



OWW

# FY 2023 Grants to Reduce Domestic Violence, Dating Violence, Sexual Assault and Stalking on Campus

Pre-Application Information Session  
April 19, 2023



# Meet our Team



**Darlene Johnson**  
*Associate Director*



**Latinisha Lewis**  
*Team Lead*



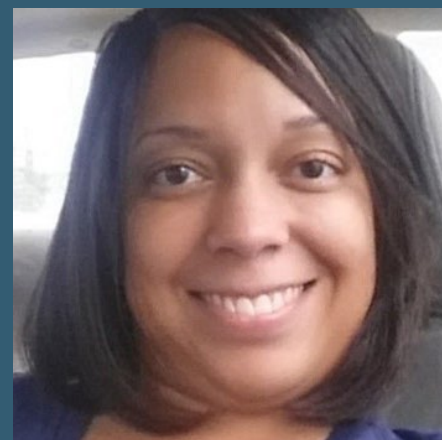
**Jessica Neal**  
*Grant Management Specialist*



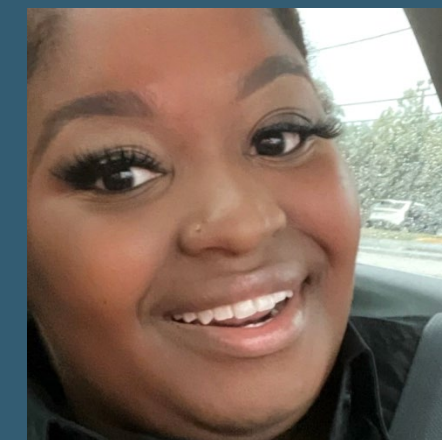
**María Cristina Pacheco Alcalá**  
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*Grant Management Specialist*



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*Grant Administrative Specialist*



**Mychal Sterling**  
*Senior Financial Grants Management Specialist*



# Agenda

Part 1: Changes To The Program



Part 2: Eligibility Requirements



Part 3: Key Submission Information



Part 4: Program Information



Part 5: Federal Award Information



Part 6: Application Components and Tips  
for Submission







## Before We Begin.....

Applicants are responsible for reading the solicitation and the companion guide

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OVW cannot comment on the quality and details of a proposed project

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It is helpful to have the Campus solicitation in front of you for reference



## Changes in the Program

### What is Different This Year?

1. Removed the Consortium Project type.
2. Added three new purpose areas as a result of VAWA 2022.
3. Updated two of the statutory minimum requirements as a result of VAWA 2022.
4. Increased the award amount from \$300,000 to \$400,000.
5. Increased the Indirect Cost Rate from 10% to 20%.
6. Increased the required TTI Travel allocation to \$60,000.
7. Reduced application criteria in the What Will Be Done, Who Will Implement, and Memoranda of Understanding.





# Eligibility Requirements







## Eligible Entities

Private Institutions of Higher Education

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Public and State Controlled Institutions of Higher Education

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Note: Priority Funding to Hispanic Serving Institutions, Tribal Colleges and Universities, and Historically Black Colleges and Universities

# Eligibility Requirements: Certification Letters



Certification of Eligibility

Certification of Statutory  
Minimum Requirements

Delivery of Legal Assistance  
Certification\*

Only applicants proposing to provide legal assistance, must also submit the delivery of legal assistance certification with the application submission.

Failure to provide both letters certifying to the requirements above will disqualify an application from further consideration. The signed certification letters must be uploaded as separate attachments in JustGrants.





## Required Partnerships



At least one domestic violence, dating violence, sexual assault, or stalking victim services provider within the community or tribe where the institution is located.



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

Failure to include both external partners will remove your application from further consideration.





# Key Submission Information





# Registration

## Two Step Registration

Register with SAM and Grants.gov on **April 11, 2023**

Register with JustGrants on **April 11, 2023**

Refer to page 41 of the solicitation for more information on the registration process.







## Submission and Notification Information

### Unique Entity Identifier

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 (UEI) in its application; and (3) continue to maintain an active SAM registration

**On April 4, 2022, the federal government stopped using the DUNS Number and move to the new Unique Entity ID as the UEI.**

The Unique Entity ID (SAM) is a 12-character alpha-numeric value and once issued, will not change. Entities that are currently registered in SAM.gov already have a Unique Entity ID (SAM) which can be viewed in SAM.gov.





## Submission and Notification Information

### Two Step Submission Process

1. **Grants.gov: Submit SF-424 and the SF-LLL by May 4, 2023**

**NOTE:** If you don't submit these two forms by the above deadline, then you won't be able to submit a complete application.

2. **JustGrants: Submit all remaining application documents by May 9, 2023 at 9:00 PM ET**

Remember to review the checklist on page 50 to ensure you have submitted all required documents before finalizing your submission.





Having Technical Issues with Submission?

OVW JustGrants Support Desk:  
[OVW.JustGrantsSupport@usdoj.gov](mailto:OVW.JustGrantsSupport@usdoj.gov)  
1-866-655-4482





# Program Information





# Program Description

The Grants to Reduce Domestic Violence, Dating Violence, Sexual Assault, and Stalking on Campus Program (Campus Program) encourages a **comprehensive coordinated community approach** that enhances victim safety, provides services and support for victims, and supports efforts to hold offenders accountable. The funding supports activities that develop and strengthen trauma-informed victim services and strategies to **prevent, investigate, and respond to domestic violence, dating violence, sexual assault, and stalking on campus.**





# Purpose Areas



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**The Campus Program has 13 purpose areas. All applicants must select at least one purpose area.**

They are listed on pages 7-9 of the solicitation. Purpose areas 4, 6, and 7 have additional requirements:

**Purpose Area 4 Victim Services:** Must allocate 20% of grant funds for this purpose. Applicants must also submit the legal assistance certification if legal services are provided.

**Purpose Area 6 Data Collection and Communication Systems:** May need to get additional approval before purchasing, if funded.

**Purpose Area 7 Capitol Improvement:** Will need to go through National Environmental Protection Act approval, if funded.





## OVW Priority Area

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

To qualify for this priority area, the institution must be designated as an Asian American and Native American Pacific Islander-serving Institution; Native American- serving non-tribal institution; Predominantly Black Institution; Alaska Native Serving Institution; Native Hawaiian-serving Institution; Historically Black College or University (HBCU); Tribal College or University (TCU); or Hispanic Serving Institution (HSI).

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

Applicants seeking to address this priority must develop or enhance prevention and intervention strategies targeting underserved populations.




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.

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Refer to the Solicitation Companion Guide for the list of activities.

Activities That  
Compromise  
Victim Safety  
and Recovery





# Common Compromising Victim Safety Issues Included

Procedures or policies that fail to include conducting safety planning with victims.

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Project designs and budgets that fail to account for the accessibility needs of individuals with disabilities, with limited English proficiency, or who are Deaf or hard of hearing.

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Failing to develop policies regarding confidentiality of information, informed consent, and mandatory reporting.



## Out-of-Scope Activities

The list of out-of-scope activities can be found on page 10-11 of the solicitation.

To assist with submitting a strong application the items listed will not be supported.

**Common Out of Scope Activities seen in proposals:** activities primarily focused on sexual harassment; trainings, conferences, or materials focused primarily on Title IX; and purchase of anonymous web-based reporting systems (excludes law enforcement incident/report databases).

**NEW!!** Legal assistance for the criminal defense of victims charged with crimes, except for representation in post-conviction relief proceedings with respect to the convictions of a victim relating to or arising from domestic violence, dating violence, sexual assault, or stalking of the victim and representation in tort cases. .

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





## Unallowable Activities/Costs

The list of all unallowable costs can be found on page 34 of the solicitation.

Two common unallowable costs are seen in proposals:

- Tuition reimbursement in lieu of salary of project staff.
- Fundraising.







# Federal Award Information







## Award Period and Amounts

Grant award period is for 36 months.

OVW anticipates the award period will start on October 1, 2023 and ends September 30, 2026.

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

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



A photograph of a desk setup. In the foreground, there is a spiral-bound notebook with a calendar page visible, showing dates and some handwritten notes. The notebook is resting on a brown folder. To the right, a portion of a silver laptop is visible, showing the keyboard. The background is a light-colored wooden surface.

# Types of Applications

**New:** applicants that have never received funding or whose previous funding expired on or before March 31, 2022.

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**Continuation:** applicants that have an existing or recently closed award (closed after March 31, 2022) under this program.

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# Overview of Mandatory Program Requirements



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- Refer to the full list on pages 14 through 18 of the solicitation.
- Must be completed by all applicants funded under this program.
- Includes Statutory and other Program Requirements.
- Includes OVW-sponsored Technical Assistance Trainings and a New Grantee Orientation.
- Includes specific staffing requirements.



# Mandatory (Statutory) Program Requirements



## Coordinated Community Response

Create a coordinated community response (CCR) including both organizations external to the institution and relevant divisions of the institution

## Mandatory Prevention and Education Program

Establish a mandatory prevention and education program about sexual assault, domestic violence, dating violence, and stalking for all students

## Ongoing Law Enforcement Training

Provide ongoing training to all campus law enforcement to respond effectively to sexual assault, domestic violence, dating violence, and stalking

## Ongoing Resolution Process Training

Provide ongoing training to all participants in the resolution process, including the campus disciplinary board, Title IX Coordinator's office, and the student conduct office to respond effectively to situations involving sexual assault, domestic violence, dating violence, and stalking.



## Other Mandatory Program Requirements

Campus Program grantees also must comply with the following additional mandatory program requirements:

1. Providing confidential victim services and advocacy.
2. Working closely with OVW TA providers throughout the entire project period.
3. Follow the appropriate staffing and other requirements for New and Continuation grantees





## New Grantees:

- Engage in a one-year planning period.
- Attend a minimum of five trainings and one New Grantee Orientation.
- Support a Project Director –at least .75 FTE.

## Continuation Grantees:

- Participate in New Grantee Orientation and TA Institutes as directed by OVW.
- Implement new activities beyond the statutory and program requirements.
- Support a Project Director at least .50 FTE unless can provide justification that less time won't impede project implementation.

Note: The Project Director must not be a Title IX Coordinator, victim advocate, or confidential advisor and must not be located in or supervised by the Title IX office or any Title IX position.





# Application Components



Complete applications contain all of these components



A photograph of a person wearing a beige jacket, sitting at a desk and writing in a notebook with a gold pen. The desk also has a laptop, a smartphone, and several papers. In the background, another person in a blue and white striped shirt is partially visible. The image is partially obscured by a dark blue geometric overlay on the right side.

## Summary Data Sheet

Quick synopsis of key aspects of the proposal.

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Answer each criteria included.

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Data is used in the initial review of the application.





## Project Narrative

This section contains three components: **Purpose of the Application, What Will Be Done, and Who Will Implement**

This section provides the most details about the need for the project, the community to be served, what activities will be conducted during the award period and the expertise, experience, and roles of key staff and partner agencies.

This section carries a significant point value so attention to detail is critical for this section. This document cannot exceed 20 pages.

Must be double spaced.

Can include charts which can be single spaced, however should not make up most of the narrative portion.



## Purpose of the Proposal

Describes the need for the project and helps reviewers understand your specific campus community needs.



Common mistakes include providing too much information, information that is not relevant to the proposed project, or not enough information to be responsive to what is being asked.





## What Will Be Done

Detailed information that clearly describes the activities and strategies to support your proposed project.

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Information should be clear and detailed so that reviewers understand how the proposed activities will meet the needs identified in the purpose section and the program requirements listed in the solicitation.

# Common Mistakes

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## What Will Be Done

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Partially answering the criteria listed in the solicitation.

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Not including concrete activities and strategies that will be developed and/or implemented to meet the OVW priority areas

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## Who Will Implement

Identify who are the key individuals, departments, and organizations involved in the proposed project.

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Demonstrate that the individuals, departments, and organizations identified have the capacity to address the stated need and can successfully implement the proposed project activities, therefore, providing details on their expertise and experience is critical here.

# Budget Detail Worksheet and Budget Narrative



A few quick things before we turn it over to a financial analyst from our Grants Financial Management Division.

Make sure to include:

- The required time for the Project Director.
- The required allocation for technical assistance trainings: \$60,000.
- No more than 20% for Indirect costs: Modified Total Direct Cost.
- 20% or more of funding if proposing to develop a victim services program.
- No more than 3% for assessment if proposed.



# Grants Financial Management Division



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## Data Requested with Application (survey)

- Single Audit (threshold and fiscal year)
- IRS three-step safe-harbor procedure– Executive Compensation –
  - Sample Disclosure Letter
  - Address all four parts

## Pre-Award Risk Assessment

- This is now a survey that must be completed in JustGrants.
- Eleven questions; Multiple parts to each question
- Most Common issues:
  - Brief list of policies and procedures not provided
  - Budgeted vs. Actual process not provided
  - Record Retention policy not provided
  - Knowledge of rules and regulations

## Financial Resources

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Training for OVW Applicants –  
<https://www.justice.gov/ovw/resources-applicants>



Uniform Guidance - 2 CFR Part 200  
<https://www.ecfr.gov/cgi-bin/text-idx?node=2:1.1.2.2.1>



DOJ Financial Guide –  
<https://www.justice.gov/ovw/page/file/1298396/download>



Program Specific Solicitation –  
<https://www.justice.gov/ovw/open-solicitations>







# Contact Information

OVW GFMD Helpdesk:  
1-888-514-8556  
[OVW.GFMD@usdoj.gov](mailto:OVW.GFMD@usdoj.gov)





## Memoranda of Understanding

**Applicants must submit two MOUs: an Internal MOU and an External MOU.**

Internal MOU represents the relationship between all campus partners.

External MOU represents the relationship between the campus(es) and external partners.

Must represent a commitment to the full length of the project (36 months).

Cannot be an existing MOU. Must be developed at the time of the proposal.

Signatures should be continuous and can be on multiple pages.

Letters of Support or Commitment cannot be submitted in lieu of an MOU.



## Memoranda of Understanding, Cont'd

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### Internal MOU (IMOU)

Describe how each partner would contribute to the project

Provide information on confidentiality and privilege restrictions for each partner

Address how privacy and informed consent will be used to ensure victim confidentiality

*A single document signed by all campus partners on the project.*



## Memoranda of Understanding, Cont'd

## External MOU (EMOU)

- Provide a description of information sharing, confidentiality and privilege restrictions for each partner

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- Address how privacy and informed consent will be used

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- Describe the resources how each partner would contribute to the project

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- Identify a mechanism for reimbursement by all external partners.

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*\* Must include, at a minimum, both the external victim services organization and criminal justice partner.*



# Common Mistakes

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## MOUs

There is no page limit for the MOUs so there is no reason to shorten the details required for each criteria.

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Missing signatures, especially the signatures of the required partners. Every person and/or organization listed in the MOU must sign the MOU.

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Submitting outdated or existing MOUs that are not developed based on this project.

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Including a clause that partners may withdraw from the project at any time. This raises concerns about the commitment of the partners to the project.

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## Tips for Submission

Read the solicitation.

Submit All required documents.

There is clear link between project strategies and activities address the areas that you have identified in the Purpose of the Application section.

Use the Application Checklist on pages 50 of the solicitation.

Allow plenty of time to gather required information for the application.

To avoid any possibility of missing the submission deadline, submit your application as far in advance of the deadline as possible.

Make sure the application is easy to read and follow for all of the reviewers.

Print out the application before submitting it to ensure appropriate formatting and adherence to page limit requirements.

If your name and contact information is listed as the Application Submitter, please monitor your inbox for correspondence from Grants.gov and JustGrants.



# JustGrants Submission Changes



## Tips for Submission Cont'd

**Grant Package ( 13780609 )** **PENDING-DRAFT** ⌚ Due: February 23, 2023 9:00:00 PM EST Actions

**Pre-Award Risk Assessment** +

[Upload](#)

The recommended files to upload are PDF, Microsoft Word and Excel.

**Summary Data Sheet** +

[Upload](#)

The recommended files to upload are PDF, Microsoft Word and Excel.

**Proposal Narrative** +

[Upload](#)

The recommended files to upload are PDF, Microsoft Word and Excel.

**Solicitation Instructions**

- > Standard Applicant Information
- ✓ Proposal Abstract
- Proposal Narrative**
- > Budget and Associated Documentation
- MOUs and Other Supportive Documents
- Additional Application Components
- > Disclosure And Assurances
- Other
- Certify and Submit

**Participants (3)**

- Julie Christianson  
Entity Administrator ✉ ☎
- Laura Nash Frisch  
Authorized Representative ✉ ☎
- Julie Christianson ✉ ☎

✓ **INITIATE** > **COMPLETE AND SUBMIT** > REVIEW > BUDGET REVIEW > AWARDPACKAGEREADY

[Back](#) [Save](#) [Continue](#)



Tips for  
Submission  
Cont'd

**JustGrants  
Submission Changes**

**BUDGET SUBMISSION**

**No Web-Based Budgets**

The budget detail worksheet and narrative will be submitted as an attachment

OVW strongly encourages applicants to utilize the budget samples provided on OVW's website for budget submissions.





# Contact Us

Questions about the Campus  
Solicitation

[OVW.Campus@usdoj.gov](mailto:OVW.Campus@usdoj.gov)

Questions related to the  
budget or financial aspects  
of the Campus Solicitation

OVW GFMD Helpdesk:

1-888-514-8556

[OVW.GFMD@usdoj.gov](mailto:OVW.GFMD@usdoj.gov)





# Questions





*That's all Folks!*

Thank you!