U.S. Department of Justice
OVW
Office on Violence Against Women
Working Together to End the Violence

FY 2020 Grants to Reduce Domestic Violence, Dating Violence, Sexual Assault, and Stalking on Campus Program Pre-Application Conference Call

Wednesday, January 22, 2020
2:30 pm to 4:30 pm (EST)

Slide 1 – WELCOME AND INTRODUCTIONS

Welcome to the pre-application information session for the Fiscal Year 2020 Grants to Reduce Domestic Violence, Dating Violence, Sexual Assault, and Stalking on Campus Program (also referred to as the "Campus" program) solicitation. The Office on Violence Against Women (also referred to as "OVW") is hosting this webinar to go over the FY 2020 solicitation for the Campus program.

Slide 2

My name is Latinisha Lewis and I am a Grant Management Team Lead and member of the Campus Unit. The other Program Specialists on the Campus Unit are Rudelle Handy, a Senior Program Specialist, and Katherine Mera, a Program Specialist. Our supervisor is Associate Director, Darlene Johnson. The purpose of the pre-application information session is to highlight a few key points in the solicitation, however it is not the intent, nor is there sufficient time, to go over every aspect of the solicitation. All applicants are responsible for reading the FY 2020 Campus solicitation and the OVW Solicitation Companion Guide and ensuring 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 ovw.campus@usdoj.gov or call the OVW main line at 202.307.6026. At the end of the webinar, this powerpoint, script, and link to the recorded webinar will be available on OVW's website.

Before we get started, you may find it helpful to have the Campus solicitation in front of you for a point of reference during this information session.

There is a lot of information to cover so I will stop periodically to allow for questions, however, there will be a moment when I will need to move on to ensure all information is covered before the end of this call. I will ask that you submit all questions in the chat box and also ask that the questions raised are relevant to materials I previously covered. We will read the question aloud so all participants know which question we are responding to. We will also try to not repeat the question if already answered so your attention to the questions and answers are important.

Lastly, please don't jump ahead and ask questions that have not been covered as I am sure that as I continue the webinar your question will be answered or you will have the opportunity to ask a question.

If we have time at the end, I will open up for any remaining questions. Please remember to ask your questions in the chat box.

Slides 3 and 4 - ELIGIBILTY

Let's begin with the most important thing. Who is eligible to apply for grant funding? Eligibility is mentioned on the cover of the solicitation, as well as, on pages 10-12. Eligible applicants are limited to institutions of higher education. Foreign entities or programs are not eligible for funding under the Campus program.

In addition, all applicants under the Campus Program must also submit two certification letters. The letters must be submitted on institution letterhead, signed and dated by the highest authorizing official (e.g., President, Chancellor, Provost, or a designee with similar authority) of each of the participating institutions of higher education.

1. Certification of Eligibility
   All applicants must certify in writing that they are in compliance with section 485(f) of the Higher Education Act of 1965, as amended, which requires that all eligible institutions of higher education collect and report certain types of information about campus crime statistics and campus security policies for their respective campuses. A sample Certification of Eligibility Letter can be found on the OVW website at https://www.justice.gov/ovw/resources-applicants.

2. Certification of Minimum Requirements
   All applicants must certify that they have knowledge of and are committed to the full implementation of each of the statutory minimum requirements of the Campus Program.

*NOTE: For consortia, both certification letters are required from each member campus.

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

Slide 5 – REQUIRED PARTNERSHIPS

Lastly, in addition to the certification letters, there are two required partnerships. Without them your application will be deemed ineligible and thus will not move forward in the review process. These partnerships must be reflected in MOUs.

1. 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 required to partner with a criminal justice agency from the jurisdiction in which the campus is located. If an applicant has only non-sworn campus law enforcement or security officers, then the campus **must** partner with a local law

enforcement agency. A campus may also partner with another criminal justice agency to strengthen their responses. **and**

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

Ok, now I will stop to answer any questions you have thus far. Eligibility is the area where many applicants make mistakes. Please remember to send your questions via the chat box.

Slide 6 – DEADLINES and REGISTRATION

Applications are due by **11:59 pm Eastern Time on Thursday, February 12, 2020.** OVW will not accept late submissions except under limited circumstances as described on pages 26-27 of the solicitation.

In addition to the application due date, there are other important deadlines that affect your ability to submit an application. The cover of the solicitation provides information on "registering." Registration includes three steps: 1) obtaining a Data Universal Number System (DUNS) number; 2) registering with the System for Award Management (SAM) system; and 3) registering with Grants.gov.

Every applicant must obtain a DUNS number and register online with SAM and Grants.gov. The registration process can take several days and must be completed before applicants may submit an application. OVW strongly encourages applicants to start this process no later than **January 24, 2020.**

Every year applications are rejected during the submission process because the applicant's DUNS number and/or registration with SAM have expired or the applicant did not begin the registration process early enough. At the conclusion of this webinar, I suggest that you start this process if you have not already done so. Applicants that currently have a DUNS number and are registered with SAM and grants.gov should check their status to ensure that they have not expired.

You can find more information related to Registration on pages 26 of the solicitation.

Slide 7 - SUBMISSION and NOTIFICATION INFORMATION

All Campus Program applications will be submitted through Grants.gov. If you have questions specific to the registration or submission process through Grants.Gov, please contact Grants.gov at 1-800-518-4726.

Remember to review the checklist on page 35 and 36 to ensure you have submitted all required documents before finalizing your submission.

OVW anticipates notifying all applicants of funding decisions by **October 1, 2020.**

Slide 8 – KEY CHANGES FROM THE PREVIOUS YEAR
There are several key changes from FY 2019 solicitation that you should pay attention to. We will discuss these later, but I want to highlight them now.

There are some changes in the OVW Priority Areas. We have added two new priority areas: a rural priority area and a priority area to work with prosecution. Also we have removed the required elements that must be met under the stalking priority to allow applicants more flexibility in determining the proposed activities to meet the priority. Remember these are optional areas that applicants can propose to implement.

This year we have changed the title of the Project Coordinator to Project Director. This change reflects the expertise, experience, and the scope of work and responsibilities of this position.

Since 2007, OVW has limited the number of grant cycles for which applicants are awarded. This year, we will support applicants with three or more prior cycles of funding. If you are an applicant that fits into this category remember to pay attention to the specific criteria outlined for this type of applicant.

Lastly, there are changes in how an EMOU is submitted for consortia projects. Make sure to pay attention to your partnerships.

Slide 9 SECTION A: PROGRAM DESCRIPTION
Page 1 of the solicitation provides a brief description of the Campus Program.

The 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.

The key things to remember are: 1) comprehensive coordinated community approach AND 2) prevent, investigate, and respond to domestic violence, dating violence, sexual assault, and stalking. These crimes are the focus of this grant funding. As such, your proposal cannot address sexual harassment, bullying, or general violence because they are out of scope for this program.

Slides 10 and 11 – PURPOSE AREAS
The Campus Program has 10 purpose areas. You are required to select one purpose area, but can select more than one. I am not going to go over each one of them but they can be found on page 2 of the solicitation. I would like to take note of purpose areas 4, 6, and 7, as they have additional requirements.

Purpose Area 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 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. <u>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,</u> regardless of whether the services are provided by the institution or in coordination with community victim service providers.

<u>Purpose area 6</u>
<u>To develop, install, or expand data collection and communication systems, including computerized systems, linking campus security to the local law enforcement</u> 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.

<u>Purpose area 7</u>
<u>To provide capital improvements (including improved lighting and communications facilities but not including the construction of buildings)</u> on campuses to address the crimes of domestic violence, dating violence, sexual assault, and stalking. **(This requires additional post-award approval.)**

Purpose areas six and seven cannot make up the majority 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 seven, then if awarded, approval must be granted by OVW before purchasing these items. Therefore, you can include these costs in your application submission.

Now I will stop to answer any questions you may have about information I just covered. Please remember to send your questions via the chat box.

Slide 12 and 13- OVW Priority Areas
Information regarding the OVW Priority Areas for the Campus Program can be found on page 3 of the solicitation.

The selection of a purpose area is optional for an applicant. Should you choose to select a purpose area, then your application will be assessed based on the extent to which you met the priority(ies). Please be certain that you have reviewed the requirements for each priority area and that your project narrative and budget include activities and strategies to adequately address the specific priority area(s) selected. Applications that <u>adequately</u> address these priority areas will be given special consideration during the recommendation process. The priority areas are:

1. **Reduce violent crime against women and promote victim safety**
   1) Collaborate with local law enforcement agencies and/or local criminal justice agencies to incorporate lethality assessments and protocols into their coordinated response

strategies and ongoing trainings.

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 domestic violence, dating violence, sexual assault, and stalking.

2. **Increase efforts to combat stalking**
   To address this priority area, applicants must ensure that 50% or more of proposed grant activities address stalking. Applicant should ensure that proposed activities are focused only on stalking. Activities does not include staff time or resources.

3. **Address the specific challenges that rural communities face in responding to domestic violence, dating violence, sexual assault and stalking**
   To qualify for this OVW priority, an application must describe what makes the institution's geographic area rural (using U.S Census or other appropriate government data) and how isolated the area is from needed services.

Slide 14 - ACTIVITIES THAT COMPROMISE VICTIM SAFETY and RECOVERY
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. The Solicitation Companion Guide contains a list of these activities. I am not going to go through them one-by-one; instead, to assist you with submitting a strong application I am going to go over some of the ones that have caused applicants to receive point deductions during peer review.

- Procedures or policies that fail to include conducting safety planning with victims. It is not enough to say that you will conduct safety planning with victims. A strong application will provide details of how safety planning is incorporated into response protocols, procedures, and policies; how and when safety planning is conducted with victims; what is discussed during the safety planning process; and the distinction between safety planning for domestic violence vs. sexual assault vs. stalking survivors.

- Project designs and budgets that fail to account for the access needs of individuals with disabilities, with limited English proficiency, or who are Deaf or hard of hearing. Peer reviewers usually deduct points off the project narrative and the budget for applications that do not include information and/or designated funding for how applicants will make their services and/or products accessible to individuals with disabilities. Please give this serious consideration when completing your application.

- Failing to develop policies regarding confidentiality of information, informed consent, and mandatory reporting. This is another one that peer reviewers routinely deduct points for

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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 demonstrates that they exist or will be developed. The only way for the reviewers to know this is if they read it in your project narrative.

- Dissemination of information, education, or prevention materials that place blame on the victim or focus primarily on changing victim behavior.

Slide 15 - OUT-OF-SCOPE ACTIVITIES
OVW and the Campus program have specific out-of-scope activities that cannot be supported with grant funds. To assist with submitting a strong application, here are few of the most common ones that have caused past applicants to receive point deductions during the review process.

1. Activities primarily focused on sexual harassment.
2. Support for Title IX investigator or Coordinator positions, <u>trainings, conferences, or materials focused primarily on Title IX.</u>
3. Purchase of anonymous web-based reporting systems (excludes law enforcement incident/report databases) or apps for students.

Please review the full list of out-of-scope activities on page 4 of the solicitation prior to writing your application to ensure you do not include any of the listed activities in your project.
I strongly urge you to review, carefully, the information I have just discussed. I have seen applications miss the funding cut-off score by just one point because one of these activities was included in the application. Please do not be that application!

Slide 16 - UNALLOWABLE ACTIVITIES/COSTS
While unallowable activities are listed on pages 29 and 30 under Funding Restrictions, there are two common unallowable activities seen in proposals:

1. Tuition reimbursement in lieu of salary of project staff. We often see this for graduate assistant positions.
2. Fundraising. We often see this in proposals for campus to support the community partner by fundraising for them. This is an allowable activity.

Now I will stop to answer any questions you may have about information I just covered.

Slide 17 - AWARD PERIOD AND AMOUNTS
The grant award period is for 36 months, tentatively beginning on October 1, 2020 and ending on September 30, 2023. Applicants should submit applications with project activities and budgets that reflect this period.

This program typically makes awards in the range of $300,000 - $750,000. OVW estimates that it will make up to 50 awards for an estimated $20 million.

Funding levels under this program for FY 2020 are:

1. Individual Projects (as defined under sub-type): awards will be made for up to $300,000 for the entire 36 months; or
2. Consortia Projects (as defined under sub-type):
    A. Two to four institutions: awards will be made for up to $550,000 for the entire 36 months; or
    B. 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.

Slide 18 – TYPES OF APPLICATIONS
Both new and continuation applications are being accepted.

New applications are those that have never received funding under the Campus program as a lead institution or whose previous funding expired more than 12 months ago.

Continuation applications are those that have an existing Campus grant or whose Campus grant closed within the last 12 months. Grantees that were awarded a Campus grant in FY 2018 and FY 2019 are not eligible to apply as the lead applicant or be a partner/sub recipient of an FY 2020 proposal under this program.

Applicants may only submit one proposal to implement: either as an individual project or as a consortium project.

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 an individual applicant.

Applicants that have received three or more cycles of funding will be supported in FY 2020, however, if your third consecutive cycle was in FY 2017, then you cannot apply for continuation funding for FY 2020. If your third cycle was 2017, but there were gaps in funding, we may support your proposal should it be competitive.

Slide 19 – OVERVIEW OF MANDATORY REQUIREMENTS

1. Refer to the full list on pages 6 through 10 of the solicitation for information on the mandatory requirements.
2. The mandatory requirements must be completed by all applicants funded under this program.
3. The requirements include OVW-sponsored Technical Assistance and New Grantee Orientation.
4. The requirements include Statutory and other Program Requirements.

5. The requirements include staffing requirements.

Slide 20 - STATUTORY REQUIREMENTS

There are four statutory requirements that all applicants must certify that they will implement.

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

2. Establish a mandatory prevention and education program about domestic violence, dating violence, sexual assault, and stalking for all incoming students (i.e., first year and transfer);

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

4. Provide ongoing training to all participants in the disciplinary process, including members of campus disciplinary boards and investigators, appeals, and sanctioning to respond effectively to situations involving domestic violence, dating violence, sexual assault, and stalking.

If funded, at the end of your award, you must demonstrate your campus met these requirements with or without grant funding.

Slide 21 – OTHER PROGRAM REQUIREMENTS

Applicants that receive funding under the Campus Program are required to engage in and provide other required activities throughout the award period.

1. Implement universal prevention strategies that include:

   a. An ongoing prevention program on sexual assault, domestic violence, dating violence, and stalking for the entire campus community. These activities typically are awareness events like Take Back the Night, Clothesline Project, social norms campaigns, etc.

   b. A bystander intervention program for all students.

2. Providing confidential victim services and advocacy. This requirement is to provide access to 24 hr. confidential victim services and advocacy to survivors of these crimes whether located on campus, co-located, or as a referral relationship with a community partner.

3. Working closely with OVW TA providers throughout the entire project period. These activities will be given the applicants once awarded. There are no specific activities to list in the application submission.

4. New Grantees:

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- Will engage in a one year planning period. This means that implementation activities cannot be conducted. This is important to consider in your budget. As your campus considers activities in the implementation phase of the project, these activities should be budgeted for two years not three.
- Will attend a minimum of 5 trainings and one New Grantee Orientation. These events should be delineated in your budget. No more than 3 people should attend the orientation. Regarding the 5 trainings, three trainings are held in the first year and two in the last year. For the first year trainings, 6-7 people are required to attend. For the last year trainings, four people are required to attend.
- Must support a Project Director* –at least .75 FTE. During this dedicated time, the Project Director should be working on grant deliverables only. It is campus' discretion if it wants to support this position at a higher FTE.

Continuation Grantees:
- Must propose new activities beyond the statutory and program requirements.
- Must support a Project Director* at least .50 FTE unless can provide justification that less time won't impede project implementation.

* NOTE: Title change from Project Coordinator to Project Director. In recent years, the title for the required grant funded staff person was a Project Coordinator, however, the title change for FY 2020 reflects the expertise, experience, and responsibility of this position. If you had a person who served in the Project Director role previously, then they can simply be identified as the Principal Investigator or supervisor of the Project Director for the purposes of this application submission.

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 are no exception to this requirement at this time.

Now I will stop to answer any questions you have about the information I just covered. Please remember to send your questions via the chatbox.

Slide 22 - APPLICATION AND SUBMISSION INFORMATION
Please refer to the solicitation beginning on pages 13 and 14 for specific information related to the content and format of application submission. All applications must include the following three components: a project narrative; a budget and budget narrative; and memoranda of understanding (two MOUs). Applications that do not include these three components will be considered substantially incomplete and will not be considered for funding.

Slide 24-SUMMARY DATA SHEET (5 points)
Every application must include a summary data sheet which is worth 5 points. This document provides a brief snapshot of your project and is scored during the initial review process. The summary data sheet can be single or double spaced and should be no more than four pages. The best way to avoid having points deducted is to answer each of the 26 questions in the order that they are listed in the solicitation. Some applicants in the past have provided their response below each question. Other applicants have numbered the information being provided so that it is clear

they are responding to a specific question. A note of caution, although questions five and six refer you to a table that is provided in the appendix of the solicitation, the tables that you will create to answer these two questions must be included within the four pages of the Summary Data Sheet. They cannot be in addition to the four pages or submitted as an appendix. Please read these two questions carefully. Question 5 is specifically asking for current or recent OVW grants and/or cooperative agreements. Question 6 is asking for other federal grants from which the applicant is currently receiving funding or has applied for funding in FY20 to do similar work to this program. Please do not list every federal grant that you currently have or have applied to unless it is similar to this work.

Slide 25 and 26-PROJECT NARRATIVE (50 points)
The Project Narrative consists of three sections: purpose of application, what will be done, and who will implement. All combined, the Project Narrative is worth a total of 50 points and is the bulk of the application. The Project Narrative must be double-spaced. This component of the application submission is where applicants provide detailed information related to the proposed project. Before I get into each section of the project narrative, it is important to discuss the page limit. It is imperative that you are mindful of the formatting (see page 13 for specifics) and the number of allowable pages. The Project Narrative can include charts which can be single spaced, however charts should be used sparingly and not 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 project narrative should be no more than 20 pages for individual projects and 23 pages for consortium projects.

The project narrative is designed in the following way: 1) Each section begins with criteria that all applicants must address; 2) Followed by criteria that must be addressed based on your applicant type.

Purpose of the Application (15 points)
This section 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. Follow the guidance on page 16 of the 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 that 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. I have seen applications where the applicant used more pages to describe the need for the project than the number of pages to describe the project activities to address the problem. 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 efforts they have done previously to meet the statutory and program requirements, but also what gaps remain and/or how you want to build on previous efforts such that you are seeking funding again.

What Will Be Done (20 points)
This is the section where you will describe what you are going to do with the grant funds. You

should provide detailed information that clearly describes the activities and strategies to support your proposed project. The goals and objectives should be clear and detailed so that reviewers understand how the proposed activities will meet the needs identified and the program requirements listed. For example, there is a difference between stating, "We will conduct trainings for all law enforcement" vs. "We will conduct annual training for all campus law enforcement on predominant aggressor, the neurobiology of trauma for sexual assault survivors, forensic interviewing, and stalking."

For consortium projects, it is important to know how the statutory and program requirements will be implemented on each campus within the consortium. The mistake that consortium applicants make is focusing most of the proposal on the lead school.

Remember there are some criteria that must be answered based on your applicant type. Be sure to answer all of the criteria that applies to your project.

Some common mistakes to avoid in this section are:

- Not providing a description of products to be developed or purchased with grant funds. If products such as brochures, videos, billboards, or curriculums are mentioned in this section, there should be a line item for them included in the budget, and vice versa.

- Not providing details on how safety planning will be conducted; how survivors will give informed consent before their information is released to other campus and community partners; and how confidentiality and privacy of victim information will be ensured for survivors of these crimes when survivors are not making a formal report. This is particularly true when a proposal is requesting to use databases, apps with GPS tracking, and other forms of technology that collects victim information.

- Continuation applicants don't adequately outline nor address how the proposed activities go beyond the statutory and program requirements.

- Not including concrete activities and strategies that will be developed and/or implemented to meet the OVW priority areas that the applicant has identified on the Summary Data Sheet.

Who Will Implement the Project (15 points)
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 of the partners on this 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 roles in the project.

If you are proposing a consortium project, it is important to know the key individuals and departments on each campus who will implement the project.

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If you are planning to hire one of the key positions, provide a brief description of the experience you hope they have and the responsibility of this position.

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 the goals and objectives of the proposed project are met.

Now I will stop to answer any questions you may have about the information I just covered. Remember to send your questions via the chatbox.

Slide 27-30 Budget Detail Worksheet and Narrative (15 points)
During the peer review process the reviewers will be assessing and scoring the budgets to ensure they meet the program requirements and do not include any unallowable activities and/or expenses. It is the applicant's responsibility to read this section thoroughly in order to submit a proper budget. Pages 19 and 20 of the solicitation provide detailed information on how to develop and submit your budget for your proposed project.

Applicants must submit reasonable budgets based on 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 and explain how the costs of goods and services are determined and how they will fulfill the overall objective of the project.

The budget:
1. Must reflect 36 months of project activity.
2. Should include funds to attend mandatory Campus Program training and technical assistance in the amount of $40,000 (minimum) for individual applicants, $80,000 for consortia, with an additional $10,000 added for applicants from the US territories, Alaska or Hawaii. Applicants may include more than the minimum amounts.
3. Should not exceed the budget caps.
4. 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 time and travel expenses to participate in project development, training, and implementation. The budget must include compensation for all services rendered by project partners, including the victim service provider. 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 from the grant will be utilized.

NOTE: Consortium applicants must ensure fair and equitable compensation for member campuses to ensure they are able to fully implement the statutory and program requirements.

The budget should also include funds to ensure project activities and materials are accessible to individuals with disabilities. For example, videos could be close-captioned and translated into other languages; written materials could be translated into different languages; interpreters could be made available at events and/or in the process of providing direct victim services for those who are deaf, hard of hearing, or speak a language other than English.

Reference the Budget Guidance and a Sample Budget on OVW's website for assistance. Please keep in mind that this is a sample used for all OVW programs so it may include things that are unallowable for this program, but it is a good reference to organize our budget, provide clear computation, and demonstrate detailed justifications for all proposed expenses.

Indirect costs

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

Project Director

New applicants must have and/or support one Project Director position at least .75 FTE.

Continuation applicants must provide a justification if the Project Director's time is less than 50% to ensure the project can be adequately implemented.

Technical Assistance

All Campus Program grantees will be required to attend a total of five training and technical assistance institutes over the three-year grant period. There will be three institutes in the first year and two institutes in the last year of the award. All grantees are required to bring a multi-disciplinary team to the institutes. The institutes are designed for grantees to work in teams and develop the competencies necessary to implement program activities on their respective campuses.

Since trainings will occur across the U.S., and if you need assistance calculating costs, then applicants can use DC as its base site for computation. Typically budget for four nights of hotel stay. For the NGO, there are 2-3 people who attend and for the Training Institutes, 6-7 people are required for the first three trainings and 4 people are required for the last two trainings.

Victim Services

If you are proposing to develop, implement, or strengthen victim services, then the budget should include 20% of grant funds dedicated to that activity. It must be direct services to survivors and cannot include outreach and training.

Assessment

If you are proposing to do a needs assessment or evaluation of efforts, you are limited to no more than 3% of your budget for this purpose.

Lastly, a friendly word of advice. Please do not use anything less than 12-point font when developing your budget. Reviewers are looking over numerous budgets. It is very hard and frustrating to read a budget that is 10 point font or smaller. There is no page limit for the budget section, so there is no need to try to squeeze it onto two or three pages. In addition, the budget should be one document that is inclusive of all three years. Please do not submit three one-year budgets. Again, my best advice is to follow the sample budget provided to applicants.

Now I'd like to introduce a colleague of mine. Mychal Sterling is a Financial Analyst 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 the solicitation.

Slide 28-GRANTS FINANCIAL MANAGEMENT DIVISION

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 (GFMD), reviews. More specifically, we'll discuss some items that GFMD has identified from prior year applications that could help with expediting our review process.

So for today, we're going to highlight certain aspects of the pre-award risk assessment and provide you a link to a detailed webinar on how to develop the budget that will be included in your application.

The first things we'll highlight are the items identified in the summary data sheet, which is completed by all applicants.

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, then they indicate that and also specify the end date of their last fiscal year. However, GFMD is finding that applicants do not always include this information, and leave out whether or not they have met the threshold, or the end date of the last Fiscal year is not included. Please ensure this question is answered in its entirety on the Summary Data Sheet.

So another item we'd like to highlight from the solicitation is specifically for non profit organizations. If you use the IRS three step safe harbor procedure to determine your executives' compensation, you must reference the additional information section that provides the required disclosure letter. We'd like to highlight that there are 4 parts of this disclosure letter that must be provided to OVW in order to comply with this requirement. The sample letter that outlines all 4 parts of the disclosure, so please be sure to follow the sample and provide a response to each of the four pieces.

The next item we'd like to discuss are the financial accounting practices, which assists GFMD during their pre award risk assessment review for all applications. Each applicant must prepare a response to ALL TEN 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 recommendations. Some of the most common issues that we've encountered have been, for example, question #2, where the applicant indicates that they do indeed have internal policies, but they don't provide a brief list of topics covered in the policies and procedures. Another example of incomplete responses include question#3, where the applicant does not provide a brief summary of the organization's process for tracking expenditures, and more specifically whether or not it tracks budgeted versus actual expenditures.

So these are just a few examples, but basically, please make sure you read each piece of each question and provide a full and comprehensive response.

Slide 29-Resources

This next slide will quickly highlight some resources that are available that should be used as you're creating the budget to be submitted with the application.

Over the last year GFMD has worked to develop a detailed webinar presentation on how to assist applicants in developing a budget to be submitted with their OVW applications. They want to help reduce any challenges you may face with the budget and make it clear what they look for when they review your budget, this webinar provides some insight as to what OVW financial staff considers during their review. Use the following link: https://www.justice.gov/ovw/resources-applicants . The webinar can be found under the Budget information section on this page.

Next up is the uniform guidance which can be found at 2 CFR 200, then another resource is the DOJ Financial Guide, as well as the program specific solicitation. If you need assistance finding these resources, please contact the GFMD helpdesk.

Slide 30: Contact Information

We know this can be 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, Mychal. Although we are getting close to the end of the webinar, we still need to discuss MOUs!

Slide 31-33 MEMORANDUM OF UNDERSTANDING (IMOU and EMOU) (20 points)
Applicants must submit two MOUs: an Internal MOU and an External MOU. The Internal MOU represents the relationship between all campus partners. On the other hand, the External MOU represents the relationship between the campus(es) and external partners. Each MOU must represent a commitment to the full length of the project (36 months). The MOUs must be developed at the time of the proposal, thus they cannot be an existing MOU. Signatures should be continuous and can be on multiple pages. It is important to know that Letters of Support or Commitment cannot be submit in lieu of an MOU.

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Instead of going over everything that must be included in the MOU, I am going to provide you with some examples of common mistakes and some helpful hints.

Common mistakes that result in point deductions and/or removal from review:

- Not addressing each of the requirements for each MOU. There is no page limit for the MOUs so there is no reason to shorten the details required for each criteria.

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

- Submitting an outdated or existing MOUs that are not developed based on this project. The MOUs must be current and must be responsive to the solicitation requirements. In almost every circumstance, the MOU will be a new document that is drafted specifically for the proposed project.

- 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.

Individual Projects will submit One IMOU and One EMOU.

Consortium projects have two ways to showcase their MOUs:
- **For the IMOU**: 1) A single document that includes all of the consortium campuses and all of their respective campus partners. OR 2) A summary page outline activities to be completed in the consortium, followed by individual IMOUs for each campus in the consortium.

For the EMOU: It will depend upon the campus' relationship with their community partners. Thus, the following must be considered:

1) A single EMOU must be submitted IF the consortium campuses share the same victim services provider(s) and criminal justice partners(s). OR

2) Separate EMOUs must be submitted IF the consortium campuses have different victim providers(s) and criminal justice partners(s) that work with some or all of the campuses included in the project.

Now I will stop to answer any questions you may have about what I just covered. Remember to send your questions via the chatbox.

Slide 34 and 35 – TIPS TO ASSIST WITH SUBMITTING A STRONG AND RESPONSIVE APPLICATION
To close out the webinar, I have some tips that may improve your chances on becoming a Campus grant recipient. Please note that the following list is not a guarantee that your project will be funded, but is intended to assist you with submitting a strong and responsive application.

- Read the solicitation. As I have mentioned previously, it is the applicant's responsibility to read the solicitation in its entirety. Everything that needs to be included in or with your application is mentioned in the solicitation and any supporting resources are linked or referenced in the solicitation.

- For an application to be considered be eligible and complete and move to the next level of the review process it must include the following: two certification letters, both required partners, a Project Narrative; a Budget Detail Worksheet and Narrative; and two Memorandum of Understanding (MOUs). MOUs that do not contain any signatures are considered incomplete.

- Be sure that your project strategies and activities address the areas that you have identified on the Summary Data Sheet. A strong application is focused on the crimes, the campus needs, and populations that will be served. It is okay for projects to focus on one crime. It does not increase your chances of being awarded a grant by stating that you will address every crime if your project narrative only provides information on how you will address sexual assault.

- Use the Application Checklist on pages 35 and 36 of the solicitation. This checklist will help you ensure that all required documents are included in your application when you begin the submission process.

- Allow plenty of time to gather required information.

- To avoid any possibility of missing the submission deadline, submit your application as far in advance of the deadline as possible. Technical issues may arise and the number of individuals seeking assistance from Grants.gov increases on and near the submission date.

- Make the application is easy to read and follow for all of the reviewers. One way to assist with review is to use the heading and sub-heading titles that are in the solicitation for each section. Be sure the application and responses to the program requirements and expectations are complete and clearly written. Avoid or limit the use of acronyms. Remember that the reviewers are not familiar with your campus and will not be familiar with the acronyms that your campus and project partners may use.

- Print out the application before submitting it to ensure appropriate formatting and adherence to page limit requirements. Also, number your pages in your application. This will also help the reviewer track and ensure you are following the solicitation formatting and instructions.

- If your name and contact information is listed as the POC, please monitor your inbox. There are times that the Grants.gov may reject your application and you will need to make sure you are getting those alerts.

Slide 35 – COMMON ERRORS
- Submitting substantially incomplete applications (Missing certification letters and MOUs)
- Missing required external partners

- Unsigned MOUs
- Missing certification letters from all consortium campuses
- Not providing the information required in each section of the project narrative
- Providing information in the wrong section or in other documents
- Lack of demonstrated experience and expertise of key staff
- Not specific to, or about, the needs of survivors of sexual assault, domestic violence, dating violence and/or stalking

<u>Slide 23 – OVW CONTACTS</u>
If you have questions that were not addressed during this call, please feel free to send an email to OVW.Campus@ usdoj.gov.

If you have questions regarding the budget you may send an email to ovw.gfmd@usdoj.gov.

Thank you so much for your time today and thank you for your interest in the OVW Campus Program.

Now we can open up for any remaining questions. Please remember to use the chat box to ask your question so that we are able to track your questions and answer all questions posed.