

U.S. Department of Justice
Office on Violence Against Women



OVW Fiscal Year 2023 Grants to Reduce Domestic Violence, Dating Violence, Sexual Assault, and Stalking on Campus Program Solicitation
Assistance Listing Number # 16.525

Grants.gov Opportunity Number: O-OVW-2023-171494

Solicitation Release Date: March 10, 2023 2:00 PM ET

Application Grants.gov Deadline: May 04, 2023 11:59 PM ET

Application JustGrants Deadline: May 09, 2023 9:00 PM ET

Overview

Eligible Applicants:

Private institutions of higher education, Public and State controlled institutions of higher education, Other

Other

Eligible applicants are limited to: Institutions of higher education in the United States and U.S. territories, including Historically Black Colleges and Universities, Tribal Colleges and Universities, Hispanic Serving Institutions, and other Minority Serving Institutions. For more information, see the Eligibility Information section of this solicitation.

Letter of Intent

Applicants are strongly encouraged to submit a non-binding Letter of Intent to OVW.Campus@usdoj.gov by April 18, 2023. Interested applicants who do not submit a Letter of Intent are still eligible to apply. For more information, see the Application and Submission Information section of this solicitation.

Pre-Application Information Session(s)

OVW will conduct two optional web-based Pre-Application Information Sessions. For more information, see the Application and Submission Information section of this solicitation.

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 Information

Registration: OVW encourages first time applicants to apply for funding.

Organizations applying for the first time for federal funding must complete a multi-step registration process with the following systems: System for Award Management (SAM), Grants.gov, and JustGrants (after successful SAM and Grants.gov registrations).

Organizations that have applied for funding previously must ensure their accounts with SAM, Grants.gov, and JustGrants are active and up to date.

Applicants experiencing technical difficulties with SAM should go to https://www.fsd.gov/gsafsd_sp.

Applicants experiencing technical difficulties with Grants.gov should contact support@grants.gov.

Applicants experiencing technical difficulties with JustGrants should contact OVW.JustGrantsSupport@usdoj.gov.

Applicants are strongly encouraged to begin the registration process or ensure that all accounts are active and up to date by April 11, 2023.

Submission:

Applications will be submitted to OVW in two steps:

Step 1: The applicant must submit by the Grants.gov deadline the required Application for Federal Assistance standard form (SF-424) and the Disclosure of Lobbying Activities form (SF-LLL) in Grants.gov - <https://www.grants.gov/web/grants/forms/sf-424-family.html>.

Step 2: The applicant must then submit the full application, including attachments, in JustGrants at [JustGrants.usdoj.gov](https://www.usdoj.gov/justgrants). To be considered timely, the full application must be submitted in JustGrants by the JustGrants application deadline. OVW encourages applicants to review the [Solicitation Companion Guide](#) and the JustGrants website for more information, resources, and training.

For more information about registration and submission, see the Prior to Application Submission and How to Apply sections of this solicitation.

Notification

OVW anticipates notifying applicants of funding decisions by October 1, 2023.

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

34 U.S.C. 20125

About this OVW program

This program is authorized by 34 U.S.C. § 20125. The Grants to Reduce Domestic Violence, Dating Violence, Sexual Assault, and Stalking on Campus Program (Campus Program) (CFDA# 16.525) encourages institutions of higher education to develop and strengthen effective security and investigation strategies to combat domestic violence, dating violence, sexual assault, and stalking on campus, develop and strengthen victim services in cases involving such crimes on campus, and develop and strengthen prevention education and awareness programs. For additional information about this program and related performance measures, including how awards contribute to the achievement of program goals and objectives, see:

- OVW grant program information: [OVW Grants and Programs Webpage](#).
- Program performance measures under the Measuring Effectiveness Initiative: [VAWA Measuring Effectiveness Initiative webpage](#).
- Program-specific sections in OVW's [most recent report to Congress](#) on the effectiveness of VAWA grant programs.

What's New About this OVW Program

The Violence Against Women Act Reauthorization of 2022 (VAWA 2022) includes three new statutory purposes areas in the Campus Program statute:

- To train campus health centers and appropriate campus faculty, such as academic advisors or professionals who deal with students on a daily basis, on how to recognize and respond to domestic violence, dating violence, sexual assault, and stalking, including training health providers on how to provide universal education to all members of the campus community on the impacts of violence on health and unhealthy relationships and how providers can support ongoing outreach efforts.
- To train campus personnel in how to use a victim-centered, trauma-informed interview technique, which means asking questions of a student or a campus

employee who is reported to be a victim of sexual assault, domestic violence, dating violence, or stalking, in a manner that is focused on the experience of the reported victim, that does not judge or blame the reported victim for the alleged crime, and that is informed by evidence-based research on trauma response. To the extent practicable, campus personnel shall allow the reported victim to participate in a recorded interview and to receive a copy of the recorded interview.

- To develop and implement restorative practices (as defined in section 40002(a) of the Violence Against Women Act of 1994 (34 U.S.C. 12291(a))).

VAWA 2022 also adds details to four existing purpose areas (see updated language below for purpose areas 2, 3, 9 and 10) and revises two of the statutory minimum requirements for all grant-funded projects to the following:

- Establish a mandatory prevention/education program about domestic violence, dating violence, sexual assault, and stalking for all students.
- Train all participants in the resolution process, including the campus disciplinary board, the Title IX Coordinator's office, and the student conduct office, to respond effectively to situations involving domestic violence, dating violence, sexual assault, or stalking.

This solicitation includes the following programmatic changes:

- Removes the consortium applicant type.
- Increases the award amount for individual applicants from \$300,000 to \$400,000 (pursuant to VAWA 2022 removal of a statutory cap of \$300,000).
- Increases the indirect cost rate maximum from 10% to 20%.
- Increases the required technical assistance allocation to \$60,000 to support travel costs for the mandatory technical assistance trainings.
- Revises the application criteria requested in the project narrative sections: Purpose of the Application, What Will Be Done, Who Will Implement; and in the Memoranda of Understanding.

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 this solicitation, the [DOJ Financial Guide](#), including updates to the financial guide after an award is made, the [Solicitation Companion Guide](#), 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

personnel, and local law enforcement to reduce domestic violence, dating violence, sexual assault, and stalking on campus.

9. To develop or adapt, provide, and disseminate 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 and disseminate population specific strategies and projects for victims of domestic violence, dating violence, sexual assault, and stalking from underserved populations on campus.
11. To train campus health centers and appropriate campus faculty, such as academic advisors or professionals who deal with students on a daily basis, on how to recognize and respond to domestic violence, dating violence, sexual assault, and stalking, including training health providers on how to provide universal education to all members of the campus community on the impacts of violence on health and unhealthy relationships and how providers can support ongoing outreach efforts.
12. To train campus personnel in how to use a victim-centered, trauma-informed interview technique, which means asking questions of a student or a campus employee who is reported to be a victim of sexual assault, domestic violence, dating violence, or stalking, in a manner that is focused on the experience of the reported victim, that does not judge or blame the reported victim for the alleged crime, and that is informed by evidence-based research on trauma response. To the extent practicable, campus personnel shall allow the reported victim to participate in a recorded interview and to receive a copy of the recorded interview.
13. To develop and implement restorative practices (as defined in section 40002(a) of the Violence Against Women Act of 1994 (34 U.S.C. 12291(a))).

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 2023, OVW has five programmatic priorities, of which the priority area(s) identified below are applicable to this program. Applicants are strongly encouraged, but not required, to address a priority area. Applications proposing activities in the following areas will be given special consideration:

- Advance racial equity as an essential component of ending sexual assault, domestic violence, dating violence, and stalking.

To qualify for this priority area, the institution must be designated as an Asian American and Native American Pacific Islander-serving Institution; Native American-serving non-tribal institution; Predominantly Black Institution; Alaska

Native Serving Institution; Native Hawaiian-serving Institution; Historically Black College or University (HBCU); Tribal College or University(TCU); or Hispanic Serving Institution (HSI). For more information on these statutory categories, see <https://www2.ed.gov/about/offices/list/ocr/edlite-minorityinst.html>. In addition, by statute and appropriations act, OVW must ensure that not less than 10 percent of funds for Campus Program grants are made available to HBCUs and that 50 percent is used for grants to HBCUs, HSIs, and TCUs. This priority, along with a separate solicitation for a special initiative – the FY 2023 Strengthening Culturally Specific Campus Approaches to Address Domestic Violence, Dating Violence, Sexual Assault, and Stalking Initiative – will support compliance with these requirements.

- Improve outreach, services, civil and criminal justice responses, prevention, and support for survivors of sexual assault, domestic violence, dating violence, and stalking from underserved communities, particularly LGBTQ and immigrant communities.

Applicants seeking to address this priority must propose to develop or enhance prevention and intervention strategies targeting underserved populations. To qualify for this priority area, applicants must include in their proposal activities tailored to meet the needs of the identified underserved population(s); relevant partnerships with community-based organizations with expertise in working with the identified underserved population(s); and budgetary resources to ensure accessibility of meetings/events and materials for the identified underserved population(s), including language access for all such meetings/events and materials.

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. Please note that OVW will support survivor-centered alternative pathways to justice and non-criminal approaches to accountability that fall within the statutory scope of this program. 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 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. Funds under this program may not be used to conduct research, 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. Prohibited research does not include assessments conducted for internal improvement purposes only (see Limited Use of Funds below). For information on distinguishing between research and assessments, see the Solicitation Companion Guide.
2. Projects that focus primarily on alcohol and substance abuse.
3. Activities that focus on sexual harassment issues that do not involve domestic violence, dating violence, sexual assault, or stalking.
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. (Note: OVW does not discourage incentives for such activities; however, grant funds may not be used for such purposes.)
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>.)
12. "Do-It-Yourself" sexual assault evidence collection kits.
13. For projects providing legal assistance, criminal defense of victims charged with crimes, except for representation in post conviction relief proceedings with respect to the convictions of a victim relating to or arising from domestic violence, dating violence, sexual assault, or stalking of the victim.
14. For projects providing legal assistance, representation in tort cases.

Applications that propose activities deemed to be substantially out-of-scope may receive a deduction in points during the review process or may be eliminated from consideration.

Limited Use of Funds

Grantees may use up to three percent of grant award funds 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.

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. In addition to obtaining prior approval, recipients must follow all necessary steps to ensure that funded renovations are in compliance with the National Environmental Policy Act (NEPA) and related laws, which may be time consuming and may include public notice and consultation.

Federal Award Information

Awards, Amounts and Durations

Anticipated Number of Awards

25

Anticipated Maximum Dollar Amount of Awards

\$400,000

Period of Performance Start Date

10/1/23

Period of Performance Duration (Months)

36 months

Anticipated Total Amount to be Awarded Under Solicitation

\$10,000,000.00

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 2023 funding, depending on the merits of the applications and the availability of funding.

Type of Award

Awards will be made as grants.

Award Period(s) and Amount(s)

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, 2023.

This program typically makes awards in the range of \$300,000-\$400,000. OVW estimates that it will make up to 25 awards for an estimated \$10,000,000.00

Awards under this program for FY 2023 will be made for up to \$400,000 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.

Types of Applications

In FY 2023, OVW will accept applications for this program from the following:

New: Applicants that have never received funding under this program or whose previous funding under this program expired on or before March 31, 2022.

Continuation: Applicants that have an existing or recently closed (after March 31, 2022) award under this program. Continuation funding is not guaranteed.

Recipients of an FY 2021 or FY 2022 award under this program are NOT eligible to apply as the lead applicant or as a partner/subrecipient on an FY 2023 proposal. Likewise, an organization that is a partner/subrecipient on an FY 2021 or FY 2022 award is not eligible to apply as the lead applicant or as a partner/subrecipient on an FY 2023 proposal.

Note: Current grantees with a substantial amount of unobligated funds remaining (50 percent or more of the previous award) as of March 31, 2023, without adequate justification may not be considered for funding or may receive a reduced award amount if selected for funding in FY 2023.

Note: Applicants for this program must identify as a single institution of higher education that proposes to develop and implement project activities on its own campus. Consortium projects will not be supported in FY 2023.

requirement to provide comprehensive victim services either on or off campus.

Note: Applicants 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.

2. 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 Director 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, TA on-site visits, telephone/video conference calls, grantee meetings, and web-based trainings.

3. Follow the appropriate staffing and activities requirements for New and Continuation grantees, as outlined below:

New grantees must:

- Participate in a mandatory New Grantee Orientation and Annual Project Directors Call.
- Participate with the same CCR team in a minimum of five OVW-sponsored TA events (three trainings in the first year, one training in the second year, and one training in the third year).
- Engage in a one-year planning period, during which CCR team members will meet regularly to develop a strategic plan, design project implementation, and create prevention programming, training curricula, and protocols.
- Support a Project Director who is at least a .75 full time employee (FTE).

Continuation grantees must:

- Participate in Continuation Grantee Orientation, Annual Project Directors Call, and TA Institutes as directed by OVW.
- 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.
- Support a Project Director who is at least a .50 FTE or provide a justification in the proposal narrative for a Project Director who is less

than a .50 FTE.

- Submit an updated strategic plan for OVW review and approval 90 days after receipt of award.

Note: A Project Director's primary role in either a new or continuation award is to oversee the project through the planning and implementation phases of the grant, 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, victim advocate, or confidential advisor 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.

Applicants that receive funding under this program will also be required to engage in the following activities:

1. Collection and reporting of performance indicators. Forms, instructions, training, and related tools for each OVW program are available on the [VAWA Measuring Effectiveness Initiative](#) webpage.
2. OVW may conduct a program assessment or evaluation necessitating grantee involvement. Therefore, recipients may be expected to dedicate some OVW-funded time and resources to participating in an assessment or evaluation.

Eligibility Information

Eligible Applicants

Pursuant to 34 U.S.C. § 20125, institutions of higher education are the only entities that are eligible to apply for this program. 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)(37).

Eligible entities include tribal colleges and universities (TCUs) 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)(2)(C).

Faith-Based and Community Organizations

Faith Based Institutions are eligible to receive awards under this solicitation (see “Faith-Based Organizations” on the OVW website for more information).

Ineligible Entities and Disqualifying Factors

Applications submitted by ineligible entities or that do not meet all program eligibility requirements will not be considered for funding. In addition, an application 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. Failure to comply fully with all applicable unique entity identifier and SAM requirements (see Application and Submission section for more information on these requirements) will result in removal from consideration. An applicant with past performance issues, long-standing open audits, or an open criminal investigation also may not be considered for funding.

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)(15)(B)(ii).

Cost Sharing or Matching

This program has no matching or cost-sharing requirement.

Other Program Eligibility Requirements

In addition to meeting the eligible entity requirements outlined above, applicants 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 2023 solicitation.

Certifications must take the form of a letter, on letterhead, signed, and dated by the

authorized representative (e.g. President, Chancellor, Provost, and/or designee with similar authority). Failure to provide required certifications will disqualify an application from further consideration. The signed certification letters must be uploaded as separate attachments in JustGrants. Sample certification letters can be found on the [OVW website](#)

All applicants under the Campus Program must submit two certification letters. If an applicant is proposing to provide legal assistance, then a third certification is required at the time of submission.

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).

Certification of 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).

Applicants that fail to submit the Eligibility and Statutory Minimum Requirement certifications or do not include the appropriate signatory will not be considered for funding.

Delivery of Legal Assistance Certification

Pursuant to 34 U.S.C. § 12291(b)(12), to be eligible for an award, any recipient or subrecipient providing legal assistance with funds awarded under this program must certify in writing that:

1. any person providing legal assistance with funds through this program – (A)(i) is a licensed attorney or is working under the direct supervision of a licensed attorney; (ii) in immigration proceedings, is a Board of Immigration Appeals accredited representative; (iii) in Veterans' Administration claims, is an accredited representative; or (iv) is any person who functions as an attorney or lay advocate in Tribal court; and (B)(i) has demonstrated expertise in providing legal assistance to victims of domestic violence, dating violence, sexual assault, or stalking in the targeted population; or (ii)(I) is partnered with an entity or person that has demonstrated expertise described in clause (i); and (II) has completed, or will complete, training in connection with domestic violence, dating violence, stalking, or

- sexual assault and related legal issues, including training on evidence-based risk factors for domestic and dating violence homicide;
2. any training program conducted in satisfaction of the requirement of paragraph (1) has been or will be developed with input from and in collaboration with a tribal, state, territorial, local, or culturally specific domestic violence, dating violence, sexual assault or stalking victim service provider or coalition, as well as appropriate tribal, state, territorial, and local law enforcement officials;
 3. any person or organization providing legal assistance with funds through this program has informed and will continue to inform state, local, or tribal domestic violence, dating violence, or sexual assault programs and coalitions, as well as appropriate state and local law enforcement officials of their work; and
 4. the grantee's organizational policies do not require mediation or counseling involving offenders and victims physically together, in cases where sexual assault, domestic violence, dating violence, stalking, or child sexual abuse is an issue.

At a minimum, an application missing the Delivery of Legal Assistance certification letter will be required to submit a certification letter prior to receiving an award. The signed certification letter must be uploaded as a separate attachment in JustGrants. Sample certification letters can be found on the [OVW website](#).

Required Partnerships

All applicants must include formal partnerships as outlined below:

EMOU

The EMOU must include at least one criminal justice agency, such as a local law enforcement agency, tribal law enforcement agency, prosecutor's office, or court AND at least one domestic violence, dating violence, sexual assault, or stalking victim service provider, within the community or tribe where the institution is located.

IMOU

All applicants are required to partner with a wide variety of departments, offices, and organizations within the institution of higher education as outlined in the Mandatory Program Requirements section of this solicitation.

See the Mandatory Program Requirements and Supporting Documents sections in this solicitation for additional information for continuation applicants.

Limit on Number of Applications

OVW will consider only one application per institution. 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.

Application and Submission Information

Content of Application Submission

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 202-598-3493 or OVW.Campus@usdoj.gov.

Pre-Application Information Session(s)

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

1. **March 30, 2023 at 2pm ET**
2. **April 19, 2023 at 2pm ET**

Participation in a pre-application information session is optional and not a requirement to be eligible to apply.

To register, contact the Campus Program Mailbox at OVW.Campus@usdoj.gov. Registration must be received at least three days prior to the start of the session. 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 at OVW.Campus@usdoj.gov or at 202-598-3493 as soon as possible, but no later than two weeks prior to the webinar.

Content and Form of Application Submission

The information below (“**Letter of Intent**” through “**How to Apply**”) describes the full content and form of application submission.

Letter of Intent

Applicants intending to apply for FY 2023 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 **April 18, 2023**. This letter will not obligate the applicant to submit an application. See the OVW website for a sample Letter of Intent.

Formatting and Technical Requirements

Applications must follow the requirements below for all documents attached to the application, unless otherwise noted. Points may be deducted for applications that do not adhere to the following requirements:

1. Double-spaced (charts may be single-spaced)
2. 8½ x 11 inch pages

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 the Proposal Narrative
7. 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 Application Checklist in the Other Information section of this solicitation.

Applicants that do not include all the following documents will be considered substantially incomplete and will not be considered for funding:

1. Proposal Narrative
2. Budget Detail Worksheet and Narrative
3. Signed Memoranda of Understanding (IMOU and EMOU)
4. Certification of Eligibility Letter
5. Certification of Statutory Minimum Requirements Letter
6. Delivery of Legal Assistance Certification, if applicable

Information to Complete the Application for Federal Assistance (SF-424)

Application for Federal Assistance (SF-424)

Applicants must complete the SF-424 in Grants.gov. The SF-424 is generated when the applicant begins the submission process in Grants.gov. For Type of Applicant (box 9), do not select "Other". The amount of federal funding requested in the "Estimated Funding" section of this form (box 18a) must match the amount of federal funding requested in the budget of the application. This program does not require a match; therefore, the value for the Applicant line (box 18b) should be zero. The individual who is listed as "**Authorized Representative**" (box 21) must be an individual who has the authority to apply for and accept grant awards on behalf of the organization or jurisdiction.

Intergovernmental Review (SF-424 Question 19): This solicitation ("funding opportunity") is subject to Executive Order (E.O.) 12372, Intergovernmental Review of Federal Programs. Applicants must check the Office of Management and Budget's website for the names and addresses of state [Single Points of Contact](#) (SPOC) under Intergovernmental Review. If the applicant's 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, such an applicant 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 following response: "Program is subject to E.O. 12372 but has not been selected by the state for review."

Disclosure of Lobbying Activities (SF-LLL)

All applicants must complete and submit the Disclosure of Lobbying Activities (SF-LLL) form in Grants.gov. 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.**

Standard Applicant Information (JustGrants 424 and General Agency Information)

This section in the JustGrants application is pre-populated with the SF-424 data submitted in Grants.gov. Applicants are required to review the Standard Applicant Information and make edits as needed, confirm the Authorized Representative, verify the legal name and address, and enter the ZIP code(s) for the areas affected by the project.

Proposal Abstract

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. The Proposal Abstract, which is to be entered into a text box in JustGrants, will not be scored but is used throughout the review process.

Data Requested with Application

All applicants must complete and submit, as an attachment, the Pre-Award Risk Assessment and the Summary Data Sheet in JustGrants. These documents are not scored.

Pre-Award Risk Assessment

Each applicant must respond to each question. Do not submit responses from a prior fiscal year without updating them to be responsive to all questions listed in the

questionnaire. 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 application being removed from consideration or a delay in access to funds. Provide complete responses that address all questions included for each numbered item.

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. 200.334-200.338.
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. 200.331-200.333)? 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.
11. Is the applicant designated as high risk by a federal agency outside of DOJ? (High risk includes any status under which a federal awarding agency provides additional oversight due to the applicant entity's past performance, or other programmatic or financial concerns with the applicant entity.) If so, provide the names(s) of the federal awarding agency, the date(s) the agency notified the applicant entity of the high risk designation, contact information for the high risk point of contact at the federal agency, and the reason for the high risk status, as set out by the federal agency.

Summary Data Sheet

The Summary Data Sheet must be uploaded as an attachment in JustGrants and should be one to four pages in length (single or double spaced). The Summary Data Sheet does not count toward the 20-page limit for the Proposal Narrative. Several of the items below are required for every applicant for OVW funding and therefore may not be obviously relevant or specifically drafted for this program. Applicants should provide the most accurate answers. Responses to these items alone will not result in removal from consideration or determine eligibility for any funding priorities described in the solicitation for this program. Provide the following information:

1. Name, title, address, telephone number, and email address for the grant point of contact. This person must be an employee of the applicant.
2. Statement as to whether the applicant (the organization whose unique entity identifier/ DUNS number is being used for the application) will serve as a fiscal agent. A fiscal agent is an entity that does not participate in implementation of the project and passes all funds through to subrecipients, conducting only administrative activities. If this is the case, the applicant must 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 CFR Part 200, as well as all project deliverables. The applicant must also list all of the entities with which it will enter into

subaward agreements to implement the project. Note: The fiscal agent must be an eligible applicant for this program.

3. Statement as to whether the applicant has expended \$750,000 or more in federal funds in the applicant's past fiscal year. If so, specify the end date of the applicant's fiscal year. (Note: Exclude federal financial aid)

4. 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.

5. 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. For additional information about the safe-harbor procedure, see Disclosure of Process Related to Executive Compensation in the Budget and Associated Documentation section of this solicitation.

Note: Applicants that use the safe-harbor procedure must upload the required Disclosure of Process Related to Executive Compensation in the Budget/Financial Attachments section of JustGrants.

6. Statement as to whether the applicant is a faith-based organization.

7. Statement as to whether the applicant is a culturally-specific organization (defined as a private nonprofit/tribal organization for which the primary purpose of the organization as a whole is to provide culturally specific services to American Indians (including Alaska Natives, Eskimos, and Aleuts), Asian Americans, Native Hawaiians and other Pacific Islanders, Blacks, or Hispanics).

8. Statement as to whether the applicant is a sexual assault victim service provider (defined as a victim service provider for which the primary purpose of the organization is to provide intervention and related assistance to victims of sexual assault without regard to their age).

9. Statement as to whether the application proposes to focus on a rural community or area (as defined by 34 U.S.C. 12291(a)(32)).

10. Statement as to whether the applicant is a federally recognized tribe.

11. Statement as to whether the applicant is a tribal organization as defined by 34 U.S.C. 12291(a)(45).

12. Statement as to whether the applicant is a partner/subrecipient on a current grant or pending application for this grant program. If a partner/subrecipient on a current award,

provide the year of the award and the role of the applicant on the award. If a partner/subrecipient on another pending application, provide the name of the applicant organization.

13. Statement as to whether any proposed project partner(s)/subrecipient(s) on this application is also a recipient, or partner/subrecipient, on a current grant or another pending application for this grant program. If so, the applicant is required to provide the following information on the relevant project partner(s)/subrecipient(s):

- Partner/subrecipient name
- Year of award or pending application
- Role of partner/subrecipient

14. Statement as to whether the application proposes to address the following OVW Priority Area: Advance racial equity as an essential component of ending sexual assault, domestic violence, dating violence, and stalking.

15. Statement as to whether the application proposes to address the following OVW Priority Area: Improve outreach, services, civil and criminal justice responses, prevention, and support for survivors of sexual assault, domestic violence, dating violence, and stalking from underserved communities, particularly LGBTQ and immigrant communities.

16. Identify 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 Violence
- Sexual Assault
- Stalking

17. All applicants must provide the following information.

- A. Name of institution
- B. Location of institution
- C. Is the institution public or private?
- D. Type of institution. List all that apply:
 - o Traditional four-year school
 - o Community college
 - o Technical college
 - o Historically Black College and University (HBCU)
 - o Hispanic-serving institution (HSI)
 - o Tribal college or university (TCU)
 - o Faith-based
 - o Other:
- E. Number of students enrolled:
- F. Demographics of student population (race, ethnicity, gender):

18. Has the applicant ever received funds, as a grantee or as a partner, under the Campus Grant Program?
19. Has the applicant received three or more prior cycles of funding?
- o If yes, list the year(s) the applicant received funding.
20. Is the applicant a new or continuation applicant?
- o If a continuation, list the major activities, beyond programmatic and statutory requirements, this project will address.
21. All applicants are required to partner with, at a minimum, the following: 1. At least one victim service provider (VSP) external to the applicant, and 2. At least one criminal justice agency (CJA) external to the applicant. Provide the following information for each required partner type.
- o Name of VSP
 - o Location of VSP

 - o Name of CJA
 - o Location of CJA
22. Do students have access to campus-based and/or community-based victim services?
23. Which Campus Purpose Area will the application address? List all that apply.

Proposal Narrative

The Proposal Narrative may not exceed 20 pages, double-spaced, and reviewers will not read beyond this page limit. The Proposal Narrative must include the three sections below. The total point value for the proposal narrative section is **55 points**. Applicants must upload the Proposal Narrative as an attachment in JustGrants.

Purpose of the Proposal (15 points)

This section must describe:

1. Campus and community details on the populations in the service area, including, but not limited to, traditionally underserved populations, such as communities of color, individuals with disabilities, individuals who are Deaf or hard of hearing, persons with limited English proficiency, older adults, and LGBTQ+ communities.
2. The scope of the problem of domestic violence, dating violence, sexual assault,

- and stalking on campus and in the community.
3. The current strategies, if any, that are being used to address the needs of underserved populations on campus.
 4. The availability of victim services and advocacy on campus and in the community, if any, including the scope of services provided.

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 prevention and education programming 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 participants in the resolution process, including investigators, disciplinary board members, officers, etc., on domestic violence, dating violence, sexual assault, and stalking.

Applicants that have received three or more prior cycles of funding must also:

1. 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.
2. Describe what efforts have been sustained or institutionalized since the end of the last Campus Program award.
3. Describe the gaps or issues that need to be addressed with new Campus Program funding.

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 prevention and education programming 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 participants in the resolution process, including investigators, disciplinary board

- members, officers, etc., on domestic violence, dating violence, sexual assault, and stalking; and e) 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 the Proposal" 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 the comprehensive, confidential victim services that will be provided on or off campus to victims of domestic violence, dating violence, sexual assault, and stalking.
2. Explain how key individuals and/or departments on campus, including executive leadership (president and/or 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.
3. If proposing to address the OVW priority area "Improve outreach, services, civil and criminal justice responses, prevention, and support for survivors of sexual assault, domestic violence, dating violence, and stalking from underserved communities, particularly LGBTQ and immigrant communities," describe how the proposed activities are tailored to meet the needs of the identified underserved population(s).
4. Describe how the proposed project will be fully accessible to individuals with disabilities, individuals who are Deaf or hard of hearing, and persons with limited English proficiency.
5. Describe how survivors and individuals with applicable lived experiences related to the project (such as involvement in the justice system, homelessness, or substance use) have been consulted to inform or otherwise contributed to the development of the proposed project and/or will be consulted as the project is implemented.

Who Will Implement the Proposal (20 points)

This section must:

1. Identify the key individuals, departments, and/or organizations, including the required project partners (e.g. victim services and criminal justice), involved in the proposed project and describe the roles and responsibilities of each. Note: If the applicant plans to hire any of the key staff position(s), include a brief job description

- of the roles and responsibilities
2. Outline the percentage of time that each of the key personnel is dedicated to the project. If applicable, provide a justification for dedicating less than 50% of an FTE to a Project Director position (continuation applicants only).
 3. Demonstrate that the individuals and organizations identified have the capacity to address the stated need and can successfully implement the proposed project activities.
 4. Identify the Project Supervisor and describe their commitment and dedicated time for supervision, including the supervision structure.
 5. Describe how the Project Supervisor will use their position within their institution to seek leadership buy in and promote CCRT development and project activities.
 6. Identify and detail the experience and expertise of all key personnel including the experience and expertise of the project director in addressing domestic violence, dating violence, sexual assault, and stalking issues.
 7. If proposing to address the priority area "Improve outreach, services, civil and criminal justice responses, prevention, and support for survivors of sexual assault, domestic violence, dating violence, and stalking from underserved communities, particularly LGBTQ and immigrant communities," identify the campus and/or community partner with expertise working with the identified underserved population and the services they provide to address the needs of this population.
 8. Explain how information will be shared between partners, including how they will protect information that is confidential or privileged. Applicants should recognize that partners such as legal and victim service providers can provide varying degrees of confidentiality, often depending on federal, state, and tribal laws.

Budget and Associated Documentation

Applicants must submit a detailed budget and budget narrative and must upload the applicable associated documentation as described below under each heading. OVW strongly encourages the use of a spreadsheet (e.g., excel, numbers, etc.) for the budget attachments. The budget worksheet and budget narrative are worth a total of **15 points** and will be reviewed separately from the proposal narrative. The associated documentation will not be scored, but failure to include it may result in removal from consideration or a delay in access to funding.

Budget Worksheet and Budget Narrative (attachment)

Attach in JustGrants a detailed budget and budget narrative for all applicable cost categories. 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. See the sample budget and the Creating a Budget webinar available on the [OVW website](#). 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

Awards will be made for up to \$400,000 for the entire 36 months.

The budget must:

1. Display a clear link between the specific project activities and the proposed budget items. The budget should not contain items that are not supported by the proposal narrative.
2. Compensate all project partners for their full level of effort, unless otherwise stated in the IMOU and EMOU. For more information on compensating project partners, see the sample Budget Detail Worksheet on the [OVW website](#).
3. Include sufficient funds to fully provide language access or describe other resources available to the applicant to ensure meaningful access for persons who are limited in their English proficiency because of their national origin. See Accessibility under the Federal Award Administration Information section of this solicitation for more information.
4. Include sufficient funds to fully provide access for individual with disabilities or who are Deaf/Hard of hearing or describe other resources available to the applicant to ensure meaningful access for such individuals. See Accessibility under the Federal Award Administration Information section of this solicitation for more information.
5. Compensate survivors and individuals with applicable lived experiences related to the project (such as involvement in the justice system, homelessness, or substance use) who participate as consultants, in an advisory capacity, in focus groups, or in other work activities.
6. Include funds to attend OVW-sponsored TTA in the amount of **\$60,000** for applicants 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.
7. 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 victim 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.
8. Include indirect costs that are limited to **no more than 20% 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.

9. **New applicants only:** support at least a .75 FTE for the Project Director.
10. **Continuation applicants only:** support at least a .50 FTE for the project director unless a justification is provided in the Who Will Implement Section of the Proposal Narrative.
11. Distinguish clearly between subawards and contracts in allocating any grant funds to other entities. Pursuant to 2 C.F.R. § 200.331, 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 and monitoring requirements in 2 C.F.R. §§ 200.317-200.327 & 200.329. The issuance and monitoring of subawards must meet the requirements of 2 C.F.R. § 200.332, 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](#).

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, see the Funding Restrictions section below and the sample budget on the [OVW website](#).

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 painting, carpeting, installing lighting, surveillance cameras, etc.) without prior approval by OVW.
5. Construction.
6. Tuition reimbursement in lieu of salary for project staff.

Food and Beverage/Costs for Refreshments and Meals

Food and beverages are generally considered personal expenses for which government funds should not be used. Exceptions may be made for working meals that are necessary to accomplish official business and enhance the cost effectiveness of the conference.

Recipients must receive prior approval before using grant funds to provide a working meal and/or refreshments at a meeting, conference, training, or other event. Examples of when OVW might grant such approval include, but are not limited to:

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. For additional information on restrictions on food and beverage expenditures, see [OVW conference cost 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 [OVW conference cost planning](#).

Pre-Award Costs

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.

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 20% of the Modified Total Direct Costs (MTDC)**. Applicants that have an indirect cost rate agreement must upload and attach a copy of the agreement to their application in JustGrants. Applicants (other than state, local, and tribal governments that receive more than \$35 million in direct federal funding per year) that do not have a current negotiated

(including provisional) rate may elect to charge a de minimis rate of 10% of modified total direct costs, which may be used indefinitely.

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.

Applicant Financial Capability Questionnaire (if applicable)

All nonprofit, nongovernmental organizations that apply for funding from OVW and have not previously (or within the last three years) received funding from OVW must complete an Applicant Financial Capability Questionnaire and attach it to their application in JustGrants. In addition, applicants may be required to submit their current year's audit report at a later time.

Disclosure of Process Related to Executive Compensation

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 and must upload and attach a document with these disclosures to its application in JustGrants.

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 Data Requested with Application section) 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)(15)(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

- among those partners, including when and under what circumstances the relationship began and when each partner entered into the relationship.
2. Describe the roles and responsibilities each partner will assume to ensure the success of the proposed project.
 3. Demonstrate how the proposed partnership can address the needs of the traditionally underserved population(s) identified in the Purpose of the Proposal section.
 4. State that each project partner has reviewed the budget, is aware of the total amount being requested, and is being equitably compensated for their work under the grant or is agreeing to be partially compensated or receive no compensation from the grant.

IMOU (15 Points)

An IMOU represents a partnership among different departments, offices, and entities within the institution of higher education (see the Mandatory Program Requirements section of this solicitation). 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. 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).
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, or training).

The IMOU must be submitted 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.).

EMOU (15 Points)

An EMOU represents partnerships with community-based organizations and agencies in the local or neighboring jurisdiction that are not affiliated with the institution(s) of higher education. At a minimum, the EMOU must cover the entire project period and 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 proposes to address the OVW priority area on underserved populations, the partnering organization(s) must demonstrate expertise in addressing the identified underserved population.

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 to and agreed upon by all external partners.

Additional Application Components

The following components will not be scored but must be included with the application. Failure to supply this information will result in the application being removed from consideration. Some components will be generated during the application submission process while others will be uploaded and attached to the application in JustGrants.

Certification of Eligibility and Statutory Minimum Requirements

Applicants must upload and attach in JustGrants the required two certification letters, the Certification of Eligibility and the Certification of Statutory Minimum Requirements signed by the highest authorizing official. For more information on the required certifications, see the Eligibility Information Section of this solicitation.

Letters of Nonsupplanting

Applicants must attach 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 on the [OVW website](#).

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 upload and attach, under Additional Attachments in JustGrants, the completed acknowledgement form available on the [OVW website](#). This form must be signed by the Authorized Representative.

Disclosure and Assurances

Review, complete, and submit all disclosures, assurances, and certifications as described below.

Disclosure of Lobbying Activities

All applicants must complete and submit the Disclosure of Lobbying Activities (SF-LLL) form in Grants.gov before beginning the application process in JustGrants.

DOJ Certified Standard Assurances

Applicants must read and acknowledge the DOJ Certified Standard Assurances in JustGrants.

DOJ Certified Standard Assurances DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements

Applicants must read and acknowledge these DOJ certifications in JustGrants.

Summary of Other Federal Funding

Applicants must disclose all current and recent OVW awards (if applicable). If the applicant has a current grant or cooperative agreement under any OVW grant program or an award that closed within the 12 months before the date this solicitation closes, the information must be provided in a table using the sample format found on the OVW website. The applicant must also provide the same information regarding any current OVW awards, as well as any pending applications, on which the applicant is a subrecipient. Applicants also must disclose all other federal grant programs from which the applicant currently receives funding or for which it has applied for funding in FY 2023 to do similar work. Provide this information in a table using the sample format found on the OVW website. Both tables, if applicable, should be uploaded as attachments in JustGrants.

Prior to Application Submission

Unique Entity Identifier (UEI) and System for Award Management (SAM)

Entities applying for the first time for federal funding must complete a multi-step registration process. Applicants must register with the systems listed below to successfully submit an application.

1. SAM. Registration with SAM includes receiving a UEI. (**Average registration completion time – 2-3 weeks**)
2. Grants.gov (**Average registration completion time – 1 week**)
3. JustGrants. Registration with SAM and Grants.gov must be completed before an applicant can register with JustGrants. (**Average registration completion time – 3 days**)

Note: registration time frames are estimates. Applicants experiencing registration challenges (including lengthy registration wait times) should refer to the “OVW Policy for Applicants Experiencing Technical Difficulties During the Registration and Submission Processes section of this solicitation for guidance on how to proceed.”

Please see the [Solicitation Companion Guide](#) for additional details regarding SAM, Grants.gov, and JustGrants registration.

Entities that have previously applied for funding from DOJ must ensure their accounts with SAM, Grants.gov, and JustGrants are active and up to date.

It is the responsibility of the applicant to ensure that they are properly registered with SAM, Grants.gov, and JustGrants. OVW strongly encourages all applicants to begin the registration process, or ensure that all accounts are active and up to date, by April 11, 2023. Failure to do so may result in the application being removed from consideration for funding.

Applicants experiencing technical difficulties with SAM should go to https://www.fsd.gov/gsafsd_sp.

Applicants experiencing technical difficulties with Grants.gov should contact support@grants.gov.

Applicants experiencing technical difficulties with JustGrants should contact OVW.JustGrantsSupport@usdoj.gov.

Additionally, applicants experiencing technical difficulties with any of the systems listed above during the registration, account update, or application submission processes should refer to the OVW Policy for Applicants Experiencing Technical Difficulties During the Registration and Submission Processes section of this solicitation for guidance on how to proceed.

How to Apply

Submission Dates and Times

All applications must be submitted electronically first in Grants.gov (SF-424 and SF-LLL) and then in JustGrants. **Applicants must make every effort to submit their application in Grants.gov and JustGrants. Note: the Grants.Gov deadline is four days before the JustGrants application deadline.** If an applicant must submit their application via email due to a technical difficulty, they must do so by the JustGrants application deadline, but **no earlier than 4 hours prior to the JustGrants application deadline.** Applicants experiencing technical difficulties during the application submission process should refer to the OVW Policy for Applicants Experiencing Technical Difficulties During the Registration and Submission Processes section of this solicitation for guidance on how to proceed.

OVW strongly encourages all applicants to begin the application submission process at least 48 hours prior to the Grants.gov application deadline. Failure to do so may result in missing the deadline and therefore not being considered for funding.

OVW will not accept applications after the JustGrants deadline, except for severe inclement weather or natural or man-made disaster. See the OVW Policy on Late Submission Request Due to Severe Inclement Weather or Natural or Man-Made Disaster section of this solicitation.

Submission Information and Other Submission Requirements

Applications will be submitted to OVW in two steps:

Step 1: The applicant must submit by the Grants.gov deadline the required Application for Federal Assistance standard form (SF-424) and the Disclosure of Lobbying Activities form (SF-LLL) in Grants.gov - <https://www.grants.gov/web/grants/forms/sf-424-family.html>.

Step 2: The applicant must then submit the full application, including attachments, in JustGrants at JustGrants.usdoj.gov. To be considered timely, the full application must be submitted in JustGrants by the JustGrants application deadline. OVW encourages applicants to review the [Solicitation Companion Guide](#) and the JustGrants website for more information, resources, and training.

Tip: JustGrants functions better using a PC with Chrome or Edge web browser.

OVW Policy for Applicants Experiencing Technical Difficulties During the Registration and Submission Processes

Technical difficulties are issues that are beyond the applicant's control (e.g., JustGrants login issue, issue with the web-based budget). OVW can confirm when each registration and/or submission action began.

Technical difficulties with SAM or Grants.gov

1. Contact SAM or Grants.gov support as soon as the applicant is aware of a problem.
2. Maintain documentation of when the issue began and all communication with technical support.
3. Notify this program, via email at OVW.Campus@usdoj.gov, stating the applicant is experiencing technical difficulties with SAM or Grants.gov. The applicant should provide regular updates to this program via email at OVW.Campus@usdoj.gov
4. If the technical difficulty cannot be resolved before the Grants.gov deadline, the applicant must notify this program via email at OVW.Campus@usdoj.gov before the Grants.gov deadline.
5. Once the Grants.gov deadline passes an applicant will not be able to apply in JustGrants. Therefore, the applicant must email the complete application packet (Proposal Narrative, Budget and Budget Narrative, IMOU, EMOU, Certification of Eligibility Letter, and Certification of Statutory Minimum Requirement Letter) and all documentation supporting the technical difficulty to this program at OVW.Campus@usdoj.gov by **9:00 p.m. E.T. on May 9, 2023**.

Technical difficulties while applying in JustGrants

1. Contact the OVW JustGrants Help Desk at OVW.JustGrantsSupport@usdoj.gov prior to the JustGrants deadline.
2. Maintain documentation of all communication with the OVW JustGrants Help Desk.
3. Actively work with the OVW JustGrants Help Desk to attempt to resolve the technical difficulty.
4. Contact this program, via email at OVW.Campus@usdoj.gov, prior to the JustGrants deadline (**9:00 p.m. E.T. on May 9, 2023**), indicating the applicant is experiencing technical difficulties with JustGrants and would like permission to submit an application via email. The email must include the following:
 - A detailed description of the technical difficulty the applicant is experiencing.
 - The contact information (name, telephone, and email) for the individual making the request.
 - The applicant's UEI number.
 - JustGrants application numbers and User Support tracking numbers.
 - The complete application packet (Proposal Narrative, Budget and Budget Narrative, IMOU, EMOU, Certification of Eligibility Letter, and Certification of Statutory Minimum Requirement Letter).

It is not guaranteed that applications submitted via email will be considered for funding, even if the email is received before the JustGrants application deadline. OVW will decide and notify applicants of the decision within 30 days of the JustGrants application deadline. Applicants may be asked to coordinate with OVW to submit their application in

Grants.gov and JustGrants later.

OVW Policy on Late Submission Request Due to Severe Inclement Weather or Natural or Man-Made Disaster

OVW will only accept applications after **9:00 pm ET on March 9, 2023** in cases of severe inclement weather or natural or man-made disaster. The information below provides the process applicants must follow in such a circumstance.

1. Contact this program at OVW.Campus@usdoj.gov as soon as the applicant is aware of severe weather or a natural or man-made 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 man-made 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 OVW, the application should be included with the email.
2. Applicants impacted by severe weather or a natural or man-made disaster occurring on or around the deadline must contact OVW within 48 hours after the deadline or as soon as communications are restored.

Note: OVW may not be able to accommodate all requests resulting from severe inclement weather or a natural or man-made disaster.

OVW will review the request for late submission and required documents and notify the applicant whether the request has been approved or denied within 30 days of the submitted request.

Application Review Information

Review 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 regardless 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. Proposal narrative: (55) points, of which:

- A. Purpose of the proposal: (15) points.
 - B. What will be done: (20) points.
 - C. Who will implement the proposal: (20) points.
2. Budget worksheet and budget narrative: (15) points.
 3. Memoranda of Understanding: IMOU and EMOU: (30) points.

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

Review and Selection Process

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

Peer Review

OVW will subject all eligible, complete, and timely applications to a peer review process that is based on the criteria outlined in this solicitation. OVW may use internal reviewers, [external reviewers](#), or a combination of both.

OVW Peer reviewers may include victim advocates, judges, prosecutors, police officers, legal professionals, and others with expertise in areas such as, tribal communities, colleges and universities, rural areas, urban areas, working with individuals with disabilities or older adults, and providing services to victims, including transitional housing and services provided by culturally specific organizations and the faith community. While some peer reviewers are expert consultants on violence against women issues, the vast majority of peer reviewers are active practitioners or recent retirees from the professions mentioned above. To ensure that applications are reviewed by individuals with on-the-ground experience responding to sexual assault, domestic violence, dating violence, and stalking, OVW does not use professional peer reviewers.

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 listed above or be removed from consideration entirely regardless of the application's peer review score.**

Past Performance Review

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. Adherence to the grant program's statutory purposes and requirements.
2. Implementation of the project according to plan, without significant obstacles and/or challenges.
3. Implementation of the project within the original period of performance.
4. Drawdown of funds commensurate with the level of program activities completed.
5. Management of award such that applicant has had uninterrupted access to funds.
6. Attendance at/participation in all required OVW-sponsored training and technical assistance events.
7. Timely resolution of issues identified during programmatic monitoring.
8. Completion of close-out of prior awards within 120 days of the project end date.
9. Timely resolution of issues necessary to close out prior awards.
10. Timely resolution of issues identified during financial monitoring.
11. Timely response to OVW requests.
12. Development of deliverables that support the project goals and objectives and are of acceptable quality.
13. Implementation of the project as designed without unjustified modification.
14. Timely submission of federal financial reports (FFR).
15. Timely submission of performance reports.
16. Submission of complete and accurate performance reports.
17. Adherence to the terms and conditions of existing grant award(s) from OVW.
18. 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. 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 making its judgment about the risk posed by making an award to the applicant as described in 2 C.F.R. § 200.206.

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 may not be considered for funding.

Anticipated Announcement and Federal Award Dates

It is anticipated that all applicants will be notified of the outcome of their applications by October 1, 2023.

Federal Award Administration Information

Federal Award Notices

Successful applicants will receive OVW award notifications electronically from JustGrants (not Grants.gov). Recipients will be required to log into JustGrants to review and accept the award. The Authorized Representative must acknowledge having read and understood all sections of the award instrument and submit the required declaration and certification to accept the award; these steps will be completed electronically in JustGrants.

Administrative, National Policy, and Other Legal 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 on the [OVW website](#). 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. Recipients may provide sex-segregated or sex-specific programming if doing so is necessary for the

essential operation of a program, so long as the recipient provides comparable services to those who cannot be provided with the sex-segregated or sex-specific programming. 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 who are limited in their English proficiency because of their national origin have meaningful access to recipients' programs and activities. Recipients are also responsible for ensuring that their programs and activities are readily accessible to individuals with disabilities including those with physical and cognitive disabilities, as well as individuals who are Deaf or hard of hearing. OVW encourages applicants to go beyond minimum compliance with these requirements and allot sufficient resources to ensure programs and activities are fully accessible. More information on these obligations is available in the [Solicitation Companion Guide](#) under "Civil Rights Compliance."

General Information about Post-Federal Award Reporting Requirements

OVW grantees are required to submit semi-annual performance reports and quarterly Federal Financial Reports (SF-425). Appropriate performance report forms will be provided to all applicants selected for an award. Forms will be submitted electronically. Future awards and fund drawdowns may be withheld if reports are delinquent. For more information on post award reporting requirements, including requirements for certain recipients to report information on civil, criminal, and administrative proceedings in SAM, see the [Solicitation Companion Guide](#) and the award condition on recipient integrity and performance matters available on the [OVW website](#).

Federal Awarding Agency Contact(s)

For assistance with the requirements of this solicitation, contact the following:

- Programmatic questions, contact this program at 202-598-3493 or OVW.Campus@usdoj.gov.
- Financial questions, contact 888-514-8556 or ovw.gfmd@usdoj.gov
- Technical questions:
 - Grants.gov Applicant Support at 800-518-4726 or support@grants.gov
 - OVW JustGrants Support at 1-866-655-4482 or OVW.JustGrantsSupport@usdoj.gov

Other Information

Public Reporting Burden-Paper Work 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.

Note: Any materials submitted as part of an application may be released pursuant to a request under the Freedom of Information Act.

Application Checklist

Applicants must submit a fully executed application to OVW, including all required supporting documentation. OVW will contact applicants, prior to award, only if the Delivery of Legal Assistance Certification is missing. 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. Application for Federal Assistance: SF-424	
2. Disclosure of Lobbying Activities (SF-LLL)	
3. Proposal Abstract	
4. Letter of Intent	
5. Pre-Award Risk Assessment	
6. Summary Data Sheet	
7. Proposal Narrative: a) Purpose of the Proposal b) What Will Be Done c) Who Will Implement the Proposal	
8. Budget Worksheet and Budget Narrative	
9. Indirect Cost Rate Agreement (if applicable)	
10. Applicant Financial Capability Questionnaire (if applicable)	
11. Disclosure of Process Related to Executive Compensation (if applicable)	
12. Memoranda of Understanding: IMOU and EMOU	
13. Letter of Nonsupplanting	
14. Confidentiality Notice Form	
15. Summary of Other Federal Funding	
16. Certification of Eligibility Letter	
17. Certification of Statutory Minimum Requirements Letter	
18. Delivery of Legal Assistance Certification Letter (if applicable)	

