Performance Progress Reports and Logic Model Templates, both available at VAWA Measuring Effectiveness Initiative." So, this language is not in the 2022 solicitation, does this mean that you no longer need to include information pertaining to measuring progress and outcomes?

LATINISHA LEWIS: That is correct. That's why you must always look at the current solicitation. That is correct, Jack. Appreciate that.

JACK: Thank you.

FEMALE: Thank you, Jack. "Will this grant application opportunity be repeated next year? If so, will the timing and deadline be similar?"

LATINISHA LEWIS: We have had funding since 1999. So yes, it probably will be out next year. Can't tell you whether the timeline will be the same. Typically, we release—we're actually releasing very late this year. Usually, we release around either very early December or early January. So, can't say.

FEMALE: "Do you need to use Purpose Area 4 in order to provide victim services? In other words, could you not select Purpose Area 4 and fund a part-time advocate from a victim service provider?"

FEMALE: You're talking on mute.

LATINISHA LEWIS: It's a little bit tricky, because if you're providing an advocate, how are you saying you're not doing victim services? That doesn't quite align, and I think the reviewers will question, "Are you really doing Purpose Area #4?" So, I think you have to think about that.

FEMALE: Uh-hmm. And this was from the same person, "Who's required to be on the IMOU?"

LATINISHA LEWIS: The solicitation clearly outlines who needs to be on it. But it is the chief executive officers of your internal departments. So, it is not—what some people want to do is just get the heads. So, they want to do the VP, just the Dean, just somebody. It is the directors or the departments that are going to be working. So, if you partner with Counsel Center, we want the Director of the Counsel Center, not just the VP. If it's going to be the Disabilities Office, we want the Director of Disabilities. If you're going to be partnering with athletics, we want the Athletic Director. If it's a Registrar, we want the Director of Registrar. So, whoever you're going to be partnering with, we want those specific individuals, because you will be tasking them to do something as part of the project, not the VP. So, if you just say the VP, then all the rest of these people don't know that they're signed on to a project. So, it depends on how you're making up your project and who you're planning to partner with.

FEMALE: And I will say you can refer to page 12 of the solicitation for IMOU partnerships.

FEMALE: Okay. We have two people that are asking pretty much a similar question about "Can a Project Director provide direct services?"

LATINISHA LEWIS: No.

FEMALE: Okay. Now the question, "So, we need to break down all of the costs within the \$40,000 TTI budget even though we don't know where those will be held?"

LATINISHA LEWIS: Yes. You have to give us some computation. But certainly, when we review the budget, if you get funded, we'll follow back up with you.

KIM: Absolutely. "So, as we want it to include monies for cameras or radios, we shouldn't be putting anything in the budget for Year 1? Also, should we plan on persons from the External MOU to attend trainings?"

LATINISHA LEWIS: On the first question, that is correct. You should not be putting it in Year 1, without question. Why would you want to do radios? Because radios—we do not support things that should be part of an officer's duties, and radios is one of them. So, be careful of doing things like body cameras, vests, radios. Those things the law enforcement department should be supporting. So, be careful of those things, but certainly you can put them in your budget, but don't put them in Year 1, because then we'd be asking, "Why do you need to purchase them now?" Because you're not doing any implementation. And then the last question was about—what was the second question? Part of the questions, Jess—I mean, Kim?

KIM: I'm sorry I moved on. Also, "Should we plan on persons from the External MOU to attend trainings?"

LATINISHA LEWIS: I think you can plan on it, sure. I think for specifically your community law enforcement and your victim service providers. Yeah, I think you can put some

thoughts in there, and then we can follow up with you if you get funded and determine whether that makes sense or not.

FEMALE: Okay. Amanda, I'm not sure this other question was already answered. Amanda also wanted to know, "Does having the partner on campus for Office Hours trigger the 20%?"

LATINISHA LEWIS: I think so. Again, you have to ask yourself, "Are you doing victim services?" And maybe, I think that will depend. If that is part of your project, I think you need to think about, are you really expanding or developing victim services? That's really the question. Otherwise, why are you putting grant funds for that purpose?

FEMALE: All right. "When are we going to—when will they be notified the grant has been awarded to them?"

LATINISHA LEWIS: On the front cover of the solicitation, or maybe its page 2, it says October 1 or somewhere around there.

FEMALE: You're correct.

FEMALE: Okay. "Can Project Directors provide trainings, such as victim advocacy training?"

LATINISHA LEWIS: That's interesting. I mean, they certainly can-do trainings. I guess what I'm questioning is victim advocacy training, because usually that's provided by the victim advocacy organization. So, I'm questioning that. But certainly, they can do trainings. Most of them do prevention activities and outreach. That's usually part of a lot of a Project Director's role. So sure, they can provide training to law enforcement or other people. Sure.

FEMALE: Okay. William has a few questions here. "Could you expand a little on what the expectations are for the external law enforcement? It sounds like helping to plan for the following two years."

LATINISHA LEWIS: They are part of your Coordinated Community Response Team. So, they're helping provide input into your project as a whole. And I assume that—and it should be that—your external law enforcement and victim services partners are part of your response. So, they are there to help you organize and determine what the response will be so they can understand what they will be doing when they come to your campus around sexual assault and domestic violence. So, to have them there from the beginning is so that they're there to hear about what you're going to be putting in place and subsequently helping you determine what their role is going to be and what it will look like.

FEMALE: "Can the project address off-campus violence committed on students? Can the project address off-campus violence committed on students?"

LATINISHA LEWIS: We might have to talk about what you mean by that. Certainly, if you're a community college, certainly students are not assaulted on maybe your campus jurisdiction. So, say they were assaulted at home, but came to your campus and needed services. Certainly, you can provide them services based on their needs as a victim advocate. But if you mean, do you go out in the community and respond to the crimes, we might need to talk about that a little bit more—what you mean, go into the community? So, email us if you have further distinctions you need about that particular one.

JESSICA NEAL: All right. Have we officially landed our plane? Yes? All right.

FEMALE: Yes, we have.

JESSICA NEAL: That completes our session for today. We hope that you found our session very helpful for submitting your application. We look forward to reviewing all of your applications. And we hope that you all can create a great application to submit. Remember to take your time, look at the checklist, and make sure that you submit all of the required documents into JustGrants and Grants.gov. That will conclude our session for today. Have a great day.