

LATINISHA LEWIS: Good afternoon, everyone. We are excited to be with you today to provide information and tips on application submissions for the Campus Program. My name is Latinisha Lewis, and I am a Grant Management Team Lead and a member of the Campus unit. My co-presenter today is Kimberly Shamberger, Grant Management Specialist. Before we begin, I'd like to introduce the team. Our Supervisor is Associate Director Darlene Johnson. The remaining Grant Management Specialists on the Campus unit are Jessica Neal, Maria Cristina Pacheco Alcala, and Veronika Murrut. Our wonderful support staff is Essence Dickens, Grant Administrator Specialist. And our colleague with all the grants financial expertise is Mychal Sterling, who also joins us today.

The purpose of the Pre-Application Information Session is to highlight key points in the solicitation. It's not the intent, nor is there sufficient time, to go over every aspect of the solicitation. Therefore, the agenda for this session addresses changes in the program, eligibility requirements, key submission information and deadlines, program information (including requirements), federal award information, application components, and tips for submission.

All applicants are responsible for reading the FY 2023 Campus solicitation and the OVW Solicitation Companion Guide to ensure that a complete application is submitted. OVW staff cannot comment on the quality of an applicant's proposed project or provide any information outside of what is included in the solicitation. However, Campus Program staff will be available to respond to questions about the application requirements throughout the period that the solicitation is open. Please feel free to send questions to the Campus mailbox at OVW.Campus@usdoj.gov. At the end of the webinar, this PowerPoint and script will be available on OVW's website, and a link to the recording will be available in approximately 14 days. Materials will be posted in both English and Spanish, once translated. Before we get started, you may find it helpful to have a Campus solicitation in front of you as a point of reference during this information session.

There is a lot of information to cover, so we will stop periodically to allow for questions. However, there may be a moment when we will need to move on to ensure all information is covered before the end of this webinar. We may be unable to address all of the information included in the PowerPoint; however, the slides will be posted for your reference. We will ask that you submit all questions in the chat box to ensure we can capture them. We will read the question aloud so all participants know which questions we're responding to. Lastly, please, please don't jump ahead and ask questions that have not been covered, as we're sure that, as we continue with the webinar, your question will be answered or that you will have an opportunity to ask that question at the end of the webinar.

If you are familiar with the Campus Program, either as a prior recipient of funding or as a prior-year applicant, there are numerous changes that we want to highlight in the FY 2023 solicitation. Many of the changes are the result of the Violence Against Women

Act Reauthorization of 2022. But other changes were made to reduce the amount of information requested in an application submission.

The first change to mention is that we have removed the consortium project type. In this solicitation, you can apply as a single institution only. If you were previously awarded as a consortium, we are no longer supporting that project type this year.

In addition, there are three new statutory purpose areas in the solicitation, which expands the activities that can be funded. The first one is focused on training campus health centers and appropriate faculty on how to respond and recognize gender-based violence. The second is focused on training of campus personnel on how to use victim-centered, trauma-informed interviewing techniques. And the third is to develop and implement restorative justice practices. These new purpose areas are exciting new efforts to undertake, and we look forward to seeing what campuses propose in their applications to address them.

Another set of changes are to the statutory minimum requirements for prevention and student conduct. Prior to FY 2023, one of the statutory requirements was to provide mandatory training for all incoming students. This year and beyond, the requirement has been changed to provide mandatory training to all students. And in this solicitation, we have outlined three ways you must demonstrate that you've trained all students.

For the requirement to provide ongoing training to all disciplinary board members, these trainings have been updated to expand who should be trained.

The remaining set of changes reflect programmatic updates. For example, the award amounts were increased from \$300,000 to \$400,000 for 36 months. While the indirect cost rate limits remain, there was an increase from 10% to 20%. The mandatory OVW TA allocation was increased from \$40,000 to \$60,000 for 36 months to account for the increase in travel expenses and to include travel to the New Grantee Orientation. And lastly, we reduced and changed criteria required in application submissions in the following sections: What Will Be Done, Who Will Implement, and Memorandum of Understanding. If you are building your current submission based on an old application that you've developed, pay attention to these sections, as requested information has changed. It's important to review this solicitation so you don't lose unnecessary points in the application review because you didn't realize that new or different information is being requested.

Now let's begin with the most important thing: who is eligible to apply for funding. Eligibility is mentioned on the cover of the solicitation, as well as on page 16. Eligible applicants are limited to institutions of higher education. OVW is required to ensure equitable distribution of grants to historically Black colleges and universities and tribal colleges and universities. In addition, the Violence Against Women Act Reauthorization of 2022 included a 10% set-aside for HBCUs and a 50% set-aside for Hispanic-serving institutions, tribal colleges, and HBCUs. Most of the funding directed to these institutions will be utilized in a special initiative called Strengthening Culturally Specific Campuses,

Approaches to Address Domestic Violence, Dating Violence, Sexual Assault, and Stalking Initiative, or CSC Initiative for short. The Campus Program will also ensure that we meet these priorities in this solicitation, so we would love to see more of these institutions apply for funding to either solicitation.

All applicants under the Campus Program must submit two certification letters. If applicable, a third certification letter must be submitted. If an applicant proposes to provide legal services as part of the project or as part of victim services offered to survivors, then you must submit that third certification. All letters must be submitted on institution letterhead, signed and dated by the highest-authority official. For your campus, that may be the President, Chancellor, or Provost, or another designee with similar authority in the institution. As such, generally, these letters should not be signed by the Chief of Police or the Title IX office. The signatory must be designated by the President or highest official to sign on behalf of the university for any federal funding. The primary two certifications are the Certification of Eligibility and the Certification of Statutory Minimum Requirements. Failure to provide both certification letters and include the incorrect signatories will disqualify an application from further consideration. The signed certification letters must be uploaded as separate attachments in JustGrants. Sample letters for these certifications are located on OVW's website.

If an applicant is proposing to provide legal services as part of the project or victim services that are offered, a third certification, titled Delivery of Legal Assistance, must be submitted. Since this is a new requirement as a result of the Violence Against Women Act of 2022, an applicant won't be eliminated during the initial review of the application. However, before an award can be made to an institution, this certification would need to be submitted. As such, if this certification is missing, OVW will contact an applicant during the review process to submit only this certification letter. The signed certification letter should be submitted as a separate attachment in JustGrants if submitted with the application. Some common mistakes that applicants make with regard to eligibility are incorrect signatures, incorrect certification submitted, or failure to submit one or both of the required certifications.

In addition to the certification letters, there are two required partnerships. Without them, your application will be deemed ineligible and will not move forward in the review process. These partnerships must be reflected in the External Memorandum of Understanding, or EMOU. There must be at least one criminal justice agency, such as a local or tribal law enforcement agency, prosecutor's office, or court. It is important to note that an applicant with sworn campus law enforcement or sworn campus security officers is required to partner with an external criminal justice agency from the jurisdiction or tribe in which the campus is located. If an applicant has non-sworn campus law enforcement or security officers, then the campus must partner with a local or tribal law enforcement agency at a minimum. A campus may also partner with another criminal justice agency to strengthen their responses. And the second key partner is at least one domestic violence, dating violence, sexual assault, and stalking victim service provider within the community or tribe where the institution is located. For rural campuses, this may mean a victim services organization that serves multiple

counties or is located in another county. Eligibility is the area where many applicants make mistakes and are eliminated from further review. So, in your application submission, make sure to address all the required components.

Now, we will begin to address key submission information. The cover of the solicitation provides information on registering. Registration includes registering with the System for Award Management (or SAM) or Grants.gov systems, and registering with JustGrants. All applicants must first register with SAM and Grants.gov by April 11, 2023. Institutions must update or renew their SAM registration at least once a year to maintain an active status. The average time to register with SAM is about two to three weeks. For Grants.gov, the average registration time is about one week. As such, it is important to register with both systems as soon as you can to avoid the inability to submit an application. Registration with both systems must be completed before you can register with JustGrants. Second, applicants must register the Entity Administrator and the Application Submitter with JustGrants before the JustGrants deadline. Registration in JustGrants takes about three days. Within 24 hours of JustGrants receiving your SF-424 and the Disclosure of Lobbying form from Grants.gov, the applicant will receive an email from DIAMD-noreply@usdoj.gov with instructions on how to create a JustGrants account. You can find more information related to registration and deadlines on pages 39 of the solicitation.

As you begin the application process, you may notice a change that your institution now has a Unique Entity Identifier instead of your DUNS number. On April 4, 2022, the federal government stopped using the DUNS number and moved to the new Unique Entity ID, known as UEI. The Unique Entity ID is a 12-character alphanumeric value and, once issued, will not change. Entities that are currently registered in SAM.gov already have this ID, which can be viewed in SAM.gov. The transition to this ID will not impact an entity's registration expiration date or when renewal is necessary.

It is important to know that there is a two-step submission process. A complete Campus Program application has components of the solicitation that will be submitted in both Grants.gov and JustGrants. First, the Application for Federal Assistance form, or SF-424, and the Disclosure of Lobbying form, also known as SF-LLL, must be submitted in Grants.gov. The final deadline for submitting these two documents is May 4, 2023. If you do not submit these documents in Grants.gov by the deadline, you won't be able to submit the remaining components of the application at all. This deadline will not be extended, so make sure that you submit these initial documents as soon as you can. It is a critical step to completing your application submission.

The remaining application documents are submitted in JustGrants. The deadline for submitting the remaining documents is May 9, 2023. Remember, there are preliminary steps that must be taken before you can submit the remaining documents in JustGrants. For example, 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 in to JustGrants to review and invite the applicant's Authorized Representative before an application can be submitted. More information on

JustGrants roles is available on the JustGrants website. Remember to review the checklist on pages 46 and 47 to ensure you have submitted all required documents before finalizing your submission.

Applicants experiencing technical issues with JustGrants should contact the OVW JustGrants Support Desk as soon as possible. Please make sure to contact the OVW JustGrants Helpdesk, the information for which is provided in this PowerPoint and in the solicitation. There is another DOJ JustGrants Helpdesk that exists. But reaching out to OVW's Helpdesk will better support your ability to submit a timely application. If you experience any JustGrants technical issues, make sure that you continue to develop the proposal while you are working to address any issues. Applicants should follow the solicitation guidance regarding technical difficulties. This will enable you to submit a full proposal by the deadline using an alternative method if necessary.

Now that we have learned about the logistics of submitting an application, let's switch to talking more about the substantive components of the program funding. The Campus Program encourages a comprehensive coordinated community approach that enhances victim safety, provides services and supports 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. The key thing to remember is that the previously mentioned crimes are the focus of this grant funding. As such, your proposal cannot address bullying or general violence because these are out of scope for this program. In addition, sexual harassment can only be addressed when it is used as an umbrella term for these crimes, such as in the context of your campus policy.

The Campus Program now has 13 purpose areas as a result of the Violence Against Women Act of 2022. You are required to select one purpose area, but you can select more than one if it is relevant to the proposed project. We're not going to go over each of them, but they can be found on pages 6 to 8 of the solicitation. Please take a note that Purpose Areas 4, 6, and 7 have additional considerations. If you select Purpose Area 4, then several considerations are needed. You must allocate 20% or more of grant funding to provide direct victim services. This allocation excludes outreach and training activities. As well, if victim services include providing legal services, then the legal services certification must also be submitted with the application. Purpose Areas 6 and 7 cannot make up most of the budget or project activities. Since the goal of the program is to provide comprehensive approaches to these crimes, these purpose areas cannot be the only selected purpose areas. If your proposal includes items in Purpose Area 7, then, if awarded, approval must be granted by OVW prior to the purchase of these items. Therefore, you can include these items in your application submission.

Information regarding the FY 2023 OVW priority area for the Campus Program can be found on page 9 of the solicitation. The selection of a priority area is optional for an applicant. Should you choose to select a priority area, then your application will be assessed based on the extent to which you met it. So please be certain that you have

reviewed the requirements for the priority area. Applications that adequately address these priority areas will be given special consideration during the recommendation process.

The first priority area is to 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 one of the following: an Asian-American, Native American, and Pacific Islander-serving institution; a Native American-serving non-tribal institution; a predominantly Black institution; an Alaska Native-serving institution; a Native Hawaiian-serving institution; a historically Black college or university, tribal college or university; or a Hispanic-serving institution. You must be designated by the Department of Education as one of these institutions. You cannot be considered an emerging institution.

The second priority area is to 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. To qualify for this priority area, an applicant must include in their proposal activities tailored to meet the identified underserved populations, relevant partnerships with community-based organizations with expertise in working with the identified underserved populations, and budgetary resources to ensure accessibility of meetings or events and materials for the identified underserved population. So, for example, if you are proposing that your campus will work with students with disabilities, then the proposal should reflect the prevalence and dynamics of these crimes in this community, as well specific activities that address the unique needs of students with disabilities who are also victims of these crimes. There should be activities to ensure events and materials are accessible for various disabilities, and there should be relevant partners with expertise in working with people with disabilities and/or victims with disabilities. One mistake that many applicants make is to simply repeat what's written in the solicitation, and thus you don't receive priority consideration due to the lack of details provided.

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. Please reference page 9 of the solicitation as well as the Solicitation Companion Guide for the list of these activities. We're not going to go through them one by one. Instead, to assist you with submitting a strong application and developing victim-centered projects, we're going to go over some of them that have caused applicants to receive point deductions during application review. One activity: 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. Peer reviewers usually deduct points from the Project Narrative and the budget for applications that do not include information and/or designate funding for how applicants will make their services and/or products accessible to individuals with disabilities, LEP, or Deaf and/or hard of hearing. Please give this serious consideration when completing your application.

Another activity is failing to develop policies regarding confidentiality of information, informed consent, and mandatory reporting. This is another one that peer reviewers routinely deduct points for during the peer review process. Having these policies in place not only protects the safety of the victim but also enhances the working relationship between service providers and increases delivery of services to victims. Do not assume that peer reviewers will know that these policies exist because you are an institution of higher education. They are looking for information that details how victims' information will be protected, how you will obtain consent in accordance with best practices in the field should you need to share their information with colleagues. The only way for reviewers to know this is if the applicant includes this information in the Project Narrative.

Now, I will turn it over to my colleague Kimberly Shamberger to discuss out-of-scope activities.

KIMBERLY SHAMBERGER: The Campus Program has specific out-of-scope activities that cannot be supported with grant funds. Here are a few of the most common ones that have caused past applicants to receive point deductions during the review process.

Activities primarily focus on sexual harassment that do not involve domestic violence, dating violence, sexual assault, or stalking. This out-of-scope activity was updated to reflect that these crimes are now under sexual harassment in Title IX. It is important to emphasize that activities must focus on domestic violence, dating violence, sexual assault, and stalking, even if you utilize the umbrella term of sexual harassment to present these crimes.

Trainings, conferences, or materials focused primarily on Title IX and not on the crimes themselves. To utilize the term Title IX as an umbrella term, it is synonymous with identifying that these crimes are being addressed. Campuses can propose policy development; response protocols, including clarifying reporting structures; and ongoing trainings to address domestic violence, dating violence, sexual assault, and stalking, since they are covered under Title IX. But this grant is not meant to support Title IX compliance. As such, compliance should not be the focus of grant activities. Applications must clearly state that the activities are focused on domestic violence, dating violence, sexual assault, and stalking.

Another out-of-scope activity: purchase of anonymous web-based reporting systems, which includes law enforcement incident databases or apps for students. Applicants can include reporting systems that are for law enforcement use or information systems for victim services. For victim services databases, the survivors' information cannot be disclosed without the survivors' consent. The survivors should be able to opt out of including personal identifying information.

Please review the full list of out-of-scope activities on page 9 of the solicitation prior to writing your application to ensure you do not include any of the listed activities as part of

your project. We strongly urge you to review carefully the information we just discussed. We have seen applicants miss the funding cutoff score by just one point because of one of these activities that was included in the application.

While unallowable activities are listed on page 33, there are two common unallowable activities seen in the proposal. The first one: tuition reimbursement in lieu of salary of project staff. We often see this for graduate assistant positions. The second: fundraising. Applicants often include fundraising for the local victim services organization. While we like to see this type of collaboration between the campuses and the community partner, these activities cannot be supported as a part of grant-funded events or activities.

Now, we will stop to answer any questions you may have about the information covered thus far. Please send your questions in English or Spanish via the chat box.

JESSICA NEAL: Hi, Kim, everybody, this is Jessica. We have 12 questions thus far. The first question: "Please address whether additional points are awarded for projects that address an OVW priority area, LGBTQ."

KIMBERLY SHAMBERGER: I don't think we're going to give additional points for this area. You'll get points if you address that specific priority.

LATINISHA LEWIS: This priority area is optional. There are no points given. It is a consideration we'll have during recommendation. It's one of the factors we'll consider, but it does not give you a better chance, if that's your concern.

JESSICA NEAL: All right. Thank you for that. The second question: "Is this an annual competition or can you say if/when this will be competed again?" And I'm assuming that this applicant is speaking about the solicitation.

KIMBERLY SHAMBERGER: Yes, the solicitation will come out again next year. You can sign up for when our solicitations get released, which is on our OVW website. That way, you'll know when a solicitation is being released from Campus. But we don't have an exact time frame of when it will be released at this time.

JESSICA NEAL: All right. The next question: "For the summary of current and recent OVW projects form, can you define service area, size of service area, and size of target population?"

LATINISHA LEWIS: For this form, I would suggest for service area that you put the city where or town where your institution is located, the geographic size of that city or town, and the size of your target population would be your number of enrolled students.

JESSICA NEAL: Perfect. Thank you. The next question: "Please tell us again when the recording will be available."

KIMBERLY SHAMBERGER: I believe it will be available sometime between 10 to 14 days.

SPEAKER 1: That is correct. This is Leidos. That is correct. Thank you.

JESSICA NEAL: Thank you. "I saw a deadline for registering with the SAM as being April 11, 2023. Is that correct?"

KIMBERLY SHAMBERGER: That is correct.

JESSICA NEAL: Next question: "You suggest President, Chancellor, or Provost sign the certification letters. Is it also okay for the Chief Financial Officer to sign, if appointed by the President to sign contracts with the federal government?"

LATINISHA LEWIS: Yes. We have the caveat that other designees with similar authority—so if not the President, Chancellor, or Provost, it's any other person who is designated by them to be able to sign on behalf of your institution. So, the short answer is yes, the Chief Financial Officer can sign.

JESSICA NEAL: Perfect. "The SF-424 and lobbying form must be submitted by May 4. How soon after will we get the link to submit the rest of the proposal?"

KIMBERLY SHAMBERGER: I don't believe you'll receive a link. I think once you've registered, you should be able to go in and submit your whole proposal.

LATINISHA LEWIS: So, it's not contingent on you submitting your documents in Grants.gov. Its contingent on when you register. When you register in SAM and Grants.gov and then subsequently go back and register in JustGrants, just as Kim said, you're able to submit your documents after that. The only difference is that you have to do one step before you can do the other in terms of document submission. You have to submit the SF-424 and Disclosure of Lobbying forms before you can submit the others. The system will be open. It just won't allow you to submit the other documents.

JESSICA NEAL: All right. The next question: "Do we need to send our designation form, or is that something OVW checks with DOE?" I'm assuming the DOE that this applicant is referring to is the Department of Education.

LATINISHA LEWIS: That is correct. You are not required to send your designation form. You certainly can, but you are not required. It's optional.

JESSICA NEAL: All right. Next question: "If we have the PBI and/or HSI designation, do we have to submit the grant special initiative for Culturally Specific?"

LATINISHA LEWIS: I assume you are talking about the CSC Initiative. These are two different funding streams. So, you would need to make a choice, because you will not receive funding from both. You certainly can apply to both of them, but you won't

receive funding from both. So, if you are a predominantly Black institution, you are eligible to apply for the Campus Program, and even if you're a Hispanic-serving institution, you can apply for the Campus Program. But you can only apply to the CSC Initiative if you have an HSI designation. If you are only a predominantly Black institution, you could not apply to CSC. So, you have an option, you're lucky. You can apply to both, but you will only get funding under one.

JESSICA NEAL: Thank you. Next question: "If designated as a Hispanic-serving institution, do we also have to address the priority area of advancing racial equity in order to get priority consideration as a Hispanic-serving institution?"

LATINISHA LEWIS: By nature of being an HSI, you technically already meet that priority area. There is no additional work you have to do.

JESSICA NEAL: All right. Next question: "Does committing to a priority area influence the chance of being awarded?"

KIMBERLY SHAMBERGER: No.

JESSICA NEAL: All right. Next—were you going to continue, Kim, or can I go on to the next question?

KIMBERLY SHAMBERGER: You can go on.

JESSICA NEAL: All right. We do have other questions. I don't know if you want to take one more, but we do have other questions that have come in after the one that I'm about to read.

LATINISHA LEWIS: I think we'll take one more, and then we'll move on.

JESSICA NEAL: Perfect. Okay. Last question for this particular segment: "What if your college provides accessibility services and you do not budget funds to provide accessibility?"

KIMBERLY SHAMBERGER: You would just mention that in your application, that you will not need those funds.

LATINISHA LEWIS: You'd have to, one, put it in your MOU that that department is providing that resource in kind. And then in your Budget Narrative you would have to say, "Services are being provided by our college and they are being provided in kind." So, you would have to tell us, otherwise the reviewers are going to look at that budget and say, "But they haven't designated any money for accessibility." So, in the narrative of the budget, simply state, "We're going to utilize the services of Department of Disability Services, who will provide in-kind services."

JESSICA NEAL: All right. And for the essence of time, we will hold the remaining questions until the end of the webinar, and at this time we will proceed with the rest of the webinar.

KIMBERLY SHAMBERGER: Thank you, Jessica. So next, we will discuss key award information to consider as you develop your proposal. The grant award period is for 36 months, tentatively beginning on October 1, 2023, and ending on September 30, 2026. Applicants should submit applications with project activities and budgets that reflect this period. In FY 2023, awards will be made up to \$400,000 for the entire 36 months. It is important to note that 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.

Both new and continuation applicants are being accepted. New applications are those that never received funding under the Campus Program or whose previous funding expired on or before March 31, 2022. Continuation applications are those that have an existing Campus grant or whose Campus grant closed after March 31, 2022. Grantees that were awarded a Campus grant in FY 2021 and FY 2022 are not eligible to apply as the lead applicant or be a partner subrecipient of an FY 2023 proposal under this program. In addition, satellite or branch campuses of an institution are not considered separate institutions. Therefore, an institution with multiple satellite or branch locations must apply as a single applicant. The Campus Program has eliminated the restriction on the number of times a campus can receive funding. As such, applicants that have received three or more prior cycles of funding will be supported in FY 2023.

For the overview of mandatory requirements, please refer to the full list on pages 12 through 14 of the solicitation for detailed information on the mandatory requirements. The requirements must be completed by all applicants funded under this program. The requirements also include OVW-sponsored technical assistance, including trainings and webinars, and a New Grantee Orientation and staffing requirements.

There are four statutory requirements that all applicants must certify that they will implement when applying for funding. If you have applied previously or have current funding, it is important to note that these requirements have changed as a result of the VAWA '22. Applicants must create a coordinated community response (CCR) to these crimes. You also must establish a mandatory prevention and education program for all students that includes three components: training for incoming students, bystander training, and ongoing prevention efforts. You also must provide ongoing training to all campus law enforcement and provide ongoing training to all participants in the solution process, including the campus disciplinary board, Title IX Coordinator's office, and the student conduct office. This means that investigators and individuals responsible for appeals and sanctioning must attend these trainings. If funded, at the end of your award you must demonstrate that your campus met these requirements with or without grant funding.

Applicants that receive funding under the Campus Program are required to engage in and provide other required activities throughout the award period. Applicants must also offer confidential victim services and advocacy. This requirement is to provide access to 24-hour confidential victim services and advocacy to survivors of these crimes, regardless of whether the services are located on campus, co-located, or as a referral relationship with a community partner. Applicants must work closely with OVW technical assistance providers throughout the entire project period. And last, applicants must adhere to the following project requirements.

New grantees will engage in a one-year planning period. This means that implementation activities cannot be conducted. This is important to consider in your budget development. As your campus considers activities in the implementation phase of the project, these activities should be budgeted for two years, not three.

New grantees will attend a minimum of five trainings and one New Grantee Orientation. These events should be included in your budget as OVW-mandated travel. We will discuss this in depth when we get to the budget section.

New grantees must support a Project Director at least 0.75 FTE of the award. During this dedicated time, the Project Director should be working on grant implementation activities only. It is at the campus' discretion if it wants to support this position at a higher FTE with or without grant funding. In addition, this position cannot be split between two people.

For continuation grantees, you must implement new activities beyond the statutory and program requirements. This will be addressed after the award.

Continuation grantees must support a Project Director at at least 0.50 FTE, unless a justification can be provided that the lesser time won't impede the project implementation.

For both new and continuation grantees, a supervision requirement exists. The Project Director should not be supervised or housed in the Title IX office or with any position serving a Title IX role. There is no exception to this requirement at this time. In addition, the Project Director must not be a Title IX Coordinator or a Victim Advocate, or serve in a confidential advisor role.

On the next slide, we have application and submission information. Please refer to the solicitation beginning on page 19 for specific information related to the content and format of application submissions. All applications must include the following five components: a Project Narrative, a Budget Detail Worksheet and Narrative, a Memorandum of Understanding (to include both External and Internal MOUs), a Certification of Eligibility, and a Certification of Statutory Minimum Requirements. If applicable, a Certification of Legal Assistance must also be submitted. Applications that do not include these components will be considered substantially incomplete and will not be considered for funding.

The Summary Data Sheet provides a brief snapshot of your project. The data is used in the initial review of your application. While this document is not scored and doesn't count toward the 20-page limit, it is important to capture key information about your institution and the proposed project in the Summary Data Sheet.

The Proposal Narrative consists of three sections: the Purpose of Application, What Will Be Done, and Who Will Implement. All of these are combined in the Proposal Narrative, which is worth a total of 55 points and is the bulk of the application. The Proposal Narrative must be double-spaced. This component of the application submission is where applicants provide detailed information related to their proposed project. Before I get into each section of the Proposal Narrative, it is important to discuss the page limit. It is imperative that you are mindful of the formatting and the number of allowable pages. The Proposal Narrative can include charts, which can be single-spaced. However, charts should be used sparingly and should not normally make up most of the narrative. Peer reviewers are instructed to stop reading and scoring this section at the page limit. You do not want to lose valuable points due to going over the page limit. With that said, the Proposal Narrative should be limited to 20 pages.

This section describes the need of 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. Follow the guidance on page 28 of this solicitation to ensure you are providing the required information. Also, keep in mind that this section counts toward the page limit. You want to be sure you are being responsive to the questions in this section, while at the same time ensuring you have enough pages remaining to provide detailed information on the proposed project. Strong applications find the balance between justifying the need and providing detailed information on how the need will be addressed. Continuation applicants should address what effects they have done previously to meet the statutory and program requirements, but also what gaps remain and/or how you will want to build on previous efforts such that you are seeking funding again.

What Will Be Done. This is the section where you will describe what you are going to do with grant funds. This year, we have changed some of the criteria in this section because we know that awarded institutions will be developing a strong strategic plan during the first year of the award. As such, we have reduced criteria in this section to key information that we want to know about your project. Information provided in this section should be clear and detailed so that reviewers understand how the project will fully address the components listed. For example, there is a difference between stating, "We offer victim services by providing them with a community partner services organization" versus "Victim services are offered by the X rape crisis center, who provides crisis information, intervention, courts, legal advocacy and representation, safety planning, and risk and lethality assessments for domestic violence victims."

Some common mistakes to avoid in this section are: not fully answering the criteria in the proposal. Sometimes applicants will answer only part of the criteria, which results in partial credit when assessing your proposal in the application review. Another mistake is not including concrete activities and strategies that will be developed and/or implemented to meet the OVW priority area that the applicant has identified on the Summary Data Sheet.

Who Will Implement the Project. In this section, the applicant should identify who are the key individuals, departments, and organizations involved in the proposed project. This section does not list all the partners on the project. All partners should be reflected in the MOU. This section must demonstrate that the individuals, departments, and organizations identified have the capacity to address the stated need and can successfully implement the proposed project activities. Therefore, providing details on their expertise and experience is critical here. In addition, clearly specify each organization's and individual's role in the project. If you're planning to hire one of the key positions, provide a brief description of the experience you hope to have and the responsibility of this position.

In FY23, you would notice that we added criteria to this section regarding the commitment, dedicated time, and use of the Project Supervisor's position to obtain leadership, buy-in, and support for the project activities. We have found that the Project Supervisor is just as important as the Project Director in assuring the successful launch of and continued progress in the project. If you are addressing the priority area related to underserved populations, you must identify the campus or community partner with expertise working with the identified underserved population and the services they provide to meet the needs of this population. As a friendly reminder, this section is also part of the page limit. Make sure to keep this section focused on who is involved in the major project activities and who is most responsible for ensuring that the goals and objectives of the proposed project are met.

The biggest common mistake here is the lack of details regarding the demonstrated experience and expertise of key personnel. Applicants often don't provide the roles and expertise of each key individual, department, and organization in this project in this section. Instead, the applicant will refer to the MOU. Applicants miss receiving points in this section because the required information is included in the MOU instead of in this section. As such, the points associated with these criteria in this section will not be applied if they are located elsewhere.

It is important to know that applicants will be submitting an attachment for this budget within JustGrants. We are not using the web-based budget as we have done in previous years. During the peer review process, the reviewers will be assessing and scoring the budget to ensure that basic requirements are met and that it does not include any unallowable activities and/or expenses. It is the applicant's responsibility to read this section thoroughly to support a proper budget. Applicants must submit reasonable bases for the resources needed to implement their proposed project. The budget should display a clear link between the specific project activities and the proposed budget

items. Specifically, the budget should not contain any items that are not detailed in the Project Narrative. The Budget Narrative must support all costs included in the budget, explain how the cost of goods and services were determined, and how they will fulfill the overall objective of the project. The budget must reflect 36 months of project activity. You should include funds to attend mandatory Campus Program training and technical assistance in the amount of \$60,000, with an additional \$10,000 added for applicants from the U.S. territories, Alaska, or Hawaii. Applicants must include more than the minimum amount. This also should not exceed the budget cap, and it should not contain a match.

In developing the budget, applicants should financially compensate all project partners for their participation in any project-related activities, including but not limited to compensation for travel and time expenses to participate in project development, trainings, and implementation. The budget must include compensation for all services rendered by project partners, including the victim service provider, unless otherwise stated in the External MOU. If a partner is a state, local, tribal, or territorial agency and the partnership duties are conducted within the course of the agency's regular scope of work, the applicant does not need to compensate the partner, if an explanation of this arrangement is included in the budget and External Memorandum of Understanding. In the budget, the applicant should include in the Budget Narrative that no compensation will be granted for this grant will be utilized.

Accessibility. The budget should also include funds to ensure project activities and materials are accessible to individuals with disabilities and students with limited English proficiency. For example, videos could be closed-captioned and translated into other languages. Written materials could be translated into different languages. Interpreters could be made available at events and/or in providing direct services to those who are Deaf or hard of hearing, or speak a language other than English.

Indirect costs. Indirect costs under the Campus Program have been revised but are limited to no more than 20% of Modified Total Direct Cost. This limit applies to both direct recipients and subrecipients of Campus Program funds.

Victim services. If you are proposing to develop, implement, or strengthen victim services, then the budget should allocate 20% or more of the grant funds to this activity. It must be allocated for direct services, to Supervisors only. It cannot include outreach and training activities.

Now, I'd like to introduce my colleague, Mychal Sterling, who is a Grant Financial Analyst, Financial Team Lead in the Grants Financial Management Division, also known as GFMD in OVW. He is going to provide you with additional information on the financial requirements of this solicitation.

MYCHAL STERLING: Thank you. In the next couple of slides, we are going to focus on aspects of your application that relate to the documents that our financial team, the Grants Financial Management Division, or GFMD, reviews. More specifically, we'll

discuss some items that GFMD has identified from prior-year applications that would help with expediting our review process. For today, we're going to highlight certain aspects of the Pre-Award Risk Assessment and provide you with a link to a detailed webinar on how to develop the budget that will be included in your application. First, we'll highlight the items identified in the Data Requested with Application, which is completed by all applicants in a survey in JustGrants. A list of questions included in the survey appears at the end of the solicitation under the heading Survey Questions. Applicants should click on Survey Name, Pre-Award Risk Assessment to access the complete survey in JustGrants. Specifically, two items we would like to discuss are the single audit response and the IRS three-step safe-harbor procedure.

OVW requests that all applicants provide a statement as to whether they have expended \$750,000 or more in federal funds during their last fiscal year. If they have, they should indicate that and specify the end date of their last fiscal year. However, GFMD is finding that applicants do not always include all this information. Please ensure that this question is answered in its entirety on the Data Requested with Application survey.

Another item that we would like to highlight from the solicitation is specifically for nonprofit organizations. If you use the IRS three-step safe-harbor procedure to determine your executives' compensation, you are required to provide a disclosure letter. Page 36 of the solicitation provides further details and a link to a sample letter. Note that there are four required parts to this disclosure letter. The sample letter provided outlines all four parts of the disclosure letter. So please make sure to follow the sample and provide a response to each of the four parts.

The next item we would like to discuss is the Pre-Award Risk Assessment, which assists GFMD during their Pre-Award Risk Assessment review for all applications. Each applicant must prepare a response to all 11 questions. And each question has multiple parts. We've noticed from prior years that applicants do not always fully answer all parts of the questions, which in turn requires GFMD to reach out to the applicant, which may delay funding decisions. Some of the most common issues that we've encountered have been, for example, question 2, when the applicant indicates that they do indeed have internal policies, but they do not provide a brief list of topics covered in the policies and procedures. On question 3, some applicants fail to provide a brief summary of the organization's process for tracking expenditures—and more specifically, whether or not it tracks budgeted versus actual. These are a few examples, but in general, please make sure you read each piece of each question and provide a full and comprehensive response.

We will now quickly highlight some resources that are available as you are creating the budget to be submitted with your application. Over the last couple of years, GFMD has developed a detailed webinar presentation on how to develop a budget to be submitted with OVW applications. This presentation addresses some of the challenges that you may face with your budgets and provides some insight on OVW's budget review process. This webinar can be found through the link on the slide. Next is the Uniform

Guidance, which can be found at 2 CFR 200. You can use your favorite search engine to locate the Uniform Guidance. Other resources include the DOJ Financial Guide and the solicitation itself.

We know that this is a lot of information to process. So, if you have any questions about the GFMD information discussed, please feel free to contact the GFMD Helpdesk at 888-514-8556 or by email at OVW.GFMD@usdoj.gov. Thank you.

LATINISHA LEWIS: This is Latinisha. Thank you, Mychal, for that helpful information. Now, we'll briefly talk about the required Memorandum of Understanding, and then we'll move to questions. Applicants must submit two MOUs—an Internal MOU and an External MOU. Each MOU must represent a commitment of each partner to the full length of the project, which is 36 months. The MOU must be developed at the time of the proposal. Thus, it cannot be an existing MOU. And Letters of Support or Commitment cannot be submitted in lieu of the MOU.

A few common mistakes to note. There is no page limit for the MOU, so there's no reason to shorten details. Another mistake is missing signatures or an outdated or existing MOU. The MOU must be current and must be responsive to the solicitation requirements. Another mistake seen is including a clause that partners may withdraw from the project at any time. In application review, this raises concerns about the commitment of the partners to the project.

And now, we'll end and turn it over for questions from the chat.

MARIA CRISTINA PACHECO ALCALA: Hi, Latinisha. This is Maria Cristina. The first question we have is about tuition reimbursement: not allowed at all or not allowed in lieu of salary?

LATINISHA LEWIS: Do not include tuition reimbursement.

MARIA CRISTINA PACHECO ALCALA: The next question: "If a student-training software is purchased in Year 3 of the grant and it is a three-year contract, can the full three years of the contract be paid for with the grant or only one year?"

LATINISHA LEWIS: Excellent question. You can only pay for it for that last year. So make sure that you can only expend or incur costs during the award period. The grant can only supplement it or pay for that online tool for the amount of time you have on the grant. That's an important distinction. Thank you.

MARIA CRISTINA PACHECO ALCALA: "Can you please restate how long registration in JustGrants normally takes?"

LATINISHA LEWIS: I think I said three days. I'd have to go back to the slide. I can't remember. Hold tight. Let me check.

JESSICA NEAL: So, while you're checking, I do believe it is three days, though. I'll go ahead and let you confirm. This is Jessica.

MARIA CRISTINA PACHECO ALCALA: The next question: "If this recording is not released for 14 days, we will be very close to the submission date. Can the PowerPoint be distributed while we wait for the full recording?"

LATINISHA LEWIS: I would suggest that you review the prior recording. We did another recording on March 30, and that PowerPoint is up. It's the same information.

MARIA CRISTINA PACHECO ALCALA: "Can you provide the URL for starting with a new JustGrants account?"

LATINISHA LEWIS: I think that information is included in the solicitation. I don't want to be wrong. I'm not looking at the solicitation right now. I would tell you to look at the solicitation.

MARIA CRISTINA PACHECO ALCALA: The next question: "Is the resolution process a general term that includes student conduct, Title IX, investigations, and hearing board, or do we need to specifically list each?"

LATINISHA LEWIS: It is an umbrella term that we use for that process. But each campus is different in terms of how they're designed. So, you will need to list the individuals who will be trained.

MARIA CRISTINA PACHECO ALCALA: "Can we use the funds on stipends for graduate social work and public health internship students?"

JESSICA NEAL: Yes, you can. You just need to make sure you specify that in your summary or justification.

MARIA CRISTINA PACHECO ALCALA: "Is there a paper version of the application, or are we creating our content in a word processing system for this checklist on page 50 of the solicitation? We have a sponsor program who submits applications on behalf of faculty and staff."

LATINISHA LEWIS: It really depends on the documents being requested. Some documents are electronic, such as the 424 and the Disclosure of Lobbying. And there are other documents that you can upload to the system.

MARIA CRISTINA PACHECO ALCALA: "What is an appropriate way to say if a department will cover costs above and beyond grant costs? For example, our budget covers salary and travel and doesn't leave room for much else. We intend to cover marketing, translations, and interpreting from our departmental budget. Do we just note X department will defray cost for X, Y, and Z?"

LATINISHA LEWIS: I think for some costs that are going to be in kind, you do not need to include anything in the budget. But I would definitely say, for accessibility costs, you do want to make a note in that budget that the costs are being done in kind. Other in-kind costs, you don't necessarily need to include.

MYCHAL STERLING: This is Mychal, to confirm that is correct. The other in-kind costs do not need to be included in the budget.

JESSICA NEAL: Before we continue with the next question, for the person who had the question about registration in JustGrants, it takes about three days.

MARIA CRISTINA PACHECO ALCALA: For the next question: "So, just for clarification, as a previous and current subrecipient who is now applying as an individual applicant, are we considered a continuation applicant or new?"

LATINISHA LEWIS: The way it's written for new applicants this year, you would be considered continuation.

MARIA CRISTINA PACHECO ALCALA: "If we do Priority Area 2, can we focus on one population or must there be multiple?"

JESSICA NEAL: You can focus on the one population.

MARIA CRISTINA PACHECO ALCALA: "Our education director is also honorarily designated as a Deputy Title IX Coordinator. Could the Project Director report to this person?"

JESSICA NEAL: No. You will not be able to report to that person due to their role.

MARIA CRISTINA PACHECO ALCALA: And now I'll pass it on to Jessica, who will continue with the questions.

JESSICA NEAL: Absolutely. Thank you so much, Maria Cristina. The next couple of questions are, the first one: "Can the Program Director engage in direct services through a campus-based advocacy office as a Victim Advocate?"

LATINISHA LEWIS: The Project Director cannot be a Victim Advocate. They can refer to Victim Advocates. They can have a referral relationship to a Victim Advocate, but they cannot serve in a victim advocacy role or any position that's going to have similar activities, such as a confidential advisor.

JESSICA NEAL: All right. Thank you for that. Next question: "On page 32 of the solicitation packet, questions 4 and 5 refer to the Project Supervisor. Is this the same as the Project Director or someone different?"

KIMBERLY SHAMBERGER: These are two different positions. Either you would be the Project Director on the grant or you can have a Project Supervisor working along with you on the grant.

JESSICA NEAL: Next question: “If our victim service provider campus advocate provides court accompaniment, is that considered legal assistance?”

LATINISHA LEWIS: No, we’re talking about legal representation or legal advocacy.

JESSICA NEAL: Next question: “To clarify, once a new grantee is notified that they received an award, they must engage in a one-year planning period before they can begin to use grant funds.”

LATINISHA LEWIS: You are able to use grant funds. You’re just limited at what you can use them for. Because you’re in a planning period, you cannot do any implementation. But you certainly could use grant funds to pay for the Project Director and potentially for the project partners if they’re helping you in planning.

JESSICA NEAL: Next question: “Can you please clarify the 0.75 FTE requirement? Can only the Project Director do this job? A new employee would need to be hired for this role?”

LATINISHA LEWIS: The person who is in this role as Project Director, 75% of their time must be used doing this grant. So that is at your discretion, whether you want to hire someone new or utilize someone at the institution. But the majority of their time must be utilized on the grant.

JESSICA NEAL: Next question: “Is the Who section a repetition of the partners listed in the MOUs? To clarify, if listed on an MOU, then should they also be listed here?”

KIMBERLY SHAMBERGER: No. Only your partners are going to be listed in the MOUs. The Who section is just place where you will list the people in your departments.

LATINISHA LEWIS: You will also list the community partners, but it is only the key ones. So, you’re probably listing your two required partners—the victim services agency and the law enforcement agency. Remember, we said only the people who are most responsible for the project. The MOUs are going to list every possible partner that’s going to be on the project. The section is only looking for the key people.

JESSICA NEAL: The next question: “Can the Project Supervisor be a Title IX Coordinator?”

KIMBERLY SHAMBERGER: No, they cannot play a role in the Title IX office.

JESSICA NEAL: Next question: “Can you detail how to properly calculate the MTDC for this grant or give reference on where to find?”

LATINISHA LEWIS: I'll defer to Mychal on the Modified Total Direct Cost.

MYCHAL STERLING: Yes. I'm looking at the Uniform Guidance, on the definition. They do break down what is considered to be a part of the Modified Total Direct Cost, and it would be all direct salaries and wages, fringe benefits, materials, supplies, travel, and up to \$25,000 of each subaward that the applicant may have. The Modified Total Direct Cost excludes equipment, capital expenditures, charges for patient care, rental cost, tuition reimbursement, scholarships and fellowships, participant support costs—and again, like I said, it's up to \$25,000 of the subawards you may have. You can locate this in the Uniform Administrative Requirements, or the Uniform Guidance, under Definitions. And Definitions is part 200—part 201 is the first section of the Uniform Guidance. Just look for Modified Total Direct Cost. And if you have an indirect cost rate agreement, your agreement will specify what would be your Modified Total Direct Cost. Some may have it as solely salary and fringe, some may have all of their direct expenses. So those would be the two locations where you would find that information.

JESSICA NEAL: Thank you for that, Mychal. Next question: “Who is supposed to attend the mandatory trainings? Does the \$60,000 also include community partners or just the institution applying for funding?”

KIMBERLY SHAMBERGER: The individuals who will be attending, it would be up to seven people required to attend those trainings. And they can consist of who's part of your law enforcement, your prevention, and student conduct. And that information can be found in the solicitation and in your welcome letter that was sent out to everyone.

LATINISHA LEWIS: I think for the purposes of application, you can certainly put simply in travel, OVW-mandated travel account for six to seven individuals. I will say it will depend on whether community partners will attend based on their role. As Kimberly said, if they're doing prevention, then you might have the community partners attend. If you have a law enforcement partner who is responsible for training or response, you might also ask them to attend. You could split some costs between the campus personnel and community partners. But for the point of submission for right now, you can put some breakdown of cost based on the number of people you know are going to attend. You know it's five trainings and one Grantee Orientation. You could split those costs for now. Later in the application process, we'll come back through as we're reviewing your application and maybe ask you to delineate that a little bit more. But for this purpose, if you don't know, don't worry.

JESSICA NEAL: Okay. Next question: “Can community partners be reimbursed for their time at CCRT meetings and other subcommittee meetings?”

LATINISHA LEWIS: Yes, they can, but you would need to know what their rate is, their labor rate. It can't be like a flat fee without some kind of justification of how you came to that fee. Sometimes what applicants will do is just say, we're going to pay both partners \$50 an hour, or whatever it is. And we'll ask, well, is the labor rate that the community

victim services agency charges \$50, and also \$50 for the community law enforcement partner? So, you would need some kind of determination for how you came to that amount. But you certainly could compensate that.

JESSICA NEAL: The next question: “Do we simply list \$60,000 for travel, or do we assume travel from our location to Washington, D.C., in terms of air fare, hotel, and per diem rates, et cetera? And how many days are each of the trainings?”

LATINISHA LEWIS: You will be across the country, so you will not just be coming to D.C.—although for the purposes of calculation, you could use D.C. as your basis for the cost for now. You will need to include things like flight and hotel and per diem and shuttle—you know, all your costs for traveling. As noted, you’re going to five trainings—six to seven people for the first three trainings and I think four people for the last two. And you’re going to a New Grantee Orientation as well. That takes one to three people. So you could budget roughly about four nights of hotel stay. That’s a good average.

JESSICA NEAL: We still have an abundance of questions. Given the time, we’re already at 3:57, would you like to take at least two more questions?

LATINISHA LEWIS: I would like to take those financial questions, so Mychal can answer them.

JESSICA NEAL: Sure. We did have one: “What is an example of an indirect cost?”

MYCHAL STERLING: An example of indirect cost would be general expenses that cannot be directly tracked to the grant. Generally, those would be administrative or faculty expenses, as indicated in the Uniform Guidance. These are usually, like I said, general expenses that cannot directly be tracked with the grant. If you want further clarification on that, the Uniform Administrative Requirements, the Uniform Guidance, provides detailed information on it, and you can always contact our Helpdesk and we can go more into detail with those questions.

JESSICA NEAL: Perfect. Thank you, Mychal. The next question: “Where is the Risk Assessment located?”

MYCHAL STERLING: In the solicitation, that information is under the Summary Data Sheet. There’s going to be a line, I believe it starts on page 24 into page 25. That’s Pre-Award Risk Assessment, and those will be the 11 questions. And that is the information that’s needed and then included as well. Below that will be also the information that we spoke about regarding the IRS three-step safe-harbor as well as the single audit requirements.

JESSICA NEAL: All right. I have two other budgetary questions for you. The first one of the two is: “To clarify on the budget, Budget Narrative, is this part of the Proposal Narrative or is this a separate document? Some of the information reads as conflicting within the grant guidelines.”

MYCHAL STERLING: Because you will be submitting a budget, your budget and Budget Narrative should be together. Now, they can be two separate documents, but they need to be associated with each other. So, if you have one document that is solely the computation and the line-item breakdown of the budget and then another document as a narrative for each of the line items, you are able to review it that way. Or you put it all as one document to reflect it all. We cannot tell you exactly which way to submit it, but the main thing is you want to ensure that full detailed information is included with your budget. That means computation as well as narratives for each of the line items as well as everything else that's required of you from the solicitation.

JESSICA NEAL: Perfect. And the very last budgetary question is: "Is there a sample budget, or is there a place where it can be found in the webinar?"

MYCHAL STERLING: There is a sample budget. I believe it's on our website and I want to say as well on the solicitation. But on our website, we do have a sample budget as well as the link to the webinar. It breaks down what is the information needed with the budget. But again, if you want more clarification, you have more detailed questions regarding your budget or creating the budget, please feel free to contact the Grants Financial Management Division Helpdesk, and we will be able to go more in detail if you have specific questions related to the budget.

JESSICA NEAL: Perfect. And those were the budgetary questions, so I will turn it back over to my team to conclude the webinar for today.

KIMBERLY SHAMBERGER: I will say if we did not get a chance to address your question, please feel free to send your questions to our Campus inbox, which is located here on your screen at OVW.Campus@usdoj.gov. You can also address any more questions you have for Mychal at OVW.GFMD@usdoj.gov.

LATINISHA LEWIS: Thank you, everyone. Have a great time, great week. Good luck to you all.

KIMBERLY SHAMBERGER: Bye.

LATINISHA LEWIS: Thank you so much.