OMB Number: 1122-0020
Expiration Date: 6/30/2013

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

OVW Fiscal Year 2013 Grants to Reduce Sexual Assault, Domestic Violence, Dating Violence, and Stalking on Campus Program

Eligibility

Applicants are limited to institutions of higher education as defined under the Higher Education Amendments of 1998
(See "Eligibility," page 5)

Deadlines

All applications are due by 11:59 p.m. E.T. on March 28, 2013
(See "Deadline: Application," page 4)

Registration: To ensure all applicants have ample time to obtain a Data Universal Number System (DUNS) Number and complete the registration processes, applicants should register online with the System for Award Management (SAM) and with Grants.gov well in advance of the application deadline**.**
(See "Deadlines: Registration," page 4)

Letters of Intent: To assist OVW in planning for the independent peer review process, letters of intent to apply should be submitted to **ovw.campus@usdoj.gov** by **March 13, 2013.** Please note, however, that letters of intent are optional. Interested applicants who do not submit a letter of intent by the deadline are still eligible to apply.
(See "Deadlines: Letter of Intent," page 5)

OMB Number: 1122-0020
Expiration Date: 6/30/2013

Contact Information

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

In Fiscal Year 2013, OVW applications will be submitted through Grants.gov. For technical assistance with the Grants.gov contact the Grants.gov Customer Support Hotline at 1-800-518-4726.

Grants.gov Number assigned to announcement OVW-2013-3407.

It is anticipated that all applicants will be notified of the outcome of their applications by September 30, 2013.

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

Overview

The Office on Violence Against Women (OVW) is a component of the United States Department of Justice (DOJ). Created in 1995, OVW implements the Violence Against Women Act (VAWA) and subsequent legislation and provides national leadership on issues of sexual assault, domestic violence, dating violence, and stalking. Since its inception, OVW has supported a multifaceted approach to responding to these crimes through implementation of grant programs authorized by VAWA. By forging state, local and tribal partnerships among police, prosecutors, judges, victim advocates, health care providers, faith leaders, and others, OVW grants help provide victims with the protection and services they need to pursue safe and healthy lives, while improving communities' capacity to hold offenders accountable for their crimes.

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

Sexual assault, domestic violence, dating violence, and stalking are serious problems on college and university campuses. Addressing these crimes on campuses raises unique issues and challenges that Congress sought to address by creating the Grants to Reduce Sexual Assault, Domestic Violence, Dating Violence, and Stalking on Campus Program (hereinafter referred to as the Campus Program). The Campus Program was authorized under the Higher Education Amendments of 1998 and reauthorized in the Violence Against Women Act of 2000 and the Reauthorization Act of 2005 (VAWA 2005). The first Campus Program grants were awarded in 1999.

The Campus Program encourages a coordinated community approach that enhances victim safety and assistance, and supports efforts to hold offenders accountable. The Campus Program provides seed funding to support activities that develop and strengthen victim services in cases involving sexual assault, domestic violence, dating violence, and stalking on campuses. The Campus Program also aims to strengthen security and investigative strategies to prevent and prosecute these crimes on campuses. Campuses are addressing these crimes by developing campus-based coordinated responses involving campus victim services, law enforcement, health providers, housing officials, administrators, student leaders, faith-based organizations, student organizations, and disciplinary boards. To be effective, campus responses must be linked to local criminal justice agencies and service providers, including local law enforcement agencies, prosecutors' offices, courts, and nonprofit, nongovernmental victim advocacy and victim services agencies.

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

For additional information on the Campus Program, including what past Campus Program grantees have accomplished with their grant funds and to view the Campus Program performance measures, see **http://muskie.usm.maine.edu/vawamei/campusgraphs.htm.**

Deadlines

Application

All applications will be submitted electronically. The deadline for submitting applications in response to this grant announcement is **11:59 p.m. E.T**. **on March 28, 2013**. Applications submitted after **11:59 p.m. E.T. on March 28, 2013** will not be considered for funding. Applicants experiencing difficulties submitting an application should refer to the Experiencing Unforeseen Technical Issues section on page 17 of this solicitation.

Failure to begin the registration or application submission process in sufficient time is not a suitable reason for a late application submission. It is important that applicants do not wait until the day of the application deadline to submit applications. To ensure a successful application submission, OVW strongly encourages applicants to submit their applications at least a minimum of 6 hours before the deadline.

> **Note:** For applicants without Internet access, who cannot submit an application electronically, please contact **Grant Program Specialist Latinisha Lewis at (202) 353-9167** no later than **March 13, 2013** to request permission to submit an application by alternative means.

Registration

Applicants for Federal grants and cooperative agreements are required to have a Data Universal Number System (DUNS) Number to submit an application. A DUNS Number is a unique nine-character identification number provided by the commercial company **Dun & Bradstreet (D&B)**. Once you have completed the D&B registration, your DUNS Number should be available the next business day.

A new Fiscal Year (FY) 2013 requirement for registering with Grants.gov is that your organization must register with the System for Award Management (SAM). Please note that applicants formerly used the Central Contractor Registration (CCR) database for this purpose. SAM is a government-wide registry for vendors doing business with the federal government which requires annual renewal. The SAM centralizes information about grant recipients and also provides a central location for grant recipients to change organizational information. Grants.gov uses SAM to establish roles and IDs for electronic grant applicants.

Applicants must be registered and current with the SAM registration and with Grants.gov prior to submitting an application. Applicants should begin the process immediately to meet the Grants.gov registration deadline, especially if this is the first time using these systems. It is strongly recommended that applicants register by **March 13, 2013** in order to ensure that the registration process is completed and any difficulties are resolved well in advance of the application deadline. For more information on the process of registering with SAM and Grants.gov**,** please see the How To Apply section on page **15.**

Letter of Intent
If you intend to apply for FY 2013 funding under this program, we encourage you to submit a letter stating your intent to apply. OVW will use this information to predict the number of panels needed to review applications. The letter should be submitted to OVW at **ovw.campus@usdoj.gov** by **March 13, 2013**. **This letter will not obligate you to submit an application.** You may submit an application for funding even if you do not submit a Letter of Intent.

Eligibility

It is very important that you review this information carefully. Applications that are submitted by ineligible entities or that do not meet all program eligibility requirements will not be considered for funding.

Eligible Entities
Eligible entities for this program are:

- Institutions of higher education as defined under the Higher Education Amendments of 1998 are "educational institutions in any state that: (1) admit as regular students only persons having a certificate of graduation from a school providing secondary education, or the recognized equivalent of such a certificate; (2) is legally authorized within such state to provide a program of education beyond secondary education; (3) provide an educational program for which the institution awards a bachelor's degree or provides not less than a 2-year program that is acceptable for full credit toward such a degree; (4) are public or other nonprofit institutions; and (5) are accredited by a nationally recognized accrediting agency or association, or if not so accredited, are institutions that have been granted preaccreditation status by such an agency or association that has been recognized by the Secretary for the granting of preaccreditation status, and the Secretary has determined that there is satisfactory assurance that the institutions will meet the accreditation standards of such an agency or association within a reasonable time. For purposes of the Higher Education Act, other than title IV, the term "institution of higher education" also includes: (1) any school that provides not less than a 1-year program of training to prepare students for gainful employment in a recognized occupation and that meets the provision of paragraphs (1), (2), (4), and (5) of subsection (a); and (2) a public or nonprofit private educational institution in any State that, in lieu of the requirement in subsection (a)(1), admits as regular students persons who are beyond the age of compulsory school attendance in the State in which the institution is located. 1998 Amendments to the Higher Education Act, P.L. 105-244, Title I, Part A, Sec. 101(a), (b), 20 U.S.C. §1001.

Program Eligibility Requirements
In addition to meeting the eligible entity requirements outlined above, applications for the Campus Program must also meet the requirement(s) below. All certification and other eligibility related documents must be current and developed in accordance with the FY 2013 application.

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

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

Please note that while certification is required under the Campus Program, institutions of higher education that receive Federal funds are already required to comply with these provisions. The letter of certification must be signed by the highest authorizing official (President/Chancellor and/or Provost) for each of the institutions of higher education that are involved in the application. . Applicants that do not provide a letter certifying that they are in compliance with the Federal statutes at the time of application will not be considered for funding.

Certification of Minimum Requirements
All applicants are required to certify by letter that they have knowledge of and are committed to the full realization of each of the four minimum requirements of the Campus Program listed below and will allot an appropriate amount of funds based on the proposed project activities to ensure the completion of each of the four minimum requirements by the end of the designated project period. The letter of certification must be signed by the highest authorizing official (President/Chancellor and/or Provost) of each of the participating institutions of higher education. Each certifying official will:

1. create a **coordinated community response** to violence against women on campus with grant funds in the amount of $_____ to meet this requirement;
2. establish a **mandatory prevention and education program** about sexual assault, domestic violence, dating violence, and stalking, including a bystander intervention program for **all incoming students** with grant funds in the amount of $_____ to meet this requirement**;**
3. **train all law enforcement, including first responders** to respond effectively in sexual assault, domestic violence, dating violence, and stalking cases with grant funds in the amount of $_____ to meet this requirement; and

4. establish or strengthen programs to **train all members of campus disciplinary boards** to respond effectively to charges of sexual assault, domestic violence, dating violence, and stalking with grant funds in the amount of $_____ to meet this requirement.

Applicants will not be contacted by OVW to correct certification letters. Applicants that do not provide a letter certifying to meet the four minimum requirements at the time of application will not be considered for funding.

Types of Applicants
In FY2013, OVW will accept applications for the Campus Program from the following:

New: applicants who have never received, or served as a lead institution for a Campus Program grant award or currently do not have an active grant award.

Continuation: applicants who currently have an active Campus Program grant award that will be closed within 12 months of the application deadline of April 2, 2013. Continuation funding is not guaranteed.

Grant recipients who were awarded new or supplemental funding in FY 2011 and 2012 are **NOT** eligible to apply.

Note: This funding is intended to develop and begin building the capacity of institutions of higher education to address sexual assault, domestic violence, dating violence and stalking on their campuses. It is highly unlikely that applications seeking funding for a third cycle will be awarded. It is important to note the continuation funding is not guaranteed.

In addition to new and continuation applications, OVW has determined that applicants for the Campus Program must also identify as one of the sub-types listed below.

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

Please note: Consortium projects must ensure that **each individual consortium member** is also eligible to apply.

Applicants may only submit one proposal per category (individual or consortium) to be considered for funding.

Award Information

Applicants that receive an award are bound by the provisions of this solicitation, the OVW Financial Grants Management Guide, and any updates to the Guide, and any conditions of the recipients' award.

Availability of Funds
All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. There is no guarantee that funds will be available in the future. Therefore, OVW encourages applicants to develop a plan to sustain project activities if Federal funding through the Campus Program were no longer available.

Award Period
The grant award period is **36** months. Budgets must reflect 36 months of project activity, and the total "estimated funding" (block 15) on the SF-424 must reflect 36 months.

Award Amounts
Applicants should carefully consider the resources needed to successfully implement the proposed project and present a realistic budget that accurately reflects project costs. OVW has the discretion to award grants for greater or lesser amounts than requested and to negotiate the scope of work and budget with applicants prior to award of a grant.

Funding levels under the Campus Program for FY 2013 is as follows:

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

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. Funding is not guaranteed.

Program Scope

Activities supported by the Campus Program are determined by statute, Federal Regulations, and OVW policies. If an applicant receives an award, the funded project is bound by the provisions of this solicitation, the OVW Financial Grants Management Guide, and the conditions of the recipient's award.

Purpose Areas
In FY 2013, funds under the Campus Program may be used for the following purposes:

1. To provide personnel, training, technical assistance, data collection, and other equipment with respect to the increased apprehension, investigation, and adjudication of persons committing sexual assault, domestic violence, dating violence, and stalking on campus;

2. To develop and implement campus policies, protocols, and services that more effectively identify and respond to the crimes of sexual assault, domestic violence, dating violence, and stalking, and to train campus administrators, security personnel, and personnel serving on campus disciplinary or judicial boards on such policies, protocols, and services.

3. To implement and operate education programs for the prevention of sexual assault, domestic violence, dating violence, and stalking;

4. To develop, enlarge, or strengthen victim services programs on the campuses of institutions involved, including programs providing legal, medical, or psychological counseling, for victims of sexual assault, domestic violence, dating violence, and stalking, and to improve delivery of victim assistance on campus. To the extent practicable, such an institution shall collaborate with any entities carrying out nonprofit and other victim services programs, including sexual assault, domestic violence, dating violence, and stalking victims services in the community in which the institution is located. If appropriate victim services are not available in the community or are not accessible to students, the institution shall, to the extent practicable, provide a victim services program on campus or create a victim services program in collaboration with a community based organization. **The institution shall use not less than 20% of the funds made available through the grant for a victim services program provided in accordance with this paragraph**;

5. To create, disseminate, or otherwise provide assistance and information about victims' options on and off campus to bring disciplinary or other legal action, including assistance to victims in immigration matters;

6. To develop, install, or expand data collection and communication systems, including computerized systems, linking campus security to local law enforcement for the purpose of identifying and tracking arrests, protection orders, violations of protection orders, prosecutions, and convictions with respect to the crimes of sexual assault, domestic violence, dating violence, and stalking on campus;

7. To provide capital improvements (including improved lighting and communications facilities, but not including the construction of buildings) on campuses to address the crimes of sexual assault, domestic violence, dating violence, and stalking; or

8. To support improved coordination among campus administrators, campus security personnel, and local law enforcement to reduce sexual assault, domestic violence, dating violence, and stalking on campus.

Consistent with purpose area (2) listed above, funds may be used to develop coordinated and comprehensive policies, protocols and procedures that effectively address or respond to violence against women cases on campus in emergency situations; impart violence against women procedures into the institutions' of higher education emergency management/preparedness plans; and/or create emergency plans that address violence against women in a synchronized, inclusive and complete manner.

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

Mandatory Program Requirements

An applicant who fails to include these requirements in its application, and is chosen for funding, will be required to incorporate all of these activities into their project.

The Campus Program has instituted four minimum requirements necessary for building a strong response to violence against women on campus. **All applicants must consult the "Grants to Reduce Sexual Assault, Domestic Violence, Dating Violence, and Stalking on Campus Program Standards," available at:** Standards for Campus Security **AND** Judicial Boards**,** Standards for Prevention and Education Program, Standards for a Coordinated Community Response, for further guidance on addressing the four minimum program requirements.

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

1. **Coordinated Community Response:**
Campus Program grantees **must** create a **coordinated community response** to violence against women on campus, including the establishment of a coordinated community response team. The role of the coordinated community response team is to ensure that the campus develops and implements effective policies and practices to prevent and respond to violence against women on campus. The partners of the coordinated community response team should meet on a regular basis to develop, review, and revise protocols, policies, and procedures for addressing violence against women. The goal of ongoing meetings should be to develop and enhance a response to violence against women on campus that is timely, appropriate, sensitive, and respectful to victims needs and that holds offenders accountable. Ongoing communication with community partners when implementing a response for campus communities is essential. Involving partners in program planning, training and curriculum development and event sponsorship is critical to a successful coordinated community response. The partners of the coordinated community response team should also commit to holding cross-trainings to improve the team's knowledge in responding to these crimes. The coordinated community response consists of both: (a) partnerships with specific community based organizations that are not inherently affiliated with the college or university as outlined in the External Partnership section addressed below, and (b) partnerships between departments, offices, and entities within the college or university as outlined in the Internal Partnership section addressed below. The coordinated community response teams should be comprised of members who are considered authorities in their field of expertise.

External Partnership: The applicant must establish an external partnership whose membership must include at a minimum:

- At least one criminal justice system or civil legal assistance entity or organization including external law enforcement agencies, prosecutors offices, civil legal assistance providers, systems-based victim services units, or courts.

An applicant with campus law enforcement or campus security must still partner with a criminal justice or civil legal agency from the jurisdiction in which the campus is located, AND

- One local nonprofit, nongovernmental victim services organization within the community where the institution is located and which meets all of the following criteria:

- Provides services to victims of sexual assault, domestic violence, dating violence, or stalking as one of their primary purposes and has a demonstrated history of effective work in this field;
- Addresses a demonstrated need in their communities by providing services that promote the dignity and self-sufficiency of victims, improves their access to resources, and creates options for victims seeking safety from perpetrator violence; and
- Does not engage in or promote activities that compromise victim safety.

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

Internal partnerships: The applicant **must** develop partnerships within the college or university. These partnerships should include a wide variety of departments, offices, and organizations. At a minimum, campus partnerships should include:

- The institution of higher education's president;
- Student affairs administrator;
- Students, especially victims/survivors of sexual and dating violence;
- Clergy;
- Title IX Coordinators;
- Clery Act Compliance Officers;
- Campus-based victim services providers and violence prevention programs;
- Campus law enforcement or department of public safety;
- Campus housing authorities;
- Campus disciplinary, judicial boards, and/or hearing officers; and
- Faculty, staff, and administrators.

Additional partners should also include groups representing diverse or underserved student populations, the athletic department, sororities and fraternities, student health centers, residence hall assistants, library administrators, representatives from the governing board, and student government.

2. **Prevention and Education Program**:
Campus Program grantees must establish a **mandatory prevention and education program** about sexual assault, domestic violence, dating violence, and stalking for **all incoming students**. Grantees must work in collaboration with campus and community-based victim services organizations. As part of its mandatory prevention and education program, grantees must:

- Develop a mandatory prevention and education program about sexual assault, domestic violence, dating violence, and stalking that incorporates information, awareness, and resources about topics including students' code of conduct; **AND**

- Implement a bystander intervention program as part of an overall violence against women prevention strategy.

The bystander model focuses both on increasing the campus community members' receptivity to prevention messages and training and supporting bystander behaviors – helping community members become more sensitive to issues of sexual assault, domestic violence, dating violence, and stalking and teaching them skills to intervene with the intent to prevent assaults from occurring[1]. This conceptual model provides community members with a specific role that can be adopted in preventing and interrupting incidents of sexual assault, domestic violence, dating violence, and stalking. This role includes interrupting situations that could lead to assault before it happens or during an incident, speaking out against social norms that support sexual assault, domestic violence, dating violence, and stalking and having skills to be an effective and supportive ally to survivors[2]. Prevention programs will also provide skill-building opportunities for both direct and indirect intervention in order to increase helping behavior without placing bystanders' own safety in jeopardy. A bystander approach can work within broader community models of change by providing a perspective that shows how all community members have a direct stake and role to play in sexual violence and domestic violence prevention, including community attitude change.[3]

Applicants should utilize bystander education programs that have well-researched approaches and are evidence-based. A bystander intervention program that incorporates components such as recognizing inappropriate behavior, skill building, requesting a commitment to intervene, and role modeling[4] is highly recommended. Applicants should also consider programs that work effectively across all demographics (i.e., gender, ethnicity, sexual orientation, etc.) to meet the unique characteristics of each campus. Applicants should think carefully about which agency will house the program in order to maximize its visibility and accessibility to the larger community (i.e., student affairs vs. law enforcement).

Applicants **must** provide detailed information regarding how they will verify that **all** incoming students (i.e., first year, and transfer) will receive the mandatory trainings. It is essential for campuses to have a mechanism established to fully account for the participation of each student in the prevention and education program (i.e., student sign-in, card verification, registration restrictions, class credit, etc.).

3. **Law Enforcement Training:**
Campus Program grantees must **train all law enforcement** to effectively respond in sexual assault, domestic violence, dating violence, and stalking cases on campus. All mandatory campus law enforcement training programs on sexual assault, domestic violence, dating violence, and stalking should be developed and presented in collaboration with campus and local law enforcement partners and community-based victim advocacy experts. Training should be developed for all campus law enforcement, local and community first responders, dedicated law enforcement units, prosecutorial units, and

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[1] *Rape Prevention Through Bystander Education Banyard, Plante, and Moynihan 2005*
[2] *Rape Prevention Through Bystander Education Banyard, Plante, and Moynihan 2005*
[3] *Rape Prevention Through Bystander Education Banyard, Plante, and Moynihan 2005*
[4] *Christy, C. A. & Voigt, H. (1994). Bystander responses to public episodes of child abuse. Journal of Applied Social Psychology, 24, 824-847. Laner, M. R., Benin, M. H., & Ventrone, N. A. (2001). Bystander attitudes towards victims of violence who's worth helping? Deviant Behavior: An Interdisciplinary Journal, 22, 23-42.*

dispatchers that specifically respond to campus sexual assault, domestic violence, dating violence, and stalking incidents. Training should include information about relevant state and Federal laws and arrest protocols; information on enforcement of orders of protection; instruction on making primary aggressor determinations; forensic interviewing techniques; and "non-stranger" perpetrator investigations.

4. **Judicial/Disciplinary Board Training:**
   Campus Program grantees must establish or strengthen programs to **train all members of campus judicial and/or disciplinary boards, conduct boards and/or hearing officers** to respond effectively to charges of sexual assault, domestic violence, dating violence, and stalking. All members of campus judicial and/or disciplinary boards, including faculty, staff, students, and administrators, should receive training on these crimes from personnel with a demonstrated expertise in sexual assault, domestic violence, dating violence, and stalking. Training topics should include information about the causes and effects of sexual assault, domestic violence, dating violence, and stalking; a review of the student conduct code; definitions of sexual assault, domestic violence, dating violence, and stalking; information on the issue of consent in sexual assault cases; how to judge credibility; drug facilitated sexual assault; and the appropriate range of sanctions. Judicial staff should be closely involved with the coordinated community response team in reviewing, revising and updating judicial policies, the current code of student conduct and institutional sanctions to ensure that the code defines a clear and concise disciplinary process, uniform and consistent penalties, clearly identifies domestic violence, dating violence, sexual assault, and stalking, addresses confidentiality issues, and provides for a fair and balanced disciplinary process.

OVW Priority Areas
OVW encourages applications proposing activities in the following areas:

- Historically Black Colleges and Universities (HBCU);
- Tribal colleges and universities (TCU);
- Universities and colleges that serve primarily Latino or Hispanic populations;
- Universities and colleges based in the territories of Guam, Virgin Islands, Puerto Rico, Northern Mariana Islands, and American Samoa; and
- Community Colleges;
- Applications exceeding the 20% threshold in providing core services to victims by at least 5%. Please reference #4 on page 9 under Program Scope for more information;
- Institutions of higher education that seek to develop innovative culturally-specific prevention and intervention strategies that meet the needs of LGBT students.

Activities that Compromise Victim Safety and Recovery
The following activities have been found to jeopardize victim safety, deter or prevent physical or emotional healing for victims, or allow offenders to escape responsibility for their actions:

- Procedures or policies that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on their actual or perceived age, immigration status, race, religion, sexual orientation, gender identity, mental health condition, physical health condition, criminal record, work in the sex industry, or the age and/or gender of their children;
- Procedures or policies that compromise the confidentiality of information and privacy of persons receiving OVW-funded services;
- Encouraging perpetrators to enter into pre-trial diversion programs;

- Encouraging mediation or counseling for couples as a systemic response to domestic violence;
- Supporting batterer intervention programs that do not use the power of the criminal justice system to hold batterers accountable for their behavior;
- Implementing and sustaining procedures that would require victims of sexual assault, domestic violence, dating violence, or stalking to testify against their abusers or imposing other sanctions against victims;
- Prevention programs that focus primarily on changing victim behavior – this approach reinforces the myth that victims somehow provoke or cause the violence they experience;
- Programs that focus primarily on alcohol and substance abuse;
- Imposing restrictive conditions to be met by victims in order to receive services (e.g., requiring victims to seek protection orders or to seek counseling);
- Failing to provide victims the option of making the final decision on adjustments to their class schedule, and/or living arrangements or failing to provide appropriate academic and housing accommodations; or
- Implementing policies that require the victim to report the sexual assault, domestic violence, dating violence, and stalking to law enforcement.

Applications that propose activities that compromise victim safety and recovery may receive a deduction in points during the review process or may be eliminated from further consideration entirely.

Out-of-Scope Activities
OVW has determined the activities listed below to be out of the program scope. Applications that propose out-of-scope activities may receive a point deduction during the review process. Applications that are determined to be substantially outside the scope of the Campus Program will not be considered for funding. The following activities are out of scope and will not be supported by Campus Program grant funding:

- Research projects (This does not include program assessments conducted only for internal improvement purposes. See section on Research and Protection of Human Subjects in the FY 2013 Solicitation Companion Guide at http://www.ovw.usdoj.gov/docs/companion-guide-10-16-12.pdf)
- Projects that focus primarily on alcohol and substance abuse;
- Activities that focus primarily on sexual harassment;
- Activities that could compromise victim safety and recovery;
- Education or prevention programs for elementary and secondary students on sexual assault, dating violence, domestic violence, and stalking;
- Mandatory self-defense classes; or self-defense classes as the only means of providing prevention and education to students;
- Theater performances that do not specifically address violence against women; and
- Developing products and/or materials that are not specifically tailored towards the dynamics of sexual assault, domestic violence, dating violence and stalking**.**

Unallowable Activities
The following is a list of activities that are unallowable and cannot be supported by Campus Program grant funding. Applications that propose unallowable activities may receive a point deduction during the review process. Applications that include substantial unallowable activities will not be considered for funding.

- Lobbying
- Fundraising
- Purchase of real property
- Construction
- Physical modifications to building, including minor renovations (such as painting or carpeting) except for the capital improvements as permitted under Purpose Area #7
- Purchase of golf carts/cars
- Providing vouchers, clothing, re-location fees
- Tuition reimbursement
- Incentives for students to participate in mandatory trainings

How To Apply

This section describes how an application should be submitted. Applicants should anticipate that failure to meet all registration and submission deadlines will result in their application being removed from consideration. It is the responsibility of the applicant to ensure that the application is submitted by the deadline.

Application Registration Requirements
It is very important that all applicants read this section carefully. Applicants that do not complete all the steps in registering and submitting their application by the due date will not be considered for funding. Applicants are responsible for ensuring their applications are complete at the time of submission. OVW will not contact applicants for missing items.

Each applicant must obtain a Data Universal Numbering System (DUNS) number, be registered in the System for Award Management (SAM) and submit their application online via either Grants.gov or the Grants Management System (GMS) according to the instructions. Applicants are encouraged to submit their applications well in advance (a minimum of 6 hours) of the deadline to allow sufficient time to address technical problems. Applicants should ensure the DUNS number for the application is for an organization that is eligible to apply for the grant program. Also, only the organization that is registered in SAM may use that DUNS number and Grants.gov registration to submit an application.

System for Award Management (SAM)
Applicants for all federal grants are required to register with the System for Award Management (SAM). If your organization already has an Employer Identification Number (EIN), your SAM registration will take up to two weeks to process. If your organization does not have an EIN, then you should allow two to five weeks for obtaining the information from IRS when requesting the EIN via phone, fax, mail or Internet. Follow the steps listed below to register in the SAM:

Step 1: Obtain a DUNS number at the following website http://www.dnb.com/us/ or call (866) 705-5711.

Step 2: Access the SAM online registration through the SAM home page at https://www.sam.gov/ and follow the online instructions for new SAM users.

Step 3: Complete and submit the online registration. If you already have the necessary information on hand, the online registration takes approximately 30 minutes to complete, depending upon the size and complexity of your business or organization. Once your SAM registration becomes active,

you will be able to return to Grants.gov and complete the registration. **Please note that organizations must update or renew their SAM registration at least once a year to maintain an active status. (Applicants formerly used the Central Contractor Registration (CCR) database).**

Grants.Gov
After you obtain your DUNS number and register with SAM, you can begin the Grants.Gov registration process. In order to apply for a grant your organization must complete the Grants.gov registration process prior to beginning an application for a federal grant. Complete instructions can be found at Grants.gov. **The registration process can take between three and five business days or as long as four weeks if all steps are not completed in a timely manner.** Please note that Grants.gov is not the Office of Justice Programs' (OJP) Grants Management System (GMS) through which OVW discretionary program applicants have submitted applications in previous years. If applicants experience difficulties at any point during this process, they may call the Grants.gov Customer Support Hotline at **1-800-518-4726**.

Note: Grants.gov will forward the application to OJP's Grants Management System (GMS). GMS does not accept executable file types as application attachments. These disallowed file types include, but are not limited to, the following extensions: ".com," ".bat," ".exe," ".vbs," ".cfg," ".dat," ".db," ".dbf," ".dll," ".ini," ".log," ".ora," ".sys," and ".zip."

For guidance on using the Grants.gov system, please go to the following page http://www.grants.gov/applicants/app_help_reso.jsp which includes Frequently Asked Questions and User Guides that will help you with using Grants.gov. We strongly recommend reviewing the Grants.gov guidance since that will be the most up-to-date guidance related to Grants.gov.

Applicants without Internet Access
For applicants without Internet access, who cannot submit an application electronically, please contact the **OVW mainline at (202) 307-6026 and request to speak with a member from the Campus unit** no later than **March 9, 2013** to request permission to submit an application by alternative means.

OVW Policy on Late Submissions
OVW offers several options for applicants to provide advance notice to OVW if receipt of their application will be delayed due to a temporary lack of Internet access, other technical difficulties, or geographic isolation. If applicants do not provide advance notice to OVW about an issue that may cause a delay in the submission of the application, then the application will not be considered for funding. If applicants follow the steps outlined below, late submission may be considered. Extension of deadlines is not guaranteed.

Experiencing Unforeseen Technical Issues
Applicants are advised to attempt to submit the application well in advance of the 11:59 p.m. E.T. deadline. If you experience technical difficulties at any point during the application process, please contact **OVW GMS Support at 1-866-655-4482, Monday through Friday, 9:00 a.m. to 5:00 p.m. E.T. or the Grants.gov Customer Support Hotline at 1-800-518-4726, or support@grants.gov, 24 hours a day, 7 days a week, except closed for federal holidays.**
If you experience unforeseen technical issues that prevent you from submitting your application by the deadline, you must take the following actions:

- contact the **Campus Program** at **OVW mainline at (202) 307-6026 and request to speak with a member from the Campus unit** or at **ovw.campus@usdoj.gov** prior to the application deadline stating that you are experiencing unforeseen technical issues; and
- contact the technical support number above prior to deadline.

Within 24 hours after the deadline you must again contact the **Campus Program** at **OVW mainline at (202) 307-6026 and request to speak with a member from the Campus unit** or at **ovw.campus@usdoj.gov** to request approval to submit your application. At that time, you will be required to email the complete grant application, your DUNS number, and provide a Grants.gov Help Desk tracking number. After OVW reviews all of the information submitted and verifies your technical issues with the Helpdesk, OVW will contact you to either approve or deny your request to submit a late application. If the technical issues you reported cannot be verified, your application will be rejected as untimely.

To ensure a fair competition for limited discretionary funds, the following conditions are not valid reasons to permit late submissions: (1) failure to begin the registration process in sufficient time; (2) failure to register or update information on the SAM website; (3) failure to follow Grants.gov instructions as posted on its website; and (4) failure to follow all of the instructions in the OVW solicitation.

Extraordinary Natural or Manmade Disasters
In cases of extraordinary natural or manmade disasters, such as extreme weather emergencies or terrorist acts, applicants may request to submit applications up to seven calendar days late, by sending an e-mail to the contact listed in the solicitation. The message should specify the nature of the disaster and how it affected the applicant's ability to submit an application on time.

Application Contents

This section describes what is included in a complete application package. Applicants should anticipate that failure to submit an application that contains all of the specified elements will negatively affect the review of the application and may result in the application not being considered for funding; should a decision be made to make an award, it may result in the inclusion of special conditions that preclude access to or use of award funds pending satisfaction of the conditions. It is the responsibility of the applicant to ensure that a complete application is submitted by the deadline.

Formatting and Technical Requirements
Applications must follow the requirements below. Points may be deducted for applications that do not adhere to the following requirements:

- Double spaced (Project Abstract, Summary Data Sheet and charts may be single space)
- 8½ x 11 inch paper
- One-inch margins
- Type no smaller than 12 point, Times New Roman font
- Page numbers
- No more than **20** pages for the Project Narrative
- Word processing documents must be in the following formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt).
- Headings and sub-headings that correspond to the sections identified in the Application Contents section of this solicitation.

Application Requirements
Applications must include the following required documents and demonstrate that the program eligibility requirements have been met. Applications that do not address any of the following components will be considered substantially incomplete and will not be considered for funding:

1. Project Narrative
2. Budget Detail Worksheet and Narrative
3. Memorandum of Understanding (IMOU, EMOU)
4. Letter Certifying Eligibility
5. Letter Certifying Implementation of Minimum Requirements

In addition to the application being scored on the documents listed above, the Summary Data Sheet will also be scored.

Summary Data Sheet (5 Points)
The Summary Data Sheet should be one to four pages in length and may be single or double spaced. The Summary Data Sheet does not count toward the **20** page limit for the Project Narrative. Please note that the Summary Data Sheet must include the following information:

- Name, title, address, phone number, and e-mail address for the authorized representative (see page **28** for the definition of the authorized representative).
- Name, title, address, phone number, fax, and e-mail address for the grant point-of-contact.
- Statement as to whether the agency applying has expended $500,000 in Federal funds in the past fiscal year of the applicant. Please specify the end date of the applicants' fiscal year.
- A list of other Federal grant programs from what the applicant organization currently receives funding or for which it has applied in Federal Fiscal Year 2013 to do similar work.
- The name of the institution and type of institution (e.g., private, public, tribal, and/or community college, men's or women's college, HBCU) applying for funding;
- The nonprofit, nongovernmental victim service program collaborating on this project;
- Whether students have access to campus-based and/or community-based victim services;
- The external criminal justice or civil legal agencies or organizations partnering on this project;
- Whether this is a new or continuation application;
- Whether this project involves a single institution or is a consortium, and, if a consortium project, list participating institutions;
- Whether the applicant institution(s) is located in a rural, urban or suburban area;
- The regional area(s) (city, town, county, or unincorporated area) where this project will be implemented;
- The population and square mileage of the region where the campus community is located;
- The demographics of the population being served (e.g., students, faculty, staff, etc.);
- The number of students enrolled in the institution, including all partnering institutions;
- The Campus Program Statutory Purpose Area(s) proposed to be addressed in the application. (Please reference Statutory Purpose Area(s) only by a number, e.g., Bullets #2, 3, and 7);
- Reference any priority area that the application will be addressing;
- List any other major activities beyond the four minimum requirements and the bystander intervention program that the project will address (men's programming, faculty and staff

educational programming, peer education, peer theater, and/or SANE/SART/DVART Unit, etc.); and

- The percentage of grant activities, should the application be funded, that will address each of the following issues:
  - Sexual assault;
  - Domestic violence;
  - Dating violence; and/or
  - Stalking.
- Summary of Current and Recent OVW Projects (if applicable)
  - If the applicant has a current grant award or cooperative agreement under **any** OVW program, or received an award that has been closed within one calendar year, the information below **must** be included.

    - Identify all grants by OVW program, award number, and project period.
    - Specify the total funding amount for each grant (initial and supplemental amounts, if applicable).
    - Specify the total funds remaining in each grant as of the date of application.
    - Provide the total funds remaining in each budget category (Personnel, Fringe, Travel, Equipment, Supplies, Construction, Contractual, and Other) for each grant.
    - Provide justification for remaining funds.
    - Estimate the amount of grant funds that will be remaining at the end of the current project period.
    - List the number and titles of all full-time and/or part-time positions funded by the award.

Continuation applicants who have a substantial amount of remaining funds at the time of application submission without adequate justification may not be considered for funding in FY 2013.

Project Narrative (60 Points Total)
The Project Narrative may not exceed **20** pages in length, double-spaced. The Project Narrative comprises the following four sections:

<u>Purpose of Application</u> **(10 points)**
This section must include:

- Service area and target population;
- Problem to be addressed;
- In the event the applicant identifies a specific population to address, describe the needs of this population and how the proposed project will meet those needs;
- Current services;
- Gaps and barriers in providing effective services (current grantees should clearly detail what needs have yet to be met);
- Describe how campus executive leadership (president and governing board members) is actively engaged in current efforts to promote visibility and awareness of issues regarding sexual assault, domestic violence, dating violence, and stalking on campus; and
- Describe efforts, if any, to include State Sexual Assault and Domestic Violence Coalitions as a resource for training and technical assistance.

What Will Be Done **(40 points)**
This section must include the information below. In doing so, the applicant must provide a clear link between the proposed activities and the need identified in the "Purpose of Application" section.

- Identify goals and objectives, describing the specific tasks and activities necessary to accomplish each;
- Identify expected outcomes;
- Describe the statutory purpose area(s) to be addressed by the program;
- Specifically, provide a detailed description for meeting each of the four minimum requirements:
  1. create a **coordinated community response** to violence against women on campus;
  2. establish a **mandatory prevention and education program** about sexual assault, domestic violence, dating violence, and stalking, including a bystander intervention program for **all incoming students;**
  3. **train all law enforcement** to respond effectively in sexual assault, domestic violence, dating violence, and stalking cases; and
  4. establish or strengthen programs to **train all members of campus disciplinary boards** to respond effectively to charges of sexual assault, domestic violence, dating violence, and stalking.
- Identify activities of campus executive leadership (president and governing board members) to promote visibility and awareness of issues regarding sexual assault, domestic violence, dating violence, and stalking on campus;
- Identify the timeframe needed to plan and implement the program;
- Explain existing, available victim services or how those services will be developed;
- Note: For applicants without a community or campus-based victim services program, the proposal **must** allocate not less than 20% of grant funds to support the provision of direct services;
- Detail current activities to address victim safety and autonomy and any anticipated changes due to the implementation of the project;
- For programs proposing to use technology (such as security systems, GPS, hotlines, databases) to enhance victim safety, explain how issues, including confidentiality and privacy, safety planning, and informed consent will be addressed;
- For consortia projects, describe the plan for coordination and implementation among the different campuses within the consortium; and
- For continuation projects, explain why the original goals of the Campus Program were not achieved during the prior award period(s), demonstrate how continuing funds will successfully enable the applicant to achieve or enhance the original goals during the next award period, why costs for the program have not been absorbed by the institution(s), and describe new and innovative programming that warrants additional funding, including how it will be sustained without federal funds in the future.

As part of strengthening the Campus Program, colleges and universities may develop and implement men's programming, faculty and staff educational programs, peer education, peer theater, and/or SANE/SART/DVART teams.

Who Will Implement the Project **(10 points**)
This section must include the information below. In doing so, the applicant must justify who will be involved in the project and demonstrate that they have the capacity to address the stated need and that they can successfully implement the stated project activities.

- All applicants must identify the departments, agency/ies or office(s) responsible for carrying out the project;
- Experience and expertise of the departments, agency/ies or office(s) **and** key personnel who will be directly involved with the project including;
    - The project coordinator;
    - The required nonprofit, nongovernmental victim services organization partner; and
    - The required criminal justice and/or civil legal agency partner(s); and
    - If applicable, key consortium partner(s).

  Information about the experience and expertise of other project partners should not be included in this section.

- If funding is requested for both nonprofit, nongovernmental victim service organizations and government agencies and/or legal representatives providing victim advocacy services, the applicant must explain how these different entities will collaborate; and
- Applicants should explain information sharing between partners, including how they will protect information that is confidential or privileged. Applicants should recognize that victim service providers can provide varying degrees of confidentiality, often depending on Federal, state, and tribal laws. This may affect what information about victims they can share with partners. Other partners may have legal limitations as well.

Proposal Abstract
The Proposal Abstract should provide a short and accurate summary of the proposed project including who will be involved with the proposed project, what will be done as primary activities, what products will be produced, the service area where the proposed project will take place and who will be impacted by the proposed project. Please do not summarize past accomplishments in this section.

Budget Detail Worksheet and Narrative (15 Points)
All applicants are required to submit a detailed budget and supporting budget narrative. Budgetary requirements vary slightly among programs, and applicants must read the solicitation closely to determine the requirements of the budget and budget narrative for each OVW program.

<u>Award Period and Amount</u>
Award Period
The grant award period is **36** months. Budgets must reflect 36 months of project activity, and the total "estimated funding" (block 15) on the SF-424 must reflect 36 months.

Award Amounts
Applicants should carefully consider the resources needed to successfully implement the proposed project and present a realistic budget that accurately reflects project costs. OVW has the discretion to award grants for greater or lesser amounts than requested and to negotiate the scope of work and budget with applicants prior to award of a grant.

Funding levels under the Campus Program for FY 2013 is as follows:

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

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. Funding is not guaranteed.

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

Budget Requirements

Applicants must submit reasonable budgets based on the resources needed to implement their projects in their specific geographic location. 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.

Applicants are encouraged to maximize the impact of federal dollars by contributing to the costs of their projects. Supplemental contributions may be cash, in-kind services, or a combination of both. Any non-Federal contributions can be discussed in the project narrative or Memorandum of Understanding (if required). Applicants should not include supplemental contributions in the budget, budget narrative, or SF-424.

In some circumstances, the budget and budget narrative will be reviewed separately from the proposed project narrative. Therefore, it is very important that the budget narrative be as comprehensive as possible and describe in a narrative format each line item requested in the budget.

A Sample Budget Detail Worksheet is available in **Appendix A**. When preparing the Budget Detail Worksheet and Narrative, please use the Sample Budget Detail Worksheet as a guide and be sure to include all necessary budget categories as outlined in the Worksheet. The budget must adhere to the OVW Financial Grants Management Guide, which can be found at http://www.ovw.usdoj.gov/docs/gfmd-financial-grants-management-guide.pdf.

- Nonprofit, nongovernmental victim service organizations should be compensated for their services, which should be reflected in the budget and budget narrative. If funding is requested for both nonprofit, nongovernmental victim service organizations and government agencies providing victim advocacy, the budget and budget narrative must distinguish between the two.

Federal Financial Guidelines

Federal grants are governed by the provisions of the OMB circulars applicable to financial assistance and the OVW Financial Grants Management Guide, which can be found at http://www.ovw.usdoj.gov/docs/gfmd-financial-grants-management-guide.pdf. The Financial Grants Management Guide includes information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. This document outlines the successful administration of grant funds.

Any recipient of an award will be responsible for monitoring subgrants/contracts under the grant in accordance with all applicable statutes, regulations, OMB Circulars and guidelines, and the OVW Financial Grants Management Guide**.** Primary recipients will be responsible for oversight of subgrantee spending and monitoring specific performance measures and outcomes attributable to the use of OVW funds.

Food and Beverage/Costs for Refreshments and Meals

Generally food and beverage costs are **not** allowable, and under no circumstances may OVW funding be used to supply food and/or beverages during refreshment breaks. OVW may approve the use of OVW funds to provide food and/or beverages for a meal at a meeting, conference, training, or other event, if one of the following applies:

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

Justification for an exception listed above must be included in the budget narrative, and funds may only be used to purchase food and/or beverages for a meal at a meeting, conference, training, or other event if OVW approves the specific expenditures in advance.

Cooperative agreement recipients must seek approval of these costs through the conference approval process. Approval of the budget is not an approval of food and beverage expenditures. For cooperative agreement recipients, food and beverage is not allowed until a conference request approval form has been submitted and approved by OVW.

Conference Planning and Expenditure Limitations

Applicants should be aware of all applicable laws, regulations, policies and guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of Federal funds for expenses related to conferences (which is defined to include meetings, retreats, seminars, symposiums, training and other similar events), including the provision of food and/or beverages at such events, and costs of attendance at such events. Information on pertinent laws, regulations, policies and guidance is available at http://www.ovw.usdoj.gov/grantees.html. Applicants should also be aware of the following specific restrictions on conference planning and expenditure limitations:

- Cost of Logistical Conference Planning
- Cost of Programmatic Conference Planning
- Conference Space and Audio-Visual Equipment and Services
- Prohibition on Trinkets at Conferences
- Entertainment at Conferences
- Food and Beverages at Conferences
- Prior Approval Required Before Entering Into Contracts or Expending Funds for Conferences
- Conference Reporting

Updated Department of Justice and OVW guidance on conference planning, minimization of costs, and conference cost reporting is accessible on the OVW website http://www.ovw.usdoj.gov/grantees.html. For additional information regarding food and beverage regulations, please refer to the OVW Financial Grants Management Guide at http://www.ovw.usdoj.gov/docs/gfmd-financial-grants-management-guide.pdf.

Indirect costs

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

Training and Technical Assistance

All applicants are required to allocate funds in the amount of **$34,800 for individual projects and $69,600 for consortium projects** to support travel costs associated with technical assistance and capacity-building activities sponsored by OVW-designated technical assistance providers. Individual applicants are required to bring a multi-disciplinary team of three to each of the two annual Technical Assistance Institutes. Consortium applicants are required to bring a minimum of six and a maximum of eight team members to each of the Institutes. Applicants from Alaska, Hawaii, and United States Territories should allocate an additional **$5,000** to account for higher travel costs. These specific applicants may exceed the budget caps to account for this increased travel amount. The required set-aside amount may be shared between the applicant and any partnering agency(ies), but the budget must reflect the costs in the appropriate categories. Therefore, an employee's travel costs should be included in the "Travel" category, while travel costs for the partner(s) must be included in the "Consultants/Contracts" category. Label both costs as "OVW Technical Assistance." Include an estimated breakdown for these costs, including the number of trips, number of travelers, airfare or mileage, lodging, per diem, etc. (OVW technical assistance is provided free of charge to grantees, so applicants do not need to include registration fees). This amount should equal the full, required set-aside amount listed above.

Please note these funds can **only** be used for OVW designated technical assistance, unless otherwise approved by OVW. Any training and technical assistance funds not used by the end of the grant period may not be reprogrammed and must be returned to OVW. Travel funds should be used to support travel by all project partners including nonprofit, nongovernmental victim service providers. Funds may also be used by persons whose positions are not grant funded as long as that person's roles and responsibilities are linked to the project's overall mission.

Program Evaluations

Applicants may not use any OVW funds to conduct research. However, up to three percent of the budget may be allocated for the purpose of assessing the effectiveness of funded activities. For example, funds may be used to conduct pre- and post-testing of training recipients or for victim satisfaction surveys. In conducting such testing or surveys, grantees may not collect, analyze or disseminate any information that would disclose the identity of an individual.

Accommodations and Language Access

Applicants are encouraged to allocate grant funds to support activities that help to ensure individuals with disabilities and Deaf individuals and persons with limited English proficiency have meaningful and full access to their programs. For example, grant funds can be used to support American Sign Language (ASL) interpreter services, language interpretation and translation services, or the purchase of adaptive equipment.

Applicants proposing to use grant funds to create websites, videos and other materials must ensure that they are accessible to persons with disabilities. Grant funds must be allocated for these purposes.

Memoranda of Understanding (MOUs) (20 Points Total)
Internal Memorandum of Understanding and External Memorandum of Understanding [IMOU & EMOU]
For purposes of this application, the MOU is a document containing the terms of the partnership and the roles and responsibilities between two or more parties. The MOU should be a single document and should be signed and dated by the Authorized Representative **(see page 28** for the definition of the authorized representative) of each proposed partner agency during the development of the application. In rare circumstances an MOU can include multiple signature pages as long as each page includes the name and title of each signing party.

The MOU must:

- Clearly identify the partners and provide a brief history of the collaborative relationship among those partners, including when and under what circumstances the relationship began and when each partner entered into the relationship;
- Clearly state the roles and responsibilities each partner will assume to ensure the success of the proposed project; and
- Demonstrate partners have consulted and coordinated in a meaningful way with their partners.

The MOUs should be attached to the application in Grants.gov.

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

Continuation applicants or any applicant who has previously been funded under this program must develop new MOUs that reflect the continuation of project activities and include current dates and signatures from all relevant project partners.

<u>Internal Memorandum of Understanding</u> **(10 Points)**
Each individual or consortium application must include an Internal Memorandum of Understanding, which represents a partnership with different departments, offices and entities within the institution of higher education. Each applicant must provide an IMOU as a single document that includes signatures, titles, and dates from all partners. Signatures must be current (dated during the development of the proposal) and include titles of the signatories and identify their organizations. The IMOU must be signed by a representative of the governing body of the institution(s) of higher education, the president(s), and/or chancellor(s) of the institution(s) of higher education and the chief executive officers and/or directors of all participating partner entities within the institution(s).

The IMOU must:

- Identify the departments, offices, or entities designated to receive and administer grant funds and to manage and coordinate project activities within the institution of higher education;

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

Individual Applicants should submit the IMOU as one document including signatures from appropriate representatives of each campus-based partner entity (e.g., Director of Athletics, Director of the Women's Center, Chief of Campus Public Safety, Dean of Students). The absence of an IMOU that fully addresses all of the points described above will be deemed a deficiency of the overall proposal.

For Consortia Projects the IMOU can be presented in one of two ways: 1) as a single document that outlines the roles and responsibilities of each partner within the consortium, with all signatories presented on one page; or 2) a summary page outlining the activities to be completed within the consortium along with an IMOU from each institution involved in the consortium. The IMOU of each school must identify their partners, their roles and responsibilities, and the corresponding signatures including the school's authorizing official (i.e., presidents, chancellor, or provost).

External Memorandum of Understanding **(10 Points)**
Each individual or consortia application must include an External Memorandum of Understanding (EMOU), which represents partnerships with community-based organizations and agencies in the local or neighboring jurisdiction that are not affiliated with the institution of higher education. At a minimum, the EMOU must indicate a partnership between the institution of higher education, a victim services organization and at least one criminal justice or civil service legal agency. Each applicant must provide an EMOU as a single document that includes signatures, titles, and dates from all partners. The EMOU must be current **(i.e. signed and dated during the development of the proposal)** and include signatures, with title of the signatories and identify the institution of the president and/or chancellor of the institution(s) of higher education and the chief executive officer and/or director of nonprofit, nongovernmental agency, the criminal justice or civil legal agency, and other community organizations (see page 10).

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

The EMOU must:

- Identify all the partners and provide a brief history of the collaborative relationship among those partners, including when and under what circumstances the relationship began and when each partner entered into the relationship;

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

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

Additional Required Information

The following documents will not be scored during the review process but they should be included with your submission. Failure to include any of the information may result in the inability to access funds if your application is selected for funding.

Application for Federal Assistance (SF-424)
Applicants must complete the SF-424 online. In block 7 (Type of Applicant), please do not select "other." Please pay careful attention to the amount of Federal funding requested in box 15 of this form. This amount must match the amount of Federal funding requested in the budget section of the application package. Only include values in box 16 ("Recipient") if the program solicitation requires a match. The individual who is listed in box 18 must be the Authorized Representative for the applicant agency. The Authorized Representative is an individual who has the authority to apply for and accept grant awards on behalf of the organization or jurisdiction.

Standard Assurances and Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (Form 4061/6)
Please carefully review the assurances and certification forms online. These forms will be completed online at a later time during the application process.

Letter of Nonsupplanting
Applicants must submit a letter to OVW's Director, signed by the Authorized Representative, certifying that Federal funds will not be used to supplant state or local funds should a grant award be made. Please refer to http://www.ovw.usdoj.gov/docs/nonsup_letter.pdf for a sample letter. This should be a separate attachment to the application in Grants.gov.

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

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

Financial Capability Questionnaire (if applicable)
All nonprofit, nongovernmental organizations that apply for funding from OVW and have not previously (or within the last three years) received funding from OVW or OJP must complete a Financial Capability Questionnaire, and submit it online along with their current year's audit report. The form can be found at http://www.ojp.gov/funding/forms/financial_capability.pdf.

No Indirect Cost Rate Agreement
Applicants will not be permitted to utilize an indirect cost rate agreement under the Campus Program.

Single Point of Contact Review
Executive Order 12372 requires applicants from state and local units of government or other organizations providing services within a state to submit a copy of the application to the state Single Point of Contact (SPOC) if one exists and if the state has selected this program for review. Applicants must contact their state SPOCs to determine whether their programs have been selected for state review. The applicant should enter the date that the application was sent to the SPOC or the reason such submission is not required in Block 3 of the Overview section of the GMS application.

Selection Criteria

Applications will be scored based on the degree to which the applicant responds to each section and addresses each element contained within the corresponding section. Furthermore, applications will be scored based upon the quality of the response and the level of detail provided. Each element **must** be addressed in the section in which it is requested. Points may be deducted if the applicant does not include the information in the appropriate section even if it is included elsewhere within the application. Each section will be reviewed as a separate document and will be scored as such.

OVW reserves the right to deduct points for applications that are partially out of scope, including unallowable activities, for applicants who are out of compliance with a current OVW grant award or cooperative agreement, and for any activities that compromise victim safety or confidentiality. An application that is deemed to be substantially out of scope, proposes a substantial number of activities that are unallowable, or proposes activities that pose a significant threat to victim safety or a serious breach of confidentiality, will not be considered for funding.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the OVW Director, who also may give consideration to factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding when making awards. All award decisions are final.

Review Process
OVW will subject all applications to a review process that is fair and based on the criteria outlined in this solicitation. OVW may utilize internal review, external review, or a combination of both.

Past Performance Review
In addition to the review process described above, applicants with current or recent (closed within the calendar year) OVW awards and/or cooperative agreements will be reviewed based on the elements listed below. Please note that if the applicant has not met or completed any one of the following, up to 25 points may be deducted from the application.

- Progress reports submitted by the applicant, in conjunction with monitoring conducted by OVW, that demonstrates the effectiveness of the current project, indicating timely progress toward meeting project goals and objectives;
- Demonstration that past activities supported with OVW grant funds have been limited to program purpose areas;
- Adherence to all special conditions of existing grant award(s) from OVW;
- Adherence to programmatic and financial reporting requirements, including timely submission of required reports;
- Completion of close-out of prior awards in a timely manner;
- Appropriate utilization and active participation in OVW-sponsored workshops and other technical assistance events as required by a special condition of the current award;
- Receipt of financial clearances on all current grants from OVW;
- Timely resolution of issues identified in any audit or on-site financial or programmatic monitoring visit;
- Adherence to the Office of Management and Budget single-audit requirement; and
- Timely expenditure of grant funds.

OVW grantees with significant past performance issues may not be considered for funding.

Compliance with OVW Financial Requirements
Each OVW grantee agrees to follow the financial and administrative requirements in the OVW Financial Grants Management Guide at http://www.ovw.usdoj.gov/docs/gfmd-financial-grants-management-guide.pdf as a condition of receiving grant funding. If OVW determines that a current grantee has violated any of the requirements of the Guide, the grantee may be denied continuation funding.

High Risk Grantees

Based on DOJ's assessment of each grantee with regard to current or previous funding, unresolved audit issues, delinquent programmatic and fiscal reporting, and prior performance, a grantee may be designated "high risk." Awards to high-risk grantees may carry special conditions such as increased monitoring and/or prohibitions on drawing funds until certain requirements are met. High-risk grantees with substantial or persistent performance or compliance issues, long-standing open audits, or open criminal investigations will likely not receive an additional OVW award until all issues are resolved.

Post Award Information Requirements

Reporting Requirements

All OVW grantees receiving awards are required to submit annual and/or semi-annual progress reports and quarterly Federal Financial Reports. Appropriate forms will be provided to all applicants selected for an award.

Information for All Federal Award Grantees

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. OVW strongly encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. Additional information for each requirement can be found in the FY 2013 Solicitation Companion Guide at http://www.ovw.usdoj.gov/docs/companion-guide-10-16-12.pdf

- Civil Rights Compliance
- Funding to Faith-Based Organizations
- Confidentiality and Privacy Protections
- Research and the Protection of Human Subjects (if applicable)
- Anti-Lobbying Act
- Reporting Requirements
- National Environmental Policy Act (NEPA) (if applicable)
- DOJ Information Technology Standards (if applicable)
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Reporting Fraud, Waste, Error, and Abuse
- Suspension or Termination of Funding
- Nonprofit Organizations
- Government Performance and Results Act (GPRA)

- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006
- Awards in Excess of $5,000,000 – Federal Taxes Certification Requirement
- Active SAM Registration

Public Reporting Burden

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

Application Checklist

Applicants must submit a fully executed application to OVW, including all required supporting documentation.

Application Document	Completed?
1. Summary Data Sheet	
Summary of Current OVW Projects	
2. Project Narrative.	
Purpose of the Application	
What Will Be Done	
Who Will Implement	
Proposal Abstract	
3. Budget Detail Worksheet and Narrative and Summary	
4. IMOU and EMOU	
5. Application for Federal Assistance: SF 424	
6. Standard Assurances and Certifications	
7. Letter of Nonsupplanting	
8. Financial Accounting Practices	
9. Financial Capability Questionnaire (nonprofits only)	
10. Letter Certifying Eligibility (see page 6 for details)	
11. Letter Certifying Implementation of Minimum Requirements (see page 6 for details)	

APPENDIX A

Budget Guidance & Sample Budget Detail Worksheet

Budget Guidance

Cost guidance for selected items is provided below to assist applicants in preparing the budget detail worksheet. In developing your budget detail worksheet please refer to the OVW Financial Grants Management Guide at http://www.ovw.usdoj.gov/docs/gfmd-financial-grants-management-guide.pdf.

Consultants/Contracts
Compensation for services by an individual consultant should be reasonable and consistent with that paid for similar services in the marketplace. Applicants should consider the type of services provided and the experience and expertise of the individual consultant when deciding if a consultant's rate is reasonable. Applicants are strongly discouraged from requesting consultant rates in excess of $650 per day. Please note that this does not mean that the rate can or should be as high as $650 for all consultants. If a project is ultimately selected for funding with a budget allocating more than $650 per day to a consultant, the applicant must provide additional information to OVW for review and approval before consultant costs are incurred.
Applicants should also include all costs associated with consultants/contracts in the "Consultants/Contracts" category, including travel-related costs. These costs should not be reflected in the Personnel or Travel categories.

Applicants should follow the same established procurement policies with Federal funds as they would with non-federal funds. All procurement transactions should be awarded in a manner that provides maximum open, free and fair competition, and must follow 28 C.F.R. §66.36 (if a State or local government) and 28 C.F.R. §§ 70.40-70.49 (if a non-profit, or an institution of higher education). All sole-source procurements (those not awarded competitively) in excess of $100,000 require prior approval from OVW. This applies to procurements of goods and services, but not to compensation for MOU project partners for time spent working on program objectives.

Rent
Rental costs are generally allowable under OVW programs. Applicants should list square footage and cost per square foot in the budget. The amount must be based on the space that will be allocated to implement the OVW project, not the costs of the entire rental space. **Rental costs are not allowable for property owned by the applicant or if the applicant has a financial interest in the property**. In this case only the costs of ownership, including maintenance costs, insurance, depreciation, utilities, etc., are allowable costs. The applicant must indicate in the budget narrative whether or not they own the space that will be rented.

Audit Costs
Costs for audits not required or performed in accordance with the Office of Management and Budget (OMB) Circular A-133 are unallowable. If the applicant agency did not expend $500,000 or more in federal funds during the organization's fiscal year, the cost of any audit performed may not be charged to the grant.

No Indirect Cost Rate Agreement
Applicants will not be permitted to utilize an indirect cost rate agreement under the Campus Program.

Purchase and/or Lease of Vehicles
The purchase and/or lease of vehicles is prohibited under most OVW grant programs, although some programs allow for purchasing vehicles on a case-by-case basis. Please refer to the

solicitation for which you are applying to determine whether vehicles can be purchased or leased. If requesting a vehicle, a lease/purchase analysis must be submitted with the application.

Compensation for Partners

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

Non-Federal contributions

Applicants are encouraged to maximize the impact of federal dollars by contributing to the costs of their projects. Supplemental contributions may be cash, in-kind services, or a combination of both. Any non-federal contributions can be discussed in the project narrative or Memorandum of Understanding (if required). **Applicants should not include supplemental contributions in the budget, budget narrative, or SF-424.**

Applicants are advised that if they voluntarily decide to provide matching funds through the use of in-kind contributions, and include this information in the budget or budget narrative, the voluntary contributions will become a mandatory requirement under the grant award. Grantees that fail to provide sufficient mandatory matching funds through cash or in-kind contributions during the award period may be required to meet their obligation by making a cash payment to the Office on Violence Against Women in order to close out the grant award.

Budget Detail Worksheet

Purpose: The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

Please Note: The following budget is an example intended to assist you in preparing your application budget.

A. Personnel - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Name/Position	Computation	Cost
Program Coordinator	$23,500 x 100% x 36 months	$ 70,500
Investigator	$45,000 x 100% x 36 months	$135,000
Administrative Assistant	$10/hr. x 20 hrs/month x 36 months	$ 7,200

The Program Coordinator will coordinate the tribe's Tribal Governments Program project by organizing regular coordinating council meetings between all partner organizations, ensuring compliance with program requirements, and serving as the central point of contact for all project activities.

The Investigator is an investigator with the tribal law enforcement agency. She/he will dedicate 100% of their time to investigating cases of domestic violence, sexual assault, dating violence and stalking that occur on tribal lands.

The Administrative Assistant for the project will be a part-time employee. She/he will be compensated at a rate of $10/hour. The designated time spent on the project will be 20 hours each month providing administrative and clerical support to the staff of the Victim Services Program.

TOTAL PERSONNEL: $212,700

B. Fringe Benefits - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

SAMPLE

Name/Position	Computation	Cost
Program Coordinator		
Employer's FICA	$70,500 x 7.65%	$ 5,393
Health Insurance	$70,500 x 6.12%	$ 4,315
Workmen's Compensation	$70,500 x 1.00%	$ 705
Unemployment Compensation	$70,500 x 0.50%	$ 353
Investigator		
Employer's FICA	$135,000 x 7.65%	$10,328
Health Insurance	$135,000 x 6.12%	$ 8,262
Workmen's Compensation	$135,000 x 1.00%	$ 1,350
Unemployment Compensation	$135,000 x 0.50%	$ 675
Administrative Assistant		
Employer's FICA	$ 7,200 x 7.65%	$ 551
Health Insurance	$ 7,200 x 6.12%	$ 441
Workmen's Compensation	$ 7,200 x 1.00%	$ 72
Unemployment Compensation	$ 7,200 x 0.50%	$ 36
	TOTAL FRINGE BENEFITS:	**$32,481**

TOTAL PERSONNEL AND FRINGE BENEFITS: $245,181

The tribe is requesting fringe benefits for the Program Coordinator, the Investigator, and the Administrative Assistant.

C. Travel - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3-day training at $X airfare, $X lodging, $X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit costs involved. Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

Purpose of Travel	Location	Item	Computation	Cost
OVW-Mandated Training and Technical Assistance	TBD	Airfare	$500 (avg.) x 3 people x 4 trips	$6,000
		Lodging	$ 100 (avg.) x 3 nights x 3 people x 4 trips	$3,600
		Per diem	$ 50 (avg.) x 4 days x 3 people x 4 trips	$2,400

$12,000 of the required $20,000 in OVW mandated technical assistance and training funds has been allocated to cover the cost of travel for staff of the tribe in accordance with program guidelines. The sites of the training sessions are unknown at this time. Travel estimates are based upon the tribe's formal written travel policy.

TOTAL TRAVEL: $12,000

D. Equipment - List non-expendable items that are to be purchased. (Note: Organization's own capitalization policy for classification of equipment should be used.) Expendable items should be included either in the "Supplies" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

SAMPLE

Item	Computation	Cost
(2) Video Cameras	$750/camera x 2 cameras	$1,500

The video cameras will be used during the interviews of alleged offenders, as well as to record witness testimony in preparation for trial in cases of domestic violence, dating violence, sexual assault, and stalking.

TOTAL EQUIPMENT: $1,500

E. Supplies - List items by type (office supplies, postage, training materials, copying paper, and other expendable items such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

Supply Items	Computation			Cost
Office Supplies (paper, computer discs, pens, etc.)	$150/month	x	36 months	$5,400
Postage	$ 50/month	x	36 months	$1,800
75 Victim Assistance Kits	$ 25/kit	x	75 kits	$1,875

Office supplies and postage are needed for the general operation of the program. The Victim Assistance Kits will be provided to victims of domestic violence, dating violence, sexual assault, and stalking who seek assistance from the program. The kits contain toiletries and other necessities. The estimated cost is based on previous kit prices from other programs. We estimate that at least 75 kits will be needed.

TOTAL SUPPLIES: $9,075

F. Construction - As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Consult with the program office before budgeting funds in this category.

Purpose	Description of Work	Cost

TOTAL CONSTRUCTION: $0

G. Consultants/Contracts - Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of $650 per day require additional justification and prior approval from the Office on Violence Against Women.

SAMPLE

Name of Consultant	Service Provided	Computation	Cost
Consultant /Trainer	Sexual Assault Training	$450/day x 3 days	$ 1,350
Part-Time Prosecutor	Prosecution	$50/hr. x 20 hrs./month x 36 months	$36,000

A Consultant/Trainer will provide a three day on-site training on sexual assault and related issues to tribal leaders, law enforcement, prosecution, court personnel, and medical and social services personnel. The training will focus on the challenges of providing support and advocacy services to Indian victims of sexual assault, dating violence, and elder abuse.

The tribe will hire a Part-Time Prosecutor. The Part-Time Prosecutor will be compensated at an hourly rate of $50/hour. The Part-Time Prosecutor will spend 20 hours each month prosecuting crimes related to domestic violence, dating violence, sexual assault, and stalking.

Subtotal Consultant Fees: $37,350

Consultant Travel: List all expenses to be paid from the grant to the individual consultant in addition to their fees (i.e., travel, meals, lodging etc.).

Purpose of Travel	Location	Item	Computation	Cost
OVW-Mandated Training and Technical Assistance	TBD	Airfare	$500 (avg.) x 2 people x 4 trips	$4,000
		Lodging	$ 100 (avg.) x 3 nights x 2 people x 4 trips	$2,400
		Per diem	$ 50 (avg.) x 3 days x 2 people x 4 trips	$1,200
			Subtotal OVW-Mandated Training:	$7,600
Delivery of Sexual Assault Training	Tribe's Reservation	Airfare	$500 (avg.) x 1 person x 1 trip	$500
	Local Hotel	Lodging	$50(avg.)/night x 2 nights	$100
	Local Area	Per diem	$35(avg.)/day x 3 days	$105
			Sub-total Sexual Assault Training:	$705

Subtotal Consultant Travel: $8,305

$8,000 of the required $20,000 in OVW mandated technical assistance and training funds has been allocated to cover the cost of travel for staff of the tribe in accordance with program guidelines. The sites of the training sessions are unknown at this time.

Funds have also been allocated to pay for the Consultant/Trainer to travel to the reservation to provide sexual assault training.

Contracts: Provide a description of the product or services to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of $100,000.

SAMPLE

Item	Computation	Cost
Cell Phone Service	$ 75/month x 36 months	$ 2,700
GSA Vehicle Lease	$300/month x 36 months	$10,800

The Shelter Advocates will share a cellular phone so that they may be contacted 24 hours/day, 7 days a week to provide emergency services and transportation to victims in need.

A vehicle is needed for use by the Shelter Advocates, and other program staff to transport victims to and from the tribe's shelter, court, and other agencies and resources. After doing a comparison, the tribe has concluded that it would be more cost-effective to lease a vehicle than to purchase a vehicle for this purpose. (Lease vs. purchase analysis submitted separately).

Subtotal $13,500

TOTAL CONTRACTS AND CONSULTANTS: $59,155

H. Other Costs - List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, and provide a monthly rental cost and how many months to rent.

Description	Computation	Cost
Sexual Assault Training Manual	$ 25/manual x 25 manuals	$ 625
Resource Manual	$ 25/manual x 75 manuals	$ 1,875
Crisis Hotline	$ 75/month x 36 months	$ 2,700
Brochures	$ e x 1,000 copies x 2 Titles	$ 500
Rent	$1.50/sq. foot x 1,000 sq. feet x 36 months	$54,000
Utilities	$200/month x 36 months	$ 7,200
Housing Assistance	$500/family x 12 families/year x 36 months	$18,000

The Sexual Assault Training manuals will be purchased from the Sexual Assault Resource Center and will be used in conjunction with the on-site training that will be provided by the Consultant/Trainer.

The Project Coordinator will develop and produce a Resource Manual for services both on and off the Reservation for victims of domestic violence, sexual assault, and stalking. Copies of the manual will be provided to all units of Tribal government and to victim services and social services agencies in the local community.

Many victims in the more geographically remote areas of the Reservation do not have long distance service, and it is a long distance call for most of them to the program office. The project will continue to operate an 800 hotline for victims. It will be staffed by volunteers on a daily basis.

The program has previously developed brochures explaining the dynamics of domestic violence and sexual assault and detailing the services offered by the program. Additional copies of the brochures need to be reproduced. Based on previous distribution patterns, it is anticipated that the program will distribute 1,000 copies of each brochure during the 36 month grant period.

SAMPLE

The Victim Services Program rents a safe house that is located off-reservation in the local community. The house is used to provide temporary housing to victims of domestic violence and their minor children who are in need of a safe place to stay after fleeing an abusive situation. The rent is consistent with the fair market rate for similar properties in the local community.

The cost of utilities (i.e., gas, electric, and water service) averages $200/month. The services are necessary to ensure that the house is suitable for occupancy.

Funds have been budgeted to provide transitional housing assistance to at least one victim of domestic violence, dating violence, sexual assault or stalking each month. Each victim and her dependents will receive up to $500 to assist with rent and utility payments or security deposits.

TOTAL OTHER COSTS: $84,900

I. Indirect Costs - Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval (a fully executed, negotiated agreement) must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant=s cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant=s accounting system permits, costs may be allocated in the direct costs categories.

Description	Computation	Cost
13.25% of Direct Salaries (Excluding Fringe Benefits)	$212,700 x 13.25%	$28,183

The Indirect Cost Rate Agreement was approved by the Department of the Interior, the applicant=s cognizant Federal agency on January 1, 2012. (A copy of the fully executed, negotiated agreement is attached).

TOTAL INDIRECT COSTS: $28,183

SAMPLE

Budget Summary- When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal funds requested and the amount of non-Federal funds that will support the project.

Budget Category	**Amount**
A. Personnel	$212,700
B. Fringe Benefits	$32,481
C. Travel	$12,000
D. Equipment	$1,500
E. Supplies	$9,075
F. Construction	$0
G. Consultants and Contracts	$59,155
H. Other Costs	$84,900
Total Direct Costs	$411,811
I. Indirect Costs	$28,183
TOTAL PROJECT COSTS	$439,994
Federal Share Requested	$439,994
Non-Federal (Match) Amount	$0

SAMPLE