

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



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# OVW Fiscal Year 2013 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 "Eligibility," page 7)

## Deadlines

**Application:** All applications are due by 11:59 p.m. Eastern Time (E.T.) on March 25, 2013.  
(See "Deadlines: Application," page 5)

**Registration:** To ensure all applicants have ample time to obtain a Data Universal Number System (DUNS) Number and complete the registration processes, applicants should register online with the System for Award Management (SAM) and with Grants.gov well in advance of the application deadline.  
(See "Deadlines: Registration," page 6)

**Pre-Application Conference Calls:** OVW will conduct Pre-Application Conference Calls for anyone interested in submitting an application for the Grants to Encourage Arrest Policies and Enforcement of Protection Orders Program. Participation in these calls is optional. Interested applicants who do not participate are still eligible to apply.  
(See "Pre-Application Conference Calls" page 6)

## Contact Information

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

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

**Grants.gov Number assigned to announcement OVW-2013-3397**

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

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# **OVW Grants to Encourage Arrest Policies and Enforcement of Protection Orders Program (CFDA 16.590)**

## **Overview**

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

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

The Grants to Encourage Arrest Policies and Enforcement of Protection Orders Program (Arrest Program) recognizes that sexual assault, domestic violence, dating violence, and stalking 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.

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

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

## **Deadlines**

### **Application**

All applications will be submitted electronically. The deadline for submitting applications in response to this grant announcement is **11:59 p.m. E.T. on March 25, 2013**. Applications submitted after **11:59 p.m. E.T. on March 25, 2013** will not be considered for funding.

Applicants experiencing difficulties submitting an application should refer to the Experiencing Unforeseen Technical Issues section on page 17 of this solicitation.

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

**Note:** For applicants without Internet access, who cannot submit an application electronically, please contact the OVW main line at (202) 307-6026 and ask to speak with a member of the Arrest unit, no later than **March 11, 2013** to request permission to submit an application by alternative means.

### **Registration**

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

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

Applicants must be registered and current with the SAM registration and with Grants.gov prior to submitting an application. Applicants should begin the process immediately to meet the Grants.gov registration deadline, especially if this is the first time using these systems. It is strongly recommended that applicants register by **March 7, 2013** in order to ensure that the registration process is completed and any difficulties are resolved well in advance of the application deadline. For more information on the process of registering with SAM and Grants.gov, please see the How To Apply section on page 16.

## **Pre-Application Conference Calls**

OVW will conduct a total of two Pre-Application Conference Calls. During these calls, OVW staff will review the Arrest Program grant requirements, review the solicitation, and allow for a brief question and answer session. Participation in these calls is optional.

The conference calls are all scheduled for:

- **February 26, 2013; 1-3 p.m. E.T.**
- **February 27, 2013; 1-3 p.m. E.T.**

Anyone who is interested in submitting an application for the Arrest Program may register to participate in the calls. The total number of participants for each call is limited to 75 individuals.

To register, please e-mail or call Thelma Bailey at [OVW.Arrest@usdoj.gov](mailto:OVW.Arrest@usdoj.gov) or at (202) 353-4273. Your registration must be received at least two hours prior to the start of the call. Please write "Registration for the Arrest Program Pre-Application Call" in the subject line if you choose to email.

## Eligibility

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

### Eligible Entities

Eligible entities for this program are:

- States;
- Units of local government;
- Indian Tribal governments; and
- State, local, Tribal, and Territorial courts (including juvenile courts).

### States

For the purpose of this program, a State is 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.

### Unit of Local Government

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; any law enforcement district or judicial enforcement district that is established under applicable State law and has the authority to, in a manner independent of other State entities, establish a budget and impose taxes; 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 including faith-based or community organizations; and
- Universities.

The above non-eligible entities are typically not units of local government for the purposes of this grant program unless they meet the definition of “unit of local government” set forth in 42 U.S.C. § 3791. Applications from typically “non-eligible” entities that want to assert “unit of local government” status under 42 U.S.C. § 3791 must include in their application proof of such status. **If these agencies or organizations do not meet the definition of “unit of local government” they are not eligible to apply directly for funding, but may assume responsibility for the development and implementation of the project. They must apply through a State; a State, local, Territorial or Tribal court; an Indian Tribal government; or a unit of local government.**

#### Indian Tribal Government

For the purpose of this program, Indian Tribal government is defined as a Tribe, band, pueblo, nation, or other organized group or community of Indians, including any Alaska Native Village or regional or village corporation (as defined in, or established pursuant to, the Alaska Native Claims Settlement Act (43 U.S.C. 1601 et seq.)), that is recognized as eligible for the special programs and services provided by the United States to Indian because of their status as Indians.

#### **Program Eligibility Requirements**

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

#### Certification of Eligibility

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 sexual assault, domestic violence, or stalking, 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 period ending on the date on which the next session of the State or Indian tribal legislature ends.

**Applicants that have OVW Arrest Program grants at the time of application but do not meet all eligibility requirements at the time of application will not be considered for additional funding.**

**Submission of State, Tribal, Territorial 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 may not be contacted by OVW to correct certification letters.**

### **Types of Applicants**

In FY 2013, OVW will accept applications for the Arrest Program from the following:

New: applicants who have never received funding under the Arrest Program.

Continuation: applicants who received funding under the Arrest Program. Continuation funding is not guaranteed.

Grant recipients who received new or continuation funding for 24 months in FY 2012 are NOT eligible to apply.

## **Award Information**

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

### **Availability of Funds**

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

### **Award Period**

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

### **Award Amounts**

Applicants should carefully consider the resources needed to successfully implement the proposed project and present a realistic budget that accurately reflects project costs.

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

Awards under the Arrest Program for FY 2013 are as follows:

<u>Service Area Population</u>	<u>Budget Cap</u>
Up to 500,000	\$300,000
500,001 to 900,000	\$650,000
Over 900,000	\$900,000

### **Program Scope**

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

### **Purpose Areas**

In FY 2013, 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 sexual assault, domestic violence, dating violence, and stalking. Policies, educational programs, protection order registries, and training described in this purpose area shall incorporate confidentiality, and privacy protections for victims of sexual assault, domestic violence, dating violence, and stalking;
- Centralize and coordinate police enforcement, prosecution, or judicial responsibility for sexual assault, domestic violence, dating violence, 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 sexual assault, domestic violence, dating violence, and stalking, including strengthening assistance to such victims in immigration matters;
- Educate judges in criminal and civil courts (including juvenile courts) about sexual assault, domestic violence, dating violence, 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 sexual assault and domestic violence against older individuals<sup>4</sup> and individuals with disabilities;
- Develop State, Tribal, Territorial, or local policies, procedures, and protocols for preventing dual arrests and prosecutions in cases of sexual assault, domestic violence, dating violence, 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, nongovernmental 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;
- 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; and
- Develop human immunodeficiency virus (HIV) testing programs for sexual assault perpetrators and notification and counseling protocols.

### **Mandatory Program Requirements**

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

#### HIV Certification

In addition to the certifications listed above, under 42 U.S.C. § 3796hh(d), all States and units of local government that receive Arrest Program funding shall not be entitled to 5 percent of their total 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 to 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 awards to States and units of local governments that are funded in Fiscal Year 2013 to ensure compliance with the HIV testing certification listed above. It is not necessary to submit the HIV Certification Letter at this time. Those applicants selected for awards will be required to submit an acceptable HIV Certification letter along with the jurisdictional and/or State statute for review at a later date. The special condition will prohibit the drawdown of 5 percent of their Arrest Program grant until an acceptable HIV Certification Letter and statute has been reviewed and approved by the OVW Attorney.

**Submission of A Certification of Eligibility Letter will not place an awardee in compliance with the HIV Special Condition.**

Partnerships

All applicants are required to enter into a formal collaboration with one or more nonprofit, nongovernmental organizations serving victims of sexual assault, domestic violence, dating violence, and/or stalking (victim service organizations). This may include faith-based or community organizations. Nonprofit, nongovernmental sexual assault, domestic violence, dating violence, 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 sexual assault, domestic violence, dating violence, or stalking as one of their primary purposes and have a demonstrated history of effective work in this field;
- Address a demonstrated need in their communities by providing services that promote the dignity 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 or promote 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 sexual assault, domestic violence, dating violence, or stalking programs (e.g., shelters, rape crisis centers, advocacy groups or coalitions); and
- Legal representatives (e.g., students from law school clinics, paralegals, attorneys working for legal service agencies or independent attorneys).

There is an important role for all victim advocates to play in the creation of a coordinated community response. However, nonprofit, nongovernmental sexual assault, domestic violence, dating violence, or stalking victim service organizations **must** be involved in the development and implementation of the project. This does not preclude applicants from requesting support from government agency victim services and, in limited circumstances, legal representatives, but the budget and budget narrative must distinguish between these roles and should include compensation for the contributions of nonprofit, nongovernmental victim service agencies.

#### Planning Phase

For those applicants seeking to develop first-time co-located services and/or family justice centers, a six month planning phase (with delivery of a plan prior to implementation) is required. A budget and timeline for this planning phase must be included in the application. 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.

#### **Statutory Priority**

By statute, 42 U.S.C. §3796hh-1(b), when making Arrest awards priority should be given to applicants that:

- Do not currently provide for centralized handling of cases involving sexual assault, domestic violence, dating violence, and stalking by police, prosecutors, and courts;
- Demonstrate a commitment to strong enforcement of laws, and prosecution of cases, involving sexual assault, domestic violence, dating violence, 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.

Although these statutory priorities are not required, applicants may receive additional points (up to 10) for credibly addressing these priorities and should explain in their narrative how they plan to address them.

#### **OVW Priority Areas**

In addition to the statutory priorities listed above, OVW encourages applications that propose the following activities:

- Developing Sexual Assault Response Teams (SART) and supporting Sexual Assault Nurse Examiners/Sexual Assault Forensic Examiners (SANE/SAFE) in coordination with sexual assault victim advocates.

- Improving the response to an underserved population<sup>1</sup>. If responding to this priority area, applicants must identify the population, the specific need or gap to be addressed, the project partners integral to addressing the gap, and what specific activities will be implemented to bridge the gap.
- Enhance collaboration between civilian and military agencies as part of an improved coordinated community response to domestic violence cases involving military personnel.

Although these OVV priorities are not required, applicants will receive additional points (up to 10) during the programmatic review depending on the complexity of activities.

### **Activities that Compromise Victim Safety and Recovery**

The following activities have been found to jeopardize victim safety, deter or prevent physical or emotional healing for victims, or allow offenders to escape responsibility for their actions:

- Procedures or policies that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on their actual or perceived age, immigration status, race, religion, sexual orientation, gender identity, mental health condition, physical health condition, criminal record, work in the sex industry, or the age and/or gender of their children;
- Procedures or policies that compromise the confidentiality of information and privacy of persons receiving OVV-funded services;
- 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 court-ordered batterer intervention programs;
- Requiring victims of sexual assault, domestic violence, dating violence, or stalking to file for a protection order or file criminal charges against their abusers as a condition of receiving services;
- Referring victims to Child Protection Services solely for failure to protect their minor child from witnessing domestic violence; and
- Procedures that would penalize victims of violence for failing 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.

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<sup>1</sup> To date, OVV has declined to issue a definitive list of "underserved populations," because we believe that these populations vary by State and community. In implementing the Culturally and Linguistically Specific Services Program, a discretionary OVV grant program that funds culturally specific services for underserved communities, OVV has funded organizations serving, among others, the African American, Latino/Hispanic, Native American/Alaska Native, Asian/Pacific Islander, African immigrant, Arab, Deaf and Hard of Hearing, Lesbian Gay Bisexual and Transgender (LGBT), Orthodox Jewish, and Portuguese-speaking communities.

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

### **Out-of-Scope Activities**

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

- Research projects (This does not include program assessments conducted only for internal improvement purposes). See section on Research and Protection of Human Subjects in the FY 2013 Solicitation Companion Guide at <http://www.ovw.usdoj.gov/docs/companion-guide-10-16-12.pdf>;
- 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, etc. However, grant funds may be used to provide legal representation to victims of sexual assault, domestic violence, dating violence, and stalking **only** in the limited context of protection order proceedings;
- Prevention activities. Grant funds may not be used for prevention activities, e.g., outreach to elementary and secondary schools, implementation of educational programs regarding domestic and dating violence intervention, and public/community awareness campaigns. Grantees are only permitted to engage in outreach activities to inform potential victims about the availability of services;
- Family violence services. Grant funds may not be used to address child abuse, other family violence issues such as violence perpetrated by a child against a parent, or violence perpetrated by a sibling against another sibling;
- Services for children. Grant funds may not be used 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 sexual assault, domestic violence, dating violence, 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; and
- Sex offender registry. Grant funds may not be used to create sex offender registries.

### **Unallowable Activities**

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

- Lobbying
- Fundraising
- Purchase of real property
- Construction
- Physical modifications to buildings, including minor renovations (such as painting or carpeting)

## How To Apply

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

### Application Registration Requirements

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

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

### System for Award Management (SAM)

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

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

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

*Step 3:* Complete and submit the online registration. If you already have the necessary information on hand, the online registration takes approximately 30 minutes to complete, depending upon the size and complexity of your business or organization. Once your SAM registration becomes active, you will be able to return to Grants.gov and complete the registration. **Please note that organizations must update or renew their SAM registration at least once a year to maintain an active status. (Applicants formerly used the Central Contractor Registration (CCR) database).**

Grants.Gov After you obtain your DUNS number and register with SAM, you can begin the Grants.Gov registration process. In order to apply for a grant your organization must complete the Grants.gov registration process prior to beginning an application for a federal grant. Complete instructions can be found at [Grants.gov](http://Grants.gov). **The registration process can take between three and five business days or as long as four weeks if all steps are not**



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

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

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

#### **Applicants without Internet Access**

For applicants without Internet access, who cannot submit an application electronically, please contact the OVW mainline at (202) 307-6026 and request to speak with a member from the Arrest unit, no later than **March 11, 2013** to request permission to submit an application by alternative means.

#### **OVW Policy on Late Submissions**

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

#### **Experiencing Unforeseen Technical Issues**

Applicants are advised to attempt to submit the application well in advance of the 11:59 p.m. E.T. deadline. If you experience technical difficulties at any point during the application process, please contact the Grants.gov Customer Support Hotline at 1-800-518-4726, or [support@grants.gov](mailto:support@grants.gov), 24 hours a day, 7 days a week, except closed for federal holidays.

If you experience unforeseen technical issues that prevent you from submitting your application by the deadline, you must take the following actions:

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

**Within 24 hours after the deadline** you must again contact the Arrest Program at the OVW mainline at (202) 307- 6026 and request to speak with a member from the Arrest unit, or [OVW.Arrest@usdoj.gov](mailto:OVW.Arrest@usdoj.gov) to request approval to submit your application. At that time, you will be required to email the complete grant application, your DUNS number, and provide a Grants.gov Help Desk tracking number(s). After OVW reviews all of the information submitted and verifies

your technical issues with the Helpdesk, OVW will contact you to either approve or deny your request to submit a late application. If the technical issues you reported cannot be verified, your application will be rejected as untimely.

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

### **Extraordinary Natural or Manmade Disasters**

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

## **Application Contents**

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

### **Formatting and Technical Requirements**

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

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

### **Application Requirements**

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

1. Project Narrative

2. Budget Detail Worksheet and Narrative
3. Memorandum of Understanding (MOU)
4. Certification of Eligibility

In addition to the application being scored on the documents 1, 2 and 3 listed above, the Summary Data Sheet will also be scored.

### Summary Data Sheet (2 Points)

The Summary Data Sheet should be one to four pages in length and may be single or double spaced. The Summary Data Sheet does not count toward the 20 page limit for the Project Narrative. Please provide the following information:

- Name, title, address, phone number, and e-mail address for the authorized representative (see Application for Federal Assistance page 26 for the definition of the authorized representative).
- Name, title, address, phone number, and e-mail address for the grant point-of-contact.
- Statement as to whether the agency applying has expended \$500,000 in Federal funds in the past fiscal year of the applicant. Please specify the end date of the applicant's fiscal year.
- A list of other Federal grant programs from what the applicant organization currently receives funding or for which it has applied in Federal Fiscal Year 2013 to do similar work.
- The agency and type of agency (i.e., unit of local government, State, Territorial or Tribal government, State, Tribal, Territorial or local court) applying for funding.
- The nonprofit, non-governmental victim services program collaborating on this project.
- 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.
- The start and end date of the applicant's next State or tribal legislative session.
- The Arrest Program Statutory Purpose Area(s) the applicant will address. Applicants **must** address at least one Statutory Purpose Area.
- The Statutory Priority and/or OVW Priority Area(s) the applicant will address. Applicants are **not required** to address either priority area.
- The percentage of grant activities, should the application be funded, that will address each of the following issues:
  - Sexual assault;
  - Domestic violence;
  - Dating/teen dating violence; and/or
  - Stalking.
- Summary of Current and Recent OVW Projects (if applicable)
  - If the applicant has a current grant award or cooperative agreement under **any** OVW program, or received an award that has been closed within one calendar year, the information below **must** be included.
    - Identify all grants by OVW program, award number, and project period.
    - Specify the total funding amount for each grant (initial and supplemental amounts, if applicable).

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

Successful continuation applicants who are found to have excessive funds at the time of application submission without adequate justification will only be recommended for one year of funding.

### **Project Narrative (60 Points Total)**

The Project Narrative may not exceed 20 pages in length, double-spaced. The Project Narrative comprises the following four sections:

#### **Purpose of Application (10 points)**

This section must include:

- The service area in which the project will be implemented;
- The target population of the proposed project;
- Detailed description of the problem to be addressed;
- Current services offered in the service area as it relates to the target population;
- Current gaps and barriers to providing services to the target population;
- Description of how the proposed project complements the State's STOP Violence Against Women Implementation Plan (this is not required for applications from Tribal governments);
- List of other grant funding opportunities the applicant has applied for and a detailed description of how this proposed application will compliment potential funding opportunities and not duplicate efforts;
- The impact of current or prior efforts to prevent and reduce sexual assault, domestic violence, dating violence, and/or stalking in the service area;
- Detailed description of the need or continued need for the project; and
- A description of the community to be served, including diverse, traditionally underserved populations of victims of sexual assault, domestic violence, dating violence, or stalking and how the proposed project will address their needs.

#### **What Will Be Done (40 points)**

This section must include the information below. In doing so, the applicant must provide a clear link between the proposed activities and the need identified in the "Purpose of Application" section.

- Describe the goals and objectives of the proposed project;
- Describe the specific tasks and activities necessary to accomplish the goals and objectives;
- Describe the expected outcomes of the proposed project;

- Provide a detailed timeline for the proposed project that demonstrates how the activities will be accomplished within the 36 month grant cycle;
- Describe how funding will address the identified needs in the service area. The applicant should detail how additional funding will enhance any existing projects if applicable;
- List of tangible products (e.g., a video, a brochure, a curriculum) if any, that will be created under this project, and a description of how they could be used to assist other jurisdictions that wish to implement mandatory or pro-arrest policies to address sexual assault, domestic violence, dating violence, or stalking. Product development is not required; and
- Describe how the applicant is currently addressing victim safety and autonomy. The applicant should state what enhancements, if any, will be made through the proposed project.

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.

#### **Who Will Implement the Project (10 points)**

This section must include the information below. In doing so, the applicant must justify who will be involved in the project and demonstrate that they have the capacity to address the stated need and that they can successfully implement the stated project activities.

- List the organizations and key personnel involved with the proposed project;
- Provide detailed information about the experience and expertise of the organization **and** key personnel who will be directly involved with the proposed project. Position description and resumes should be included with the application;
- Clearly demonstrate that the partnerships required by the solicitation have been met (see Partnership requirement on page 12);
- The agency(ies) or office(s) responsible for implementing the project; and
- Describe the roles and responsibilities of each organization and key personnel.

All applicants are required to enter into a formal collaboration with one or more nonprofit, nongovernmental organization serving victims of sexual assault, domestic violence, dating violence, and/or stalking (see “victim service organizations” page 12). This may include faith-based or community organizations. Nonprofit, nongovernmental sexual assault, domestic violence, dating violence, or stalking victim service organizations must be involved in the **development and implementation** of the project.

#### **Proposal Abstract**

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

#### **Budget Detail Worksheet and Narrative (18 Points)**

All applicants, except for those applying for formula grant programs, are required to submit a detailed budget and supporting budget narrative. Budgetary requirements vary slightly among

programs, and applicants must read the solicitation closely to determine the requirements of the budget and budget narrative for each OVW program.

#### Award Period and Amount

Service Area Population	Budget Cap	Project Period
Up to 500,000	\$300,000	36 months
501,000 to 900,000	\$650,000	36 months
Over 900,000	\$900,000	36 months

#### Budget Requirements

Applicants must submit reasonable budgets based on the resources needed to implement their projects in their specific geographic location. The budget should display a clear link between the specific project activities and the proposed budget items. Specifically, the budget should not contain any items that are not detailed in the project narrative. The budget narrative must support all costs included in the budget and explain how the costs of goods and services are determined and how they will fulfill the overall objective of the project.

Only the STOP Violence Against Women Formula Grant Program requires matching funds. However, applicants to other programs are encouraged to maximize the impact of federal dollars by contributing to the costs of their projects. Supplemental contributions may be cash, in-kind services, or a combination of both. Any non-Federal contributions can be discussed in the project narrative or Memorandum of Understanding (if required). Applicants should not include supplemental contributions in the budget, budget narrative, or SF-424.

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

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

The budget detail worksheet must:

- Include salary and fringe costs in the “Personnel” category for staff only if they work directly for the eligible applicant; otherwise, include salary and fringe benefits in the “Consultants/Contracts” category;
- Appropriately compensate project partners; and
- Not allocate any funds for uniforms, weapons, automobiles, and security systems.

**Grantees under this Program may not issue a Solicitation/Request for Proposals redistributing these funds after receiving an award.**

#### Federal Financial Guidelines

Federal grants are governed by the provisions of the OMB circulars applicable to financial assistance and the OVW Financial Grants Management Guide, which can be found at

<http://www.ovw.usdoj.gov/docs/qfmd-financial-grants-management-guide.pdf>. The Financial Grants Management Guide includes information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. This document outlines the successful administration of grant funds.

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

#### Food and Beverage/Costs for Refreshments and Meals

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

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

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

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

#### Conference Planning and Expenditure Limitations

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

- Cost of Logistical Conference Planning
- Cost of Programmatic Conference Planning
- Conference Space and Audio-Visual Equipment and Services
- Prohibition on Trinkets at Conferences

- Entertainment at Conferences
- Food and Beverages at Conferences
- Prior Approval Required Before Entering Into Contracts or Expending Funds for Conferences
- Conference Reporting

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

#### Training and Technical Assistance

All applicants are required to allocate funds to support travel costs associated with technical assistance and capacity-building activities sponsored by OVW-designated technical assistance providers. The amounts applicants must set aside for OVW-designated technical assistance is as follows:

- New Applicants, \$10,000
- Continuation Applicants, \$5,000
- Applicants from Alaska, Hawaii or a United States Territory, \$15,000

Applicants from Alaska, Hawaii and the United States Territories may exceed the budget caps to account for this increased travel amount. For all applicants, the required set-aside amount may be shared between the applicant and any partnering agency(ies), but the budget must reflect the costs in the appropriate categories. Therefore, an employee's travel costs should be included in the "Travel" category, while travel costs for the partner(s) must be included in the "Consultants/Contracts" category. Label both costs as "OVW Technical Assistance." Include an estimated breakdown for these costs, including the number of trips, number of travelers, airfare or mileage, lodging, per diem, etc. (OVW technical assistance is provided free of charge to grantees, so applicants do not need to include registration fees). This amount should equal the full, required set-aside amount listed above.

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

#### Program Evaluations

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



### Accommodations and Language Access

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

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

### **Memorandum of Understanding (MOU) (20 Points Total)**

For purposes of this application, the MOU is a document containing the terms of the partnership and the roles and responsibilities between two or more parties. The MOU should be a single document and should be signed and dated by the Authorized Representative (**see SF 424 page 26 for the definition of the authorized representative**) of each proposed partner agency during the development of the application. In rare circumstances an MOU can include multiple signature pages as long as each page includes the name and title of each signing party.

The MOU must:

- Clearly identify the partners and provide a brief history of the collaborative relationship among those partners, including when and under what circumstances the relationship began and when each partner entered into the relationship;
- Clearly state the roles and responsibilities each partner will assume to ensure the success of the proposed project;
- 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);
- Specify the extent of each partner's participation in developing the application;
- Demonstrate the commitment of each project partners to work together to achieve stated project goals;
- Indicate approval of the proposed project budget by all signing parties; and
- 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.

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

## **Additional Required Information**

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

### **Application for Federal Assistance (SF-424)**

Applicants must complete the SF-424 online. In block 7 (Type of Applicant), please do not select "other." Please pay careful attention to the amount of Federal funding requested in box 15 of this form. This amount must match the amount of Federal funding requested in the budget

section of the application package. Only include values in box 16 ("Recipient") if the program solicitation requires a match. The individual who is listed in box 18 must be the Authorized Representative for the applicant agency. **The Authorized Representative is an individual who has the authority to apply for and accept grant awards on behalf of the applicant organization or jurisdiction.**

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

Please carefully review the assurances and certification forms online. These forms will be completed online at a later time during the application process.

**Letter of Non-supplanting**

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

**Financial Accounting Practices**

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

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

**Financial Capability Questionnaire (if applicable)**

All nonprofit, nongovernmental organizations that apply for funding from OVW and have not previously (or within the last three years) received funding from OVW or OJP must complete a

Financial Capability Questionnaire, and submit it online along with their current year's audit report. The form can be found at [http://www.ojp.gov/funding/forms/financial\\_capability.pdf](http://www.ojp.gov/funding/forms/financial_capability.pdf).

### **Indirect Cost Rate Agreement (if applicable)**

Applicants that intend to charge indirect costs through the use of an indirect cost rate must have a Federally-approved indirect cost agreement. Please include a copy of a current, signed Federally-approved indirect cost rate agreement. If you need additional information on this requirement, you may go to <http://www.ovw.usdoj.gov/docs/gfmd-financial-grants-management-guide.pdf>. This should be a separate attachment to the application in Grants.gov. Applicants that do not have a Federally-approved indirect cost rate should budget all project related costs in the direct cost categories. Organizations that wish to negotiate an indirect cost rate may contact OVW's Grants Financial Management Division at [OVW.GFMD@usdoj.gov](mailto:OVW.GFMD@usdoj.gov) or 1-888-514-8556 for more information.

### **Single Point of Contact Review**

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

## **Selection Criteria**

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

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

OVW reserves the right to deduct points for applications that are partially out of scope, including unallowable activities, for applicants who are out of compliance with a current OVW grant award or cooperative agreement, and for any activities that compromise victim safety or confidentiality.

An application that is deemed to be substantially out of scope, proposes a substantial number of activities that are unallowable, or proposes activities that pose a significant threat to victim safety or a serious breach of confidentiality, will not be considered for funding.

### **Review Process**

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

### **Past Performance Review**

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

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

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

### **Compliance with OVW Financial Requirements**

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

### **High Risk Grantees**

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

## Post Award Information Requirements

### Reporting Requirements

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

### Information for All Federal Award Grantees

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

- Civil Rights Compliance
- Funding to Faith-Based Organizations
- Confidentiality and Privacy Protections
- Research and the Protection of Human Subjects (if applicable)
- Anti-Lobbying Act
- Reporting Requirements
- National Environmental Policy Act (NEPA) (if applicable)
- DOJ Information Technology Standards (if applicable)
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Reporting Fraud, Waste, Error, and Abuse
- Suspension or Termination of Funding
- Nonprofit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006
- Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement

- Active SAM Registration

## Public Reporting Burden

### Paperwork Reduction Act Notice

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

## Application Checklist

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

<b>Application Document</b>	<b>Completed?</b>
<b>1. Summary Data Sheet</b>	
<b>Summary of Current OVW Projects</b>	
<b>2. Project Narrative</b>	
<b>Purpose of the Application</b>	
<b>What Will Be Done</b>	
<b>Who Will Implement</b>	
<b>Proposal Abstract</b>	
<b>3. Budget Detail Worksheet and Narrative</b>	
<b>4. MOU</b>	
<b>5. Application for Federal Assistance: SF 424</b>	
<b>6. Standard Assurances and Certifications</b>	
<b>7. Letter of Non-supplanting</b>	
<b>8. Financial Accounting Practices</b>	
<b>9. Financial Capability Questionnaire (nonprofits only)</b>	
<b>10. Indirect Cost Rate Agreement (only if the applicant has a current Federally-approved rate)</b>	
<b>11. Certification of Eligibility Letter (see page 9 of solicitation)</b>	
<b>12. Position Description and Resume of Key Personnel</b>	

# **APPENDIX A**

## **Budget Guidance & Sample Budget Detail Worksheet**



## Budget Guidance

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

### Consultants/Contracts

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

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

### Rent

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

### Audit Costs

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

### Indirect Costs

Applicants that have current, federally-approved, indirect cost rates may seek to claim indirect costs and must submit a copy of their current Federally-approved indirect cost rate agreement with the application. Applicants may choose to waive indirect costs.

#### Purchase and/or Lease of Vehicles

The purchase and/or lease of vehicles is prohibited under most OVW grant programs, although some programs allow for purchasing vehicles on a case-by-case basis. Please refer to the solicitation for which you are applying to determine whether vehicles can be purchased or leased. If requesting a vehicle, a lease/purchase analysis must be submitted with the application.

#### Compensation for Partners

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

#### Non-Federal contributions

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

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

## Budget Detail Worksheet

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

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

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

Name/Position	Computation	Cost
Program Coordinator	\$23,500 x 100% x 3 years	\$70,500
Investigator	\$45,000 x 100% x 3 years	\$135,000
Administrative Assistant	\$10/hr. x 20 hrs/month x 36 months	\$7,200

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

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

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

**TOTAL PERSONNEL: \$212,700**

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**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.

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

**TOTAL PERSONNEL AND FRINGE BENEFITS:**  
**\$245,181**

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

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

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

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

**TOTAL TRAVEL: \$12,000**

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

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

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

**TOTAL EQUIPMENT: \$1,500**

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

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

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

**TOTAL SUPPLIES: \$9,075**

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

Purpose	Description of Work	Cost
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**TOTAL CONSTRUCTION: \$0**

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

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

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

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

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

**Subtotal Consultant Fees: \$37,350**

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

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

**Subtotal Consultant Travel: \$8,305**

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

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

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

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

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

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

**Subtotal \$13,500**

**TOTAL CONTRACTS AND CONSULTANTS: \$59,155**

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

Description	Computation	Cost
Sexual Assault Training Manual	\$ 25/manual x 25 manuals	\$ 625
Resource Manual	\$ 25/manual x 75 manuals	\$ 1,875
Crisis Hotline	\$ 75/month x 36 months	\$ 2,700
Brochures	\$.25/brochure x 1,000 copies x 2 Titles	\$ 500
Rent	\$1.50/sq. foot x 1,000 sq. feet x 36 months	\$54,000
Utilities	\$200/month x 36 months	\$ 7,200
Housing Assistance	\$500/family x 12 families/year x 3 years	\$18,000

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

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

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

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

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

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

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

**TOTAL OTHER COSTS: \$84,900**

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**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.

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

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

**TOTAL INDIRECT COSTS: \$28,183**



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

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

## **APPENDIX B**

### **Quick Tips to Certification of Eligibility Letter & Sample Certification of Eligibility Letter**

#### Quick Tips to Certification of Eligibility Letter

- Applicants that do not meet eligibility requirements will not be considered for funding.
- If your jurisdiction is compliant with all statutory eligibility requirements, please refer to “Sample Certification of Eligibility Letter” on page 44.
- 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.*
- 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 or; County Executive for a unit of local government applicant; or Tribal Chairman for a Indian Tribal government applicant.*

**[Applicant Letterhead]**  
**[date]**

DOJ/Office on Violence Against Women  
145 N. Street, NE 10th Floor  
Washington, DC 20530

Re: Arrest 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 sexual assault, domestic violence or stalking, or 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]**