

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



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# OVW Fiscal Year 2011 Grants to Reduce Sexual Assault, Domestic Violence, Dating Violence, and Stalking on Campus Program

## Eligibility

Applicants are limited to institutions of higher education as defined under the Higher Education Amendments of 1998  
(See "Eligibility," page 6)

## Deadline

To assist OVW in planning for the independent peer review process, letters of intent to apply should be submitted by March 10, 2011. Please note, however, that letters of intent are optional. Interested applicants who do not submit a letter of intent by the deadline are still eligible to apply. To ensure all applicants have ample time to complete the registration process through Grants.Gov, applicants should register online with Grants.gov by March 10, 2011.

All applications are due by **11:59 p.m. E.T. on March 31, 2011.**

(See "Deadline: Application," page 6)

## Contact Information

For assistance with the requirements of this solicitation, contact OVW at (202) 307-6026.

**In Fiscal Year 2011, OVW applications will be submitted through Grants.gov.** For further information and assistance, please see [the OVW Grant Program Solicitation Reference Guide](http://www.ovw.usdoj.gov/docs/resource-guidebook.pdf) at <http://www.ovw.usdoj.gov/docs/resource-guidebook.pdf>.

**Grants.gov Number assigned to announcement OVW-2011-2901**

**All applicants will be notified of the outcome of their applications by September 30, 2011.**

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

## **Overview**

This solicitation contains information on how to apply for the Grants to Reduce Sexual Assault, Domestic Violence, Dating Violence, and Stalking on Campus Program (hereinafter “Campus Program”). For general information on applying for all OVW grant programs, please see the OVW Fiscal Year 2011 Grant Program Solicitation Reference Guide (Reference Guide) at <http://www.ovw.usdoj.gov/docs/resource-guidebook.pdf>. All applicants should read carefully both this solicitation and the Reference Guide before beginning the application process.

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

Sexual assault, domestic violence, dating violence, and stalking are serious problems on college and university campuses. Addressing these crimes on campuses raises unique issues and challenges that Congress sought to address by creating the Campus Program.

Unlike victims of violence against women in the larger community, students victimized by other students often face additional challenges in a “closed” campus environment. For example, a victim of sexual assault, domestic violence, dating violence, or stalking may continue to live in danger if the perpetrator resides in the same dormitory or attends the same classes. On smaller campuses, a victim may wish to remain anonymous but may find this to be virtually impossible in such an insular environment. Similarly, stalking victims may find it difficult to escape their tormentors, because the stalker may have a seemingly “legitimate” reason for remaining in contact with or in proximity to the victim (e.g., studying in the library). The fear and anguish suffered by sexual assault, domestic violence, dating violence, and stalking victims may continue if they attend the same classes or live in the same dormitory as the perpetrator. In other cases, a victim may be harassed by classmates or by a perpetrator’s friends who claim that the victim “asked for it” or “provoked” the attack. Even changing class schedules or living arrangements may not eliminate the threat of encountering the perpetrator on campus.

Survivors of sexual assault, domestic violence, dating violence, and stalking from diverse communities frequently confront additional challenges when seeking assistance. Survivors with disabilities may struggle with obstacles, such as shelters that cannot physically accommodate them. International students, or the spouses or partners of international students, may face linguistic or cultural barriers to obtaining services. Similarly, victims from racial, ethnic, or religious minority groups may fear discrimination when they attempt to obtain services.

Numerous studies have revealed that sexual assaults, as well as other forms of violence against women, are seriously underreported generally and on campuses, indicating that the problem is

even more acute than the available data suggest. Victims on campus cite a number of reasons for not reporting the violence, including considering the matter to be private, being unaware or uncertain that the violent behavior was in fact criminal, being embarrassed, fearing reprisals, and in some instances, relenting to peer pressure, especially when the perpetrator is a prominent member of the campus community, such as an athlete.

While many institutions of higher education now assist victims in initiating criminal proceedings through local law enforcement agencies, historically these institutions have addressed sexual assault, domestic violence, dating violence, and stalking through closed administrative procedures or mediation. When colleges and universities choose to pursue the criminal justice approach over the administrative/mediation approach, they send an important and serious message to victims, perpetrators, and the entire campus community that these actions are criminal behavior.

Violence against women, including sexual assault, domestic violence, dating violence, and stalking, can be attributed to beliefs and attitudes that perpetrators have the right to exercise power and control over women. Perpetrators of violence against women often do not face criminal or social sanctions for their violent actions. Historically, social norms have permitted such behavior to flourish by supporting and reinforcing such violence. Campus program grants provide campuses with tools and resources to respond more effectively to these crimes.

Rather than acknowledging the role of social norms, one of the most frequent explanations offered for violence against women on campus is substance abuse by men and women, particularly alcohol abuse, which is disproportionately high among college students. However, although substance abuse may be an important, and all too frequent, exacerbating factor that contributes to violence against women on campuses, it does not cause these crimes and is never an excuse for sexual assault or any other act of violence.

Perpetrators of sexual assault, domestic violence, dating violence, or stalking who are substance abusers have two distinct problems -- abusing alcohol or drugs and committing violence against women -- requiring two separate solutions. Addressing substance abuse will solve only the substance abuse problem. Violence against women will continue to exist because of beliefs and attitudes that result in the abuse of women, whether or not substance abuse is involved. Therefore, proposals that focus primarily on alcohol and substance abuse will not be supported under this grant program.

Most institutions have policies regarding underage drinking, substance abuse, and other personal conduct. Often these alcohol-related policies can inhibit victims of domestic violence, sexual assault, or stalking from reporting these crimes to authorities for fear of being held in violation of campus drinking prohibitions. Higher education institutions, therefore, are encouraged to adopt and publicize policies that students who report violence or assaults in which alcohol, drugs, or other prohibited activities are involved will not be penalized.

The Campus Program supports activities that develop and strengthen victim services in cases involving sexual assault, domestic violence, dating violence, and stalking on campuses. The Campus Program also aims to strengthen security and investigative strategies to prevent and prosecute these crimes on campuses. Campuses are addressing these crimes by developing campus-based coordinated responses that include campus victim services, law enforcement, health providers, housing officials, administrators, student leaders, faith-based organizations, student organizations, and disciplinary boards. The Campus Program supports a coordinated

community approach that enhances victim safety and assistance, and supports efforts to hold offenders accountable. To be effective, campus responses must be linked to local criminal justice agencies and service providers, including local law enforcement agencies, prosecutors' offices, courts, and nonprofit, nongovernmental victim advocacy and victim services agencies.

Campuses are encouraged to create large-scale impact by adopting policies and protocols that treat violence against women crimes as serious offenses and by developing victim services and programs that make victim safety, offender accountability, and prevention of such crimes a high priority. Through their policies, protocols, and actions, colleges and universities can demonstrate to every student that violence against women in any form will not be tolerated and that sexual assault, domestic violence, dating violence, and stalking are crimes with serious consequences.

### **Civil Rights Compliance**

All recipients of Federal grant funds are required to comply with nondiscrimination requirements contained in various Federal laws. In the event that a court or administrative agency makes a finding of discrimination on grounds of race, color, religion, national origin, gender, disability, or age against a recipient of funds after a due process hearing, the recipient must agree to forward a copy of the finding to the Office for Civil Rights of OJP. All applicants should consult the Assurances required with the application funds to understand the applicable legal and administrative requirements.

### **Services to Limited-English-Proficient (LEP) Persons:**

National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI of the Civil Rights Act and the Omnibus Crime Control and Safe Streets Act, recipients are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including interpretation and translation services, where necessary. Grantees are encouraged to consider the need for language services for LEP persons served or encountered both in developing their proposals and budgets and in conducting their programs and activities. Reasonable costs associated with providing meaningful access for LEP individuals are considered allowable program costs. The U.S. Department of Justice has issued guidance for grantees to assist them in complying with Title VI requirements. The guidance document can be accessed on the Internet at [www.lep.gov](http://www.lep.gov) or by contacting the OJP's Office for Civil Rights at (202) 307-0690, or by writing to the following address:

Office for Civil Rights  
Office of Justice Programs  
U.S. Department of Justice  
810 7<sup>th</sup> Street, N.W., 8<sup>th</sup> Floor  
Washington, DC 20531

## **Deadline: Letter of Intent**

If you intend to apply for Fiscal Year (FY) 2011 funding under this program, we encourage you to submit a letter stating that you intend to apply for funding. **The letter will not obligate you to submit an application.** Please see [http://www.ovw.usdoj.gov/docs/sample\\_letter\\_of\\_intent.pdf](http://www.ovw.usdoj.gov/docs/sample_letter_of_intent.pdf) for a sample letter. The letter should be submitted to OVW by **March 10, 2011**. You may send the letter to OVW at [OVW.Campus@USDOJ.GOV](mailto:OVW.Campus@USDOJ.GOV). OVW will use these letters to predict the

number of peer review panels needed to review the applications. You **may** still submit an application for funding even if you do not submit a Letter of Intent.

## Deadline: Registration

The Grants.gov registration deadline is March 10, 2011. For more information on the process of registering and applying in Grants.gov, please see the [Reference Guide](#) at pages 15-19.

## Deadline: Application

An application submission is complete if (a) a hard copy of the entire application, with original signatures, has been submitted via overnight delivery on or before the deadline and (b) the application has been submitted through Grants.gov. Both electronic and hard copy submissions are required.

The deadline for applying for funding under this announcement is **March 31, 2011, 11:59 p.m. E.T.** A hard copy must be sent via an overnight delivery method, date stamped by the shipping company on or before **March 31, 2011** to:

The Office on Violence Against Women  
c/o Lockheed Martin Aspen Systems Corporation  
OVW Campus Program  
Mail Stop 2K  
2277 Research Boulevard  
Rockville, MD 20850  
(301) 519-5000

Applicants are strongly encouraged to submit their applications well in advance of the deadline to ensure a successful submission through Grants.gov. For information on OVW's policy for late applications, please see the [Reference Guide](#) at pages 17-19.

## Eligibility

**It is very important that you review this information carefully. Applications that are submitted by non-eligible entities will be screened out during an initial review process and omitted from further review.**

By statute, eligible entities for this program are:

- Institutions of higher education as defined under the Higher Education Amendments of 1998.<sup>1</sup>

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<sup>1</sup> An "institution of higher education" means 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; (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; (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 for the granting of preaccreditation status, and the Secretary 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. For purposes of the Higher Education Act, other than title IV, the term "institution of higher education" also includes: (1) any school that provides not less than a 1-year program of training to prepare

- A consortium of higher education institutions also may apply for Campus Program grant funds **provided that each individual member of the consortium is also eligible to apply.**

All applicants are required to submit a letter of certification of eligibility (see below).

### **Certification of Eligibility Requirements**

All applicants are required to certify by letter that they are in compliance with the following Federal statutes:

- The Higher Education Act of 1965, as amended, requires in part that all eligible institutions of higher education collect certain types of information about campus crime statistics and security policies for their respective campuses. See 20 U.S.C. §1092(f). The information must be compiled in an annual security report and disseminated to all current students and employees, and, upon request, to any applicant for enrollment or employment. The annual security report must contain information regarding campus security policies and campus crime statistics. 20 U.S.C. §1092(f) should be consulted for complete information about these reporting requirements; and
- 20 U.S.C. §1232g(b)(6), provides, in part, that institutions of higher education may disclose the final results of any disciplinary proceeding conducted by the institution against an alleged perpetrator of any violent crime or a non-forcible sex offense if the institution determines as a result of the disciplinary proceeding that the student committed a violation of the institution's rules or policies with respect to the offense. This disclosure may include the name of any other student, such as a victim or witness, only with the written consent of that other student.

In the case of a consortium project, each institution must sign a letter to certify compliance with these Federal laws. Please note that while certification is required under the Campus Program, institutions of higher education that receive Federal funds are already required to comply with these provisions. This letter of certification must be signed by the authorizing official (President/Chancellor and/or Provost) of the institutions of higher education.

## **OVW Campus Program – Specific Information**

### **Types of Applicants**

In FY 2011, OVW will accept applications for the Campus Program from applicants who are currently receiving and/or have previously received funding under the Campus Program and whose funding will expire on or before September 30, 2011. The FY 2011 Campus Program will also accept applications from applicants that have not previously received funding under this program. Grantees that received new or supplemental funding in FY 2009 & 2010 are not eligible to apply.

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students for gainful employment in a recognized occupation and that meets the provision of paragraphs (1), (2), (4), and (5) of subsection (a); and (2) a public or nonprofit private educational institution in any State that, in lieu of the requirement in subsection (a)(1), admits as regular students persons who are beyond the age of compulsory school attendance in the State in which the institution is located. 1998 Amendments to the Higher Education Act, P.L. 105-244, Title I, Part A, Sec. 101(a), (b), 20 U.S.C. §1001.

OVW will accept individual applications from single institutions of higher education that were previously part of consortia projects and that previously received, but are not currently receiving, funding from Campus Program awards.

An **individual applicant** is a single institution of higher education that proposes to develop and implement project activities on its own campus.

A **consortium project** involves two or more institutions of higher education working together to implement the project activities. Each institution within the consortium must fully implement the identified project activities on its respective campus. A consortium application must describe fully the relationship among the various entities identified. While all members of the consortium are equal partners in decision making and should work in a cooperative and coordinated manner on all project activities, the application should identify one college or university as the entity to receive and administer grant funds as well as to manage all grant-funded consortium activities.

OVW encourages applications from:

- Historically Black Colleges and Universities (HBCU);
- Tribal colleges and universities;
- Universities and colleges that serve primarily Latino or Hispanic populations;
- Universities and colleges based in the territories of Guam, Virgin Islands, Puerto Rico, Northern Mariana Islands, and American Samoa; or
- Community Colleges.

#### **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. Funding is not guaranteed. Requests should be tied to a specific project or proposal.

#### **Award Period**

The award period for these grants will be 36 months. **Budgets must reflect 36 months of project activity, and the total “estimated funding” (block 15) on the SF-424 must reflect 36 months.**

#### **Award Amounts**

Applicants should carefully consider the resources needed to successfully implement the project proposed and present a realistic budget that accurately reflects project costs. FY 2011 Campus Program funds will be awarded based on the following guidelines:

- up to \$300,000 for individual projects; and
- up to \$500,000 for consortia projects.

#### **Program Scope**

The Attorney General is authorized to make grants to institutions of higher education or to a consortia of institutions of higher education to develop and strengthen effective security and investigation strategies to combat sexual assault, domestic violence, dating violence, and stalking on campuses and to develop and strengthen victim services in cases involving these crimes against women on campuses.



Applicants should propose activities consistent with the statutory program purpose areas identified below. Proposed projects must address at least one purpose area, but do not need to address multiple purpose or priority areas in order to receive funding.

**An applicant without community or campus-based victim services accessible to students must propose to allocate 20% of grant funds to support the provision of direct victim services.**

As part of the scope of the Campus Program, applicants must also propose projects executing the four minimum requirements as identified on the following page to be considered fully compliant with implementing a viable Campus Program.

During the OVW internal review, applications that are partially out of scope will receive up to a 25-point deduction. Applications that propose projects that are substantially outside the scope of the Campus Program statutory purpose areas and the four minimum requirements will be disqualified from further funding consideration. Applicants must address these provisions and requirements in the Summary Data Sheet, Project Abstract, and Project Narrative sections of the application.

#### Statutory Program Purposes

By statute, funds under the Campus Program may be used for the following purposes:

- To provide personnel, training, technical assistance, data collection, and other equipment with respect to the increased apprehension, investigation, and adjudication of persons committing sexual assault, domestic violence, dating violence, and stalking on campus;
- To develop and implement campus policies, protocols, and services that more effectively identify and respond to the crimes of sexual assault, domestic violence, dating violence, and stalking, and to train campus administrators, security personnel, and personnel serving on campus disciplinary or judicial boards on such policies, protocols, and services;
- To implement and operate education programs for the prevention of sexual assault, domestic violence, dating violence, and stalking;
- To develop, enlarge, or strengthen victim services programs on the campuses of institutions involved, including programs providing legal, medical, or psychological counseling, for victims of sexual assault, domestic violence, dating violence, and stalking, and to improve delivery of victim assistance on campus. To the extent practicable, such an institution shall collaborate with any entities carrying out nonprofit and other victim services programs, including sexual assault, domestic violence, dating violence, and stalking victims services in the community in which the institution is located. If appropriate victim services are not available in the community or are not accessible to students, the institution shall, to the extent practicable, provide a victim services program on campus or create a victim services program in collaboration with a community based organization. **The institution shall use not less than 20% of the funds made available through the grant for a victim services program provided in accordance with this paragraph;**
- To create, disseminate, or otherwise provide assistance and information about victims' options on and off campus to bring disciplinary or other legal action, including assistance to victims in immigration matters;
- To develop, install, or expand data collection and communication systems, including computerized systems, linking campus security to local law enforcement for the purpose of identifying and tracking arrests, protection orders, violations of protection orders,

prosecutions, and convictions with respect to the crimes of sexual assault, domestic violence, dating violence, and stalking on campus;

- To provide capital improvements (including improved lighting and communications facilities, but not including the construction of buildings) on campuses to address the crimes of sexual assault, domestic violence, dating violence, and stalking; or
- To support improved coordination among campus administrators, campus security personnel, and local law enforcement to reduce sexual assault, domestic violence, dating violence, and stalking on campus.

These activities should be part of an overall coordinated campus and community response to sexual assault, domestic violence, dating violence, and stalking on campuses. For example, if an applicant proposes to make capital improvements to address violence against women, such as installing improved lighting, these efforts must be complemented by a larger campus and community wide coordinated response to these crimes.

Applicants must demonstrate how victim services are or will be provided. Education efforts that raise awareness about these crimes on campus must direct victims where to obtain appropriate services. Additionally, institutions of higher education are encouraged to adopt and publicize policies that encourage students to report sexual assault, domestic violence, dating violence, and stalking even though alcohol, drugs and other illegal activities may be involved.

### **Minimum Requirements**

In order to be considered for funding, all applicants for the Campus Program **MUST** address **all four** of the minimum requirements of the Campus Program in the Project Abstract and Project Narrative sections of the application:

1. Campus Program grantees **must** create a **coordinated community response** to violence against women on campus. A coordinated community response consists of both: (a) partnerships with specific community based organizations that are not inherently affiliated with the college or university, and (b) partnerships with departments, offices, and entities within the college or university. The coordinated community response teams should be comprised of members who are experts in their field of representation. The coordinated community response is responsible for ensuring that the campus develops and implements effective policies and practices to prevent and respond to violence against women issues on campus.

First, the applicant must demonstrate an external partnership with at least:

- one local nonprofit, nongovernmental victim services organization within the community that the institution is located. A victim service organization should meet all of the following criteria:
  - i. provide services to victims of sexual assault, domestic violence, dating violence, or stalking as one of its primary purposes and have a demonstrated history of effective work concerning such issues;
  - ii. address a demonstrated need in the community by providing services that promote the dignity and self sufficiency of victims, improve victims' access to resources, and create options for victims seeking safety from perpetrator violence; and
  - iii. not engage in activities that compromise victim safety; **AND**

- one or more of the following criminal justice or civil legal agencies: external law enforcement, prosecution, civil legal assistance providers, systems-based victim services units, or judiciary and court personnel. An applicant who is partnering with campus law enforcement or campus security must still partner with a criminal justice or civil legal agency from the jurisdiction in which the campus is located.

For the purposes of the Campus Program, a local nonprofit, nongovernmental victim services organization does not include a government agency with employees working as victim advocates (e.g., police departments or district city attorneys' offices), and does not include legal representatives and advocates (e.g., students from law school clinics, paralegals, attorneys working for legal service agencies or independent attorneys).

Nonprofit, nongovernmental victim service organizations should be compensated for their services, which should be reflected in the budget and budget narrative. If funding is requested for both nonprofit, nongovernmental victim service organizations and government agencies providing victim advocacy, the budget and budget narrative must distinguish between the two. Additionally, the project narrative must explain how these different entities will collaborate with each other.

Second, the applicant **must** develop partnerships within the college or university. These partnerships should include different departments, offices, and entities within the institution of higher education. For example, campus partnerships should include students, especially victims, survivors, clergy, Title IX Coordinators, Clery Act Compliance Officers, campus-based victim services providers and violence prevention programs, campus law enforcement or department of public safety, faculty and staff, administrators, including the institution of higher education's president and student affairs administrator, women's groups, including those representing diverse or underserved student populations, the athletic department, sororities and fraternities, student health centers, campus housing authorities, and residence hall assistants, library administrators, campus disciplinary boards and judicial boards, and representatives from student government.

The partners of the coordinated community response should meet on a regular basis to review, revise and develop protocols, policies, and procedures for addressing violence against women. The partners of the coordinated community response should also commit to holding cross-trainings to improve their own response to these crimes.

2. Campus Program grantees must establish a **mandatory prevention and education program** about sexual assault, domestic violence, dating violence, and stalking for **all incoming students**, working in collaboration with campus and community-based victim advocacy organizations. An applicant must provide detailed information regarding how it will verify that all incoming (first year students, transfer students, and, if applicable, graduate and professional students, etc.) students will receive the **mandatory** training. It is essential for campuses to have a mechanism established to fully account for the participation of each student in the program. The mandatory prevention and education program should include information about domestic violence, dating violence, sexual assault, and stalking.

3. Campus Program grantees must **train all law enforcement** to respond effectively in sexual assault, domestic violence, dating violence, and stalking cases. All mandatory campus law enforcement training programs should be developed in collaboration with campus or community-based victim advocacy programs and should include information about relevant

state and Federal laws and arrest protocols; information on enforcement of orders of protection; and instruction on making primary aggressor determinations. Partnering law enforcement agencies (campus and community) should consider establishing a separate memorandum of understanding just between the law enforcement agencies, in addition to the memoranda currently required as part of the Campus Program application.

4. Campus Program grantees must establish or strengthen programs to **train all members of campus disciplinary boards** to respond effectively to charges of sexual assault, domestic violence, dating violence, and stalking. All members of campus disciplinary boards, including faculty, staff, students, and administrators should receive expert training on these crimes. Training topics should include information about the causes and effects of domestic violence, dating violence, sexual assault and stalking; a review of the student conduct code; definitions of domestic violence, dating violence, sexual assault, and stalking; information on the issue of consent in sexual assault cases; how to judge credibility; drug facilitated sexual assault; and the available range of sanctions should the charged student be found responsible by the disciplinary board.

All applicants **must** consult the “Grants to Reduce Sexual Assault, Domestic Violence, Dating Violence, and Stalking on Campus Program Standards,” available at: [http://www.ovw.usdoj.gov/campus\\_desc.htm](http://www.ovw.usdoj.gov/campus_desc.htm), for further guidance on addressing the four minimum program requirements.

As part of strengthening the Campus Program, colleges and universities may develop bystander intervention programs, men’s programming, peer education, peer theater, SANE/SART teams, and faculty and staff programming.

#### Out-of-Scope Activities

Although certain activities may appear to relate to the Statutory Program Purposes listed above, OVW determines these activities to be out of the program scope. The following is a list of activities that are out of the scope of this program and cannot be supported by the Campus Program grant funding:

- **Projects that focus primarily on alcohol and substance abuse;**
- **Activities that focus on sexual harassment;**
- **Activities that could compromise victim safety and recovery;**
- **Projects that fail to address all four minimum requirements;**
- **Education or prevention programs for elementary and secondary students on sexual assault, dating violence, domestic violence, and stalking;**
- **Mandatory self-defense classes; or self defense classes as the only means of providing prevention and education to students; and,**
- **Theater performances that are not specific to violence against women issues;**

#### Unallowable Activities

Grant funds under the Campus Program may not be used for any unauthorized purposes, including but not limited to the following activities:

- Lobbying;
- Fundraising;
- Research projects;
- Purchase of real property;

- Construction;
- Physical modifications to buildings, including minor renovation (such as painting or carpeting) except for the capital improvements permitted on page 9;
- Golf carts/cars;
- Vouchers, clothing; re-location fees, and
- Incentives for students to participate in mandatory trainings.

#### Activities That May Compromise Victim Safety and Recovery

The following activities have been found to jeopardize victim safety, deter or prevent physical and emotional healing for victims, or allow offenders to escape responsibility for their actions. OVW strongly encourages you **not** to include these activities in your application for funding:

- Implementing policies and procedures that fail to honor and maintain a victim's confidentiality;
- Encouraging perpetrators to enter into pre-trial diversion programs;
- Encouraging mediation or counseling for couples as a systemic response to domestic violence;
- Supporting batterer intervention programs that do not use the coercive power of the criminal justice system to hold batterers accountable for their behavior;
- Implementing and sustaining procedures that would force victims of sexual assault, domestic violence, dating violence, and stalking to testify against their abusers or impose other sanctions on them;
- Prevention programs that focus primarily on victim behavior because they reinforce the myth that victims somehow provoke or cause the violence they experience;
- Programs that focus primarily on alcohol and substance abuse;
- Inflicting restrictive conditions to be met by victims in order to receive services (e.g. requiring victims to seek protection orders or to seek counseling; these options need to be a choice made by the victim and not a condition(s) imposed upon them prior to the delivery of services);
- Failing to provide victims the option of making the final decision on their class schedule and/or living arrangements or failing to provide reasonable academic & housing accommodations;
- Developing products and/or materials that are not specifically tailored towards the dynamics of sexual assault, domestic violence, dating violence and stalking; or
- Implementing policies that require the victim to report the sexual assault, domestic violence, dating violence, and stalking to law enforcement.

Activities that compromise victim safety and recovery will be a factor reviewed during OVW's internal review process. Applications may be considered out of scope if significant activities are included that could compromise victim safety and recovery.

#### Confidentiality

Applicants should be cognizant of victims' confidentiality. Please see Reference Guide p. 7 for more information.

## **How To Apply**

See the Reference Guide at pages 15-19 for instructions on "how to apply."

## What An Application Must Include

Applicants must complete each of the following sections as part of their response to this solicitation. **It is the responsibility of the applicant to ensure that its application is complete by the deadline. OVW may remove an application from consideration prior to peer review if the application is substantially incomplete or received after the deadline without prior permission as described in the Reference Guide at pages 17-19.** For each section listed below, please note the corresponding maximum point value that may be assigned during the peer review scoring process. The application should use headings and subheadings in the order below for ease of review. Peer reviewers may not receive any additional materials submitted beyond those required. For example, if an application includes a narrative that is 25 pages, the last five pages may be removed prior to peer review.

Applications must follow the following requirements:

- Double spaced (except that any included graphs and charts may be single-spaced)
- 8½ x 11 inch paper
- One inch margins
- Type no smaller than 12 point, Times New Roman font
- Include a brief Summary Data Sheet
- Include a Project Abstract (please limit to one page)
- Include a list of all current OVW projects as described below (if applicable)
- No more than 20 pages for the Project Narrative (item VII below)
- Word processing documents must be in the following formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt).

Your application will be scored on the following sections:

- Summary Data Sheet
- Project Narrative
- Budget Detail Worksheet and Narrative
- Memoranda of Understanding (IMOU & EMOU)

We reserve the right to deduct points if the following materials are missing:

- Proposal Abstract
- Summary of Current OVW Projects
- Application for Federal Assistance (SF-424)
- Standard Assurances and Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (Form 4061/6)
- Financial Accounting Practices
- Letter of Nonsupplanting
- Financial Capability Questionnaire [If appropriate]
- Proof of Non-profit Status [If appropriate]
- Letter Certifying Eligibility
- Letter of Sustainability (for continuation applicants only)

Sections I through XIV below describe the specific elements of a complete application.

**I. Summary Data Sheet (5 Points)**

Please list the following information on a single page. The Summary Data Sheet should be a separate attachment to the application in Grants.gov and a separate section in the hard copy.

- Name, title, address, phone number, and e-mail address for the authorized representative (Please see the Reference Guide at page 8 for more information on who can be an authorized representative);
- Name, title, address, phone number, and e-mail address for the grant point-of-contact;
- Statement as to whether the agency has expended \$500,000 in Federal funds in the past fiscal year for the applicant. Please specify the end date of the fiscal year;
- The name of the institution and type of institution (e.g., private, public, tribal, and/or community college, men's or women's college, HBCU) applying for funding;
- The nonprofit, nongovernmental victim service program collaborating on this project;
- Whether students have access to campus-based and/or community-based victim services;
- The criminal justice or civil legal agencies or organizations partnering on this project;
- Whether this is a new or continuation application;
- Whether this project involves a single institution or is a consortium, and, if a consortium project, list participating institutions;
- Whether the applicant institution(s) is located in a rural, urban or suburban area;
- The regional area(s) (city, town, county, or unincorporated area) where this project will be implemented;
- The population and square mileage of the region where the campus community is located;
- The demographics of the population being served;
- The number of students enrolled in the institution(s);
- The Campus Program Statutory Purpose Area(s) proposed to be addressed in the application. (Please reference Statutory Purpose Area(s) only by a number); and
- List any other major activities beyond the four minimum requirements the project will address (bystander intervention, men's programming, SANE Unit, etc.).

**II. Project Narrative (Total 60 Points)**

The following narrative should be a separate attachment to the application in Grants.gov and a separate section in the hard copy. The Project Narrative may not exceed 20 pages in length, double-spaced. Please number the pages of your narrative.

**A. Purpose of Application (10 points)**

1. Describe the problem on campus and in the surrounding community to be addressed and how funding would alleviate it;
2. Describe the location, population, and demographic information of the campus and the surrounding community;
3. In the event the applicant identifies a specific population to address, describe the needs of this population and how the proposed project will meet those needs;
4. Describe the campus's current response to violence against women including services and gaps;
5. Describe efforts, if any, to include State Sexual Assault and Domestic Violence Coalitions as a resource for training and technical assistance; and

6. If the applicant has applied or is applying for multiple OVW grants, describe how this project complements such other projects without duplicating efforts.

This section will be rated on the detail with which you provide the above information as well as the quality of the proposed activities.

B. What Will Be Done (35 points)

1. Identify and describe the program's goals and objectives.
2. Describe the specific tasks and activities necessary for accomplishing each goal and objective.
3. Describe the statutory purpose area(s) to be addressed by the program.
4. Explain how the applicant will meet the four minimum requirements of the Campus Program. Specifically, applicants must describe how the applicant will meet each of the four requirements:
  - i. create a **coordinated community response** to violence against women on campus;
  - ii. establish a **mandatory prevention and education program** about sexual assault, domestic violence, dating violence, and stalking for **all incoming students**;
  - iii. **train all law enforcement** to respond effectively in sexual assault, domestic violence, dating violence, and stalking cases; and,
  - iv. establish or strengthen programs to **train all members of campus disciplinary boards** to respond effectively to charges of sexual assault, domestic violence, dating violence, and stalking.
5. Identify the timeframe needed to plan and implement the program.
6. For applicants without a community or campus-based victim services program, the proposal **must** allocate 20% of grant funds to support the provision of direct services. The applicant should explain existing, available victim services or how those services will be developed.
7. If applicants are proposing to use any technology (including, but not limited to, security systems, GPS, hotlines, and databases), they should explain how they plan to address any victim safety concerns that may arise from the use of the technology, such as confidentiality, safety planning, and informed consent.
8. For consortia projects, describe how coordination and implementation will work among the different campuses within the consortium.
9. For continuation projects, applicants must explain why the original goals of the Campus Program were or were not achieved during the prior award period(s), demonstrate how continuing funds will successfully enable the applicants to achieve the original goals during the next award period, why costs for the program have not been absorbed by the institution(s), what is new and innovative about the program that warrants additional funding, and how it will be sustained without federal funds in the future.
10. Detail what you are currently doing to address victim safety and autonomy.
11. Describe how you plan to address victim safety and autonomy in the project.

This section will be rated on the detail with which you provide the above information as well as the quality of the proposed activities plus the following criteria:



- How well the goals and objectives defined directly link to the need described within the Purpose of the Application;
- How well the specific tasks and activities described relate to successfully meeting the goals and objectives described;
- How measurable the described goals and objectives are;
- How well the timeline of the specific tasks and activities indicates that the project will be successfully implemented and completed within the timeline provided;
- How well the products that are proposed for creation or distribution with grant funds are described;
- How well the proposed activities address and protect victim safety and confidentiality; and
- Whether the proposed activities are within the statutory scope of the program;
- Whether the proposed activities seem feasible and likely to succeed.

C. Who Will Implement the Project (10 points)

All applicants must identify the agency/ies or office/s responsible for carrying out the project. This section should outline the relevant expertise and experience of key staff.

For consortia projects, applicants must also identify the key staff responsible for implementing the project on each campus and their expertise, experience, and the one college or university that will administer the grant funds.

All applicants should provide details on the collaborative relationship with the nonprofit, nongovernmental victim services partner (see page 10 setting forth the criteria for “victim service organization”), **and** the criminal justice and/or civil legal agencies, including the participation in drafting the application as well as their role in the development and implementation of the project. In this section, applicants should not identify all partners to the IMOU and EMOU. Applicants only need to identify the nonprofit, nongovernmental victim services partner and the criminal justice and/or legal service partner. All partners to the IMOU and EMOU only need to be set forth in the IMOU and EMOU.

While the participation of all victim advocates, including legal representatives and government victim advocates, is valued and encouraged in a coordinated community response, in this section, the applicant must specifically describe the partnership with a nonprofit, nongovernmental victim services organization and the organization’s participation in the development and implementation of the project.

If funding is requested for both nonprofit, nongovernmental victim service organizations and government agencies and/or legal representatives providing victim advocacy services, the applicant must explain how these different entities will collaborate.

Victim service providers can provide varying degrees of confidentiality, often depending on Federal, state, and tribal laws. This may affect what information about victims they can share with partners. Other partners may have legal limitations as well. Applicants should explain information sharing between partners, including how they will protect information that is confidential or privileged.

This section will be rated on the detail with which you provide the above information as well as the quality of the proposed activities plus the following criteria:

- A description of the experience and expertise of all key personnel is included; and
- Key personnel have expertise relevant to the project.

D. Sustainability Plan (5 points)

As this is a competitive, discretionary program, there is no guarantee of continuation funding. Applicants are required to include a plan describing their commitment and capacity to continue the project if Federal funding through the Campus Program were no longer available. Applicants must also describe at least one locally, privately, State, or Federally funded project that the applicant has sustained in the past.

For continuation applicants only, applicants must submit a signed letter (i.e., by the President/Chancellor/Provost of the institution) outlining a commitment to the project by describing what portions of the current project have been institutionalized, what steps remain and the timeline for completion of institutionalization. Consortium partners should submit a signed letter from the President/Chancellor/Provost of each partner.

**Note: Continuation or supplemental funding is not guaranteed and applicants are always encouraged to seek additional means of support to sustain their current projects.**

- This section will be rated on the feasibility of the plan and the demonstration of commitment to continue the project if funds are no longer available.
- For continuation applicants, the extent to which the letter describes the portions of the current project that have been institutionalized, what steps remain and the timeline for completion.

III. **Budget Detail Worksheet and Narrative (Total 15 Points)**

**For more information and samples, please see the Reference Guide at pages 11-14.** The Budget Worksheet and Narrative should be one attachment to the application in Grants.gov and a separate section in the hard copy.

In developing the budget, applicants should financially compensate all project partners for their participation in any project-related activities, including, but not limited to, compensation for time and travel expenses to participate in project development, training, and implementation. The budget **must** include compensation for all services rendered by project partners, including nonprofit, nongovernmental sexual assault and/or domestic violence victim services programs and State and Tribal sexual assault and/or domestic violence coalitions. If a partner is a state or local governmental agency and the partnership duties are conducted within the course of the agency's "regular" scope of work, the applicant does not need to compensate the partner if the partner a) offers this arrangement; and b) an explanation of this arrangement is included in the application.

### Budget Limits

Federal Fiscal Year 2011 Campus Program funds will be awarded based on the following guidelines:

- up to \$300,000 for individual projects; and
- up to \$500,000 for consortia projects.

**OVW has the discretion to award grants for greater or lesser amounts than requested and to negotiate the scope of work and budget with applicants prior to award of a grant.**

### Budget Requirements

For budget guidelines, see the Reference Guide at pages 11-14. Additional guidance specific to this program is as follows:

#### *Indirect costs*

**Applicants will not be permitted to claim indirect costs rates under the Campus Program.** Therefore, the applicant must itemize each indirect cost in the appropriate budget category.

#### *Training and Technical Assistance*

All applicants **are required** to allocate funds in the amount of **\$34,800 for individual projects and \$69,600 for consortium projects**, to support travel costs associated with technical assistance and capacity-building activities sponsored by OVW-designated technical assistance providers. Individual applicants are required to bring a multi-disciplinary team of three to each of the two annual Technical Assistance Institutes. Consortium applicants are required to bring a minimum of six and a maximum of eight team members to each of the Institutes. Applicants from Alaska, Hawaii, and United States Territories should allocate an additional **\$5,000** to account for higher travel costs. These specific applicants may exceed the budget caps to account for this increased travel amount. Please see the Reference Guide at pages 11-12 for more information on this requirement.

### **Services to Limited-English-Proficient (LEP) Persons**

Applicants may allocate grant funds to support activities that help to ensure that LEP persons have meaningful access to their programs. For example, grant funds can be used to support interpretation and translation services.

A Sample Budget Detail Worksheet is available at <http://www.ovw.usdoj.gov/applicants.htm>. When preparing the Worksheet and Narrative, please use the Sample Budget Detail Worksheet as a guide and be sure to include all necessary budget categories as outlined in the Worksheet. The budget should clearly describe the proposed amounts and uses of grant funds for the duration of the grant period and how the amounts of the specific budget items were determined. The budget should demonstrate a clear link between the specific project activities and the proposed budget items. Specifically, the budget should not contain any items that are not detailed in the project narrative.

The budget narrative should support all costs included in the budget and justify the purpose of the costs in relationship to fulfilling the overall objective of the project. The narrative should also include a description of services being performed and how the cost is determined.

This section will be rated on the detail in the budget narrative plus the following criteria:

- The extent to which the budget is reasonable and within established limits;
- The extent to which the budget provides a justification and computation for all project-related costs;
- The extent to which all costs support activities that falls within Campus Program statutory purpose areas;
- The extent to which the applicant limits the budget only to those activities, products, and resources that are necessary for project implementation and discussed in the project narrative and demonstrates a clear link between the proposed activities and the proposed budget items;
- The extent to which the applicant distinguishes between nonprofit, nongovernmental victim services organizations and government agencies providing victim advocacy services and ensures compensation for nonprofit, nongovernmental victim service organizations; and
- The extent to which the budget demonstrates fair compensation for all project partners for their participation in any project-related activities, including but not limited to, compensation for time and travel expenses to attend or provide project development, training, and implementation.

#### **IV. Memorandum of Understanding (MOU) (Total 20 points) [IMOU & EMOU]**

Applicants are required to submit **2 Memoranda of Understanding** that demonstrate they have consulted and coordinated in a meaningful way with their partners. The MOU should be a single section to the application in Grants.gov and a separate section in the hard copy.

Applicants that have previously been funded under this program must develop a new MOU that reflects the continuation of project activities and include current dates and signatures from all relevant project partners.

##### Internal Memorandum of Understanding (10 Points)

Each individual or consortium application must include an Internal Memorandum of Understanding, which represents a partnership with different departments, offices and entities within the institution of higher education. Each applicant must provide an IMOU as a single document that includes signatures and dates from all partners. Signatures must be current (dated during the development of the proposal) and include titles and organizations. The IMOU must be signed by the vice president, president, vice chancellor, and/or chancellor of the institution of higher education and the chief executive officers and/or directors of all participating partners within the institution(s).

Applicants that have previously been funded under this program must develop a new IMOU that reflects the continuation project activities and includes current dates and signatures from all relevant project partners.

Letters of support may **not** be submitted in lieu of the IMOU.

The IMOU should be attached in a separate attachment to the application in Grants.gov and a separate section in the hard copy.

The IMOU must do the following:

- Identify the departments, offices, or entities designated to receive and administer grant funds and to manage and coordinate project activities within the institution of higher education;
- Identify the partners and provide a brief history of the collaborative relationship among those partners, including when and under what circumstances the relationship began and when each partner entered into the relationship;
- Specify the extent of each partner's participation in developing the application;
- Describe implementation of all four Campus Program minimum requirements;
- Clearly state the roles and responsibilities each partner would assume to ensure the success of the proposed project while addressing all four Campus Program minimum requirements, and proposed project activities;
- Indicate approval of the proposed project budget by all partners;
- Describe the resources each partner would contribute to the project, either through time, in-kind contributions, or other (e.g., office space, project staff, training);
- Describe the mechanism for reimbursement and that the procedure has been clearly communicated and agreed upon by all participating partners; and
- Address how the partners will coordinate all campus-based activities, policies, and protocols regarding violence against women.

Additional information for consortia IMOU's:

The consortium IMOU must be submitted as either:

- a single document that outlines each partner; their roles and responsibilities within the consortium, with all signatories presented on one page; **OR**
- a separate IMOU document from each consortium member outlining the specific activities to be completed on their campus. The IMOU of each consortium member must identify their partners, their roles and responsibilities, and the corresponding signatures including the school's authorizing official (i.e., presidents, chancellor, or provost);
- The consortium IMOU should identify one college or university as the entity to receive and administer grant funds as well as to manage all grant-funded consortium activities; and
- The consortium IMOU should ensure that all campuses in the consortium are equal partners in decision making and should be reflected as such throughout the project.

Signatories should be sure to include their titles, agencies, and dates under their signatures.

This section will be rated on the detail with which you provide the above information as well as the quality of that information.

#### External Memorandum of Understanding (10 Points)

Each individual or consortia application must include an External Memorandum of Understanding (EMOU), which represents a partnership with different community based organizations and agencies in the campus local jurisdiction that are not affiliated with the institution of higher education. At a minimum, the EMOU must indicate a partnership between a victim services organization and at least one or more criminal justice or civil service legal agencies. Each applicant must provide an EMOU as a single document that includes signatures and dates from all partners.

The EMOU must be current (**i.e. signed and dated during the development of the proposal**) and be created and signed with their title and agencies by the president and/or chancellor of the institution of higher education; and the chief executive officers and/or directors of:

- A nonprofit, nongovernmental agency, which provides victim services to victims of sexual assault, domestic violence, dating violence, and/or stalking, as described on page 10;
- One or more of the following criminal justice or civil legal agencies as described on page 10; and,
- Other community organizations.

Institutions should note that if an application focuses mainly on a specific population, issue or crime, their partnering organization should also demonstrate expertise in that population, issue or crime.

Applicants that have previously been funded under this program must develop a new EMOU that reflects the continuation projects activities and include current dates and signatures from all relevant project partners.

The EMOU should be attached in a separate attachment to the application in Grants.gov and a separate section in the hard copy.

Letters of support may not be submitted in lieu of EMOU.

The EMOU must do the following:

- Identify all the partners and provide a brief history of the collaborative relationship among those partners, including when and under what circumstances the relationship began and when each partner entered into the relationship;
- Specify the extent of each party's participation in developing the application;
- Clearly state the roles and responsibilities each organization or agency would assume to ensure the success of the proposed project which must address all four minimum requirements of the Campus Program;
- Identify the representatives of the planning and development team who will be responsible for developing and implementing project activities and describe how they will work together and with project staff to address all four minimum requirements of the Campus Program;
- Demonstrate a commitment on the part of all project partners to work together to achieve stated project goals;
- Indicate approval of the proposed project budget by all signing parties;
- Describe the resources each partner would contribute to the project, either through time, in-kind contributions, or other (e.g., office space, project staff, training); and
- Identifies a mechanism for reimbursement that has been clearly communicated and agreed upon by all participating institutions.

Signatories should be sure to include their titles, agencies, and dates under their signatures.

This section will be rated on the detail with which you provided the above information as well as the quality of that information.

## V. Proposal Abstract

The Proposal Abstract should provide a short and accurate summary of your proposed project including its goals and objectives. Please do not summarize past accomplishments in this section. The Proposal Abstract should be a single page and should be a separate attachment to the online application in Grants.gov and a separate section in the hard copy.

The Proposal Abstract **must not** be submitted on the same page as the Summary Data Sheet.

## VI. Summary of Current OVW Projects [If Applicable]

For each current OVW Project, as defined in the OVW Reference Guide at page 9, please provide the following information:

- Identify grant by program, award number, and project period.
- Specify the total funds remaining in each grant as of the date of application.
- Provide the total funds remaining in each grant in the Personnel, Contracts/Consultants and Travel categories as of the date of application.
- List the names, dates, and locations of all OVW-sponsored training and technical assistance events in which project staff or project partners participated during the current grant award period.
- List the number and titles of all full-time and/or part-time positions.
- Describe the status of achieving the goals and objectives identified in your most recent application.
- Provide a list of previous campus awards, if applicable.
- Describe the grantee's efforts in complying with the four minimum requirements.

This section should be clear and succinct. This should be a separate attachment to the application in Grants.gov and a separate section in the hard copy.

In addition to this information, OVW will evaluate the performance of the applicant in all current grants when considering this application. **Please note that OVW grantees that have failed to meet grant deadlines, failed to comply with financial requirements, or failed to comply with special conditions from current or previous grants may not be considered for funding.**

## VII. Application for Federal Assistance (SF-424)

Please see the Reference Guide at page 8 for additional information. In Block 7 (type of applicant), please do not select "other." This form will be filled out online and you should print out a copy for your hard copy submission.

## VIII. Standard Assurances and Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (Form 4061/6)

Please see the Reference Guide at page 8 for additional information. These forms will be completed online and you should print out a copy for your hard copy submission.

## **IX. Financial Accounting Practices**

Each applicant must prepare a response to the following questions. OVW will review the applicant's responses to assist in evaluating the adequacy of the organization's financial management system and to identify areas of need for training and technical assistance. This section of your application should be no more than two pages and should be a separate attachment to the online application in Grants.gov and a separate section in the hard copy.

- 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?
- Does the applicant have written accounting policies and procedures? OVW may request a copy for review during the application/award process or as part of the grant monitoring process.
- Is the applicant's financial management system able to track actual expenditures and outlays with budgeted amounts for each grant or subgrant?
- Does the applicant have procedures in place for minimizing the time elapsing between transfer of funds from the United States Treasury and disbursement for project activities?
- Does the applicant have effective internal controls in place to adequately safeguard grant assets and to ensure that they are used solely for authorized purposes? Please provide a brief description.
- Does the applicant have a documented records retention policy? If so, briefly describe the policy.
- Is the individual primarily responsible for fiscal and administrative oversight of grant awards familiar with the applicable grants management rules, principles, and regulations? If not, the applicant must contact OVW's Grants Financial Management Division at [OVW.GFMD@usdoj.gov](mailto:OVW.GFMD@usdoj.gov) or 1-888-514-8556 immediately after the organization is notified of their award to coordinate training.

## **X. Letter of Nonsupplanting**

Applicants must submit a letter to OVW's Director, signed by the Authorized Representative, certifying that Federal funds will not be used to supplant State or local funds should a grant award be made. Please refer to [http://www.ovw.usdoj.gov/docs/nonsup\\_letter.pdf](http://www.ovw.usdoj.gov/docs/nonsup_letter.pdf) for a sample letter. This should be a separate attachment to the application in Grants.gov and a separate section in the hard copy.

## **XI. Financial Capability Questionnaire**

Please see the [Reference Guide](#) at page 14 for additional information. This should be a separate attachment to the application in Grants.gov. This document does not need to be included in the hard copy.

## **XII. No Indirect Costs**

**Applicants will not be permitted to claim indirect costs rates under the Campus Program.** Therefore, the applicant must itemize each indirect cost in the appropriate budget category.

## **XIII. Proof of Non-profit Status [If Applicable]**

An applicant that is a nonprofit organization must demonstrate its nonprofit status by one of the following means:



- (1) Proof that the Internal Revenue Service currently recognizes the applicant as an organization to which contributions are tax deductible under section 501(c)(3) of the Internal Revenue Code;
- (2) A statement from a State taxing body or the State secretary of state certifying that:
  - (i) The organization is a nonprofit organization operating within the State; and
  - (ii) No part of its net earnings may lawfully benefit any private shareholder or individual;
- (3) A certified copy of the applicant's certificate of incorporation or similar document that clearly establishes the nonprofit status of the applicant; or
- (4) Any item described in 1-3 above if that item applies to a State or national parent organization, together with a statement by the State or parent organization that the applicant is a local nonprofit affiliate.

This should be a separate attachment to the application in Grants.gov and a separate section in the hard copy.

#### **XIV. Letter Certifying Eligibility**

All applicants are required to certify by letter that they are in compliance with the following:

- The Higher Education Act of 1965, as amended, requires in part that all eligible institutions of higher education collect certain types of information about campus crime statistics and security policies for their respective campuses 20 U.S.C. §1092(f). The information must be compiled in an annual security report and disseminated to all current students and employees, and, upon request, to any applicant for enrollment or employment. The annual security report must contain information regarding campus security policies and campus crime statistics. 20 U.S.C. §1092(f) should be consulted for complete information about these reporting requirements.
- 20 U.S.C. §1232g(b)(6), provides, in part, that institutions of higher education may disclose the final results of any disciplinary proceeding conducted by the institution against an alleged perpetrator of any violent crime or a non-forcible sex offense if the institution determines as a result of the disciplinary proceeding that the student committed a violation of the institution's rules or policies with respect to the offense. This disclosure may include the name of any other student, such as a victim or witness, only with the written consent of that other student.

In the case of a consortium project, **all institutions must sign a letter to certify compliance.** Please note that while certification is required under the Campus Program, institutions of higher education that receive Federal funds are already required to comply with these provisions.

This letter of certification must be signed by the authorizing official (president, chancellor, and/or provost) of the institutions of higher education(s).

## **Selection Criteria**

All applications will be rated on the criteria described in each section above. The total points possible for an application are 100 (5 points for Summary Data Sheet, 60 points for Narrative, 15 points for Budget, and 20 points for the MOUs (IMOU, EMOU)).

**Additionally, current projects will be rated by OVW using the following criteria:**

- Progress reports submitted by the applicant, in conjunction with monitoring conducted by OVW, demonstrate the effectiveness of the current project, indicating timely progress toward meeting project goals and objectives;
- The grantee has demonstrated that past activities supported with OVW grant funds have been limited to program purpose areas;
- The grantee has complied with all special conditions of its existing grant award(s) from OVW;
- The grantee has adhered to programmatic and financial reporting requirements, including timely submission of required reports;
- The grantee has closed-out prior awards in a timely manner;
- The grantee appropriately utilized and actively participated in OVW-sponsored workshops and other technical assistance events as required by a special condition of the current award;
- The grantee has received financial clearances on all current grants from OVW;
- The grantee has acted in a timely manner to resolve issues identified in an audit or an on-site financial or programmatic monitoring visit;
- The grantee has complied with the Office of Management and Budget single-audit requirement; and
- Grant funds have been spent in a timely manner.

OVW grantees that have failed to meet grant deadlines, did not comply with financial requirements, or did not comply with special conditions from previous grants may not be considered for funding. In addition, if an applicant is on the DOJ High Risk Grantee list, OVW will take this into consideration in making award determinations.

## **Review Process**

OVW uses a three-phased review process, which includes an initial internal review, an external peer review, and a secondary internal review. The total points possible for an application are 100 (5 points for Summary Data Sheet, 60 points for Narrative, 15 points for Budget, and 20 points for the MOU (IMOU, EMOU)). Although all applicants will be rated on the criteria described in the preceding sections, OVW will specifically consider the following selection criteria during each phase of the review process. If OVW determines that an application does not meet the stated criteria, the application may not move forward for the subsequent reviews.

### **Questions for the Initial and Secondary Internal Reviews**

- Does the applicant meet all statutory eligibility criteria (see page 6)?
- Is the application complete?
- Does the applicant meet the certification requirements for the program (see page 7)?
- Are the proposed activities within the scope of the program (see page 8)?
- Does the application meet all the minimum requirements for the program (see page 10)?
- Does the application propose significant activities that may compromise victim safety (see page 13)?

Additionally, current projects will be rated by OVW using the criteria listed on page 26.

OVW grantees who have failed to meet grant deadlines, have not spent grant funds in a timely manner, did not comply with financial requirements, or did not comply with special conditions from previous grants may not be considered for funding. In addition, if an applicant is on the DOJ High Risk Grantee list, OVW will take this into consideration in making award determinations.

### **External Peer Review Panels**

OVW will establish panels comprised of experts and practitioners to review applications. Each panel will review the information provided in the application against the selection criteria for the program.

### **Secondary Internal Review**

Following formal peer review, a second internal review will be conducted, which will include, but not be limited to, the geographic distribution of the applications, the ratio of population to services, the extent to which the applications will address the demonstrated needs of an underserved population, and agency and statutory priorities.

## **Performance Measures**

All OVW grantees are required to submit annual and/or semi-annual progress reports, which will be provided to you should you be selected for an award.

For more information, see the Reference Guide at pages 19-22.

## **Notice of New Post-Award Reporting Requirements**

Applicants should anticipate that all recipients (other than individuals) of awards of \$25,000 or more under this solicitation, consistent with the Federal Funding Accountability and Transparency Act of 2006 (FFATA), will be required to report award information on any first-tier subawards totaling \$25,000 or more, and, in certain cases, to report information on the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients. Each applicant entity must ensure that it has the necessary processes and systems in place to comply with the reporting requirements should it receive funding.

It is expected that reports regarding subawards will be made through the FFATA Subaward Reporting System (FSRS), found at <https://www.fsrs.gov>. Additional guidance on reporting will be provided in the near future by OVW and/or the Office of Management and Budget (OMB).

Please note also that applicants should anticipate that no subaward of an award made under this solicitation may be made to a subrecipient (other than an individual) unless the potential subrecipient acquires and provides a Data Universal Numbering System (DUNS) number.

## **Additional Requirements**

For information on additional requirements that apply to all OVW applicants and grantees, see the Reference Guide at pages 23-24.

## Public Reporting Burden

### Paperwork Reduction Act Notice

Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. We try to create forms and instructions that are accurate, can be easily understood, and which impose the least possible burden on you to provide us with information. The estimated average time to complete and file this form is 30 hours per form. If you have comments regarding the accuracy of this estimate, or suggestions for making this form simpler, you can write to the Office on Violence Against Women, U.S. Department of Justice, 145 N Street, NE, Washington, DC 20530.

## Application Checklist

Applicants must submit a fully executed application to OVW via overnight delivery, including all required supporting documentation. If you do not have the ability to upload signed documents, you may upload an unsigned version and include the signed original in the hard copy of the application. **Applications will not be accepted via facsimile.**

Application Document	Required?	Completed?
1. Standard Form 424	Yes	
2. Standard Assurances and Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (Form 4061/6)	Yes	
3. Financial Accounting Practices	Yes	
4. Summary Data Sheet	Yes	
5. Proposal Abstract	Yes	
6. Summary of Current OVW Projects	Yes, if applicable	
7. Narrative. The following sections must be included	Yes	
Purpose of Application	Yes	
What will be Done	Yes	
Who will Implement	Yes	
Sustainability Plan	Yes	
8. Budget	Yes	
Budget Narrative	Yes	
Budget Summary	Yes	
9. MOU	Yes	
IMOU	Yes	
EMOU	Yes	
10. Letter of Nonsupplanting	Yes	
11. Financial Capability Questionnaire (nonprofits only, see page 24 for details)	If applicable	
12. Letter Certifying Eligibility (see page 25 for details)	Yes	
13. Letter of Sustainability (see page 18 for details)	Yes	

Applicants must send **via overnight delivery** a complete hard copy original of the application, **date stamped by the shipping company on or before March 31, 2011** to:

The Office on Violence Against Women  
 c/o Lockheed Martin Aspen Systems Corporation  
 The Campus Program  
 Mail Stop 2K  
 2277 Research Boulevard  
 Rockville, MD 20850  
 (301) 519-5000

In addition, applications must be submitted through Grants.gov by  
**11:59 p.m. E.T. on March 31, 2011.**

