



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

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

OVW Fiscal Year 2010 The Community-Defined Solutions to Violence Against Women Program (formerly the Grants to Encourage Arrest Policies and Enforcement of Protection Orders Program)

Eligibility

Applicants are limited to States, units of local government, Indian Tribal governments, and State, local, Tribal, and Territorial courts.
(See "Eligibility," page 4)

Deadline

Letters of intent to apply should be submitted by **February 3, 2010**.
All Applicants should register online with GMS by **February 3, 2010**.
All applications are due by **8:00 p.m. E.T. on February 24, 2010**.
(See "Deadline: Application," page 4)

The Community Defined Solution/Arrest Program application due date has been extended by one week due to the extenuating weather circumstances throughout the country.

The new GMS registration deadline is Monday, February 22nd. The new application due date is Wednesday, February 24th.

Contact Information

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

In 2010 OVW applications will be submitted through the Office of Justice Programs Grants Management System (GMS). For further information and assistance, please see <http://www.ovw.usdoj.gov/docs/gms-application.pdf>

CONTENTS

<u>Overview of the OVW Community-Defined Solutions to Violence Against Women Program</u>	p. 3
<u>Deadline: Letter of Intent</u>	p. 4
<u>Deadline: Registration</u>	p. 4
<u>Deadline: Application</u>	p. 4
<u>Eligibility</u>	p. 4
<u>OVW Community-Defined Solutions Program Specific Information</u>	p. 7
• Types of Applicants	p. 7
• Availability of Funds	p. 7
• Award Period	p. 7
• Award Amounts	p. 7
• Program Scope	p. 8
• Activities That May Compromise Victim Safety and Recovery	p. 11
• Unallowable Activities	p. 12
<u>Performance Measures</u>	p. 12
<u>How To Apply</u>	p. 12
<u>What An Application Must Include</u>	p. 12
• Application for Federal Assistance	p. 13
• Standard Assurances and Certifications	p. 13
• Financial Accounting Practices	p. 13
• Summary Data Sheet	p. 13
• Status of Current OVW Community-Defined Solutions Projects	p. 14
• Proposal Abstract	p. 14
• Summary of Current OVW Projects	p. 14
• Project Narrative	p. 15
• Budget Detail Worksheet and Narrative	p. 18
• Memorandum of Understanding (MOU)	p. 20
• Letter of Nonsupplanting	p. 21
• Indirect Cost Rate Agreement	p. 21
<u>Selection Criteria</u>	p. 21
<u>Review Process</u>	p. 22
<u>Additional Requirements</u>	p. 23
<u>Application Checklist/Appendices</u>	p.24-29

OVW Community-Defined Solutions to Violence Against Women Program (CFDA# 16.590)

Overview

This solicitation contains information on how to apply for the Community-Defined Solutions to Violence Against Women Program. For general information on applying for all OVW grant programs, please see the OVW Fiscal Year 2010 Grant Program Solicitation Reference Guide (Reference Guide) at <http://www.ovw.usdoj.gov/grants-resource-guide.htm> . All applicants should read carefully both this solicitation and the Reference Guide before beginning the application process.

About the OVW Community-Defined Solutions to Violence Against Women Program

The Community-Defined Solutions to Violence Against Women Program (hereinafter referred to as the Community-Defined Solutions/Arrest Program) recognizes that sexual assault, domestic violence, dating violence, and stalking¹ are crimes that require the criminal justice system to hold offenders accountable for their actions through investigation, arrest, and prosecution of violent offenders, and through close judicial scrutiny and management of offender behavior.

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

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

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

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

Deadline: Letter of Intent

If you intend to apply for Fiscal Year (FY) 2010 funding under this program, we encourage you to submit a letter stating that you intend to apply for funding. **The letter will not obligate you to submit an application.** Please see http://www.ovw.usdoj.gov/docs/sample_letter_of_intent.pdf for a sample letter. The letter should be submitted to OVW by **February 3, 2010**. You may send the letter to OVW at ovw.communitydefinedsolutions@usdoj.gov. OVW will use these letters to predict the number of peer review panels needed to review the applications. You **can** still submit an application for funding if you do not submit a Letter of Intent.

Deadline: Registration

The GMS registration deadline is **February 3, 2010**. For more information on the process of registering and applying in GMS, please see the [Reference Guide](#) at pages 13-15.

Deadline: Application

An application submission is complete if (a) a hard copy of the entire application, with original signatures, has been submitted via overnight delivery by the deadline and (b) the application has been submitted through GMS.

The deadline for applying for funding under this announcement is **February 17, 2010, 8:00 p.m. E.T.** A hard copy must be sent via an overnight delivery method, post-marked by **February 17, 2010** to:

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

Applicants are strongly encouraged to submit their applications well in advance of the deadline, in order to ensure a successful submission through GMS. For information on OVW's policy for late applications, please see the [Reference Guide](#) at pages 15-16.

Eligibility

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

By statute, eligible entities for this program are:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

A Special Condition will be added to all Community-Defined Solutions/Arrest Program grants to States and units of local government that are funded in Federal Fiscal Year 2010 to ensure compliance with the HIV testing certification listed above. It is not necessary to address HIV testing in the certification letter signed by your Authorizing Official; however you may submit it with your application if you are already compliant.

OVW Community-Defined Solutions to Violence Against Women Program – Specific Information

Types of Applicants

In FY 2010, OVW will accept applications for the Community-Defined Solutions/Arrest Program from applicants who are not currently receiving funds through the Arrest Program and current Arrest grantees whose projects will expire before **February 17, 2010**. Grantees who received new or supplemental Arrest funding for 24 months in Federal Fiscal Year 2009 are not eligible to apply. All other grantees who are current recipients of Arrest Program funds are eligible to apply for continuation or supplemental funding to support on-going activities or to enhance their project for an extended period of time. OVW has the discretion to make a supplemental or new award to a current grantee based on the project end date of the current award and the funding remaining in the current award at the time the application is submitted. **Grantees should note that continuation or supplemental funding is not guaranteed.**

Availability of Funds

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

Award Period

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

Award Amounts

Applicants should carefully consider the resources needed to successfully implement the project proposed and present a realistic budget that accurately reflects project costs. Community-Defined Solutions/Arrest Program funds for FY 2010 will be awarded based on the following guidelines:

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

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

500,001 to 900,000
Over 900,000

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

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

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

Program Scope

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

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

Statutory Program Purposes

By statute, funds under the Community-Defined Solutions/Arrest Program may be used for the following purposes:

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

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

Program Priority Areas

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

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

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

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

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

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

OVW also has an interest in initiatives that address sexual assault, domestic violence, dating violence, and/or stalking among diverse and traditionally underserved populations, such as:

- Indian and Alaskan Native individuals;
- Individuals from other diverse racial and cultural communities including immigrants; and
- Gay, Lesbian, Bisexual, Transgender and Questioning (GLBTQ) individuals;
- Individuals with Disabilities;
- Individuals experiencing abuse in later life;

In addition, OVW has an interest in projects that:

- Develop Sexual Assault Response Teams (SART) and support Sexual Assault Nurse Examiners (SANE/SAFE) along with collaborating or partnering with sexual assault victim advocates to actively respond to sexual assault victims and provide them with immediate and long-term counseling services;
- Develop and implement risk/danger assessments to address issues of victims who are considered to be in high risk of lethality in relationships;
- Develop a specialized unit to provide intense supervision and monitoring of domestic violence and sexual assault offenders. This must include a team member from the non-profit project partner;
- Develop new and/or enhanced existing protection order policies and/or protocols that support victims of dating violence (e.g., victims of dating violence who do not cohabit or have a child in common).
- Provide basic and advanced training and services that address the intersection of domestic violence and prisoner re-entry, providing advocacy services to battered women convicted of crimes, victims of prison rape, and women whose batterers are returning from prison.

Program Guidelines

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

Direct Legal Representation

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

Prevention Activities

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

Family Violence

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

Children

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

Activities That May Compromise Victim Safety and Recovery

The following is a list of activities that have been found to decrease victim safety, deter or prevent physical and emotional healing for victims, or allow offenders to escape responsibility for their actions. OVW strongly encourages you **not** to include these activities in your application for funding:

- Automatic pre-trial diversion programs;
- Mediation or counseling for couples as a systemic response to domestic violence;
- Operating domestic violence batterer intervention programs that are not court-ordered or court-monitored;
- Utilizing anger management classes instead of batterer intervention programs;
- Requiring victims of sexual assault, domestic violence, dating violence, or stalking to file for a protection order or file criminal charges against their abuser as a condition of receiving services;
- Using practices or procedures that fail to protect the confidentiality and safety of victims;(e.g., not utilizing advocates for safety planning, unsafe ways/means of contacting victims);
- Referring victims to Child Protection Services solely for failure to protect their minor child from witnessing domestic violence; and

- Procedures that would penalize victims of violence for failure to testify against their abusers or impose other sanctions on victims. Rather, procedures that provide victims with the opportunity to make an informed choice about whether to testify are encouraged.

Activities that compromise victim safety and recovery will be a factor reviewed during the OVW internal review. Applications may be considered out of scope if significant activities are included that could compromise victim safety and recovery.

Unallowable Activities

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

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

Performance Measures

All OVW grantees are required to submit semi-annual progress reports, which will be provided to you should you be selected for an award.

For more information, see the [Reference Guide](#) at pages 17-20.

How to Apply

See the [Reference Guide](#) at pages 13-17 for information regarding “how to apply.”

What an Application Must Include

Applicants must complete each of the following sections as part of their response to this solicitation. **It is the responsibility of the applicant to ensure that its application is complete by the deadline. OVW will remove the application from consideration prior to peer review if the application is substantially incomplete or received after the deadline without prior permission as described in the [Reference Guide](#) at pages 15-16.** For each section listed below, please note the corresponding maximum point value that may be assigned during the peer review scoring process. The application should follow the order below for easy reading. Peer reviewers will not receive any additional materials submitted beyond those required. For example, if an application includes a narrative that is 25 pages, the last five pages will be removed prior to peer review.

Applications must use the following page format requirements:

- Double spaced (except that any included graphs and charts may be single-spaced)
- 8½ x 11 inch paper
- One inch margins
- Type no smaller than 12 point, Times New Roman font
- Include a brief Summary Data Sheet

- Include a Project Abstract (please limit to one page)
- Include a list of all current OVW projects as described below (if applicable)
- No more than 20 pages for the Project Narrative (item VII below)
- Word processing documents must be in the following formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt).

Sections I through XIII below describe the specific elements of a complete application.

I. Application for Federal Assistance (SF-424)

Please see the [Reference Guide](#) at page 6 for additional information. This form will be filled out online and you should print out a copy for your hard copy submission.

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

Please see the [Reference Guide](#) at page 7 for additional information. These forms will be filled out online and you should print out copies for your hard copy submission.

III. Financial Accounting Practices

Each applicant must prepare a response to the following questions. This section of your application should be no more than two pages and should be a separate attachment to the application in GMS and a separate section in the hard copy.

- Will all funds awarded under this program be maintained in an account that is separate and distinct from other sources of revenue/funding?
- Does the applicant have written accounting procedures?
- What type of inventory system does the applicant have in place?
- Does the applicant's current accounting system allow the applicant to separately track grant draw-downs and expenditures?
- Does the applicant have a risk management assessment process in place to identify and mitigate potential risks?
- What is the applicant's records retention policy?
- Has the individual primarily responsible for fiscal oversight attended a Fiscal Management Training Seminar put on by a U.S. government agency? If yes, when and which government agency?

IV. Summary Data Sheet (5 Points)

Please list the following information on a single page. The Summary Data Sheet should be a separate attachment to the application in GMS and a separate section in the hard copy.

- Name, title, address, phone number, and e-mail address for the authorized representative (Please see the [Reference Guide](#) at page 6 for more information on who can be an authorized representative).
- Name, title, address, phone number, and e-mail address for the grant point-of-contact.
- Whether the agency has expended \$500,000 in Federal funds in the past fiscal year. Please specify the end date of the fiscal year.

- A list of other Federal grant programs from which the applicant agency currently receives funding or for which it has applied in Federal Fiscal Year 2010;
- The agency and type of agency (i.e., local government, State government, Tribal government, State, or local court) applying for funding;
- The nonprofit, non-governmental victim services program collaborating on this project;
- Whether this is a new or continuation application;
- Whether this project is a local, Tribal, multi-jurisdiction (involving 10 or more counties), statewide, regional (multiple states), Tribal consortium, or court project;
- The regional area(s) (city, town, Tribal area, county, parish) where this project will be implemented; and
- The Community-Defined Solutions/Arrest Program Statutory Purpose Areas and Priority Areas, if any, addressed by this proposal. Applicants are not required to address a Priority Area.

V. Status of Current OVW Community-Defined Solutions/Arrest Projects

Only applicants for continuation funding need to complete this section. Applications that do not meet the criteria below may receive a deduction in points.

Please provide the following information on the status of current OVW Community-Defined Solutions/Arrest Program projects, on no more than 2 pages. This section should be provided on separate pages as it is a separate section from the program narrative and does not count toward the page limits of the narrative. This should be a separate attachment to the application in GMS and a separate section in the hard copy. State what has been accomplished with previous funding under the Community-Defined Solutions/Arrest Program, including the following:

- A description of the goals and objectives from the prior grant period and a brief discussion of the status of the existing project;
- The status of any project products;
- Any unanticipated obstacles to project implementation;
- The approximate unobligated amount of award funds remaining as of January 31, 2010, the anticipated timeline for expenditure of all remaining funds within the grant award period, whether the grantee anticipates requesting a no-cost extension of the award, and the likely timeline for such a request;
- A description of the grantee's efforts to sustain part or all of the current project without Federal funds; and
- A list of all OVW-sponsored technical assistance events attended during the most recent project period of the current award, including the title, location and date(s) of each.

This section should be as clear and succinct as possible.

VI. Proposal Abstract

The Proposal Abstract should provide a short and accurate summary of your proposed project including its goals and objectives. Please do not summarize past accomplishments in this section. The Proposal Abstract should be a single page and should be a separate attachment to the application in GMS and a separate section in the hard copy.

The Proposal Abstract **must not** be submitted on the same page as the Summary Data Sheet.

VII. Summary of Current OVW Projects

For each current OVW Project, as defined in the OVW [Reference Guide](#) at page 7, please provide the following information:

- Identify grant by program, award number, and project period.
- Specify the total funds remaining in each grant as of the date of application.
- Provide the total funds remaining in each grant in the Personnel, Contracts/Consultants and Travel categories as of the date of application.
- List the names, dates, and locations of all OVW-sponsored training and technical assistance events in which project staff or project partners participated during the current grant award period.

This section should be clear and succinct. This should be a separate attachment to the application in GMS and a separate section in the hard copy.

In addition to this information, OVW will evaluate the performance of the applicant in all current grants as a factor in the consideration of this application. Please note that applicants that have previously been OVW grantees and have failed to meet grant deadlines, failed to comply with financial requirements, or failed to comply with special conditions from previous grants may not be considered for funding.

VIII. Project Narrative (Total 60 Points)

The following narrative should be a separate attachment to the application in GMS and a separate section in the hard copy. The Project Narrative may not exceed 20 pages in length, double-spaced. Please number the pages of your narrative.

A. Purpose of Application (10 points)

This section should briefly:

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

This section will be rated on the following criteria:

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

B. What Will Be Done (40 points)

This section should briefly:

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

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

This section will be rated on the following criteria:

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

C. Who Will Implement the Project (10 points)

This section should briefly:

- Identify the agency(ies) or office(s) responsible for implementing the project;
- Identify all of the intended project partners, specifying their respective roles and responsibilities, and the collaborative relationship to be developed or enhanced;
- Provide a description of the expertise or experience of key staff. Position descriptions and resumes that are available should be appended to the application.

Applicants under this program may not issue a Solicitation/RFP redistributing these funds after receiving an award.

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

Victim service organizations should meet all of the following criteria:

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

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

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

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

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

This section will be rated on the following criteria:

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

D. Sustainability Plan (No Points)

This section should briefly:

- Describe a deliberate planning effort;
- Describe the leveraging of resources within your own jurisdiction;
- Incorporate “Creative” and “Innovative” thinking;
- The extent to which the applicant proposes a feasible plan describing the commitment and capacity to continue the project if Federal funding through the Community-Defined Solutions/Arrest program were no longer available.

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

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

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

For more information and samples, please see the [Reference Guide](#) at pages 9-12. The Budget Worksheet and Narrative should be one attachment to the application in GMS and a separate section in the hard copy.

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 participate in project development, training, and implementation. The budget **must** include compensation for all services rendered by project partners, including nonprofit, nongovernmental sexual assault and/or domestic violence victim services programs and State and Tribal sexual assault and/or domestic violence coalitions.

Budget Limits

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	\$1,000,000

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

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

Budget Requirements

For budget guidelines, see the [Reference Guide](#) at pages 9-12. Following is additional guidance specific to this program:

Training and Technical Assistance

All applicants **are required** to allocate funds in the amount of \$15,000 (applicants from Alaska, Hawaii, and U.S. territories should allocate \$30,000 to account for higher travel costs) to support travel costs associated with technical assistance and capacity-building activities sponsored by OVW-designated technical assistance providers. Please see the [Reference Guide](#) at page 10 for more information on this requirement.

- Applicants **may not** allocate any funds for the following unallowable costs: uniforms, weapons, automobiles, and security systems.
- Applicants should include only salary and fringe costs for staff if they work directly for the eligible applicant in the "Personnel" category. Otherwise, the salary and fringe benefits should be included in the "Consultants/Contracts" category.

A Sample Budget Detail Worksheet is available at:

http://www.ojp.usdoj.gov/funding/forms/budget_detail.pdf . When preparing the Worksheet and Narrative, please use the Sample Budget Detail Worksheet as a guide and be sure to include all necessary budget categories as outlined in the Worksheet. The budget 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 budget narrative should support all costs included in the budget and justify the purpose of the costs in relationship to fulfilling the overall objective of the project. The narrative should also include a description of services being performed and how the cost is determined.

This section will be rated on the following criteria:

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

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

X. Memorandum of Understanding (MOU) (Total 20 points)

Applicants are required to submit an MOU that demonstrates they have consulted and coordinated in a meaningful way with nonprofit, nongovernmental sexual assault and domestic violence programs. OVW requires this to be done by the submission of an MOU. The MOU should be a single attachment to the application in GMS and a separate section in the hard copy.

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

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

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

The MOU must do the following:

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

In addition, OVW requires all grantees to complete a Semi-Annual Progress Report which may involve input from some or all project partners. In developing the MOU, applicants are encouraged to include a statement of the roles and responsibilities each organization would

assume in meeting grant report requirements. For more information on these requirements, please refer to the section titled "Performance Measurement" at page 13

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

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

This section will be rated on the following criteria:

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

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

XI. Letter of Nonsupplanting

Applicants must submit a letter to OVW's Director, signed by the Authorized Representative, certifying that Federal funds will not be used to supplant State or local funds should a grant award be made. Please refer to http://www.ovw.usdoj.gov/docs/nonsup_letter.pdf for a sample letter. This should be a separate attachment to the application in GMS and a separate section in the hard copy.

XII. Indirect Cost Rate Agreement

Applicants that have established a federally-approved indirect cost rate may request indirect costs to support the project. Please include a copy of a current, signed Federally-approved indirect cost rate agreement. If you need additional information on this requirement, you may go to <http://www.ojp.gov/financialguide/part3/part3chap17.htm>. This should be a separate attachment to the application in GMS and a separate section in the hard copy.

XIII. Letter of Certification

All applicants are required to certify to a list of conditions. The certification requirements can be found on pages 5-7 of the Solicitation.

XIV. A Jurisdiction-Service Area Map

Applicants must include a service area map identifying the area to be served.

Selection Criteria

All applications will be rated on the criteria described in each section above. The total points possible for an application are 100 (5 points for Summary Data Sheet, 60 points for Narrative, 15 points for Budget, and 20 points for the MOU).

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 OVW grant funds have been limited to program purpose areas;
- Whether the grantee has complied with all special conditions of its existing grant award(s) from OVW;
- Whether the grantee has adhered to programmatic and financial reporting requirements, including timely submission of required reports;
- Whether the grantee has demonstrated a commitment to sustaining the project after federal funds are no longer available;
- Whether the grantee has closed-out prior awards in a timely manner;
- Whether the grantee appropriately utilized and actively participated in OVW-sponsored workshops and other technical assistance events as required by a special condition of the current award;
- Whether the grantee has received financial clearances on all current grants from OVW;
- Whether the grantee has complied with the Office of Management and Budget single-audit requirement; and
- Whether grant funds were spent in a timely manner.

Applicants with an OVW grant history that failed to meet grant deadlines, did not comply with financial requirements, or did not comply with special conditions from previous grants may not be considered for funding. In addition, if an applicant is on the OJP High Risk Grantee list, OVW will take this into consideration in making award determinations.

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

Review Process

All applications will be subject to internal review by OVW staff and external peer review panels, 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 OVW initial internal review, the application will not receive further consideration. If applications that are partially beyond the scope of the program are sent to external peer review, only sections of the application that are within scope will be reviewed.**

OVW Initial Internal Review

Criteria for the OVW initial internal review follow:

- Whether the applicant meets all statutory eligibility criteria (see pages 4-5);
- Whether the application is complete;
- Whether the proposed activities are within the scope of the program (see pages 8-9);
- Whether the proposed budget is within the established limits (see pages 7-8);
- Whether the applicant meets the certification requirements for the program (see pages 5-7); and
- Whether the application proposes significant activities that may compromise victim safety (see pages 11-12)

- Whether the applicant has excessive funds remaining in their current Community-Defined Solutions/Arrest Program award.

External Peer Review Panels

OVW will establish panels comprised 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 formal peer review, a second internal review will be conducted, which will include, but not be limited to, the geographic distribution of the applications for a national perspective, the ratio of population to services, and the extent to which the applications will address the demonstrated needs of an underserved population.

Additional Requirements

For information on additional requirements that apply to all OVW applicants and grantees, see the [Reference Guide](#) at pages 21-22.

Public Reporting Burden

Paperwork Reduction Act Notice

Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. We try to create forms and instructions that are accurate, can be easily understood, and which impose the least possible burden on you to provide us with information. The estimated average time to complete and file this form is 30 hours per form. If you have comments regarding the accuracy of this estimate, or suggestions for making this form simpler, you can write to the Office on Violence Against Women, U.S. Department of Justice, 800 K Street, NW, Washington, DC 20530.

Application Checklist

Applicants must submit a fully executed application to OVW via overnight delivery, including all required supporting documentation. If you do not have the ability to upload signed documents, you may upload an unsigned version and include the signed original in the hard copy of the application. **Applications will not be accepted via facsimile. Although the application needs to be submitted through GMS as well as in hard copy form, the hard copy will be reviewed.**

Application Document	Required?	Completed?
1. Standard Form 424	Yes	
2. Standard Assurances and Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (Form 4061/6)	Yes	
3. Financial Accounting Practices	Yes	
4. Summary Data Sheet	Yes	
5. Status of Current Community-Defined Solutions/Arrest Projects	Yes	
6. Proposal Abstract	Yes	
7. Summary of Current OVW Projects	Yes, if applicable	
8. Narrative. The following sections must be included	Yes	
Purpose of Application		
What will be Done		
Who will Implement		
Sustainability		
9. Budget, Budget Narrative and Budget Summary	Yes	
10. MOU	Yes	
11. Letter of Nonsupplanting	Yes	
12. Indirect Cost Rate Agreement (only if the applicant has a current Federally-approved rate).	Yes, if applicable	
13. Letter of Certification and Eligibility	Yes	
14. A Jurisdiction-Service Area Map	Yes	

Applicants must send **via overnight delivery** a complete hard copy original of the application, **postmarked by February 17, 2010** to:

The Office on Violence Against Women
 c/o Lockheed Martin Aspen Systems Corporation
 OVW Community-Defined Solutions/Arrest Program
 Mail Stop 2K
 2277 Research Boulevard
 Rockville, MD 20850

(301) 519-5000

In addition, applications must be submitted on the Office of Justice Programs online Grants Management System. For further information and assistance on submitting your application through GMS, please see <http://www.ovw.usdoj.gov/docs/gms-application.pdf>.

Appendix B – Letter of Certification of Eligibility

Quick Tips to Certification of Eligibility Letter

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

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

[Applicant Letterhead]
[date]

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

Re: Community-Defined Solutions/Arrest Program

Dear Director:

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

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

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

Sincerely,
[Chief Executive Officer]

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: Community-Defined Solutions to Violence Against Women/Arrest Program

Dear Director:

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

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

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

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

Sincerely,

[Chief Executive Officer]

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

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

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