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

OVW

Grants to Encourage Arrest Policies and Enforcement of Protection Orders Program

Fiscal Year 2006 Solicitation

LETTER OF INTENT DEADLINE:
December 7, 2005

GRANTS.GOV REGISTRATION DEADLINE:
December 20, 2005

APPLICATION DEADLINE:
January 11, 2006

Please note: If your program was impacted by the recent hurricanes in a way that hinders your ability to submit your application for this grant program, you may be eligible for an extension of the application deadline. If you wish to apply for such an extension, please contact the Office on Violence Against Women at 202-307-6026.

U.S. Department of Justice
Office on Violence Against Women
800 K Street, NW, Suite 920
Washington, DC 20531

Alberto Gonzales
Attorney General
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Diane M. Stuart
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Department of Justice Response Center
1-800-421-6770

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202-307-2277

Office on Violence Against Women
www.usdoj.gov/ovw

Grants to Encourage Arrest Policies and Enforcement of Protection Orders Program
www.ojp.usdoj.gov/fundopps.htm

Grants.gov Customer Support Hotline
1-800-518-4726

About the Office on Violence Against Women

The Office on Violence Against Women (OVW) is a component of the U.S. Department of Justice. Created in 1995, OVW implements the Violence Against Women Act (VAWA) and subsequent legislation and provides national leadership against domestic violence, sexual assault, and stalking. Since its inception, the Office 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 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[1] is a crime that requires 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, victim service organizations and domestic violence coalitions, to ensure that victim safety is a paramount consideration in the development of any strategy to address domestic violence. Additionally, representatives from criminal justice agencies working to prevent and reduce domestic violence must have a clear understanding of the roles of governmental and nongovernmental victim assistance programs.

The primary purpose of the Arrest program is to encourage communities to adopt a coordinated community response (CCR) in the treatment of domestic violence as a serious violation of criminal law. 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.

The Arrest Program challenges victim advocates, police officers, pre-trial service personnel, prosecutors, judges and other court personnel, probation and parole officers, and community leaders to work together to craft solutions to overcome the problem of

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1 As defined in section (42 U.S.C. § 3796hh-4 (1)) the term domestic violence includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other adult person against a victim who is protected from that person's acts under the domestic or family violence laws of the eligible State, Indian tribal government, or unit of local government that receives a grant under the Program.

domestic violence. All entities must collaborate to ensure that victim safety is a paramount consideration in developing their strategy to address domestic violence.

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.

Program Eligibility

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

Eligible applicants are entities that meet the following criteria:

- Statutorily approved governmental agencies as described below;
- Jurisdictions that meet the statutory certification requirements as described on page 5; and
- Jurisdictions that meet the funding parameters as described on page 6.

By statute, eligible grantees for the Arrest Program are **States**[2], **Indian tribal governments, State and local courts (including juvenile courts), and units of local government**. For the purpose of this Program, **a unit of local government**[3] 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.

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

- **Police Departments**

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2 As defined in 42 U.S.C.§ 3791, "State" means any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, American Samoa, Guam, and the Northern Mariana Islands.

3 As defined in 42 U.S.C. § 3791, "unit of local government" 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 independent of other State entities, establish a budget and impose taxes.

- **Pre-trial Service Agencies**
- **District or City Attorneys' Offices**
- **Sheriff Departments**
- **Probation and Parole Departments**
- **Shelters**
- **Nonprofit, Nongovernmental Victim Service Agencies**
- **Universities**

The above entities are not units of local government for the purposes of this grant. These agencies or organizations may assume responsibility for the development and implementation of the project, but they must apply through a State, State or local court, Indian tribal government, or a unit of local government. Nonprofit, nongovernmental victim service agencies may include faith-based or community-based organizations.

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.

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, State or local courts, or unit of local government that conditions listed above are met or will be met by the statutory deadline. **Current grantees which do not meet all eligibility requirements at the time of application will not be considered for funding**. **All other applicants have until the end of their next legislative session to fulfill the certification provisions.**

Submission of State and/or local statutes, laws and policies in lieu of a letter with proper certifications signed by the chief executive officer will not satisfy this statutory requirement. 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.

Grantees that received an award through the Arrest Program in FY 2004 or earlier are eligible to apply. Past recipients of Arrest Program awards who applied for, but did not receive continuation funding in FY 2005 are also eligible to apply.

Current grantees who received new or supplemental funding for 24 months in FY 2005 are not eligible to apply.

Types of Applicants

In FY 2006, OVW will accept applications for the Arrest Program from both current grantees and new applicants.

New applicants are applicants who are not currently receiving funds through the Arrest Program, and current grantees whose projects will expire on or before the FY 2006 Arrest Program application due date of January 11, 2006.

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 FY 06 Arrest Program application due date of January 11, 2006. Current grantees are eligible to apply for continuation or supplemental funding to support on-going activities or to enhance those activities 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, 2006. If selected for funding, a current grantee whose grant funds will be fully expended by April 1, 2006 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.

Funding to Faith-Based and Community Organizations

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

religious name, or the religious composition of its board of directors or persons working in the organization. Faith-based organizations receiving OVW 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. OVW 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 OVW grant funds; rather, such religious activity must be separate in time or place from the OVW funded program. Further, participation in such activity by individuals receiving services must be voluntary. Programs funded by OVW are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion.

Availability of Funds

The ability of OVW to make awards under the Arrest Program in Fiscal Year 2006 is contingent upon Congressional appropriation of funds for that purpose.

Award Period

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

Award Amounts

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

Service Area Population*	Budget Cap
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.**

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 which exceed the solicitation's budgetary caps. **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.

Letter of Intent

All applicants who intend to apply for FY 2006 funding under this program are **required to submit a non-binding letter of intent**, (please see Appendix A) to OVW by **December 7, 2005**. You may send the letter by facsimile to OVW at 202/514-5818.

OVW will use these letters to forecast the number of peer review panels needed to review competitive applications.

Application Due Date – *Read Carefully – New Information*

Please note that final applications are due **by 5:30 pm (EST) January 11, 2006, and will be accepted only through Grants.gov, an e-Government initiative that is included in the President's Management Agenda <u>and</u> through submission of a hard copy original. Please note that Grants.gov is <u>not</u> the Grants Management System (GMS) through which OVW applicants have submitted applications in previous years.** Applicants should register with Grants.gov **<u>by December 20, 2005</u>**. **First-time registering can take several weeks.**

You will be unable to submit your application if you do not first register.

In addition, **applicants must send <u>via overnight delivery</u> a complete hard-copy original of the application, <u>postmarked by January 11, 2006</u> to: OVW c/o Aspen Systems Corporation**.

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

Please refer to the "How to Apply" section on page 24 of this solicitation for further instructions.

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. Proposed projects **must** address at least one purpose area, but do not need to address multiple purpose or priority areas in order to receive funding.

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

According to 42 U.S.C. § 3796hh (b) the Arrest Program will support projects that:

- Implement mandatory arrest or pro-arrest programs and policies in police departments, including mandatory arrest programs and policies for protection order violations;

- Develop policies, educational programs, and training in police departments to improve tracking of cases involving domestic violence and dating violence;[4]
- Centralize and coordinate police enforcement, prosecution, or judicial responsibility for domestic violence cases in groups or units of police officers, prosecutors, probation and parole 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 and dating violence, including strengthening assistance to such victims in immigration matters;
- Educate judges in criminal and other courts (including juvenile courts) about domestic violence 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 jurisdiction, and enforcement between tribal jurisdictions; and
- 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[5] and individuals with disabilities.[6]

Arrest Program Guidelines as it relates to:

Sexual Assault

Applications may address non-intimate partner sexual assault only for the purpose area that focuses on older individuals and individuals with disabilities (See Statutory Purpose Areas listed above). Otherwise, applications can address only those incidents of rape, sexual assault or stalking that occur within the context of dating and domestic violence.

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 or dating violence **only** in the limited context of protection order proceedings.

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4 As defined by section 42 U.S.C. § 3796hh-4(3) the term dating violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship.

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

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

Dating Violence
Dating violence can only be addressed through the appropriate statutory purpose areas described above.

Prevention Activities
All applications addressing prevention activities (i.e., outreach to elementary and secondary schools, implementation of educational programs regarding domestic or dating violence intervention and public awareness campaigns) **will be considered out of scope**.

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. Grant funds may be used to address sexual assault and stalking only within the context of domestic violence or dating violence, as defined by 42 USC 3796hh-4.

Children
Applicants may not 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 victims of domestic violence such as providing child care services while the victim receives services. Additionally, funds may be not be used to investigate or prosecute child abuse cases.

Program Priority Areas

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

- Illustrate that the jurisdiction does not currently provide for centralized handling of cases involving domestic violence by police, prosecutors, and courts;
- Demonstrate a commitment to strong enforcement of laws, and prosecution of cases, involving domestic violence, 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; 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:

- Involve faith-based and/or community-driven initiatives to address violence against women among diverse and traditionally underserved populations.

- Include dedicated parole and probation officers within existing or newly created domestic violence units to actively participate in holding perpetrators accountable.
- Develop innovative programs to improve judicial handling of domestic violence cases (i.e., 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 judges access to case information on prior arrests.
- Develop and implement coordinated initiatives to address incidents of sexual assault and/or stalking occurring in the context of domestic violence.
- Address system accountability by conducting a safety audit of the jurisdiction's criminal justice system.

Activities that May Compromise Victim Safety

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

- 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.

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 all statutory eligibility criteria are met (see page 4);
- Whether the certification requirements for the program are met (see page 5);
- Whether the proposed budget is within the established budget caps (see page 7);

- Whether the proposed activities are within the scope of the program (see page 8);
- Whether the application proposes significant activities that may compromise victim safety (see page 11);

In addition, applications for continuation funding will be reviewed for prior compliance with Program and Office requirements, the status of current grant-funded activities, and the status of unexpended funds at the time of application. (See page 14 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 consider the geographic distribution of the applications for a national and statewide 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.

Application Content

Applicants must complete each of the following sections as part of their proposals. **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

Peer reviewers will not review applications exceeding the page limits, or their equivalent.

The following will be submitted online through Grants.gov. (Please refer to Appendix E, the Step-by-Step Guide to Grants.gov.)

DUNS Number
A Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number must be included in every application for a new award or renewal of an award. **The DUNS number will be entered into Grants.gov by the applicant. An application will not be considered complete until a valid DUNS number is provided by the applicant.** The number should be nine digits. Individual persons who receive a grant or cooperative agreement from the Federal government are exempt from this requirement.

Applicants can receive a DUNS number at no cost by calling the dedicated toll-free DUNS Number request line at 1-800-333-0505.

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

Application for Federal Assistance (SF-424)
The SF-424 will be filled out online through Grants.gov. However, it should also be printed out and included in the hard copy that 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 or non-governmental private entity applying. **If the individual applying online is not the authorizing official, that individual must list the authorizing official's name and contact information where appropriate.**

Standard Assurances and Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (Form 4061/6)
Review the assurances and certification forms. Agreement to these assurances and certifications will be assumed upon receipt of an application received through Grants.gov. **NOTE:** If the authorizing official is not the individual submitting the application via Grants.gov, be sure the correct authorizing official information has been entered.

The following will be submitted as attachments in Grants.gov. Please save your attachments with names that indicate the substance of the attachment (e.g. save your program narrative as "Program Narrative").

Summary Data Sheet: (one page)
Please identify the following:

- The agency and type of agency (i.e., local government, state government, tribal government, state or local court) applying for funding;
- The nonprofit, private 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.

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.

Status of the Current Project: (5 pages) Applicants for continuation funding only. 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 a separate page as it is a separate section from the program narrative and does not count toward the page limits of the narrative. State what 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, 2005;
- A brief explanation of how funds will be expended during the duration of the grant award period. (If you anticipate that there will be grant funds remaining at the end of the current grant period and a no-cost extension of the award will be needed, please indicate the approximate date to which the grant would be extended to (e.g., July 31, 2006);
- 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:

- 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 the Department of Justice;
- 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;
- Whether there is an excess of funding remaining in the current award.

Project Narrative: (20 pages)
The Project Narrative should include the following (totaling 65 points):

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 and Byrne Formula Grant Statewide Strategy.

  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 and how the proposed project will address their needs.

What Will be Done: 40 points
This section should detail the project goals and objectives, describing the specific tasks and activities necessary for accomplishing each, and including a time frame that demonstrates how the activities will be accomplished within the 24 month grant cycle. The applicant should describe how additional funding will enhance any existing projects.

This section should also include a description of 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 victims 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.

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.

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;
- 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, 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 private 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, private victim service agencies. In addition, if funding is requested for both governmental and private victim assistance and advocacy, the project narrative must explain how these different entities will collaborate.

Sustainability Plan: 5 points
Because this is a competitive, discretionary program, there is no guarantee of continuation funding. Applicants are required to include a plan describing their commitment and capacity to continue the project if Federal funding through the 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: 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. Please note that the Personnel and Fringe Benefit sections of the budget detail worksheet should contain information for only those individuals who would be employed directly by the applicant agency, if funded. All other grant funded positions should be included in the Consultants / Contracts category.

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.

OJP Financial Guide

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

Budget Caps

Funding to support the Grants to Encourage Arrest Policies and Enforcement of Protection Orders Program in Fiscal Year 2006 is contingent upon Congressional appropriation of funds. Therefore, awards under this program are subject to the availability of a Congressional appropriation. 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:

Service Area Population	Budget Cap
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 service 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 the Director of the Office on Violence Against Women.

- Applicants **may not** allocate any funds for building renovations. This includes such seemingly minor things as painting or carpeting.

- 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 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 which 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 <u>all</u> 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 OJP's 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.**

A Sample Budget Detail Worksheet is included in Appendix C of this solicitation. The budget and budget narrative should be submitted online as one attachment. When preparing these items, please use the Budget Detail Worksheet as a guide and be sure to include all necessary budget categories. The budget 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.

The following must be included in your hard copy. If you have electronic signed copies, they also may be included as attachments on grants.gov.

Memorandum of Understanding (MOU): 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. Section 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 community-based organizations that represent the views and concerns of domestic violence victims; and
- Other community agencies or organizations that will collaborate to implement the project.

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, 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.

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

Letter of Nonsupplanting
Applicants must submit a letter to OVW's Director, Diane M. Stuart, certifying that Federal funds will not be used to supplant State or local funds should a grant award be made. Please refer to Appendix D 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.
.

Additional Program Requirements

Technical Assistance
Grant recipients are required to work collaboratively with staff from OVW and OVW designated technical assistance providers. Grant recipients will be asked to identify advocates from local sexual assault and domestic violence victim services programs, law enforcement officers, prosecutors, judges, and other representatives from the criminal justice system and the community to participate in technical assistance events. Individuals attending mandatory technical assistance events do not have to be grant-funded personnel. Participation in technical assistance events will often involve out-of-state travel, therefore applicants are required to include funds in the project budget to support travel costs associated with these activities.

Technical Assistance set-aside funds are only to be used to cover travel costs to attend trainings provided by OVW designated technical assistance providers. These providers offer a full range of training opportunities throughout the year. If awarded, the jurisdiction will be required to send representatives to at least four (4) trainings during the twenty-four month project period. Requests for training other than OVW-sponsored trainings will be reviewed and approved on a very limited case-by-case basis.

Performance Measurement
There are two statutory requirements that require OVW grantees to collect and maintain data that measures the effectiveness of the funded projects. First, the Government

Performance and Results Act of 1993 (GPRA) requires agencies to report on the results of government programs and activities. Second, the Violence Against Women Act of 2000 mandates that all OVW grant recipients report on the effectiveness of their programs. To address these statutory requirements, OVW has developed a Grants to Encourage Arrest Policies and Enforcement of Protection Orders Program semi-annual Progress Report that requests specific data on grantee activities. Information that grantees must collect for this progress report includes: 1) number of persons served; 2) number of persons seeking services who could not be served; 3) the number and percentage of arrests relative to the number of police responses to domestic violence incidents; 4) the number of protection orders issued; 5) the number of victim advocates supported by grant funding; 6) the number of people trained (by profession); and 7) the number policies developed/revised.

Reporting Requirements

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

Suspension or Termination of Funding

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

- The requirements of VAWA and statutory objectives of the Arrest Program;
- Timely submission of quarterly Financial Status Reports;
- Timely submission of semi-annual Progress Reports;
- The regulations and/or guidelines issued for the Arrest Program and any other regulations applicable to OVW grantees; or
- The application submitted in accordance with the provisions of VAWA or any other applicable Federal Act.

OVW will provide reasonable notice of its intent to impose sanctions and will attempt informally to resolve the problem. Hearing and appeal procedures will follow those in the Department of Justice regulations at 28 CFR Part 18. References to the Office of Justice Programs and its components are deemed to refer to the Office on Violence Against Women. The responsible agency official, as defined by 28 CFR § 18.3(h), is the Director, Office on Violence Against Women.

Single Point of Contact Review

Executive Order 12372 requires applicants from State and local units of government or other organizations providing services with a State to submit a copy of the application to the State Single Point of Contact (SPOC) if one exists, and if this program has been selected for review of the State. Applicants must contact the State SPOC to determine if the program has been selected for State review. The date that the application was sent to the SPOC or the reason such submission is not required should be indicated on

the Form SF-424. The list of SPOCs can be found at:
http://www.whitehouse.gov/omb/grants/spoc.html.

Civil Rights Compliance

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

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

National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI of the Civil Rights Act and the Omnibus Crime Control and Safe Streets Act, recipients are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including interpretation and translation services, where necessary. Grantees are encouraged to consider the need for language services for LEP persons served or encountered both in developing their proposals and budgets and in conducting their programs and activities. Reasonable costs associated with providing meaningful access for LEP individuals are considered allowable program costs. The U.S. Department of Justice has issued guidance for grantees to assist them in complying with Title VI requirements. The guidance document can be accessed on the Internet at **www.lep.gov** or by contacting the Office of Justice Program's Office for Civil Rights at (202) 307-0690, or by writing to the following address:

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

Anti-Lobbying Act

In 2002, the Anti-Lobbying Act, 18 U.S.C. § 1913, was amended to expand significantly the restriction on use of appropriated funding for lobbying. This expansion also makes the anti-lobbying restrictions enforceable via large civil penalties, with civil fines between $10,000 and $100,000 per each individual occurrence of lobbying activity. These restrictions are in addition to the anti-lobbying and lobbying disclosure restrictions imposed by 31 U.S.C. § 1352. All applicants must understand that no federally-appropriated funding made available under this grant program may be used, either directly or indirectly, to support the enactment, repeal, modification or adoption of any law, regulation, or policy, at any level of government, without the express approval of OVW. Any violation of this prohibition is subject to a minimum $10,000 fine for each occurrence. This prohibition applies to all activity, even if currently allowed within the parameters of the existing OMB circulars.

How To Apply

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

A complete application should include the following:

- The SF-424;
- Standard Assurances and Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug Free Workplace Requirements;
- The 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.

The following documents must be submitted via Grants.gov;

- The SF-424;
- Standard Assurances and Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug Free Workplace Requirements;
- The project abstract and project narrative, and for continuation applicants, the status of the project; and
- The budget, budget summary, and budget narrative.

Note: The Catalog of Federal Domestic Assistance number for the Grants to Encourage Arrest Policies and Enforcement of Protection Orders Program is 16.590.

Detailed instructions on how to use the Grants.gov system to submit your application online are available at OVW's web page, www.usdoj.gov/ovw. 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 11, 2006, to:**
The Office on Violence Against Women
Aspen Systems 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 trackable 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 U.S. Postal Service are not acceptable.

A complete application must include the following:

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

Applicants that fail to submit the required hard copy original will not be considered for funding.

Application Due Date

Application must be electronically received by the close of business (5:30 p.m. EST) on **January 11, 2006.** The application attachments (e.g., MOU, Letter of Non-Supplanting, etc) must be included in the hard copy original. The hard copy original must be sent to OVW c/o Aspen Systems Corporation at the address provided above via overnight delivery postmarked not later than **January 11, 2006.** Applicants should retain proof of timely submission.

We recommend that you register through Grants.gov at least three weeks before the application due date, or no later than **December 20, 2005.** All applicants must receive

confirmation of eligibility that they are eligible to submit an application through Grants.gov prior to completing the application submission process.

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

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 2006 Grants to Encourage Arrest Policies and Enforcement of Protection Orders Program.

Name:

Date:

Position:

Organization:

Address:

City/State/Zip:

Phone:

FAX:

E-mail:

Please FAX to:
Office on Violence Against Women
ATTN: The Arrest Program
202/541-5818

Please submit by December 7, 2005

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 which do not meet all eligibility requirements at the time of application will not be considered for funding. While all other applicants have until the end of their next legislative session to fulfill the certification provisions, applicants must certify that these will be met by such date.**

    - **If your jurisdiction is compliant with all statutory eligibility requirements, please refer to "Sample Letter of certification of Eligibility #1"on page 28.**

    - **If your jurisdiction is a new applicant as defined on page 7 and not currently compliant with one or more of the certification requirements, please refer to "Sample Letter of Certification of Eligibility #2" on page 29. For the purpose of this letter, the "next legislative session" is the first legislative session which 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.**

- **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 #2006-XXXXX-XX-XX

Dear Ms. Stuart

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

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.

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 #2006-XXXXX-XX-XX

Dear Ms. Stuart

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 06 Arrest Program Solicitation and certify to the following:

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

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

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

Sincerely,
[chief executive officer]

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.

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.

Name/Position	Computation	Cost
Ellen Smith, Investigator	($50,000 x 100% x 2)	$100,000
1 advocate	($50,000 x 100% x 2)	$100,000
Administrative Assistant	($40,000 x 50% x 2)	$40,000
		$240,000
Cost of living increase	($120,000 x 2% x 1yr)	$2,400
Overtime per investigator	($37.5/hr x 200 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 $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.

Name/Position	Computation	Cost
Investigator, 1 Advocate & Admin. Asst.		
Employer=s FICA	$242,400 x 7.65%	$ 18,544
Retirement	$242,400 x 6%	$ 14,544
Health Insurance	$242,400 x 12%	$ 29,088
Workman=s Compensation	$242,400x 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	$ 67,748

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.

Purpose of Travel	Location	Item	Computation	Cost
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)	$ 420

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)	$ 525

4 trips, Investigator & 2 Advocates

Airfare	**(3 persons x 4 trips x $525)**	**$ 6,300**
Lodging	**(3 persons x 4 trips x $75/nightsX 4 nights)**	**$ 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 $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.

Item	Computation	Cost
3 -Pentium III Processor	**($2,000 x 3)**	**$6,000**
Video Camera		**$1,000**

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

TOTAL $ 7,000

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

Supply Items	Computation	Cost
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 $ 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.

Purpose	Description of Work	Cost

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

Name of Consultant	Service Provided	Computation	Cost
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.)

Item	Location	Computation	Cost
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.

Item	Cost
Not applicable	Subtotal 0
	TOTAL $ 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.

Description	Computation	Cost
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	$ 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.

Description	Computation	Cost
		TOTAL 0

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

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

Federal Request	$ 380,848
Non-Federal Amount	$ NA

Appendix D – Sample Certification of Nonsupplanting

[Applicant Letterhead]

[date]

Diane Stuart
Director
Office on Violence Against Women
800 K Street, NW, Suite 920
Washington, DC 20530

Dear Ms. Stuart:

[Applicant] certifies that any funds awarded through the Grants to Encourage Arrest Policies and Enforcement of Protection Orders Program will be used to supplement existing funds for program activities and will not replace (supplant) non-federal funds that have been appropriated for the purpose of providing assistance to victims of domestic and dating violence. The [name of applicant] understands that supplanting violations can result in a range of penalties, including suspension of future funds under this program, suspension or debarment from federal grants, recoupment of monies provided under this grant, and civil and/or criminal penalties.

Sincerely,

[Applicant's Authorizing Official]

Appendix E Step-by-Step Guide to Grants.Gov

How to Apply

OJP is participating in the e-Government initiative, one of 25 initiatives included in the President's Management Agenda. Grants.gov, part of this initiative, is a "storefront" that provides a unified process for all customers of federal grants to find funding opportunities and apply for funding. This fiscal year, OJP is requiring that all discretionary, competitive grant programs be administered through Grants.gov. Application attachments submitted via Grants.gov must be in one of the following formats: Microsoft Word (*.doc), PDF (*.pdf), or text (*.txt).

If you experience difficulties at any point during this process, please call the Grants.gov customer support hotline at **1–800–518–4726**.

The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is [CFDA#], titled "[CFDA Title]."

Step 1: Registering

Note: Registering with Grants.gov is a one-time process; however, if you are a first time registrant **it could take 3-5 business days to have your registration validated, confirmed, and receive your user name and password**. It is highly recommended you start the registration process as early as possible to prevent delays in submitting your application package to our agency by the deadline specified. While your registration is pending, you may continue with steps 2, 3, and 4 of these instructions. Registration must be complete for you to be able to submit (step 5) and track (step 6) an application.

e-Business Point of Contact:
Grants.gov requires an organization to first be registered in the Central Contract Registry (CCR) before beginning the Grants.gov registration process. If you plan to authorize representatives of your organization to submit grant applications through Grants.gov, proceed with the following steps. If you plan to submit a grant application yourself and sign grant applications and provide the required certifications and/or assurances necessary to fulfill the requirements of the application process, proceed to DUNS Number and then skip to the Authorized Organization Representative and Individuals section.

- Go to www.grants.gov, and click on the "Get Started" tab at the top of the screen.

- Click the "e-Business Point of Contact (POC)" option and click the "GO" button on the bottom right of the screen.

  If you have already registered with Grants.gov, you may log in and update your profile from this screen.

- To begin the registration process, click the “Register your Organization [Required]” or “Complete Registration Process [Required]” links. You may print a registration checklist by accessing www.grants.gov/assets/OrganizationRegCheck.pdf.

DUNS Number:

- You must first request a Data Universal Numbering System (DUNS) number. Click “Step 1. Request a DUNS Number.” If you are applying as an individual, please skip to “Authorized Organization Representative and Individuals.” If you are applying on behalf of an organization that already has a DUNS number, please proceed to “Step 2. Register with Central Contractor Registry (CCR).” You may obtain a DUNS number at no cost by calling the dedicated toll-free DUNS number request line at 1–866–705–5711.

Central Contractor Registry (CCR):

Note: Registering with the CCR, updating or changing your profile could take up to 24 hours to be confirmed and validated. This delay could prevent your application from being submitted by the deadline specified, so you should register or make changes to your profile as early in the process as possible

Once you have a DUNS number, click on “Step 2. Register with Central Contractor Registry (CCR).” Here you are required to designate an individual as a point of contact. This point of contact is the sole authority for the organization and has the capability of issuing or revoking another individual’s authority to submit grant applications through Grants.gov.

A registration worksheet is provided to assist in the CCR registration process at www.ccr.gov/CCRRegTemplate.pdf. It is recommended you review the “Tips for registering with the CCR” at the bottom of this template.

- Go to www.ccr.gov or click on the CCR icon in the middle of the screen to begin the registration process. To see if your organization is already registered, click “Search CCR” at the top left side of the screen. Search entries must be exact to accurately search the database. If your organization is already registered, you can scroll down and see who the e-Business POC is for your agency. If your organization is not already registered, return to the CCR home page and click “Start New Registration” at the top left of the screen.

- If you have problems or questions about the CCR registration process, please contact the CCR Assistance Center at 1–888–227–2423.

- Once your registration is complete, you will receive an e-mail with a Trading Partner Identification Number (TPIN) and Marketing Partner Identification Number (MPIN) number. You will need the MPIN number to register with Grants.gov. If your organization is already registered with the CCR, you will need to obtain the MPIN number from your e-Business POC.

Authorize your Organization Representative:

- Click “Step 3. Authorize your Organization Representative.” Follow steps 1-4. You will need your DUNS + 4 digit number and the MPIN number CCR e-mailed to you.

Log in as e-Business Point of Contact:

- You may now go to “Step 4. Log in as e-Business Point of Contact.” Here you may authorize or revoke the authority of the Authorized Organization Representative (AOR).

- Once you are logged in, go to Step 2. Downloading the Application Viewer, below.

Authorized Organization Representative and Individuals:
If you plan to submit a grant application as an individual or an Authorized Organization Representative, with authority to sign grant applications and the required certifications and/or assurances necessary to fulfill the requirements of the application process, proceed with the following steps.

- Go to www.grants.gov and click on the "Get Started" tab at the top of the screen.

- Click the "Authorized Organization Representative (AOR)" option and click the "GO" button to the bottom right of the screen. If you are applying as an individual, click the "Individuals" option and click the "GO" button to the bottom right of the screen.

- If you have previously registered as an AOR, you may start searching for this grant opportunity from this page. Otherwise, you must complete the first-time registration by clicking "Complete First-Time Registration [Required]." You also may click on "Review Registration Checklist" and print a checklist for the following steps (see www.grants.gov/assets/AORRegCheck.pdf).

- Individuals may click the "registration checklist" for help in walking through the registration process.

Credential Provider:
Once you have entered the registration process, you must register with the credential provider, to safeguard the security of your electronic information. You must have your agency's or individual DUNS + 4 digit number to complete this process. Now, click on "Step 1. Register with a Credential Provider." Enter your DUNS number and click "Register." Once you have entered the required information, click the "Submit" button.

- If you should need help with this process, please contact the Credential Provider Customer Service at 1–800–386–6820.

- It can take up to 24 hours for your credential provider information to synchronize with Grants.gov. Attempting to register with Grants.gov before the synchronization is complete may be unsuccessful.

Grants.gov:
- After completing the credential provider steps above, click "Step 2. Register with Grants.gov." Enter the same user name and password used when registering with the credential provider. You will then be asked to provide identifying information and your organization's DUNS number. After you have completed the registration process, Grants.gov will notify the e-Business POC for assignment of user privileges.

- Complete the "Authorized Organization Representative User Profile" screen and click "Submit."

Note: Individuals do not need to continue to the "Organizational Approval" step below.

Organization Approval:
- Prior to submitting a grant application package, you must receive approval to submit on behalf of your organization. This requirement prevents individuals from submitting grant

application packages without permission. A notice is automatically sent to your organization's e-Business POC. Then, your e-Business POC approves your request to become an AOR. You may go to www.ccr.gov to search for your organization and retrieve your e-Business POC contact information.

- Once organization approval is complete, you will be able to submit an application and track its status.

Step 2: Downloading the Application Viewer

Note: You may download the PureEdge Viewer while your registration is in process. You also may download and start completing the application forms in steps 3 and 4 below. This application viewer opens the application package needed to fill out the required forms. The download process can be lengthy if you are accessing the Internet using a dial-up connection.

- From the Grants.gov home page, select the "Apply for Grants" tab at the top of the screen.

- Under "Apply Step 1: Download a Grant Application Package and Applications Instructions," click the link for the PureEdge Viewer (www.grants.gov/DownloadViewer). This window includes information about computer system requirements and instructions for downloading and installation.

  If you are a Macintosh user, please read the PureEdge Support for Macintosh white paper available at www.grants.gov/GrantsGov_UST_Grantee/!SSL!/WebHelp/MacSupportforPureEdge.pdf.

- Scroll down and click on the link to download the PureEdge Viewer (www.grants.gov/PEViewer/ICSViewer602_grants.exe).

- You will be prompted to save the application. Click the "Save" button and the "Save As" window opens. Select the location where you would like to save PureEdge Viewer and click the "Save" button.

- A window appears to show the progress of the download. When the downloading is complete, click to close the dialog box.

- To install the PureEdge Viewer, locate the file on your computer and click to open it. When you are prompted to run the file, click "RUN." Click "Yes" to the prompt to continue with the installation. The ICS InstallShield Wizard extracts the necessary files and takes you to the "Welcome" page.

- Click "Next" to continue.

- Read the license agreement and click "Yes" to accept the agreement and continue the installation process. This takes you to the "Customer Information" screen.

- Enter a User Name and a Company Name in the designated fields and click "Next."

- The “Choose Destination Location” window prompts you to select the folder in which PureEdge Viewer will be installed. To save the program in the default folder, click “Next.” To select a different folder, click “Browse.” Select the folder in which you would like to save the program, click on “OK,” then click “Next.”

- The next window prompts you to select a program folder. To save program icons in the default folder, click “Next.” To select a different program folder, type a new folder name or select one from the list of existing folders, then click “Next.” Installation will begin.

- When installation is complete, the “InstallShield Wizard Complete” screen will appear. Click “Finish.” This will launch the “ICS Viewer Help Information” window. Review the information and close the window.

Step 3: Downloading an Application Package

- Once you have downloaded the PureEdge Viewer, you may download and view this application package and solicitation instructions.

- From the Grants.gov home page, select the “Apply for Grants” tab at the top of the screen.

- Click “Apply Step 1: Download a Grant Application Package and Application Instructions.”

- Enter either the CFDA number for this announcement, [CFDA #], or this solicitation’s Funding Opportunity Number, [Funding Opportunity Number- get this from your supervisor]. Then click “Download Package.” This will take you to the “Selected Grants Application for Download” results page.

- To download an application package and its instructions, click the corresponding download link below the “Instructions and Application” column.

- Once you select a grant application, you will be taken to a “Download Opportunity Instructions and Application” screen to confirm that you are downloading the correct application. If you would like to be notified of any changes to this funding opportunity, enter your e-mail address in the corresponding field, then click the “Submit” button.

- After verifying that you have downloaded the correct opportunity information, click the “Download Application Instructions” button. This will open a PDF of this grant solicitation. You may print the solicitation or save it to your computer by clicking either the print icon at the top tool bar or the “File” button on the top tool bar. If you choose to save the file, click on “Save As” and save to the location of your choice.

- Click the “Back” Navigation button to return to the “Download Opportunity Instructions and Application” page. Click the “Download Application Package” button. The application package will open in the PureEdge Viewer.

- Click the “Save” button to save the package on your computer. Because the form is not yet complete, you will see a prompt that one or more fields may be invalid. You will complete these fields in step 4, but for now, select “Yes” to continue. After you click “Yes,” the “Save Form” window will open.

- Save the application package to your desktop until after submission. Select a name and enter it in the “Application Filing Name” field. Once you have submitted the application through Grants.gov, you may then move your completed application package to the file location of your choice.

- Click the “Save” button. If you choose, you may now close your Internet browser and complete your application package offline by double clicking the icon on your desktop. You do not have to be connected to the Internet to complete the application package in step 4 below.

Step 4: Completing the Application Package

Note: This application can be completed entirely offline; however, you will need to log in to Grants.gov to submit the application in step 5.

- Locate the application package you saved on your computer. When you open the package, it will be in PureEdge Viewer. You may save your application at any time by clicking on the "Save" button at the top of the screen.

- Enter a name for your application package in the "Application Filing Name" field. This can be a name of your choice.

- Open and complete all the mandatory and optional forms or documents. To complete a form, click to select the form, and then click the "Open" button. When you open a required form, the mandatory fields will be highlighted in yellow. If you enter incomplete information in a mandatory field, you will receive an error message or the field will turn red, indicating a change needs to be made.

  Mandatory forms include the [Here, insert the list of forms in your Grants.gov template as listed in the layout below] (1) Application for Federal Assistance (SF-424); (2) Assurances for Non-Construction Programs (SF424B); and (3) Disclosure of Lobbying Activities (SF-LLL). These forms can also be viewed at www.ojp.usdoj.gov/forms.htm. Other Mandatory forms are the (1) Project Narrative Attachment Form; (2) Budget Narrative Attachment Form; and (3) Other Attachments Form. Optional forms required for this solicitation include the Survey on Ensuring Equal Opportunity for Applicants.

- When you have completed a form or document, click the “Close Form” button at the top of the page. Your information will automatically be saved.

- Next, click to select the document in the left box entitled “Mandatory Documents.” Click the “=>” button to move the form or document to the “Mandatory Completed Documents for Submission” box to the right.

- Some mandatory documents will require you to upload files from your computer. To attach a document, select the corresponding form and click “Open.” Click the “Add Mandatory Attachment” button to the left. The “Attach File” box will open. Browse your computer to find where your file is located and click “Open.” The name of that file will appear in the yellow field. Once this is complete, if you would like to attach additional files, click on the “Add Optional Attachment” button below the “Add Mandatory Attachment” button.

- An “Attachments” window will open. Click the “Attach” button. Locate the file on your computer that you would like to attach and click the “Open” button. You will return to the “Attach” window. Continue this process until you have attached all the necessary documents. You may attach as many documents as necessary.

- Once you have finished, click the “Done” button. The box next to the “Attach at Least One Optional Other Attachment” will now appear as checked.

  Note: the name of these buttons will vary depending on the name of the form you have opened at that time; i.e., Budget Narrative, Other Attachment, and Project Narrative File.

- To exit a form, click the “Close” button. Your information will automatically be saved.

Step 5: Submitting the Application

Note: Once you have completed all the yellow fields on all the forms and saved the application on your desktop, check the application package for errors. This can be done any time throughout step 4 above and as often as you like.

- When you are ready to submit your final application package, the “Submit” button at the top of your screen will be enabled. This button will not be activated unless all mandatory data fields have been completed. When you are ready to submit your application, click on “Submit.” This will take you to a “Summary” screen.

- If your “Submit” button is not activated, then click the “Check Package for Errors” button at the top of the “Grant Application Package” screen. PureEdge Viewer will start with the first form and scan all the yellow fields to make sure they are complete. The program will prompt you to fix one error at a time as it goes through the scan. Once there are no more errors, the system will allow you to submit your application to Grants.gov.

- Review the application summary. If you wish to make changes at this time, click “Exit Application” to return to the application package, where you can make changes to the forms. To submit the application, click the “Sign and Submit Application” button.

- This will take you to a “Login” screen where you will need to enter the user name and password that you used to register with Grants.gov in “Step 1: Registering.” Enter your user name and password in the corresponding fields and click “Login.”

- Once authentication is complete, your application will be submitted. Print this confirmation screen for your records. You will receive an e-mail message to confirm that the application has been successfully uploaded into Grants.gov. The confirmation e-mail will give you a Grants.gov tracking number, which you will need to track the status of your application. The confirmation e-mail will go to the e-Business POC; therefore, if you are submitting on behalf of someone else, be sure the e-Business POC is aware of the submission and that a confirmation e-mail will be sent.

- When finished, click the “Close” button.

Step 6: Tracking the Application

- After your application is submitted, you may track its status through Grants.gov. To do this, go to the Grants.gov home page at www.grants.gov. At the very top of the screen, click on the "Applicants" link. Scroll down the "For Applicants" page and click the "Login Here" button. Proceed to login with your user name and password that was used to submit your application package.

- Click the "Check Application Status" link to the top left of the screen. A list of all the applications you have submitted through Grants.gov is produced. There are one of four status messages your application can receive in the system:

    1. **Validated:** This means your application has been scanned for errors. If no errors were found, it validates that your application has successfully been submitted to Grants.gov and is ready for the agency to download your application.

    2. **Received by Agency:** This means our agency has downloaded your application into our electronic Grants Management System (GMS) and your application is going through our validation process to be successfully received on our end.

    3. **Agency Tracking Number Assigned:** This means our GMS did not find any errors with your package and successfully downloaded your application into our system.

    4. **Rejected With Errors:** This means your application was either rejected by Grants.gov or GMS due to errors. You will receive an e-mail from Grants.gov customer support, providing details of the results and the next steps required. Most applications are rejected because: (1) a virus was detected; (2) you are using a user name and password that has not yet been authorized by the organization's e-Business POC; or (3) the DUNS number you entered on the SF-424 form does not match the DUNS number that was registered in the CCR for this organization.