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

# OVW FY 2008

## 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 4-5)

### Deadline

Letters of Intent to apply should be submitted by **December 28, 2007**  
All applicants should register online with Grants.gov by **January 3, 2008**  
All applications are due by **8:00 pm E.S.T. on January 23, 2008**  
(See "Deadline: Application," page 4)

### Contact Information

For assistance with the requirements of this Solicitation, contact OVW at (202) 307-6026 or email at [ovw.arrest@usdoj.gov](mailto:ovw.arrest@usdoj.gov).

This application must be submitted through Grants.gov. For technical assistance with submitting the application, call the Grants.gov Customer Support Hotline at 1-800-518-4726.

**Grants.gov number assigned to announcement OVW-2008-1731**

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

## Overview

### **About the Office on Violence Against Women**

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

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

The Grants to Encourage Arrest Policies and Enforcement of Protection Orders Program (hereinafter referred to as the Arrest Program) recognizes that domestic violence, sexual assault, dating violence and stalking<sup>1</sup> are crimes that require the criminal justice system to hold offenders accountable for their actions through investigation, arrest, and prosecution of violent offenders, and through close judicial scrutiny and management of offender behavior.

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

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

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

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<sup>1</sup> The terms domestic violence, sexual assault, dating violence and stalking are defined in 42 U.S.C. § 13925 (a), which can be found on the Office on Violence Against Women website at [http://www.usdoj.gov.ovw/docs/overarching\\_definitions.pdf](http://www.usdoj.gov.ovw/docs/overarching_definitions.pdf).

## Deadline: Letter of Intent

All applicants who intend to apply for FY 2008 funding under this program are **strongly encouraged to submit a non-binding letter of intent**, (please see [http://www.usdoj.gov/ovw/docs/sample\\_letter\\_of\\_intent.pdf](http://www.usdoj.gov/ovw/docs/sample_letter_of_intent.pdf) or Appendix A) to OVW by **December 28, 2007**. Please make sure to include what crime(s) you will address in your application: domestic violence, sexual assault, dating violence and/or stalking. You may send the letter by email to [ovw.arrest@usdoj.gov](mailto:ovw.arrest@usdoj.gov). OVW will use these letters to forecast the number of peer review panels needed to review competitive applications.

## Deadline: Registration

The Grants.gov registration deadline is **January 3, 2008**. Registering with Grants.gov is a one-time process; however, registration must be renewed annually. If you are a first-time registrant, it could take several weeks to have your registration validated and confirmed and to receive your user password. It is highly recommended that you start the registration process as early as possible to prevent delays in submitting your application package to our agency by the deadline specified. There are three steps that you must complete before you are able to register: 1) register with Central Contractor Registry (CCR), 2) be authorized as an Authorized Grantee/Recipient Official (AGO) in your organization, and 3) register yourself as an AGO. For more information, go to [www.grants.gov](http://www.grants.gov). **Note: Your CCR registration must be renewed once a year. Failure to renew your CCR registration will preclude submission of a grant application through Grants.gov.**

## Deadline: Application

The due date for applying for funding under this announcement is **8:00 pm E.S.T. on January 23, 2008**.

## Eligibility

**It is very important that you review this information carefully. Applications that are submitted by non-eligible entities will be screened out during an initial review process.**

In addition, applications that do not meet the statutory certification requirements, as demonstrated through the Letter of Certification of Eligibility which must be signed by the applicant's chief executive officer, will not be considered for funding.

Current grantees that received their most recent award through the Arrest Program in Federal Fiscal Year 2006 or earlier, are eligible to apply. Past recipients of Arrest Program awards who applied for, but did not receive continuation funding in Federal Fiscal Year 2007, are also eligible to apply, as well as jurisdictions that have never received Arrest Program funding.

Eligible applicants are entities that meet both of the following criteria:

- Statutorily approved governmental agencies as described below;
- Jurisdictions that meet the statutory certification requirements as described on page 6.

Eligible entities for this program are:

- States<sup>2</sup>;

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

- Units of local government<sup>3</sup>;
- Indian tribal governments; and
- State, tribal, territorial, and local courts (including juvenile courts).

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

### **Notice to Tribal Applicants**

The Violence Against Women and the Department of Justice Reauthorization Act of 2005 (VAWA 2005) created a new program, the Grants to Indian Tribal Governments Program, tailored to the needs of tribal governments in responding to domestic violence, dating violence, sexual assault, and stalking. This program combines the purpose areas from several existing programs including this one. While tribal governments are still eligible applicants within the Arrest program, there is no longer a tribal set-aside within the Arrest program. VAWA 2005 requires funds set-aside for tribal governments to be transferred to the new tribal program. Tribes will no longer need to submit several applications for multiple purposes. They will now be able to apply for all of the purposes within one application through the new program. The solicitation for the Grants to Tribal Governments Program is expected to be available in January 2008. Notwithstanding the new grant program, all eligible applications from Indian Tribal governments submitted under this solicitation will be considered for funding.

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

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

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

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

### **Certification of Eligibility**

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

- (1) certify that their laws or official policies—
  - (A) encourage or mandate arrests of domestic violence offenders based on probable cause that an offense has been committed; and
  - (B) encourage or mandate arrest of domestic violence offenders who violate the terms of a valid and outstanding protection order;
- (2) demonstrate that their laws, policies, **or** practices **and** their training programs discourage dual arrests of offender and victim;
- (3) certify that their laws, policies, **or** practices prohibit issuance of mutual restraining orders of protection except in cases where both spouses file a claim and the court makes detailed findings of fact indicating that both spouses acted primarily as aggressors and that neither spouse acted primarily in self-defense; and
- (4) certify that their laws, policies, **and** practices do not require, in connection with the prosecution of any misdemeanor or felony domestic violence offense, or in connection with the filing, issuance, registration, or service of a protection order, or a petition for a protection order, to protect a victim of domestic violence, stalking, or sexual assault, that the victim bear the costs associated with the filing of criminal charges against the offender, or the costs associated with the filing, issuance, registration, or service of a warrant, protection order, petition for a protection order, or witness subpoena, whether issued inside or outside the State, tribal or local jurisdiction; and
- (5) certify that, not later than January 5, 2009, their laws, policies, or practices will ensure that—

(A) no law enforcement officer, prosecuting officer or other government official shall ask or require an adult, youth, or child victim of a sex offense as defined under Federal, tribal, State, territorial, or local law to submit to a polygraph examination or other truth telling device as a condition for proceeding with the investigation of such an offense; **and**

(B) the refusal of a victim to submit to an examination described in subparagraph (A) shall not prevent the investigation of the offense.

By statute, 42 U.S.C. § 3796hh-1(a)(1), all applications must include a certification by the **chief executive officer** of the State, Indian tribal government or local government entity that conditions listed above are met or will be met by the statutory deadline. **Current grantees that do not meet all eligibility requirements at the time of application, with the exception of certification #5, will not be considered for funding. All other applicants have until the end of their next legislative session to fulfill the certification provisions #1-4, and until the January 5, 2009 to fulfill certification #5.**

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

- (1) certifies that it has a law or regulation that requires:
  - (A) The State or unit of local government at the request of a victim to administer to a defendant, against whom an information or indictment is presented for a crime in which by force or threat of force the perpetrator compels the victim to engage in sexual activity, testing for the immunodeficiency virus (HIV) not later than 48 hours

- after the date on which the information or indictment is presented;
- (B) as soon as practicable notification of the victim, or parent and guardian of the victim, and defendant of the testing results; and
- (C) follow-up tests for HIV as may be medically appropriate, and that as soon as practicable after each such test the results be made available in accordance with subparagraph (B); **or**
- (2) gives the Attorney General assurances that its laws and regulations will be in compliance with requirements of paragraph (1) within the later of
  - (A) the period ending on the date on which the next session of the State legislature ends; **or**
  - (B) January 5, 2008.

**A Special Condition will be added to all Arrest Program grants to States and units of local government that are funded in Federal Fiscal Year 2008 to ensure compliance with the new certification listed above. It is not necessary to address this in your certification letter signed by your Authorizing Official; however you may do so if you are already compliant.**

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

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

### **Funding to Faith-Based and Community Organizations**

Consistent with President George W. Bush's Executive Order 13279, dated December 12, 2002, and 28 C.F.R. Part 38, it is DOJ policy that faith-based and community organizations that statutorily qualify as eligible applicants under DOJ programs are invited and encouraged to apply for assistance awards to fund eligible grant activities. Faith-based and community organizations will be considered for awards on the same basis as any other eligible applicants and, if they receive assistance awards, will be treated on an equal basis with all other grantees in the administration of such awards. No eligible applicant or grantee, will be discriminated for or against on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors.

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

In order to ensure compliance with both the applicable anti-discrimination provision in the Omnibus Crime Control and Safe Streets Act (42 USC 3789d(c)(1)) and the Religious Freedom Restoration Act (RFRA), additional certifications will be required where an FBO seeking federal funding under this program makes hiring decisions on the basis of religious belief (see the Department's position paper at [www.usdoj.gov/fbci/effect-rfra.pdf](http://www.usdoj.gov/fbci/effect-rfra.pdf)). Additional information concerning the certifications requirements will be forthcoming.

NOTE: Faith-based and community organizations are eligible to apply for Arrest Program sub-grants. However, all programs must apply through their respective states for such funding.

Applicants are also encouraged to review the Civil Rights Compliance section under “Additional Requirements” in this announcement.

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

### **Types of Applicants**

In Federal Fiscal Year 2008, OVW will accept applications for the Arrest Program from current grantees and new applicants.

**New applicants** include applicants who are not currently receiving funds through the Arrest Program and current grantees whose projects will expire on or before the Federal Fiscal Year 2008 Arrest Program application due date of January 17, 2008.

**Current grantees** include States, state and local courts, Indian tribal governments or units of local government that are currently implementing awards under the Arrest Program and whose grant award period ends after the Federal Fiscal Year 2008 Arrest Program application due date of January 23, 2008. Current grantees are eligible to apply for continuation or supplemental funding to support on-going activities or to enhance their project for an extended period of time. OVW has the discretion to make a supplemental or new award to a current grantee based on the project end date of the current award. For instance, funding under this solicitation may not be available before August 1, 2008. If selected for funding, a current grantee whose grant funds will be fully expended by April 1, 2008 may receive a new rather than a supplemental award. Applicants who may fall into this category should mention this in their application under the “status of the current project” section of the application. Current grantees who received new or supplemental funding for 24 months in Federal Fiscal Year 2007 are not eligible to apply. **Current grantees should note that continuation or supplemental funding is not guaranteed.** All applications will be subject to internal review by OVW staff and peer review and will be scored according to the criteria set forth in this solicitation. Applications with the highest composite scores will be eligible to be considered for funding.

### **Availability of Funds**

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

### **Award Period**

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

### **Award Amounts**

Applicants should carefully consider the resources needed to successfully implement the project proposed and present a realistic budget that accurately reflects project costs. Budget caps will be considered based on the following service area population formula:

<u>Service Area Population*</u>	<u>Budget Cap</u>
Up to 500,000	\$ 400,000

500,001 to 900,000  
Over 900,000

\$ 750,000  
\$1,500,000

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

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

### **Program Scope**

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

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

### Statutory Purpose Areas

Under 42 U.S.C. § 3796hh(b), the Arrest Program supports projects that:

- Implement pro-arrest programs and policies in police departments, including policies for protection order violations;
- Develop policies, educational programs, protection order registries, and training in police departments to improve tracking of cases involving domestic violence, dating violence, sexual assault and stalking. Policies, educational programs, protection order registries, and training described in the application shall incorporate confidentiality, and privacy protections for victims of domestic violence, sexual assault, dating violence and stalking;
- Centralize and coordinate police enforcement, prosecution, or judicial responsibility for domestic violence, sexual assault, 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 domestic violence, sexual assault, dating violence and stalking, including strengthening assistance to such victims in immigration matters;
- Educate judges in criminal and civil courts (including juvenile courts) about domestic violence, sexual assault, 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 domestic violence and sexual assault against older individuals<sup>4</sup> and individuals with disabilities;<sup>5</sup>
- Develop State, tribal, territorial, or local policies, procedures, and protocols for preventing dual arrests and prosecutions in cases of domestic violence, sexual assault, 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, non-governmental victim services organizations, law enforcement officers, prosecutors, probation officers, governmental victim assistants, forensic medical professionals, civil legal attorneys, chaplains, legal advocates, representatives from community-based organizations and other relevant public or private agencies or organizations into one centralized location, in order to improve safety, access to services, and confidentiality for victims and families. **Although funds may be used to support co-location of project partners under this purpose area, funds may not support construction or major renovation expenses or activities that fall outside of the scope of the other statutory purpose areas;**
- Develop and implement policies and training for police, prosecutors, probation, and parole officers, and the judiciary in recognizing, investigating, and prosecuting instances of sexual assault, with an emphasis on recognizing the threat to the community for repeat crime perpetration by such individuals;
- Develop, enhance and maintain protection order registries. **Please note that funds can not be used to create sex offender registries;** and
- Develop human immunodeficiency virus (HIV) testing programs for sexual assault perpetrators and notification of counseling protocols<sup>6</sup>.

#### Program Priority Areas

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

- Do not currently provide for centralized handling of cases involving domestic violence, sexual assault, dating violence and stalking by police, prosecutors, and courts;
- Demonstrate a commitment to strong enforcement of laws, and prosecution of cases, involving domestic violence, sexual assault, dating violence or stalking including the enforcement of protection orders from other States and jurisdictions (including tribal jurisdictions);

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

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

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

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

Also, OVW has an interest in projects that:

- Develop Sexual Assault Response Teams (SART) and support Sexual Assault Nurse Examiners (SANE) to actively respond to sexual assault victims;
- Involve faith-based and/or community-driven initiatives to address violence against women among diverse and traditionally underserved populations. If this interest area is included in your application, you must illustrate capacity and expertise in the budget and MOU section;
- Develop innovative programs to improve judicial handling of domestic violence, sexual assault, or dating violence cases (e.g., specialized courts or dockets for domestic violence cases, enhanced judicial monitoring of domestic violence offenders, or the creation or enhancement of technology to provide prosecutors and judge's access to case information on prior arrests);
- Address system accountability by conducting a safety audit of the jurisdiction's criminal justice system. OVW, however, will not consider applications that only propose to do a safety audit.

#### Program Guidelines

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

#### **Direct Legal Representation**

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

#### **Prevention Activities**

All applicants addressing prevention activities (e.g., implementation of educational programs regarding domestic violence or dating violence intervention and public awareness campaigns) will be considered out of scope and removed from consideration of funding. Grantees are only permitted to engage in outreach activities to inform potential victims about the availability of services.

#### **Family Violence**

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

## Children

Applicants may not use grant funds to provide direct services to children, children who witness domestic violence and/or services addressing child maltreatment, except where such services are an ancillary part of providing services to the child's parent who is a victim of domestic violence, sexual assault, 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.**

### Activities that May Compromise Victim Safety

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

- Offering perpetrators the option of entering pre-trial diversion programs;
- Mediation or counseling for couples as a systemic response to domestic violence;
- Batterer intervention programs that do not use the power of the criminal justice system to hold batterers accountable for their behavior;
- Placement of perpetrators of domestic violence in anger management programs;
- Procedures that would force victims of violence to testify against their abusers or impose other sanctions on victims. Rather, procedures that provide victims with the opportunity to make an informed choice about whether to testify are encouraged.

### Unallowable Activities

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

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

## Performance Measures

To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act (GPRA), P.L. 103-62, applicants who receive funding under this solicitation must provide data that measures the results of their work. Performance measures for this solicitation are as follows:

<b>Objective</b>	<b>Performance Measures</b>	<b>Data Grantee Provides</b>
Strengthen partnerships for safer communities and enhance the Nation's	<b>1)</b> the number and percentage of arrests relative to the number of police responses to domestic violence incidents;	This information will be provided to OVW through semi-annual progress report forms. Please go to:

capacity to prevent, solve, and control crime.	<b>2)</b> the number of protection orders issued; and <b>3)</b> the number of victim advocates supported by grant funding.	<a href="http://muskie.usm.maine.edu/vawa/mei/attachments/pdf/forms/gtea/arrestemiform.pdf">http://muskie.usm.maine.edu/vawa/mei/attachments/pdf/forms/gtea/arrestemiform.pdf</a> for a sample form.
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## How to Apply

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

### Grants.gov Instructions

Complete instructions can be found at [www.grants.gov](http://www.grants.gov). Please note that Grants.gov is not the Grants Management System (GMS) through which OVW applicants have submitted applications in previous years. If you experience difficulties at any point during this process, please call the Grants.gov Customer Support Hotline at **1-800-518-4726**.

In addition, applicants **must** send via overnight delivery a complete hard-copy original of the application, including signed copies of all required Assurances and Certifications, postmarked by January 23, 2008 to:

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

**We strongly recommend that you use a trackable shipping method that will allow you to confirm delivery of your application. Applicants should retain proof of their timely submission.**

**Do not send a copy of the application directly to OVW. The applications should be postmarked by January 23, 2008 and sent to the above address. Otherwise, you will be ineligible for funding this year.**

### CFDA Number

The Catalog of Federal Domestic Assistance number for this program is 16.590, titled “Grants to Encourage Arrest Policies and Enforcement of Protection Orders Program,” and the funding opportunity number is OVW-2008-1731.

### A DUNS Number is Required

The Office of Management and Budget requires that all business and nonprofit applicants for Federal funds include a DUNS (Data Universal Numeric System) number in their application for a new award or renewal of an award. Applications without a DUNS number are incomplete. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving Federal funds. The identifier is used for tracking purposes and to validate address and point of contact information. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-

time activity. Obtain one by calling 1-866-705-5711 or by applying online at <http://www.dunandbradstreet.com>. Individuals are exempt from this requirement.

## What an Application Must Include

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

Applications must use the following page format requirements:

- Double spaced (except for the Summary Data Sheet and Abstract which should be single spaced);
- 8 ½ x 11 inch paper;
- One inch margins;
- Type no smaller than 12 point, Times New Roman font;
- No more than one page each for Summary Data Sheet and Abstract;
- No more than 5 pages for Status of the Project (if applicable);
- No more than 20 pages for the Project Narrative (Items D through G below).

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

The SF-424 will be filled out online through Grants.gov. It should also be printed out and included in the hard copy that it submitted. The Catalog of Federal Domestic Assistance number for this program is 16.590 (block 10). Please be sure that the amount requested matches the amount in the submitted budget.

Applicants must ensure that the information for the authorizing official and alternate contact is filled out correctly. The authorizing official is the individual authorized to accept grant funds on behalf of the jurisdiction.

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

Applicants should review the assurances and certification forms. Agreement to these assurances and certifications will be assumed upon receipt of an application received through Grants.gov.

### Narrative (Total 65 points)

The following narrative will be submitted as attachments in Grant.gov. Please save your attachments with names that indicate the substance of the attachment (e.g., save your program narrative as "Program Narrative"). Note that the Project Narrative (Items D through G below) may not exceed 20 pages in total.

#### A. Summary Data Sheet (one page)

Please identify the following:

- Name, title, address, phone number, and e-mail address for the authorizing official;
- The agency and type of agency (i.e., local government, state government, tribal

- government, state or local court) applying for funding;
- The nonprofit, non-governmental victim services program collaborating on this project;
- Whether this is a new or continuation application;
- Whether this project is a local, tribal, multi-jurisdiction (involving 10 or more counties), statewide, regional (multiple states), tribal consortium or court project;
- The regional area(s) (city, town, tribal area, county, parish) where this project will be implemented; and
- The Arrest Program Statutory Purpose Areas and Priority Areas, if any, addressed by this proposal. Applicants are not required to address a Priority Area.

B. Abstract/Proposal Summary (one page)

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

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

- Conciseness; and
- Accuracy in summarizing the Project Narrative.

C. Status of the Current Project (five pages)

**Only applicants for continuation funding need to complete this section. This section will be used for internal review only. The application may receive a deduction in points based on the criteria listed below.** This section should be provided on separate pages as it is a separate section from the program narrative and does not count toward the page limits of the narrative. State what activities have been accomplished with previous funding under the Arrest Program, including the following:

- A description of the goals and objectives from the prior grant period and a brief discussion of the status of the existing project;
- The status of any project products;
- Any unanticipated obstacles to project implementation;
- The approximate amount of unobligated funds as of December 30, 2007. If this figure will differ from the amount in the Department's financial systems, please include an explanation of the difference;
- The estimated amount of award funds that will be unobligated as of July 1, 2008 if any; the anticipated time line for expenditure of any remaining funds within the grant award period; whether the grantee anticipates requesting a no-cost extension of the award; and the likely timeline for such a request;
- A list of all OVW-sponsored technical assistance events attended during the life of the current award, including the title, location and date(s) of each.

This section should be as clear and succinct as possible.

**Additionally, current projects will be rated by OVW using the following criteria, which may result in not receiving continuation funding:**

- Whether progress reports submitted by the applicant, in conjunction with monitoring conducted by OVW, demonstrate the effectiveness of the current project, indicating progress toward meeting project goals and objectives, and demonstrate that the current

- project has progressed in a timely manner as outlined in the original proposal;
- Whether the grantee has demonstrated that past activities supported with the Grants to Encourage Arrest Policies and Enforcement of Protection Orders Program funds have been limited to program Purpose Areas;
- Whether the grantee has complied with all special conditions of its existing grant award from DOJ;
- Whether the grantee has adhered to programmatic and financial reporting requirements;
- Whether the grantee has demonstrated a commitment to sustaining the project after federal funds are no longer available;
- Whether the grantee appropriately utilized and actively participated in OVW-sponsored workshops and other technical assistance events as required by a special condition of the current award;
- Whether the grantee has received financial clearances on all current grants from DOJ;
- Whether the grantee has complied with the Office of Management and Budget audit requirement (if applicable);
- Whether there is an excess of funding remaining in the current award and funds have been spent in a timely manner.

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

D. Purpose of Application (10 points)

This section should briefly:

- Describe the problem to be addressed and how funding would alleviate it;
- Identify the target population and state how the target population would benefit from the proposed project (please use current demographic information in order to be as specific and detailed as possible when describing the population to be served);
- Describe current services and gaps;
- Describe the community's service area in which the project would be implemented, including location, population, and demographic information; and
- Describe how the proposed project complements the State's STOP Violence Against Women Implementation Plan.

This section will be rated on the following:

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

E. What Will be Done (40 points)

This section should briefly:

- Detail the project goals and objectives, describing the specific tasks and activities necessary for accomplishing each;
- Include a time frame that demonstrates how the activities will be accomplished within the 24 month grant cycle;
- Describe how additional funding will enhance any existing projects;
- Describe tangible products that will be generated (e.g., a video, a brochure, a

curriculum and how they could be used to assist other jurisdictions that wish to implement mandatory or pro-arrest policies to address domestic violence). Products are not required; not all jurisdictions would benefit from developing new products.

This section will also be rated on the following:

- The extent to which all project activities fall within the statutory scope of the program;
- The extent to which proposed activities would address the need described;
- The extent to which project activities seem feasible and likely to succeed;
- The extent to which project activities can realistically be completed within the 24 month grant cycle;
- The extent to which the proposal does not include activities that compromise victim safety; and
- The extent to which project activities are clearly described and reflect sound and/or innovative strategies to improve victim safety and offender accountability.

F. Who Will Implement the Project (10 points)

Applicants must identify the agency (ies) or office(s) responsible for implementing the project. Applicants must also identify all of the intended project partners, specifying their respective roles and responsibilities, and the collaborative relationship to be developed or enhanced. A description of the expertise or experience of key staff should also be included. Position descriptions and resumes that are available should be appended to the application. **Applicants under this program may not issue a Solicitation/RFP redistributing these funds to previously unidentified partners or subgrantees after receiving an award.**

In addition, all applicants **are required** to collaborate with nonprofit, nongovernmental organizations serving victims of domestic violence and/or sexual assault. This may include faith-based or community-based organizations. Non-profit, non-governmental sexual assault and domestic violence victim service organizations must be involved in the **development and implementation** of the project.

This section will be rated on the following:

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

Victim service organizations should meet all of the following criteria:

- Provide services to victims of domestic violence, sexual assault, dating violence, or stalking as one of their primary purposes and have demonstrated history of effective work concerning such issues;
- Address a demonstrated need in their communities by providing services that 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 activities that compromise victim safety.

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

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

While there is an important role for all victim advocates to play in the creation of a coordinated community response to domestic violence, VAWA requires the participation of nonprofit nongovernmental sexual assault or domestic violence programs, whether faith- or community-based, in developing and implementing the project. This does not preclude applicants from requesting support for government agency victim services, but the budget and budget narrative must distinguish between the two and should include compensation for the contributions of nonprofit, victim service agencies. In addition, if funding is requested for both governmental and victim assistance and advocacy, the project narrative must explain how these different entities will collaborate.

G. Sustainability Plan (5 points)

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

The plan will be evaluated on whether it proposes feasible strategies to preserve project activities long-term. **Continuation or supplemental funding is not guaranteed and applicants are always encouraged to seek additional means of support to sustain their current projects.**

**Budget Detail Worksheet and Narrative (Total 15 Points)**

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

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

This section will also be rated on the following:

- Applicant's adherence to the budget cap;
- A clear link between proposed budget activities and proposed budget items; and

- All partners are fairly compensated for their participation in any project-related activities.

**Budget Caps**

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

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

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

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

**Budget requirements**

The following is a short list of budget guidelines:

- Applicants are strongly discouraged from requesting consultant rates in excess of \$450 per day because they require prior approval from OVW’s Director.
- Applicants **may not** allocate any funds for building renovations. This includes such seemingly minor renovations as painting or carpeting.
- Applicants **may not** allocate any funds for the following unallowable costs: uniforms, weapons, automobiles, and security systems.
- Applicants should include only salary and fringe costs for staff if they work directly for the eligible applicant in the “Personnel” category. Otherwise, the salary and fringe should be included in the “Consultants/Contracts” category.
- Applicants may not use any OVW funds for conducting research; however, up to 1% of the budget may be allocated for the purpose of assessing the effectiveness of funded activities. For example, funds may be used to conduct pre and post testing of training recipients or victim satisfaction surveys. In conducting such testing or surveys, grantees may not collect, analyze or disseminate any information identifiable to a private person during the course of assessing the effectiveness of funded activities.
- A contribution of non-Federal dollars (“match”) is not required for this program, but applicants are encouraged to maximize the impact of federal dollars by contributing to the costs of their projects. Supplemental contributions may be cash, in-kind services, or a combination of both. Any non-Federal contributions can be discussed in the project narrative; however, these supplemental contributions should **not** be included in the budget or budget narrative.

- Access to current research and practice on violence against women through training and technical assistance can reduce staff burnout, improve project performance, and impact project sustainability. Therefore, OVW offers a wide range of training and technical assistance opportunities to all of its grantees. These offerings are specifically designed to assist grantees in meeting their goals and objectives and in complying with all relevant statutory requirements. All applicants **are required** to allocate funds (\$15,000 for the project period for local, individual tribal projects, and state or local courts and \$30,000 for the project period for statewide, multi-jurisdictional, regional and tribal consortium projects) to support travel costs associated with technical assistance and capacity-building activities sponsored by OVW-designated technical assistance providers. Applications selected for funding that do not include the entire recommended amount will not receive additional funds for this purpose, but will be required to adjust their budgets to cover these costs prior to final approval of the proposal. This required amount must be included in the “*travel*” category. Please provide an estimated breakdown for this amount (include the number of trips, number of travelers, airfare or mileage, lodging, per diem, etc.). These funds are to be used **only** for OVW-designated technical assistance unless otherwise approved by OVW. **Any training and TA funds not used by the end of the grant period may not be reprogrammed and must be returned to OVW.** Travel funds should be used to support travel by all partners, including nonprofit, nongovernmental victim services providers.
- Applicants are also encouraged to include funds in their budgets to attend Financial Management Training Seminars sponsored by the Office of Justice Program (OJP) Office of the Comptroller. These seminars instruct participants in the financial administration of OJP and OVW formula and discretionary grant programs. A schedule listing the financial training seminars is available at [www.ojp.usdoj.gov/oc/fmts.htm](http://www.ojp.usdoj.gov/oc/fmts.htm).

A Sample Budget Detail Worksheet is available at [http://www.ojp.usdoj.gov/Forms/budget\\_fillable.pdf](http://www.ojp.usdoj.gov/Forms/budget_fillable.pdf). The budget and budget narrative should be submitted online as one attachment. When preparing these items, please use the Budget Detail Worksheet (see Appendix C) as a guide and be sure to include all necessary budget categories. The budget should clearly describe the proposed amounts and uses of grant funds for the duration of the grant period and how the amounts of the specific budget items were determined.

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

Applicants are required to provide documentation that demonstrates they have consulted and coordinated in a meaningful way with nonprofit, private sexual assault and domestic violence programs. OVW requires this to be done by the submission of an MOU. (42 U.S.C. § 3796hh-1(a) (4).

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

- Relevant criminal justice agencies participating in project development or implementation, (e.g., law enforcement, prosecution, the courts and probation);
- Nonprofit, private sexual assault and domestic violence programs, or other non-profit, nongovernmental organizations that adequately demonstrate history and expertise in working with domestic violence, sexual assault, dating violence and stalking. Additionally, the organization should appropriately correspond with the proposed project. For example, if your application focuses mainly on domestic violence then your nonprofit partner should

have particular expertise in domestic violence. **You must illustrate this correlation in your MOU.**

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

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

The MOU must do the following:

- Identify the partners and provide a brief history of the collaborative relationship among those partners, including when and under what circumstances the relationship began and when each partner entered into the relationship;
- Specify the extent of each partner's participation in developing the application;
- Clearly state the roles and responsibilities each organization or agency would assume to ensure the success of the proposed project;
- Identify the representatives of the planning and development team who will be responsible for developing and implementing project activities and describe how they will work together and with project staff;
- Demonstrate a commitment on the part of all project partners to work together to achieve stated project goals;
- Indicate approval of the proposed project budget by all signing parties; and
- Describe the resources each partner would contribute to the project, either through time, in-kind contributions, or grant funds (e.g., office space, project staff, and training).

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

The MOU should be a single document that includes signatures and dates from all partners. Signatories should be sure to include their titles and agencies under their signatures.

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

The following documents must also be included in your hard copy:

#### **Letter of Certification**

All applicants are required to certify to a list of conditions. The certification requirements can be found on pages 6-7 of the Solicitation. Two sample letters have also been included in the appendices.

#### **Letter of Nonsupplanting**

Applicants must submit a letter to OVW's Director certifying that Federal funds will not be used to supplant State or local funds should a grant award be made. Please refer to [http://www.usdoj.gov/ovw/docs/nonsup\\_letter.pdf](http://www.usdoj.gov/ovw/docs/nonsup_letter.pdf) for a sample letter.

#### **Indirect Cost Rate Agreement**

If your organization is requesting indirect costs for this project, please include a copy of your current, signed federally approved indirect cost rate agreement. If you need additional information on this requirement, please go to <http://www.ojp.usdoj.gov/FinGuide/part3chap17.htm>.

## Selection Criteria

In addition to the criteria above, all applications will also be rated on the following:

- The extent to which all project activities fall within the statutory scope of the program;
- The extent to which project activities would address the need described;
- The extent to which project activities seem feasible and likely to succeed;
- The extent to which the proposal does not include activities that compromise victim safety;
- The extent to which activities are clearly described and reflect sound and innovative strategies to improve victim safety;
- The extent to which the budget is reasonable and within established limits;
- The extent to which the MOU reflects a real collaboration among project partners.

## Review Process

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

- Whether the application is complete;
- Whether the proposed activities are within the scope of the program (see page 9);
- Whether all statutory eligibility criteria are met (see page 4);
- Whether the certification requirements for the program are met (see page 6);
- Whether the application proposes significant activities that may compromise victim safety (see page 12);
- Whether the proposed budget is within the established budget caps (see page 8);

In addition, applications for continuation funding will be reviewed for prior compliance with Program and Office requirements, and the status of current grant-funded activities. (See page 15 for further details on criteria for this review.)

OVW will establish panels of experts and practitioners to review applications. Each panel will review the information provided in the application against the selection criteria for the program. Following peer review, a second internal review will be conducted, considering for example, the geographic distribution of the applications for a national perspective, the ratio of population to services, the existence of underserved communities, and the type of projects already funded within an applicant's state or community. The total points possible for an application are 100 (65 points for Narrative, 15 points for Budget, and 20 points for the MOU). Applications with the highest composite scores will be considered for funding.

## Additional Requirements

- Civil Rights Compliance
- Confidentiality and Human Subjects Protections regulations

- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) compliance
- DOJ Information Technology Standards
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with Office of the Comptroller Financial Guide
- Suspension or Termination of Funding

All OVW grantees must comply with these additional requirements. Additional information for each can be found at <http://www.ojp.usdoj.gov/funding/otherrequirements.htm>. References to OJP and its components are deemed to refer to OVW as applicable.

## OVW Application Checklist

Applicants must submit a fully executed application to OVW via overnight delivery, including all required supporting documentation. **Applications will not be accepted via facsimile or email. Although most parts of the application need to be submitted through Grants.gov as well as in hard copy form, it is the hard copy that will be used during the review process.** Applications submitted via Grants.gov must be in the following work processing formats: Microsoft Word (.doc), PDF files, (.pdf) or Text Documents (.txt).

Complete applications should include the following:

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

Detailed instructions on how to use the Grants.gov system to submit your application online are available at [www.grants.gov](http://www.grants.gov). Also, a toll-free telephone number has been established for you to receive technical assistance as you work through the online application process, 1-800-518-4726.

To help expedite the peer review process, applicants must send **via overnight delivery a complete hard-copy original of the application, postmarked by January 23, 2008**, to:

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

For overnight delivery services, please provide the following telephone number: 301-519-5535. We strongly recommend that you use a track-able shipping method that will allow you to confirm the delivery of your application. Applications should retain proof of timely submission. Private metered postmarks and non-dated mail receipts from the United States Postal Service are not acceptable.

**Appendix A - Letter of Intent**

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

To Whom It May Concern:

I intend to apply for funds under the FY 2008 Grants to Encourage Arrest Policies and Enforcement of Protection Orders Program.

**Date:**

**Eligible Applicant:**

**Name/Position:**

**Organization:**

**Address:**

**City/State/Zip:**

**Phone:**

**FAX:**

**E-mail:**

**Application will focus on the following issue(s):**

Domestic Violence     Sexual Assault     Stalking     Dating Violence

**Please Email To:**

**[ovw.arrest@usdoj.gov](mailto:ovw.arrest@usdoj.gov)**

**by December 28, 2007**

***Reminder: By statute, eligible grantees for the Arrest Program are States, Indian tribal governments, State and local courts (including juvenile courts), and units of local government (see Program Eligibility, page 5-6, for further information). If your agency does not meet this requirement, you are ineligible to apply for Arrest Program grant funds.***

## Appendix B – Letter of Certification of Eligibility

### Quick Tips to Certification of Eligibility Letter

- Current grantees that do not meet all eligibility requirements at the time of application will not be considered for funding. While all other applicants have until the end of their next legislative session to fulfill the certification provisions, applicants must certify that these will be met by such date.
  - If your jurisdiction is compliant with all statutory eligibility requirements, please refer to “Sample Letter of certification of Eligibility #1 on page 27.
  - If your jurisdiction is a new applicant as defined on page 8 and not currently compliant with one or more of the certification requirements, please refer to “Sample Letter of Certification of Eligibility #2” on page 28. For the purpose of this letter, the “next legislative session” is the first legislative session that begins after notice of an award.
- Current grantees should pay close attention to certification #5. As a result of VAWA 2000, additional stipulations have been added to this requirement. For help assessing your compliance with this requirement, please go to: [www.usdoj.gov/ovw](http://www.usdoj.gov/ovw).
- Ensure all language in the letter reflects what is outlined in the Solicitation and highlighted in the following sample letter. *Note: an “and” or an “or” in the incorrect place or missing can make the letter deficient, therefore making the application ineligible for funding; and*
- Have the Chief Executive Officer sign the letter. *Examples: Governor for a state applicant, Chief Judge or Court Administrator for a court applicant and Mayor, County Executive or Tribal Chairman for unit of local government or Indian Tribal government applicant.*

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

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

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

Re: Application #2008-XX-XX-XXXX

Dear Director:

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

- 1) the laws or official policies of [the jurisdiction] encourage or mandate arrests of domestic violence offenders based on probable cause that an offense has been committed;
- 2) the laws or official policies of [the jurisdiction] encourage or mandate arrests of domestic violence offenders who violate the terms of a valid and outstanding protection order;
- 3) the laws, policies, or practices and the training programs of [the jurisdiction] discourage dual arrests of offender and victim;
- 4) the laws, policies, or practices of [the jurisdiction] prohibit issuance of mutual restraining orders of protection except in cases where both spouses file a claim and the court makes detailed findings of fact indicating that both spouses acted primarily as aggressors and that neither spouse acted primarily in self-defense; and
- 5) the laws, policies, and practices of [the jurisdiction] do not require, in connection with the prosecution of any misdemeanor or felony domestic violence offense, or in connection with the filing, issuance, registration, or service of a protection order, or a petition for a protection order, to protect a victim of domestic violence, stalking, or sexual assault, that the victim bear the costs associated with the filing of criminal charges against the offender, or the costs associated with the filing, issuance, registration, or service of a warrant, protection order, petition for a protection order, or witness subpoena, whether issued inside or outside the State, tribal, or local jurisdiction;
- 6) the laws, policies or practices of [the jurisdiction] will ensure, not later than January 5, 2009 that:
  - (A) no law enforcement officer, prosecuting officer or other government official shall ask or require an adult, youth, or child victim of a sex offense as defined under Federal, tribal, State, territorial, or local law to submit to a polygraph examination or other truth telling device as a condition for proceeding with the investigation of such an offense; and
  - (B) the refusal of a victim to submit to an examination described in subparagraph (A) shall not prevent the investigation of the offense.

Sincerely,  
**[Chief Executive Officer]**

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

**[Applicant Letterhead]**

**[date]**

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

Re: Application #2008- XX-XX-XXXX

Dear Director:

As Chief Executive Officer of [enter jurisdiction name], I submit this letter to certify that the (enter jurisdiction name) is not a current grantee as defined by the FY 08 Arrest Program Solicitation and certify to the following:

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

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

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

I further certify that the laws, policies or practices of (enter jurisdiction name) will ensure, no later than January 5, 2009, 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]**

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

- 1) the laws or official policies of [the jurisdiction] encourage or mandate arrests of domestic violence offenders based on probable cause that an offense has been committed;
- 2) the laws or official policies of [the jurisdiction] encourage or mandate arrests of domestic violence offenders who violate the terms of a valid and outstanding protection order;

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

## Appendix C – Sample Budget

OMB Approval No. 1121-0188

Expires 5-98 (Rev. 12/97)

### Budget Detail Worksheet

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

(Example assumes a 24 month budget period.)

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

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
Investigator	$(\$50,000 \times 100\% \times 2)$	\$100,000
Victim Advocate	$(\$50,000 \times 100\% \times 2)$	\$100,000
Administrative Assistant	$(\$40,000 \times 50\% \times 2)$	\$ 40,000
Cost of living increase	$(\$120,000 \times 2\% \times 1\text{yr})$	\$ 2,400
Overtime per investigator	$(\$37.5/\text{hr} \times 200 \text{ hrs})$	\$ 7,500

The investigator and the advocate will be assigned exclusively to domestic violence unit. A half-time administrative assistant will prepare reports and provide other support to the unit. A 2% cost of living adjustment is scheduled for all personnel during year number two. Overtime will be needed during some investigations.

Total Personnel: \$249,900

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

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
Investigator, Victim Advocate & Administrative Assistant		
Employer's FICA	$\$242,400 \times 7.65\%$	\$18,544

Retirement	\$242,400 x 6%	\$14,544
Health Insurance	\$242,400 x 12%	\$29,088
Workman's Compensation	\$242,400 x 1%	\$ 2,424
Unemployment Compensation	\$242,400 x 1%	\$ 2,424
Investigator Overtime		
FICA	\$7,500 x 7.65%	\$574
Workman's Compensation	\$7,500 x 1%	\$75
Unemployment Compensation	\$7,500 x 1%	\$75
Total Fringe Benefits:		<u>\$67,748</u>

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

<u>Purpose of Travel</u>	<u>Location</u>	<u>Item</u>	<u>Computation</u>	<u>Cost</u>
Training	Minneapolis	Airfare	(\$150 x 2 people x 2 trips)	\$ 600
		Hotel	(\$75/night x 2 nights x 2 people x 2 trips)	\$ 600
		Meals	(\$35/day x 3 days x 2 people x 2 trips)	\$ 600

The two advocates will attend training on domestic violence in Minneapolis in October.

\$15,000 OVW-designated Technical Assistance (Locations unknown at this time)

3 trips, Investigator

Airfare	(3 trips x \$525)	\$ 1,575
Lodging	(\$75/night x 3 trips x 4 nights)	\$ 900
Per Diem	(3 trips x \$35/day x 5 days)	\$ 25

4 trips, Investigator & 2 Advocates

Airfare	(3 persons x 4 trips x \$525)	\$ 6,300
Lodging	(3 persons x 4 trips x \$75/nights x 4 nights)	\$ 3,600
Per Diem	(3 persons x 4 trips x \$35/day x 5 days)	\$ 2,100

The organization's established travel policies will be utilized.

Total Travel: \$16,620

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

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

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

Total Equipment:     \$ 7,000

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

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

Office supplies and postage are needed for general operation of the program. Training materials will be developed and used by the investigators to train patrol officers how to preserve crime scene evidence.

Total Supplies:             \$ 2,680

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

<u>Purpose</u>	<u>Description of Work</u>	<u>Cost</u>
		Total Construction:     \$ <u>0</u>

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

Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day require additional justification and prior approval from OVW.

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

Jane Doe, Domestic Violence Trainer, will be hired, as needed, to assist with the education of the local law enforcement officers and the court personnel.

Subtotal                    \$ 4,500

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

<u>Item</u>	<u>Location</u>	<u>Computation</u>	<u>Cost</u>
Airfare	San Diego	\$400 x 6 trips	\$2,400
Hotel		\$75/day x 30 days	\$2,250
Meals		\$25/day x 31 days	\$ 775

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

Subtotal                    \$5,425

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

<u>Item</u>	<u>Cost</u>
Not applicable	
Subtotal	<u>\$ 0</u>

Total Consultants/Contracts:    \$9,925

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

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
Rent	(700 sq. ft. x \$1.25/sq. ft. per mo.) (\$875 mo. x 24 mo.)	\$21,000

This rent will pay for space for the domestic violence unit. No space is currently available in city owned buildings.

Telephone	(\$100/mo. x 24)	\$2,400
Printing/Reproduction	(\$150/mo. x 24)	\$3,600

Total Other Costs:    \$27,000

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

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
	Total Indirect Costs:	\$ <u>0</u>

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

<u>Budget Category</u>	<u>Amount</u>
A. Personnel	\$ <u>249,900</u>
B. Fringe Benefits	\$ <u>67,748</u>
C. Travel	\$ <u>16,620</u>
D. Equipment	\$ <u>7,000</u>
E. Supplies	\$ <u>2,680</u>
F. Construction	\$ <u>0</u>
G. Consultants/Contracts	\$ <u>9,925</u>
H. Other	\$ <u>27,000</u>
Total Direct Costs	\$ <u>380,873</u>
I. Indirect Costs	\$ <u>0</u>
TOTAL PROJECT COSTS	\$ <u>380,873</u>
Federal Request	\$ <u>380,873</u>
Non-Federal Amount	\$ <u>NA</u>