



U.S. Department of Justice
Office on Violence Against Women

OVW

Grants to Reduce Violent Crimes Against Women on Campus

Fiscal Year 2004 Solicitation

GMS REGISTRATION DEADLINE:
March 11, 2004

APPLICATION DEADLINE:
March 23, 2004

**U.S. Department of Justice
Office on Violence Against Women**
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**Grants to Reduce Violent Crimes Against Women on Campus
Program Application**
World Wide Web Homepage
www.ojp.usdoj.gov/fundopps.htm

About the Office on Violence Against Women

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

Addressing Violent Crimes Against Women On Campuses

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. The Campus Program also aims to

strengthen security and investigative strategies to prevent and prosecute violent crimes against women on campuses.

Unlike their counterparts in the larger community, students victimized by other students often face additional challenges in a "closed" campus environment. For example, 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, many institutions of higher education 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. The administrative/mediation 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 coordinated 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 assistance as well as hold offenders accountable.

Availability of Funds

Award Period

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

Award Amounts

Applicants should carefully consider the resources needed to successfully implement the project proposed and present a realistic budget that accurately reflects project costs. While there is no specific amount for which eligible organizations may apply, it is likely that awards will be limited to **\$200,000 for new individual projects, or \$400,000 for new consortia** projects (see Types of Applicants for a description of 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 likely that continuation or supplemental awards will be limited to no more than \$300,000 for individual projects or \$400,000 for consortia. Grants may be made for greater or lesser amounts than requested. In addition, OVW may negotiate the scope of work and the budget with applicants prior to granting an award. Current grantees should note that continuation or supplemental funding is not guaranteed.

All applications will be subject to peer review and internal review by OVW 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.

Application Due Date

Please note that final applications are due **by 5:30 pm (EST) March 23, 2004**, and will be accepted only through the **U.S. Department of Justice's Office of Justice Programs online Grant Management System (GMS)**. In addition, applicants should register online with GMS **by March 11, 2004**. It

may take up to one week for you to receive confirmation that you are eligible to apply.

Please refer to the “How to Apply” section on page 20 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 2003 are not eligible to apply.

Types of Applicants

In FY 2004, OVW will accept applications for the Campus Program from both current grantees and new applicants.

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. Applicants issued awards in FY 2003 are not eligible to apply.

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

Consortia projects are projects that involve the coordination and collaboration of two or more institutions of higher education. Consortium applications 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.

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.

Proposed projects must implement activities consistent with the statutory program purpose areas. Proposed projects **must** address at least one purpose area, but do not need to address multiple purpose or priority areas in order to receive support.

During the OVW internal review, applications that are partially out of scope will receive up to a 25 point deduction. Applications that propose projects that are completely outside the scope of the Campus Program statutory purpose areas will be disqualified from funding consideration.

Statutory Purpose Areas

Grant funds must be used for one or more of the following statutory purposes:

- Provide personnel, training, technical assistance, data collection, and other equipment with respect to the increased apprehension, investigation, and adjudication of persons committing violent crimes against women on campus.

- 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.
 - Implement and operate education programs for the prevention of violent crimes against women.
 - Develop, enlarge, or strengthen support services programs, including medical or psychological counseling, for victims of sexual offense crimes.
 - 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.
 - 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.
 - 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.
 - Develop, enlarge, or strengthen victim services programs for the campus and to improve delivery of victim services on campus.
 - 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 campus, including the crimes of dating violence, domestic violence, sexual assault, and stalking.
 - 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. Education efforts that raise awareness about violence against women on campus

must direct victims to appropriate services.

Additionally, higher education institutions, therefore, are encouraged to adopt and publicize policies that encourage students to report domestic violence and sexual assaults even though alcohol, drugs and other illegal activities are involved.

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 may be involved:

- students, especially victims;
- campus-based victim services providers and violence prevention programs;
- campus law enforcement or department of public safety;
- faculty and staff;
- administrators, including the institution's president and student affairs administrator;
- women's centers;
- Women's studies and other relevant academic departments;
- student groups, including

those representing diverse or underserved student populations;

- the athletic department;
- sororities and fraternities;
- student health care providers and campus health centers and hospitals;
- campus counseling centers;
- faith-based and community organizations;
- campus clergy;
- campus housing authorities, and residence hall assistants;
- library administrators;
- campus disciplinary boards and judicial boards; and,
- 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.

At minimum, 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. For more detail on this requirement, please see the section on External Memorandum of Understanding.

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 this Program. Experience has shown that certain practices compromise victim safety rather than enhance it. Some responses by the justice system may minimize or trivialize the offender's criminal behavior. Accordingly, consistent with the goals of ensuring victim safety and holding perpetrators accountable for their criminal conduct, applicants are discouraged from proposing projects that include 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 primarily 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.
- Inflicting restrictive conditions to

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

Review Process

All applications will be subject to peer review and internal review by OVW staff and will be scored according to the criteria set forth in this solicitation. The Office will establish panels of experts and practitioners to review applications. The panels will review the information provided in the application against the selection criteria for the program. Internal review will consider the geographic distribution of the applications from a national and statewide perspective, the ratio of population to services, the existence of under-served communities, and the type of projects already funded within an applicant's state or community. The total possible points are **100** for new and continuation applications. For current grantees applying for continuation funding, the status of current grant-funded activities and geographic distribution will be taken into consideration as part of the review process. Applications with the highest composite scores will be eligible to receive funds available for this grant program.

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.

The summary section and 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.

New Requirement

Beginning October 1, 2003, a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number must be included in every application for a new award or renewal of an award. **The DUNS number will be entered into GMS by the applicant.** The DUNS number will be required whether an applicant is submitting an application on paper, through OJP's Grants Management System, or using the government-wide electronic portal (Grants.gov). **An application will not be considered complete until a valid DUNS number is provided by the applicant.** Individuals who would personally receive a grant or cooperative agreement from the Federal government are exempt from this requirement. Applicants can receive a DUNS number at no cost by calling the dedicated toll-free DUNS Number request line at 1-800-333-0505.

If you have any questions, please contact the Office of the Comptroller's Customer Service Center at 1-800-458-0786.

Application for Federal Assistance (SF-424): 0 points

The SF-424 will be filled out online through GMS. The Catalog of Federal Domestic Assistance number for this

program is 16.525 (block 10). 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 the jurisdiction or nongovernmental private entity applying. 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

3 Points

The Summary Section should include the following:

- The institution and type of institution (e.g., 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 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

Status of the Current Project

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 OVW using the following criteria:

- Whether progress reports submitted by the applicant, in conjunction with monitoring conducted by OVW, demonstrate

the effectiveness of the current project, indicating progress toward meeting project goals and objectives, and demonstrate that the current project has progressed in a timely manner as outlined in the original proposal.

- Whether the grantee has demonstrated that past activities supported with Campus Program funds have been limited to the Campus Program Purpose Areas.
- Whether the grantee has complied with all special conditions of their existing grant award from the Department of Justice.
- Whether the grantee has adhered to programmatic and financial reporting requirements.
- Whether the grantee has completed the project goals, objectives, and products according to the approved time line.
- Whether the grantee has demonstrated a commitment to sustaining the project after federal funds are no longer available;
- Whether the grantee appropriately utilized and actively participated in OVW sponsored workshops and other technical assistance events required as a Special Condition of the current award.
- Whether the grantee has received financial clearances on all current grants from OVW.

- Whether the grantee has complied with the Office of Management and Budget audit requirement.

Applicants who have failed to comply with any or all of the aforementioned criteria could have as many as 25 points deducted from their application score. In addition, OVW reserves the right to disqualify an application from consideration, if an applicant is found to be substantially out of compliance with the criteria.

Project Narrative

Total Points: 54 Points

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.

What Will be Done

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 address how they will meet the 4 minimum requirements of the program: creating a coordinated community response team, establishing a mandatory prevention and education program for all incoming students, training campus police, and training members of campus disciplinary or judicial 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 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 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 services organizations 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 organizations.***

Victim services 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.

Sustainability Plan

10 points

Because this is a competitive, discretionary program, there is no guarantee of continuation funding. Applicants are required to include a plan describing their commitment and capacity to continue the project if Federal funding through the Campus Program is no longer available.

The plan will be evaluated on whether it proposes feasible strategies to preserve project activities long-term.

Continuation or supplemental funding is not guaranteed and applicants are encouraged to seek additional means of support to sustain their current projects.

The Products

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.

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 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

It is likely that awards will be limited to \$200,000 for individual new projects, or \$400,000 for new consortia projects. Continuation budgets should not greatly exceed prior budget amounts. It is likely that continuation awards will be limited to \$300,000 or \$400,000 for consortiums.

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

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; consultants rates in excess of \$450 per day require prior approval from the Director of the Office on Violence Against Women; 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 OVW-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 OVW-designated technical assistance unless otherwise approved by OVW.
- 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

m.

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

The budget, budget summary, and budget narrative will be submitted online as one attachment under “Budget Narrative.” When preparing these items, however, 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 signed EMOU and IMOU must be faxed to (202) 354-4147, or if they are available electronically as scanned documents, submitted on GMS as “Other Program Attachments.” The application number must be written on the fax cover and each page of the document. A sample form is included in this solicitation in Appendix D.

External Memorandum of Understanding

10 Points

The EMOU must be created and signed by the Institution of Higher Education as well as 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).

Review the assurances and certification forms. You will be agreeing to these assurances and certifications when you submit your application online through GMS. **NOTE:** If the authorizing official is not the individual submitting the application via GMS, be sure the correct authorizing official information has been entered.

Anti-Lobbying Act

The Anti-Lobbying Act, 18 U.S.C. § 1913, recently was amended to expand significantly the restriction on use of appropriated funding for lobbying. This expansion also makes the anti-lobbying restrictions enforceable via large civil penalties, with civil fines between \$10,000 and \$100,000 per each individual occurrence of lobbying activity. These restrictions are in addition to the anti-lobbying and

lobbying disclosure restrictions imposed by 31 U.S.C. § 1352.

The Office of Management and Budget (OMB) is currently in the process of amending the OMB cost circulars and the common rule (codified at 28 C.F.R. part 69 for DOJ grantees) to reflect these modifications. However, in the interest of full disclosure, all applicants must understand that no federally appropriated funding made available under this grant program may be used, either directly or indirectly, to support the enactment, repeal, modification or adoption of any law, regulation, or policy, at any level of government, without the express approval by OJP. Any violation of this prohibition is subject to a minimum \$10,000 fine for each occurrence. This prohibition applies to all activity, even if currently allowed within the parameters of the existing OMB circulars.

Certification of Nonsupplanting

A letter to OVW's Director, Diane M. Stuart, certifying that supplanting of non-Federal funds will not take place should a grant award be made, must be faxed to (202) 354-4147 or electronically scanned and submitted as an attachment via GMS. Please refer to Appendix E for a sample letter.

Certification of Eligibility Requirements

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

- The Higher Education Act of 1965, as amended, requires in part that all eligible institutions of

higher education collect certain types of information about campus crime statistics and security policies for their respective campuses 20 U.S.C. §1092 (f). The information must be compiled in an annual security report and disseminated to all current students and employees, and, upon request, to any applicant for enrollment or employment. The annual security report must contain information regarding campus security policies and campus crime statistics. 20 U.S.C. §1092(f) should be consulted for complete information about these reporting requirements.

- 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.

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.

Additional Program Requirements

Technical Assistance

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

Performance Measures and Evaluation

There are three statutory provisions that require Campus Program grantees to collect and maintain data that measures the effectiveness of the funded projects. First, the **Government Performance and Results Act of 1993 (GPRA)** 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, all OVW grant recipients are required to report on the effectiveness of their programs pursuant to VAWA 2000. Third, the Higher Education Amendments of 1998 also require the Attorney General to report annually to Congress on the effectiveness of activities carried out with Campus Program grant funds. Specifically, OVW is seeking information that will illustrate the effectiveness of grant-supported activities, including baseline information and post-project information that can demonstrate increased reporting, improved sanctions, and better responses to victims. This information will be incorporated into the semi-annual progress reports described below.

To meet these requirements, grantees must report the following output data:

- The number of individuals served;
- The number of individuals seeking services who could not be served including reasons why such victims could not be served, (e.g., lack of resources, lack of staff expertise, etc.)
- 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;
- 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.

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

- Types of policies or protocols developed, substantially revised, or implemented in areas regarding response to 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;
- Number of trainings for campus law enforcement;
- Number of trainings for members of campus disciplinary boards;
- Training content.

Reporting Requirements

Grantees will be required to submit quarterly Financial Status Reports and semi-annual Progress Reports. In addition, grant recipients who expend \$500,000 or more in federal funds during their fiscal year are required to submit a single organization-wide audit. Additional information on these reporting requirements will be provided to

successful applicants in the award package.

OJP Financial Guide

All grantees are required to comply with the regulations and requirements outlined in the OJP Financial Guide. The Financial Guide includes information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. Copies are available from the Department of Justice Response Center (1-800-421-6770) and also through the OJP web page:
<http://www.ojp.usdoj.gov/FinGuide>.

Suspension or Termination of

Funding OVW may suspend funding in whole or in part, terminate funding, or impose another sanction on a recipient who has failed to comply substantially with the following:

- The requirements of VAWA and statutory objectives of (insert program name)
- Timely submission of quarterly Financial Status Reports;
- Timely submission of Annual Progress Reports;
- The regulations and/or guidelines issued for the (insert program name); or
- The application submitted in accordance with the provisions of VAWA or other provision of any other applicable federal Act.

OVW will provide reasonable notice of its intent to impose sanctions and will attempt informally to resolve the problem. Hearing and appeal procedures will follow those in the

Department of Justice regulations in 28 CFR Part 18.

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 State 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>.

Faith-Based Organizations

Consistent with President Bush's Executive Order 13279, December 12, 2002, it is OVW policy that faith-based and community organizations, that statutorily qualify as eligible applicants under OVW programs, are invited and encouraged to apply for assistance awards. Faith-based and community organizations will be considered for awards on the same basis as other eligible applicants and, if they receive assistance awards, will be treated on an equal basis with non faith-based and community organization grantees in the administration of such awards. No eligible applicant or grantee will be discriminated against on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or persons working in

the organization.

Civil Rights Compliance

All recipients of Federal grant funds are required to comply with nondiscrimination requirements contained in various Federal laws, including Title VI of the Civil Rights Act of 1964 ("Title VI") and section 809 of the Omnibus Crime Control and Safe Streets Act of 1968 ("Safe Streets Act"), as amended. 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 the Office for Civil Rights of the Office of Justice Programs. All applicants should consult the Assurances required with the application funds to understand the applicable legal and administrative requirements.

Services to Limited-English-Proficient (LEP) Persons:

National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI and the Safe Streets Act, recipients are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. The U.S. Department of Justice has issued guidance for grantees to assist them in complying with Title VI requirements. The guidance document can be accessed on the Internet at

www.lep.gov or by contacting the Office of Justice Program's Office for Civil Rights at (202) 307-0690, or by writing to the following address:

Office for Civil Rights
Office of Justice Programs
U.S. Department of Justice
810 7th Street, N.W., 8th Floor
Washington, DC 20531

How To Apply

Applicants must submit a fully executed application to OVW through the **Grants Management System (GMS)**, including all required supporting documentation. Applications submitted via GMS must be in the following word processing formats: Microsoft Word (*.doc*), PDF files (*.pdf*), or Text Documents (*.txt*). (Please refer to Appendix C, the GMS Quick Start Guide.)

The following documents must be submitted via GMS:

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

Supporting documentation can be submitted either via fax to (202) 354-4147, or electronically through GMS, and can include:

- Certification of nonsupplanting;
- the EMOU;
- the IMOU;
- current indirect cost rate agreement, if applicable;
- the certification of compliance with the eligibility

requirements.

Note: The Catalog of Federal Domestic Assistance number for the Campus Program is 16.525.

The application number must be included on the cover page of all faxes. Detailed instructions on how to use the GMS system to submit your application online are available at OVW's web page, www.ojp.usdoj.gov/vawo. 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.

Application Due Date

Applications must be electronically received by the close of business (5:30 p.m. EST) on **March 23, 2004** through GMS. The application attachments (e.g., MOU, Certification of Non-Supplanting, etc.), which may be faxed to (202) 354-4147 or submitted through GMS as attachments, must also be received by 5:30 p.m. EST on **March 23, 2004**.

We recommend that you register through GMS at least two weeks before the application due date, or no later than **March 11, 2004**. All applicants must receive confirmation that you are eligible to submit an application through GMS prior to completing the application submission process.

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

APPENDIX A

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., four 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	(\$500 x 4 people x 6 trips)	\$12,000
		Hotel	(\$100/night x 3 nights x 4 people x 6 trips)	\$7,200
		Meals	(\$37.50/day x 4 days x 4 people x 6 trips)	\$3,600
		Ground Transportation	(\$50 per trip x 4 people x 6 trips)	\$1,200
		TOTAL		<u>\$24,000</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>24,000</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>375,288</u>
I. Indirect Costs	\$ <u>0</u>
TOTAL PROJECT COSTS	\$ <u>375,288</u>
Federal Request	\$ <u>375,288</u>
Non-Federal Amount	\$ <u>NA</u>

APPENDIX B

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

Sample Letter

(Fax signed letter to 202-354-4147)

SAMPLE

[Applicant Letterhead]

[date]

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

Re: Application #2004-XXXXX-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 C

Quick Start Guide to Using GMS

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

- ◆ **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 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 select the FY 2004 Campus Program solicitation and begin working on it so that your registration will be sent to OVW. You will receive confirmation through email that you are eligible to submit your 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., executive director, attorney general, governor). If the individual applying online is not the authorizing official, 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 *424 /Application for Federal Assistance*, upload your budget narrative (which should include your budget detail), program narrative, and other program attachments in either word processing or spreadsheet files. All supporting documentation may be submitted as attachments. All GMS attachments must be in the following word processing formats: Microsoft Word (*.doc*), PDF files (*.pdf*), or Text Documents (*.txt*). **Please use descriptive titles when naming the attachments for easy identification, i.e., MOU, letter of non-supplanting. After submission, you will receive confirmation through email that OVW 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, and Certification of non-supplanting) must be faxed to (202) 354-4147. You must include your GMS application number and the Program title of the OVW program to which you are applying 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.

**If you do not have an Internet account, call OVW at 202-307-6026 for assistance.*

APPENDIX D

Sample Memorandum of Understanding

(Fax signed form to 202-354-4147)

SAMPLE

(Note that both the IMOU and EMOU will follow similar formats. Please see the section on Memoranda of Understanding for details on content and signatories.)

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 underserved communities on campus.**
- 2) Conduct trainings on violence against women issues for law enforcement, faculty, students and staff.**
- 2) 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 dating violence, 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 underrepresented 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 E

Sample Certification of Nonsupplanting

(Fax signed form to 202-354-4147)

SAMPLE

[Applicant Letterhead]

[date]

Office on Violence Against Women
810 7th Street, NW
Washington, DC 20531

[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]