

OJP

Office on Violence Against Women

Grants to Reduce Violent Crimes Against Women On Campus

Fiscal Year 2003 Solicitation

LETTER OF INTENT DEADLINE:
February 20, 2003

GMS REGISTRATION DEADLINE:
March 10, 2003

APPLICATION DEADLINE:
March 25, 2003

**U.S. Department of Justice
Office of Justice Programs**
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Washington, DC 20531

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**Office of Justice Programs
Office on Violence Against Women
World Wide Web Homepage:
www.ojp.usdoj.gov/vawo**

**Grants To Reduce Violent Crimes Against Women On Campus Program Application
World Wide Web Homepage:
www.ojp.usdoj.gov/fundopps.htm**

About the Office of Justice Programs

The Office of Justice Programs (OJP), U.S. Department of Justice, was created in 1984 to provide federal leadership in developing the nation's capacity to prevent and control crime, administer justice, and assist crime victims. OJP carries out this mission by forming partnerships with other federal, state, and local agencies as well as national and community-based organizations. OJP is dedicated to comprehensive approaches that empower communities to address crime, break the cycle of substance abuse and crime, combat family violence, address youth crime, hold offenders accountable, protect and support crime victims, enhance law enforcement initiatives, respond to domestic terrorism, and support advancements in adjudication. OJP also works to reduce crime in Indian Country, enhance technology's use within criminal and juvenile justice systems, and support state and local efforts through technical assistance and training.

About the Office on Violence Against Women

The Office on Violence Against Women (the Office) is a component of the Office of Justice Programs (OJP), U.S. Department of Justice. Created in 1995, the Office implements the Violence Against Women Act (VAWA) and provides national leadership against domestic violence, sexual assault, and stalking. Since its inception, the Office has launched a multifaceted approach to implementing VAWA. By forging state, local, and tribal partnerships among police, prosecutors, the judiciary, victim advocates, health care providers, faith leaders, and others, VAWA grants help provide victims with the protection and services they need to pursue safe and healthy lives and enable communities to hold offenders accountable for their violence.

Addressing Grants to Reduce Violent Crimes Against Women On Campus

Violence against women -- including dating violence, domestic violence, sexual assault, and stalking -- is a serious problem on campuses, as it is across the nation. On campuses, however, unique issues arise. To address these particular circumstances, Congress created the Grants to Reduce Violent Crimes Against Women on Campus Program (hereinafter referred to as the Campus Program). The Campus Program implements certain provisions of the Higher Education Amendments of 1998, as reauthorized by Congress in the Violence Against Women Act of 2000 (VAWA 2000).

The primary purpose of the Campus Program is to develop and strengthen victim services in cases involving violent crimes against women on campuses and strengthen effective security and investigation strategies to combat violent crimes against women on campuses.

Unlike their counterparts in the larger community, women students victimized by other students often face additional challenges in a "closed" campus environment. For instance, a victim of dating violence, domestic violence, or sexual assault may continue to live in danger if the perpetrator resides in the same dormitory or attends the same classes. On smaller campuses, a victim may wish to remain anonymous but may find this to be virtually impossible in such an insular environment. Similarly, stalking victims may find it difficult to escape their tormentors because the stalker may have a seemingly "legitimate" reason for remaining in contact with or in proximity to the victim (e.g., studying in the library). The fear and anguish suffered by rape victims may continue if they attend the same classes or live in the same dormitory as their rapists. In other cases, a victim may be harassed by classmates or by a perpetrator's friends who claim that the victim "asked for it" or "provoked" the crime. Even changing class

schedules or living arrangements may not eliminate the threat of encountering the perpetrator on campus.

Survivors of dating violence, domestic violence, sexual assault, and stalking from diverse communities frequently confront additional challenges when seeking assistance. Victims with disabilities may struggle with obstacles, such as shelters that cannot physically accommodate them. International students or the spouses or partners of international students may face linguistic or cultural barriers to obtaining services. Likewise, victims from racial, ethnic, or religious minority groups may fear discrimination when they attempt to obtain services.

Historically, institutions of higher education have handled dating violence, domestic violence, sexual assault, and stalking through closed administrative procedures or mediation rather than by assisting victims in initiating criminal proceedings through local law enforcement agencies. This approach sends an incorrect message to victims, perpetrators, and the entire campus community that violence against women is not criminal behavior.

Many campuses are beginning to address violent crimes against women by developing campus-based responses that include campus victim services, campus law enforcement, health providers, housing officials, administrators, student leaders, as well as student organizations, and disciplinary boards. To be effective, these responses must be linked to local criminal justice agencies and service providers, including local law enforcement agencies, prosecutors' offices, the courts, and nonprofit, nongovernmental victim advocacy and victim services agencies. This coordinated community response is intended to enhance victim safety and hold offenders accountable.

Availability of Funds

Funding for FY 2003 is contingent upon Congressional appropriation of funds

for the Campus Program. Funds for this program have not yet been appropriated for FY 2003. However, the Office has made the decision to post an advance solicitation of the Campus Program to expedite the award process in the event that an FY 2003 appropriation occurs.

Higher Education Association Special Initiative to Address Violent Crimes Against Women on Campuses

In FY 2003, the Office intends to fund a two year special initiative to develop and implement innovative programs utilizing the organizational strengths of associations whose membership consists of institutions of higher education. Any associations interested in the special initiative will need one of their member institutions to act as the grant's fiscal agent.

Special initiative applicants are also eligible to apply for direct funding, for its campus, under the Campus Program as a new or continuation grantee. Special initiative applicants, however, shall not propose duplicative projects and should prepare separate and distinct proposals.

Complete and separate guidelines and application instructions for the special initiative can be found on pages 16 to 27 of this solicitation. Special initiative applicants need not to follow the instructions on pages 2 through 15 unless they are also applying for individual or direct campus grants.

Award Period

The award period for these grants will be 24 months. **Budgets must reflect 24 months of project activity.**

Award Amount

Due to limited funding, it is unlikely that OJP will make awards in excess of **\$200,000 for new individual projects, or \$400,000 for new consortia** projects. Applicants seeking continuation or supplemental funding should not submit budget requests that exceed prior award amounts. In addition, please note that it is highly unlikely that OJP will make continuation or

supplemental awards in excess of \$300,000.

OJP has the discretion to negotiate the scope of work with applicants prior to making an award. **All applications will be subject to peer review and internal review by Office staff and will be scored according to the criteria set forth in this solicitation. Applications with the highest scores will be eligible to receive funds available for this grant program.** Furthermore, current grantees should note that **continuation or supplemental funding is not guaranteed.**

Letter of Intent

All applicants who intend to apply for this funding are encouraged to **submit a non-binding letter of intent** included in Appendix A to the Office by **February 20, 2003**. Applicants may fax the letter of intent to (202) 305-2589. This will help accommodate the volume of proposals we anticipate receiving in response to this solicitation. We will use these letters to forecast the number of peer review panels needed to review competitive applications.

Application Due Date

Applications must be received by the close of business (5:30 p.m. EST) on March 25, 2003 through the OJP **Grants Management System (GMS) and by facsimile** (where applicable) at (202) 354-4147. To expedite the application review process, all applicants must also submit an original and 5 hard copies to the Office via overnight delivery with a postmark that is no later than March 25, 2003.

We recommend that you register through GMS no later than March 10, 2003 as you must receive confirmation that you are eligible to submit an application prior to submitting one. Please refer to the "How to Apply" section, on page 14 of this solicitation, for further instructions.

Program Eligibility

This program is authorized by 20 U.S.C. §1152 (a). Eligible grantees for this program are institutions of higher education as defined under the Higher Education Amendments of 1998. A consortium of higher education institutions also may apply for these grants provided that **each individual consortium member** is also eligible to apply.

Applicants issued awards in FY 2002 are not eligible to apply.

Types of Applicants

In FY 2003, the Office will accept applications for the Campus Program from both current grantees and new applicants. The Office will also accept applications under its new special initiative (see page 16).

Current grantees are eligible for supplemental or continuation funding to support on-going activities or to enhance those activities for an extended period of time. **Continuation or supplemental funding is not guaranteed. All applications will be subject to peer review and internal review by Office staff. Those applications receiving the highest scores will be eligible for funding.**

New applicants are any entities that are not currently receiving funds through the Campus Program.

Program Scope

The scope of the Campus Program is defined by the following statutory purpose areas and minimum requirements. Applicants should address these purpose areas and requirements in the Program Narrative section of the application.

Statutory Purpose Areas

Grant funds may be used for the following statutory purposes:

- ! To provide personnel, training, technical assistance, data collection,

and other equipment with respect to the apprehension, investigation, and adjudication of persons committing violent crimes against women on campus.

- ! To train campus administrators, campus security personnel, and personnel serving on campus disciplinary or judicial boards to more effectively identify and respond to violent crimes against women on campus, including the crimes of dating violence, domestic violence, sexual assault, and stalking.
- ! To implement and operate education programs for the prevention of violent crimes against women.
- ! To develop, enlarge, or strengthen support services programs, including medical or psychological counseling, for victims of sexual offense crimes.
- ! 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.
- ! To develop and implement more effective campus policies, protocols, orders, and services specifically devoted to prevent, identify, and respond to violent crimes against women on campus, including the crimes of dating violence, domestic violence, sexual assault, and stalking.
- ! 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 violent crimes against women on campus, including the crimes of dating violence, domestic violence, sexual assault, and stalking.

- ! To develop, enlarge, or strengthen victim services programs for the campus and to improve delivery of victim services on campus.
- ! To provide capital improvements (including improved lighting and communications facilities, but not including the construction of buildings) on campuses to address violent crimes against women on campuses, including the crimes of dating violence, domestic violence, sexual assault, and stalking.
- ! To support improved coordination among campus administrators, campus security personnel, and local law enforcement to reduce violent crimes against women on campus.

These strategies should be part of an overall coordinated campus and community response to violence against women on campuses. For example, if an application proposes to make capital improvements, such as installing improved lighting, this must be an element of a larger effort to address the problem comprehensively. Applications must demonstrate how victim services are being or will be provided. Additionally, education efforts that raise awareness about violence against women on campus must direct victims to appropriate services.

Minimum Requirements

All applicants for the Campus Program must:

1. Create a coordinated community response to violence against women on campus. The multidisciplinary response should involve the entire

campus as well as the larger community in which the campus is located.

For example, the following campus-based entities should be involved:

- S students, especially victims;
- S campus based victim services providers and violence prevention programs;
- S campus law enforcement or department of public safety;
- S faculty and staff;
- S administrators, including the institution's president and student affairs administrator;
- S women's centers;
- S Women's studies and other relevant academic departments;
- S student groups, including those representing diverse or underserved student populations;
- S the athletic department;
- S sororities and fraternities;
- S student health care providers and campus health centers and hospitals;
- S campus counseling centers;
- S campus clergy;
- S campus housing authorities; and student residence hall assistants;
- S library administrators;
- S campus disciplinary boards and judicial boards; and
- S representatives from student government.

Coordinated campus and community response teams should meet on a regular basis to review protocols, policies and procedures of member organizations and to provide cross-training on the missions and roles of individual agencies. In addition, coordinated response teams should develop formal policies and protocols for

responding to violent crimes against women when they occur.

Campuses applying for support also must develop partnerships with at least one local nonprofit, nongovernmental victim services organization **and** one or more of the following criminal justice or civil legal agencies: law enforcement, prosecution, civil legal assistance providers, systems-based victim services units, or judiciary and court personnel.

2. Establish a mandatory prevention and education program about violence against women for all incoming students, working in collaboration with campus and community-based victim advocacy organizations. The program should include information about dating violence, domestic violence, sexual assault, and stalking.
3. Train campus police to respond effectively in dating violence, domestic violence, sexual assault, and stalking cases. Training programs should be developed in collaboration with campus or community-based victim advocacy programs and should include information about relevant state and federal laws and arrest protocols; information on enforcement of orders of protection; and instruction on making primary aggressor determinations.
4. Establish or strengthen programs to train members of campus disciplinary boards to respond effectively to charges of violence against women. All members of campus disciplinary boards, including faculty, staff, students, and administrators should receive expert training about violence against women.

Activities that May Compromise Victim Safety

Ensuring victim safety is the guiding principle underlying the Campus Program. Experience and research have shown that certain practices compromise victim safety rather than enhance it. Some responses by the legal system may minimize or trivialize the offender's criminal behavior.

Accordingly, consistent with the goals of assuring victim safety and holding perpetrators accountable, applicants should **not** engage in any of the activities listed below:

- ! Offering perpetrators the option of entering pre-trial diversion programs.
- ! Mediation or counseling for couples as a systemic response to domestic violence.
- ! Batterer intervention programs that do not use the coercive power of the criminal justice system to hold batterers accountable for their behavior.
- ! Procedures that would force victims of domestic violence to testify against their abusers or impose other sanctions on them.
- ! Prevention programs that focus on victim behavior because they reinforce the myth that victims somehow provoke or cause the violence they experience.
- ! Programs that focus primarily on alcohol and substance abuse.
- ! Penalizing students who report violence or assaults in which alcohol, drugs, or other prohibited activities are involved. Often alcohol-related policies can inhibit victims of dating violence, domestic violence, sexual assault, and stalking from reporting these crimes to authorities for fear of being held in violation of campus drinking prohibitions. Higher education institutions, therefore, are encouraged to adopt and publicize policies that students will not be penalized for reporting.

- ! Inflicting restrictive conditions to be met by victims in order to receive services. Seeking protection orders or seeking counseling need to be a choice made by the victim and not a condition(s) for services imposed upon them.

Review Process

Subject to the availability of a Congressional appropriation for the Campus Program, the Office will establish panels of experts and practitioners to review applications.

Applications will be reviewed by a panel of experts on violence against women on campuses. The panels will review the information provided in the application against the selection criteria for the program. Based on the total number of points available for their application, all applicants will receive a percentile score.

The Office has adopted a numerical system for scoring all applications. Each application requirement has been given a maximum point value.

Selection Criteria

Peer review panels will evaluate all applications against criteria consistent with the statutory purpose areas and the demonstrated ability of the applicant to enhance the safety of victims by supporting projects designed to address and prevent dating violence, domestic violence, sexual assault, and stalking in campus communities. Peer review panels will also rate the proposed project based on the criteria set forth in the *Application Content and Guidelines* section of this solicitation.

Application Content

Both current grantees and new applicants **must** complete each of the following sections as part of their proposals, unless otherwise stated. For each section listed below, please note the corresponding maximum point value that may be assigned during the review process. Total possible points:

- **100 for new applications**

- **110 for continuation applications**

Application for Federal Assistance (SF-424)

The SF-424 will be filled out online through GMS. The Catalog of Federal Domestic Assistance number for this Program is 16.525. The Federal cognizant audit agency and fiscal year of the applicant organization should be listed in block 11 of the form.

Applicants must ensure that the information for the authorizing official and alternate contact are filled out correctly. The authorizing official is the individual authorized to accept grant funds on behalf of your agency. If the individual applying online is not the authorizing official, that individual must list the authorizing official's name and contact information where appropriate.

Summary Data Sheet (not to exceed 1 page): 3 Points

Please identify the following:

- ! The institution and type of institution (i.e., private, public, tribal, and/or community college, men's or women's college, Historically Black College) applying for funding;
- ! The nonprofit, nongovernmental victim service program collaborating on this project;
- ! The criminal justice or civil legal agencies or organizations partnering on this project;
- ! Whether this is a new, or continuation application;
- ! Whether this project is a single or consortium project;
- ! Whether the applicant is a rural, urban or suburban institution;
- ! 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; and
- ! The *Campus Program Statutory Purpose Areas and Priority Area* addressed by this proposal.

Status of the Current Project (not to exceed 2 pages): 10 points

Only continuation applications must state what has been accomplished by the current project, including 1) a description of the goals and objectives from the prior grant period and the status of each; 2) the status of any project products; and 3) any unanticipated obstacles to project implementation.

Projects will be rated by the Office using the following criteria:

- ! Progress reports submitted by the applicant, in conjunction with monitoring conducted by the Office; demonstrated effectiveness of the current project, indicated by progression towards meeting project goals and objectives; and demonstration that the implementation of the current project has progressed in a timely manner as outlined in the original proposal.
- ! Compliance with all special conditions of an existing grant award from the Office of Justice Programs.
- ! Adherence to programmatic and financial reporting requirements.
- ! A demonstration of the maximum utilization of available resources and a willingness and ability to continue the project after federal funds are no longer available.
- ! Appropriate utilization and active participation in required technical assistance events.
- ! Receipt of financial clearances on all current grants from OJP.
- ! Compliance with the OMB audit requirements.

Abstract (not to exceed 1 page): 3 Points

The proposal abstract, when read separately from the rest of the application, is meant to serve as a succinct and accurate description of the proposed project and must describe concisely current project goals and objectives. Summaries of past accomplishments should be avoided in the abstract.

Abstracts will be reviewed by the peer review panel according to the following criteria:

- ! Conciseness
- ! Accuracy in summarizing the Project Narrative

Project Narrative

The Project Narrative may not exceed 10 double-spaced, typed pages on 8 ½ x 11 inch paper. Margins must not be less than one inch, and type no smaller than 12 point and 12 characters per inch must be used. The narrative should include the following:

Need for the Project (not to exceed 1 page): 7 Points

This section should briefly: describe the problem to be addressed and how funding would alleviate it; identify the target population and state how the target population would benefit from the proposed project (*please use current demographic information in order to be as specific and detailed as possible when describing the population to be served*); and describe the communities in which the project would be implemented, including location, population, and demographic information.

In addition, to facilitate better coordination with the STOP Violence Against Women Formula Grants Program and with other Federal agencies, each applicant must show how the proposed project would complement other initiatives supported with Federal funds. Applicants are required to provide the following information in the application:

- ! A list of active Federal grant awards (from the Department of Justice or otherwise) already supporting this or related efforts, including the program/project title;
- ! The Federal grantor agency;
- ! The Federal award amount;
- ! A very brief description of the purpose of the project(s);
- ! Information on any pending application/s for Federal support for this or related efforts;
- ! How existing efforts would be coordinated with the funding sought from the Campus Program; and,
- ! How the proposed project complements the State’s STOP Violence Against Women Implementation Plan and Byrne Formula Grant Statewide Strategy.

What Will be Done (not to exceed 5 pages): 25 Points

This section should detail the project goals and objectives, describing the specific tasks and activities necessary for accomplishing each, and including a time frame that identifies when activities will be accomplished. Continuation grants must be based on the original project goals, objectives, and activities. The applicant should describe how additional funding will continue and/or enhance the existing project. All applicants must also address how they would meet the 4 minimum requirements of the program, which include: creating a coordinated community response team, establishing a mandatory prevention and education program for all incoming students, training campus police, and training members of the campus disciplinary boards.

In addition to the criteria above, this section will also be rated on the following:

- ! The extent to which all project activities fall within the statutory scope of the program;
- ! The extent to which proposed activities would address the need described;

- ! The extent to which project activities seem feasible and likely to succeed;
- ! The extent to which the proposal does not include activities that compromise victim safety; and
- ! The extent to which project activities are clearly described and reflect sound and innovative strategies to improve victim safety.

Who Will Implement the Project (not to exceed 2 pages): 10 Points

All applicants must identify the agency/ies or office/s responsible for carrying out the project. This section should clearly identify all of the project partners, specifying their respective roles and responsibilities, and the collaborative relationship to be developed/enhanced. A description of the expertise or experience of key staff should also be included. Position descriptions and resumes that are available should be appended to the application.

All consortium applicants must also identify the campus offices or agencies or consortium of offices or agencies responsible for implementing the project. Applications submitted on behalf of a consortium of offices within a single institution of higher education or joint applications by two or more eligible institutions of higher education must describe fully the relationship among the various entities represented in the application. In a consortium, one institution must be designated to receive and administer grant funds and to manage and coordinate all grant activities.

In addition, all applicants **are required** to enter into formal collaborations with nonprofit, nongovernmental organizations serving victims of domestic violence and one or more criminal justice or civil legal agencies.

Community-based domestic violence and/or sexual assault victim advocates must be involved in the **development and implementation** of the project. **Applicants must demonstrate that they have**

consulted and coordinated in a meaningful way with nonprofit, nongovernmental domestic violence and/or sexual assault victim services programs.

Victim advocacy organizations should meet **all** of the following criteria:

- ! Provide services to victims of dating violence, domestic violence, sexual assault, and stalking as one of their primary purposes;
- ! Address a demonstrated need in their communities by providing services that promote the integrity and self sufficiency of victims, improve their access to resources, and create options for victims seeking safety from perpetrator violence; and
- ! Do not engage in activities that compromise victim safety.

The Products (not to exceed 1 page): 2 Points

This section should describe the tangible products that will be generated, (e.g. a video, a brochure, curriculum) and how they could be used to assist other higher education institutions in addressing dating violence, domestic violence, sexual assault, and stalking.

Sustainability Plan (not to exceed 1 page): 10 Points

Applicants are required to include a plan describing their willingness and capacity to continue the project after VAWA grant funds are no longer available. **Continuation or supplemental funding is not guaranteed and applicants are, therefore, encouraged to seek additional means of support to sustain their current projects.**

Budget Detail: 20 points

Each application must include a detailed budget and budget narrative for the project. The budget must be complete, reasonable, and cost-effective in relation to the proposed project. The budget should provide the

basis for the computation of all project-related costs. It should cover the cost of all components of the project and clearly identify costs attributable to the project evaluation. There must be a clear link between the proposed activities and the proposed budget items. The budget should include only activities, products, and resources necessary for project implementation and activities discussed in the project narrative.

In developing the budget, applicants should fairly compensate all project partners for their participation in any project-related activities, including but not limited to compensation for time and travel expenses to attend or provide 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.

For a copy of the budget detail worksheet, please see the OJP Office of the Comptroller website:
www.ojp.usdoj.gov/oc/fmts.htm.

Budget Caps

Due to limited funding, it is unlikely that OJP will make awards in excess of \$200,000 for individual new projects, or \$400,000 for new consortia projects. Continuation budgets should not greatly exceed prior budget amounts. It is unlikely that OJP will make continuation awards in excess of \$300,000. Applicants seeking funding under the new Special Initiative can apply for up to \$1,000,000.

OJP has the discretion to make grants for greater or lesser amounts than requested and to negotiate the scope of work with applicants prior to award of a grant.

Budget Requirements

The following is a short list of budget guidelines.

- ! Applicants are strongly discouraged from requesting support for the following: consultant rates in excess of \$450 per day; capital improvements in lieu of a coordinated community response; self-defense classes for women as a primary prevention strategy; vehicles; refreshments for events; graduate student tuition remission; funds to attend national training conferences and events; or personal safety devices.
- ! Match is not required for this program, but 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, however, these supplemental contributions should not be included in the budget or budget narrative.
- ! All applicants **are required** to allocate funds (\$24,000 for individual projects, and \$42,000 for consortium projects), to support travel costs associated with technical assistance and capacity-building activities sponsored by OJP-designated technical assistance providers. This required amount must be included in the “*travel*” category. Please provide an estimated breakdown for this amount (include the number of trips, number of travelers, airfare or mileage, lodging, per diem, etc.). These funds are to be used **only** for OJP-designated technical assistance unless otherwise approved by the Office.
- ! Applicants are also encouraged to include funds in their budgets to attend Financial Management Training Seminars sponsored by OJP’s Office of the Comptroller. These seminars instruct participants in the financial administration of OJP formula and discretionary grant programs. A schedule listing the

financial training seminars is available at www.ojp.usdoj.gov/oc/fmts.htm.

Please refer to the Sample Budget detail worksheet included in this solicitation under Appendix B for an estimated breakdown of these costs.

The budget, budget summary, and budget narrative will be submitted online as one attachment under “Budget Narrative,” however, when preparing these items, please use the sample budget worksheet as a guide. The budget should clearly describe the proposed amount and uses of grant funds over the grant period and how the amounts of the specific budget items were determined.

Memoranda of Understanding:

Each application **must include an External Memorandum of Understanding (EMOU) and an Internal Memorandum of Understanding (IMOU)**. The MOUs must be current (i.e., signed and dated during the development of the proposal). The EMOU and IMOU will be submitted online as attachments. The signed forms must be faxed to (202) 354-4147, or if they are available electronically as scanned documents, submitted on GMS as “Other Program Attachments.” Be sure to reference the application number. A sample form is included in this solicitation in Appendix E.

The External Memorandum of Understanding: 10 Points

The EMOU must be created and signed by the chief executive officers and/or directors of: at least one local nonprofit, nongovernmental victim services organization **and** one or more of the following criminal justice or civil legal agencies: law enforcement, prosecution, civil legal assistance providers, systems-based victim services units, or judiciary and court personnel, faith-based organizations, and other community agencies or

organizations that will collaborate to implement the project. The EMOU must:

- ! 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 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;
- ! 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;
- ! Demonstrate a commitment on the part of all project partners to work together to achieve stated project goals;
- ! Indicate approval of the proposed project budget by all signing parties; and
- ! Describe the resources each partner would contribute to the project, either through time, in-kind contributions, or grant funds (e.g., office space, project staff, training).

Letters of support may **not** be submitted in lieu of the (EMOU).

Internal Memorandum of Understanding Among Entities within an Institution of Higher Education: 10 Points

Each application must include, as an attachment, an internal memorandum of understanding (IMOU) among participating partners within the institution(s). This memorandum must:

- ! Identify the partners and provide a brief history, if appropriate, of any past or current collaborative relationship among 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 partner would assume to ensure the success of the proposed project;
- ! Indicate approval of the proposed project budget by all signing parties; and
- ! Describe the resources each partner would contribute to the project, either through time, in-kind contributions, or grant funds (for example, office space, project staff, training).

Letters of support may **not** be submitted in lieu of the IMOU. Applicants should submit the IMOU as one document with 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). If the applicant is proposing a consortia project, all institutions must sign the IMOU. The absence of an IMOU that fully addresses all of the points described above will be deemed a deficiency of the overall proposal.

Assurances (Form 4000/3) and Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (Form 4061/6)

Please review these forms carefully. You will be agreeing to these assurances and certifications when you submit your application online through the Grants Management System. NOTE: If the authorizing official is not the individual submitting the application in GMS, be sure the correct authorizing official information has been entered.

Certification of Eligibility

Requirements

All applicants are required to certify that they are in compliance with the following (see Appendix C):

- ! The Higher Education Act of 1965 (20 U.S.C. §1092 (f)), as amended, requires in part that all institutions of higher education collect crime statistics and security policies for their respective campuses. 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. The Higher Education Act of 1965 (20 U.S.C. §1092(f)) should be consulted for complete information about these reporting requirements.
- ! 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 nonforcible 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.

In the case of a consortia project, all institutions must sign this letter to certify compliance. Please note that while certification is required under this grant program, institutions of higher education that receive federal funds are already required to comply with these provisions.

This letter of certification must be signed by the authorizing official of the institution of higher education. The signed letter must be faxed to (202) 354-4147, or if it is available electronically as a scanned document, submitted on GMS as "Other Program Attachment." Be sure to reference the application number.

Letter of Nonsupplanting

A letter certifying that no supplantation of non-Federal funds will take place should a grant award be made must accompany the application. A sample letter of nonsupplanting is included in this solicitation under Appendix F. The signed form must be faxed to (202) 354-4147, or if it is available electronically as a scanned document, submitted on GMS as "Other Program Attachment." Be sure to reference the application number.

Indirect Cost Rate Agreement

If your organization is requesting indirect costs for this project, please include a copy of your current, signed indirect cost rate agreement. The signed form must be faxed to (202) 354-4147, or if it is available electronically as a scanned document, submitted on GMS as "Other Program Attachment." Be sure to reference the application number.

Additional Program Requirements

Technical Assistance

Grant recipients are required to work collaboratively with staff from the Office; the primary Campus Program Technical Assistance provider; and other OJP-designated technical assistance contractors. Participation in technical assistance events will often involve out-of-state travel, therefore applicants are required to include funds in the project budget to support travel costs associated with these activities.

Program Reporting Requirements

As a special condition to any awards made under the Campus Program, grantees will be required to cooperate with the Office, other DOJ components, and designated contractors on officially sponsored evaluation initiatives.

In addition, grantees will be required to submit quarterly Financial Status Reports and semi-annual Progress Reports. **Funds may be withheld if reports are not submitted on time.** Grant recipients who expend \$300,000 or more of federal funds during their fiscal year are required to submit a single organization-wide audit. Additional information of these reporting requirements will be provided to successful applicants in the award package.

Performance Measures

There are two statutory provisions that require grantees to collect and maintain data that measure the effectiveness of the funded project. The first is the Government Performance and Results Act of 1993 (GPRA), which was enacted to increase Congressional and Administrative focus on the results from government programs and activities. At its simplest, GPRA asks "What are we getting for the money that we are spending?" To make GPRA more directly relevant for federal officials who manage grant programs, GPRA expands this question into three: What is your program trying to achieve? How will its effectiveness be determined? How is it actually doing?

Second, as a result of VAWA 2000, all grant recipients are now statutorily required to report on the effectiveness of their programs, and the Attorney General must now report to Congress on the effectiveness of each project. Therefore, grantees must collect and maintain data that measures the success of the campus (or consortium's) current efforts to reduce violent crimes against women on campus. Specifically, OJP is seeking to illustrate the effectiveness of grant-supported activities, including baseline information and post-project information that can demonstrate increased

access to services for victims as a result of the project.

Information that grantees must collect includes but is not limited to:

- ! The number of victims receiving requested services funded by the Campus Program;
- ! The number of victims reporting crimes on grantee campuses;
- ! The number of disciplinary actions and/or prosecutions for campus-based crimes of dating violence, domestic violence, sexual assault, and stalking;
- ! The number of persons denied services including reasons why such victims could not be served, e.g., lack of resources, lack of staff expertise, etc.

Other data of particular interest to OJP include, but are not limited to:

- ! Number of victims who completed academic year studies after reporting dating violence, domestic violence, sexual assault, and stalking crimes committed against them, versus the number of victims who ended studies prematurely;
- ! Number of judicial board protocols revised in areas regarding response to violence against women;
- ! Number of changes made in law enforcement evidence collection procedures for cases of violence against women;
- ! Rate of expulsion of student perpetrators of dating violence, domestic violence, sexual assault, and stalking;
- ! Number of incoming students who received training on violence against women issues, including the number of hours of training;
- ! Number of trainings for campus law enforcement, including number of hours of training, and number of officers trained;
- ! Number of trainings for members of campus disciplinary boards,

including number of hours of training, and number of members trained.

Grantees are also required to provide a statistical summary of persons served, detailing the nature of the victimization, and providing data on age, sex, race, ethnicity, language, disability, relationship to offender, geographic distribution, and type of campus.

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 this program has been selected for review by the state. Applicants must contact the SPOC to determine if the program has been selected for state review. The date that the application was sent to the SPOC or the reason such submission is not required should be indicated on the Form SF-424. The list of SPOCs can be found at <http://www.whitehouse.gov/omb/grants/s poc.html>.

Civil Rights Compliance

All recipients of Federal grant funds are required to comply with nondiscrimination requirements contained in various Federal laws. In the event that a court or administrative agency makes a finding of discrimination on grounds of race, color, religion, national origin, gender, disability, or age against a recipient of funds after a due process hearing, the recipient must agree to forward a copy of the finding to OJP's Office of Civil Rights. All applicants should consult the Assurances required with the application funds to understand the applicable legal and administrative requirements.

Americans with Disabilities Act

Domestic violence programs have a unique opportunity to develop long- and short-term strategic plans for addressing the needs of women with disabilities and for fully complying with the Americans with Disabilities Act. Programs for individuals with disabilities and victim service and

advocacy agencies can help women with disabilities cope with the immediate trauma of crime, and they can work with other partners in the community to address the vulnerability and invisibility of women with disabilities who are victims of violence.

How To Apply

Applicants must submit a fully executed application to the Office through **GMS**, as well as all required supporting documentation. The following documents must be submitted via **GMS**:

- G the SF-424;
- G Certifications and Assurances;
- G the project abstract and project narrative; and
- G the budget, budget summary, and budget narrative.

Supporting documentation must be submitted either via **Right-Fax to (202) 354-4147, or if it is available electronically as a scanned document, submitted on GMS as "Other Program Attachment."** Be sure to reference the application number on each page. Supporting documentation should include:

- G the EMOU;
- G the IMOU;
- G current indirect cost rate agreement, if applicable;
- G the letter of non-supplanting; and
- G the certification of compliance with the eligibility requirements.

Detailed instructions on how to use the **GMS** system to submit your application online are available at the Office's website:

www.ojp.usdoj.gov/Fundopps. Also, a toll-free telephone number has been established for you to receive technical assistance as you work through the online application process, **1-888-549-9901**.

Additionally, to help expedite the peer review process, **the required original and 5 hard copies** of the application must be mailed to:

**Office on Violence Against Women
Campus Program
c/o Aspen Systems
2277 Research Boulevard
MS 2k
Rockville, MD 20850**

Application Due Date

Applications must be received by the close of business (5:30 p.m. EST) on **March 25, 2003 through GMS**. The application attachments (e.g. MOU, Letter of Non-Supplanting, etc.), which must be Right-Faxed to (202) 354-4147, must also be received by 5:30 pm EST on **March 25, 2003**. The required original and 5 hard copies of the application must be **postmarked by March 25, 2003**.

It is strongly recommended that applicants use an overnight delivery method which provides a receipt.

We recommend that you register through **GMS** no later than **March 10, 2003**. You must receive confirmation that you are eligible to submit an application prior to submitting one.

For additional information, please contact the Office on Violence Against Women at (202) 307-6026.

Higher Education Association Special Initiative to Address Violent Crimes Against Women on Campuses:

In FY 2003, the Office intends to fund a two year special initiative to develop and implement innovative programs utilizing the organizational strengths of associations whose membership consists of institutions of higher education.

Up to four initiatives will be funded to develop effective practices for responding to and preventing violence against women on campus using the membership of the associations to develop, implement, and disseminate promising models. Objectives of the initiative will include development of coordinated campus community responses, prevention and education programs for incoming students, and training programs for campus police and judicial disciplinary boards.

Award Period

The award period for these grants will be 24 months. **Budgets must reflect 24 months of project activity.**

Award Amount

Successful applicants may receive up to \$1,000,000 in federal funding.

OJP has the discretion to negotiate the scope of work with applicants prior to making an award. **All applications will be subject to peer review and internal review by Office staff and will be scored according to the criteria set forth in this solicitation.** Continuation or supplemental funding is not guaranteed and applicants are, therefore, encouraged to seek additional means of support to sustain their current projects.

Letter of Intent

All applicants who intend to apply for this funding are encouraged to **submit a non-**

binding letter of intent included in Appendix A to the Office by **February 20, 2003**. Applicants may fax the letter of intent to (202) 305-2589. This will help accommodate the volume of proposals we anticipate receiving in response to this solicitation. We will use these letters to forecast the number of peer review panels needed to review competitive applications.

Application Due Date

Applications must be received by the close of business (5:30 p.m. EST) on March 25, 2003 through the OJP **Grants Management System (GMS) and by facsimile** (where applicable) at (202) 354-4147. To expedite the application review process, all applicants must also submit an original and 5 hard copies to the Office via overnight delivery with a postmark that is no later than March 25, 2003.

We recommend that you register through GMS no later than March 10, 2003 as you must receive confirmation that you are eligible to submit an application prior to submitting one. Please refer to the "How to Apply" section, on page 26 of this solicitation, for further instructions.

Program Eligibility

For this special initiative, one member institution of higher education, as defined under the Higher Education Amendments of 1998, must be designated to receive and administer grant funds and to manage and coordinate all grant activities. This institution will register as the applicant for the special initiative and will act as fiscal agent for the grant, if awarded.

Applicants issued awards in FY 2002 are eligible to apply as the fiscal agent.

Future Funding

The Higher Education Association Special Initiative to Address Violent Crimes Against Women on Campuses is a competitive and discretionary grant program. Should an applicant receive FY 2003 funding, there is no guarantee of continuation funding.

Program Scope

The scope of the Campus Program is defined by the following statutory purpose areas and minimum requirements.

Applicants should address these purpose areas and requirements in the Program Narrative section of the application.

Statutory Purpose Areas

By statute, grant funds may be used for the following statutory purposes:

- ! To provide personnel, training, technical assistance, data collection, and other equipment with respect to the apprehension, investigation, and adjudication of persons committing violent crimes against women on campus.
- ! To train campus administrators, campus security personnel, and personnel serving on campus disciplinary or judicial boards to more effectively identify and respond to violent crimes against women on campus, including the crimes of dating violence, domestic violence, sexual assault, and stalking.
- ! To implement and operate education programs for the prevention of violent crimes against women.
- ! To develop, enlarge, or strengthen support services programs, including medical or psychological counseling, for victims of sexual assault.
- ! 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.
- ! To develop and implement more effective campus policies, protocols, orders, and services specifically devoted to prevent, identify, and

respond to violent crimes against women on campus, including the crimes of dating violence, domestic violence, sexual assault, and stalking.

- ! 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 violent crimes against women on campus, including the crimes of dating violence, domestic violence, sexual assault, and stalking.
- ! To develop, enlarge, or strengthen victim services programs for the campus and to improve delivery of victim services on campus.
- ! To provide capital improvements (including improved lighting and communications facilities, but not including the construction of buildings) on campuses to address violent crimes against women on campuses, including the crimes of dating violence, domestic violence, sexual assault, and stalking.
- ! To support improved coordination among campus administrators, campus security personnel, and local law enforcement to reduce violent crimes against women on campus.

These strategies should be part of an overall coordinated campus and community response to violence against women on campuses. For example, if an application proposes to make capital improvements, such as installing improved lighting, this must be an element of a larger effort to address the problem comprehensively. Applications must demonstrate how victim services are being or will be provided. Additionally, education efforts that raise

awareness about violence against women on campus should direct victims to appropriate services.

Minimum Requirement

All applicants for the Campus Program must:

Support a coordinated community response to violence against women on campus. The multidisciplinary response should involve the entire campus as well as the larger community in which the campus is located. For example, if an association proposes to develop a training curriculum for campus law enforcement officers, they should include representatives of other entities, both on member campuses and from outside agencies or organizations, in the development process.

The following campus-based entities may be considered:

- S students, especially victims;
- S campus based victim services providers and violence prevention programs;
- S campus law enforcement or department of public safety;
- S faculty and staff;
- S administrators, including the institution's president and student affairs administrator;
- S women's centers;
- S Women's studies and other relevant academic departments;
- S student-based organizations, including those representing diverse or underserved student populations;
- S the athletic department;
- S sororities and fraternities;
- S student health care providers and campus health centers and hospitals;
- S campus counseling centers;
- S campus clergy;

- S campus housing authorities; and student residence hall assistants;
- S library administrators;
- S campus disciplinary boards and judicial boards; and
- S representatives from student government.

Applicants also must develop partnerships with at least one nonprofit, nongovernmental victim advocacy organization **and** one or more of the following criminal justice or civil legal agencies or organizations: law enforcement, prosecution, civil legal assistance providers, systems-based victim services units, or judiciary and court personnel. These partnerships could include state, local, regional or national organizations. For example, an applicant may partner with a state coalition or state police association.

Activities that May Compromise Victim Safety

Ensuring victim safety is the guiding principle underlying the Campus Program. Experience and research have shown that certain practices compromise victim safety rather than enhance it. Some responses by the legal system may minimize or trivialize the offender's criminal behavior. Accordingly, consistent with the goals of assuring victim safety and holding perpetrators accountable, applicants should **not** engage in any of the activities listed below:

- ! Offering perpetrators the option of entering pre-trial diversion programs.
- ! Mediation or counseling for couples as a systemic response to domestic violence.
- ! Batterer intervention programs that do not use the coercive power of the criminal justice system to hold batterers accountable for their behavior.
- ! Procedures that would force victims of domestic violence to testify

against their abusers or impose other sanctions on them.

- ! Prevention programs that focus on victim behavior because they reinforce the myth that victims somehow provoke or cause the violence they experience.
- ! Programs that focus primarily on alcohol and substance abuse.
- ! Penalizing students who report violence or assaults in which alcohol, drugs, or other prohibited activities are involved. Often alcohol-related policies can inhibit victims of dating violence, domestic violence, sexual assault, and stalking from reporting these crimes to authorities for fear of being held in violation of campus drinking prohibitions. Higher education institutions, therefore, are encouraged to adopt and publicize policies that students will not be penalized for reporting.
- ! Inflicting restrictive conditions to be met by victims in order to receive services. Seeking protection orders or seeking counseling need to be a choice made by the victim and not a condition(s) for services imposed upon them.

Review Process

Subject to the availability of a Congressional appropriation for the Campus Program, the Office will establish panels of experts and practitioners to review applications. Applications will be reviewed by a panel of experts on violence against women on campuses. The panels will review the information provided in the application against the selection criteria for the program. Based on the total number of points available for their application, all applicants will receive a final score.

The Office has adopted a numerical system for scoring all applications. Each application requirement has been given a maximum point value.

The selection process for the initiative will be multi-staged. Based upon the materials received from applicants, the Office will select up to 8 institutions for consideration. The final selection process may involve conference calls with Office staff. Applicants may be asked to provide additional information regarding their plans for the special initiative.

Selection Criteria

Peer review panels will evaluate all applications against criteria consistent with the statutory purpose areas and the demonstrated ability of the applicant to enhance the safety of victims by supporting projects designed to address and prevent dating violence, domestic violence, sexual assault, and stalking in campus communities. Peer review panels will also rate the proposed project based on the criteria set forth in the *Application Content and Guidelines* section of this section of the solicitation.

Application Content

Applicants **must** complete each of the following sections as part of their proposals. For each section listed below, please note the corresponding maximum point value that may be assigned during the review process.

Total possible points: 100

Application for Federal Assistance (SF-424)

The SF-424 will be filled out online through GMS. The Catalog of Federal Domestic Assistance number for this Program is 16.525. The Federal cognizant audit agency and fiscal year of the applicant organization should be listed in block 11 of the form.

Applicants must ensure that the information for the authorizing official and alternate contact are filled out correctly. The authorizing official is the individual authorized to accept grant funds on behalf of your agency. If the individual applying online is not the authorizing official, that individual must list the authorizing official's

name and contact information where appropriate.

Summary Data Sheet

(not to exceed 1 page): 3 Points

Please identify the following:

- ! The institution and type of institution (i.e., private, public, tribal, and/or community college, men's or women's college, Historically Black College) applying as the fiscal agent;
- ! The nonprofit, nongovernmental victim advocacy organization collaborating on this project;
- ! The criminal justice or civil legal agencies or organizations partnering on this project;
- ! The name of the association;
- ! A brief statement of the association's membership criteria;
- ! The regional area(s) (city, town, county, or unincorporated area) where this project will be implemented;
- ! The *Campus Program Statutory Purpose Areas and Priority Area* addressed by this proposal.

Abstract (not to exceed 1 page): 3 Points

The proposal abstract, when read separately from the rest of the application, is meant to serve as a succinct and accurate description of the proposed project and must describe concisely current project goals and objectives. Summaries of past accomplishments should be avoided in the abstract.

Abstracts will be reviewed by the peer review panel according to the following criteria:

- ! Conciseness
- ! Accuracy in summarizing the Project Narrative

Project Narrative

The Project Narrative may not exceed 15 double-spaced, typed pages on 8 ½ x 11 inch paper. Margins must not be less than one inch, and type no smaller than 12 point

and 12 characters per inch must be used. The narrative should include the following:

Need for the Project (not to exceed 1 page): 7 Points

This section should briefly: describe the problem to be addressed and how funding would alleviate it; identify the target population and state how the target population would benefit from the proposed project; and describe the communities in which the project would be implemented.

In addition, to facilitate better coordination with the STOP Violence Against Women Formula Grants Program and with other Federal agencies, each fiscal applicant and its partner association must show how the proposed project would complement other initiatives supported with Federal funds. Applicants are required to provide the following information in the application:

- ! A list of active Federal grant awards (from the Department of Justice or otherwise) already supporting this or related efforts, including the program/project title;
- ! The Federal grantor agency;
- ! The Federal award amount;
- ! A very brief description of the purpose of the project(s);
- ! Information on any pending application/s for Federal support for this or related efforts;
- ! How existing efforts would be coordinated with the funding sought from the Campus Program; and,
- ! How the proposed project complements the State's STOP Violence Against Women Implementation Plan and Byrne Formula Grant Statewide Strategy.

What Will be Done (not to exceed 7 pages): 25 Points

This section should detail the project goals and objectives, describing the specific tasks and activities necessary for accomplishing each, and including a time frame that identifies when activities will be accomplished. An applicant should describe the way in which it will implement

the grant project across its membership. Applicants should further describe the impact they expect this project to have on their members and the communities in which the members operate? All applicants also must address how they would meet the minimum requirement of supporting a coordinated campus community response, as described above.

In addition to the criteria above, this section will also be rated on the following:

- ! The extent to which the project demonstrates impact on members and communities in which they operate;
- ! The extent to which all project activities fall within the statutory scope of the program;
- ! The extent to which proposed activities would address the need described;
- ! The extent to which project activities seem feasible and likely to succeed;
- ! The extent to which the proposal does not include activities that compromise victim safety; and
- ! The extent to which project activities are clearly described and reflect sound and innovative strategies to improve victim safety.

Who Will Implement the Project (not to exceed 5 pages): 12 Points

Applicants who are interested in applying for the special initiative should submit a statement describing their association and its membership. Please include at a minimum the following information:

1. Number of member institutions.
2. Membership criteria for the association.
3. Demographics of member institutions.
4. Experience of the association and/or its members in responding to violence against women on campuses.
5. Willingness to work closely with Office staff in the direction and administration of the project.

A description of the expertise or experience of key staff should also be included. Position descriptions and resumes that are available should be appended to the application.

In addition, all applicants **are required** to enter into formal collaborations with nonprofit, nongovernmental organizations serving victims of domestic violence and one or more criminal justice or civil legal agencies. This section should clearly identify all of the project partners, specifying their respective roles and responsibilities, and the collaborative relationship to be developed/enhanced.

Community-based domestic violence and/or sexual assault victim advocates must be involved in the **development and implementation** of the project. ***Applicants must demonstrate that they have consulted and coordinated in a meaningful way with nonprofit, nongovernmental domestic violence and/or sexual assault victim services programs.***

Victim advocacy organizations should meet **all** of the following criteria:

- ! Provide services to victims of dating violence, domestic violence, sexual assault, and stalking as one of their primary purposes;
- ! Address a demonstrated need in their communities by providing services that promote the integrity and self sufficiency of victims, improve their access to resources, and create options for victims seeking safety from perpetrator violence; and
- ! Do not engage in activities that compromise victim safety.

The Products (not to exceed 1 page): 5 Points

This section should describe the tangible products that will be generated, (e.g. a video, a brochure, curriculum) and how they could be used to assist other associations

and higher education institutions in addressing dating violence, domestic violence, sexual assault, and stalking.

Sustainability Plan (not to exceed 1 page): 10 Points

Applicants are required to include a plan describing their willingness and capacity to continue the project after VAWA grant funds are no longer available. Specifically, the applicant should describe how the association will continue the impact of the project after the completion of the grant period. **Continuation or supplemental funding is not guaranteed and applicants are, therefore, encouraged to seek additional means of support to sustain their current projects.**

Budget Detail: 20 points

Each application must include a detailed budget and budget narrative for the project. The budget must be complete, reasonable, and cost-effective in relation to the proposed project. The budget should provide the basis for the computation of all project-related costs. It should cover the cost of all components of the project and clearly identify costs attributable to the project evaluation. There must be a clear link between the proposed activities and the proposed budget items. The budget should include only activities, products, and resources necessary for project implementation and activities discussed in the project narrative.

In developing the budget, applicants should try to fairly compensate their project partners for their participation in any project-related activities, including but not limited to compensation for time and travel expenses to attend or provide project development, training and implementation. The budget **must include** compensation for all services rendered by nonprofit, nongovernmental victim advocacy organizations, and state and tribal domestic violence and/or sexual assault coalitions.

For a copy of the budget detail worksheet, please see the OJP Office of the

Comptroller website:

www.ojp.usdoj.gov/oc/fmts.htm.

Budget Caps

Applicants seeking funding under this Special Initiative can apply for up to \$1,000,000.

OJP has the discretion to make grants for greater or lesser amounts than requested and to negotiate the scope of work with applicants prior to award of a grant.

Budget Requirements

The following is a short list of budget guidelines.

- ! Applicants are strongly discouraged from requesting support for the following: consultant rates in excess of \$450 per day; capital improvements in lieu of a coordinated community response; self-defense classes for women as a primary prevention strategy; vehicles; refreshments for events; graduate student tuition remission; funds to attend national training conferences and events; or personal safety devices.
- ! Match is not required for this program, but 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, however, these supplemental contributions should not be included in the budget or budget narrative.
- ! All applicants **are required** to allocate funds (\$24,000), to support travel costs associated with technical assistance and capacity-building activities sponsored by OJP-designated technical assistance providers. This required amount must be included in the “travel” category. Please provide an

estimated breakdown for this amount (include the number of trips, number of travelers, airfare or mileage, lodging, per diem, etc.). These funds are to be used **only** for OJP-designated technical assistance unless otherwise approved by the Office.

- ! Applicants are also encouraged to include funds in their budgets to attend Financial Management Training Seminars sponsored by OJP's Office of the Comptroller. These seminars instruct participants in the financial administration of OJP formula and discretionary grant programs. A schedule listing the financial training seminars is available at www.ojp.usdoj.gov/oc/fmts.htm.

Please refer to the Sample Budget detail worksheet included in this solicitation under Appendix B for an estimated breakdown of these costs.

The budget, budget summary, and budget narrative will be submitted online as one attachment under "Budget Narrative," however, when preparing these items, please use the sample budget worksheet as a guide. The budget should clearly describe the proposed amount and uses of grant funds over the grant period and how the amounts of the specific budget items were determined.

Memorandum of Understanding:
15 Points

Each application **must include a Memorandum of Understanding**. The MOU must be current (i.e., signed and dated during the development of the proposal).

The MOU must be created and signed by the chief executive officers and/or directors of: at least one nonprofit, nongovernmental victim services organization **and** one or more of the following criminal justice or civil legal agencies: law enforcement, prosecution, civil legal assistance providers,

systems-based victim services units, or judiciary and court personnel, faith-based organizations, and other community agencies or organizations that will collaborate to implement the project. These partnerships could include state, local, or national organizations. For example, an applicant may partner with a state coalition or state police association.

The MOU must:

- ! 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 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;
- ! 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;
- ! Demonstrate a commitment on the part of all project partners to work together to achieve stated project goals;
- ! Indicate approval of the proposed project budget by all signing parties; and
- ! Describe the resources each partner would contribute to the project, either through time, in-kind contributions, or grant funds (e.g., office space, project staff, training).

Letters of support may **not** be submitted in lieu of the MOU. Applicants should submit the MOU as one document with signatures from appropriate representatives of each entity. The absence of an MOU that fully addresses all of the points described above will be deemed a deficiency of the overall proposal.

The MOU will be submitted online as an attachment. The signed form must be faxed to (202) 354-4147, or if it is available electronically as a scanned document, submitted on GMS as "Other Program Attachments." Be sure to reference the application number. A sample form is included in this solicitation in Appendix E.

Assurances (Form 4000/3) and Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (Form 4061/6)

Please review these forms carefully. You will be agreeing to these assurances and certifications when you submit your application online through the Grants Management System. NOTE: If the authorizing official is not the individual submitting the application in GMS, be sure the correct authorizing official information has been entered.

Certification of Statutory Eligibility Requirements

All applicants are required to certify that they are in compliance with the following (see Appendix C):

- ! The Higher Education Act of 1965 (20 U.S.C. §1092 (f)), as amended, requires in part that all institutions of higher education collect crime statistics and security policies for their respective campuses. 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. The Higher Education Act of 1965 (20 U.S.C. §1092(f)) should be consulted for complete information about these reporting requirements.

- ! 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 nonforcible 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 this grant program, institutions of higher education that receive federal funds are already required to comply with these provisions.

This letter of certification must be signed by the authorizing official of the fiscal agent institution of higher education. The signed letter must be faxed to (202) 354-4147, or if it is available electronically as a scanned document, submitted on GMS as "Other Program Attachment." Be sure to reference the application number.

Letter of Nonsupplanting

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There are two statutory provisions that require grantees to collect and maintain data that measure the effectiveness of the funded project. The first is the Government Performance and Results Act of 1993 (GPRA), which was enacted to increase Congressional and Administrative focus on the results from government programs and activities. At its simplest, GPRA asks "What

are we getting for the money that we are spending?" To make GPRA more directly relevant for federal officials who manage grant programs, GPRA expands this question into three: What is your program trying to achieve? How will its effectiveness be determined? How is it actually doing?

Second, as a result of VAWA 2000, all grant recipients are now statutorily required to report on the effectiveness of their programs, and the Attorney General must now report to Congress on the effectiveness of each project. Therefore, grantees must collect and maintain data that measures the success of the campus (or consortium's) current efforts to reduce violent crimes against women on campus. Specifically, OJP is seeking to illustrate the effectiveness of grant-supported activities, including baseline information and post-project information that can demonstrate increased access to services for victims as a result of the project.

Information that grantees must collect includes but is not limited to:

- ! The number of victims receiving requested services funded by the Campus Program;
- ! The number of victims reporting crimes on grantee campuses;
- ! The number of disciplinary actions and/or prosecutions for campus-based crimes of dating violence, domestic violence, sexual assault, and stalking;
- ! The number of persons denied services including reasons why such victims could not be served, e.g., lack of resources, lack of staff expertise, etc.

Other data of particular interest to OJP include, but are not limited to:

- ! Number of victims who completed academic year studies after reporting dating violence, domestic violence, sexual assault, and stalking crimes committed against them,

- ! versus the number of victims who ended studies prematurely;
- ! Number of judicial board protocols revised in areas regarding response to violence against women;
- ! Number of changes made in law enforcement evidence collection procedures for cases of violence against women;
- ! Rate of expulsion of student perpetrators of dating violence, domestic violence, sexual assault, and stalking;
- ! Number of incoming students who received training on violence against women issues, including the number of hours of training;
- ! Number of trainings for campus law enforcement, including number of hours of training, and number of officers trained;
- ! Number of trainings for members of campus disciplinary boards, including number of hours of training, and number of members trained.

Grantees are also required to provide a statistical summary of persons served, detailing the nature of the victimization, and providing data on age, sex, race, ethnicity, language, disability, relationship to offender, geographic distribution, and type of campus.

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 this program has been selected for review by the state. Applicants must contact the SPOC to determine if the program has been selected for state review. The date that the application was sent to the SPOC or the reason such submission is not required should be indicated on the Form SF-424. The list of SPOCs can be found at <http://www.whitehouse.gov/omb/grants/spoc.html>.

Civil Rights Compliance

All recipients of Federal grant funds are required to comply with nondiscrimination requirements contained in various Federal laws. In the event that a court or administrative agency makes a finding of discrimination on grounds of race, color, religion, national origin, gender, disability, or age against a recipient of funds after a due process hearing, the recipient must agree to forward a copy of the finding to OJP's Office of Civil Rights. All applicants should consult the Assurances required with the application funds to understand the applicable legal and administrative requirements.

Americans with Disabilities Act

Domestic violence programs have a unique opportunity to develop long- and short-term strategic plans for addressing the needs of women with disabilities and for fully complying with the Americans with Disabilities Act. Programs for individuals with disabilities and victim service and advocacy agencies can help women with disabilities cope with the immediate trauma of crime, and they can work with other partners in the community to address the vulnerability and invisibility of women with disabilities who are victims of violence.

How To Apply

Applicants must submit a fully executed application to the Office through **GMS**, as well as all required supporting documentation. The following documents must be submitted via **GMS**:

- G the SF-424;
- G Certifications and Assurances;
- G the project abstract and project narrative; and
- G the budget, budget summary, and budget narrative.

Supporting documentation must be submitted either via **Right-Fax to (202) 354-4147, or if it is available electronically as a scanned document, submit on **GMS** as "Other Program Attachment."** Be sure to reference the application number on each page. Supporting documentation should include:

- G the MOU;
- G current indirect cost rate agreement, if applicable;
- G the letter of non-supplanting; and
- G the certification of compliance with the eligibility requirements.

Detailed instructions on how to use the GMS system to submit your application online are available at the Office's website:

www.ojp.usdoj.gov/Fundopps. Also, a toll-free telephone number has been established for you to receive technical assistance as you work through the online application process, **1-888-549-9901**.

Additionally, to help expedite the peer review process, **the required original and 5 hard copies** of the application must be mailed to:

**Office on Violence Against Women
Campus Program
c/o Aspen Systems
2277 Research Boulevard
MS 2k
Rockville, MD 20850**

Application Due Date

Applications must be received by the close of business (5:30 p.m. EST) on **March 25, 2003 through GMS**. The application attachments (e.g. MOU, Letter of Non-Supplanting, etc.), which must be Right-Faxed to (202) 354-4147, must also be received by 5:30 pm EST on **March 25, 2003**. The required original and 5 hard copies of the application must be **postmarked by March 25, 2003**.

It is strongly recommended that applicants use an overnight delivery method which provides a receipt.

We recommend that you register through GMS no later than **March 10, 2003**. You must receive confirmation that you are eligible to submit an application prior to submitting one.

For additional information, please contact the Office on Violence Against Women at (202) 307-6026.

APPENDIX A

Non-Binding Letter of Intent

(Fax signed form to (202) 305-2589)

Letter of Intent

Attn: Myrta Charles

Fax: (202)305-2589

Dear Office on Violence Against Women:

I intend to apply for funds under the FY 2003 Grants to Reduce Violent Crimes Against Women on Campus Program.

**Individual Campus
Applicant**

**Special Initiative
Applicant**

Both

Name: _____

Title: _____

Date: _____

Institution of Higher Education: _____

Address: _____

City/State/Zip _____

Phone: _____

Fax: _____

Continuation

New

APPENDIX B

Sample Budget Detail Worksheet

SAMPLE

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.

(Example assumes an 24 month budget period)

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.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
Investigator	$(\$40,000 \times 100\% \times 2)$	\$80,000
2 advocates	$(\$40,000 \times 100\% \times 2 \times 2)$	\$160,000
Administrative Assistant	$(\$30,000 \times 50\% \times 1)$	<u>\$15,000</u>
		\$255,000

The investigator and the advocates will be assigned exclusively to the campus violence against women unit at the University of USA Department of Public Safety Office. The half-time secretary will prepare reports and provide other support to the unit; this position is funded for one year only.

TOTAL \$255,000

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.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
Employer's FICA	\$255,000 x 7.65%	\$19,508
Retirement	\$255,000 x 6%	\$15,300
Health Insurance	\$255,000 x 12%	\$30,600
Workman's Compensation	\$255,000 x 1%	\$2,550
Unemployment Compensation	\$255,000 x 1%	\$2,550
	TOTAL	<u>\$70,508</u>

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.

<u>Purpose of Travel</u>	<u>Location</u>	<u>Item</u>	<u>Computation</u>	<u>Cost</u>
OJP-TA	Unknown	Airfare	(\$600 x 3 people x 6 trips)	\$10,800
		Hotel	(\$100/night x 3 nights x 3 people x 6 trips)	\$5,400
		Meals	(\$50/day x 4 days x 3 people x 6 trips)	\$3,600
		Ground Transportation	(\$50 per trip x 3 people x 6 trips)	\$ 900
		TOTAL		<u>\$20,700</u>

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 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.

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
3 - Pentium III Processor	(\$2,000 x 3)	\$6,000
Video Camera		\$1,000

The computers will be used by the investigator and the advocates to analyze case and intelligence information. The camera will be used for investigative and crime scene work.

TOTAL \$7,000

E. Supplies - List items by type (office supplies, postage, training materials, copying paper, and 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.

<u>Supply Items</u>	<u>Computation</u>	<u>Cost</u>
Office Supplies	(\$50/mo x 24 mo)	\$1,200
Postage	(\$20/mo x 24 mo)	\$480
Training Materials	(\$2/set x 500 sets)	\$1,000

Office supplies and postage are needed for general operation of the program. Training materials will be developed and used by the advocates to train department of public safety officers how to respond to violence against women crimes.

TOTAL \$2,680

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.

<u>Purpose</u>	<u>Description of Work</u>	<u>Cost</u>
		TOTAL
		<u>\$0</u>

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 \$450 per day require additional justification and prior approval from OJP.

<u>Name of Consultant</u>	<u>Service Provided</u>	<u>Computation</u>	<u>Cost</u>
Jane Doe	Domestic Violence Trainer	(\$150/day x 30 days)	\$4,500

Jane Doe, Domestic Violence Trainer, will be hired, as needed, to assist with the education of the department of public safety officers, advocates, disciplinary board members and resident advisors. Jane Doe will also advise on the development of the training sessions for all incoming students.

Subtotal **\$4,500**

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

<u>Item</u>	<u>Location</u>	<u>Computation</u>	<u>Cost</u>
Airfare	San Diego	\$400 x 6 trips	\$2,400
Hotel and Meals		(\$100/day x 30 days)	\$3,000

Jane Doe is expected to make up to 6 trips to provide training and technical assistance to the project.

Subtotal **\$5,400**

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.

<u>Item</u>	<u>Cost</u>
Not applicable	
Subtotal	<u>\$0</u>
TOTAL	<u>\$9,900</u>

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.

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
Telephone	(\$100/mo. x 24)	\$ 2,400
Printing/Reproduction	(\$75/mo. x 24)	\$ 1,800
Renovation	Add walls	\$2000

The renovations are needed to create a space within the existing program office to allow advocates to meet confidentially with victims.

TOTAL **\$6,200**

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.

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
--------------------	--------------------	-------------

No indirect cost is requested.

TOTAL **-0-**

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 requested and the amount of non-Federal funds that will support the project.

<u>Budget Category</u>	<u>Amount</u>
A. Personnel	\$ <u>255,000</u>
B. Fringe Benefits	\$ <u>70,508</u>
C. Travel	\$ <u>20,700</u>
D. Equipment	\$ <u>7,000</u>
E. Supplies	\$ <u>2,680</u>
F. Construction	\$ <u>0</u>
G. Consultants/Contracts	\$ <u>9,900</u>
H. Other	\$ <u>6,200</u>
Total Direct Costs	\$ <u>371,988</u>
I. Indirect Costs	\$ <u>0</u>
TOTAL PROJECT COSTS	\$ <u>371,988</u>
Federal Request	\$ <u>371,988</u>
Non-Federal Amount	\$ <u>NA</u>

APPENDIX C

**Certification of Compliance with the Eligibility Requirements of the
Grants to Reduce Violent Crimes Against Women on Campus Program**

Sample Letter

(Right-Fax signed letter to 202-354-4147)

SAMPLE

[Applicant Letterhead]

[date]

Diane M. Stuart,
Director
Office on Violence Against Women
Office of Justice Programs
810 7th Street, NW
Washington, DC 20531

Re: Application #2003-XXXXXX-XX-XX

Dear Ms. Stuart:

As the authorizing official of [enter name of INSTITUTION OF HIGHER EDUCATION], I submit this letter to certify to the following:

1. [NAME OF INSTITUTION OF HIGHER EDUCATION] is in compliance with the requirements of section 485 (f) of the Higher Education Act of 1965. Sec. 485 (f) of the Higher Education Act of 1965, codified at 20 U.S.C. 1092(f), as amended requires in part that all institutions of higher education collect crime statistics and security policies for their respective campuses. 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.
2. [NAME OF INSTITUTION OF HIGHER EDUCATION] is in compliance with the requirements of 20 U.S.C. 1232g(b)(6), as amended. This section 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 nonforcible 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 crime or 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.

Sincerely,

[Authorizing Official]

APPENDIX D

Quick Start Guide to Using GMS

Quick-Start Guide to Using the Office of Justice Programs Online Grants Management System

- ? **Step 1.** Using your established Internet account,* go to www.ojp.usdoj.gov/fundopps.htm. An online GMS Application Procedures Handbook is available on this page, and you may link directly to OJP's Grants Management System (GMS), which will provide online "help" screens.

- ? **Step 2.** Select "Logon to the Grants Management System (GMS)" to apply for OJP grant funding.

- ? **Step 3.** If you have never used GMS, click on "New User? Register Here" and follow the on-screen instructions to register with GMS. After you register, you must pick the FY 2003 Grants to Reduce Violent Crimes Against Women On Campus Program Solicitation and begin working on it so that your registration will be sent to the Office on Violence Against Women. After registration, you will receive confirmation through email that you are eligible to submit an application. Confirmation may take up to one week.

If you are not a new user and have a GMS password, click on "Login." If your password has expired, you will receive an "Authentication Error" or "Unauthorized User" message. In this case, click on "Having Login Problems?" for assistance in updating your password.

Please Note: Applicants must ensure that the information for the authorizing official and alternate contact is entered correctly. The authorizing official is the individual authorized to accept grant funds in your organization (e.g., University President, Director of Sponsored Programs). If the individual applying online is not the signing authority, that individual must list the authorizing official's name and contact information where appropriate.

- ? **Step 4.** To submit your application online, complete the on-screen *SF-424/Application for Federal Assistance* and attach and upload your budget narrative (which should include your budget detail), program narrative, and other program attachments in either word processing or spreadsheet files. (Note: You must attach and upload documents in all three of these sections in order to submit your application. If you do not have any "Other Program Attachments", you may attach a blank document.) After submission, you will receive confirmation through email that VAWO has received your application and you will be given an application number

for future reference. Documents that cannot be submitted electronically through GMS (e.g., MOU, IMOA, certification of intent to comply with minimum requirements, nonsupplantation letter, certification of eligibility) must be faxed (202) 354-4147. *You must include your GMS application number and the program title of the VAWO program to which you are applying (“Grants to Reduce Violent Crimes Against Women on Campus”) on all materials submitted by fax.*

***If you have any questions about GMS or need technical assistance with applying online, contact the GMS Hotline at 1-888-549-9901.**

APPENDIX E

Sample Memorandum of Understanding

(Right-Fax signed form to 202-354-4147)

SAMPLE

Memorandum of Understanding

Anywhere Campus Violence Prevention Project and Victim Service Provider and Criminal Justice Agencies

Anywhere Campus Violence Prevention Project (CVPP) will direct an initiative to:

- 1) Expand victim services, with a focus on improving service delivery for under served communities on campus.**
- 2) Conduct trainings on violence against women issues for law enforcement, faculty, students and staff.**
- 3) Increase outreach to nontraditional students and to international students on campus.**
- 4) Improve methods of communication between local and campus law enforcement and victim service providers to ensure a coordinated community response to violence against women on campus.**

The below signatories will work in close conjunction with the proposed project and its staff in any manner that will help ensure its effective implementation throughout all relevant areas of campus life and activities. They agree to follow mutually agreed-upon protocols responding to victims of sexual assault, domestic violence, and stalking, who are students, staff, or faculty of Anywhere Campus. They commit to working together to ensure the success of the project. Members of this coordinated community response to violence against women are dedicated to an ongoing evaluation of our services and to expanding membership to include representatives from constituency groups that work to provide services to under represented communities. Representatives of each group met three times to discuss each entity's goals in the development of this project. All signatories have reviewed and approved the proposed budget.

Local Rape Crisis Center (LRCC) has collaborated with CVPP since 1994 in providing training to the community. They have offered cross-consultation to our program, and have shared pertinent information, statistics, and educational materials. They have also participated in professional training to law enforcement, the community and each other's staff and volunteers. LRCC and CVPP are committed to working together to ensure seamless service delivery to victims who live on- or off-campus. They will continue to make their services available to members of the campus community. They are also committed to working toward identifying barriers that victims from underserved communities face in obtaining assistance, and in establishing coordinated, sensitive assistance to such

victims. Through this subcontract, LRCC will work with CVPP to ensure that victims receive comprehensive assistance.

Campus Medical Emergency Department (CMED) has been involved for ten years in providing training to the campus community. They have participated with CVPP as part of a County Sexual Assault Response Team, and have provided evidentiary exams for sexual assault victims who are students, staff, or faculty of the university. They have committed their support to our proposal and will continue to provide joint trainings with CVPP to the campus community on violence against women.

The County Sheriff's Department has worked with CVPP since 1996 in providing training to law enforcement officers regarding sexual assault and relationship violence. The CVPP provides training two times per year to members of the County Sexual Assault Response Team. The Sheriff's Department has agreed to refer sexual assault, dating violence, domestic violence, and stalking victims who are students or staff of the university to CVPP for crisis intervention and advocacy. They will provide consultation with CVPP, and the CVPP will provide the Sheriff's Department with educational materials and professional training on violence against women issues.

The Center for International Students (CIS) is a campus community organization that began collaboration with the CVPP in 1998. The CIS will provide training to CVPP staff to ensure cultural sensitivity and the elimination of barriers to victim service provision through CVPP. The CIS, CVPP and the LRCC will work collaboratively to ensure that international students and staff that live both on- and off-campus are provided comprehensive services. The CIS and the CVPP will also increase outreach to international students on campus about services available to victims of sexual assault, domestic violence, dating violence, and stalking. Elements of outreach include trainings conducted at the center and distribution of informational brochures and flyers regarding services available to victims.

**Director,
Anywhere Campus Violence Prevention
Project**

**Executive Director,
Local Rape Crisis Center**

**Police Chief,
Campus Police Department**

Police Chief,

County Sheriff's Department

**Director,
Campus Medical Emergency Department**

**Dean of Undergraduate Students,
Anywhere Campus**

**Director,
Center for International Students**

**Director,
Campus Women's Center**

APPENDIX F

Sample Non-Supplanting Letter

(Right-Fax signed form to 202-354-4147)

SAMPLE

[Applicant Letterhead]

[date]

Deborah J. Daniels
Assistant Attorney General
Office of Justice Programs
810 7th Street, NW
Washington, DC 20531

Dear Ms. Daniels:

[Applicant] certifies that any funds awarded through the Grants to Reduce Violent Crimes Against Women on Campus Program would be used to supplement existing funds for program activities and will not replace (supplant) nonfederal funds that have been appropriated for the purpose of assisting institutions of higher education in their responses to dating violence, domestic violence, sexual assault, and stalking. The **[name of applicant]** understands that supplanting violations can result in a range of penalties, including suspension of future funds under this program, suspension or debarment from federal grants, recoupment of monies provided under this grant, and civil and/or criminal penalties.

Sincerely,

[Applicant's Authorizing Official]