



The United States Department of Justice, Office on Violence Against Women (OVW) (www.ovw.usdoj.gov) is pleased to announce that it is seeking applications for the Grants to Encourage Arrest Policies and Enforcement of Protection Orders Program. This program furthers the Department of Justice's mission by encouraging state, local, and tribal governments and state, local, and tribal courts to treat domestic violence, dating violence, sexual assault, and stalking as serious violations of criminal law requiring the coordinated involvement of the entire criminal justice system.

OVW FY 2009 Grants to Encourage Arrest Policies and Enforcement of Protection Orders Program

Eligibility

Applicants are limited to States, units of local government, Indian tribal governments, and state, local, tribal, and territorial courts.
(See "Who is Eligible to Apply," page 4)

Deadline

Letters of intent to apply should be submitted by **December 18, 2008**.
All applicants should register online with Grants.gov by **January 6, 2009**.
All applications are due by 8:00 p.m. e.t. on **January 15, 2009**.
(See "Deadline For Applications," page 4)

Contact Information

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

This application must be submitted through Grants.gov. For technical assistance with submitting the application, call the Grants.gov Customer Support Hotline at 1-800-518-4726.
Grants.gov Number assigned to announcement OVW-2009-1927

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OVW Grants to Encourage Arrest Policies and Enforcement of Protection Orders Program

(CFDA # 16.590)

Overview

About the Office on Violence Against Women

The Office on Violence Against Women (OVW) is a component of the United States Department of Justice (DOJ). Created in 1995, OVW implements the Violence Against Women Act (VAWA) and subsequent legislation and provides national leadership against domestic violence, dating 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.

About the OVW Grants to Encourage Arrest Policies and Enforcement of Protection Orders Program

The Grants to Encourage Arrest Policies and Enforcement of Protection Orders Program (hereinafter referred to as the Arrest Program) recognizes that domestic violence, dating violence, sexual assault and stalking¹ are crimes that require the criminal justice system to hold offenders accountable for their actions through investigation, arrest, and prosecution of violent offenders, and through close judicial scrutiny and management of offender behavior.

At each juncture in the criminal justice process, concerns for victim safety should guide the actions of all partners in the system. Criminal justice agencies must collaborate among themselves and in meaningful partnership with nonprofit, nongovernmental sexual assault and domestic violence programs, including local shelters, rape crisis centers, victim service organizations and domestic violence and sexual assault coalitions, to ensure that victim safety is a paramount consideration in the development of any strategy to address these crimes. Additionally, representatives from criminal justice agencies working to prevent and reduce domestic violence, dating violence, sexual assault and stalking must have a clear understanding of the roles of governmental and nongovernmental victim assistance programs.

This discretionary grant program is designed to encourage state, local, and tribal governments and state, local, and tribal courts to treat domestic violence, dating violence, sexual assault and stalking as serious violations of criminal law requiring the coordinated involvement of the entire criminal justice system. This program challenges the entire community to listen, communicate, identify problems, and share ideas that will result in new responses to ensure victim safety and offender accountability.

Please read the Arrest Program Solicitation in its entirety before beginning your application. It is the responsibility of the applicant to ensure that the application is complete and that all eligibility requirements have been met at the time of application submission. OVW will remove an application from consideration, prior to peer review, if the application is incomplete. Final award decisions are not appealable.

¹ The terms domestic violence, dating violence, sexual assault and stalking are defined in 42 U.S.C. § 13925 (a), which can be found on the Office on Violence Against Women website at <http://www.ovw.usdoj.gov/ovw-fs.htm>.

Deadline: Letter of Intent

All applicants who intend to apply for FY 2009 funding under this program are encouraged to submit a **non-binding letter of intent** to OVW's Director by **December 18, 2008**. Applicants may send the letter to OVW at ovw.arrest@usdoj.gov. For a sample letter, please see <http://www.ovw.usdoj.gov/applicants.htm>. OVW will use these letters to forecast the number of peer review panels needed to review competitive applications.

Deadline: Registration

The Grants.gov registration deadline is **January 6, 2009**. Registering with Grants.gov is a one-time process; however, if an applicant is a first-time registrant, it could take up to five business days to have the registration validated and confirmed and to receive the user password. OVW strongly recommends that applicants start the registration process as early as possible to prevent delays in submitting their application package to OVW by the deadline specified. There are three steps that applicants must complete before they are able to register: 1) register with Central Contractor Registry (CCR), 2) be authorized as an Authorized Grantee/Recipient Official (AGO) in the organization, and 3) register as an AGO. For more information, go to www.Grants.gov. **Note: The CCR registration must be renewed once a year. Failure to renew the CCR registration will prohibit submission of a grant application through Grants.gov.**

Deadline: Application

The due date for applying for funding under this announcement is **8:00 p.m. e.t. on January 15, 2009**. In addition, applicants must send a hard copy via an overnight delivery method, dated by **January 15, 2009**. See page 25 for further instructions on this.

Eligibility

It is very important that applicants review this information carefully. Applications that are submitted by non-eligible entities will be removed from further consideration during an initial review process.

By statute, eligible entities for this program are:

- States²;
- Units of local government³;
- Indian tribal governments; and
- State, tribal, territorial, and local courts (including juvenile courts).

² As defined in 42 U.S.C. § 13925, "State" means any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, American Samoa, Guam and the Northern Mariana Islands.

³ As defined in 42 U.S.C. § 3791, "unit of local government" includes any law enforcement district or judicial enforcement district that is established under applicable State law and has the authority to, in a manner of independent of other State entities, establish a budget and impose taxes.

For the purpose of this Program, a **unit of local government** is any city, county, township, town, borough, parish, village, or other general-purpose political subdivision of a State; an Indian tribe that performs law enforcement functions as determined by the Secretary of Interior; or, for the purpose of assistance eligibility, any agency of the District of Columbia government or the United States Government performing law enforcement functions in and for the District of Columbia, or any Trust Territory of the United States.

Non-eligible entities generally include, but are not limited to:

- Police departments;
- Pre-trial service agencies;
- District or city attorneys' offices;
- Sheriffs' departments;
- Probation and parole departments;
- Shelters;
- Nonprofit, nongovernmental victim service agencies; and
- Universities.

The above entities are typically not units of local government for the purposes of this grant unless they meet the "unit of local government" definition provided in 42 U.S.C. § 3791 (see footnote three above). Applications from typically "non-eligible" entities that want to assert "unit of local government" status under 42 U.S.C. § 3791 must include proof of such status. The aforementioned agencies or organizations are not eligible to apply directly for funding, but may assume responsibility for the development and implementation of the project. However, they must apply through a State; state, local, territorial or tribal court; Indian tribal government; or a unit of local government. Nonprofit, nongovernmental victim service agencies may include faith-based or community organizations.

Notice to Tribal Applicants

The Violence Against Women and the Department of Justice Reauthorization Act of 2005 (VAWA 2005) created a new program, the Grants to Indian Tribal Governments Program, tailored to the needs of tribal governments in responding to domestic violence, dating violence, sexual assault, and stalking. This program combines the purpose areas from several existing programs including this one. While tribal governments are still eligible applicants within the Arrest Program, there is no longer a tribal set-aside within the Arrest Program. VAWA 2005 requires funds set-aside for tribal governments to be transferred to the new tribal program. Tribes will no longer need to submit several applications for multiple purposes. They will now be able to apply for all of the purpose areas within one application through the new program. The FY 2009 solicitation for the Grants to Tribal Governments Program is expected to be available in January 2009. Notwithstanding the new grant program, all eligible applications from Indian Tribal governments submitted under this solicitation will be considered for funding.

Certification of Eligibility

According to 42 U.S.C. § 3796hh(c), to be eligible to receive funding through this Program, applicants must:

- (1) certify that their laws or official policies—
 - (A) encourage or mandate arrests of domestic violence offenders based on probable cause that an offense has been committed; and

- (B) encourage or mandate arrest of domestic violence offenders who violate the terms of a valid and outstanding protection order;
- (2) demonstrate that their laws, policies, **or** practices **and** their training programs discourage dual arrests of offender and victim;
- (3) certify that their laws, policies, **or** practices prohibit issuance of mutual restraining orders of protection except in cases where both spouses file a claim and the court makes detailed findings of fact indicating that both spouses acted primarily as aggressors and that neither spouse acted primarily in self-defense; and
- (4) certify that their laws, policies, **and** practices do not require, in connection with the prosecution of any misdemeanor or felony domestic violence offense, or in connection with the filing, issuance, registration, or service of a protection order, or a petition for a protection order, to protect a victim of domestic violence, dating violence, stalking, or sexual assault, that the victim bear the costs associated with the filing of criminal charges against the offender, or the costs associated with the filing, issuance, registration, or service of a warrant, protection order, petition for a protection order, or witness subpoena, whether issued inside or outside the State, tribal or local jurisdiction; and
- (5) certify that their laws, policies, or practices ensure that—
 - (A) no law enforcement officer, prosecuting officer or other government official shall ask or require an adult, youth, or child victim of a sex offense as defined under Federal, tribal, State, territorial, or local law to submit to a polygraph examination or other truth telling device as a condition for proceeding with the investigation of such an offense; **and**
 - (B) the refusal of a victim to submit to an examination described in subparagraph (A) shall not prevent the investigation of the offense.

By statute, 42 U.S.C. § 3796hh-1(a)(1), all applications must include a certification by the **chief executive officer** of the State, Indian tribal government or local government entity that conditions listed above are met or will be met by the statutory deadline. **Current grantees that do not meet all eligibility requirements at the time of application will not be considered for funding. All other applicants have until the end of their next legislative session to fulfill the certification provisions.**

In addition to the certifications listed above, under 42 U.S.C. § 3796hh(d), all State and units of local government which receive Arrest Program funding shall not be entitled to 5 percent of their total funds allocated under their Arrest Program grant unless the State or unit of local government:

- (1) certifies that it has a law or regulation that requires:
 - (A) The State or unit of local government at the request of a victim to administer to a defendant, against whom an information or indictment is presented for a crime in which by force or threat of force the perpetrator compels the victim to engage in sexual activity, testing for the immunodeficiency virus (HIV) not later than 48 hours after the date on which the information or indictment is presented;
 - (B) as soon as practicable notification of the victim, or parent and guardian of the victim, and defendant of the testing results; and
 - (C) follow-up tests for HIV as may be medically appropriate, and that as soon as practicable after each such test the results be made available in accordance with subparagraph (B); **or**
- (2) gives the Attorney General assurances that its laws and regulations will

be in compliance with requirements of paragraph (1) by the period ending on the date on which the next session of the State legislature ends.

A Special Condition will be added to all Arrest Program grants to States and units of local government that are funded in Federal Fiscal Year 2009 to ensure compliance with the new certification listed above. It is not necessary to address this in your certification letter signed by your Authorizing Official; however you may do so if you are already compliant.

Submission of State, tribal and/or local statutes, laws and policies in lieu of a letter with proper certifications signed by the chief executive officer will not satisfy these statutory requirements. Applicants will not be contacted by OVW to correct certification letters.

Sample Letters of Certification of Eligibility and quick tips for completing the Certification of Eligibility are included in Appendix B. Please review carefully the letter to be included prior to the completion and submission of the application.

Funding to Faith-Based and Community Organizations

Consistent with President George W. Bush's Executive Order 13279, dated December 12, 2002, and 28 C.F.R. Part 38, it is DOJ policy that faith-based and community organizations that statutorily qualify as eligible applicants under DOJ programs are invited and encouraged to apply for assistance awards to fund eligible grant activities. 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 all other grantees in the administration of such awards. No eligible applicant or grantee will be discriminated for or 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.

Faith-based organizations receiving DOJ assistance awards retain their independence and do not lose or have to modify their religious identity (e.g., removing religious symbols) to receive assistance awards. DOJ grant funds, however, may not be used to fund any inherently religious activity, such as prayer or worship. Inherently religious activity is permissible, although it cannot occur during an activity funded with DOJ grant funds; rather, such religious activity must be separate in time or place from the DOJ-funded program. Further, participation in such activity by individuals receiving services must be voluntary. Programs funded by DOJ are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion.

If the applicant organization is a faith-based organization that makes hiring decisions on the basis of religious belief, it may be entitled, under the Religious Freedom Restoration Act, 42 U.S.C. § 2000bb, to receive Federal funds and yet maintain that hiring practice, even if the law creating the funding program contains a general ban on religious discrimination in employment. For the circumstances under which this may occur, and the certifications that may be required, please see http://www.ojp.usdoj.gov/funding/other_requirements.htm.

Applicants are encouraged to review the Civil Rights Compliance section at http://www.ojp.usdoj.gov/funding/other_requirements.htm.

OVW Grants to Encourage Arrest Policies and Enforcement of Protection Orders Program – Specific Information

Types of Applicants

In Federal Fiscal Year 2009, OVW will accept applications for the Arrest Program from current grantees and new applicants.

New applicants include applicants who are not currently receiving funds through the Arrest Program and current grantees whose projects will expire on or before the Federal Fiscal Year 2009 Arrest Program application due date of January 15, 2009.

Current grantees include States, state, local and tribal courts, Indian tribal governments or units of local government that are currently implementing awards under the Arrest Program and whose grant award period ends after the Federal Fiscal Year 2009 Arrest Program application due date of **January 15, 2009**. Current grantees are eligible to apply for continuation or supplemental funding to support on-going activities or to enhance their project for an extended period of time. OVW has the discretion to make a supplemental or new award to a current grantee based on the project end date of the current award. For instance, funding under this solicitation may not be available before August 1, 2009. If selected for funding, a current grantee whose grant funds will be fully expended by April 1, 2009 may receive a new rather than a supplemental award. Applicants who may fall into this category should mention this in their application under the “status of the current project” section of the application. Current grantees who received new or supplemental funding for 24 months in Federal Fiscal Year 2008 are not eligible to apply. **Current grantees should note that continuation or supplemental funding is not guaranteed.** All applications will be subject to internal review by OVW staff and external peer review and will be scored according to the criteria set forth in this solicitation. Applications with the highest composite scores will be eligible to be considered for funding.

Availability of Funds

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law.

Award Period

The award period for these grants will be 24 months **All budgets must reflect 24 months of project activity, and the total “estimated funding” (block 15) on the SF-424 must reflect 24 months.**

Award Amounts

Applicants should carefully consider the resources needed to successfully implement the project proposed and present a realistic budget that accurately reflects project activities and costs. Arrest Program funds for Federal Fiscal Year 2009 will be awarded based on the following guidelines:

Budget caps will be considered based on the following service area population formula:

<u>Service Area Population*</u>	<u>Budget Cap</u>
Up to 500,000	\$ 400,000
500,001 to 900,000	\$ 750,000
Over 900,000	\$1,000,000

***Applications should include a service area map identifying the area to be served.**

Notwithstanding the aforementioned budgetary caps, OVW may negotiate the scope of work with applicants and adjust budgets accordingly prior to granting an award. Additionally, OVW may remove from further consideration applications that exceed the solicitation's budgetary caps. Continuation grant award amounts may also be reduced to reflect the spending pattern on the applicant's prior awards.

Program Scope

The scope of the Arrest Program is defined by the following statutory program purpose areas and program priority areas. Proposed projects must implement activities consistent with the statutory program purpose areas. Applicants are reminded that any activities, whether they are domestic violence, dating violence, sexual assault or stalking related, **must** fall within one of the following purpose areas.

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 substantially outside the scope of the Arrest Program statutory purpose areas will be disqualified from further funding consideration.**

Statutory Program Purposes

By statute, funds under the Arrest Program may be used for the following purposes:

- Implement pro-arrest programs and policies in police departments, including policies for protection order violations;
- Develop policies, educational programs, protection order registries, and training in police departments to improve tracking of cases involving domestic violence, dating violence, sexual assault and stalking. Policies, educational programs, protection order registries, and training described in the application shall incorporate confidentiality, and privacy protections for victims of domestic violence, dating violence, sexual assault and stalking;
- Centralize and coordinate police enforcement, prosecution, or judicial responsibility for domestic violence, dating violence, sexual assault and stalking cases in teams or units of police officers, prosecutors, parole and probation officers, or judges;
- Coordinate computer tracking systems to ensure communication between police, prosecutors, parole and probation officers, and both criminal and family courts;
- Strengthen legal advocacy service programs for victims of domestic violence, dating violence, sexual assault and stalking, including strengthening assistance to such victims in immigration matters;
- Educate judges in criminal and civil courts (including juvenile courts) about domestic violence, dating violence, sexual assault and stalking and improve judicial handling of such cases;

- Provide technical assistance and computer and other equipment to police departments, prosecutors, courts, and tribal jurisdictions to facilitate the widespread enforcement of protection orders, including interstate enforcement, enforcement between States and tribal jurisdictions, and enforcement between tribal jurisdictions;
- Develop or strengthen policies and training for police, prosecutors, and the judiciary in recognizing, investigating, and prosecuting instances of domestic violence and sexual assault against older individuals⁴ and individuals with disabilities;⁵
- Develop State, tribal, territorial, or local policies, procedures, and protocols for preventing dual arrests and prosecutions in cases of domestic violence, dating violence, sexual assault and stalking, and develop effective methods for identifying the pattern and history of abuse that indicates which party is the actual perpetrator of abuse;
- Plan, develop and establish comprehensive victim service and support centers, such as family justice centers, designed to bring together victim advocates from non-profit, non-governmental victim services organizations, law enforcement officers, prosecutors, probation officers, governmental victim assistants, forensic medical professionals, civil legal attorneys, chaplains, legal advocates, representatives from community-based organizations and other relevant public or private agencies or organizations into one centralized location, in order to improve safety, access to services, and confidentiality for victims and families. **Although funds may be used to support co-location of project partners under this purpose area, funds may not support construction or major renovation expenses or activities that fall outside of the scope of the other statutory purpose areas;**
- Develop and implement policies and training for police, prosecutors, probation, and parole officers, and the judiciary in recognizing, investigating, and prosecuting instances of sexual assault, with an emphasis on recognizing the threat to the community for repeat crime perpetration by such individuals;
- Develop, enhance and maintain protection order registries. **Please note that funds can not be used to create sex offender registries;** and
- Develop human immunodeficiency virus (HIV) testing programs for sexual assault perpetrators and notification and counseling protocols⁶.

Program Priority Areas

By statute, 42 U.S.C. §3796hh-1(b), priority will be given to applicants that:

- Do not currently provide for centralized handling of cases involving domestic violence, dating violence, sexual assault and stalking by police, prosecutors, and courts;

⁴ As defined in section 102 of the Older Americans Act of 1965 (42 U.S.C. § 3002).

⁵ As defined in section 3(2) of the Americans with Disabilities Act of 1990 (42 U.S.C. § 12102(2)).

⁶ Applicants wishing to address this purpose area must do so in conjunction with one of the other purpose areas listed above. Proposals focusing only on this purpose area may be removed from consideration.

- Demonstrate a commitment to strong enforcement of laws, and prosecution of cases, involving domestic violence, dating violence, sexual assault or stalking including the enforcement of protection orders from other States and jurisdictions (including tribal jurisdictions);
- Have established cooperative agreements or can demonstrate effective ongoing collaborative arrangements with neighboring jurisdictions to facilitate the enforcement of protection orders from other States and jurisdictions, including tribal jurisdictions; and
- Intend to utilize grant funds to develop and install data collection and communication systems, including computerized systems, and training on how to use these systems effectively to link police, prosecutors, courts and tribal jurisdictions for the purpose of identifying and tracking protection orders and violations of protection orders, in those jurisdictions where such systems do not exist or are not fully effective.

Also, OVW has an interest in projects that:

- Develop Sexual Assault Response Teams (SART) and support Sexual Assault Nurse Examiners (SANE/SAFE) to actively respond to sexual assault victims;
- Involve faith-based and/or community-driven initiatives to address violence against women among diverse and traditionally underserved populations. If this interest area is included in your application, you must illustrate capacity and expertise in the budget and MOU sections;
- Develop innovative programs to improve judicial handling of domestic violence, sexual assault, or dating violence cases (e.g., specialized courts or dockets for domestic violence cases, enhanced judicial monitoring of domestic violence offenders, or the creation or enhancement of technology to provide prosecutors and judge's access to case information on prior arrests);
- Develop a specialized unit to provide intense supervision and monitoring of domestic violence and sexual assault offenders. This must include a team member from the non-profit entity.

Program Guidelines

Applicants should also consider the following guidelines in response to this Solicitation:

Direct Legal Representation

Grant funds may not be used to provide legal representation in civil and criminal matters, such as family law cases (divorce, custody, visitation and child support), housing cases, consumer law cases and others. Grant funds may be used to provide legal representation to victims of domestic violence, dating violence, sexual assault and stalking **only** in the limited context of protection order proceedings.

Prevention Activities

All applicants addressing prevention activities (e.g., implementation of educational programs regarding domestic violence or dating violence intervention and public awareness campaigns) will be considered out of scope and removed from consideration of funding. Grantees are only

permitted to engage in outreach activities to inform potential victims about the availability of services.

Family Violence

Grant funds may not be used to directly address child abuse, or other family violence issues such as violence perpetrated by a child against a parent, or violence perpetrated by a sibling against another sibling.

Children

Applicants may not use grant funds to provide direct services to children, including children who are witnesses or victims of violence, except where such services are an ancillary part of providing services to the child's parent who is a victim of domestic violence, dating violence, sexual assault or stalking (such as providing child care services while the victim receives services). **In addition, funds may not be used to investigate or prosecute child abuse or child sexual abuse cases.**

Activities That May Compromise Victim Safety

Ensuring victim safety is a guiding principle underlying this Program. Experience has shown that certain practices may compromise victim safety rather than enhance it. Certain responses by the authorities may have the effect of minimizing or trivializing the offender's criminal behavior. Accordingly, consistent with the goals of ensuring victim safety while holding perpetrators accountable for their criminal conduct, applicants are strongly discouraged from proposing projects that include any activities that may compromise victim safety, such as the following:

- Automatic pre-trial diversion programs;
- Mediation or counseling for couples as a systemic response to domestic violence;
- Operating domestic violence batterer intervention programs that are not court-ordered or court-monitored;
- Utilizing anger management classes instead of batterer intervention programs;
- Requiring victims of domestic violence, dating violence, sexual assault or stalking to file for a protection order or file criminal charges against their abuser as a condition of receiving services;
- Using practices or procedures that fail to protect the confidentiality of victims;
- Referring victims to Child Protection Services solely for failure to protect their minor child when witnessing domestic violence; and
- Procedures that would penalize victims of violence for failure to testify against their abusers or impose other sanctions on victims. Rather, procedures that provide victims with the opportunity to make an informed choice about whether to testify are encouraged.

Unallowable Activities

Grant funds under the Arrest Program may not be used for any unauthorized purposes, including but not limited to the following activities:

- Lobbying;
- Fundraising;
- Research projects;
- Prevention and public awareness; and
- Physical modifications to buildings including minor renovations.

Performance Measures

To assist in fulfilling DOJ's responsibilities under the Government Performance and Results Act (GPRA), Pub. L. No. 103-62, applicants who receive funding under this solicitation must provide data that measures the results of their work. Performance measures for this solicitation are as follows:

Objective	Performance Measures	Data Grantee Provides
Strengthen partnerships for safer communities and enhance the Nation's capacity to prevent, solve, and control crime	<p>1) the number and percentage of arrests relative to the number of police responses to domestic violence incidents;</p> <p>2) the number of protection orders issued; and</p> <p>3) the number of victim advocates supported by grant funding.</p>	<p>This information will be provided to OVW through semi-annual progress report forms. Please see http://muskie.usm.maine.edu/vawamei/attachments/pdf/forms/gtea/GMS_Arrest_form_2008Sample.pdf for a sample form.</p>

How to Apply

DOJ is participating in the e-Government initiative, one of 25 initiatives included in the President's Management Agenda. Part of this initiative – Grants.gov – is a “one-stop storefront” that provides a unified process for all customers of Federal grants to find funding opportunities and apply for funding.

Grants.gov Instructions

Complete instructions can be found at www.Grants.gov. Please note that Grants.gov is not the Office of Justice Programs' (OJP) Grants Management System (GMS) through which OVW applicants have submitted applications in previous years. If applicants experience difficulties at any point during this process, they may call the Grants.gov Customer Support Hotline at **1-800-518-4726**.

Note: Grants.gov does not support the Microsoft Vista Operating system. The PureEdge software used by Grants.gov for forms is not compatible with Vista. Also, Grants.gov cannot yet process Microsoft Word 2007 documents saved in the new default format with the extension ".DOCX." Please ensure the document is saved using "Word 97-2003 Document (*.doc)" format.

Note: The Office of Justice Programs (OJP) Grants Management System (GMS) does not accept executable file types as application attachments. GMS downloads applications from Grants.gov and is the system in which OVW reviews applications and manages awarded grants. These disallowed file types include, but are not limited to, the following extensions: ".com", ".bat", ".exe", ".vbs", ".cfg", ".dat", ".db", ".dbf", ".dll", ".ini", ".log", ".ora", ".sys", and ".zip".

In addition, applicants must send **via overnight delivery** a complete hard copy of the original application, **dated by January 15, 2009** to:

**The Office on Violence Against Women
c/o Lockheed Martin Corporation
OVW Arrest Program
Mail Stop 2K
2277 Research Boulevard
Rockville, MD 20850
(301) 519-5000**

Certain assurances are agreed to electronically on Grants.gov. These do not need to be included in the hard copy submitted for consideration.

CFDA Number

The Catalog of Federal Domestic Assistance number for this program is 16.590, titled "Grants to Encourage Arrest Policies and Enforcement of Protection Orders Program," and the funding opportunity number is OVW-2009-1927.

A DUNS number is required

The Office of Management and Budget requires that all business and nonprofit applicants for Federal funds include a DUNS (Data Universal Numeric System) number in their application for a new award or renewal of an award. Applications without a DUNS number are incomplete. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving Federal funds. The identifier is used for tracking purposes and to validate address and point of contact information. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling 1-866-705-5711 or by applying online at https://eupdate.dnb.com/requestoptions.asp?cm_re=HomepageB*TopNav*DUNSNumberTab. Individuals are exempt from this requirement.

What an Application Must Include

Applicants must complete each of the following sections as part of their response to this solicitation. **It is the responsibility of the applicant to ensure that the application is complete. OVW will remove an application from further consideration prior to peer review if the application is incomplete.** For each section listed below, please note the corresponding maximum point value that may be assigned during the review process. The proposal should follow the order below for easy reading. **Please be sure to number each page of the application.** Peer reviewers will not receive materials submitted beyond those required by this solicitation.

Applications must use the following page format requirements:

- Double spaced
- 8½ x 11 inch paper
- One inch margins
- Type no smaller than 12 point, Times New Roman font
- No more than two pages each for Summary Data Sheet and Abstract
- No more than 5 pages for Status of the Project (if applicable)
- No more than 20 pages for the Program Narrative (Items D through G below)

Application for Federal Assistance (SF-424)

The SF-424 will be filled out online through Grants.gov. However, it should also be printed out and included in the hard copy that is submitted for consideration. The Catalog of Federal Domestic Assistance number for this program is 16.590 (block 10). Please be sure that the Federal amount requested on the SF-424 matches the amount in the submitted budget. Also, in block 7 (Type of Applicant), please do not select "other."

Applicants must ensure that the contact information for the authorizing official and alternate contact is filled out correctly. The authorizing official is an individual authorized to accept grant funds on behalf of the jurisdiction or nongovernmental private entity applying. Please do not type in all capital letters.

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

Review the assurances and certification forms. To successfully submit an application, applicants must agree to all of these assurances and certifications without exception. Agreement to these assurances and certifications will be assumed upon receipt of an application received through Grants.gov.

OMB Tracking Form "Survey on Ensuring Equal Opportunity for Applicants" (DOJ Form 560) All OVW applicants that are nonprofit private organizations are requested to fill out DOJ Form 560. This form will assist DOJ in ensuring that all qualified applicants, small or large, non-religious or faith-based, be provided equal opportunity to compete for Federal funding. This form will be completed online through Grants.gov. **You should not print it out for the hard copy original.**

Narrative (Total 65 Points)

The following narrative will be submitted as an attachment in Grants.gov. Note that the Program Narrative (Items D through G below) may not exceed 20 pages in total.

A. Summary Data Sheet

Please identify the following:

- Name, title, address, phone number, fax number, and e-mail address for the authorized official and point of contact;
- A list of other Federal grant programs from which the applicant agency currently receives funding or for which it has applied in Federal Fiscal Year 2009;
- Current grantees applying for continuation funding must provide the balance remaining in the grant as of the date of the application and the original award amount;
- The agency and type of agency (i.e., local government, state government, tribal government, state, or local court) applying for funding;
- The nonprofit, non-governmental victim services program collaborating on this project;
- Whether this is a new or continuation application;
- Whether this project is a local, tribal, multi-jurisdiction (involving 10 or more counties), statewide, regional (multiple states), tribal consortium, or court project;

- The regional area(s) (city, town, tribal area, county, parish) where this project will be implemented; and
- The Arrest Program Statutory Purpose Areas and Priority Areas, if any, addressed by this proposal. Applicants are not required to address a Priority Area.

B. Abstract/Proposal Summary

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 should concisely describe proposed project goals and objectives. Summaries of past accomplishments should be avoided in the abstract.

C. Status of the Current Project

Only applicants for continuation funding need to complete this section.

Applications that do not meet the criteria below may receive a deduction in points.

This section should be provided on a separate page as it is a separate section from the program narrative and does not count toward the page limits of the narrative. State what has been accomplished with previous funding under the Arrest Program, including the following:

- A description of the goals and objectives from the prior grant period and a brief discussion of the status of the existing project;
- The status of any project products;
- Any unanticipated obstacles to project implementation;
- The approximate unobligated amount of award funds remaining as of January 15, 2009, the anticipated timeline for expenditure of all remaining funds within the grant award period, whether the grantee anticipates requesting a no-cost extension of the award, and the likely timeline for such a request;
- A description of the grantee's efforts to sustain part or all of the current project without Federal funds; and
- A list of all OVW-sponsored technical assistance events attended during the most recent project period of the current award, including the title, location and date(s) of each.

This section should be as clear and succinct as possible.

Additionally, current 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 Arrest Program funds have been limited to program Purpose Areas;
- Whether the grantee has complied with all special conditions of its existing grant award from OVW;
- Whether the grantee has adhered to programmatic and financial reporting requirements;

- Whether the grantee has demonstrated a commitment to sustaining the project after Federal funds are no longer available;
- Whether the grantee has closed prior awards in a timely manner;
- Whether the grantee appropriately utilized and actively participated in OVW-sponsored workshops and other technical assistance events as required by a special condition of the current award;
- Whether the grantee has received financial clearances on all current grants from DOJ;
- Whether the grantee has complied with the Office of Management and Budget audit requirement;
- Whether grant funds have been spent in a timely manner.

Applicants that currently receive funding under other OVW programs will also be evaluated for their performance under those programs.

Note: applicants with an OVW grant history that failed to meet grant deadlines, did not comply with financial requirements, or did not comply with special conditions from previous grants may not be considered for funding.

D. Purpose of Application (10 points)

This section should briefly:

- Describe the problem to be addressed and how funding would alleviate it;
- Describe the community's service area in which the project would be implemented, including location, population, and demographic information;
- Identify the target population and state how the target population would benefit from the proposed project (please use current demographic information for the service area in order to be as specific and detailed as possible when describing the population to be served);
- Describe current services and gaps;
- Describe how the proposed project complements the State's STOP Violence Against Women Implementation Plan; and
- If the applicant has applied or is applying for multiple OVW grants, describe how this project compliments such other projects without duplicating efforts.

E. What Will Be Done (40 points)

This section should briefly:

- Detail the project goals and objectives, describing the specific tasks and activities necessary to accomplish each;
- Include a time frame that demonstrates how the activities will be accomplished within the 24 month grant cycle;
- Describe how additional funding will enhance any existing projects;
- Describe tangible products that will be generated (e.g., a video, a brochure, a curriculum and how they could be used to assist other jurisdictions that wish to implement mandatory or pro-arrest policies to address domestic violence, dating violence, sexual assault or stalking). Products are not required; not all jurisdictions would benefit from developing new products

In addition, if applicants are proposing to use any technology (including, but not limited to, security systems, GPS, hotlines, and databases) they should explain how they plan to address any victim safety concerns that may arise from the use of the technology, such as confidentiality, safety planning, and informed consent.

F. Who Will Implement the Project (10 points)

Applicants must identify the agency(ies) or office(s) responsible for implementing the project. Applicants must also identify all of the intended project partners, specifying their respective roles and responsibilities, and the collaborative relationship to be developed or 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. **Applicants under this program may not issue a Solicitation/RFP redistributing these funds after receiving an award.**

In addition, all applicants **are required** to enter into a formal collaboration with nonprofit, nongovernmental organizations serving victims of domestic violence, dating violence, sexual assault, and/or stalking. This may include faith-based or community organizations. Nonprofit, nongovernmental domestic violence, dating violence, sexual assault, or stalking victim service organizations must be involved in the **development and implementation** of the project.

Victim service organizations should meet all of the following criteria:

- Provide services to victims of domestic violence, dating violence, sexual assault, and/or stalking as one of their primary purposes and have demonstrated history of effective work concerning such issues;
- Address a demonstrated need in their communities by providing services that create options for victims seeking accountability and safety from perpetrator violence, promote the dignity and self sufficiency of victims, and improve their access to resources; and
- Avoid activities that compromise victim safety.

In developing an application for the Arrest Program, applicants are encouraged to consider some important distinctions among the following:

- Victim assistants who work for government agencies (e.g., the police department or the district or city attorney's office);
- Victim advocates who represent nonprofit, nongovernmental domestic violence, dating violence, sexual assault, or stalking programs (e.g., shelters, rape crisis centers, advocacy groups or coalitions); and
- Legal representatives and advocates (e.g., students from law school clinics, paralegals, attorneys working for legal service agencies or independent attorneys).

While there is an important role for all victim advocates to play in the creation of a coordinated community response/multidisciplinary response to domestic violence, dating violence, sexual assault, and stalking, the participation of nonprofit nongovernmental domestic violence, dating violence, sexual assault, or stalking programs, whether faith-based or community organizations, is required in development and implementation of

the project. This does not preclude applicants from requesting support for government agency victim services, but the budget and budget narrative must distinguish between the two and should include compensation for the contributions of nonprofit, victim service agencies. In addition, if funding is requested for both governmental and victim assistance and advocacy, the project narrative must explain how these different entities will collaborate.

Victim service providers can provide varying degrees of confidentiality, often depending on state, tribal, and Federal laws. This may affect what information about victims they can share with partners. Other partners may have legal limitations as well. Applicants should explain information sharing between partners, including how they will protect information that is confidential or privileged.

G. Sustainability Plan (5 points)

As 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 Arrest Program were no longer available.

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

Budget Detail Worksheet and Narrative (Total 15 Points)

Each application must include a detailed budget and budget narrative for the project. This will be submitted as an attachment in Grants.gov. 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. There must be a clear link between the proposed activities and the proposed budget items. The budget should include only those activities, products, and resources that are 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 meetings or provide project development, training, and implementation. The budget **must** include compensation for all services rendered by project partners, including nonprofit, nongovernmental domestic violence, dating violence, sexual assault, and/or stalking victim services programs and State and tribal domestic violence and/or sexual assault coalitions.

Budget Caps

Since funds are limited, applicants should carefully consider the resources needed to implement a community-wide project and present a realistic budget that accurately reflects the costs involved, for a 24-month budget. Current grantees should conduct a thorough assessment of their continuation needs. Budget caps will be considered based on the following service area population formula:

<u>Service Area Population</u>	<u>Budget Cap</u>
Up to 500,000	\$ 400,000
500,001 to 900,000	\$ 750,000
Over 900,000	\$1,000,000

Applications should include a service area map identifying the area to be served.

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 budgetary guidelines:

- Applicants are strongly discouraged from requesting consultant rates in excess of \$450 per day.
- Applicants **may not** allocate any grant funds for building renovations. This includes such seemingly minor activities as painting or carpeting.
- Applicants may not use any OVW funds for conducting research. However, up to 1% of the budget may be allocated for the purpose of assessing the effectiveness of funded activities. For example, funds may be used to conduct pre- and post-testing of training recipients or victim satisfaction surveys. In conducting such testing or surveys, grantees may not collect, analyze, or disseminate any information identifiable to a private person during the course of assessing the effectiveness of funded activities.
- A contribution of non-Federal dollars (“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.
- Access to current research and practice on violence against women through training and technical assistance can reduce staff burnout, improve project performance, and impact project sustainability. Therefore, OVW offers a wide range of training and technical assistance opportunities to all of its grantees. These offerings are specifically designed to assist grantees in meeting their goals and objectives and in complying with all relevant statutory and programmatic requirements. All applicants **are required** to allocate funds in the amount of \$15,000 for the project period for local, individual tribal projects, and state or local courts and \$30,000 for the project period for statewide, multi-jurisdictional, regional and tribal consortium projects to support travel costs associated with technical assistance and capacity-building activities sponsored by OVW-designated technical assistance providers. Applications selected for funding that do not include the entire recommended amount will not receive additional funds for this purpose, but will be required to adjust their budgets to cover these costs prior to final approval of the proposal. If the person attending the technical assistance offering is an employee of the applicant, the amount should be included in the “*Travel*” category; if the attendee is a partner of the applicant, the amount should be included in the “*Consultants/Contracts*” category. Be sure to label costs for this purpose as

“OVW Technical Assistance.” Please provide an estimated breakdown for this amount (include the number of trips, number of travelers, airfare or mileage, lodging, per diem, etc.). OVW technical assistance is provided free of charge to grantees, so applicants do not need to include funds for registration fees. These funds are to be used **only** for OVW-designated technical assistance unless otherwise approved by OVW. Any training and technical assistance funds not used by the end of the grant period may not be reprogrammed and must be returned to OVW. Travel funds should be used to support travel by all partners, including nonprofit, nongovernmental victim services providers.

- Applicants are also encouraged to include funds in their budgets to attend Financial Management Training Seminars sponsored by the OJP’s Office of the Chief Financial Officer. These seminars instruct participants in the financial administration of OJP and OVW formula and discretionary grant programs. A schedule listing the financial training seminars is available at http://www.ojp.usdoj.gov/training/fmts_general.htm.
- Applicants **may not** allocate any funds for the following unallowable costs: uniforms, weapons, automobiles, and security systems.
- Applicants should include only salary and fringe costs for staff if they work directly for the eligible applicant in the “Personnel” category. Otherwise, the salary and fringe benefits should be included in the “Consultants/Contracts” category.

A Sample Budget Detail Worksheet is available at <http://www.ovw.usdoj.gov/applicants.htm>. The budget and budget narrative should be submitted online as one attachment. When preparing these items, please use the Budget Detail Worksheet as a guide and be sure to include all necessary budget categories. The budget narrative should clearly describe the proposed amounts and uses of grant funds for the duration of the grant period and how the amounts of the specific budget items were determined. A sample of a completed budget is available at <http://www.ovw.usdoj.gov/applicants.htm>. However, it is not specific to this program so be sure to pay attention to the requirements of this solicitation including budget caps, length of awards, and unallowable activities.

Memorandum of Understanding (MOU) (Total 20 points)

Applicants are required to provide documentation that demonstrates they have consulted and coordinated in a meaningful way with nonprofit, private sexual assault and domestic violence programs. OVW requires this to be done by the submission of an MOU.

Each applicant must include, as an attachment, a current (**i.e., signed and dated during the development of the proposal**) MOU created and signed by the chief executive officers and/or directors of:

- Nonprofit, nongovernmental domestic violence, dating violence, sexual assault, and/or stalking programs, or other nonprofit, nongovernmental organizations that adequately demonstrate history and expertise in working with victims of domestic violence, dating violence, sexual assault, and/or stalking. Additionally, the organization should appropriately correspond with the proposed project. For example, if an application focuses mainly on sexual assault, then the nonprofit partner should have demonstrated expertise in sexual assault. **Applicants must illustrate this correlation in their MOUs.**
- Relevant criminal justice agencies participating in project development or implementation (e.g., law enforcement, prosecution, the courts and probation).

- Other community agencies or organizations that will collaborate to implement the project.

Continuation applicants must develop a new MOU that reflects the continuation of project activities and include current dates and signatures from all relevant project partners.

The MOU must do the following:

- Identify the partners and provide a brief history of the collaborative relationship among those partners, including when and under what circumstances the relationship began and when each partner entered into the relationship;
- Specify the extent of each partner's participation in developing the application;
- Clearly state the roles and responsibilities each 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, and training).

In addition, OVW requires all grantees to complete a Semi-Annual Progress Report which may involve input from some or all project partners. In developing the MOU, applicants are encouraged to include a statement of the roles and responsibilities each organization would assume in meeting grant report requirements. For more information on these requirements, please refer to the section titled "Performance Measurement" at page 13

The MOU should be a **single document** that includes signatures and dates from all partners. Separate signature pages for partners are not acceptable. Signatories should be sure to include their titles and agencies under their signatures. A sample MOU is available at <http://www.ovw.usdoj.gov/applicants.htm>.

Letters of support **may not** be submitted in lieu of the MOU.

Letter of Nonsupplanting

Applicants must submit a letter to OVW's Director, certifying that Federal funds will not be used to supplant State or local funds should a grant award be made. Please refer to <http://www.ovw.usdoj.gov/applicants.htm> for a sample letter.

Indirect Cost Rate Agreement

If the applicant organization is requesting indirect costs for this project, please include a copy of the organization's current, signed indirect cost rate agreement. For additional information on this requirement, please visit <http://www.ojp.usdoj.gov/financialguide/part3/part3chap17.htm>.

Letter of Certification

All applicants are required to certify to a list of conditions. The certification requirements can be found on pages 5-6 of the Solicitation. Two sample letters have also been included in the appendices.

Selection Criteria

A. Purpose of the Application (10 points)

- The impact of current or prior efforts to prevent and reduce domestic violence, dating violence, sexual assault, and/or stalking in the jurisdiction;
- The need or continued need for the project;
- The description of the community to be served, including diverse, traditionally, underserved populations of victims of domestic violence, dating violence, sexual assault, and stalking and how the proposed project will address their needs. This description should also include location, population, and demographic information.

B. What Will be Done (40 points)

- The extent to which all project activities fall within the statutory scope of the program;
- The extent to which the proposal details the project goals and objectives, describing the specific tasks and activities necessary to accomplish each;
- The extent to which activities seem feasible and are likely to succeed;
- The extent to which proposed activities will enhance existing community projects;
- The extent to which project activities can realistically be completed within the grant cycle;
- The extent to which the proposal does not include activities that compromise victim safety;
- The extent to which project activities are clearly described and reflect sound and/or innovative strategies to improve victim safety and offender accountability.

C. Who Will Implement the Project (10 points)

- The extent to which the proposal clearly identifies all project partners, specifies their respective roles and responsibilities, and describes the collaborative relationship to be developed;
- The extent to which the proposal describes expertise or experience of key staff; and
- The extent to which the applicant has collaborated with a nonprofit, nongovernmental organization serving victims of domestic violence and/or sexual assault.

D. Sustainability Plan (5 points)

- The extent to which the applicant proposes a feasible plan describing the commitment and capacity to continue the project if federal funding through the Arrest program were no longer available.

E. Budget (15 points)

- The extent to which the budget is complete, reasonable, and cost effective in relation to the project and does not exceed the budget cap for service population;
- The extent to which the budget reflects the 24 months of project activity and provides basis of computation of all project-related costs;
- The extent to which there is a clear link between proposed budget activities and proposed budget items;
- The extent to which all partners are fairly compensated for their participation in any

- project-related activities; and
- The extent to which the budget allocated funds to support travel costs associated with technical assistance and capacity-building activities sponsored by OVW technical assistance providers.

F. Memorandum of Understanding (20 points)

- The extent to which the MOU demonstrates a meaningful partnership among the relevant agencies;

In addition to the criteria above, all applications will be rated on the extent to which they provide all of the information set out in the solicitation and meet all of the criteria specified. In reviewing applications, reviewers will evaluate the application as a whole.

Review Process

All applications will be subject to internal review by OVW staff and peer review and will be scored according to the criteria set forth in this solicitation. **If the application fails to meet the criteria listed below for the initial internal review, the application will not receive further consideration. If applications that are partially beyond the scope of the program are forwarded to external peer review, only those sections of the application that are within scope will be reviewed.** Criteria for the initial internal review follow:

- Whether the application is complete;
- Whether the proposed activities are within the scope of the program (see page 9);
- Whether all statutory eligibility criteria are met (see page 4);
- Whether the certification requirements for the program are met (see page 5-7);
- Whether the application proposes significant activities that may compromise victim safety (see page 12); and
- Whether the proposed budget is within the established limits (see page 8).

In addition, applications will be reviewed for prior compliance with Program and Office requirements and the status of current grant-funded activities. (See page 16 for further details on criteria for this review.) Applicants with an OVW grant history that failed to meet grant deadlines, did not comply with financial requirements, or did not comply with special conditions from previous grants may not be considered for funding.

OVW is committed to ensuring a competitive and standardized process for awarding grants. External peer reviewers will be reviewing the applications submitted under this solicitation. An external reviewer is an expert in the field of the subject matter of a given solicitation who is NOT a DOJ employee. Applications will be screened initially to determine whether the applicant meets all eligibility requirements. Only applications submitted by eligible applicants that meet all other requirements will be evaluated, scored, and rated by a peer review panel. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations may include past performance, geographic distribution, regional balance, policy and statutory priorities, and available funding.

After the peer review is finalized, a financial review of all potential discretionary awards and cooperative agreements is conducted to evaluate the fiscal integrity and financial capability of applicants; examine proposed costs to determine if the budget and budget narrative accurately

explain project costs; and determine whether costs are reasonable, necessary, and allowable under applicable Federal cost principles and agency regulations.

All final grant award decisions will be made by the OVW Director, who may also give consideration to past performance, geographic distribution, regional balance, policy priorities, and funding availability when making awards.

Additional Requirements

- Civil Rights Compliance;
- Confidentiality and Human Subjects Protections regulations;
- Anti-Lobbying Act;
- Financial and Government Audit Requirements;
- National Environmental Policy Act (NEPA) compliance;
- DOJ Information Technology Standards;
- Single Point of Contact Review;
- Non-Supplanting of State or Local Funds;
- Criminal Penalty for False Statements;
- Compliance with OJP's Office of the Chief Financial Officer [Financial Guide](#);
- Suspension or Termination of Funding;
- Government Performance and Results Act (GPRA);
- Rights in Intellectual Property; and
- Federal Funding Accountability and Transparency Act (FFATA) of 2006.

We strongly encourage applicants to review the information pertaining to these additional requirements prior to submitting their applications. Additional information for each can be found at http://www.ojp.usdoj.gov/funding/other_requirements.htm. References to OJP and its components are deemed to refer to the OVW, as applicable.

OVW Application Checklist

Applicants must submit a fully executed application to OVW via overnight delivery, including all required supporting documentation. Applications will not be accepted via facsimile. **Although most parts of the application need to be submitted through Grants.gov as well as in hard copy form, it is the hard copy that will be reviewed.** Applications submitted via Grants.gov must be in the following word processing formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt). Please use logical titles when saving and uploading documents. For example, the narrative section of the application could be saved as "narrative.txt."

Complete applications should include the following:

- The SF-424;
- Standard Assurances and Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug Free Workplace Requirements;
- The summary data sheet, project abstract, project narrative, and for continuation applicants, the status of the project;
- The budget, budget summary, and budget narrative;
- Letter of nonsupplanting;
- An MOU ;
- A current Indirect Cost Rate Agreement (if applicable);
- Letter of Certification of Eligibility; and
- A Jurisdiction – Service Area Map.

Detailed instructions on how to use the Grants.gov system to submit applications online are available at www.Grants.gov. Also, a toll-free telephone number has been established for applicants to receive technical assistance as they work through the online application process, **1-800-518-4726**.

To help expedite the review process, applicants must send **via overnight delivery** a complete hard copy original of the application, **dated by January 15, 2009** to:

**The Office on Violence Against Women
c/o Lockheed Martin Corporation
OVW Arrest Program
Mail Stop 2K
2277 Research Boulevard
Rockville, MD 20850
(301) 519-5000**

Appendix B – Letter of Certification of Eligibility

Quick Tips to Certification of Eligibility Letter

- Current grantees that do not meet all eligibility requirements at the time of application will not be considered for funding. While all other applicants have until the end of their next legislative session to fulfill the certification provisions, applicants must certify that these will be met by such date.
 - If your jurisdiction is compliant with all statutory eligibility requirements, please refer to “Sample Letter of Certification of Eligibility #1 on page 28.
 - If your jurisdiction is a new applicant as defined on page 10 and not currently compliant with one or more of the certification requirements, please refer to “Sample Letter of Certification of Eligibility #2” on page 30. For the purpose of this letter, the “next legislative session” is the first legislative session that begins after notice of an award.
- Ensure all language in the letter reflects what is outlined in the Solicitation and highlighted in the following sample letter. *Note: an “and” or an “or” in the incorrect place or missing can make the letter deficient, therefore making the application ineligible for funding; and*
- Have the Chief Executive Officer sign the letter. *Examples: Governor for a state applicant, Chief Judge or Court Administrator for a court applicant and Mayor, County Executive or Tribal Chairman for unit of local government or Indian Tribal government applicant.*

Appendix B - Sample Letter of Certification of Eligibility #1: For applicants that have met all certification requirements.

[Applicant Letterhead]
[date]

Office on Violence Against Women
Department of Justice
800 K Street, NW, Suite 920
Washington, DC 20530

Re: Grants to Encourage Arrest Policies and Enforcement of Protection Orders Program

Dear Director:

As Chief Executive Officer of [enter jurisdiction name], I submit this letter to certify to the following:

- 1) the laws or official policies of [the jurisdiction] encourage or mandate arrests of domestic violence offenders based on probable cause that an offense has been committed;
- 2) the laws or official policies of [the jurisdiction] encourage or mandate arrests of domestic violence offenders who violate the terms of a valid and outstanding protection order;
- 3) the laws, policies, or practices and the training programs of [the jurisdiction] discourage dual arrests of offender and victim;
- 4) the laws, policies, or practices of [the jurisdiction] prohibit issuance of mutual restraining orders of protection except in cases where both spouses file a claim and the court makes detailed findings of fact indicating that both spouses acted primarily as aggressors and that neither spouse acted primarily in self-defense; and
- 5) the laws, policies, and practices of [the jurisdiction] do not require, in connection with the prosecution of any misdemeanor or felony domestic violence offense, or in connection with the filing, issuance, registration, or service of a protection order, or a petition for a protection order, to protect a victim of domestic violence, stalking, or sexual assault, that the victim bear the costs associated with the filing of criminal charges against the offender, or the costs associated with the filing, issuance, registration, or service of a warrant, protection order, petition for a protection order, or witness subpoena, whether issued inside or outside the State, tribal, or local jurisdiction;

- 6) the laws, policies or practices of [the jurisdiction] ensure that:
- (A) no law enforcement officer, prosecuting officer or other government official shall ask or require an adult, youth, or child victim of a sex offense as defined under Federal, tribal, State, territorial, or local law to submit to a polygraph examination or other truth telling device as a condition for proceeding with the investigation of such an offense; and
 - (B) the refusal of a victim to submit to an examination described in subparagraph (A) shall not prevent the investigation of the offense.

Sincerely,
[Chief Executive Officer]

Appendix B - Sample Letter of Certification of Eligibility #2: For new applicants that have not met all of the certification requirements and will certify to meeting them by the end of their next legislative session.

[Applicant Letterhead]

[date]

Office on Violence Against Women
Department of Justice
800 K Street, NW, Suite 920
Washington, DC 20530

Re: Grants to Encourage Arrest Policies and Enforcement of Protection Orders Program

Dear Director:

As Chief Executive Officer of [enter jurisdiction name], I submit this letter to certify that the (enter jurisdiction name) is not a current grantee as defined by the FY 09 Arrest Program Solicitation and certify to the following:

[A list of all statutory eligibility requirements are provided below the signature line. Please insert all of the eligibility requirements which your jurisdiction currently meets.]

I further certify that the (enter jurisdiction name) will fulfill the following certification requirements by the end of our next legislative session:

[Please insert any of the requirements which your jurisdiction does not currently meet.]

Sincerely,

[Chief Executive Officer]

The following is a list of certifications that should be included in the jurisdiction's letter:

- 1) the laws or official policies of [the jurisdiction] encourage or mandate arrests of domestic violence offenders based on probable cause that an offense has been committed;
- 2) the laws or official policies of [the jurisdiction] encourage or mandate arrests of domestic violence offenders who violate the terms of a valid and outstanding protection order;
- 3) the laws, policies, or practices and the training programs of [the jurisdiction] discourage dual arrests of offender and victim;
- 4) the laws, policies, or practices of [the jurisdiction] prohibit issuance of mutual restraining orders of protection except in cases where both spouses file a claim and the court makes detailed findings of fact indicating that both spouses acted primarily as aggressors and that neither spouse acted primarily in self-defense;

- 5) the laws, policies, and practices of [the jurisdiction] do not require, in connection with the prosecution of any misdemeanor or felony domestic violence offense, or in connection with the filing, issuance, registration, or service of a protection order, or a petition for a protection order, to protect a victim of domestic violence, stalking, or sexual assault, that the victim bear the costs associated with the filing of criminal charges against the offender, or the costs associated with the filing, issuance, registration, or service of a warrant, protection order, petition for a protection order, or witness subpoena, whether issued inside or outside the State, tribal, or local jurisdiction; and
- 6) the laws, policies, or practices ensure that (A) no law enforcement officer, prosecuting officer or other government official shall ask or require an adult, youth, or child victim of a sex offense as defined under Federal, tribal, State, territorial, or local law to submit to a polygraph examination or other truth telling device as a condition for proceeding with the investigation of such an offense; **and** (B) the refusal of a victim to submit to an examination described in subparagraph (A) shall not prevent the investigation of the offense.