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# OVW Fiscal Year 2021 Grants to Reduce Domestic Violence, Dating Violence, Sexual Assault and Stalking on Campus Program Solicitation

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## 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.** 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](mailto:OVW.Campus@usdoj.gov) by **February 23, 2021**. 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 Sessions

OVW will conduct two 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](mailto:OVW.Campus@usdoj.gov). Alternatively, interested parties may call OVW at 202-598-6789.

## Submission Information

**Registration:** To submit an application, all applicants must obtain a Data Universal Number System (DUNS) number and register online with the System for Award Management (SAM) and with Grants.gov. To ensure sufficient time to complete the registration process, applicants must obtain a DUNS number and register online with SAM and with Grants.gov immediately, but no later than **February 23, 2021**.

**Submission:** Applications for this program will be submitted through a **NEW** two-step process: (1) submission of the **SF-424 and SF-LLL** in Grants.gov and (2) submission of the **full application** including attachments in the Justice Grants System (JustGrants). Submit the SF-424 and SF-LLL as early as possible, but not later than 24-48 hours before the Grants.gov deadline. For technical assistance with Grants.gov, contact Grants.gov Applicant Support at 1-800-518-4726 or support@grants.gov. For technical assistance with JustGrants, contact OVW JustGrants Support at 1-866-655-4482 or OVW.JustGrantsSupport@usdoj.gov.

For more information about registration and submission, see the Application and Submission Information section of this solicitation.

## Notification

OVW anticipates notifying applicants of funding decisions by October 1, 2021.

# Contents

Contact Information . . . . .	2
Program Description . . . . .	5
Overview of OVW . . . . .	5
Statutory Authority . . . . .	5
About this OVW Program . . . . .	5
Program Scope . . . . .	5
Purpose Areas . . . . .	6
OVW Priority Areas . . . . .	7
Activities that Compromise Victim Safety and Recovery or Undermine Offender Accountability . . . . .	7
Out-of-Scope Activities . . . . .	8
Activities Requiring Prior Approval . . . . .	9
Federal Award Information . . . . .	9
Awards, Amounts and Durations . . . . .	9
Availability of Funds . . . . .	10
Types of Awards . . . . .	10
Award Period and Amounts . . . . .	10
Types of Applications . . . . .	10
Mandatory Program Requirements . . . . .	12
Eligibility Information . . . . .	16
Eligible Applicants . . . . .	16
Cost Sharing or Matching . . . . .	18
Other Program Eligibility Requirements . . . . .	18
Application and Submission Information . . . . .	19
Information to Complete the Application for Federal Assistance (SF-424) .	21
Standard Applicant Information (JustGrants 424 and General Agency Information) . . . . .	22
Proposal Abstract . . . . .	22
Proposal Narrative . . . . .	22
Budget and Associated Documentation . . . . .	26
Budget Worksheet and Budget Narrative (Web-based Form) . . . . .	26

Pre-Agreement Cost . . . . .	29
Indirect Cost Rate Agreement (if applicable) . . . . .	29
Financial Management Questionnaire (including applicant disclosure of high-risk status) . . . . .	29
Data Requested with Application . . . . .	31
Certifications of Eligibility and Statutory Minimum Requirements . . . . .	33
Memoranda of Understanding (MOUs) and Other Supportive Documents . . . . .	33
Additional Application Components . . . . .	36
Letters of Nonsupplanting . . . . .	36
Confidentiality Notice Form . . . . .	36
Disclosures and Assurances . . . . .	36
Disclosure of Lobbying Activities . . . . .	36
DOJ Certified Standard Assurances . . . . .	36
Applicant Disclosure of Duplication in Cost Items . . . . .	37
DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements . . . . .	37
How to Apply . . . . .	37
Submission Dates and Time . . . . .	38
Application Review Information . . . . .	42
Review Criteria . . . . .	42
Review and Selection Process . . . . .	42
Anticipated Announcement and Federal Award Dates . . . . .	44
Federal Award Administration Information . . . . .	44
Federal Award Notices . . . . .	44
Administrative, National Policy, and Other Legal Requirements . . . . .	44
General Information about Post-Federal Award Reporting Requirements . . . . .	45
Federal Awarding Agency Contact(s) . . . . .	45
Other Information . . . . .	46
Public Reporting Burden- Paper Work Reduction Act Notice . . . . .	46
Application Checklist . . . . .	46

# 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 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](#)
- Examples of successful projects in OVW's most recent report to Congress on the effectiveness of VAWA grant programs: [2018 Biennial Report](#)

## 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 adjudication of persons committing domestic violence, dating violence, sexual assault, and stalking on campus.
2. To develop, strengthen, and implement campus policies, protocols, and services that more effectively identify and respond to the crimes of domestic violence, dating violence, sexual assault and stalking, including the use of technology to commit these crimes, and to train campus administrators, campus security personnel, and personnel serving on campus disciplinary or judicial boards on such policies, protocols, and services.
3. To implement and operate education programs for the prevention of domestic violence, dating violence, sexual assault, and stalking.
4. To develop, enlarge, or strengthen victim services programs and population specific services on the campuses of the institutions involved, including programs providing legal, medical, or psychological counseling, for victims of domestic violence, dating violence, sexual assault, and stalking, and to improve delivery of victim assistance on campus. To the extent practicable, such an institution shall collaborate with any victim service providers in the community in which the institution is located. If appropriate victim services programs are not available in the community or are not accessible to students, the institution shall, to the extent practicable, provide a victim services program on campus or create a victim services program in collaboration with a community-based organization. The institution shall use not less than 20 percent of the funds made available through the grant for a victim services program provided in accordance with this paragraph, regardless of whether the services are provided by the institution or in coordination with community victim service providers.
5. To create, disseminate, or otherwise provide assistance and information about victims' options on and off campus to bring disciplinary or other legal action, including assistance to victims in immigration matters.
6. To develop, install, or expand data collection and communication systems, including computerized systems, linking campus security to the local law enforcement for the purpose of identifying and tracking arrests, protection orders, violations of protection orders, prosecutions, and convictions with respect to the crimes of domestic violence, dating violence, sexual assault, and stalking on campus.
7. To provide capital improvements (including improved lighting and communications facilities but not including the construction of buildings) on campuses to address the crimes of domestic violence, dating violence, sexual assault, and stalking.
8. To support improved coordination among campus administrators, campus security personnel, and local law enforcement to reduce domestic violence, dating violence,

sexual assault, and stalking on campus.

9. To develop or adapt and provide developmental, culturally appropriate, and linguistically accessible print or electronic materials to address both prevention and intervention in domestic violence, dating violence, sexual violence, and stalking.
10. To develop or adapt population specific strategies and projects for victims of domestic violence, dating violence, sexual assault, and stalking from underserved populations on campus.

Applicants proposing to use grant funds under purpose areas 6 and/or 7 must ensure that these grant-funded activities are part of an overall comprehensive coordinated campus and community response that includes proposed activities under other purpose areas.

## **OVW Priority Areas**

In FY 2021, OVW is interested in supporting the priority areas identified below. Applications proposing activities in the following areas will be given special consideration:

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

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

- 1) Incorporate lethality assessments and protocols into their training topics and coordinated response strategies by collaborating with local law enforcement agencies and/or local criminal justice agencies.
- 2) Create protocols for how the coordinated community response (CCR) team and existing campus behavioral and crisis intervention teams can collaborate to more readily identify repeat offenders and offenders at high risk for committing domestic violence, dating violence, sexual assault, or stalking.
- 3) Partner with a local prosecutor's office to develop strategies that will increase the prosecution of campus-related incidents of domestic violence, dating violence, sexual assault, and stalking.

2. Increase efforts to combat stalking.

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

## **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. 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.

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**

52

**Anticipated Maximum Dollar Amount of Awards**

\$750,000.00

**Period of Performance Start Date**

10/1/21 12:00 AM

**Period of Performance Duration (Months)**

36

## **Anticipated Total Amount to be Awarded Under Solicitation**

\$20,000,000.00

## **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 2021 funding, depending on the merits of the applications and the availability of funding.

## **Types of Awards**

Awards will be made as grants.

## **Award Period and Amounts**

The award period is 36 months. Budgets must reflect 36 months of project activity, and the total "estimated funding" on the SF-424 must reflect 36 months. OVW anticipates that the award period will start on October 1, 2021.

This program typically makes awards in the range of \$300,000 - \$750,000. OVW estimates that it will make up to 52 awards for an estimated \$20,000,000.

Funding levels under this program for FY 2021 are:

1. Individual applicants (as defined under sub-types below): Awards will be made up to \$300,000 for the entire 36 months.
2. Consortium applicants (as defined under sub-types below):
  - Two to four institutions: Awards will be made for up to \$550,000 for the entire 36 months.
  - Five or more institutions: Awards will be made for up to \$750,000 for the entire 36 months.

OVW has the discretion to make awards for greater or lesser amounts than requested and to negotiate the scope of work and budget with applicants prior to making an award.

## **Types of Applications**

In FY 2021, OVW will accept applications for this program from the following:

**New**: Applicants that have never received funding under this program as a lead institution or whose previous funding expired on or before March 16, 2020.

**Continuation:** Applicants that have an existing or recently closed award (closed after March 16, 2020) under this program. Continuation funding is not guaranteed.

In FY 2021, OVW may support applicants that have received three or more prior cycles of grant funding. However, only a limited number of awards in this category will be supported. Applicants that have received three or more cycles should indicate in their application that they are applying as a new applicant, even if their most recent award is open or recently closed (after March 16, 2020).

Recipients of an FY 2019 or FY 2020 award under this program are NOT eligible to apply as the lead applicant. In addition, a campus that was the recipient of an FY 2019 or FY 2020 award as a consortium member is not eligible to apply as the lead or a consortium member on an FY 2021 proposal.

**Note:** Current grantees with a substantial amount of unobligated funds remaining (50 percent or more of the previous award) as of March 31, 2021 without adequate justification may not be considered for funding or may receive a reduced award amount if selected for funding in FY 2021.

**Sub-Type:** In addition to identifying as a new or continuing applicant, OVW has determined that applicants for this program must also identify as one of the sub-types listed below.

1. An **individual applicant** is a single institution of higher education that proposes to develop and implement project activities on its own campus.
2. A **consortium applicant** involves two or more institutions of higher education working together to implement the project activities. Each institution within the consortium must fully implement the statutory and mandatory program requirements on its respective campus. A consortium application must fully describe the relationship among the various entities identified. While all members of the consortium are equal partners in decision-making and should work in a cooperative and coordinated manner on all project activities, the application should identify one college or university as the entity to receive and administer grant funds (as fiscal entities only) as well as to coordinate all grant-funded consortium activities. As equal partners in this project, each member of the consortium must be consulted before any significant changes or decision in project goals or budgeting can be made.

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

**Note:** Applicants may only submit one proposal (either individual or consortium). In addition, for purposes of the Campus Program, satellite or branch campuses are not considered separate institutions. Therefore, an institution with multiple satellite or branch locations must apply as an individual applicant.

## **Mandatory Program Requirements**

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

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

### Statutory Minimum Requirements

**1. Create a CCR including both organizations external to the institution and relevant divisions of the institution.** This includes establishing a CCR team that consists of both:

a. **External Partnerships** as outlined in the External Memorandum of Understanding (**EMOU**) with:

i. At least **one criminal justice agency**, such as a local law enforcement agency, prosecutor's office, or court. **Note:** An applicant with sworn campus law enforcement or campus security officers is still required to partner with a criminal justice agency from the jurisdiction in which the campus is located and may also partner with additional criminal justice agencies if the applicant chooses. If an applicant has only non-sworn campus law enforcement or security officers, it must partner with a local law enforcement agency and may partner with additional criminal justice agencies if the applicant chooses.

**AND**

ii. At least **one domestic violence, dating violence, sexual assault, or stalking victim service provider** within the community where the institution is located. A **victim service provider** is a nonprofit, nongovernmental or tribal organization or rape crisis center, including a state or tribal domestic violence and/or sexual assault coalition, that assists or advocates for domestic violence, dating violence, sexual assault, or stalking victims, including a domestic violence shelter, faith-based organization or other organization, with a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking. 34 U.S.C. § 12291(a)(43). Victim service providers must provide direct services to victims of domestic violence, dating violence, sexual assault, or stalking as one of their primary purposes and have a demonstrated history of effective work in this field.

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

Applicants are also encouraged to include as EMOU partners other local entities, such as civil legal organizations, mental health providers, or faith based organizations.

b. **Internal Partnerships** as outlined in the Internal Memorandum of Understanding (**IMOU**) with a wide variety of departments, offices, and organizations within the institution of higher education, but at a minimum with:

- i. The institution of higher education's president or designee.
- ii. Student affairs administrators.
- iii. Clery Act compliance officers and campus security authorities.
- iv. Campus-based victim service providers, if applicable.
- v. Campus law enforcement or public safety personnel.
- vi. Campus housing authorities, if applicable.
- vii. Campus disciplinary board members, disciplinary process investigators and adjudicators, and/or hearing officers.

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

**2. Establish a mandatory prevention/education program about domestic violence, dating violence, sexual assault, and stalking for all incoming students (i.e., first year and transfer).** The program must include information about domestic violence, dating violence, sexual assault, and stalking as well as information about the campus's policies and protocols, student code of conduct, local and national resources, hotlines, legal, medical, mental health, and other assistance. Additional topics must include, at a minimum: 1) how to file internal administrative complaints and local criminal charges; 2) common myths about the causes of violence against women; 3) the availability of resources for victims; 4) how to support peers who are victims; 4) sanctions for offenders; and, 5) the benefits of reporting these crimes.

Campuses must:

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

**AND**

- b. Develop a mechanism to verify and document the full participation of each incoming student in the prevention/education program (e.g., student sign-in, card verification, registration restrictions, or class credit).

**3. Train all campus law enforcement to respond effectively to domestic violence, dating violence, sexual assault, and stalking.** Throughout the award period, ongoing trainings must be provided to all campus law enforcement or security personnel, if applicable, and local or community first-responders, including officers from law enforcement units and dispatchers dedicated to responding to reports of campus domestic violence, dating violence, sexual assault, and stalking. This ongoing training program must reflect current best practices in the field. All mandatory campus law enforcement training programs on domestic violence, dating violence, sexual assault, and stalking must be developed and presented in collaboration with campus and local law enforcement partners and community-based victim advocates. Training topics must include, but not be limited to: information about relevant state and federal laws; arrest protocols; information on enforcement of orders of protection; instruction on making primary aggressor determinations; technology-facilitated stalking behaviors; victim responses to trauma; neurobiology of trauma; lethality assessments; tactics of offenders; forensic interviewing techniques; information on sex offender registries; and “non-stranger” sexual assault investigations.

**4. Train all participants in the disciplinary process, including members of campus disciplinary boards and investigators, to respond effectively to situations involving domestic violence, dating violence, sexual assault, and stalking.** All members of the campus disciplinary process, including investigators, officials responsible for appeals, officials making determinations or issuing sanctions, faculty, staff, students, and administrators, must receive ongoing, relevant training throughout the award period from organizations with a demonstrated expertise in domestic violence, dating violence, sexual assault, and stalking. This ongoing training program must reflect current best practices in the field. Training topics must include, but not be limited to: information about the causes and effects of domestic violence, dating violence, sexual assault, and stalking; a review of the student conduct code; appropriate range of sanctions; definitions of domestic violence, dating violence, sexual assault, and stalking; the ways victims respond to trauma; neurobiology of trauma; tactics of offenders; information on the issue of consent in sexual assault cases; how to judge credibility; and alcohol and drug facilitated sexual assault.

Additional mandatory program requirements

**1. Implement universal prevention strategies that include:**

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

**AND**

b. A bystander intervention program for all students.

**2. Provide comprehensive, confidential victim services and advocacy by:**

a. Partnering with an off-campus victim service provider as defined under Statutory Minimum Requirements. The confidential victim services and advocacy must include, at a minimum, developing a referral process, creating victim-centered response protocols, and providing 24-hour accessibility.

**OR**

b. Developing a campus-based victim services program, which must provide a range of crisis intervention and advocacy services, including appropriate referrals to community services; assistance with housing and educational matters; and court, student conduct, and medical accompaniment. If an applicant proposes to develop a campus-based victim services program, then the applicant is deemed to be implementing Purpose Area 4 and must allocate 20% or more of the grant funding to develop these services. On-campus counseling services alone do not meet the requirement to provide comprehensive victim services either on or off campus.

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

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

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

including the completion of a core competency TA assessment; the development of a new or revised needs assessment or use of an existing needs assessment; and the development of a new or revised strategic plan. The Project 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.

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

Therefore, recipients may be expected to dedicate some OVW-funded time and resources to participating in an assessment or evaluation.

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

**A. New grantees must:**

- a. Participate in a mandatory New Grantee Orientation.
- b. Participate with the same CCR team in a minimum of five OVW-sponsored TA

events (three trainings in the first year, one training in the second year, and one training in the third year).

c. Engage in a one-year planning period, during which CCR team members will meet regularly to develop a strategic plan, plan project implementation, and develop prevention programming, training curricula, and protocols.

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

**B. Continuation grantees must:**

a. Participate in New Grantee Orientation and TA Institutes as directed by OVW.

b. Propose new project activities in each of the following areas: 1) improving effectiveness of CCR teams; 2) expanding or strengthening efforts to implement a comprehensive prevention plan; and 3) enhancing campus responses and supports for victims.

c. Support a Project Director who is at least a .50 FTE or provide a justification in the project narrative for a Project Director who is less than a .50 FTE.

**Note:** A Project Director's primary role in either a new or continuation award is to oversee the project through the planning and/or 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 or victim advocate and must not be located in or supervised by the Title IX office or any Title IX position. Failure to establish this separation will result in a loss of points.

## **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)(31).

Eligible entities include tribal colleges and universities and historically black colleges and universities (HBCUs), to which OVW is required to ensure equitable distribution of grants. See 34 U.S.C. § 20125(a)(3)(C).

#### Faith-Based and Community Organizations

Faith Based Institutions that meet the eligibility requirements are eligible to receive awards under this solicitation (see "Faith-Based Organizations" on the [OVW website](#) for more information).

#### Executive Order 13929 Safe Policing for Safe Communities

To advance Executive Order 13929 Safe Policing for Safe Communities, the Attorney General determined that all state, local, and university or college law enforcement agencies must be certified by an approved independent credentialing body or have started the certification process to be eligible for FY 2021 DOJ discretionary grant funding, either as a recipient or a subrecipient. To become certified, the law enforcement agency must meet two mandatory conditions: (1) the agency's use of force policies adhere to all applicable federal, state, and local laws; and (2) the agency's use of force policies prohibit chokeholds except in situations where use of deadly force is allowed by law. For detailed information on this new certification requirement, see [Safe Policing](#) to access the Standards for Certification on Safe Policing for Safe Communities, Implementation Fact Sheet, and List of Designated Independent Credentialing Bodies.

#### **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)(16)(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 2021 solicitation.

### Certifications

Certifications must take the form of a letter, on letterhead, signed, and dated by the authorized representative (President, Chancellor, Provost, and/or designee with similar authority) for each of the institutions of higher education that are involved in the project. Failure to provide required certifications will disqualify an application from further consideration. The signed certification letter must be uploaded as a separate attachment in Grants.gov. Sample certification letters can be found on the OVW website at <https://www.justice.gov/ovw/resources-applicants>.

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

#### 1. Certification of Eligibility

Pursuant to 34 U.S.C. § 20125(c)(3), all Campus Program applicants must certify that they are in compliance with section 485(f) of the Higher Education Act of 1965, as amended, which requires institutions of higher education to collect and report certain types of information about campus crime statistics and campus security policies for their respective campuses. See 20 U.S.C. § 1092(f).

#### 2. Certification of Statutory Minimum Requirements

All applicants must certify that they have knowledge of and are committed to the full implementation of each of the statutory minimum requirements of the Campus Program. See 34 U.S.C. § 20125(d)(3)(A-D).

**Note:** For Consortium projects, each participating institution must submit both certification letters in order to be eligible for funding. **The letters must be signed and dated the highest authorizing official (e.g., President, Chancellor, Provost, or a designee with similar authority) of each of the participating institutions of higher education.**

**Applicants that fail to submit the required certifications will not be considered for funding.**

#### Required Partnerships

All applicants must include formal partnerships outlined in an EMOU and an IMOU:

#### EMOU

1. At least **one criminal justice agency**, such as a local law enforcement agency, prosecutor's office, or court.

**AND**

2. At least **one domestic violence, dating violence, sexual assault, or stalking victim service provider**, within the community 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 on page 11.

See the Mandatory Program Requirements and Memoranda of Understanding and Other Supportive Documents sections in this solicitation for additional information for consortium and continuation applicants.

#### Limit on Number of Applications

OVW will consider only one application per organization for the same service area. In addition, if an applicant submits multiple versions of the same application, OVW will review only the most recent system-validated version submitted before the deadline.

## **Application and Submission Information**

### **Address to Request Application Package**

The complete application package (this solicitation, including links to required forms) is available on Grants.gov and on the [OVW website](#). Applicants wishing to request a paper copy of these materials should contact [OVW.Campus@usdoj.gov](mailto:OVW.Campus@usdoj.gov) or 202-598-6789.

## **Pre-Application Information Sessions**

OVW will conduct two 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. February 4, 2021 at 2pm EST**
- 2. February 11, 2021 at 2pm EST**

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](mailto:OVW.Campus@usdoj.gov). Registration must be received at least two 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](mailto:OVW.Campus@usdoj.gov) or 202-598-6789 as soon as possible, but no later than **January 21, 2021**.

## **Content and Form of Application Submission**

The information below ("**Letter of Intent**" through "**Submission Dates and Times**") describes the full content and form of application submission.

### **Letter of Intent**

Applicants intending to apply for FY 2021 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](mailto:OVW.Campus@usdoj.gov) by **February 23, 2021**. 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, unless otherwise noted. Points may be deducted for applications that do not adhere to the following requirements:

1. Double-spaced (Data Requested with Application, Pre-Award Risk Assessment, and 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 Individual Projects and 23 pages for Consortium Projects for the Proposal Narrative.
7. Word documents in the following formats: Microsoft Word (.doc), PDF files (.pdf), or Text

Documents (.txt).

8. Headings and sub-headings that correspond to the sections identified in this section of the solicitation.

### **Application Contents**

Applications must include the required documents and demonstrate that the program eligibility requirements have been met. For a complete checklist of the application contents, see the Application Checklist at the end of this solicitation.

OVW will not contact applicants for missing items on the list below. Applications that do not include all of the following documents will be considered substantially incomplete and will not be considered for funding:

1. Proposal Narrative.
2. Budget Detail Worksheet and Narrative.
3. Memoranda of Understanding (EMOU and IMOU).
4. Certification of Eligibility.
5. Certification of Statutory Minimum Requirements.

## **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. For "Type of Applicant," do not select "Other." The amount of federal funding requested in the "Estimated Funding" section of this form must match the amount of federal funding requested in the budget section of the application package. This program does not require a match; therefore, the values for the Applicant line should be zero. The individual who is listed as "**Authorized Representative**" must be an individual who has the authority to apply for and accept grant awards on behalf of the organization or jurisdiction.

**Intergovernmental Review (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)**

Applicants must complete this web-based form in JustGrants, which 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.

## **Proposal Narrative**

The Proposal Narrative may not exceed 20 pages for Individual Projects and 23 pages for Consortium Projects, double-spaced, and reviewers will not read beyond this page limit. The Proposal Narrative must include the following three sections. 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 (20 Points)

This section must describe:

1. The challenge or need faced by the community and how the goal/vision for the proposal will meet that need.
2. The campus and surrounding community including the geographic location and the populations in the service area.
3. The scope of the problem of domestic violence, dating violence, sexual assault, and stalking on campus and in the community.

4. The current strategies used to address the needs of the student populations.
5. The availability of victim services and advocacy on campus and in the community, if any, including the scope of services provided.
6. How campus executive leadership (president and governing board members) is actively engaged in current efforts to promote visibility and awareness of issues regarding domestic violence, dating violence, sexual assault, and stalking on campus.

**New Applicants** must also:

1. Briefly describe the current structure of the applicant's campus law enforcement department (e.g., number of law enforcement officers, sworn vs. non-sworn law enforcement officers, protocols and coordination with local police) and the student conduct/disciplinary process used to respond to alleged violations of institutional policies (e.g., disciplinary board, single hearing officer or investigator model; make-up of the board; length of duty).
2. Briefly describe current efforts to:
  - a. Develop a coordinated community response to domestic violence, dating violence, sexual assault, and stalking.
  - b. Provide education to all students on domestic violence, dating violence, sexual assault, and stalking.
  - c. Train all campus law enforcement to respond effectively, using promising practices and a trauma-informed approach, to domestic violence, dating violence, sexual assault, and stalking.
  - d. Conduct ongoing training for all campus disciplinary personnel, including investigators, disciplinary board members, officers, etc., on domestic violence, dating violence, sexual assault, and stalking.

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

- a. Briefly describe any significant changes (e.g., changes in leadership, organizational structure, etc.) that have affected efforts to address domestic violence, dating violence, sexual assault, and stalking since the last Campus Program award.
- b. Describe what efforts have been sustained or institutionalized since the end of the last Campus Program award.
- c. Describe the gaps or issues that need to be addressed with new Campus Program funding.
- d. Describe the support from current campus leadership to address domestic violence, dating violence, sexual assault, and stalking.

**Continuation Applicants must also:**

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

- c. Provide bystander intervention programming to all students.
  - d. Conduct ongoing prevention efforts in the campus community.
  - e. Train all campus law enforcement to respond effectively, using promising practices and a trauma-informed approach, to domestic violence, dating violence, sexual assault, and stalking.
  - f. Conduct ongoing training for all campus conduct personnel, including investigators, disciplinary board members, officers, etc., on domestic violence, dating violence, sexual assault, and stalking.
  - g. Provide access to comprehensive, confidential 24 hour victim services and advocacy to survivors of these crimes.
2. Describe the behavioral, cultural, or systemic changes that have been made as a result of the previous grant funding.
  3. Describe the remaining gaps or issues that need to be addressed with additional Campus Program funding.

**What Will Be Done (20 Points)**

The application must provide a clear link between the proposed activities and the need identified in the “Purpose of 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 describe:

1. The approach to addressing the challenge or need identified in the Purpose of the Proposal section above.
2. How the applicant will measure its progress in achieving the proposal’s goals/vision. Identify targeted outcomes and describe any tools the applicant will use to track those outcomes and report them to OVW. Tools may include OVW performance progress reports and logic model templates (both available at [VAWA Measuring Effectiveness Initiative](#)).
3. How the applicant will move to project sustainability; continuation applicants must provide specific details.
4. How the proposed project will reach the campus population in the service area identified in the Purpose of the Application section.
5. The comprehensive, confidential victim services that will be provided on or off campus to victims of domestic violence, dating violence, sexual assault, and stalking.
6. 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.
7. How victim safety and autonomy will be addressed. Specifically include how the project will:
  - a. Conduct safety planning and ensure informed consent for campus interventions; and
  - b. Maintain confidentiality and privacy of victim information, taking into account the use of technology, such as security systems, GPS, hotlines, and databases.
8. If applicable, how the proposed project will address any OVW priority areas.



**New Applicants** must also describe:

1. The proposed activities of the CCR team during the one-year planning phase including the frequency of meetings.
2. The proposed activities to meet the statutory and program requirements (for consortia, include how the requirements will be met on each campus).

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

Describe the goals and activities to address the core areas that the project will focus on:

- a. Prevention.
- b. Training.
- c. Victim services, advocacy, and other support services.
- d. CCR approaches.
- e. Response, including criminal justice issues, policies, and protocols.

**Continuation Applicants** must also:

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

### Who Will Implement the Proposal (15 Points)

This section must:

1. Identify the key individuals and organizations, including project partners, involved in the proposed project.
2. Demonstrate that the individuals and organizations identified have the capacity to address the stated need and can successfully implement the proposed project activities.
3. Describe the roles and responsibilities of the key departments, agency(ies), or office(s) that will be directly involved with the project including the required victim services and criminal justice partners. In addition, outline the percentage of time each will dedicate to the project.  
**Note:** If the applicant plans to hire any of the key staff position(s), include a brief job description of the roles and responsibilities.
4. Detail the experience and expertise of the Project Director in addressing campus domestic violence, dating violence, sexual assault, and stalking.
5. If applicable, provide justification for dedicating less than 50% of an FTE to support a Project Director (continuation applicants only).
6. Explain how information will be shared between partners, including how they will protect information that is confidential or privileged. Applicants should recognize that partners such as legal and victim service providers can provide varying degrees of confidentiality, often depending on federal, state, and tribal laws.

7. Applicants that have received three or more prior cycles of funding must also describe whether key individuals, departments, and/or partners involved in the previously funded project have changed since the last Campus Program award.

## **Budget and Associated Documentation**

Applicants must complete the web-based form in JustGrants for the budget worksheet and budget narrative. Applicants also must upload the applicable associated documentation as described below under each heading. 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 (Web-based Form)**

Complete the budget worksheet and narrative form 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 at [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

1. Individual applicants (as defined under sub-types above): Awards will be made for up to \$300,000 for the entire 36 months.
2. Consortium applicants (as defined under sub-types above):
  - a. Two to four institutions: Awards will be made for up to \$550,000 for the entire 36 months.
  - b. Five or more institutions: Awards will be made for up to \$750,000 for the entire 36 months.

The budget 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. Include funds to attend OVW-sponsored TTA in the amount of \$40,000 for Individual Projects and \$80,000 for Consortium Projects located in the 48 contiguous states and \$10,000 for applicants located in the territories, Hawaii, and Alaska. This amount is for the entire 36 months and NOT per year. Applicants also may budget expenses in excess of the required amount if they are aware of relevant non-OVW sponsored conferences or training for which they would like permission to use grant funds to support staff/project partner attendance. The budget amounts may be shared between the applicant and any partnering agency(ies), but the budget must reflect the costs in the appropriate categories. Therefore, an

employee's travel costs should be included in the "Travel" category, while travel costs for the project partners must be included in the "Consultants/Contracts/Subawards" category. Label both costs as "OVW Technical Assistance." Travel funds should be used to support travel by all project partners including nonprofit, nongovernmental victim service providers. Funds may also be used by persons whose positions are not grant-funded as long as that person's roles and responsibilities are linked to the project's overall mission. OVW technical assistance is provided free of charge to grantees, so applicants do not need to include registration fees. The amounts included in the budget should equal the full, required amount listed above. TTA funds may not be reallocated to another category unless prior approval is granted by OVW.

3. If the applicant will implement statutory Purpose Area 4, the budget must **include an allocation of 20% or more of grant funds** to support the provision of direct 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.

4. Include indirect costs that are limited to **no more than 10% of Modified Total Direct Costs (MTDC)**. This limit applies to both direct recipients and subrecipients of Campus Program funds. The amount of indirect costs charged cannot exceed the amount an institution or subrecipient would charge using their federally approved indirect cost rate.

5. **New applicants only:** support at least a .75 FTE for the Project Director.

6. **Continuation applicants only:** support at least a .50 FTE for the project director unless a justification is provided.

7. **Consortium projects only:** projects should include adequate compensation for participating institutions to implement the statutory and program requirements.

8. Include funds or describe other resources available to the applicant to ensure access for individuals with disabilities, Deaf/hard of hearing individuals, and persons with limited English proficiency. See Accessibility under Federal Award Administration Information for more information.

9. Compensate all project partners for their full level of effort, unless otherwise stated in the EMOU and IMOU. For more information on compensating project partners, see the sample Budget Detail Worksheet on the [OVW website](#).

10. 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. §§ 200.317-200.329. 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 installing lighting, surveillance cameras, etc.) without prior approval by OVW.
5. Construction.
5. Tuition reimbursement in lieu of salary for project staff.

#### Food and Beverage/Costs for Refreshments and Meals

Generally, food and beverage costs are **not** allowable. Recipients must receive prior approval to use grant funds to provide a working meal and/or refreshments at a meeting, conference, training, or other event; OVW may provide such approval if one of the following applies:

1. The location of the event is not in close proximity to food establishments, despite efforts to secure a location near reasonably priced and accessible commercial food establishments.
2. Not serving food will significantly lengthen the day or necessitate extending the meeting to achieve meeting outcomes.
3. A special presentation at a conference requires a plenary address where there is no other time for food to be obtained.
4. Other extenuating circumstances necessitate the provision of food.

Justification for an exception listed above must be included in the applicant's budget narrative. 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-Agreement Cost**

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 cost under the Campus Program are limited to no more than 10% of the Modified Total Direct Cost (MTDC)**. Applicants that have such an indirect cost rate agreement must upload and attach it to their application in JustGrants. Applicants that have never received a federally-approved indirect cost rate may elect to charge a de minimis rate of 10% of modified total direct costs, which may be used indefinitely. This includes state, local, and tribal governments that have never negotiated an indirect cost rate with the federal government and receive less than \$35 million in direct federal funding per year.

Organizations that wish to negotiate an indirect cost rate should contact OVW's Grants Financial Management Division at [OVW.GFMD@usdoj.gov](mailto:OVW.GFMD@usdoj.gov) or 1-888-514-8556 for more information.

## **Financial Management Questionnaire (including applicant disclosure of high-risk status)**

### Pre-Award Risk Assessment

Each applicant must respond to the questions below in a document uploaded and attached to its application in JustGrants. **Do not submit responses from a prior fiscal year without updating them to be responsive to all questions listed below.** This information will be used for a mandatory pre-award risk assessment. Failure to provide this information or to respond to questions from OVW regarding this information in a timely manner could result in the application being removed from consideration or a delay in access to funds. Provide complete responses that address all questions included for each numbered item. This document should be no more than four pages and may be single or double-spaced.

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](mailto: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.

## Data Requested with Application

The Data Requested with Application should be uploaded as an attachment in JustGrants. The following responses must be included:

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 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 minimal administrative activities. A fiscal agent applicant must list these subrecipients and include a statement acknowledging that, should an award be made, the applicant will be responsible for all applicable statutory, fiscal, and programmatic requirements, including those of 2 C.F.R. Part 200, as well as all project deliverables. In such situations, the fiscal agent must be an eligible applicant for the program.
3. Statement as to whether the applicant has expended \$750,000 in federal funds in the applicant's past fiscal year. If so, specify the end date of the applicant's fiscal year. (Exclude federal financial aid).
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. If the applicant is not a nonprofit organization or is a nonprofit that does not use the safe-harbor procedure, provide a statement to that effect. For additional information about the safe-harbor procedure, see "Disclosure of Process Related to Executive Compensation" in the Additional Required Information section of this solicitation.
6. 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.
7. Statement as to whether the applicant is a recipient, or partner/subrecipient, on a current

grant or pending application for this grant program. If a current grant, provide the year of the award and the role of the applicant on the award (recipient or project partner).

8. Statement as to whether any proposed project partner/subrecipient is a recipient, or partner/subrecipient, on a current grant or pending application for this grant program. If a current grant, provide the year of the award and the role of the partners on the award (recipient or project partner/subrecipient).

9. The name of the institution and type of institution (i.e., private or public AND whether a tribal college, community college, men's or women's college, Historically Black College and University (HBCU), Hispanic Serving Institution (HSI), etc.) that is applying for funding.

10. The mandatory external victim service provider partner collaborating on this project.

11. The mandatory external criminal justice agency partner collaborating on this project.

12. Statement as to whether students have access to campus-based and/or community-based victim services (this does not include civil legal services).

13. If applicable, list the fiscal years in which the applicant has previously received grant funding from the Campus Program.

14. Statement as to whether this project involves a single institution or is a consortium, and, if a consortium project, list all participating institutions.

15. State whether the applicant institution(s) is located in a rural, urban, or suburban area.

16. The regional area(s) (city, town, county, or unincorporated area) where this project will be implemented.

17. The population and square mileage of the region where the campus community is located.

18. Description of population to be served (e.g., students, faculty, or staff).

19. The number of students enrolled in the applicant institution. If a consortium project, include information from all partnering institutions.

20. The Campus Program Purpose Area(s) proposed to be addressed in the application. (Refer to Purpose Area(s) only by a number, e.g., #2, #3, and #7, as listed in "Purpose Areas" under the "Program Scope" section).

21. A list of any priority area(s) that the application addresses (see "OVW Priority Areas" section under the "Program Scope" section).

22. For continuation applicants only, list any major activities beyond the statutory and program requirements that the project will address.

23. For applicants that have received three or more prior cycles of funding, list the core area(s) that will be the focus of the project. The core areas are as follows:

- a. Prevention.
- b. Training.
- c. Victim services, advocacy, and other support services.
- d. CCR approaches.
- e. Response, including criminal justice partnerships, policies, and protocol.



## Certifications of Eligibility and Statutory Minimum Requirements

Applicants must upload and attach in JustGrants the required certification letters, the Certification of Eligibility and the Certification of Statutory Minimum Requirements, for each institution of higher education participating in the proposed project, signed by the highest authorizing official. For more information on the required certifications, see the Eligibility Information Section of this solicitation.

## Memoranda of Understanding (MOUs) and Other Supportive Documents

For purposes of this solicitation, the MOU is a document containing the terms of the partnership and the roles and responsibilities between two or more parties, and it must be included as an attachment to the application in JustGrants. The MOUs worth a total of **30 points**. The MOU is not a substitute for a subaward agreement, which ensures that subrecipients adhere to the requirements of the award and 2 C.F.R. Part 200 (see 2 C.F.R. § 200.332). Partners receiving funds under the award generally are considered subrecipients because they are carrying out a portion of the federal award.

Applicants to the Campus Program must submit two MOUs: an IMOU and an EMOU. OVW will accept electronic signatures. All continuation applicants must develop new MOUs that reflect the continuation of project activities and include current dates and signatures from all relevant project partners. **Letters of support may not be submitted in lieu of the IMOU or EMOU. The absence of either the IMOU or EMOU will eliminate the application from further consideration. MOUs submitted without any signatures will be removed from consideration.** OVW will accept electronic signatures. MOUs missing signatures may result in a point deduction or removal from consideration, particularly if the MOU is missing the signature of a required partner. If necessary, an MOU can include multiple signature pages so long as each page includes the names and titles of all signatories to the MOU. A sample MOU is available on the [OVW website](#).

The MOUs must clearly:

1. Identify the partners and provide a brief history of the collaborative relationship among

those partners, including when and under what circumstances the relationship began and when each partner entered into the relationship.

2. Describe the roles and responsibilities each partner will assume to ensure the success of the proposed project.

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

### **IMOU (15 Points)**

Each individual or consortium applicant must include an IMOU, which represents a partnership with different departments, offices, and entities within the institution of higher education (see 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. Identify the departments, offices, or entities designated to receive and administer grant funds and to manage and coordinate project activities within the institution of higher education.

2. Provide a brief description of any limitation on information sharing as well as confidentiality and privilege restrictions for each partner and state that each partner understands the limits on disclosure of personally identifying information under VAWA (see the [confidentiality notice form](#)).

3. Address how privacy and informed consent will be used to ensure that victim confidentiality is maintained to the extent legally possible.

4. Describe the resources each partner would contribute to the project, either through time, in-kind contributions, or other resources (e.g., office space, project staff, or training).

5. Describe the mechanism for reimbursement and that the procedure has been clearly communicated and agreed upon by all participating partners.

*Individual Applicants* must submit the IMOU as a single document including signatures from appropriate representatives of each campus-based partner entity (e.g., Chief of Campus Public Safety, Clery Act Compliance Officer(s), Director of Athletics, Dean of Students, etc.).

*Consortium Applicants* can present the IMOU in one of two ways: 1) a single document that outlines the roles and responsibilities of each partner within the consortium, with all signatories presented on one page; or 2) a summary page outlining the activities to be completed within the consortium along with an IMOU from each institution involved in the

consortium. The IMOU of each institution must identify its partners, their roles and responsibilities, and the corresponding signatures including the school's authorizing official (e.g., President, Chancellor, or Provost).

### **EMOU (15 Points)**

Each individual applicant must include an EMOU for the entire project. This MOU must represent partnerships with community-based organizations and agencies in the local or neighboring jurisdiction that are not affiliated with the institution(s) of higher education. At a minimum, the EMOU must include both a victim service provider and at least one criminal justice agency as partners. The EMOU must be a single document that is current (i.e., signed and dated during the development of the proposal) and includes signatures and titles for all signatories, as well as the name of the institution of higher education. The signatories must be the authorized representative of the institution (e.g., the President, Provost, and/or Chancellor) and the chief executive officer and/or director of the victim service provider, the criminal justice agency, and other community partners.

If an application focuses mainly on a specific population, issue, or crime, at least one partnering organization must also demonstrate expertise in addressing that population, issue, or crime.

The EMOU must also:

1. Provide a description of any limitation on information sharing as well as confidentiality and privilege restrictions for each partner and state that each partner understands the limits on disclosure of personally identifying information under VAWA (see the [confidentiality notice form](#)).
2. Address how privacy and informed consent will be used to ensure that victim confidentiality is maintained to the extent legally possible.
3. Describe the resources each partner would contribute to the project, either through time, in-kind contributions, or other resources (e.g., office space, project staff, training).
4. Identify a mechanism for reimbursement that has been clearly communicated and agreed upon by all participating institutions.

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

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

1. If the participating consortium institutions share the same victim services provider(s) and criminal justice partner(s), then a single document that outlines the roles and responsibilities of each partner within the consortium can be submitted as the EMOU.
2. If the participating consortium institutions have different victim service provider(s) and/or

criminal justice partner(s), then separate EMOUs must be submitted for each participating institution and its community partners.

## **Additional Application Components**

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

## **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.

## **Disclosures 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.

## **Applicant Disclosure of Duplication in Cost Items**

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 has been closed within the last 12 months from the date this solicitation closes, the information must be provided in a table using the sample format found on the [OVW website](#). 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 2021 **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.

## **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.

## **How to Apply**

Applications must be submitted electronically via Grants.gov and JustGrants. Applicants that are unable to submit electronically must follow the instructions below under OVW Policy on Late Submissions. See **Submission Dates and Times** below for a list of steps for registering with all required systems and deadlines for completing each step.

### **Unique Entity Identifier and System for Award Management (SAM)**

Federal regulations require that an applicant for federal funding: (1) be registered in SAM before submitting its application; (2) provide a valid unique entity identifier in its application; and (3) continue to maintain an active SAM registration with current information at all times during which it has an active federal award or an application or plan under consideration by a federal awarding agency. In addition, OVW may not make an award to an applicant until the applicant has complied with all applicable unique entity identifier and SAM requirements and, if an applicant has not fully complied with these requirements by the time OVW is ready to make an award, then OVW may determine that the applicant is not qualified to receive an award. See 2 C.F.R. §§ 25.200, 25.205.

The unique entity identifier that applicants for federal grants and cooperative agreements are required to have is a Data Universal Number System (DUNS) number. A DUNS number is a

unique, nine-character identification number provided by the commercial company Dun & Bradstreet (D&B). Once an applicant has applied for a DUNS number through D&B, its DUNS number should be available within two business days.

SAM centralizes information about grant recipients and also provides a central location for grant recipients to change organizational information. Grants.gov uses SAM to establish roles and IDs for electronic submission of grant applications.

If the applicant already has an Employer Identification Number (EIN), the SAM registration will take **up to two weeks to process**. If the applicant does not have an EIN, then **the applicant should allow two to five weeks for obtaining an EIN from the Internal Revenue Service. There is no fee associated with these processes. These processes cannot be expedited.** OVW strongly discourages applicants from paying a third party to apply or register on their behalf in an attempt to expedite these processes. To ensure all applicants are able to apply by the deadline for this solicitation, applicants must have obtained a DUNS number and registered online with the SAM and with Grants.gov no later than **February 23, 2021**.

## **Submission Dates and Time**

After applicants obtain their DUNS number and register with SAM, they can begin the Grants.gov registration process. The applying organization must complete the Grants.gov registration process prior to beginning an application for a federal grant. The E-Business Point of Contact (E-Biz POC) must register the applicant organization with Grants.gov. The E-Biz POC oversees the applicant's Grants.gov transactions and assigns the Authorized Organization Representative (AOR). The AOR submits the SF-424 and SF-LLL to Grants.gov and must register with Grants.gov as well. In some cases the E-Biz POC is also the AOR for the applicant. Complete instructions can be found on the [Grants.gov website](#).

In JustGrants, each applying entity will have an assigned Entity Administrator who is responsible for managing entity-level information and assigning roles in the system. The Entity Administrator is also the E-Biz POC designated in SAM.gov. See the [JustGrants website](#) for more information on registering with JustGrants.

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

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

### **Applicant Actions with Required Dates/Deadlines**

1. **Obtain a DUNS number by February 23, 2021.** Apply for a DUNS number at <https://www.dnb.com> or call 1-866-705-5711.
2. **Register with SAM by February 23, 2021.** Access the SAM online registration through the [SAM homepage](#) and follow the online instructions for new SAM users. **Organizations must update or renew their SAM registration at least once a year to maintain an active status.**
3. **Register with Grants.gov by February 23, 2021.** Once the SAM registration is active, the applicant will be able to complete the Grants.gov registration.
4. **Submit Letter of Intent by February 23, 2021** to Jessica Neal, Grant Management Specialist at [OVW.Campus@usdoj.gov](mailto:OVW.Campus@usdoj.gov) and (202) 598-6789.
5. **If necessary, request hardcopy submission by March 9, 2021.** Applicants that cannot submit an application electronically due to lack of internet access must contact the program at 202-598-6789 or [OVW.Campus@usdoj.gov](mailto:OVW.Campus@usdoj.gov) to request permission to submit a hardcopy application.
6. **Download updated version of Adobe Acrobat at least 48 hours before the Grants.gov deadline.** Applicants are responsible for ensuring that the most up-to-date version of Adobe Acrobat is installed on all computers that may be used to download the solicitation and to submit the SF-424 and SF-LLL on Grants.gov. Go to the [Adobe Software Compatibility](#) page to verify that the Adobe software version is compatible with [Grants.gov](#).
7. **Submit the SF-424 and SF-LLL in Grants.gov as early as possible, but no later than 24 – 48 hours prior to the Grants.gov deadline.** Applicants may find this funding opportunity on Grants.gov by using the CFDA number, Grants.gov opportunity number, or the title of this solicitation, all of which can be found on the cover page. Applicants will receive two notices from Grants.gov, one confirming receipt and another stating whether the forms were validated and successfully submitted or rejected due to errors. Submitting the SF-424 and SF-LLL well ahead of the Grants.gov deadline provides time to correct any rejections.
8. **Register the Entity Administrator and the Application Submitter with JustGrants as early as possible but no later than 48-72 hours before the JustGrants deadline.** Within 24 hours of JustGrants receiving the SF-424 and SF-LLL from Grants.gov, the applicant will receive an email from [DIAMD-NoReply@usdoj.gov](mailto:DIAMD-NoReply@usdoj.gov) with instructions on how to create a JustGrants account. Once registered in JustGrants, the Application Submitter will receive an emailed link to complete the rest of the application in JustGrants. The Entity Administrator also will need to log into JustGrants to review and invite the applicant's Authorized Representative(s) before an application can be submitted. More information on JustGrants roles is available on the [JustGrants website](#).
9. **Submit the complete application package at least 24 – 48 hours prior to the JustGrants deadline.** Some of the application components will be entered directly into JustGrants, and others will require uploading attached documents. Therefore, applicants will need to allow ample time before the JustGrants deadline to prepare each component. Applicants may save their progress in the system and revise the application as needed prior to hitting the Submit button at the end of the application in JustGrants. The Application Submitter, Entity Administrator, and Authorized Representative(s) will receive an email from JustGrants confirming submission of the application.



10. **Confirm application receipt:** Applicants should closely monitor their email and JustGrants accounts for any notifications from Grants.gov or JustGrants about a possible failed submission. The user who is authorized to submit applications on behalf of the organization is the one who will receive these notifications. OVW does not send out these notifications, nor does OVW receive a copy of these notifications. It is the applicant's responsibility to notify OVW of any problems with the application submission process.

**Submitting the application components at least 48 hours before each deadline (Grants.gov or JustGrants, as applicable) will enable the applicant to receive notice of a failed submission and provide an opportunity to correct the error before the applicable deadline.**

### **OVW Policy on Late Submissions/Other Submission Requirements**

Applications submitted after **11:59 p.m. E.T. on March 16, 2021** will not be considered for funding, unless the applicant receives OVW permission to submit a late application. In limited circumstances, OVW will approve a request to submit an application after the deadline. The lists below provide a description of the circumstances under which OVW will consider such requests. Approval of a late submission request is not an indication of the application's final disposition. Applications approved for late submission are still subject to the review process and criteria described in this solicitation.

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

### **Experiencing Technical Difficulties Beyond the Applicant's Reasonable Control**

#### Issue with SAM, Grants.gov, or JustGrants Registration

1. Register and/or confirm existing registration at least three weeks prior to the application deadline to ensure that the individual who will be submitting the application has [SAM](#), Grants.gov, and JustGrants access and is the person registered to submit on behalf of the applicant.
2. Maintain documentation of when registration began, any issues related to registration, and all communication with technical support.

**Note: Failure to begin the SAM, Grants.gov, or JustGrants registration process in sufficient time (i.e., by the date identified in this solicitation) is not an acceptable reason for late submission.**

#### Unforeseeable Technical Difficulties During the Submission Process

1. Contact Grants.gov or JustGrants, as applicable, for Applicant/User Support at least 24 hours prior to the applicable deadline.



2. Maintain documentation of all communication with Grants.gov or JustGrants Applicant/User Support.
3. Prior to the applicable deadline, contact this program, via email at [OVW.Campus@usdoj.gov](mailto:OVW.Campus@usdoj.gov) indicating that the applicant is experiencing technical difficulties and would like permission to submit a late application. The email must include the following:
  - a) a detailed description of the difficulty that the applicant is experiencing, b) the contact information (name, telephone, and email) for the individual making the late submission request, and c) in the case of JustGrants technical difficulties, the complete application packet (Proposal Narrative, Budget and Budget Narrative, EMOU and IMOU, and Certification letters).
4. Within 24 hours after the applicable deadline, the applicant must email this program at [OVW.Campus@usdoj.gov](mailto:OVW.Campus@usdoj.gov) the following information: a) applicant's DUNS number, b) Grants.gov or JustGrants Applicant/User Support tracking numbers, and c) other relevant documentation.

**Common foreseeable technical difficulties for which OVW will not approve a late submission:** (1) Using an outdated version of Adobe Acrobat; and (2) Attachment rejection (Grants.gov will reject attachments with names that contain certain unallowable characters).

**Note:** Through Grants.gov or JustGrants, OVW can confirm when submission began. Applicants that attempt final submission less than 24 hours before the deadline will not be considered for late submission. By beginning the final submission process 24-48 hours before the deadline, applicants should have sufficient time to receive notice of problems with their submissions and make necessary corrections.

#### Severe Inclement Weather or Natural or Man-Made Disaster

1. Contact this program at [OVW.Campus@usdoj.gov](mailto: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 the 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 the deadline must contact OVW within 48 hours after the due date 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: (20) points
  - B. What will be done: (20) points
  - C. Who will implement the proposal: (15) points
2. Budget worksheet and budget narrative: (15) points
3. IMOU/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.

### Programmatic Review

All applications that are considered for funding will be subject to a programmatic review. The programmatic review consists of assessing the application for compliance with the program's scope, activities that compromise victim safety, and, if applicable, past performance and priority area review. OVW reserves the right to deduct points from applications for the following reasons:

1. Activities that compromise victim safety and recovery and undermine offender accountability (deduct up to 15 points).
2. Out-of-scope and unallowable activities (deduct up to 35 points).
3. Past performance (deduct up to 25 points).
4. Formatting and Technical Requirements (deduct up to 5 points).

An application that is deemed to be substantially out-of-scope, proposes a substantial number of activities that are unallowable, or proposes activities that pose a significant threat to victim safety or a serious breach of confidentiality will not be considered for funding. **An applicant with considerable past performance issues may receive a deduction in points as described above or be removed from consideration entirely regardless of the application's peer review score.**

As a part of the programmatic review process described above, applicants with current or recently closed OVW awards will be reviewed for past performance and risk based on the elements listed below.

1. Demonstrated effectiveness of the current project indicated by timely progress toward meeting project goals and objectives.
2. Demonstration that past activities supported with OVW grant funds have been limited to program purpose areas.
3. Adherence to all special conditions of existing grant award(s) from OVW.
4. Adherence to programmatic and financial reporting requirements, including timely submission of required reports.
5. Completion of close-out of prior awards in a timely manner.
6. Appropriate use of and active participation in OVW-sponsored workshops and other technical assistance events as required by a special condition of the current or recent award.
7. Receipt of financial clearances on all current or recent grants from OVW.
8. Timely resolution of issues identified in any audit or on-site financial or programmatic monitoring visit.
9. Adherence to the Office of Management and Budget single-audit requirement.
10. Timely expenditure of grant funds.
11. Adherence to the requirements of the [DOJ Financial Guide](#).
12. Compliance with statutory and program requirements.

Prior to making an award, OVW is required to review and consider any information about applicants included in the designated integrity and performance system accessible through SAM (currently the Federal Award Performance and Integrity Information System or FAPIIS). Applicants may review and comment on information in FAPIIS about themselves that another federal awarding agency has previously entered. OVW will consider the applicant's comments as well as other information available in FAPIIS in making its judgment about the risk posed by making an award to the applicant as described in 2 C.F.R. § 200.206.

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, 2021.

## **Federal Award Administration Information**

### **Federal Award Notices**

Successful applicants will receive OVW award notifications electronically from JustGrants (not Grants.gov). This award notification will include instructions on enrolling in Automated Standard Application for Payments (ASAP) and accepting the award. Recipients will be required to log into JustGrants to review, sign, 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 with limited English proficiency have meaningful access to recipients' programs and activities and that these programs and activities are readily accessible to individuals with disabilities. More information on these obligations is available in the [Solicitation Companion Guide](#) under "Civil Rights Compliance."

## **General Information about Post-Federal Award Reporting Requirements**

OVW grantees are required to submit semi-annual progress reports and quarterly Federal Financial Reports (SF-425). Appropriate progress report forms will be provided to all applicants selected for an award. Forms will be submitted electronically. 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 FAPIIS, 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: for programmatic questions, contact this program at 202-598-6789 or [OVW.Campus@usdoj.gov](mailto:OVW.Campus@usdoj.gov), for financial questions, contact 888-514-8556 or [ovw.gfmd@usdoj.gov](mailto:ovw.gfmd@usdoj.gov), and for technical questions, contact Grants.gov Applicant Support at 800-518-4726 or [support@grants.gov](mailto:support@grants.gov) or OVW JustGrants Support at 1-866-655-4482 or [OVW.JustGrantsSupport@usdoj.gov](mailto: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. 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	Completed
Letter of Intent.	
Data Requested with Application.	
Proposal Narrative <ul style="list-style-type: none"> <li>• Purpose of Proposal</li> <li>• What Will Be Done</li> <li>• Who Will Implement the Proposal</li> </ul>	
Proposal Abstract.	
Budget Worksheet and Budget Narrative.	
Memoranda of Understanding: IMOU and EMOU	
Application for Federal Assistance: SF-424.	
Disclosure of Lobbying Activities (SF-LLL).	
Applicant Financial Capability Questionnaire (if applicable).	
Confidentiality Notice Form.	
Disclosure of Process Related to Executive Compensation (if applicable).	
Pre-Award Risk Assessment.	
Indirect Cost Rate Agreement (if applicable).	
Letter of Nonsupplanting.	
Applicant Disclosure of Duplication in Cost Items (if applicable).	
Certification of Eligibility.	
Certification of Statutory Requirements.	